
Quality, Health, Safety, Environmental & Energy Manual:

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Local QHSE Ambassador – Safety Champion

Depot Safety Champions will be the first point of contact for local issues, referring any matters beyond their knowledge or authority to the Depot Responsible Person or the Quality, Health, Safety & Environmental (QHSE) team. They are ambassadors for the company's QHSE department by supporting in and maintaining a safe working environment in their local area.

Main Duties include:

- To provide first line contact and assistance on safety matters to all team members in the depot.
- Updating/maintaining QHSE notice boards and other displayed QHSE communication.
- Maintain and refresh the first- aid supplies.
- Ensure that routine tests of the emergency systems are carried out and logs of such tests are recorded as per SM-17.
- Liaise with the service companies when they visit to maintain the fire alarm system and fire extinguishers. They will progress the repair or replacement of any faulty equipment reported.
- Ensure that a planned and verifiable method exists to facilitate timely PAT testing.
- Raise and encourage near misses/Kaizen suggestions and report any breaches of health and safety.
- Ensure the Defibrillator is maintained in line with requirements.
- Check evacuation chair is maintained (where provided).
- Advise the QHSE team of any changes to the first aid and fire marshal resource.
- Ensure all work equipment including racking, overhead doors, ladders and cranes are maintained in accordance with the relevant procedure and all records are up to date.
- Report any faulty work equipment.
- Liaise with service companies to ensure that all equipment/facilities are maintained in accordance with the building requirements. See form Q103 for reference.
- Ensure that all contractors coming on TMHUK premises are on the approved supplier list and have provided all the relevant paperwork.
- Depot specific requirements as agreed with the QHSE Manager.

These duties may be delegated but the responsibility may not.