



POSITION DESCRIPTION

ROLE TITLE: Workplace Health & Safety Advisor

DEPARTMENT: Corporate Services

REPORTS TO: Chief Executive Officer

LOCATION: 8 Mary Street Depot, Georgetown

DATE PREPARED: 2024

PREPARED BY: HR

This Statement represents an accurate description of the role of the Workplace Health & Safety Advisor as the primary role.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

Manage and oversee all aspects of safety regarding the Community, Council Employees and Contractors.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 950. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Workplace Health & Safety Advisor are:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

WORKPLACE HEALTH AND SAFETY ADVISOR

The incumbent will be responsible for, but not limited to:

Advocate and ensure compliance with office and worksite safety, environmental requirements and Council's policies and procedures.

Manage Council's SAFEPLAN & FEDERAL SAFETY Programme and maintain awareness of Councils Workplace Health and Safety Management System- SAFE PLAN at all times.

Establish, review and report on Monthly Action Plans with Managers and Supervisors.

Coordinate meetings for the Safety Committee including distributions of minutes and actions.

Investigate, document and take appropriate action for all risk issues raised in order to eliminate or mitigate against the risk occurring again.

Develop, conduct and report on safety audits and risk assessments regularly including site visits across all Council Departments.

Develop and continually update safe work practices, safe work method statements, WH&S program, policies and procedures.

Drive the formulation of policies and practices in relation to risk management issues, maintain and drive awareness of all legislation relevant to WH&S.

Manage all WH&S legislation requirements, coordinate all organisational WH&S reporting on incidents, injuries, hazards or risks.

Provide commitment, guidance and support to staff by ensuring adequate resources and consultative processes are made available.

Monitoring of Councils Workplace Health and Safety Budget to ensure safety requirements of Council are met.

Implement and enforce measures to provide a safe and healthy work place for staff, contractors, suppliers and community contacts that work within Council's parameters.

Liaise with all unit leaders to ensure commitment to safety in all aspects of council functions.

Follow safe work practices and instructions prescribed in the Work Health and Safety Act 2011 and the Regulation.

Correctly use and maintain all personal protective clothing and equipment issued by Council.

Perform all work and associate functions in a safe manner that will not endanger themselves, other employees and the general public.

Report Workplace Health and Safety concerns to the Chief Executive Officer.

Establish and maintain a high standard of housekeeping and cleanliness within individual work area and Council property.

Liaise with external bodies concerning work matters.

Investigate complaints and incidents and respond to enquiries in a timely and professional manner.

Provide a quality service to all internal and external customers.

Actively promote a positive image of Council at all times.

Maintain a spirit of cooperation and goodwill to individuals and organisations with the Council and Community.

Liaise with the Public, Councillors, Employees, Government Departments and Agents as required.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct
- Provide hands on strategic direction for Council's Safety Plan.
- Drive the implementation of Council's Safety Plan.
- Develop policies, service levels and standards in regards to the management of health and safety.
- Manage services within the unit to ensure timely and relevant delivery of support and resources to both internal and external parties.
- Ensure accurate and detailed recording of all WH&S related documentation and reports using Councils Information Management System.
- Provide strategic and preventative recommendations for safety.
- Confidentiality is maintained and appropriate security is in place.
- Ensure up to date and accurate maintenance of procedures.
- Accurate interpretation of relevant acts, regulations, quality control procedures and other policies and guideline applicable.
- Successfully promote the image of Council as safe, efficient, receptive and community minded.
- Internal and external customers are dealt with in an understanding and courteous manner.

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Workplace Health & Safety Advisor will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in Workplace Health & Safety. The position requires a good general knowledge of the regulations pertaining to Work Health and Safety Act 2011, Local Government Act 2009 & Local Government Regulation 2012.

- Certificate IV or higher in Workplace Health and Safety
- Desirable to have up to five years' experience in areas of WH&S
- Extensive knowledge of WH&S risk assessment legislation and the ability to complete risk assessments, develop work plans and provide strategic direction for Workplace Health and Safety.
- Ability to summarise information concisely and accurately for written verbal sources.
- Ability to maintain confidentiality and work with information of a sensitive nature.
- Extensive knowledge of Workers Compensation legislation and procedures and a demonstrated ability to investigate and process claims.
- Excellent communication, organisational and time management skills.
- Knowledge of Local Government policies and procedures.
- A high degree of judgement and initiative.
- A positive, proactive and motivated attitude with an attention to detail.
- Demonstrated ability to work in a team environment and operate independently.
- Ability to train others.
- Microsoft Office knowledge

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment

will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

There may be accommodation provided with this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871