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Position Description

OS&H Coordinator

Position Details

**Position Title** OS&H Coordinator

**Classification** EMRC Remuneration Band - Level 9

**Position Number** A0027A

**Basis of Employment** Full Time

**Team Name** Office of the CEO – Human Resources Team

Position Objectives

Key Objectives of Position

* To develop and implement an effective and efficient safety management system for the EMRC.
* To provide an effective and high quality Occupational Safety and Health (OS&H) service to the EMRC.
* To contribute towards minimising the costs to the EMRC through effective management of workers compensation and claims and procedures, and rehabilitation programmes.
* To prepare and submit reports including recommendations to the Executive Team on safety management, OS&H and Workers’ Compensation.

**Within Organisation**

* Oversee the development, review and implementation of EMRC’s Safety Management System, Safety Management Plan and associated programs.

Measures of Performance

A specific measure of performance is:

* The minimisation of the number of safety incidents within the EMRC – at Ascot Place, Red Hill Waste Management Facility, Hazelmere Resource Recovery Park, Mundaring Transfer Stations and any other facility managed by the EMRC.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

Occupational Safety and Health (OS&H) Leadership

* Work collaboratively within the organisation to promote, support and foster a workplace culture where each employee takes responsibility for their own and the EMRC’s overall safety performance.
* Establish and maintain strong relationships with managers, supervisors and employees across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
* Develop, implement and review a practical OS&H strategy utilising a consultative and collaborative model, to develop a culture of embracing and valuing safety.
* Provide expert advice to internal stakeholders with respect to the EMRC’s policies, management guidelines and procedures as applicable to OS&H.
* Chair the EMRC Safety Advisory Committee.

**OS&H Management, Systems and Reporting**

* Develop an OS&H annual plan.
* Develop, implement and review the OS&H management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
* Ensure that rigorous OS&H audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
* Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation.
* Analyse OS&H related information and prepare regular reports for the Manager, Executive Management Team and the Safety Committee.
* Implement and maintain the accreditation of EMRC’s safety management system to WA Worksafe standard.

**OS&H Education & Training**

* Engage with management and employees on OS&H issues and programs, communicate and promote effective OS&H practice.
* Determine the OS&H training needs of the organisation, then establish and co-ordinate the delivery of the OS&H training program.
* Coordinate and deliver OS&H briefings and training sessions and ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.
* Coordinate the Health Promotions Team to enhance the health and wellbeing of employees.

**Workers Compensation & Injury Management**

* Co-ordinate WorkCover and the Return to Work program.
* Liaise with insurance, medical and legal representatives on matters relating to workers compensation claims and monitor rehabilitation programs.
* Develop and maintain an Accident/Incident reporting system to ensure that all incidents that either result in an injury or have the potential to result in injuries are investigated.
* Represent EMRC whilst attending meetings with Doctors, employees, rehabilitation providers, medical practitioners, lawyers and insurance companies.

**Coordination of OS&H internal employee groups**

* Coordinate the following employee representative groups ensuring agendas and minutes are maintained and actions followed through
  + Safety Advisory Committee
  + Safety Representatives
  + Health Promotions Group
  + Emergency Response Group
  + First Aiders Group

Occupational Safety and Health (OS&H) Responsibilities

* Provide strategic and technical advice on all matters related to Occupations Safety, Health and Injury Management.
* Develop and review policy, systems, plans and processes to ensure that the City is informed of new safety related Acts, Regulations, Standards or codes pertinent to the City’s operations.
* Provide strategic direction, develop, coordinate, deploy and review the OSHMS and OSH plan.
* Co-ordinate all Injury Management and Return to Work programmes.

Organisational Responsibilities

* Assist in the development, review and monitoring of business plans and budgets as they relate to safety management.
* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.
* Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
* Ensure correct use is made of all equipment provided for safety and health purposes.
* Report all unsafe practices or hazards in the workplace to the appropriate manager.
* Ensure incidents, accidents and near misses are reported to the appropriate manager, using the appropriate documentation.

Position Requirements

Competencies

* A demonstrated ability to understand and interpret the Occupational Safety and Health Act 1984, the Workers Compensation and Injury Management Act 1981, and the intended WHS harmonised national system.
* Significant experience in OS&H management including conducting investigations and resolving OS&H issues within the workplace.
* Experience with the preparation and delivery of safety and health related training.
* Experience in Workers Compensation claims management and return to work programmes.
* Well-developed interpersonal and conflict management skills with the ability to liaise effectively with a diverse range of stakeholders.
* Highly developed analytical and written communication skills, including the ability to develop strategies and recommendations.
* Well developed group facilitation and presentation skills.

Experience

* Experience and knowledge of Occupational Health & Safety, Injury Management and Workers Compensation.
* Experience with the coordination, management and delivery of Occupational Health & Safety services in a multi-disciplinary environment.
* Experience in driving an organisational safety culture and change.

Qualifications

* Tertiary qualifications in Occupational Safety and Health or similar.

Preferred

* Experience in mining, heavy industry or utilities.
* Prior management experience.
* Two years’ experience in a similar role.
* Incident Investigation Trained (ICAM preferable)
* Cert IV Training and Assessment

Organisational Relationships

**Responsible to** A0022A – Manager Human Resources

**Supervision of** OSH Advisor - Graduate

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** Worksafe

Local Government Insurance Scheme (LGIS)

Medical practitioners

Rehabilitation providers

Government agencies

WA Local Government Association (WALGA)

Professional organisations

Extent of Authority

* This position operates under the general supervision of the Manager Human Resources within established practices and procedures, and has the authority to act within predetermined guidelines, EMRC policy and as delegated.
* The incumbent determines priorities and establishes workplace safety programs to meet the EMRC’s safety objectives.
* The incumbent is authorised to issue instructions or advice, either verbally or through memorandum, to all levels of employees, contractors when those persons are working in breach of any safety regulations or safety policies of the EMRC.

Selection Criteria

Essential

* Tertiary qualifications in OS&H.
* A minimum of 5 years’ experience as an OS&S professional.
* A track record of leading and promoting a safety culture in a complex and diverse environment.
* Significant experience in the development of preventative strategies to minimise health and safety risks in the workplace.
* Developed knowledge of relevant OS&H and Workers Compensation legislation, regulations, procedures and standards.
* Experience with the preparation and delivery of safety and health related training.
* Highly developed analytical and written communication skills with the ability to develop strategies and recommendations.
* Well developed interpersonal and oral communication skills with the ability to liaise effectively with a diverse range of stakeholders.
* Senior First Aid certificate.
* Eligibility for membership of the Safety Institute of (Western) Australia.
* Current and valid WA ‘C’ class driver’s licence (or equivalent).

**Desirable**

* White Card Safety Awareness.
* Risk Management background.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** October 2021

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources