

| POSITION DESCRIPTION | |
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| Title: | WHS Officer – Waste |
| Group: | Amenity and Assets – Asset Strategy |
| Reports to: | Waste and Resource Recovery Manager |
| Grade: | 15 |
| Position Allowances: | Nil |
| Hours: | 35 hours per week |
| Number of Direct Reports: | Nil |
| Number of Indirect Reports: | Nil |
| Vehicle: | No |
| Position Code: | 81325 |
| Pre-placement Medical: | Required |
| National Police History Check: | Not Required |
| WWCC Check: | Not Required |
| Date Developed: | April 2021 |
| Position Purpose | |
| <p>Responsible for coordinating and assisting the Operations Manager and site supervisor at Council's Dunmore Recycling and Waste Disposal Depot to ensure compliance with Council's WHS requirements.</p> <p>Implement systems that maintain a culture of safety across Council's high-risk activities using behavioural based safety programs and methodologies.</p> <p>Maintain and improve Council's WHS system and review Contractors systems to ensure compliance with legislative requirements.</p> <p>Facilitate the integration of modern WHS practices into Council's operations and business activities.</p> <p>Assist with the implementation of strategies to assist Council in providing a safe working environment.</p> <p>Educate management and staff in best practice WHS principles and inform them about their legislative obligations for managing safety in the workplace.</p> | |
| Qualifications and Experience | |
| <i>(Minimum required/essential for success in the job)</i> | |
| <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate IV in a relevant field such as Work Health and Safety (WHS) or relevant experience in providing technical and safety support and training to operational activities. | |

- Demonstrated ability to apply WHS principles at an operational level.
- Computer literacy, particularly in the Microsoft Office suite of programs and previous experience in maintaining and using information management systems.
- High level interpersonal, teamwork, communication and persuasion skills.
- Ability to develop, maintain and review safe systems at work.
- Demonstrated initiative and strong commitment to safety.
- Proven problem solving and conflict resolution skills.
- Experience in using a quality management system or other business improvement initiatives.
- Current driver's licence – Minimum Class C.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.

Desirable:

- Demonstrated understanding of behavioural based safety initiatives.
- Workplace trainer and/or audit qualifications.
- Current Senior First Aid Certificate.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

This position reports to the Waste and Resource Recovery Manager and attends to the following responsibilities:

- Ensure Work, Health and Safety (WHS) systems and standards are implemented, maintained and improved at Council's Dunmore Recycling and Waste Disposal Depot.
- Review site safety management plans, safe work method statements, risk assessments and traffic control plans.
- Coordinate reviews of safe work methods and conduct regular work site inspections and audits.
- Attend relevant meetings as required.
- Support supervisors in the day-to-day management of work site safety, including contractors.
- Assist in the delivery of Council's corporate WHS induction and training programs.
- Apply Council policy and procedures relating to WHS documentation.
- Provide a visible presence that supports Council and Contractor worksites in creating a culture of safety.
- Monitor operational WHS system requirements, particularly related to safe systems of work, site inspections, risk assessments, emergency management, hazardous chemicals and dangerous goods management.

- Assist with the conduct of WHS incident investigations and support health and safety representatives (HRS) and supervisors to apply root cause analysis and the hierarchy of controls to all incident investigations.
- Attend WHS committee meetings as required.
- Participate in training as required.
- Coordinate site audits for Council and Contractors to assist in the monitoring of safety, quality and environmental compliance.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.