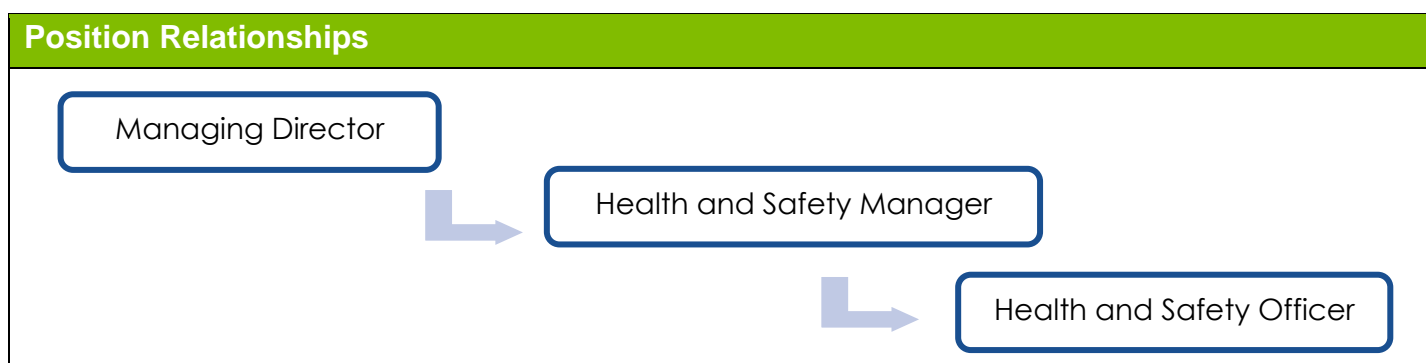


Job Description

Position Description	
Job Title	Health and Safety Officer
Department	Health and Safety
Reporting to:	Health and Safety Manager
Location	London
Scope of Role	In this position you will be working as part of a health & safety team and be required to carry out health & safety site audits, write up method statements & risk assessments, carry out toolbox talks, produce health & safety reports, carry out accident investigations and take part in audits by third parties.



Key Responsibilities
<ul style="list-style-type: none"> • Working under and reporting to Kane Group Health & Safety Manager • Carrying out health & safety site audits on large construction sites and writing up reports • Producing Method Statements for predominantly Mechanical & Electrical works but also general building works • Reviewing subcontractor Method Statements & Risk Assessments • Completing Pre-Qualification Questionnaires for tenders • Carrying out Toolbox Talks with site operatives • Take part in audits carried out by external auditing bodies • Carrying out in-house training such as Manual Handling, Abrasive Wheels & Face Fit Testing • Attending health & safety site meetings as required • Carrying out accident investigations and produce reports • Liaising with local authorities and statutory bodies such as HSE as required • Any other duties required to fulfil the requirements of the position

Person Specification

	Essential	Desirable
Qualification	NEBOSH National Certificate in Construction Health & Safety	NEBOSH National Certificate in Environmental Management
	CSR / CSCS Card	NEBOSH National Certificate in Fire Safety
Experience & Knowledge	Experience of working under OHSAS 18001 Health & Safety Management System	3+ years' experience in a Health & Safety Officers Role
		Experience in working under accreditation bodies such as Achilles, CHAS, SMAS & Constructionline
		Experience working as a health & safety officer within Mechanical or Electrical disciplines.
Abilities & Skills	Excellent interpersonal skills	
	Calm and decisive under pressure	
	Perseverance and tenacity to resolve the health & safety challenges that arise within the construction industry	
	Ability to manage and multi task multiple issues to successful conclusion	
	Ability to work alone and as part of a team	
	Willingness to develop Health & Safety knowledge	
	Proficient in communication through the written word and presenting to senior management / main	



	contractors in both written and oral formats	
	Full UK driving license	