



POSITION DESCRIPTION

Workplace Health and Safety Advisor

Position Title	Workplace Health and Safety Coordinator
Position Number	2010
Directorate	Projects Directorate
Reports To	Projects Director
Award Level	Contract

Position Objective

Ensure Council's workplace health and safety obligations under the *Work Health and Safety Act 2011* and associated legislation is met by being responsible for the development, implementation and education of associated policies, procedures and practices.

Create a positive organisational safety culture, through proactive guidance, support, training, processes. Implement, manage, review and improve the SkyTrust safety software system to inform safety management.

Be Council's principle officer for all public risk management, workers' compensation, rehabilitation and return to work matters.

Key Responsibilities

The following outlines key responsibilities of the position, but is not all encompassing:

Workplace Health and Safety:

- Ensure Council meets its workplace health and safety obligations under the Act and associated legislation;
- Development, implementation and review of Council's work, health and safety management system (Safeplan), relevant policies, procedures and codes of practice;
- Identify and implement improvements to the safety management system, including rectification action plans and safety improvement plans;
- Develop, maintain and instruct staff in the use of templates, checklists and associated work health and safety documents;
- Establish, monitor and review Monthly Action Plans (MAPS) in conjunction with Managers and Supervisors;
- Provide education and training for all employees, contractors and visitors of their obligations through inductions, Take 5 refreshers and on the job training;
- Actively create a workplace culture where safety is imbedded into the daily activities of all employees;
- Establish a safety leadership program that assists managers, supervisors and team leaders focus on Council's expectation for safety in the workplace and the expectation of Council's leaders to champion this effort;
- Establish emergency and evacuation procedures and provide ongoing education to employees across all areas of Council;

- Establish, participate in and maintain Council's Workplace Health and Safety Committee, fire wardens and first aid attendants;
- Coordinate and bimonthly Workplace Health and Safety Committee meetings. The Director will chair these unless otherwise determined;
- Undertake risk management, in consultation with Managers and Supervisors, to safeguard Council against workplace and public liability;
- Liaise with Managers and Supervisors in relation to special projects to ensure workplace health and safety obligations are met;
- Perform regular internal audits, workplace inspections (including site visits) across all Council departments and functions to ensure compliance with the Act and associated legislation;
- Ensure all incidents, including injuries, illnesses, near misses and dangerous occurrences are reported by assisting with the completion of incident forms; carry out investigations; report to the Department where required; provide recommendations to Council for future preventative measures;
- Collect and analyse workplace health and safety data and report statistical information and prevention recommendations to Council;
- Monitor and ensure the effectiveness of Council's safety equipment and personal protective equipment;
- Act as Council's liaison with the Workplace Health and Safety Queensland and Council's Insurers for claims and enquiries.

Training:

- Coordinate training for all employee's participating as Workplace Health and Safety Committee members, first aid attendants and fire wardens as required;
- Maintain and monitor a register of employee training, licences and qualifications to ensure compliance and currency;
- Coordinate and implement a training plan for employee statutory safety training and plant operation across whole of Council;
- Perform Construction White Card, Traffic Control, Traffic Management training for workplace participants as required;

Insurance, Workers Compensation, Rehabilitation and Return to Work:

- Perform investigations for public liability claims in conjunction with Council's insurer;
- Manage and maintain all of Council's personal injury investigations for and claims in conjunction with Local Government Workcare (LGW);
- Manage the rehabilitation and return to work of all Council's injured employees and facilitate the job and/or workplace redesign as required;

Contractors:

- Maintain a register of all contractors engaged by Council, ensuring Council has complete records for up-to-date certificates of currency in relation to public liability, workers' compensation, plant and vehicle insurances.

General:

- Prepare and monitor budget allocations for all Workplace Health and Safety and training within area of control in conjunction with relevant managers;
- Contribute to the development and implementation of Council's overall goals and objectives;
- Promote and maintain a positive image of Council both within the workplace and with public and private organisations and representatives;
- Ensure all records are stored and maintained in accordance with industry standards and Council policy;
- Other duties as reasonably requested within the scope of the position.

Key Attributes and Experience

- High level of interpersonal written and verbal communication skills to the extent required to communicate with those of varying levels of education and understanding;
- Well-developed training and mentoring skills and the ability to promote and instil a commitment towards workplace health and safety within the workplace;
- Well-developed computer data entry and keyboarding skills;
- High level of conflict resolution skills;
- Demonstrated ability to maintain a high level of confidentiality in relation to work health and safety; injury and rehabilitation and Council business;
- Demonstrated ability to work both independently and as part of a team;
- Demonstrated ability to perform multiple and conflicting tasks in a professional and timely manner.
- Demonstrated knowledge of current legislation and codes of practice relevant to the position;
- Demonstrated knowledge of various functions within Local Government or Civil Construction industry;
- Demonstrated knowledge of injury management and rehabilitation practices;
- Demonstrated knowledge of computer software application relevant to the position.

Qualifications

- Experience and/or Qualifications
- Certificate IV Occupational Health and Safety or higher is desirable;
- Certificate IV Training and Assessment or the ability to acquire;
- Certificate to function as a Rehabilitation and Return to Work Coordinator or the ability to acquire;
- Construction Induction White Card or 30215 Construction Industry Blue Card;
- Certificates in Traffic Control and Traffic Management
- Demonstrated experience in the development, maintenance and dissemination of a work health and safety management system;
- Demonstrated experience in investigation, collection and analysis of data for reporting;
- Hold and maintain an unrestricted Class "C" Drivers Licence.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



Remuneration Schedule

Workplace Health and Safety Advisor

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Workplace Health and Safety Advisor

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following: -

1. Commencement salary shall be \$85,000 to \$95,000 per annum which is inclusive of all work allowances unless otherwise listed. The employee is not entitled to receive Award increases as awarded by QIRC and overtime does not form part of this contract.
2. Remote Area Housing Allowance paid in addition to the salary as per the Certified Agreement (valued at \$180 per week); **or** provision of a Council house available rent free with the exception of a \$600 bond to be paid to the RTA and in accordance with Council Housing Policy. The employee is responsible for electricity, telephone/internet connection, cleanliness and yard maintenance.
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service as per the Certified Agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days.
5. Provision of a motor vehicle for official Council use (including Class 4 commuter use) in accordance with Council policy and as approved by the Chief Executive Officer. Private use may attract Fringe Benefits Tax.
6. Provision of a mobile phone for work purposes in accordance with Council policy with private calls to be reimbursed where they exceed the monthly plan.
7. Assistance for relocation shall be reimbursed by Council upon receipt of a tax invoice not exceeding \$2,000. Should employment be terminated (unless initiated by Council) within the first 12 months of employment the employee shall reimburse 100% of the relocation costs; 50% to be reimbursed between 12 and 24 months.
8. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.
9. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the Local Government Act 2009. The current rate is 9.5% of ordinary earnings. The employee shall be

liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.

10. Uniforms and protective clothing are to be provided in accordance with the Certified Agreement and relevant Council policies.
11. Other conditions as per Council's Certified Agreement 2015 and the Queensland Local Government Industry Award State - 2017.