



## POSITION VACANT WORKPLACE HEALTH & SAFETY ADVISOR

Etheridge Shire Council is seeking applications from highly motivated, enthusiastic and team orientated persons to advocate and ensure compliance throughout Etheridge Shire Council's departments with all relevant Safety policies and procedures.

The successful applicant will be responsible (but not limited) for the following:

- Managing Council's SAFEPLAN & FEDERAL SAFETY Program.
- Investigating, documenting and taking appropriate action for all risk issues raised in order to eliminate or mitigate against the risk occurring again.
- Developing, conducting and reporting on safety audits and risk assessments regularly.
- Developing and continually updating safe work practices, safe work method statements, WH&S programs, policies and procedures.
- Driving the formulation of policies and practices in relation to risk management issues, maintaining and driving awareness of all legislation relevant to WH&S.
- Managing all WH&S legislation requirements, coordinating all organisational WH&S reporting on incidents, injuries, hazards or risks.

Successful applicants will contribute to ensuring that Council is compliant with all relevant WHS legislation as well as implementing and enforcing measures to provide a safe and healthy work place for staff, contractors, suppliers and community contacts that work within Council's parameters.

Applications are to include a covering letter, resume and at least 2 references. Applications can be posted, delivered to the Administration Office, faxed or emailed to:

**Position Vacant – Workplace Health and Safety Advisor**  
**The Chief Executive Officer**  
**Etheridge Shire Council**  
**PO Box 12**  
**GEORGETOWN QLD 4871**

Fax: 07 4062 1285

Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)

Further information and a full Position Description can be obtained by contacting the Chief Executive Officer Mark Watt on Ph: 07 4079 9090 or Councils website [www.etheridge.qld.gov.au](http://www.etheridge.qld.gov.au)

**Applications close 4pm 6th December 2024**

Mark Watt  
CHIEF EXECUTIVE OFFICER