Classification: NULBC **UNCLASSIFIED**

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: RWS Health and Safety Technical Assistant			**Grade:** 7/8
Directorate: Sustainable Environment		**Service:** RWS	
Post No:	**JE Ref:**	**Date of Issue: September 26**	
Responsible to: Collections Manager			

Main Purpose of Job:

To assist the RWS Business Manager to ensure the achievement and maintenance of a safe working environment for all RWS activities and contribute to Knutton Lane Depot safe working practices.

Key elements of this role include:

- helping to maintain compliance with all Health and Safety at Work legislation,
- providing a safety advisory contact for RWS,
- deliver health and safety training packages to RWS and other operational services,
- monitoring and reporting on the effectiveness of health and safety arrangements.

Main Tasks/Duties/Responsibilities

1. To assist in the implementation of all Health and Safety at Work regulations, ensuring that the Council and its employees are aware of all relevant developments and existing and forthcoming legislation including the Health & Safety Commission's annual Strategic Plans.

2. In conjunction with the Collections Manager and Corporate Health and Safety Officer, review relevant Health and Safety policies, procedures and practices as they apply to RWS activities on a regular basis.

3. To advise on the assessment of any risks to the health and safety of employees, sub-contractors and members of the public to ensure compliance with all appropriate statutory requirements, perform/supervise the undertaking of risk/COSHH assessments etc throughout RWSs activities and, where necessary, make appropriate recommendations.

4. To identify and successfully undertake appropriate 'train the trainer' training to train and assess operational staff in RWSs, vehicle, plant and equipment usage to formal certification levels as required by the role.

4. To carry out regular inspection visits to areas of RWS operational activity, re-visits and to give appropriate advice and business support. Ensuring actions taken are adequately and appropriately recorded and where necessary, suitable and sufficient evidence is gathered and recorded in accordance with statutory requirements.

5. To assist in assist in the oversight of occupational health monitoring arrangements with the external provider and maintain HAVS calculations quarterly to a program.

6. To assist with the preparation of letters, reports, insurance and court case files and attend formal hearings of the council as well as prosecution and appeal hearings before the Courts as may be appropriate.

7. To undertake routine inspections of assets, pathways, car parks and roads within parks and open spaces to ensure acceptable levels of safety.

8. To ensure that safe working methods and practices are established and maintained by assisting with an annual program of safety audits and monitoring activity in relation to employees, premises, plant and equipment, reviewing corporate and departmental policies and procedures and ensuring that all the appropriate statutory records relating to safety and the reporting or all accidents etc are maintained.

9. To assist in the investigations of any accidents to employees and/ or members of the public including gathering witness statements and assistance in tracking behavioral trends.

10. In conjunction with the Collections Manager or Corporate Health and Safety Officer, undertake the delivery of technical health and safety training, toolbox talks, equipment and plant usage.

11. To support Health and Safety sub-groups including the Knutton Lane Depot Health and Safety Committee.

12. To participate in Team Briefings etc. and provide mutual support within the team.

13. To ensure that all records relating to health & safety are maintained in accordance with the Council document retention policy, are maintained and updated as appropriate.

14. To Act as an administrator for training and certification records and planning on the departments Health & Safety Information Technology system and Training and certification data base to maintain, update, create reports and train as necessary.

15. To develop engaging newsletter articles for publication to relevant teams and for corporate information

16. To participate and in and assist in arranging in safety days or initiatives as required across all service areas

17. Research and utilise networking opportunities to organise product trials and their application to work practices to enhance safety

18. Maintain Continuous Professional Development and demonstrate networking with other council colleagues and professionals

Occasional Tasks/Duties/Responsibilities

1. To issue safety information and publicity, including the posting of warning notices on equipment/machinery etc.

2. To liaise with the council's Corporate Insurance and Risk Officer on all aspects involving insurance of employers' liability, third party or other risks.

3. To maintain first aid supplies for RWSs operations.

4. To assist and advise technical staff supervising contractors to the council in connection with health and safety matters including ensuring that the Health and Safety Policies of contractors are satisfactory.

5. To complete occupational health risk assessments.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.

2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.

6. To be aware of and adhere to the Council's Equal Opportunities Policy.

7. To undertake any other duties as may be reasonably allocated to the post-holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).

8. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

9. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.