

## HSE OFFICER – LUMSDEN POINT

Position Level: L3

Location: Port Hedland  
(Lumsden)

Effective Date: August 2024

### Responsibilities

The HSE Advisor – Lumsden Point is responsible for assisting the HSE Superintendent – Lumsden Point in the development, operation and promotion of the health and safety, and environment and heritage functions in the implementation of the Lumsden Point construction project.

Note – this is predominately a health and safety role.

### Reporting

The HSE Advisor – Lumsden Point reports to the HSE Superintendent – Lumsden Point.

### 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> </ul>
<b>2. Integrated Management Systems:</b>	<ul style="list-style-type: none"> <li>• Assist with the development and oversight of the systems that ensure Pilbara Ports complies with all applicable codes, as well as its 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> </ul>
<b>3. Health, Safety and Environment Compliance:</b>	<ul style="list-style-type: none"> <li>• Support the operation and maintenance of the health and safety and environment and heritage management systems to ensure Pilbara Ports compliance with legislation and other applicable requirements.</li> <li>• Assist stakeholders to comply with Pilbara Port’s health and safety and environment and heritage management systems.</li> <li>• Conduct inspections and audits to assess compliance in the field, produce associated reports, and address corrective actions and opportunities.</li> <li>• Report on-site hazards / incidents and relevant off-site reported incidents in the incident and hazard management system.</li> <li>• Participate in incident analyses.</li> <li>• Carry out and/or assist environmental reporting, analysis and testing.</li> <li>• Assist with risk assessments.</li> <li>• Undertake projects associated with health and safety improvements.</li> </ul>
<b>4. Health, Safety and Environment promotion and</b>	<ul style="list-style-type: none"> <li>• Assist with the development of programs that promote education and awareness of health and safety obligations.</li> </ul>

<b>training:</b>	<ul style="list-style-type: none"> <li>• Demonstrate high standards of health and safety, and environment and heritage practice, to promote a preventative workplace culture.</li> <li>• Deliver internal health and safety competence and awareness training.</li> <li>• Actively promote health and safety, and environment and heritage to employees, contractors and port users to foster a strong culture.</li> <li>• Facilitate and contribute to meetings and committees as required.</li> </ul>
<b>5. Other Duties:</b>	<ul style="list-style-type: none"> <li>• Directly support the HSE Superintendent – Lumsden Point role in the event of leave or absence from site.</li> <li>• Participate in emergency response activities and training as required.</li> <li>• Provide support to Safety and Health Representatives.</li> <li>• Process incidents and hazards in the incident and hazard management system and prepare reports.</li> <li>• Undertake other duties as requested.</li> </ul>

### **Selection Criteria**

#### **Qualifications:**

- Possession of or ability to attain formal qualifications in occupational health and safety.

#### **Personal Attributes:**

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

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

- Awareness of work health and safety in a high-risk industry environment, preferably within a construction, mining, or heavy industry.
- 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.
- An 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.