

## SENIOR HEALTH & SAFETY ADVISOR - MAJOR PROJECTS

Position Level: L6

Location: Dampier

Effective Date: May 2024

### Responsibilities

The Senior Health & Safety Advisor - Major Projects is a site-based role, responsible for supporting the Dampier Cargo Wharf Project (DCWP) team to develop, implement, monitor, and review health and safety management and compliance systems at the DCWP. The role is also responsible for driving a strong health and safety culture and supporting the broader health and safety team to ensure key deliverables are met.

### Reporting

The Senior Health & Safety Advisor - Major Projects is a shared resource of the Dampier Cargo Wharf Project team and the Health and Safety team. The role reports to the Director Health and Safety but will regularly meet with the Dampier Cargo Wharf Project team.

### 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>• Develop and oversee 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> <li>• Under guidance from the Director Health &amp; Safety, develop and implement initiatives appropriate to the work health and safety (WHS) management system.</li> </ul>
<b>3. Leadership and Management:</b>	<ul style="list-style-type: none"> <li>• Demonstrate high standards of conduct and compliance in WHS practice.</li> <li>• Monitor activities for compliance with the WHS management system and relevant legislation.</li> <li>• Collaborate with project managers on the management of work health and safety risks.</li> <li>• Ensure appropriate communication, collaboration, and cooperation between Pilbara Ports, vendors, and other persons conducting a business or undertaking (PCBU) and all workers on site.</li> <li>• Develop, implement and deliver health and safety related training and information packages.</li> <li>• Perform and participate in construction risk assessments.</li> <li>• Mentor workers on hazard identification and risk minimisation.</li> <li>• Facilitate and contribute to health and safety meetings and committees.</li> </ul>

	<ul style="list-style-type: none"> <li>Oversee vendor management to ensure legal and system compliance.</li> <li>Maintain a regular field presence including conducting inspections, verifying compliance, and promoting WHS best practice.</li> </ul>
<b>4. WHS Improvements:</b>	<ul style="list-style-type: none"> <li>Contribute to the development and review of WHS plans, risk registers, and work schedules.</li> <li>Work with stakeholders to identify WHS improvements and help develop and implement solutions.</li> <li>Facilitate and assist with the implementation of WHS controls and improvements.</li> <li>Carry out audits and inspections to assess, produce associated reports, and address corrective actions and opportunities.</li> <li>Review work method statements and task risk assessments for suitability and improvement opportunities.</li> <li>Facilitate incident analysis and provide advice on corrective actions.</li> <li>Participate in the assessment of safety risks associated with projects and provide advice and support in effectively managing them in accordance with the Pilbara Ports risk management framework.</li> <li>Actively seek opportunities to improve health and safety on projects.</li> </ul>
<b>5. Monitoring, Research, Analysis and Advice:</b>	<ul style="list-style-type: none"> <li>Maintain current knowledge of industry developments and legislative changes, relay relevant information to stakeholders, and provide advice on how to implement required changes on projects.</li> <li>Prepare business cases and any other documentation as required.</li> <li>Develop, implement and regularly review WHS policies, procedures and processes.</li> <li>Monitor the incident and hazard reporting database for emerging trends and develop corrective action plans as appropriate. Base recommendations and improvements on analysis and research.</li> </ul>
<b>6. Other Duties:</b>	<ul style="list-style-type: none"> <li>Other duties as directed by the Director Health &amp; Safety.</li> <li>Actively participate in emergency response activities as required.</li> </ul>

### **Selection Criteria**

#### **Qualifications:**

- Qualifications in Work Health and Safety (tertiary preferred).

#### **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.
- A focus on outcomes for the organisation rather than individual success.
- 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 senior advisor level work health and safety experience within civil engineering, construction, or heavy industrial environment.

- Well-developed communication and interpersonal skills with the ability to negotiate and build productive relationships with stakeholders and customers.
- Highly 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.
- High level 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.