

Health & Safety Co-ordinator

Location: Aboyne

Contract: Full time, permanent

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 25 sites across the UK, 18 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

About the role:

We are looking for a Health & Safety Co-ordinator to join James Jones & Sons Health and Safety team working from our Burnroot Sawmill in Aboyne. You will report to the Sawmill Site Manager whilst working closely with the Company Safety Adviser. This is very much an operational role and you will be working closely with colleagues and activities in all parts of the sawmill. There would also be a requirement to support other sites on occasion.

Hours of work are: 08:30 to 17:00, Monday to Friday.

Key tasks and responsibilities:

- Development and review of Risk Assessments and Work Instructions
- Development and delivery of H&S training
- Monitor and maintenance of the site training matrix
- Responsible for Site fire safety
- Electrical testing
- Site inspections
- Permit to work
- RIDDOR investigations
- In conjunction with Site management responsible for site safety



James Jones
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Skills and Experience:

- Proven experience in a Health and Safety role, preferably within a manufacturing environment
- Knowledge of Health & Safety legislation and control systems
- Good understanding of data analysis and risk assessment process
- Outstanding attention to detail and observation ability
- Excellent communication and advisory skills with ability to question and influence at all levels
- Certification in occupational health and safety (e.g. NEBOSH General Certificate)

Remuneration and benefits:

- Competitive rate of pay
- 33 days annual leave (including statutory holidays)
- Employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Life assurance cover after 3 months

Application and recruitment process:

Please send your CV to: Sally Rose, Administrator, James Jones & Sons Limited, Burnroot Sawmill, Aboyne, Aberdeenshire, AB34 5PN or E-mail sallyrose@jamesjones.co.uk.

Closing date for applications is 4th October 2024.

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.