

Role Profile

Job Title: Health and Safety Coordinator – Carbury Substrate
Department: Health and Safety
Reports To: Head of Health and Safety
Ref: Ref-308 , V1 - 28 June 2024

At Monaghan, we believe our Occupational Health & Safety (OH&S) policies, standards, procedures, practices and performance are central to our long-term business success.

We recognise our people are our greatest asset. This is why we are committed to Protecting People and Assets by providing safe and healthy working conditions for the prevention of work-related injury and ill health. This commitment is grounded in our company philosophy – ***We Do The Right Thing*** – guiding the way we think about and manage OH&S risks.

Each Monaghan employee plays a pivotal role in delivering on this commitment to achieve our Health & Safety Vision of ***Zero Harm*** in the places where we work.

Role Overview

This is a hands-on role and requires an individual who enjoys interacting on site and can demonstrate the ability to engage and influence at all levels. The Health and Safety Coordinator will be a motivated Health and Safety professional who will champion and foster a proactive safety culture on site. The Health and Safety Coordinator will be responsible for providing competent occupational health and safety advice, guidance, and support, with authority and independence, to the site team, to enable them to comply with health and safety legislation and best practices.

Main Duties

- Conduct regular site inspections to identify potential hazards and recommend corrective measures to mitigate risks and improve safety.
- Conduct regular audits of control systems and processes on site to verify implementation and maintenance.
- Conduct monthly reviews of the Safety Improvement Plan (SIP) and support the General Manager to keep the plan up to date.
- Support the General Manager to close out open and in-progress SIP actions.
- Report and investigate accidents and incidents and prepare comprehensive reports detailing the root causes.
- Identify and implement actions to address the root causes of accidents and incidents.
- Review, revise, develop and maintain written risk assessments and Safe Operating Procedures (SOPs).
- Identify health and safety training needs and arrange and deliver H&S training.
- Communicate health and safety related information, updates and initiatives to employees and other stakeholders.
- Arrange statutory examinations of plant and equipment as required.
- Arrange occupational exposure monitoring as required.
- Arrange and deliver health surveillance programs as required.
- Develop, implement and maintain:

- A permit to work system.
- A contractor control process.
- Emergency preparedness and response plans, including evacuation procedures and first aid arrangements.

Experience and Qualifications

- A recognised qualification in Health and Safety.
- Train the Trainer qualification is desirable but not essential.
- Minimum 3 years' experience in a face paced work environment such as FMCG, manufacturing, heavy engineering or construction in a similar role.

Other Role Requirements:

- Experience of influencing stakeholders on Health and Safety related issues.
- Have a clear understanding of the legislative framework for Health and Safety and it's practical application.
- Strong understanding of safety management systems and incident investigation techniques.
- Detail oriented and analytical approach to health and safety management.
- Ability to prioritize work requirements and multiple tasks.
- Proactive can-do approach to problem solving and decision making.
- Ability to work independently and collaboratively.
- Strong commitment to promoting a proactive culture of health and safety, and continuous improvement.

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact.