	Job Description: Health, Safety, Quality & Environmental (HSQE) Manager	JD 31	Issue No. 01
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Description:

Reporting to the Managing Director, the role of the HSQE Manager is to ensure compliance of all aspects of business, with quality systems, policies, procedures and practices as well as with all local, national and regional regulatory requirements.

To perform all tasks associated with managing the company's Health, Safety, Quality & Environmental policy, procedures and management systems to a very high standard.

The HSQE Manager will play a key role in promoting and maintaining a strong environmental, health & safety culture within the company.


Key Competencies/ Selection criteria:

- Relevant Third Level, Health and Safety/ Quality qualification.
- Previous experience/knowledge of the practical application of ISO 9001, ISO 14001 and OHSAS 18001 management systems.
- Should possess good documentation, effective communication and organisational skills.
- Good knowledge of PC spreadsheet, word processing, and database applications.
- Ability to work on own initiative and ability to prioritise workload to ensure all deadlines are met.
- Excellent attention to detail.
- Positive attitude towards learning and development.
- Experience of conducting audits/assessments either as Lead or as part of a team.

Principle duties and responsibilities:

Your role will include but will not be limited to the following tasks;

- Reviewing and improving our Health, Safety, Quality & Environmental management system and documentation set.
- Performing risk assessments for all work activities, employees, tasks and contractors.
- Tracking and maintaining records of accidents, dangerous occurrences and information relating to Health and Safety, including statutory reporting.
- Write and maintain quality standards and procedures and maintain document control.
- Manage the incoming and outgoing inspection process, routine product testing and recording of test results.
- Control of non-conforming product and documentation of non-conforming events.
- Maintain equipment control (calibration) schedule and records.
- Customer Issues: Log Issues, Issue Quality Alerts, investigate issue, propose systems improvements to the Managing Director/Production Managers Director and implement approved system changes, following up to communicate resolution to customer.

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- Issuing non-conformances to suppliers and following up to get a satisfactory resolution.
- Carrying out internal and external audits.
- Following up with the management, employees and external stakeholders to close out actions in a timely manner
- Ensure compliance to applicable regulatory standards and procedures and practices, including UN Packaging Performance certification requirements and testing.
- Maintaining the legal register and ensuring employees and management are aware of and comply with all relevant legislation, including personal responsibility.
- Identifying areas of weakness and generating comprehensive reports in line with our established non-conformance and reporting processes.
- Support training of staff on applicable standards and procedures. Facilitating staff inductions and manual handling training.
- Other duties as assigned.

Have a Duty of Care for Health and Safety

Under the terms of the Safety, Health and Welfare at Work Act, 2005, employees are obliged to;

- have due regard for their safety, health & welfare and that of others who may be affected by their acts or omissions,
- co-operate with the Company in relation to compliance with statutory requirements of the Act and other safety laws,
- to use protective equipment, clothing or other means for securing safety, health and welfare,
- to report, without delay, defects in workplace area, which may lead to danger.
- Maintain a duty of care for materials, equipment, tools and workwear supplied by the Company for the purposes of conducting their duties.