

Workplace Health and Safety Officer

Position Title: Workplace Health and Safety Officer

Classification: Non-award

Reports to: Work Health and Safety Advisor

About CPL

CPL – Choice, Passion, Life, part of the CPL Group, is the leading provider of integrated support, therapy and advice for people living with a disability in Queensland and Northern New South Wales, and their families. We work with our clients at every stage of their lives. We deliver the very best support, guidance, technology and understanding possible, so people can achieve the things that matter the most to them. We know that given the right opportunities, people can grow beyond expectations and create amazing lives. It's why we refuse to compromise in chasing the best lives for our clients, and ourselves.

Our Vision

An inclusive society for all people.

Our Purpose

To provide services for people with disability so they can lead the life they choose.

Our Difference

Our attitude is what makes us different. We're hopeful, determinedly enthusiastic and down-to-earth. When it comes to disability, we know one size does not fit all, which is why the CPL team ensure every effort is made to accommodate individual goals and needs.

Our Values

Our values are a promise. A promise of how we will work with each other and with our clients, make decisions and choose to act.

Be Here

At CPL Group, we love what we do and it shows in the way we choose to "Be here", contribute our expertise, our time, our energy and our ideas to make a difference. We always work to the best of our abilities to deliver quality services and support, holding ourselves accountable for our behaviours, action and delivering on our commitments.

Connect

Having genuine connects with others is what we're all about at CPL Group. We value relationships, we work respectfully, and we always aim to add value in our interactions and find positive win/win solutions.

Tune in

Everyone has individual needs and may need different solutions; we recognise and respect this at CPL Group. Tuning in means we listen to understand and ask questions for clarity, before we act, which we do with empathy and care.

Grow

There's always more we can do, which is why we strive for improvement and excellent, continually looking to improve ourselves, our ways of working and the impact we create. We value opportunities to learn and develop because we know personal growth is achieved when we step outside our comfort zone.

Speak up

We are confident to speak up and share what we have to say at CPL Group. We communicate with respect and honesty, and raise issues so they can be resolved, particularly when it comes to the safety and wellbeing of ourselves and others.

Position Purpose

This position works closely to support managers, supervisors, staff, clients to maintain a safe workplace. This position plays a critical role in monitoring and supporting our teams in effective incident management and the application of our Work, Health and Safety Management System (WHSMS) across the CPL Group.

You will play a vital part in promoting a safety-first culture and ensuring compliance with WHS legislation across CPL Group. You will support continuous improvement in the business performance of the broader Risk, Compliance and Safety team and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

- Work collaboratively with Business Unit Managers, Regional and Service Managers, Supervisors and HSRs to provide advice and mentoring regarding proactive safety management and incident investigation and response.
- Analyse safety data collected through our incident management system (RiskMan), audits and other sources to identify emerging safety risks and trends and support leaders across CPL Group to assess, develop and implement innovative and appropriate controls to manage risks.
- Assist in monitoring and reviewing CPL Group's WHSMS policies and procedures to ensure practicality, relevance and compliance to WHS legislation, relevant regulations and standards.
- Conduct scheduled safety audits and site inspections including report writing and monitoring the close out of corrective actions for the purpose of continuously improving CPL Group's work health and safety performance and safety culture.
- Assist in the creation and review of Risk Assessments & Safe Work Method Statements, in consultation with Workers to ensure they comply with relevant Codes of Practice and legislation.
- Develop strong relationships to drive a positive reporting culture by building capacity and capability of frontline teams to identify, respond and monitor hazards and mitigate risks.
- Support the administration of the Work Health and Safety team, including responding to safety enquiries and requests.
- In consultation with the wider Work Health and Safety Team, implement, conduct and evaluate work health and safety training that builds staff capability to achieve continuous improvement in the provision of service, organisational work health and safety performance and safety culture.
- Undertakes other responsibilities as required and directed by the Work Health and Safety Advisor.

Supplementary Responsibilities

- Embodies CPL Group values in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.

- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Key Customers

- Reports to and works closely with the Work, Health and Safety Advisor.
- Works in collaboration with the Safety and Wellbeing Team.
- Works in collaboration and as part of the wider Risk, Compliance and Safety team.
- Works closely with, and provides support to, Business Unit Managers, Area and Regional Managers and Service Facilitators / Managers.
- Works in collaboration with Learning and Development, Facilities, Fleet, Practice, Governance and Quality and other support functions.
- Works in partnership with and provides guidance and direction in relation to safety and emergency response matters to colleagues across the CPL Group footprint.

Selection Criteria

Applicants must address the following criteria in writing to be considered for this position:

- Appropriate qualifications held or working toward WHS certification.
- High level of interpersonal skills with the ability to build healthy working relationships, collaborate with others to problem solve, devise new concepts and resolve complex safety issues.
- The ability to communicate issues effectively and to a high standard through written and verbal briefs.
- Strong organisation skills and the ability to prioritise tasks, manage time carefully and work efficiently to achieve outcomes.
- Ability to conduct risk assessments and work collaboratively to identify practical risk controls and mitigation strategies.
- Experience in incident investigation to establish causal factors and appropriate controls.
- Ability to analyse safety performance data, incident and risk trends.
- Working knowledge of contemporary WHS practices and WHS legislation, and how they apply to CPL Group in the workplace with the ability to apply same.
- Demonstrated ability to develop and implement WHS procedures and WHS training packages as required.

Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Ability to work autonomously and work effectively within a team achieving needed outcomes.
- Demonstrated ability to proficiently use and apply the necessary technology to complete administrative tasks professionally and autonomously. This includes, but is not limited to, the Microsoft suite including Excel, Incident management and Safety Culture software.
- Capacity to travel to assist in audits and site visits to provide training and support to organisational staff.
- Current 'C' class driver's licence with regular access to vehicle.
- NDIS Worker Screening Check issued by the NDIS Quality and Safeguards Commission (or ability to obtain).