

<b>POSITION TITLE</b>	<b>Workplace Health &amp; Safety Advisor</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Human Resources</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 5</b>
<b>REPORTS TO</b>	<b>Manager Human Resources</b>

### **Department Summary**

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Development & Governance
- Human Resources
- Information Systems

### **Position Summary**

Reporting to the Manager Human Resources, this position provides specialist advice and support to the Senior Management Team (SMT), other employees and Councillors on all matters relating to Workplace Health and Safety, Health and Safety Legislation and Workers' Compensation and Rehabilitation compliance.

### **Key Responsibilities**

- Ensure the MSC Safety Management System is compliant with regulatory requirements and those required by Council's Workcover provider, the approved Safety Management System is implemented across the organisation and remedial action is taken to address non-compliance
- Provide contemporary expert advice and services to Council officers and employees on matters relating to Workplace Health and Safety including interpretation of Health and Safety legislation, Australian Standards, Compliance Standards and Codes of Practice to ensure all Council safety requirements are understood and implemented
- Assist the Manager Human Resources in the management, oversight and review of internal safety systems to ensure compliance with organisational and legislative obligations and to foster a positive safety culture within Council
- Undertake day-to-day operational tasks required to promote and deliver a safe work environment for employees, contractors and any other visitors to Council work sites, including WHS inductions, safety system audits, risk assessments, hazard inspections and reviews of processes and procedures to ensure continuous improvement
- Coordinate the management and reporting of workplace incidents, including conducting investigations as directed, reporting to WHSQ, LGW and Council when required and within the required timeframes, and collating comprehensive statistical information

- Organise and lead the MSC Safety Committee ensuring meetings are conducted at least at quarterly intervals and providing mentoring to Health and Safety Representatives (HSRs), as required
- Monitor and review necessary safety training and develop training programs, including Monthly Action Plans (MAPs), as required
- Provide effective Rehabilitation and Return to Work services to personnel, including liaising with medical practitioners, as required, to ensure ill and injured employees return to work at the earliest opportunity
- Liaise with internal and external customers to ensure cooperation in the application of safety systems and provide expert advice on ancillary matters relevant to WHS, including but not limited to the Road Safety Management System for Main Roads funded projects and Fire Safety issues
- Work cooperatively and positively with Council leadership and employees to provide a positive Workplace Health and Safety culture and deliver outcomes for Council
- Respond both on-site and remotely, as required, including outside of normal hours and workdays
- Other reasonable activities and duties as directed from time to time within the scope of training, skills and experience

### **Skills and Knowledge**

- Excellent interpersonal skills for training employees on WHS procedures and for advising WHS strategies
- Ability to identify hazards and control risks in the workplace
- High-level documentation skills for the recording, investigation and reporting of safety performance
- Respect for worker confidentiality and privacy
- Expert knowledge of Workplace Health and Safety legislation, Codes of Practice, safety management systems and other relevant WHS guidelines and standards, or ability to rapidly acquire
- Ability to develop processes, documents and programs to support the safety management system implementation and workplace safety outcomes
- Sound computer skills with working knowledge of the Microsoft Office suite and other Council software programs
- Sound negotiation and problem-solving skills including the ability to gain the cooperation of external and internal customers
- High-level verbal and written communication skills

### **Experience and Qualifications**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C class driver's licence
- Certificate IV in Workplace Health and Safety, or ability to obtain
- Senior First Aid Certificate
- Queensland Construction Industry White Card, or national equivalent
- Experience working in a Workplace Health and Safety position within a medium to large, multi-site organisation
- Rehabilitation and Return to Work Coordinator experience and qualifications, or ability to rapidly acquire
- Fire Safety Advisor qualification and experience, or ability to rapidly acquire

#### ***Desirable***

- Tertiary qualifications in a related discipline and/or equivalent knowledge, skills and experience with demonstrated commitment to ongoing professional development
- Training and experience in auditing Safety Management Systems
- Certificate IV in Training and Assessment
- Traffic Management Design (TMD)

**Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

**Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE 3  
WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>	

Last Review Date: 23 November 2023