



JOB DESCRIPTION

Job Title:	SHEQ Co-Ordinator
Base:	Wellingborough
Reports To:	SHEQ Manager
Hours of Work:	40 hours per week, Monday to Friday

Company Information:	<p>VEKA Recycling is an industry leader in recycling 'end of life' uPVC windows and doors, offering a reliable, cost-effective and long-term service that you can depend on. We work with window fabricators and installers, as well as waste companies throughout the UK to ensure that valuable uPVC material is not lost to landfill.</p> <p>We use our innovative recycling process to close the loop on uPVC recycling. This means that old windows and doors can be recycled and extruded into new windows and doors that boast the same standard of quality as the ones previous.</p> <p>We are committed to the sustainability of our environment. We have worked meticulously to ensure that every stage of our closed loop process is as environmentally friendly as possible. This is what separates VEKA from the competition.</p>
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Main Purpose:	<ul style="list-style-type: none"> • Actively work with SHEQ Manager in the implementation of health, safety, environmental and quality requirements. • Ensure the company and legal standards are implemented. • Promote a positive HSE & Quality culture. • Assist with Health & Safety, Environmental & Quality audit to confirm compliance against the company standards.
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Responsibilities:	<ul style="list-style-type: none"> • Ensure site compliance against SHEQ policy, through monitoring and auditing, providing guidance and support. • Ensure all accidents are notified to SHEQ Manager as they occur, but no later than 24 hours for minor incidents. • Support SHEQ Manager in the investigation of accidents/incidents/near misses. • Support SHEQ Manager with completing Risk Assessments, e.g. Manual handling, COSHH, Fire prevention, Working at Heights etc... • Maintain teams of First Aiders and Fire Marshals for the site, arranging training where necessary. • Ensure SHEQ Notice Boards are updated with relevant information. • Support with the supply of adequate PPE for all employees. • Perform compliance audits to ensure all HSE & Quality requirements are achieved through system, product and process audits and offer guidance for any deviations away from standard. • Support in the creation of HSE & Quality Alerts to ensure that all employees are aware of the latest SHEQ issues. • Assist with customer concern investigations and corrective action implementation. • Assist with SHEQ related training, inductions and toolbox talks etc...
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Person Specification	
Qualifications	<p>NEBOSH or IOSH Certificate</p> <p>Experience dealing with ISO9001 Quality Systems.</p> <p>Internal audit experience.</p>
Required Knowledge	<p>Minimum 2 years' experience in a HSE / Quality role within a Manufacturing environment</p> <p>Experience and understanding of health & safety and environmental legislation.</p> <p>Experience of quality systems such as ISO9001 including related system, process and product audits.</p> <p>Risk Assessments</p> <p>Site inspections and investigations</p> <p>Ability to interpret SHEQ-related legislation.</p> <p>Visible SHEQ Values.</p> <p>Experience in auditing and corrective action implementation.</p> <p>Experience with ISO45001, ISO14001 & ISO9001 would be beneficial.</p> <p>Experience using problem solving techniques such as 8D would be a distinct advantage.</p>
Personal Attributes	<p>Good IT skills</p> <p>Good Team player</p> <p>Ability to prioritise</p> <p>Accuracy and attention to detail</p> <p>Effective verbal and written communication skills</p> <p>Excellent information sharing ability at all levels</p> <p>Planning and organisation skills</p> <p>Ability to interact with people at all levels within the Company.</p> <p>Ability to self-prioritise workload</p> <p>Embrace and drive change</p>

In addition to your normal duties, you may, from time to time, be required to undertake additional or other duties as necessary to meet the needs of the business.