

# Health & Safety Officer



Glenveagh  
Properties PLC

Openhearted  
Homemaking



Glenveagh  
Properties PLC

Health & Safety Officer

**Job Summary:**

Glenveagh Properties Plc, a leading Residential Building Company are currently recruiting an experienced Health and Safety Officer to join its rapidly expanding operations.

Glenveagh Properties provides employees with an exciting, challenging and rewarding career in a dynamic and rapidly expanding Company. We work to make a team environment that will attract the best people and give them credible reasons to stay and grow their careers with us.

This role will be based in Maynooth, Co. Kildare. This is a full-time permanent position.

**Key Responsibilities:**

- Provide general support and assistance to the Senior Health & Safety Officer.
- Carry out site safety inspections across the company.
- Carry out Risk Assessments & complete Method Statements as required.
- Ensuring compliance with all relevant environmental legislation.
- Compiling registers of site safety inductions and training records for all employees and subcontractors.
- Liaising with Site Managers to ensure Health and Safety documentation is up to date on site.
- Maintaining the accident and dangerous occurrence register and tracking remedial actions.
- Accident and dangerous occurrence investigations.

**Key Requirements:**

- A third level degree qualification in Health and Safety.
- 1-2 years' experience in a similar role is desirable.
- Strong communication skills and attention to detail.
- Good working knowledge of Microsoft Office programs, particularly MS Excel.
- Experience in the construction industry is desirable.