

IMPACT Community Services

Position Description



JOB CODE: 02.002.13
JOB TITLE: Workplace Health Safety Coordinator
PROGRAM/SECTION: Commercial
REPORTS TO: Commercial Manager
AWARD: LMAI
CLASSIFICATION: TPC
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

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Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures. In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

Who are we? As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

What is our vision? To lead the community in pioneering improved life opportunities

What is our mission? Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?
 What do we expect from our staff and what do our clients expect from us?

Trust we are honest, accountable to our community and transparent in our actions

Empowerment in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

Relevance we serve our community’s needs through a contemporary individual choice-based approach to community service

Compassion we are caring and understanding in our support of people in our community

Inclusiveness we believe that diversity in our community makes us stronger and provide equal opportunity to all



OVERVIEW: The Workplace Health and Safety Coordinator is responsible for the development, implementation, assessment and review of a comprehensive workplace, health and safety management plan which emphasises safety in the workplace through management and staff involvement in the preparation of safe work practices.

MAIN DUTIES/RESPONSIBILITIES:

- Contributing to the organisational goal of Best Practice Health and Safety Management
- Foster and develop an WH&S Culture across the organisation
- Develop and maintain the organisations WH&S systems by:
 - Monitoring and assessing health and safety strategies in accordance with legislative and regulatory changes and
 - Communicating and assisting Management and Staff on implementation of new initiatives, where required outcomes are not being achieved
 - Incorporate Fire safety compliance across the organisation
- Coordinate research, development and implementation of WH&S policies, procedures and work instructions
- Conduct workplace WH&S assessments to identify risks and hazards to ensure relevant compliance to WH&S principles and legislation
- Develop training programs on health and safety issues across the organisation in liaison with the & Culture and Customer Service Department and ensure such activities are incorporated in a training plan
- Maintain a record of WH&S training delivered in a training register
- Conduct WH&S incident investigations. Interview relevant parties and complete required documentation.
- Conduct WH&S inductions for all new staff as part of the onboarding process
- Maintain the register of accidents/incidents and injuries and provide an analysis of these to the Health and Safety Committee meetings on a regular basis, identifying emerging WHS risks and trends in the organisation
- Contact Officer responsible for assessing and reporting of a notifiable occurrence to the Government authority
- In conjunction with People & Culture & Customer Service Dept. liaise with Workcover on WH&S claims and develop return to work programmes
- Aid staff returning to work on rehabilitation programmes
- Audits
 - Coordinate and maintain WH&S and Fire Safety audit schedule and provide relevant reports to the Commercial Manager
 - Conduct WH&S system audits to ensure compliance to WH&S system and policies in conjunction with the Compliance and Risk Coordinator
 - Maintain Audit documentation and records
 - Review audit/non-audit action requests and determine trends
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization. Where Higher Duties apply the relevant Award will be followed.



CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Tertiary Qualifications in Occupational Health and Safety
- Fire Safety Advisor qualifications
- Comprehensive knowledge of the Occupational Health, Safety and Welfare Act, Regulations and Codes of Practice.
- Minimum of 5 Years OH&S industry experience in a similar role within the Industrial Sector
- Demonstratable Change Management Principles combined with advanced communication skills both orally and written
- Extensive experience in Accident/Incident investigation and the ability to make recommendations for preventative action
- Prior experience working with diverse groups of people to develop Health and Safety performance improvement strategies
- Advanced skills in the preparation and presentation of OH&S training programmes/sessions
- Demonstrated experience working with Workcover Queensland
- Advanced Computer skills covering the complete suite of Microsoft programmes

Desirable

- Knowledge of quality assurance processes and commitment to continuous improvement
- Knowledge of health and safety issues in the Disability Sector
- Certificate IV in Assessment and Workplace Training

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- Possession of, or willingness to obtain, Prescribed Notice (Yellow Card), Working with Children (Blue Card), National Police Check (AFP).

Acknowledgement

I have received, reviewed and fully understand the position description for Occupational Health and Safety Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRINTED NAME

SIGNATURE

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DATE

