

Position Description



Position Title:	Workplace Health and Safety & Risk Management Officer
Date:	June 2015
Department:	Corporate Services/Engineering
Supervisor:	Director Corporate and Community Services
Remuneration:	As per Contract of Employment
Award:	Queensland Local Government Officers Award 1998
Award Allowances:	As per Contract of Employment
Agreement:	McKinlay Shire Council Enterprise Bargaining Agreement 12- 15

OBJECTIVE OF THE POSITION

The WHS and Risk Management Officer will assist in the implementation, coordination and promotion of Council's Safety Management System in accordance with legislative requirements and Council Policies. This position requires the officer to identify and analyse risks as well as potential risks, and develop, assess and administer policies, procedures and work practices to meet Council's legislative requirements and relevant Australian Standards, Codes of Practice, Industry Best Practice and client requirements. This position will also contribute to the efficient and productive operation of the local Government organisation and to maintain and foster team spirit amongst those in the working environment

ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments

- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

DUTIES AND RESPONSIBILITIES

Workplace Health & Safety

- Provide professional, timely and accurate guidance, advice and support to the CEO, Directors, Managers, supervisors and employees of the McKinlay Shire Council in the area of Work Health and Safety (WHS)
- Consult and coordinate with all areas of the Council to inform of WHS programs, policies, procedures and activities
- Assist in leading and coordinating programs to ensure Council and employee compliance with Council's WHS management system and legislative requirements
- Produce timely and accurate information for the purpose of planning and policy development, evaluation of programs and safety management system and the assessment of legislative impacts on work health and safety
- Conduct Audits of safety management system
- Produce monthly and annual reports of WH&S statistical information including KPIs
- Work effectively as a Work Health and Safety Officer to assist in continuous improvement of work processes and develop new practices as required, including competently undertaking routine administrative tasks and other relevant duties as directed, consistent with skills, competence and training.
- Assist managers and supervisors in developing policies and procedures for the organisation.
- Assist in the provision of induction and refresher training to ensure ability of staff to discharge allocated WHS responsibilities.
- Provide advice to DCCS on the appointment of fire and emergency wardens for each Council facility.
- Provide advice to Directors on the appointment of trained first aid personnel and provision of first aid equipment in accordance with legislation and appropriate to the needs of the work being undertaken.
- Assist relevant staff to investigate circumstances surrounding insurance claims involving council, with respect to public liability, property damage, motor vehicle accidents, near miss/accident/injury reports and workers compensation claims and other relevant claims.
- Assist in ongoing development, updating and dissemination of emergency procedures.
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

Risk Management

- Develop and maintain a Risk Register reflecting Council's operations and assets
- Maintain Council's Risk Management system
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible;
- Report hazards and risks in accordance with risk management procedures
- Coordinate the development, review and implementation of Council's risk management strategy and program

PERFORMANCE INDICATORS

- Completion of all duties in a timely and effective manner;
- Prompt reporting of any difficulties encountered to the Accountable Supervisor;
- Compliance with all policies and procedures applying to the duties of the position;
- Compliance with all Work Health and Safety standards;
- Compliance with the adopted Code of Conduct;
- Punctuality and courtesy at all times;

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: Nil

Statutory Responsibilities: To act within the established procedures, processes and guidelines with scope to apply discretion to individual situations.

Expenditure: Refer to Councils Procurement Policy

SELECTION CRITERIA

SC1 Skills/Requirements:

- Ability to interpret legislation and apply it to an organisational setting to ensure compliance.
- Initiative and innovative approaches to problem solving and decision making.
- Ability to research, analyse and evaluate information from a wide variety of sources and recommend options that ensure legislative and budgetary requirements are achieved.
- Excellent customer service skills
- Effective written communication skills including the ability to prepare reports, policies and procedures;
- High level of computer skills, including the ability to develop and maintain spreadsheets.

SC2 Qualifications or Relevant Experience:

- Preferred minimum education of Grade 12 or equivalent
- Current C class manual Driver's Licence
- First Aid certificate
- Certificate IV or higher in Occupational Health and Safety
- Certificate IV or higher in Workplace Training and Assessment or equivalent
- Construction General Induction

Desirable:

- Experience and/or qualifications in working in Local Government
- Experience with Rehabilitation and Return to Work
- Possession of a Certificate in Risk Management – must be willing to obtain
- Possession of a Certificate III in Business Administration would be highly regarded
- Knowledge and/or experience using Safeplan

SC3 Knowledge:

- Knowledge and experience in Work Health & Safety, Quality and Risk Management systems,
- Sound knowledge of WHS legislation, relevant Australian Standards and Codes of Practice.
- Sound knowledge of hazard and risk identification, assessment and control implementation
- Ability to gain knowledge of Councils Policies and Procedures.