

## POSITION DESCRIPTION

| POSITION DETAILS   |   |   |                         |
|--|---|---|-------------------------|
| <b>Position Title</b>  | Work Health and Safety Officer  | <b>Designation &amp; Classification Level</b> | RGRC Level 6            |
| <b>Position No</b>   |   | <b>Division</b>                               | Work Health and Safety  |
| <b>Business Unit</b>   | Corporate Services and Sustainability   | <b>Reports To</b>                             | Safety and Risk Manager |
| <b>Location</b>  | Katherine   | <b>Date Created</b>                           | Aug 31 2024             |
| POSITION CONTEXT   |   |   |                         |
| <b>Position Summary/ Purpose</b>   | <p>The role of the Work Health and Safety Officer is to support WHS practices within Roper Gulf Regional Council (Council) and will be expected to:</p> <ul style="list-style-type: none"> <li>• Assist the Safety and Risk Manager to co-ordinate the Council's approach to the development and implementation of Health &amp; Safety and Injury Management systems, in particular Skytrust cloud software.</li> <li>• Ensure the provision of health and safety services are aligned with legislative requirements and the expectations of Council, business and operational plans;</li> <li>• Promote an organisation culture and practices which create a work environment that provides for the health and safety of Council staff, contractors, volunteers and the public;</li> <li>• Assist the Safety and Risk Manager in development, implementation and monitoring of effective WHS systems, policies, training and practices that address Councils WHS Obligations and compliance.</li> <li>• Assist the Safety and Risk Manager in the administration and updating of Skytrust software.</li> <li>• Raising and scheduling first aid and DEFIB inspections at all sites across Council and manage responses from site Managers.</li> <li>• Scheduling WHS on site visits and audits for each Council site, as a minimum 3 times a year.</li> <li>• Assist the Safety and Risk Manager in the administration of the Council Corporate Risk Register and the process Risk Register.</li> <li>• Assisting the Safety and Risk Manager with site inspections and audits.</li> <li>• Assist the Safety and Risk Manager with workers compensation claims.</li> </ul> |   |                         |
| KEY RESPONSIBILITIES   |   |   |                         |
| <p><b>1. WHS Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide health and safety guidance to line managers, supervisors and health and safety representatives across the organisation.</li> <li>• Provide advice to the WHS Committee and WHS Representatives, ensuring that they understand their role and meet their legislative obligations.</li> <li>• Establish and maintain strong relationships with managers, supervisors and staff across the organisation, ensuring that all parties have a clear understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.</li> <li>• Develop relationships with a range of external organisations, including NT WorkSafe, insurers, professional networks, health and safety advisors and consultants and other local government authorities to keep abreast of developments in health and safety practice.</li> <li>• Applying the principles of privacy and confidentiality to all work practices.</li> </ul> <p><b>2. WHS Management, Systems and Reporting</b></p> <ul style="list-style-type: none"> <li>• Assist the Safety and Risk Manager implement and review the health and safety management system (Skytrust), including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.</li> <li>• Assist the Safety and Risk Manager to ensure that WHS audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.</li> <li>• Maintain a central register of reported incidents/injuries/hazards statistics analysing WHS related information (Skytrust)</li> <li>• Coordinate WHS Committee quarterly meetings as per legislative requirements. Ensure agendas, minutes, action lists are kept and distributed.</li> <li>• Assist the Safety and Risk Manager in the administration of the Corporate Risk Register</li> </ul> |   |   |                         |

### 3. WHS Education and Training

- Assist the Safety and Risk Manager determine the WHS training needs across Council, then assist to establish the training program in partnership with the Training and Development Coordinator.
- Conduct WHS inductions and refreshers to all new and current Council employees.
- Promote the values, vision and mission of Council
- **Quality and Continuous Improvement**
- Assist the Safety and Risk Manager Co-ordinate / prepare emergency evacuation procedures and implement drills.
- Coordinate WHS processes with staff to ensure that hazardous substances are correctly identified at each work site and maintain up to date hazardous substance registers and material safety data sheets.
- Assist the Safety and Risk Manager carry out investigations in respect to near misses, incidents and accidents.
- Assist the Safety and Risk Manager coordinate and conduct Council's Alcohol and Other Drug testing within all locations.

### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

**SELECTION CRITERIA**

**ESSENTIAL**

1. Cert IV WHS, or considerable experience (minimum one (1) year) in a relevant discipline in the area of WHS including Return to Work.
2. Working knowledge of Skytrust Work Health and Safety cloud based software platform highly regarded.
3. Demonstrated people engagement and organisational skills to coordinate multi-sited stakeholders and staff.
4. Sound working knowledge of WHS legislation, regulations, codes of practice and standards.
5. Well-developed interpersonal skills with the ability to discuss and be adaptable to resolve WHS problems in a cooperative manner.
6. Ability to motivate others to be proactive in safety with regards to themselves and others.
7. Understanding and genuine appreciation of Indigenous culture.

**DESIRABLE**

1. Nationally accredited Senior First Aid Certificate.
2. Nationally accredited training in Workplace Drug and Alcohol testing in accordance with Australian standards AS/NZS 4308:2008 (urine), AS 3547:1997 (alcohol) and AS 4760:2006 (oral fluid).
3. Certificate IV Workplace Training and Assessment.
4. SWS ICAM Lead Investigator nationally accredited training.
5. Previous experience in a similar position within Local Government.

**MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

**TRAVEL REQUIREMENTS**

This position is based in Katherine and you will be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

**5. ACKNOWLEDGEMENT**

|                        |                     |   |                                   |
|------------------------|---------------------|---|-----------------------------------|
| <b>GENERAL MANAGER</b> | <i>CIMSY HADDON</i> | <b>Date Approved:</b> <i>18/11/2024</i> | <b>Signature:</b> <i>C.Haddon</i> |
| <b>Employee Name</b>   |                     | <b>Date:</b>                            | <b>Signature:</b>                 |

