Job Title: Health and Safety Assistant

Location: Health and Safety Office – 60 Whitfield Street

Subordinates: None

Reporting to: Health and Safety Officer and Health and Safety Manager

Accountable to: Group Laboratory Service Compliance Director and Group Laboratory Director

Liaises with: Health and Safety Technical Administrator, all other TDL and pathology partners, Facilities Management and external commodity and service suppliers

Overall Job Purpose:

General assistance and support to the Health and Safety Officer and Health and Safety Manager, ensuring safe practice on all sites controlled by TDL in liaison with the relevant heads of Department and Safety Officers.

Main Duties:

To include, but not be restricted to, the following duties:

1. Provide general support and assistance to the Health and Safety Officer and Health and Safety Manager.
2. Assist the Health and Safety Officer and Health and Safety Manager with Health and Safety monitoring activities.
3. Assist the Health and Safety Officer and Manager with the management of fire safety throughout the buildings.
4. Assist in Health and Safety audits and produce audit reports and follow up any actions.
5. Assist with the coordination and management of laboratory coats, clinical waste and the clinical waste storage area.
6. Liaise closely with the Facilities Management team to manage issues relating to the facilities service provision, and specifically waste disposal, buildings, fire safety equipment, electrical testing and safety audit non-compliances.
7. Provide clerical support to the Health and Safety Committee and Safety Officers Forum.
8. Assist the Health and Safety Officer to maintain and coordinate the online training software.
9. Assist in the identification of need and preparation of risk assessments, compliance and training of staff, with particular reference to machine risk assessments, manual handling, working at height, and display screen equipment.
10. Review and record checks on all fire exits, fire and fire equipment, and fire signs.
11. Review relevant safety signage within TDL areas.
12. Review and record the First Aid and spill kit provision across local TDL sites.
General Duties

To become familiar with the day – to day organisation of the department as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work. To attend laboratory meetings as required.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current CPA standards, regulatory requirements and the TDL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your department as well as the Company, and you should behave accordingly. Matters regarding patients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate with all other members of staff at all times.

You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.

To adhere to and to positively promote the Sonic / TDL Core Values.

To maintain high standards of work within your department.

Other duties as assigned by the Health and Safety Officer and Health and Safety Manager.

To participate in an Annual Joint Review.
## Person Specification

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>Good general standard of education and spoken and written English. Evidence of training in occupational safety and health or Certification from a recognised body (IOSH; ROSPA;C&amp;G;etc) is preferred.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Interest in current health and safety legislation and issues, with experience of health and safety implementation in the workplace, for example, carrying risk assessments. Experience in the use of Microsoft Office (Word, Excel, Outlook).</td>
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<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Numerate with excellent written and verbal communication skills. Excellent hazard spotting across a wide range of disciplines. Work on own and as part of a small team; take initiative and prioritise own workload. Proactive and with good problem solving skills. Take minutes, assist in safety audits and write reports. Good customer service skills: Ability to review complex information and relate it to the potentially diverse needs of both an individual and The Company.</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>Flexible, methodical, highly motivated effective team player; able to learn and assimilate new information and maintain confidentiality; willingness to travel across any (national) sites within the TDL group and undergo further training.</td>
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This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee:  
Signed:  
Date:  
Manager:  
Signed:  
Date: