

National HSE Manager Position Description



Position Title:	National HSE Manager		
Reports to:	General Manager, Operations		
Direct Reports:	QOHSE Officer (part-time, shared resource)		
Financial Delegations:	N/A		
Division:	Winson Group	Dept:	Operations
Location:	Brisbane	Creation Date:	06/03/2017

Company Overview

The Winson Group is the holding company of the SIGNET and insignia group of manufacturing companies providing services and support nationally to the Group in the areas of Safety, Quality Finance, People and Culture, Information Technology, Operations Management and Company Administration.

Mission Statement: To be Australian Industry's first choice supplier of packaging and identification products

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

This position is a high-level operational role that has national responsibility for ensuring Health, Safety and Environment Management systems, accreditations and practices are maintained and continually improved in line with the relevant Legislation, Regulations and business operations.

Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

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Key Responsibilities

- Display behaviours consistent with the stated Winson Values.
- Play a significant role in developing and deploying the HSE strategy.
- Actively promote and develop a high level of HSE awareness and related behaviours within the Group.
- Take a lead role in the commitment to safety standards and initiatives in order to achieve Zero Harm.
- Partner with each business unit for the execution of business operations and associated safety plans.
- Manage the ongoing development, implementation and monitoring of the HSE function across all sites to ensure compliance with relevant legislation and regulations.
- Manage and provide expert advice in relation to Workers' Compensation and Rehabilitation programs.
- Lead incident investigations and review the circumstances of work injury, illness and dangerous events.
- Provide expert advice on the management of identified workplace hazards and risks.
- Provide written reports on identified hazards and proposed risk mitigation measures.
- Provide expert advice regarding Employer Obligations to guide the Executive Leadership Team's decision-making processes.
- Ensure Emergency Evacuation and associated processes, activities and training are fully implemented.
- Conduct internal audits in line with the audit schedule.
- Lead and manage all external Safety related audits.

General Duties and Reporting

- Take ownership of the Group's Safety Management system and software
- Develop and assist in conducting internal HSE induction and compliance training and where appropriate, arrange external training providers. Ensure training attendance is recorded in the corporate system.
- Provide written reports to Management to inform on the status regarding company and employee compliance to legislation, regulations and standards.
- Authorise document changes to procedures, documents and manuals and coordinate the posting of these documents to the Group's Intranet.
- Coordinate all safety meetings and ensure minutes are distributed to relevant parties.
- Build professional working relationships with stakeholders and employees through communication, consultation and collaboration.
- Manage early intervention and return to work programs e.g. physiotherapy, job task analysis and workcover cases.

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Key Competencies/Experience

Key Competencies

- High level of knowledge and depth of practical experience working with HSE legislation, regulations and relevant Standards
- Demonstrated ability to implement, enhance and facilitate compliance with safety systems.
- Ability to set priorities, manage multiple tasks to meet deadlines
- Excellent report writing skills and exposure to mainstream ERP or Safety systems
- Effective communication skills with the ability to influence key stakeholders
- Auditing experience, internal and external
- Acute attention to detail, a customer service orientation combined with a systems thinking approach.
- Ability to work effectively with cross-functional teams to achieve business outcomes.

Experience

- 10 years experience in the HSE field
- 5 years experience in a senior safety role
- 5 years experience in a manufacturing, engineering or distribution environment.
- Experience with Quality Systems and Lean Manufacturing advantageous.

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours.
- Develop enhanced systems for collecting and maintaining HSE data.
- Record and maintain complete, accurate and timely information relating to safety and environmental matters.
- TRIFR, MTIFR and LTIFR statistics recorded, maintained and reported on monthly.
- Adherence to internal and external Audit Schedules.
- 'Nil' Major Non Conformance resulting from external audits by third party auditors.
- Annually identify and prioritise safety and environmental training requirements.
- Annually coordinate emergency evacuation procedures and drills.

Qualifications

- Tertiary or vocational qualification in a safety related field
- Rehabilitation and Return to Work Co-ordinator
- Certificate IV in Workplace Training and Assessment
- Internal Audit Certificate

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Mandatory Criteria

- Current Australian Driver's Licence

Specific Requirements of the Position

- Available to travel interstate, if required
- Available to respond to after hours call-outs during critical incident situations

Key Stakeholders

Internal

- Executive Leadership Team (ELT)
- Group Engineering Manager
- SIGNET and insignia Managers
- All Winson Group Employees

External

- Relevant State Workers Compensation agencies and their associates (e.g. Health Care Services, Investigators, Solicitors)
- QLD – Workplace Health and Safety Queensland
- VIC – Work Safe Victoria
- NSW – Work Cover New South Wales (cover both OHS and Rehab)
- SA – Safe Work SA
- WA – WorkSafe WA
- Company nominated Medical Practitioners
- External Third Party Auditors
- External Training Providers
- External Consultants

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name &
Signature

Date

Manager Name &
Signature

Date
