



### Position Details

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Title:	Health and Safety Field Officer
Classification:	Band 5
Position Number:	101
Business Unit:	Organisational Development
Reports to:	Coordinator Health and Safety
Located:	Hamilton Works Depot
External:	Public
	SGSC Employees
	Victorian WorkCover Authority
	Councils' Insurers and Brokers
	Progress Associations

### Key Objectives

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- Assist the Health and Safety Coordinator in developing a culture of safety and wellbeing across the organisation;
- Assist in ensuring that Council meets the requirements of the OH&S Act 2004 through liaison with, and provision of support to all work areas;
- Ensure preventive action is implemented to reduce the risk of injury to employees and members of the public;
- Develop and carry out workplace inspection programs and procedural reviews;
- Assist in the implementation of any requirements of Notices issued by the Victorian WorkCover Authority (VWA) and undertake positive liaison with Inspectors;

### Key Responsibilities

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- Liaise with OH&S representatives and Supervisors/Managers on local workplace issues;
- Assist in the planning and delivery of safety training;
- Utilise our data and records system to monitor Health and Safety trends and corrective actions;
- Develop and maintain workplace inspection records, and ensure routine inspections and random audits are carried out and actioned as appropriate ensuring follow-up action plans are developed and actioned within specified timeframes;
- Participate in, and report to the Occupational Health and Safety Committee;
- Assist Return to Work Coordinators in developing and monitoring the effectiveness of Return to Work Plans;

- Assist in the development of risk assessments and risk management plans and documentation;
- Encourage the development and maintenance of a safe working environment and a proactive attitude towards OH&S and risk management across all areas of Council operations through positive liaison with management and employees;
- Participate in regional forums and workshops to maintain an up-to-date knowledge of OH&S and Risk Management issues/legislations.
- Fulfil the role of Public Safety Officer for public events as and when required.

### **Extent of Authority**

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- Responsible for ensuring all work is completed in a timely, accurate and thorough manner;
- Authorised to undertake investigations as appropriate;
- Accountable for the provision of accurate, timely and informative investigative reports to management;
- Accountable for the provision of advice and information to Council employees with respect to safety matters including legislative and regulatory requirements;
- Expected to identify, recommend and implement improvements to reporting and monitoring systems where relevant;
- Freedom to act is subject to clear guidelines and/or budgets, with frequent consultation and regular reporting;
- Commit to and adhere with Councils Child Safe Requirements.

### **Judgement and Decision Making**

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- Objectives of the position are well defined;
- May be required to make judgements and decisions on health and safety issues with solutions not necessarily related to previously encountered situations, and may require some originality in response;
- Decisions made are required to be in accordance with legislation and policy parameters, with guidance and advice usually available from within the Organisation within the time required to make a choice;
- Required to ensure a high level of confidentiality of information;
- Capacity to analyse information and resolve issues logically.

### Specialist Skills and Knowledge

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- A sound working knowledge of the OH&S Act 2004 and associated regulations and codes;
- A working knowledge of the Workplace Injury Rehabilitation and Compensation Act 2013,
- Ability to understand and interpret legislation;
- Ability to interact positively with a range of staff at various levels in the organisation;
- Ability to deliver basic workplace training;
- Well- developed computer skills in Microsoft Office and database applications;
- Well-developed knowledge of safe working and manual handling techniques and procedures;
- Experience in conducting audits and investigations;
- Knowledge of the range of services provided by Council and specific Occupational Health and Safety issues.

### Management Skills

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- Ability to manage own time, set priorities, plan and organise own work to achieve specific and set objectives within the resources available and within set timelines;
- Ability to respond to direction positively, to implement change;
- Demonstrated ability to prepare clear and concise reports;
- Will comply with systems and policies to ensure a safe work environment by:
  - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
  - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
  - Contribute to OHS consultation processes;
  - Prompt reporting of hazards and incidents;

## Inter-personal skills

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- Well-developed written and verbal communication skills to be able to relate positively with colleagues and external bodies, alike;
- Ability to gain cooperation and assistance from other employees and external stakeholders;
- Ability to maintain confidentiality, be tactful and use discretion

## Compliance with Legislation and Policies

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
  - Southern Grampians Shire Council Staff Code of Conduct;
  - Privacy and Data Protection Act 2014 (Vic);
  - Equal Opportunity Act 2010 (Vic);
  - Occupational Health and Safety Act 2004 (Vic);
  - Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
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- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
  - Responsible for ensuring the security of Council's assets under the Officer's control;
  - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

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## Key Selection Criteria

The employee will demonstrate the following:

- ✓ Experience in a Health and safety role;
- ✓ A sound understanding of OH&S and WorkCover legislations, codes, standards and practices;
- ✓ Experience in conducting investigations and audits and report-writing;
- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Good Communication and people skills;
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders;
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people;
- ✓ Ability to deliver basic workplace training and instruction
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ Post-secondary qualifications in Occupational Health and Safety or Risk Management; desired
- ✓ Victorian Drivers Licence;
- ✓ Current First Aid Certificate;
- ✓ Demonstrated experience in a safety/risk management role;
- ✓ May require current working with Children Check

### Agreement

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I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_