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# **Position Description**

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| **Position Title** | WHS Officer  |
| **Directorate** | Corporate and Community Services |
| **Level** |  5/6 |
| **Reports to** | WHS Business Partner |
| **Responsible for** | Health and Safety RepresentativesEmployee Safety Volunteers |
| **Primary Location** | Shire of Augusta Margaret River Works Depot  |
| **Position No. & version** | HR03 |

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| **Position Overview** |

To provide advisory and support services to the Shire’s business activity units in the areas of Work Health and Safety (WHS), Workers Compensation, and Injury Management.

To facilitate WHS elements of the onboarding and induction process for new starters and existing personnel.

Under strategic direction, coordinate the development, implementation and review of the Shire’s WHS Management System, that promotes a safe, healthy, competent workforce that is free from discrimination and harassment.

To administer the Shire’s Strategic Work Health and Safety Plan, maintain quality assurance and compliance with the Shire’s Safe Systems of Work (SSoW), and under strategic direction coordinate and facilitate the Workers Compensation and Injury Management systems, policies and procedures to ensure a consistent and transparent process is applied, allowing all staff to fulfil their duty of care requirements in relation to WHS and Injury Management.

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| **Position Responsibilities** |

**Work Health and Safety Strategic Plan and Management System**

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| Coordinate and administer Work Health and Safety documentation (SSoW) and systems and promote WHS in the workplace in accordance with the Shire’s WHSMS framework, legislative requirements and Australian Standards. This includes:* Policy, safe work procedures and systems review, development and improvement.
* Hazard Identification and Risk Assessment coordination
* Incident Investigation, recommended corrective actions, and maintaining the Shire’s Incident Management system
* Leading scheduled periodic Workplace Inspections and Safe Act Observations
* Ensuring scheduled Safety Plans are completed in each workplace (emergency evacuation drills, training, and EMP review).
* Driving and supporting wellbeing and health monitoring programs across the organisation.
* Promoting WHS consultation and communication including issuing safety alerts, participating in safety toolboxes and team meetings.
* Supporting the Shire’s Health and Safety Representatives (HSRs) across all workgroups.
* Attending scheduled WHS Committee business and assisting the WHS Business Partner with meeting preparation.
* Provision of general WHS advice and support to workplaces as required.
* Facilitate audit and compliance across the organisation internally and externally for continuous improvement opportunities.
* Undertake procurement and contribute towards budget process.
 | **45%** |

**Advisory Services**

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| * Attend toolbox and team meetings in a WHS capacity.
* Provide advisory services to key stakeholders in relation to WHS, Workers Compensation, Injury Management and Return to Work.
* Ability to provide practical solutions in meeting legislative requirements.
* Provide WHS reports (including investigations) for managing hazards and their associated risks.
 | **20%** |

**Workers Compensation, Injury Management and Return to Work**

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| Coordinate and administer the Shire’s Injury Management procedures and systems including:* Provide timely support and advice to injured workers and their reporting officers.
* Coordinate the Workers Compensation and Return to Work process in accordance with the Shire’s procedures and legislative compliance requirements for work and non-work-related injuries or illness, including the development of Return-to-Work Plans.
* Develop relationships and liaise with local health professionals and stakeholders to ensure excellent service to the Shire and its workforce.
* Participate in quarterly claims reviews with LGIS.
* Arrange Fitness for Work assessments and manage this process internally to achieve positive and constructive outcomes for all parties within the parameters of the Shire’s procedural framework.
* Maintain confidential records in accordance with the Shire’s HR and Records Management procedures.
 | **10%** |

**Induction and Training**

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| * Develop and deliver online and face-to-face induction and training programs.
 | **10%** |

**Supervision**

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| * Lead and support Shire’s workgroup volunteers (HSRs).
* Mentor staff to improve their WHS performance in the workplace.
* Assist in the recruitment and selection of prospective employees.
 | **10%** |

**Integrated Planning & Reporting**

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| * Coordinate hazard management reporting as required by the WHS Business Partner.
* Collate and analyse statistical data as required by the WHS Business Partner to identify trends or opportunities to improve.
* Provide periodic reports to the WHS Business Partner in relation to open workers compensation claims.
* Participate in Incident Investigation Reporting.
* Contribute towards developing and managing program delivery.
 | **5%** |

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| **Position Requirements** |

**Essential**

* Cert IV qualification in WHS or other WHS training certifications (i.e. Health and Safety Representative course).
* Demonstrated experience in providing WHS advisory services and support to stakeholders.
* Experience in development and review of SSoW documentation, including Safe Work Method Statements, Job Safety Analysis, Risk Assessment and Safe Work Instructions.
* Experience conducting Workplace Inspections and Safe Act Observations.
* Demonstrated experience in Workers Compensation claims administration and Injury Management, including Return to Work Plans and Fitness for Work assessments.
* Ability to work autonomously and demonstrate effective time management skills.
* Demonstrated experience in conducting WHS inductions and staff awareness sessions.
* Ability to contribute effectively within a team environment and contribute towards building a construction culture.
* Strong administration skills, including sound keyboard skills and knowledge of Microsoft Office applications.
* Highly developed verbal and written communication skills.
* Working knowledge of the WHS Act and Regulations and Workers Compensation and Injury Management Act.

**Desirable**

* Experience using WHS Incident Management software (or equivalent systems or programs).
* Experience in Local Government or civil construction industry.
* Construction induction card.
* Lead Auditor certification.
* Cert IV Training and Assessment.
* Knowledge of procedures relating to undertaking an emergency response within the workplace.
* Internal and external WHS compliance auditing.
* Developed reporting writing skills.
* Developed knowledge of WHS legislative requirements and ability to provide practicable solutions with limited assistance.

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| **Key Relationships** |
| **Internal**  | **External** |
| CEODirectorsManagersEmployeesVolunteersWorkgroup HSRsWHS CommitteeEmergency Response Personnel | Contractors Western Australia Local Government Association (WALGA)Local Government Insurance Services (LGIS)Medical and Allied Health ProfessionalsWorkSafe WAWorkcover WATraining Providers |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |