

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Health and Safety Officer

Classification: Quality & Regulatory

Ref: 50,008

Aims & Objectives: To develop key skills through the experience of work.
Student will gain an understanding of the workings of the HSE department and will assist the team in conducting inspections and any investigations that may arise

Key Tasks:

Student will do a certain amount of observation then with training and under supervision may do simple tasks.

Student will comply with the company safety policy and be aware of the risk assessments that apply.

Student will gain an appreciation of the role that the HSE department plays in the diverse businesses that operate in Guernsey.

Requirements: STUDENT MUST BE YEAR 12 OR ABOVE Student must be literate and observant, be keen to learn many aspects of office and site work and able to use initiative. Good communication skills essential as student will be dealing with employees and attending internal meetings.

Clothing: Dress must be office smart, no piercings except for ears, hair tidy

Working Hours: 8.30am 5.00pm Monday to Friday (max 37 hrs)

Meal Breaks: 30 minute to 1 hour (depending on workload) lunchtimes may be unsupervised Take packed lunch & drink

Interview Required: Y

Student to Arrange: Y

Notes: Student must phone prior to the placement for a chat about the work to be done while there

Employer's Health & Safety Risk Assessment:

COMPUTERS & WORK STATION: Students will use general office and domestic equipment. Regular breaks from computer screens are required during prolonged use.

EQUIPMENT & MACHINERY: Student is not allowed to use the paper shredder

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students are to be supervised at all times.

ELECTRICITY: Students will be trained and supervised in use of electrical office equipment.

WORKPLACE SPECIFIC HAZARDS: Students must adhere to all safety, fire and other regulations in place for the offices/buildings

SLIPS, TRIPS & FALLS: Students to take care on stairs. To report trip hazards to supervisor. The student will be looking for hazards as part of the role.

LIFTING & MANUAL HANDLING: Safe manual handling to be shown if required.

ELECTRICITY: Safe use of electrical items to be shown.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L