

Position description

Safety Officer

Summary information

Section	Safety	Directorate	Corporate Services
Position grade	Grade 15	Position type	Permanent, full-time
Skill descriptor	Band 3 Level 3	Direct reports	No
Reports to	Coordinator Safety	Release limit	\$0
Approval limit	\$0	BCC numbers	BCC1655, BCC1656, BCC1810, BCC1845 and BCC1871
Created/reviewed	July 2019		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- To establish and maintain working environment, which provides for the health, safety and well-being of all employees of Council together with any other such persons or organisations as defined under the provisions of the Workplace Health and associated Acts.
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Tertiary qualifications within relevant field of Work Health and Safety (WHS) or related discipline
- Capable of demonstrating a capacity to work in WHS in a multi-dimensional industry

- Proven experience in WHS and understanding of WHS system management
- Experience in basic WHS Training
- Proficient with Microsoft Office Suite
- Excellent communication skills
- Ability to work in a dynamic team of WHS professionals
- Knowledge of WHS legislation and regulations
- Current class 'C' driver's licence.

Desirable

- A basic understanding of WHS audit processes
- Experience in a local government environment
- Experience in a similar role working with a SafeWork NSW Self Insurer Audit and Safety System.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Develop, promote, implement and monitor Council's WHS Policies, Procedures and work instructions
- Demonstrate active interest and leadership in WHS
- Facilitate and participate in regular safety audits and facilitate Corrective Actions processes to ensure appropriate action is taken
- Identification of safety training needs
- Compliance with State Insurance Regulatory Self Insurer Audit (SIRA) and Safety System Requirements
- Preparation and coordination of safety data statistics ensuring accurate reporting for Council
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.

- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Promote legal compliance.
- Participate in and conduct Work, Health and Safety (WHS) internal audits.
- Actively monitor workplaces to determine the presence of hazards.
- Coordinate and monitor corrective actions and follow up on identified non-conformances.
- Participate in and carryout workplace inspections.
- Participate in the resolution of safety issues.
- Support the Health and Safety Representatives (HSR) in the performance of their functions.
- Consult with controlling officers, workers, contractors, HSRs on any workplace changes.
- Advise controlling officers about WHS training.
- Participate in WHS induction training.
- Promote health monitoring activities.
- Monitor the use of Personal Protective Equipment (PPE).
- Observe work practices and make recommendation to reduce risk.
- Establish, maintain, archive and dispose of WHS records.
- Promote the use of Risk Registers and permits to work.
- Collect and analyse WHS data.

- Administer document control activities.
- Monitor emergency response and first aid activities.
- Assist controlling officers with contractor management.
- Review health and safety reports and take appropriate action.
- Assist in the investigation of WHS incidents.
- Take care for the health and safety of people who might be affected by their acts or omissions.
- Not intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare.
- Control any hazards they identify and reporting any hazards that they cannot control.
- Comply with all health and safety policies, procedures, work instructions, rules and safe systems of work.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date