



POSITION DESCRIPTION

Workplace Health and Safety Advisor

WORKPLACE HEALTH AND SAFETY ADVISOR

POSITION TITLE:	Workplace Health and Safety Advisor
POSITION NUMBER:	2010
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Manager Human Resources & Safety
DEPARTMENT:	Executive Directorate
LAST REVIEWED:	July 2021

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

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 of Health & Safety and injury management systems, policies, procedures and practices.

Ensure the provision of health and safety services are aligned with legislative requirements and the expectations of Council, corporate and operational plans.

Promote an organisational culture and practices which creates a work environment that provides for the health and safety of Council staff, contractors, volunteers and the public.

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



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REPORTING LINES

Reports to Manager Human Resources & Safety and liaises with key internal and external stakeholders.

GENERAL DUTIES AND RESPONSIBILITIES

- 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 RESPONSIBILITIES IN THIS ROLE

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;
- Influence and support Council Leaders and team members to develop and maintain a safe and constructive work culture reflecting Council's Vision and Values
- 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 and implement a program of health and safety activities to successfully implement and operationalise the health and safety strategy
- Establish and maintain strong relationships with managers, supervisors and team members across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace. (Collaborate with Leaders and enable their capability to create, review and monitor SWMS, JSA's, generic risk assessments and incident and hazard reports)
- Provide leadership and direction to the Health and Safety Committee and Health and Safety Representatives, ensuring that they understand their role and meet their legislative obligations
- Provide expert advice to Council team members with responsibility for the safety of public users of Council facilities
- 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;
- 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

- Determine the health and safety training needs of the organisation, then assist to establish the health and safety training program eg. Work Health and Safety Committee members, first aid attendants and fire wardens, employee statutory safety training and plant operation, Construction White Card training
- In collaboration with the Learning & Development Officer maintain and monitor a register of safety related employee training, licences and qualifications to ensure compliance and currency.



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- Ensure that inductions, tool box training (and refreshers) and other appropriate forms of training are provided for all team members, trainees, contractors, volunteers, students, job placement participants and visitors, educating them with regard to their WHS obligations. Assist the Learning & Development Officer with training plans 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;
- Prepare and monitor budget allocations for all Workplace Health and Safety and training within area of control in conjunction with relevant managers;

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;
- Maintain a high level of confidentiality in relation to work health and safety; injury and rehabilitation and Council business;

Health and Safety Management, Systems and Reporting

- Assist with the preparation of the annual health and safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints
- Ensure that rigorous health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place
- Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation
- Analyse health and safety related information and prepare regular reports for the Manager, Executive Management Team, Health and Safety Committee or external authorities on activities and KPIs
- Collect and analyse workplace health and safety data and report statistical information and prevention recommendations to Council;
- Establish, monitor and review Monthly Action Plans (MAPS) with Council leaders
- Review emergency and evacuation procedures and provide ongoing education and training to team members across all areas of Council
- Undertake random drug and alcohol testing, testing for cause and return to work testing in accordance with the Drug and Alcohol Policy and procedures
- Review contractor WHS documentation for compliance and conduct work site inductions on contractor controlled work sites
- Monitor and ensure the effectiveness of Council's safety equipment and personal protective equipment
- Develop traffic management plans (as required) and conduct surveillance of traffic management work sites and report any non-compliances

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.



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ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- High level of interpersonal written and verbal communication skills to the extent required to communicate with those of varying levels of education and understanding;
- Position requires well developed interpersonal skills with the ability to discuss and resolve problems, motivate others and basic negotiation skills.
- Ability to achieve required results by engaging and influencing managers, supervisors and team members from areas not under direct authority.
- Ability to manage time, set priorities, possess vision, and plan and organise own work and that of other employees.
- Demonstrated ability to work both independently and as part of a team; Demonstrated employee engagement and change management skills;
- Thorough understanding of relevant legislation and regulations
- Well-developed research and presentation skills

KEY SELECTION CRITERIA

- Qualifications in health and safety management and/or significant experience in a similar role (with thorough knowledge of Queensland Work Health and Safety (WH&S) Legislation, Regulations, Industry Codes of Practice, Advisory Standards and other legislation, relevant to the position)
- An experienced track record in leading and promoting a safety culture in a complex and diverse environment.
- Demonstrated experience in Occupational Health & Safety auditing, workers compensation and rehabilitation.
- Demonstrated experience in investigations and reporting.
- An understanding and experience in the development of preventative strategies to minimise health and safety risks in the workplace.
- Excellent written and negotiation communication skills
- Ability to discuss and resolve problems and to motivate others.
- Ability to meet objectives within time constraints and conflicting demands.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.
- Certificate IV or Diploma in Occupational Health and Safety;
- Occupational first aid qualifications Rehabilitation and Return to Work Coordinator Certificate is mandatory.
- Possession of WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry) or Industry Blue Card.
- Certificate IV Training and Assessment desirable
- Certificates in Traffic Control and Traffic Management desirable



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ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions. Assistance is available when required

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011*("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date



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REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Workplace Health & 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 ranged between \$92,025 - \$97,025 per annum and is inclusive of all allowances unless otherwise listed. Overtime does not form part of this contract and TIL must be approved prior to being worked.
2. Provision of accommodation (rent free) in accordance with Council's staff housing policy. The employee is responsible for bond, electricity, telephone connection and yard maintenance (unless otherwise negotiated). The employee is required to vacate the premises within 28 days after employment with Council ceases.
3. Relocation assistance can be negotiated with successful candidate.
4. Use of a shared Council allocated vehicle for work purposes.
5. Locality allowance in accordance Certified Agreement 2019.
6. 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.
7. 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.
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 nominated Superannuation of choice in accordance with the requirements of the Local Government Act 2009. The current rate is 10% 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 relevant Council policies.
11. Other conditions as per Council's Certified Agreement 2019 and the Queensland Local Government Industry Award State - 2017.