

BMI RESOURCE RECOVERY POSITION DESCRIPTION

Job Title:	Safety Advisor
Division:	Resource Recovery
Primary Location:	Acacia Ridge
Business Unit:	Position is a shared resource, providing support to several entities
State	Queensland
Incumbent (Who)	Jamie Carey
Reports to: (Title)	General Manager – Resource Recovery

SCOPE & PURPOSE

The purpose of this role as a member of the Resource Recovery team for the development, implementation, assessment and review of a comprehensive occupational, health and safety management plan which emphasises safety in the workplace through management and staff involvement in the preparation of safe work practices. The role will also encompass a support function in HR and marketing function.

ACCOUNTABILITIES

Functional Requirements

- Contributing to the organisational goal of Best Practice Health and Safety management .
- Coordinating implementation of the Occupational Health and Safety Management plan and monitoring compliance with the plan
- Develop and maintain the organisations OH&S systems by:
 - Monitoring and assessing health and safety strategies in accordance with legislative and standards changes and
 - assisting Managers implement new initiatives where required outcomes are not being achieved .
- Developing training programs on health and safety issues including hazard management, accident investigation, manual handling and fire safety in liaison with the Staff Development and Training Coordinator to ensure such activities are incorporated in the Training Master Plan .
- Maintaining a register of accidents and injuries and providing an analysis of these to Health and Safety Committee meetings on a monthly basis, identifying emerging OHS risks in the workplace .
- Providing a consultancy service to Managers to assist in the maintenance of safe work practices .
- Monitoring compliance of OH&S activities throughout the organisation to ensure ongoing compliance to WorkCover status .
- Maintaining a record of training delivered in the Training Register .
- Coordinate research, development and implementation of policies, procedures and work instructions .
- Foster and develop an OH&S Culture across the organisation
- Audits (where systems are developed):
 - Conducting OH&S system audits to ensure compliance to OH&S system and policies
 - Maintaining audit documentation and records
 - Provision of audit reports to management
 - Review and contribute to Safety policy and procedure
 - Review audit/non-audit action requests and determine trends .
- Ensuring workplace inspections compliance .
- Conducting workplace OH&S assessments where risks are identified .
- Contact Officer responsible for assessing and reporting of notifiable occurrence to government authorities .
- Assist in the safe return to work of injured staff .
- Participating in WorkCover Performance Standard reviews

People Management Requirement

- Activity participate in the performance, development and review of systems which provide a process for evaluating performance, providing feedback and discussing development opportunities;
- Treat employees, customers and peers with honesty, fairness and respect. Demonstrate BMI Group's values; and act in a manner that is aligned with the BMI Group's culture, values and mission and all times

Legal Requirements

- Keep up to date with relevant changes in Occupational Health and Safety legislation and initiatives
- Ensure compliance with the Company's policies or legislation concerning the Occupational Health and Safety, Equal Employment Opportunity.
- At all times, maintain, strict confidentiality with respect to all professional dealings and intellectual property within BMI Group;
- Manage information supplied by staff, contractors and customers towards privacy legislation and BMI Group policy surrounding such.

OSH&E Requirements

- Conducting your duties in a safe manner at all times, resulting in no injuries to self or others, as per company policies;
- Compliance with all legislative and relevant BMI group site and customer site OSH&E requirements, including but not limited to;
- Reporting all hazards immediately
- Reporting all incidents immediately
- Participating in OHS&E training and ensuring all necessary licenses, registrations and certificates pertaining to the role are in place and current;
- Correct use of Personal Protective Equipment (PPE) and equipment when required.

HR Requirements

- Onboarding: Oversee onboarding process for all operational staff appointments. Preparing IT, organising equipment (Phones, Laptops, Vehicles), provide first week support for logging into employment here – S Drive – All relevant applications
- Offboarding: Manage employee off-boarding processes, ensuring all BMI equipment is returned and IT profiles are closed.
- Employee Exit Interviews for operational staff
- Policies & Procedures: Continuously improve and maintain Human Resource Policies and procedures. Ensure all updates are communicated to all internal stakeholders, and where relevant, provide refreshers.
- Develop and maintain training manuals

KEY RELATIONSHIPS

- Regulatory authority
- Customers
- Contractors
- Operations personnel
- Site Managers

KNOWLEDGE & EXPERIENCE

- Technical competence & knowledge of OH&S legislation;
- Training and Assessing experience or a willingness to be upskilled;
- Microsoft Office Suite of programs
- Knowledge of QA an advantage

SKILLS

- A genuine interest in and understanding of Health and Safety issues, relevant legislation
- Excellent communication and influencing skills
- The ability to take the lead on projects
- The ability to inspire others
- Attention to detail and a methodical approach to work
- Good organisation and time management
- Commercial awareness: the ability to work within commercial constraints
- Confidence
- Intermediate IT skills (Microsoft Office Suite, Database and Customer Relationship Management tools);

QUALIFICATIONS

- Year 12 or equivalent;
- Tertiary education in the OH&S field
- Current driver's license

EMPLOYEE ACKNOWLEDGMENT

Your signature below indicates that you have read, understood and accepted the contract of this Position Description as a reflection of the principal duties / accountabilities / responsibilities you are expected to carry out whilst employed in this position.

Your duties / accountabilities / responsibilities will not be limited to those outlined here and you will be expected to carry out others as directed by your immediate supervisor or manager.

Accepted:			
	Name	Signature	Date
Manager Approved			
	Name	Signature	Date