

Newcastle City Council

Job Description

POST TITLE	Health and Safety Officer (AA936)	
EVALUATION	611 Points	Grade: N9
RESPONSIBLE TO	Health and Safety Team Manager	
RESPONSIBLE FOR	N/A	
JOB PURPOSE	To provide a comprehensive health and safety service to support the Council effectively manage health, safety and welfare standards and comply with relevant legal duties.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide advice, guidance and support to allocated service areas to implement and embed the Council's health and safety performance management and reporting arrangements.
2. To develop and implement relevant health and safety and fire safety policies and plans in conjunction with the appropriate managers.
3. To monitor health and safety standards by undertaking health, safety and fire safety inspections and audits, making the necessary recommendations or interventions as appropriate to support the Council to fulfil its statutory obligations.
4. To provide general health and safety advice and guidance to support the Council, including during any regulatory interventions.
5. To investigate accidents, dangerous occurrences and incidents of work related ill health, make necessary recommendations and support implementation as appropriate.
6. To advise on the interpretation, application and enforcement of health and safety and fire safety legislation.

7. In conjunction with operational managers, identify health and safety training requirements and, where required, develop and deliver appropriate training programmes.
8. To undertake risk assessments and ensure outcomes are monitored and reviewed.
9. To prepare reports, including investigation reports and statutory RIDDOR reports, and produce and maintain records and statistics as appropriate.
10. To assess and monitor contractors as appropriate.
11. To support the Council control occupational health risk, including undertaking occupational hygiene surveys and analysing and reporting the outcome.
12. To provide information and professional health and safety opinion on accident and ill health civil liability claims to the Council's Insurance Section and other relevant parties.
13. To attend staff health and safety consultation meetings and relevant external meetings as required, e.g. the regional Waste Industry Safety & Health Forum or NEREO specialist groups.
14. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.
15. To assist in maintaining a healthy, safe and secure environment and act in accordance with the Council's policies and procedures.