



Position Description

Workplace Health and Safety Officer

Applications Close:
8:00am on Friday 18 July

Position Title Workplace Health and Safety Officer
Position Number CS10236
Department Corporate Services
Classification/Pay Scale Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 as varied. Level 6 (\$95,723.16 -\$100,760.92 per annum)
Terms of Employment Full Time – Permanent

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to

Directly – Executive Manager Corporate Services

Supervision of

No supervision applicable

Internal Liaisons

All other Council Departments.

External liaisons

Local Government WorkCare, Division of Workplace Health and Safety and other regulatory authorities, Contractors and other Councils.

Position objectives

The Workplace Health and Safety Officer position will:

- Provide specialist subject matter advice and support to Council regarding WHS legislative requirements, WHS requirements and developments in the field of WHS.
- Be responsible for the review and maintenance of Council's WHS policies and procedures that foster a "Zero Harm" culture using continuous improvement approaches that ensures WHS compliance as a minimum standard.
- Collaborate with stakeholders to ensure engagement in and embracing of Council's safety program by the whole workforce.
- Specify, develop, and implement training programs and other associated learning activities for the Council workforce.
- Participate in Council's Rehabilitation and Return to Work processes.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets Required

The following qualifications and licences are desired:

Mandatory

- Certificate IV in Workplace Health and Safety.
- White Card (General Safety Induction Card).
- Current "C" Class driver's licence.
- Working with Children Blue card.
- Rehab and Return to Work Training Qualifications
- Drug and alcohol qualifications (or the ability to obtain).
- Pass a criminal history check.

Additional requirements and working conditions

The following requirements and working conditions are desired:

- High level of knowledge of Workplace Health and Safety Systems within Local Government operations and a minimum of five (5) years experience as a WHS professional preferably in the Local Government Sector.
- Demonstrated high level communication skills, both written and verbal with a demonstrated ability to effectively communicate with a broad range of people and manage sometimes-difficult situations.
- Experience in WHS consulting and or advisory roles, preferably in medium to large sized organisations.
- Sound knowledge of and experience in applying WHS legislation.
- Travel within the Shire will be required of this position. Council will supply a vehicle for business use only.
- Abnormal and intermittent working hours may be required of this position.
- Housing may be available if required.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Coordinate Council's Workplace Health and Safety Management System.
- Manage and maintain all documentation, procedures, and policies of the WHS system.
- Conduct and maintain records of Employee and Contractor Workplace Health and Safety Inductions.
- Liaise with HR Team to ensure that training pertaining to Workplace Health and Safety is conducted in a timely manner and that there is liaison in relation to annual training plans.
- Investigate all Workplace Health and Safety incidents and regularly report on same to management.
- Develop additional policies in line with Council's WHS strategic direction.
- Facilitate WHS committee meetings.
- Ensure workplace inspections are conducted.
- Ensure the maintenance of WHS equipment and ensure calibration of equipment remains current.
- Incorporate health and safety activities into Council's operational planning.
- Develop annual budget requirements for WHS.
- Conduct internal annual safety assessments (mini audits) of the WHS system.
- Lead, coordinate carry out the coordination and delivery of Council's Drug and Alcohol policy/ testing on Council Sites which may also include consultation via an external Drug and Alcohol Testing Contractor.
- Report to the Senior Leadership Team on progression of WHS System when required.
- In consultation with the Executive Manager of Corporate Services, develop and track WHS training for staff including legislative requirements as well as skills training.

- Complete incident and accident reports in a timely manner, ensuring accurate filing, and notify Local Government Association of Queensland and the Division (of Workplace Health and Safety) where required.
- Complete rehabilitation claims forms and other documents on behalf of injured workers in a timely manner.
- Coordinate medical visits, specialist reviews etc. on behalf of injured workers where required.
- Liaise with injured workers and supervisors to assist HR with timely development of prudent suitable duties and return to work plans.
- Ensure comprehensive records, running sheets, and case notes pertaining to rehabilitation claims are readily available.
- Any other duties as directed by the CEO and within the appropriate award classification..

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

A minimum of Certificate IV in Workplace Health and Safety qualification and considerable demonstrated experience.

Selection Criteria 2

Demonstrated high level communication skills, both written and verbal with a demonstrated ability to effectively communicate with a broad range of people

Selection Criteria 3

High level of knowledge of Workplace Health and Safety Systems in Local Government operations, and a minimum of five (5) years' experience as a WHS professional is desirable within the Local Government sector.

Selection Criteria 4

Demonstrated knowledge and experience to ensure that the Council is compliant with legislation, codes of practice, and standard.

Selection Criteria 5

Competent in the use of Microsoft Office Suite.

Other relevant information

- The selected applicant will be subject to a Criminal History Check-undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Workplace Health and Safety Officer with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.