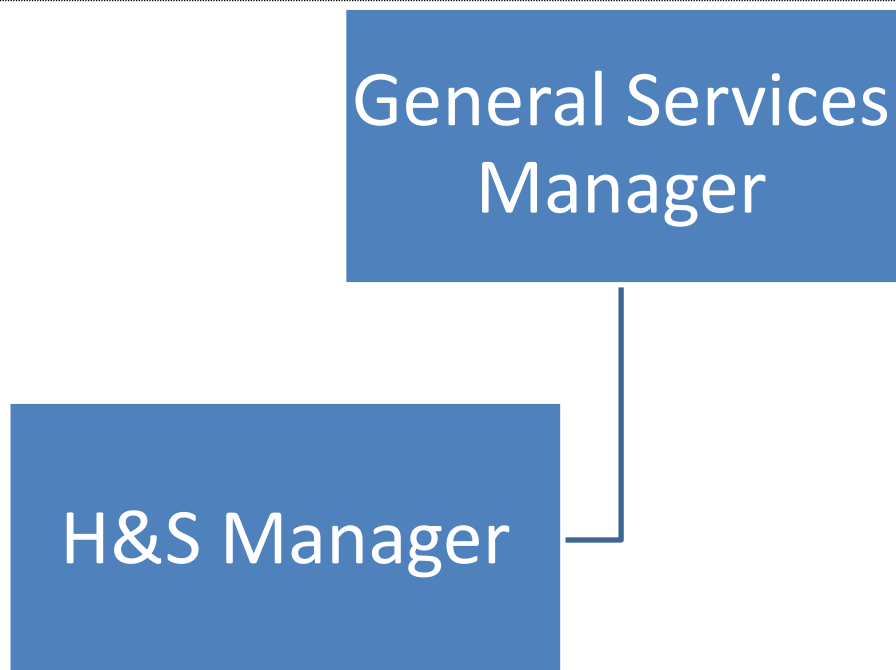


# Job Description: Health & Safety Manager



Position Title:	<b>Health &amp; Safety Manager</b>
Generic Job Title:	Health & Safety Manager
Contract Hours:	38 hours
Team Band:	Global Grade K2
Segment:	Energy & Resource
Immediate manager (N+1 Job title and name):	General Services Manager
Position location:	Phillips 66 Humber Refinery

- 1. Organisation chart** – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 2: Job Purpose

- To ensure employees promote health and safety in the workplace and co-ordinate accident prevention and health and safety measures within Sodexo at Phillips 66 Humber Refinery.
- Assess hazards and risks, ensure full compliance to local / legal councils, Phillips 66 and Sodexo HSE.
- Identify areas of improvement and implement.

### 3. Accountabilities or “What you have to do”

- **Training of Site Employees**
- Weekly Huddle information for the Heads of Departments, print off signing sheets
- Deliver huddle to Warehouse on agreed day and additional info required as required.
- Power point presentation for monthly H&S review meeting, delivering (3 meetings during 1 working day to ensure capturing staff)
- Power point presentation for site drivers, deliver to team over 2 meetings
- **Compliance**
- Review Risk assessments and SSOW yearly and/or after an incident/accident.
- Review COSHH information and gave approval for use on site for all chemicals.
- Participation in Quarterly Business Review – Complete presentation on safety stats.
- Yearly safety plan
- Yearly training plan and training
- Complete client safety scorecard, additional information, and update safety plan
- Staff Safety Inductions – check understanding, and all Sodexo information required for Sodexo employees, casual and agency staff plus Turnaround staff.
- Carry out monthly department safety audits and food safety audits.
- Carry out and record all monthly audits and safety checklists on Sodexo IEX (IAM) monthly requirements.
- Report accidents and incidents within 24 hrs
- Carry out accident/incident investigations.
- Complete Sodexo accidents/incidents forms.
- Report Sodexo near misses, safety observations
- Report near misses, safety observations and safety walks on Sodexo App.
- Sodexo notice board updates.
- **General/Site Tasks**
- Collate hours worked on site for client H&S scorecard
- Share scorecard results with P66 client at monthly meeting with GSM.
- Enter Scorecard monthly results on ISN by 15<sup>th</sup> of following month.
- Near miss log – update and follow up actions – arrange and chase issues. Print of log and display copy on all departments notice boards.
- Staff Safety steering team meeting – update and follow up actions.
- Attend CSAT Meetings monthly.
- Attend CMG meeting if required.
- Attend service request meeting weekly.
- Complete Phillips 66 site requirement information for accidents/incidents.
- Support sub contractors on site – Grounds Maintenance, Pest control, window cleaners.
- Flexible working during Turnaround events. Overseeing safety, catering, cleaning and support services requirements. May be required to work nights and weekends during these events.
- Attend Turnaround safety meeting with P66 and contractors.
- Sodexo run a full soft services site, a flexible working approach is essential
- Any other reasonable request from Sodexo management.

### 4. Key Performance Indicators or “What it will look like when you are doing a job well”

- Health & Safety standards delivered in line with the client contract
- Positive relationship with clients and team
- All H&S procedures in place and up to date, with evidence of environmental initiatives
- All staff training is up to date
- All staff are engaged in H&S meetings
- Active involvement with wider Sodexo cleaning & lab community, eg regional networking groups, support for mobilisation activity, budding and mentoring etc
- Sodexo values of Service Spirit, Team Spirit and Spirit of Progress are demonstrated by manager, and embedded within the cleaning and lab team

## **5. Essential**

- NEBOSH
- Have full-time responsibilities in safety without additional operational duties
- Have at least five (5) years of industry experience and be a 'Subject Matter Expert' in the craft for which they are overseeing, namely food safety, health and safety and facility management.
- Be competent in all company and regulatory safety policies and regulations.
- Be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorisation to take prompt corrective measures to eliminate them
- Full UK Driving Licence
- Excellent communication skills
- Good literacy and numeracy skills
- Computer literate

## **6. Desirable**

- Previous management experience
- Experience in working in Oil & Gas industry