

*Heart of the Stirlings*



**SHIRE OF GNOWANGERUP**

BORDEN GNOWANGERUP ONGERUP

**SENIOR WORKPLACE HEALTH and SAFETY OFFICER**

**POSITION DESCRIPTION**



## **POSITION DESCRIPTION**

<b>1. POSITION DETAILS</b>			
<b>Position:</b>	Senior Work Health and Safety Officer	<b>Position classification:</b>	LGIA Level 6
<b>Directorate:</b>	N/A	<b>Employment type:</b>	Permanent part time
<b>Department:</b>	Corporate and Strategy	<b>Location:</b>	Depot
<b>2. ORGANISATIONAL RELATIONSHIPS</b>			
<b>Responsible to:</b>	Deputy Chief Executive Officer		
<b>Supervision of:</b>	Nil		
<b>Internal &amp; External Liaison:</b>			
<b>Internal:</b>	All staff		
<b>External:</b>	Ratepayers Other Stakeholders General Public		
<b>3. POSITION OBJECTIVES</b>			
<ul style="list-style-type: none"> <li>• Assist the Chief Executive Officer and Manager Works to promote a safe and healthy working environment and to ensure compliance with relevant legislation.</li> <li>• Coach and mentor all staff in safe work practices.</li> <li>• Work one-on-one with depot staff in developing safe work methods and job hazard identification.</li> <li>• Undertake investigations into safety related matters.</li> </ul>			
<b>4. KEY DUTIES / RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Conduct WHS inductions for new staff and contractors.</li> <li>• Undertake worksite inspections at the depot, in-the-field and at the administration office.</li> <li>• Undertake playground inspections and organise annual playground audits.</li> <li>• Develop safe work method statements in collaboration with affected staff.</li> <li>• Attend the WHS Committee meeting and ensure compliance with relevant WHS legislation.</li> <li>• Write policies, procedures &amp; development templates including but not limited to:               <ul style="list-style-type: none"> <li>✓ Safe Work Method Statements (SWMSs); and</li> <li>✓ Job Safety Analysis (JSAs).</li> </ul> </li> <li>• Develop plans, worksheets, guidelines and registers including but not limited to:               <ul style="list-style-type: none"> <li>WHS Operational Plans;</li> <li>✓ Risk Assessments;</li> <li>✓ Maintenance of Hazardous Materials;</li> <li>✓ Contractor Safety Management Manual</li> <li>✓ Employee and Elected Member Induction Manuals;</li> <li>✓ Emergency Management Plans;</li> <li>✓ Asbestos Containment Management.</li> </ul> </li> <li>• Develop and provide safety training materials.</li> <li>• Organise WHS training as required in line with available budget and resources.</li> </ul>			

- Manage and develop the Shire’s online safety program “Skytrust”

## 5. SKILLS & EXPERIENCE

### Qualifications:

- Diploma of Work Health and Safety and / or equivalent experience.
- Current Western Australia Driver’s Licence.

### Experience:

- Experience in a similar role in the private or government sector.

### Skills:

- Ability to provide a high level of WHS guidance and oversight.
- Time management and organisational skills
- Proficiency in oral and written communication, interpersonal skills and negotiating skills
- Ability to work both within a team and independently
- Well-developed computer skills including a working knowledge of Microsoft products and ideally Skytrust.
- Ability to interpret legislation and documentation

### Knowledge:

- WHS legislation, principles and frameworks
- Microsoft Office including Word and Microsoft Excel and ideally Skytrust.

## 6. EXTENT OF AUTHORITY

Operates under the general direction of the Deputy Chief Executive Officer within established guidelines, policies and procedures.

## 7. WHS REQUIREMENTS

- Follow all WHS guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety & health of any other person through any act or omission at work.