



**POSITION TITLE:** Coordinator Workplace Health & Safety

**POSITION NO:** 2008

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 6

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGIA

**DEPARTMENT:** Executive Services

**BRANCH:** People & Culture

**SECTION:** Workplace Health & Safety

**REPORTS TO:** Manager People & Culture

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

The position plays a critical role in the organisation ensuring the effective operational workplace health and safety performance of Council. The purpose of this position is to build strong relationships with internal stakeholders and strengthen organisational capability's by ensuring systems remain up to date and compliant to relevant legislation, codes of practice and regulations.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. With assistance from the WHS team, provide guidance, advice and support to management, supervisors and employees on workplace health and safety (WHS) matters, whilst building strong relationships with internal and external stakeholders.
2. Provide strategies, advice, and controls within WHS aligning with Council's Operational Plan and People & Culture Workforce Plan.
3. Consult, review, update and maintain Council's WHS Management System.
4. Monitor Council and employee compliance with WHS legislative requirements and Council policies and procedures.
5. Actively engage and consult with staff, monitor, assess and conduct risk assessments and provide pragmatic advice on appropriate controls.
6. Develop and coordinate the hazard/risk inspection system and auditing of Council assets including work and public areas.
7. Assist in the coordination of investigation and follow through of incidents, including injuries, illnesses, near misses and dangerous occurrences and notify relevant authorities of "notifiable" events and update management of incident status where required.
8. Monitor trends of incidents (including injuries, illnesses, near misses and dangerous occurrences) and provide statistics to management and the WHS Committee as directed.
9. Assist in the development and distribution of the Safety budget in conjunction with the Manager People & Culture.
10. Provide the teams assistance and participate in a range of consultative working groups.
11. Assist with the preparation of Council reports on incident statistics to Council, Management and workplace health and safety committee representatives.
12. Monitor and audit the compliance with WHS legislative requirements and Council Policies and Procedures, including arranging external WHS management system audits.
13. Complete additional activities and perform reasonable directions given by management.

**3. ADDITIONAL FACTORS**

- Some participation in afterhours work may be a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in inclement conditions

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Qualified training and development (certificate, diploma, degree) in Workplace Health and Safety or related discipline, including relevant work experience.
- Minimum requirement of a current C Class driver's licence (manual).
- General Safety Induction for Construction Worker Certification (White Card) or ability to obtain one.

**5. KEY SELECTION CRITERIA**

1. High level of experience in the application of workplace health and safety within a medium sized organisation.
2. Substantial knowledge of current WHS legislation, associated legislation, and relevant industry standards across a diverse range of areas of work.
3. High level of skill in the production and analysis of metrics and data specifically related to workplace health and safety.
4. Ability to actively engage, consult and collaborate with multiple stakeholders, ensuring excellent communication and interpersonal skills, together with a pragmatic approach to WHS.
5. Sound level of organisational skills with the proven ability to effectively set priorities and coordinate work to achieve outcomes and deadlines.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>Acting Chief Executive Officer:</b> Aaron Meehan	Signature: 