



POSITION DESCRIPTION

Position Title:	Asset Maintenance - Health and Safety Support Officer
Position Number:	11136
Directorate:	Strategic Projects and Infrastructure
Reports to:	Manager Asset Maintenance
Department:	Asset Maintenance
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 5

1. POSITION OVERVIEW

The Health and Safety (HS) Support Officer is required to assist in the administration of the health, safety management systems at the Operations Centre in the City of Karratha. They will target administration of safety, legislative compliance, and policy performance in an environment of continuous improvement.

This position will ensure that effective systems are in place to provide and maintain the highest level of safety across the City's Operations Centre.

1.1. Position Objectives

- Assist in the administration of the management system for health & safety at the operations centre.
- Support each department within Asset Maintenance to implement and improve safety management strategies in line with the City of Karratha's health and safety framework.

2. DUTIES & RESPONSIBILITIES

2.1. Administration and Reporting

- Monitor the Health and Safety Risk Management system.
- Provide organisational Health and Safety statistics to manager on a monthly basis;
- Prepare timely reports and information for management on the Operations Centre's Health and Safety performance.
- Work with line managers to monitor compliance to respective workers qualifications.
- Monitor and report to manager that workers are inducted on safe systems of work for their tasks.
- Monitor and report to manager that all contractors are engaged in accordance with City's contractor management policies and procedures.

2.2. Health and Safety

- Promote the City's confidential Employee Assistance Program (EAP) and the Employee Wellness program
- Effectively promote the early identification and reduction of workplace hazards and recommend mitigating actions
- Maintain awareness across the organisation of the recording and reporting process for workplace incidents and accidents and promote a proactive local approach to incident investigation and hazard resolution.

- Coordinate workplace OSH audit process across the departments sites and provide recommendations for improvements with the Coordinators, Supervisors and Manager.
- Engage coordinators, supervisors and elected OSH representatives to lead scheduled worksite safety inspections of their areas.
- Maintain chemicals register and advise on the purchase, use and storage of all chemicals.
- Attend bi-monthly Occupational Safety and Health Safety Committee meetings and support the OSH representatives in undertaking their role

2.3. Training and Support

- Provide advice, support and training to coordinators, supervisors and leading hands to develop skills and confidence to effectively manage OSH and risk prevention in their respective areas
- Provide advice and support in the training and competency assessment of plant and machine operators within the department.
- Monitor the currency of training and competency requirements across the department's workforce
- Provide support to supervisors and leading hands to ensure employees are inducted on safe systems of work for their tasks including the effective use and maintenance of personal protective equipment
- Monitor contractor safety performance and report to Officers and Coordinators on issues

2.4. Work Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under general supervision of the Manager Asset Maintenance.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Freedom to act, governed by clear objectives within the limits of budget constraints, Council policy, established guidelines, and relevant legislation.

3.2. Judgement & Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines
- Demonstrated research and analytical skills

3.3. Specialist Knowledge & Skills

- Working knowledge of Health and Safety Management and an understanding of the underlying principles;

3.4. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Proven ability to cooperate with and gain support and commitment from internal customers and external contractors.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
- Demonstrated administrative skills;
- Efficient and accurate documentation and report writing skills.

3.5. Qualifications & Experience

- Tertiary qualification in Occupational Health & Safety – desirable but not required.
- Certificate IV in Workplace Training and Assessment – desirable but not required
- Previous experience in Health and Safety, for multi department organisation
- Current C Class drivers licence
- National (or Federal) Police Certificate (no more than 6 months old)