

Job Description – SHEQ Adviser

Toppesfield is the UK's largest and fastest growing independent surfacing company. In the last four years we have created more than 100 jobs, increased our turnover from £39 million to over £85 million and established seven regional offices within the UK to manage projects with clients across the highways, commercial, aviation, defence, leisure and rail sectors.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing, thereby enhancing our position as contractor of choice for all surfacing works.

We have an opportunity for an experienced, reliable and self-motivated HSEQ Adviser to join our SHEQ team, helping to develop the SHEQ Culture within the business.

Your key responsibilities:

- Demonstrate visible leadership and commitment to SHEQ, including setting a personal example, and communicating the importance of SHEQ considerations
- undertake site visits / inspections and challenge unsafe acts and conditions and engage with those involved, to agree the necessary improvement actions
- Intervene when they see an unsafe act or condition
- Promote awareness of the Company SHEQ vision, objectives and targets
- Provide guidance on the implementation of the Company's SHEQ policies
- Provide guidance on how to meet the requirements of relevant legislation
- Facilitate the sharing of good practice and lessons learnt from incidents
- Design and deliver SHEQ training courses
- Plan and undertake SHEQ inspections and audits
- Advise on, and support incident investigations, including the identification of root causes, corrective and preventive actions
- Provide informed advice on relevant SHEQ technical issues
- Recording and tracking all near hits, accidents and incidents.
- Undertake internal random drugs and alcohol screening.
- Ensure that all contractors and suppliers work to company and site procedures.
- Assist with the investigation of incidents and reporting on preventive measures.
- Deal with enquiries regarding safety and environmental issues
- Provide assistance to managers and supervisors, so that they may fulfil their SHEQ responsibilities.
- Ensuring that all internal / external S.H.E.Q. alerts, written notices and bulletins are circulated and briefed to all relevant employees within a specified timeframe.
- Remain up to date with current industry regulations, changes in legislation and industry standards.
- Participating in the preparation and construction of written safe systems of work/method statements. Inspecting and providing feedback to engineers, project team leader and other persons on compliance levels on methods of work statements.

You will have:

- A Full Driving Licence
- Excellent IT skills with competency in Microsoft Word and Excel

Experience and qualifications:

- NEBOSH Construction certificate and membership of IOSH
- AIEMA is preferred but not essential,
- clear and credible knowledge with a minimum of 2 years' experience in a similar position.

Job Type: Full-time