



THE POSITION

POSITION:
Administration
Assistant

To support the Environment, Health & Safety and Facilities Manager to ensure all activities performed by Lambert are carried out in accordance with relevant Health & Safety legislation ensuring the health, safety and welfare of employees, contractors, customers, suppliers and visitors.

DEPARTMENT:
EHSF

KEY ACCOUNTABILITIES

TYPE:
Full Time

- Support the administration of all Environmental, Health Safety and Facilities matters, audits, risk assessments, accidents, reporting, training, communication etc.
- Support the EHS Facilities Manager with health, safety & welfare of all staff and anyone visiting our facilities or connected with our equipment
- Support the EHS Facilities Manager in the production of accurate method statements and risk assessments

LOCATION:
Lambert
Station Estate
Tadcaster
North Yorkshire
LS24 9SG
United Kingdom

KEY RESPONSIBILITIES

- Support the EHS Manager in ensuring all Health & Safety matters are accurately documented, recorded and communicated throughout the business using regular Health & Safety Bulletins and increasing awareness through various communication tools. This will ensure that the latest information is always readily available in relation to health and safety which will reduce the risk of non-conformance activity, accidents and near misses and protect Lambert from litigation.
- Working closely with other EHSF representatives, publish and distribute “red stripe” and accident statistics, including near misses, on a monthly basis. This will contribute to the removal of recurring incidents and encourage reporting of near misses to demonstrate Lambert’s commitment to health and safety.
- Support the EHS Facilities Manager in maintaining ISO14001 and OHSAS 18001 accreditation. Carry out health and safety induction for visitors, contractors and employees.
- Monitor the performance of suppliers and contractors.
- Work with other departments to ensure compliance with ISO14001 and OHSAS 18001 by complying with appropriate Standard Operating Procedures. This will ensure Lambert retains its accreditation and maintains its position as a provider of high quality service.
- Work with the EHS Facilities Manager to sustain OHSAS 18001 accreditation.

OTHER RESPONSIBILITIES

- Publish and distribute monthly EHSF Bulletins
- Maintain notice boards and communication posts EHSF information
- Carry out research and source data as required to provide information for EHS Facilities Manager and the business.
- Work with all Lambert colleagues to ensure compliance with ISO14001, ISO9001 and OHSAS18001 and support a culture of Lean and Continuous Improvement by complying with appropriate Standard Operating Procedures. This will ensure that Lambert retains its accreditation and maintains its position as a provider of high quality service and that its employees are working efficiently and safely.
- Work with all Lambert colleagues to ensure that our internal customer ethos is delivered and maintained through everything we do including right first time, on time and in full.
- Always demonstrate respect, integrity, trust and excellence in interactions with all colleagues, customers and suppliers in line with Lambert's internal customer programme.

DESIRED SKILLS & EXPERIENCE

- Experience of working with ISO14001 and OHSAS 18001
- Experience of working within an administrative function in an H&S Environment
- Knowledge of health, safety and environmental legislation
- Experience of working in a manufacturing environment
- Experience of delivery health and safety induction
- Knowledge of Safe Contractor Scheme
- Knowledge of periodic assessments and audits

THE PERSON

- Educated to GCSE/'O' Level standard in 3 subjects at Grade C or above (including Maths and English)
- Excellent administrative and IT skills

If the above sounds like you and you would like further information or details of the full job description please contact HR. If you wish to apply please forward a copy of your CV together with a covering letter to hr@lamberteng.com. It is your responsibility to advise your current line manager of your application.