



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Health &amp; Safety Coordinator</b>
<b>Position Number:</b>	<b>11146</b>
<b>Directorate:</b>	<b>Office of the Chief Executive Officer</b>
<b>Reports to:</b>	<b>Manager People &amp; Culture</b>
<b>Supervises:</b>	<b>Health &amp; Safety Officer</b>
<b>Department:</b>	<b>People &amp; Culture</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 7</b>

## 1. POSITION OVERVIEW

The Health and Safety Coordinator is responsible for providing expert advice, influencing operational activities, and contributing to the management of the City of Karratha by coordinating the work health & safety (WHS), and welfare management systems and functions. The role aims to ensure best practice levels of safety, legislative compliance, and policy performance standards are met through continuous improvement initiatives. The Health and Safety Coordinator will maintain effective policies, procedures, systems, and services to uphold the highest level of safety awareness, accident prevention, and rehabilitation across all City operations and functions.

### 1.1. Position Objectives

- Develop and implement WHS management strategies in partnership with each department, aligned with the City's operational plans.
- Maintain a central management system for health, safety, rehabilitation, and workers' compensation services.
- Convene the City's Health and Safety Committee and provide support to elected Health and Safety Representatives.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. WHS Management

- Design the annual schedule of audits to monitor and continually improve the City's performance in safety and proactively identify gaps, hazards and potential risk before they occur.
- Develop practical, workable solutions to health and safety issues and ensure compliance with Work Health and Safety legislation, relevant codes of practice and Australian Standards.
- Develop a targeted WHS action plan to support the implementation of an integrated WHS Management System under AS4801.
- Be the in-house expert of Council's WHS management system, to ensure that it is used effectively by all employees, is kept up to date, and utilised to its full capability.
- Liaise with WorkSafe WA and relevant authorities as required.
- Establish and maintain emergency preparedness and response programs, including fire drills and evacuation.

## **2.2. Incident & Injury Management**

- Lead and coordinate serious incident response and investigations in conjunction with supervisors, Health and Safety representatives and committee representatives. Report to relevant regulatory agencies as applicable.
- Monitor injury management and rehabilitation programs.
- Identify and recommend corrective actions that address non-compliance or improvement needs.
- Conduct of internal investigations into WHS incidents and report to management, including recommendations for action and change.
- Assist with worker's compensation claims investigations where required.

## **2.3. Training & Support**

- Present safety & health education to employees and contractors.
- Provide advice, support, and training to line managers for effective WHS management.
- Ensure compliance with relevant legislation and safe work practices.
- Induct employees on safe systems of work and maintain WHS Induction records.
- Monitor contractor safety performance and ensure completion of online Contractor Induction.

## **2.4. Administration & Reporting**

- Monitor WHS performance targets.
- Collect and compile WHS data and prepare monthly management reports.
- Contribute to the annual WHS self-assessment.
- Facilitate the collection and interpretation of data for Council's WHS reporting framework.

## **2.5. Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1. Authority & Accountability**

- Works under limited supervision of the Manager People & Culture
- Works in accordance with approved Council's policies, procedures and guidelines.
- Freedom to act, governed by clear objectives within the limits of budget constraints, Council policy, established guidelines, and relevant legislation.

#### **3.2. Judgement & Problem Solving**

- Ability to exercise initiative and judgement to problem solve where processes, procedures, precedents, and instructions may not exist.
- The ability to conduct research and analyse complex issues and engage with key stakeholders to identify options and provide recommendations.
- Highly developed problem solving and conflict resolution skills.

#### **3.3. Management & Supervision**

- Demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management to a team.

#### **3.4. Specialist Knowledge & Skills**

- Highly developed knowledge of Work Health & Safety Management and an understanding of the underlying principles.
- Developed knowledge and ability to interpret, understand and apply relevant legislation including the Work Health & Safety Act 2020 & Occupational Safety & Health Regulations 1996.
- Developed knowledge of Health & Safety standards particularly AS 4801.
- Knowledge of WorkCover insurance procedures and claims management system to enable the timely and satisfactory resolution of claims.
- Developed knowledge of rehabilitation and return to work procedures.

#### **3.5. Interpersonal Skills**

- Proven ability to cooperate with and gain support and commitment from internal customers and external organisations.
- Highly developed verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.
- Highly developed communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to Management and staff.

#### **3.6. Qualifications & Experience**

- Tertiary qualification in Health and Safety or related discipline
- Previous significant experience in WHS, Workers Compensation and Injury Management programs for large, multi-department organisation
- Current First Aid Certificate
- Certificate IV in Workplace Training and Assessment - Desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)