**SHEQ Apprentice**

**Department:** SHEQ  **Site:** Lincoln

**Reporting to:** SHEQ Manger **Key Reports:** None

**Role Summary**

The SHEQ Apprentice will assist the SHEQ Manager in the development, implementation and monitoring of the Safety, Health, Environmental and Quality Management by administering system information in line with legislation. This role will also assist in undertaking workplace inspections to industry standards such as ISO 9001, 14001 and 45001, along with maintaining the site, asset control and all statutory inspections as required by law.

**Key Responsibilities and Tasks**

All job holders need to demonstrate, understand and implement the company values within their roles.

**People**

* Working with the SHEQ Manager to carry out task such as:
  + internal audits accross business functions
  + Supporting IT administration
  + Supplier approvals; working closely with the procurement and engineering teams
* Assist with supplier and customer pre-qualification processes.

**Process**

* Arrange and book training for colleagues; maintaining the certification and training matrix.
* Review and keep up to date with health and safety regulations e.g., changes to Construction, Design and Management Regulations or updates to the Control of Substances Hazardous to Health along with workplace instructions, making sure that information is from reliable sources.
* Place orders for personal protective equipment (PPE) and other safety critical equipment.
* Prepare and maintain records relating to safety, health and environmental matters that comply with legal and workplace requirements and are accessible to those who are authorised to use them. e.g., records associated with Provision and Use of Work Equipment Regulations, Lifting Operation and Lifting Equipment Regulations, Noise at Work Regulations, Hand Arm Vibration Regulations or Environmental Permitting Regulations.

**Delivery**

* Carry out monthly reviews of supplier status to ensure that the Company’s business system is up to date with approvals in line with ISO 9001 certification and, where applicable, valid Confidentiality Agreements.
* Assist the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.
* Assist with dealing with any other day to day office duties, including answering the main telephone line, scanning, and filing documents on the company’s business system, and other administrative tasks as and when required.

**Required Skills**

**Education** (qualifications & training)

* Minimum of 2 a-levels and grades 4-9 GCSE Maths and English
* Basic Business understanding – understands key business areas
* Knowledge of Greenray’s market, drivers and activities would be useful but not essential.

**Skills** (capabilities & qualities)

* To work effectively as part of a team to enhance productivity of department.
* Excellent communication and relationship skills, both verbal and written
* Team Player, flexible and mature attitude to variety in work scope.
* Prioritises effectively and is well organised.
* IT skills –Microsoft Excel & Word.

**Version Date**

June 2022