

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Workplace Health & Safety (WHS) Officer	Designation and Classification Level	Level 5
Position No	NEW	Division	Corporate Services & Sustainability
Business Unit	WHS	Reports To	WHS Coordinator
Location	Katherine	Date Created	July 2022
2. POSITION CONTEXT			
Position Summary/ Purpose	The WHS Officer is responsible for ensuring that Council operates safely and complies with all relevant WHS legislation, regulations and codes of practice. Assisting the WHS Coordinator in the development, implementation and monitoring of effective WHS systems, policies, training and practices that address Council WHS obligations and compliance.		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Develop relationships with a range of external organisations, including NT Worksafe, insurers, professional networks, health and safety advisors and other local government authorities. • Keep abreast of developments within the Workplace Health and Safety arena and any changes to the appropriate WHS legislations, regulations and codes of practice. • Deliver WHS inductions, training and briefings. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Assist with facilitating compliance throughout the Council on all WHS management practices, • Assisting to ensure all WHS Legislative and best practice developments are delivered in a timely and expert manner. <p>3. Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Conduct worksite/workplace inspections and identify any potential hazards and areas of improvement. • Undertake risk assessments and Job Safety Analysis (JSA) and Safe Work Method Statement (SWMS). • Assist with Council's Alcohol and Other Drugs testing within all locations. • Assist the WHS Coordinator with investigations into notifiable serious incidents. • Coordinate and prepare emergency evacuation procedures and implement drills. • Be an active member of the WHS Committee. <p>4. Injury Management and Workers Compensation</p> <ul style="list-style-type: none"> • Coordinate workers compensation claims and the Return to Work (RTW) Programs. • Monitor workers compensation claims and incident reports. • Liaise with Councils Workers Compensation insurer and Council employees under RTW programs. <p>5. Work Health and Safety (WHS)</p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> • Undertake work in a manner that is not harmful to their health and safety or the health and safety of others 			

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Cert IV in WHS or equivalent qualifications, minimum one year experience in a similar role.
2. Sound working knowledge of WHS legislation, regulations, codes of practice and standards.
3. Previous experience in a WHS role with proven success and results in improving safety culture and performance.
4. Well-developed interpersonal skills with the ability to resolve WHS problems in a cooperative manner.
5. Ability to motivate others to be proactive in safety with regards to themselves and others.
6. Understand and genuine appreciation of Indigenous culture.

DESIRABLE

1. Nationally accredited Senior First Aid Certificate.
2. Certificate IV in workplace Training and Assessment.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER		Date Approved: 21/7/2022	Signature: 
Employee Name		Date:	Signature: