



## SOLOMON & COMPANY (ST HELENA) PLC

### JOB DESCRIPTION

**DEPARTMENT:** Directorate  
**POST:** Safety & Compliance Administrator  
**RESPONSIBLE TO:** Safety & Compliance Officer

**JOB PURPOSE:** Responsibility for assisting the Safety & Compliance Officer with planning, implementing and monitoring all elements of safety and compliance within all business units, in accordance with laws, regulations, standards and ethical practices applicable to the company.

#### JOB OUTLINE:

- To assist the Safety & Compliance Officer in the maintenance and continuous development of the Safety Integrated Management System (IMS).
- To assist in the identification of general safety and food safety risks relative to workplace activities and work environments and to aid in the development of departmental Risk Assessments, HACCP processes and mitigating plans to reduce risk, under instruction of the Safety & Compliance Officer
- To input all data generated from all safety or food safety audits/inspections and non-conformance reports into the IMS, keeping departmental supervisors/managers informed of inclusions.
- To follow-up on all established general safety and food safety inspection checklists and non-conformance closeout progress with applicable departmental supervisors or managers and ensuring that the IMS system has been updated to reflect development.
- To undertake research and assist in preparing background information with regards to all Health & Safety and Food Safety aspects, including COSHH data and Toolbox Talks.
- To assist in the delivery of Safety & Compliance Office generated training sessions, by ensuring that venues are booked, sufficient seating arranged, applicable documentation printed as and when required, liaising with departmental managers on attendees and confirming with HR on proposed training dates.
- To issue to departments any first aid items held within the Safety and Compliance Office, maintain accurate stock count records and to regularly submit returns to Finance on charges to be levied.
- To assist in the publication of a quarterly Safety & Compliance Newsletter, facilitating printing, collation and ensuring a timely delivery to all departments.
- To process correspondence and, when appropriate, responding on own initiative or preparing draft responses.
- To undertake the drafting and typing of reports and various documents as required by the Safety & Compliance Officer.
- To undertake general administration duties including keeping and maintaining records, developing general filing systems and maintaining statistical information.
- To organise and attend all Safety Representative meetings in the capacity of minute taker, as well as facilitate the printing and delivery of minutes once completed to applicable departments.
- Any other administrative duties as may be required by the Safety and Compliance Officer.

**JOB RESPONSIBILITIES:**

- To maintain confidentiality at all times.

**SPECIAL CONDITIONS:**

- Proficiency in Excel and Microsoft programs
- Out of hours work as and when required