



JOB DESCRIPTION

Health, Safety & Site Coordination Lead

Reports to: Head of Projects

We are seeking a proactive and organised **Health, Safety & Site Coordination Lead** to coordinate customer site installations, service activities, and project works while ensuring the highest standards of health and safety across both customer sites and the ProSys manufacturing facilities.

The Health, Safety & Site Coordination Lead is responsible for planning and coordinating site installations, service activities, and project works, ensuring all activities are delivered safely, efficiently, and in line with customer requirements. The role acts as the key point of contact between customers, contractors, and internal teams, managing site schedules, logistics, and all associated documentation, including **Risk Assessments and Method Statements (RAMS)**, permits, and Safe Systems of Work.

In addition to site coordination responsibilities, the role oversees **health and safety across customer sites and the ProSys manufacturing facilities**, ensuring compliance with legislation, company procedures, and industry best practices while promoting a positive safety culture throughout the organisation.

About ProSys:

ProSys, established in 1997 and headquartered in Cork, Ireland, specialises in the design and manufacture of specialist capital equipment for the pharmaceutical industry.

Location: IDA Business Park, Carrigtohill, Co. Cork, T45 AP82

Job Type: Full-time, Permanent, Office-based.

ROLE DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, coordinate, and oversee site installations, service activities, and project works from pre-start to completion.
- Act as the primary liaison between customers, contractors, and internal teams to ensure effective project delivery.
- Prepare, review, and manage Risk Assessments and Method Statements (RAMS), permits, and other site-related documentation.
- Coordinate site access, logistics, resources, and subcontractor activities.
- Ensure compliance with all applicable health and safety legislation, company policies, and customer requirements.
- Oversee health and safety performance across customer sites and the ProSys facilities

- Conduct risk assessments, identify hazards, and implement appropriate control measures. Investigate incidents, near misses, and unsafe conditions, ensuring corrective actions are implemented.
- Coordinate safety training, site inductions, toolbox talks, and workforce safety initiatives. Monitor contractor compliance and review contractor safety documentation.
- Conduct workplace inspections, audits, and safety reviews, ensuring actions are completed and closed out.
- Maintain health and safety records, reports, KPIs, and compliance documentation.
- Conduct and coordinate **Health & Safety inductions** for employees, contractors, and visitors, ensuring all personnel are aware of site-specific hazards, safety procedures, and company requirements.
- Support emergency preparedness, fire safety, and first aid arrangements.
- Drive continuous improvement in site coordination, operational performance, and safety culture.

EDUCATION / QUALIFICATIONS & EXPERIENCE REQUIRED

- **NFQ Level 7 Certificate in Occupational Health & Safety, Higher Diploma in Safety, Health & Welfare at Work, or a Health & Safety degree.**
- Alternatively, a third-level qualification in a related discipline such as **Engineering, Environmental Science, Construction Management, or Project Management.**
- Minimum **2 years' experience** in a Site Coordination, Health & Safety, Project Coordination, or similar role.
- Experience preparing **RAMS, risk assessments, permits, and site safety documentation.**
- Good understanding of health and safety legislation and safe working practices.
- Strong organisational, planning, communication, and stakeholder management skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, and Teams).