

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Health &amp; Safety Officer</b>
<b>Position Number:</b>	<b>10504</b>
<b>Directorate:</b>	<b>Office of the CEO</b>
<b>Reports to:</b>	<b>Manager People &amp; Culture</b>
<b>External Liaison:</b>	<b>WorkSafe WA, WorkCover, LGIS, Council solicitors, other LGA's and government organisations</b>
<b>Department:</b>	<b>People &amp; Culture</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Health & Safety Officer is required to coordinate the health, safety and welfare management systems and functions of the City of Karratha. They will target best practice levels of safety, legislative compliance and policy performance standards in an environment of continuous improvement.

This position will ensure that effective policies, procedures, systems and services are in place to provide and maintain the highest level of safety awareness, accident prevention and rehabilitation across all of the City's operations and functions.

### 1.1 Position Objectives

- Maintain a central management system for health, safety, rehabilitation and worker's compensation services.
- In partnership with each Department, develop and implement occupational health and safety management strategies, in line with the City's Operational plans.
- Convene the City's Health and Safety Committee and support elected Health and Safety Representatives.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Health & Safety Management

- Develop a targeted WHS action plan that will support the organisation in the implementation of an integrated WHS Management System under AS4801.
- Promote the City's confidential Employee Assistance Program (EAP) and the Employee Wellness program.
- Monitor and promote the WHS risk management 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 WHS audit process across the City's sites and complete an annual audit on each workplace.
- Engage line managers and elected Health & Safety representatives to lead scheduled worksite safety audits of their areas.
- Provide organisational WHS statistics to manager monthly.
- Liaise with WorkSafe WA and other relevant authorities as required.
- Establish emergency preparedness and response programs, such as fire drills and evacuation.

- Maintain emergency framework including but not limited to emergency plans and procedures for all City work sites.
- Maintain chemicals register and advise on the purchase, use and storage of all chemicals.
- Convene bi-monthly Health & Safety Committee meetings and support the representatives in undertaking their role.
- Monitor equipment purchasing and protective equipment standards and provide advice to ensure that purchases meet the agreed safety standards.

## **2.2 Injury Management / Workers Compensation**

- Maintain a record of all injuries in accordance with AS 1885 and prepare monthly reports/recommendations to management.
- Coordinate return to work and occupational rehabilitation of injured workers by providing advice and support to appropriate line managers.
- Liaise with Council's insurer in determining liability of workers compensation claims, accident investigation and assessment and recommendation for further preventative measures.
- Process workers compensation claims ensuring completion of claims within legal requirements and associated reimbursements from insurance providers.
- Liaise with doctors, employees, rehabilitation providers, insurance companies and insurance providers to ensure positive outcomes for injured employees.

## **2.3 Training & Support**

- Present safety & health, workers compensation and rehabilitation education as required to employees and contractors.
- Provide advice, support and training to line managers to develop skills and confidence to effectively manage WHS and risk prevention in their respective areas.
- Work with line managers and Health & Safety Committee representatives to ensure compliance with relevant legislation relating to respective areas, such as manual handling, noise, fall prevention, hazardous substances, plant etc.
- Ensure employees are inducted on safe systems of work for their tasks including the effective use and maintenance of personal protective equipment.
- Maintain the currency of the WHS Induction on the City's induction software.
- Monitor contractor safety performance and report to management and WHS Committee.
- Ensure all contractors complete the online Contractor Induction.
- Education and, training of all employees on injury prevention and management.

## **2.4 Administration & Reporting**

- Ensure that incident/accident are recorded and investigated in a timely manner and that any corrective or follow up actions arising are monitored for completion.
- Conduct elections for Health & Safety Representatives and provide support and mentoring in their role.
- Arrange health assessments including audiometry testing, skin monitoring, eye testing and annual health risk assessments.
- Maintain occupational safety and health systems, including policies, procedures and manuals following regular research of regulations and industry trends.
- Prepare timely reports and recommendations supported by documentation and information for management on the City's WHS performance.
- Ensure WHS objectives, targets and KPI's are included in department operational plans.
- Perform other duties as requested by the Manager Human Resources, which may reasonably be expected within the scope and classification of the position, and the skill base of the employee.

## **2.5 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 and Accountability**

- Freedom to act, governed by clear objectives within the limits of budget constraints, Council policy, established guidelines, and relevant legislation.

#### **3.2 Judgement and Problem Solving**

- Demonstrated research and analytical skills.
- Sound problem solving and conflict resolution skills.

#### **3.3 Specialist Knowledge and Skills**

- Working knowledge of Health & Safety Management and an understanding of the underlying principles.
- Sound knowledge and ability to interpret, understand and apply relevant legislation including the *Work Health & Safety Act 2020* & *Occupational Safety & Health Regulations 1996*.
- Working knowledge of Health & Safety standards particularly AS 4801.
- Ability to conduct research and analyse complex issues and engage with key stakeholders to identify options.
- Knowledge of WorkCover insurance procedures and claims management system to enable the timely and satisfactory resolution of claims.
- Knowledge of rehabilitation and return to work procedures.

#### **3.4 Interpersonal Skills**

- Proven ability to cooperate with and gain support and commitment from internal customers and external organisations.
- Highly developed verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.
- Developed negotiation and mediation skills.
- Demonstrated administrative skills.
- Efficient and accurate documentation and report writing skills.

#### **3.5 Qualifications and Experience**

- Tertiary qualification in Health & Safety
- Previous experience in WHS, Workers Compensation and Injury Management programs for multi department organisation
- Current First Aid Certificate
- Certificate IV in Workplace Training and Assessment – desirable
- Current C Class drivers licence
- National (or Federal) Police Certificate (no more than 6 months old)