

SHE Administrator

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Company: Fusion People Ltd

Location: Hitchin

Category: management

Role: SHE Administrator

Location: Hitchin

Rate: £14-16ph PAYE

Duration: 2 months parental leave cover

The objective of the role is to support both the SHE and project team to ensure that SHE Document Control records are maintained along with other SHE administrative duties that are required in complying with the Costain SHE Management System.

Responsibilities: Provide support to the SHEQ team in order to achieve excellent safety, health, environmental and quality (SHEQ) standards across the business.

Able to assist with monthly reporting on observations, stats and targeted risk monitoring.

Upload and update incidents and damages to Enablon/Capture as and when required.

Enter inspections onto observation tracker.

Assist in the creation of SHE and Quality alerts/briefings

Assisting the team where necessary with SHEQ audits.

Assist with the preparation and formatting of documents within the SHEQ system

Report on frequency of toolbox talks, site briefings and inductions that have taken place.

Analysis of data and provision of ad-hoc reports as and when required.

Monitor and respond to all requests for CMO Inductions, including the coordination between

the relevant departments for the delivery of the inductions.

Assist with weekly inductions including registration of attendees and medical forms.

Make sure all information received at the site induction is in date and uploaded correctly on the system

Compiling data for presentations on the required format, PowerPoint, Excel etc.

The candidate will be required to attend all meetings for projects, providing literature and setting up and organising of room. The SHEQ administrator will be required to also take minutes and compile any actions arising from meetings

Monitor and maintain the training register, organising and informing the relevant Manager of the expiry dates relating to training.

Support and organise training as and when required

Ensuring that required actions are allocated and progressed to closure

Other Key Tasks may be required as and when.

This will be an office based role

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