



Health & Safety Officer (Part Time)

Location: Kidderminster Head Office

Job type: Health & Safety

Salary: negotiable depending upon experience

Ref: HSO0219

Hours: Part time, Permanent

Avensys UK Ltd offer bio-medical equipment engineering service solutions, including:

- Maintenance and Repair: bio-medical, dental and endoscopy equipment
- Resale: ethical resale service for surplus equipment, plus sale of new and reconditioned medical equipment
- Training: bio-medical equipment training

As our Health & Safety Officer you will co-ordinate, support & advise the business on all aspects with regards to Health & Safety.

Job responsibilities include but are not limited to:

- Ensure a safe workplace environment without risk to health.
- Ensure that all H&S policies, procedures, rules & regulations are adhered to & are regularly reviewed updated & communicated.
- Ensure the company meets its statutory obligations in all areas pertaining to health, safety & welfare at work including statutory training & reporting.
- Train or educate staff in the use & purpose of H&S policies, procedures & processes.
- Ensure that all near miss & accidents are documented, investigated & recommended improvements implemented.
- Co-ordinate the development of H&S policies, systems of work & procedures.
- Ensure that safety inspections are carried out, fire drills & fire alarms are correctly reported, safety inspections, risk assessment & lone working procedures are managed & employees are aware of their responsibilities.
- Weekly inspections of fire extinguishers.
- Monthly inspections of first aid boxes.
- Ensure H&S training records are maintained.
- Ensure a full programme of documented H&S inspections.
- Keeping up to date with all new & old aspects of relevant HSE H&S legislation & communicating to senior managers & staff.
- Promote H&S across the whole of the company.
- Participate in monthly meetings on relevant H&S matters.
- Liaise with external H&S consultants in the provision of training programmes & H&S services.

Experience and skills required:

- NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation qualified or working towards
- NEBOSH Environmental Certificate qualified or working towards
- COSHH Trained
- Provision of advice to managers/supervisors
- Handling of H&S investigations
- Experience of formulating, implementing and revising H&S policies and procedures
- Member of institute of Occupational Safety & Health (IOSH)
- Professional and confidential approach, coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills



- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to work in, and adapt to a rapidly changing environment
- Ability to work on own initiative and co-operatively with others to complete tasks and implement process improvements

What can we offer our Health & Safety Officer?

- Laptop, Smart Phone, Uniform
- 23 days holiday + bank holidays (rising 1 day per year to a maximum of 26 days)
- Pension scheme
- Private medical insurance after 1 years' service
- Sick pay scheme
- Ongoing salary reviews

Closing Date: 15th February 2019

We are committed to ISO 9001:2015 QMS and ISO 13485:2016 standards.

To apply please email your CV and covering letter to the HR Team at: hrteam@avensysmedical.co.uk

Due to the popularity of some positions, we reserve the right to close the vacancy early on receipt of sufficient applicants.