

May 2023

Internship / Contract PSDP H&S Coordinator Role

Location: Hybrid working model with site visits as required across multiple locations e.g., Munster / Leinster / Connaught (Limerick, Cork, Dublin, Galway, etc)
O'Dwyer Safety services are looking to offer an internship / recruit on contract a PSDP H&S Coordinator

Duties and responsibilities

The successful candidate will be required to provide PSDP coordinator support on assigned projects to assist in the completion of project construction reviews of construction design team information, PSDP assessments and reports, attendance at project meetings and site visits.

A key requirement will be to assist with encouraging and facilitating designers and contractors in their application of the principles of prevention to the construction project.

Compete construction project administrative work.

DELIVERING PROFESSIONAL PSDP SERVICES TO CLIENTS

Specific responsibilities include (but are not limited to);

- Understand the responsibilities and requirements of a PSDP under the Construction Regulations and actively participate in the construction design process.
- Assist senior PSDP collate and review project documentation and design team information on the company SharePoint and email systems.
- Develop a working knowledge of assigned Construction Projects and complete site visits and reports.
- Complete statutory notifications of projects
- Assist senior PSDP when attending design team meetings, communicate with duty holders and promote the principles of prevention in design and construction.
- Identify project hazards and risks and designer control measures.
- Develop project specific preliminary safety and health plans.
- Complete Project PSDP /PSCS commencement and coordination meetings
- Issue PSDP reports throughout the project's lifecycle.
- Compile project safety files and complete project reviews
- Report to the PSDP Manager and department team in relation to works completed.

Required Qualifications / Skills:

- Relevant Construction qualification and /or Construction Health & Safety qualification (Level 7 Dip SHWW or Level 8 H&S Degree or similar),
- Basic knowledge of current construction health and safety legislation and guidance
- A positive attitude to health and safety.
- Strong verbal and written communication skills; strong influencing and negotiation skills.
- Demonstrated ability to communicate effectively in meetings.
- Proficient in Project management software (Microsoft Word/Excel /Outlook).
- Full Clean Driver's License.

Beneficial Knowledge and Skills (Not essential but desired)

- Project management software and Auto-cad skills

Send CV's to elaine@erattd.ie

