

JOB DESCRIPTION

ROLE: Health & Safety Officer

SALARY AND BENEFITS: Negotiable

LOCATION: Perivale/Ruislip/Basildon

REPORTING TO: Operations Director

The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines. Having undergone two acquisitions since 2010, we are continuing to strengthen and grow.

Our Vision is to have the strengths and financial disciplines of a big company combined with the leanness, agility and warmth of a small company. Being a family run business, we have grown at a phenomenal rate, from just four people to over 1000 in a short space of time and still growing! Investing in our people has been the key to our success; enthusiasm and passion are the key traits we look for. If you are looking for a rewarding career there is no better time to join.

For more information on the group please visit: www.bnsgroup.co.uk

PRIMARY RESPONSIBILITIES

Maintain and protect health and safety standards within the Group in accordance with current health and safety legislation.

SECONDARY RESPONSIBILITIES

- Writing internal health and safety policies/strategies
- Drawing-up safe operational procedures
- Undertaking risk assessments
- Identifying potential hazards
- Determining ways of reducing risks
- Planning safe working practices and making necessary changes
- Keeping up to date and ensuring compliance with current health and safety legislation
- Ensuring that equipment is installed correctly/safely
- Investigating/recording incidents, accidents, complaints and cases of ill health
- Making recommendations following accidents/incidents
- Liaising with relevant authorities
- Safely handling hazardous substances
- Making regular site inspections
- Keeping up to date with developments within the profession
- Always adhere to all company policies and procedures
- Carry out instructions given by the management team
- Travel between three sites, Perivale/Ruislip/Basildon
- Ad hoc duties

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Full Clean UK driving licence
- Ability to work on own initiative and in a team
- Ability to manage time well
- Ability to be calm, patient and assertive
- Effective communication skills
- Ability to use Microsoft Office and the Internet
- Ability to adapt to change