

HEALTH AND SAFETY ADVISOR

Position Level: L5

Location: Pilbara

Effective Date: August 2024

Responsibilities

The Health and Safety Advisor is responsible for contributing to the development, operation and delivery of the health and safety function at Pilbara Ports. The Health & Safety Advisor is also responsible for promoting a strong health and safety culture across the organisation.

Reporting

The Health and Safety Advisor reports to the Health and Safety Superintendent as outlined in Pilbara Ports organisational chart.

Accountabilities

Result Area	Major Activities
1. Safety and People:	<ul style="list-style-type: none"> • Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to continuous improvement of a safe work environment; both physically and psychologically. • Lead and implement practices that improve safety and inclusion as outlined in the Leadership Capability Framework.
2. Integrated Management Systems:	<ul style="list-style-type: none"> • Develop and comply with the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Positive Health and Safety Culture:	<ul style="list-style-type: none"> • Demonstrate behaviours that support a positive health and safety culture, in alignment with the WHS Capability Framework.. • Monitor activities for compliance with the work health and safety management system and relevant legislation. • Provide advice and education to stakeholders to raise awareness of the work health and safety management system. • Develop, implement and deliver health and safety related training. • Facilitate the development of risk assessments and the implementation of associated controls. • Mentor workers on hazard identification and risk management. • Facilitate and contribute to health and safety meetings.
4. Improvements:	<ul style="list-style-type: none"> • Contribute to the development and review of work health and safety plans and work schedules. • Work collaboratively with internal and external stakeholders. • Work with stakeholders to identify safety improvements and help to develop and implement solutions. • Carry out audits and inspections, produce associated reports, and address corrective actions and opportunities.

	<ul style="list-style-type: none"> Facilitate incident analysis and provide advice on corrective actions. Participate in the assessment of safety risks associated with port management, development projects and operations, and provide advice and support in effectively managing them in accordance with the risk management framework. Actively seek opportunities to improve health and safety outcomes.
5. Monitoring, Research, Analysis and Advice:	<ul style="list-style-type: none"> Maintain current knowledge of industry safety developments and legislative changes and provide advice on how to implement these changes across the organisation. Prepare business cases and any other documentation as required. Develop, implement and regularly review work health and safety policies, procedures and processes. Monitor the incident and hazard reporting database for emerging trends and develop corrective action plans as appropriate. Maintain knowledge of current and best practice in work health and safety and relay relevant information to stakeholders.
6. Other Duties:	<ul style="list-style-type: none"> Other duties as directed by Health and Safety Superintendents and the Health and Safety Manager. Actively participate in emergency response activities as required.

Selection Criteria

Qualifications:

Qualifications in Work Health and Safety (tertiary preferred).

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Ability to make effective decisions and can analyse problems and identify solutions.
- A work style that promotes trust and harmonious working relationships.
- Exhibits a positive attitude and is motivated to achieve.

Work Related Requirements:

- Demonstrated experience in work health and safety within a marine, mining or heavy industrial environment, in an advisory capacity.
- Well-developed communication and interpersonal skills with the ability to negotiate and build productive relationships with stakeholders and customers.
- Well-developed analytical skills with a strong history of developing, assessing and implementing solutions to risks and hazards.
- Demonstrated ability in interpreting and applying legislation and standards in the workplace.
- Well-developed proficiency in the development of clear, concise and logical documentation including procedures and reports.

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.