



Job title
Effective date

Outline Post Description	
	Regional HSE Advisor
	April 2024

Principal purpose of the role:

o	To assist Colchester, Manor and Orexis sites in ensuring that the Baxters Food Group's processes, procedures and systems comply with legislation and Company policies.
o	To ensure that activities carried out comply with the defined processes and procedures through monitoring and feedback mechanisms that highlight any failures. Ensuring the effective communication of compliance activity across the sites.
o	To provide guidance and support on health, safety and environmental issues to all functions, in order that risks to personnel, visitors and company assets and the environment are managed effectively, and to improve performance in the Health, Safety and Environmental area towards best practice.

Main accountabilities:

1	To assist site teams with planning risk assessments to ensure coverage of all activities (including non-routine, maintenance, emergency/unplanned events).
2	To assist with the implementation of European Procedure requirements, where relevant by developing local implementation plans.
3	Produce HSE information and posters for HS&E notice boards and liaise with H&S Reps to keep notice boards up to date.
4	Provide advice at health and safety meetings, advising both management and H&S Reps, as appropriate.
5	Carry out HS&E audits and produce reports for the European HSE Manager.
6	Produce site based HS&E reports, shift briefings, lessons learned briefings.
7	Assist to maintain the HS&E electronic filing system
8	Assist with HS&E projects, as directed by the Factory General Manager and/or European HSE Manager.
9	Update site information onto the HS&E Action register with actions from inspections, audits, investigations, meetings, observation cards, enforcing authorities, etc.
10	Update site information onto the risk assessment database.
11	Update site information onto the HS&E Tour schedule.
12	Update site COSHH information onto the database.
13	Update incident and accident register and monitor close out reports.
14	Liaise with site Engineering Departments to ensure PPM and statutory examinations and inspections are carried out and that records and certificates are maintained.
15	Update site information onto the Utility usage database.
16	Update site information onto the waste/recycling database.
17	Collate observation/suggestion cards generated on site and update register.
18	Coordinate the Occupation Health provider visits to advise on process for obtaining advice on OH matters (e.g. medical conditions, medications).
19	Liaise with European HSE Manager.

Job Holder

Line Manager