

POSITION TITLE:	WORK, HEALTH AND SAFETY OFFICER
SECTION	HUMAN RESOURCES
DIRECTORATE:	ECONOMIC AND ORGANISATIONAL DEVELOPMENT

1. REMUNERATION

Grade 14 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Senior WHS & Risk Coordinator

3. PURPOSE

The Work Health & Safety Officer provides assistance, advice and coaching to all staff to assist in the effective management of safety and risk matters contributing positively to Council's overall Safety and Risk performance.

The role includes providing hands-on, accurate, practical and specialised advice, together with solution-focused approach to resolving safety and risk matters, including assistance in conducting investigations, project control, in-house training and taking a lead role in identifying emerging safety and risk trends and actively intervene to promote positive Safety and Risk outcomes for Council.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Senior Management Team
- Risk & Insurance Coordinator
- HR & Risk Administrative Officer
- Work, Health and Safety Committee
- Council staff.

External

- SafeWork
- Council's Insurance Companies
- Council's Contractors
- Industry Associations
- Employees of other Councils
- Consultants
- Suppliers



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

<p>Policies and Procedures</p>	<ul style="list-style-type: none"> • Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
<p>Customer and Community Relations</p>	<ul style="list-style-type: none"> • Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations
<p>Work, Health and Safety</p>	<ul style="list-style-type: none"> • Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
<p>Teamwork</p>	<ul style="list-style-type: none"> • Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace



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Record Keeping	<ul style="list-style-type: none"> • Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	<ul style="list-style-type: none"> • Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	<ul style="list-style-type: none"> • Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate
Environment	<ul style="list-style-type: none"> • Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	<ul style="list-style-type: none"> • Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council

6. PRINCIPAL ACCOUNTABILITIES

- Provide input to the interpretation of policies, legislation and Work Health & Safety (WHS) initiatives including the review, development and implementation of policies and procedures designed to ensure Council is complying with legislation and contributing positively to Council's WHS performance.
- Provide advice as required on a broad range of WHS issues and other major risk factors impacting on the achievement of effective WHS outcomes contributing to the success of Council's WHS and insurance process.
- Actively participate in training and growth into the role as a WHS Officer.



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7. KEY DUTIES

- Aid development, implementation, and review of WHS systems to support the provision of a safe and healthy working environment for all workers while ensuring compliance with both legislation and Council policies.
- Provide assistance, advice, and coaching to managers and staff on the management of WHS including risk identification and assessments, implementing control measures and ensuring legislation and regulations are met at all times.
- Provide assistance, advice, and coaching to managers and staff on the management of WHS including risk identification and assessments, implementing control measures and ensuring legislation and regulations are met at all times.
- Assist in monitoring and reporting on compliance with management systems, policies and procedures and legislative, regulatory and licensing requirements to the HR / Risk Team.
- Assist in the Internal Safety Meter Program.
- Conduct incident investigations and insurance incidents, which include providing recommendations of actions for improvement,
- Conduct:
 - Root cause analysis audits.
 - Hazard and compliance audits and
 - Work place inspections.
- Review, research, and to provide assistance to implement, Council's WHS policies to ensure compliance with legislation.
- Coordinate, evaluate and educate workers of Councils requirements of Contractor Management.
- Provide assistance to ensure contractor management strategies are compliant to legislation and regulations.
- Assist in the development of strategies to reduce potential loss/harm to workers and the community.
- Maintain documentation appropriate to the role in accordance with Council's policies and procedures.
- Provide assistance in the management of Council's health monitoring program (eg audiometry screening, Lung Bus).
- Promoting safe work culture through consultation and training programs to promote safe work environment.
- Assist in Council's Recover at Work Program, development of Return-to-Work Plans and liaising with Council's insurance providers; and
- Liaise with all regulatory authorities including SafeWork and develop and maintain a network of peer contacts within the broader WHS community.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including a drug and alcohol test) and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B & Tetanus and will be arranged upon commencement.



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9. KEY SELECTION CRITERIA

ESSENTIAL

- Certificate IV in Work Health & Safety (currently enrolled) or demonstrated extensive equivalent skills and good working knowledge in Work Health and Safety (WHS) legislation, codes of practice and relevant Australian Standards
- Demonstrated high level of verbal and written communication skills.
- Demonstrated working knowledge of WHS and other relevant legislation, regulations, standards and codes of practice;
- Demonstrated ability to interpret WHS legislation to assist in the development of WHS policies and procedures
- Hold a current Australian driver licence.
- Hold a White Card/General Construction Induction training card
- Demonstrated ability to interpret WHS legislation to assist in the development of WHS policies and procedures.

DESIRABLE

- Hold a Certificate IV in Work Health & Safety
- Hold a Certificate IV Workplace Assessment and Training (and WorkCover accreditation to train WorkCover accredited courses or ability to obtain accreditation)
- Hold a Diploma in Work Health and Safety
- Knowledge or understanding in conducting safety investigations
- Participation in relevant professional associations and activities.
- Hold a current First Aid
- Hold a current Mental Health First Aid

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- O Occasional: exposure to the physical factor less than twice a week on average
F Frequent: exposure to the physical factor 3 - 4 times a week on average
C Constant: exposure to the physical factor more than 5 times a week on average
R Repetitive: exposure to the physical factor multiple times in an hour
N/A Not Applicable
≅ Winter
* Summer



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Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor-powered vehicle					X
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces				X	
	Tasks involve walking on uneven surfaces					X
	Tasks involve walking up and / or down slopes					X
	Tasks involve walking whilst pushing/pulling objects	X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X				
	Tasks involve climbing over or under machinery	X				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.	X				
	1. Light lifting/carrying (0-9 Kg)	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				X	
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust	X				
Gases	Tasks involve working with gases	X				
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	X				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X				
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room	X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X



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11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: August 2024

Job Evaluation Assessment Date: 26/08/2024

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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