



Workplace Health and Safety Advisor

Position Description

Incumbent:	Vacant
Position Number:	6012
Directorate:	Governance
Team:	Workplace Health & Safety
Position Status:	Full Time
Classification:	QLGIA (Stream A) Level 6
Current Level:	
Reports to:	Human Resources and Workplace Health and Safety Manager
Accountable for:	Workplace Health and Safety Administration Officer
Located:	Longreach
Revised:	August 2019

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to develop, co-ordinate, implement and maintain Council's Safety Management System (LRC-SMS). It is also expected that the incumbent will work cooperatively with all levels of Council to ensure Council's responsibilities and outcomes are delivered to Council's satisfaction.

Position Responsibilities

- Develop, implement and review of Council's Safety Management Systems (LRC-SMS) in accordance with legislation and applicable codes of practice and Australian Standards.
- Provide advice to management and staff on current and proposed WHS legislative and practise requirements.
- Ensure that supervisory staff undertakes routine periodic audits and site inspections of their workplaces as per the LRC- SMS schedules.
- Promote and contribute to workplace health and safety culture among all staff in the workplace.
- Carry out Incident Investigations e.g. ICAM
- Deliver Workplace Health & Safety Inductions for new employees and contractors.
- Conduct general training and awareness sessions and assist in developing educational material including guidelines, handouts, Take 5 papers and other supporting material.
- Provide advice and guidance on all workplace health and safety related matters to all levels of staff, including at Safety Committee meetings.
- Provide advice and guidance in investigations into safety matters (including alleged workplace injuries) and report findings to the relevant supervisors.
- Conduct safety inspections and audits of Council workplaces to ensure safety and legislative compliance requirements are met and to identify any hazards, risks or unsafe work practices.
- Assess tender documents and contracts as required with the aim of ensuring that they meet LRC-SMS standards and legislative requirements.
- Facilitate the development of processes to create and maintain quality records relating to work methods and operating procedures, in consultation with staff.
- Assist with the reviewing of regulatory training to ensure that appropriate qualifications and licences are obtained and updated to meet requirements, in line with Human Resources.
- Facilitate the implementation and continual review of the ELearning Platform
- Annually developing and implement the Monthly Actions Plans in accordance to relevant legislation and in line with staff Key Performance Indicators.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer



Position Requirements

Skills

- Demonstrated communication skills with the ability to deal with all levels of the organisation.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Exceptional attention to detail and record keeping skills.
- High level customer service skills.
- An ability to read and interpret legislation.
- Developed analytical, problem solving ability and negotiation skills.
- Ability to work with minimal supervision.

Knowledge

- A high level understanding of how to maintain a safe working environment.
- Advanced skills and knowledge in multiple software applications including Windows based software.
- Knowledge of Council's policies and procedures and relevant Local Government legislation.

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- Certificate IV in Workplace Health and Safety or higher qualification, or ability to obtain.
- General Construction Induction Card

Desirable Experience/Qualifications

- Certificate IV in Training and Assessment.
- First Aid & CPR.
- Working with Children Blue Card.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$3,000.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Electronic Document Management System.

Vehicle Authority

A Council vehicle suitable for the range of duties is provided for this position. This vehicle is provided for work use only with the incumbent having commute use, i.e between home and work and official Council business only with home garaging required.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 20kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.



The following statements apply to the WHSA to provide advice to employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU)* responsibilities;
3. Implementing, maintaining and coordinating the LRC- SMS (Longreach Regional Council's - Safety Management System);
4. Advising the organisation in the prevention and resolution of WH&S issues and providing advice to management when required in relation to WH&S decision-making;
5. Providing advice, monitor and report on the WH&S Management Plan and Monthly Action Plans;
6. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
7. Timely reporting all accidents, incidents minor injuries, near misses and property damage to Senior Management (including reporting of Notifiable incidents to the required statutory bodies as required). Coordinating the investigations of all incidents (including injuries, illnesses, near misses and dangerous occurrences) throughout the organisation;
8. Informing the CEO about the overall state of WH&S through investigating and reporting hazards and incidents (including injuries, illness and accidents);
9. Monitoring Key Performance Indicators of the organisation and its operations, and advising management of trends.;
10. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management;
11. To comply with instructions given for WH&S at a workplace by the employer;
12. Remain on call as the first person to be contacted by the TMC after hours call centre for action response after activation of NAVMAN System Distress alarms;
13. Monitoring trends of incidents (including injuries, illnesses, near misses and dangerous occurrences) and providing reports on incident statistics to management and the WH&S Committee;
14. Providing performance reports to senior management on the progress of the Key Performance Indicators outlined in the WH&S Plan;
15. Developing and implementing corporate WH&S policies, procedures and work instructions as required, and maintaining the corporate WH&S procedure manual;
16. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
17. Developing and / or assisting with the provision of WH&S educational and training programs;
18. Advising supervisors and staff relating to the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
19. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;

- 20. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
- 21. Performing all work and associated functions in a safe, efficient and effective manner;
- 22. Conducting or participating in carrying out the identification of hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
- 23. To report hazards and risks in accordance with WH&S procedures;
- 24. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
- 25. Providing information to employees through team meetings, toolbox talks, information sessions or specific training (e.g. Take 5s etc.) as required in relation to WH&S;
- 26. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
- 27. Liaising with the CEO (or delegated officer), the WH&S Representatives and the Workplace Rehabilitation Coordinator on respective WH&S issues;
- 28. Develop and monitoring the hazard inspection system throughout the organisation, conducting documented random inspections of all areas;
- 29. Maintain a RAP (Rectification Action Plan) System to monitor outstanding items through to close out;
- 30. Conducting annual WH&S audits including management systems and compliance (either total systems audits, spot audits or assessment within the organisation);
- 31. Attend all WH&S Committee meetings.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Mitchell Murphy, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	