

**JOB DESCRIPTION**  
**Safety and Compliance Officer**  
**Vacancy Ref: A1300**

<b>Job Title:</b> Safety and Compliance Officer	<b>Present Grade:</b> 7P
<b>Department/College:</b> Facilities Operations	
<b>Directly responsible to:</b> Safety & Compliance Manager	
<b>Supervisory responsibility for:</b> N/A	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Facilities Staff, Safety Office, key stakeholders within Faculties and Departments</p> <p><b>External:</b> The Health &amp; Safety Executive, University Safety &amp; Health Association,</p>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• Provide professional advice and support on relevant new build and refurbishment project related H&amp;S matters ensuring compliance with the Construction and Design Management Regulations (CDM) 2015.</li> <li>• Attend project pre-start and progress meetings.</li> <li>• Review contractor health &amp; safety documentation to ensure that they are suitable and sufficient.</li> <li>• Provide support, guidance and advice to Facilities staff on CDM issues.</li> <li>• Investigate and report on findings connected to accidents and breaches of H&amp;S legislation, by in-house staff, consultants and contractors working on new build and refurbishment projects, to the Safety &amp; Compliance Manager as required and maintain a detailed log and audit trail. Develop actions and lessons learnt and, where required, be involved in implementing them proactively.</li> <li>• To undertake construction/maintenance site inspections and produce reports with recommendations and monitor feedback from construction company representatives, Project Managers and Clients and report findings to the Safety &amp; Compliance Manager.</li> <li>• Oversee the University's Asbestos Management plan and advise on procedures required to ensure the division operates within the Control of Asbestos at Work Regulations.</li> <li>• Coordinate asbestos surveys to Campus buildings to verify information currently held in respect of asbestos and asbestos containing materials.</li> <li>• Prioritise and manage the asbestos testing and removal programme in full compliance with the current asbestos managed regulations through the nominated licensed removal contractor.</li> <li>• Assist the Safety &amp; Compliance Manager in managing the divisions OHSAS 18001 Health and Safety Management System, including but not limited to; overseeing the establishment and review of risk assessments, monitoring records of actions taken and implementing overarching arrangements with UPP, contractors and tenants.</li> </ul>	

- Carry out contractor inductions and assist in the completion of on-site contractor monitoring reports.
- Provide Asbestos and compliance advice, support training throughout the Facilities Division, in particular working closely with the Projects and Maintenance teams.
- Ensure that all accidents and near misses and reports are investigated in accordance with the University's procedures.
- Liaise and develop good working relationships with the University's Health and Safety Office and other departments within the University concerning the activities of the Facilities Division.
- Liaise with external bodies such as local authorities and specialist groups on health and safety issues.
- Assist the Safety & Compliance Manager with the programme of internal monitoring and auditing of all Health, Safety and Compliance obligations within the Facilities Division, providing associated compliance reports.
- All work to be carried out with a customer focused attitude, providing excellent customer service with a proactive work ethic.
- At all times to carry out your responsibilities with due regard to the University's code on Equality and Diversity, University Health and Safety Codes of Practice
- To undertake any necessary training and development