

## HEALTH & SAFETY SUPERINTENDENT

Position Level: L7

Location: Port Hedland

Effective Date: June 2024

### Responsibilities

The Health and Safety Superintendent is responsible for assisting the Director Health and Safety to develop and implement health and safety management and compliance systems at Pilbara Ports, driving a strong health and safety culture. The Health and Safety Superintendent is also responsible for supervision and leadership of the Port Hedland Health and Safety team, ensuring key deliverables are met.

### Reporting

The Health and Safety Superintendent reports to the Director Health and Safety.

### Accountabilities

Result Area	Major Activities
<b>1. Safety and People:</b>	<ul style="list-style-type: none"> <li>• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others.</li> <li>• Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.</li> <li>• Lead and implement practices that improve safety and inclusion as outlined in Pilbara Ports Leadership Capability Framework.</li> </ul>
<b>2. Integrated Management Systems:</b>	<ul style="list-style-type: none"> <li>• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes including legal and statutory requirements.</li> <li>• Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.</li> <li>• Comply with, maintain and assist with the continuous improvement of Pilbara Ports' Integrated Management Systems with specific responsibility for maintaining certification of the Work Health and Safety Management System.</li> </ul>
<b>3. Safety Leadership and Management:</b>	<ul style="list-style-type: none"> <li>• Responsible for maintenance, development and implementation of Pilbara Ports' health and safety systems to ensure continuous improvement practices.</li> <li>• Develop and implement health and safety initiatives and strategies.</li> <li>• Work with internal and external stakeholders to ensure Pilbara Ports' requirements relating to health and safety are met.</li> <li>• Provide and demonstrate leadership across the business to achieve a good culture and working relationships.</li> <li>• Ensure key deliverables of the Port Hedland Health and Safety team are met.</li> <li>• Lead investigations for significant incidents.</li> <li>• Adopt a risk-based approach to health and safety management.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify, develop, and implement solutions to resolve health and safety issues.</li> <li>• Remain abreast of best practice standards and provide expert advice and assistance on managing health and safety risks.</li> <li>• Supervise, mentor and develop Port Hedland health and safety staff.</li> <li>• Maintain a regular field presence including conducting inspections, verifying compliance and promoting safety across sites.</li> <li>• Participate in the assessment of health and safety plans and risks associated with port management, development projects and operations, and provide advice and support in effectively managing them in accordance with Pilbara Ports' requirements.</li> </ul>
<b>4. Safety Compliance and Performance:</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with federal, state, and local regulations and Pilbara Ports safety legislation, policies and procedures.</li> <li>• Ensure health and hygiene monitoring and reporting requirements for Port Hedland sites are met.</li> <li>• Analyse and develop reports on health and safety data for Management, Executive, Board and external stakeholders.</li> <li>• Maintain effective communication with employees, management, vendors, and applicable federal, state, and local regulatory agencies.</li> <li>• Coordinate health and safety audits and inspections and provide analysis and evaluation of health and safety risks.</li> <li>• Provide technical and resource assistance.</li> </ul>
<b>5. Other Duties:</b>	<ul style="list-style-type: none"> <li>• Represent Pilbara Ports on forums, committees and working parties as required.</li> <li>• Other duties as directed by the Director Health and Safety.</li> </ul>

### **Selection Criteria**

#### **Qualifications:**

Tertiary qualifications in a related discipline.

#### **Personal Attributes:**

- Exhibit behaviours that align with Pilbara Ports' values of Excellence, Respect, Integrity, Care and Courage.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Ability to make effective decisions and analyse problems and identify solutions.
- High standards in personal ethics, professionalism and probity.
- A focus on outcomes for the organisation rather than individual success.

#### **Work Related Requirements:**

- Significant experience in a work health and safety role within a marine, mining or heavy industrial environment.
- Proven ability to develop and implement safety processes as well as identify and implement improvements to enhance operations.
- Accomplished at developing and maintaining high performing teams.
- Well-developed written and verbal communication skills including the ability to achieve outcomes through liaison and negotiation.

- Demonstrated ability to deal with competing priorities whilst monitoring and promoting compliance and improvement.
- Sound understanding and ability to operationalise legislation, standards and procedures.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.