

22 April 2022

Position Advertised: Health & Safety / Facilities Coordinator– Part Time

The Company and Benefits

SST Sensing Limited designs and manufactures a range of electronic sensors and instruments, specialising in fluid and gas sensing products that have been supplied to multiple industries for over 17 years.

Our design and manufacturing facility is located at Shawhead Industrial Estate, Coatbridge, just off the recently developed A8/M8. This is a part-time position, offering a 20-hours to 24-hours over a 3-days working week; days to be agreed however, Friday between 8:30am to 12:30pm is a preferred day. The company offers a competitive salary, and after completion of probationary period, company pension, healthcare, and life insurance.

The Role

An exciting opportunity for an experienced Health & Safety / Facilities Co-ordinator to join an expanding electronic design and manufacturing company. This is a part-time position; however, hours are negotiable.

We are looking for a H&S / Facilities Coordinator to drive a Health & Safety culture within a safe, and well-functioning work environment. In addition, you will oversee all building and infrastructure related activities ensure that facilities are safe and well-functioning.

The ideal candidate will be well-organised and able to optimise the use of space and equipment while reducing operating costs.

The goal is to ensure our business's accommodation is problem-free and safe so that employees can work under the best conditions.

Duties and Responsibilities

Your duties as a Health, Safety & Environment Co-ordinator will include:

- Health, safety, and environmental ownership
- Supporting annual H&S and ISO Quality audits and if required, assisting with customer audits
- Working with departments to coordinate the safety effort to reduce the risk of accidents
- Assisting with investigations into accidents and incidents to identify causes and make inputs to prevent reoccurrence
- Supporting the Management Team with measures necessary to meet health and safety compliance within the organisation
- Monitoring and training of processes, systems, and employees throughout the sites, including Safe Systems of Work

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- Conducting and reviewing health and safety risk assessments for work equipment, manual handling, ART and COSHH
 - Carry out monitoring for compliance with completed assessments and adherence to published SSoW
 - Assisting in the production of safe operating systems across the site using equipment knowledge and experience

Your duties as a Facilities Co-ordinator will include:

- Ensure standards are maintained and deadlines are achieved
- Coordinating any regular and ah-hoc maintenance works with contractors and the Operations manager to ensure minimal disruption to production
- Managing subcontractors on site to ensure all work is carried out effectively and efficiently whilst always conforming to HSE requirements
- Carrying out post audits of other subcontractors' work
- Ensuring the upkeep of all relevant logbooks; fire safety, intruder alarm, smoke alarms, etc.
- Monitor activities that happen outside the building, such as proper waste disposal and recycling

Requirements

- Experience in the same or a similar manufacturing industry
- A good standard of written and oral communication skills
- First aid at work certification
- Desire to undertake further training
- Practical in approach and outlook
- Computer and systems literate
- Team player with positive attitude to ownership
- Self-aware with a desire for continuous improvement

Desirable:

- COSHH Awareness
- Work Equipment experience

Deadline: 2nd May 2022