Dairy Health and Safety Advisor

Health and safety

Job title	Dairy Health and Safety Advisor
Department	Health and safety
Reports to	Health and Safety Manager or Site Manager
Direct reports	None
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Helps managers keep a dairy processing site safe and legally compliant. Carries out inspections and risk assessments, investigates accidents, delivers training and toolbox talks, and controls contractor work through permits to work, giving practical advice on the hazards found in dairy plants.

Key responsibilities

Inspections and risk assessment

- Carry out planned safety inspections of production, warehouse, engineering and yard areas
- Help managers write and review risk assessments and safe systems of work
- Assess dairy hazards such as cleaning chemicals, steam, ammonia refrigeration, confined spaces and powder dust
- Arrange monitoring of noise, dust and chemical exposure where needed
- Track actions from inspections and audits through to closure

Accident and incident investigation

- Investigate accidents, near misses and dangerous occurrences to find root causes
- Recommend practical corrective actions and check that they are completed
- Report incidents to the relevant authorities when the law requires it
- Analyse incident trends and share lessons across the site
- Support return-to-work planning with occupational health and line managers

Training and engagement

- Deliver safety inductions for new starters, visitors and contractors
- Prepare and deliver toolbox talks on current risks and recent incidents
- Organise training in manual handling, chemical handling, forklift safety, first aid and fire
- Keep training records up to date and flag overdue training
- Support the safety committee and consultation with workers

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Contractor control and permits to work

- Check contractor competence, risk assessments and method statements before work starts
- Run or audit the permit-to-work system for hot work, confined spaces, work at height and isolation
- Inspect contractor work on site and stop unsafe work
- Plan safety arrangements for shutdowns and engineering projects

Compliance and systems

- Keep up to date with health and safety law and explain changes to managers
- Maintain the site safety management system, policies and procedures
- Support internal and external audits, including ISO 45001 where in place
- Check that fire safety arrangements, emergency plans and drills are in place and tested
- Prepare monthly safety reports and performance data for management

Qualifications and experience

Essential

- Recognised occupational health and safety qualification at certificate or diploma level
- Experience as a health and safety advisor in food, dairy or manufacturing
- Good working knowledge of health and safety law and risk assessment methods
- Experience investigating accidents and finding root causes
- Experience of permit-to-work systems and contractor control
- Confidence delivering training and toolbox talks

Desirable

- Membership of a professional health and safety body
- Knowledge of ammonia refrigeration, pressure systems or dust explosion risks
- Experience with ISO 45001
- Fire risk assessment or first aid instructor qualification
- Knowledge of environmental management

Skills and attributes

- Influencing managers and workers
- Clear, practical communication
- Investigation and analytical thinking
- Coaching and training delivery
- Attention to detail
- Calm judgement in emergencies
- Organisation and follow-through

Measures of success

- Lost-time and recordable injury rates
- Near miss and hazard reporting rates
- Inspection and audit actions closed on time
- Safety training completed against plan
- Permit-to-work compliance in audits
- Regulatory notices or enforcement actions

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Working conditions and safety

Site-based role spent largely in production, warehouse and plant areas, with PPE and hygiene rules in force. Some early, late or weekend work to cover shifts, shutdowns and incidents.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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