

SAFETY AND WELLBEING OFFICER

POSITION DESCRIPTION



SHIRE of
WYNDHAM
EAST KIMBERLEY



SAFETY AND WELLBEING OFFICER

Organisational Relationship

Reports to:	Manager Human Resources
Department:	Office of the CEO
Review Date:	February 2022
Number and Title:	Safety and Wellbeing Officer
Classification:	Level 7
Position Location:	Kununurra Administration Office (20 Coolibah Drive Kununurra)
Supervises:	Nil
Internal Liaison:	All Shire staff
External Liaison:	LGIS, Worksafe, WorkCoverWA and other statutory authorities as required.
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Manager Human Resources.

Position Objective

Reporting to the Manager Human Resources, this role is responsible for assisting in the development, implementation and management of the Shire's Workplace Occupational Safety and Health (OSH) processes, procedures and templates, as well as coordinating all workers' compensation claims, return to work programs, and health and wellbeing programs and initiatives.

The role will have a hands on, personable and balanced approach to ensuring compliance with statutory and regulatory requirements and will provide high standards of service to the organisation.

Key Responsibilities

The Safety and Wellbeing Officer is primarily responsible for:

Safety

- Developing, implementing and maintaining the Shire's OSH processes, procedures and templates to ensure the provision and utilisation of documents such as safe work method statements, job safety analysis', hazard and accident/incident reports;
- Assist in the transition to the WHS Act 2020
- Assisting in the regular review, development and implementation of organisational directives, work instruction and Safety systems with an aim to maintain compliance and achieve industry best practice where possible;

- Managing hazard and accident/incident identification and establishing appropriate control measures and recommendations to relevant stakeholders;
- Monitoring relevant legislation and standards and ensuring that the Shire's OSH practices meet requirements;
- Overseeing and organising Safety Team meetings by preparing agendas, minutes, attending meetings, providing advice as required and ensuring follow up action is taken;
- Facilitating investigations of accidents/incidents, injuries and near misses and ensuring that required information is captured/recorded through relevant Shire software;
- Developing appropriate safety reports, statistics and information;
- Providing general OSH advice, support and training to relevant stakeholders; and
- Providing specialist advice, assistance and support to managers and supervisors to allow them to achieve their safety responsibilities and ensure safety procedures and processes are being upheld in their relevant business areas.

Wellbeing

- Coordinating all workers' compensation claims and facilitating return to work programs as required; and
- Promoting and implementing the Shire's Health and Wellbeing Program and coordinating related events and initiatives through active engagement with the Shire's workforce.

General

- Investigating potential areas of safety and wellbeing related risk and working to proactively implement actions and/or make recommendations for positive change;
- Encouraging and promoting a culture with a balanced approach for both overall staff wellbeing as well as safety awareness, accountability and commitment to strong OSH practices across the Shire;
- Facilitating relevant inductions for new employees and/or contractors as required;
- Ensuring compliance with the *State Records Act 2000* by making sure corporate documents are recorded in the Shire's Record Management System;
- Fulfilling duty of care requirements at all times as legislated by taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions; and
- Any other duties as directed by the Manager Human Resources and/or line management within known skills, knowledge and capabilities.

Selection Criteria – Skills, Knowledge, Attributes and Experience

Essential:

- Demonstrated skills in the application of safety practices including hazard and risk management, incident investigation and audits;
- Excellent people engagement and communication skills with the ability to communicate effectively at all levels in order to provide safety and wellbeing related recommendations and directives;
- Strong organisational skills and time management skills, including the ability to manage multiple tasks;
- Knowledge and understanding of the *Occupational Safety and Health Act 1984*, *Occupational Safety and Health Regulations 1996* and *Workers' Compensation and Injury Management Act 1981*;
- A personable approach and strong work ethic with motivation to work in challenging environments;
- High attention to detail and ability to prepare documentation in line with relevant situational requirements;
- Ability to travel between town sites within the Shire boundaries; and
- Proven experience in the development and implementation of safety management processes, procedures and templates.

Desirable:

- Proven experience in worker's compensation claims management and safety and wellbeing programs and initiatives.
- Knowledge and understanding of the *Work Health and Safety Act 2020*
- 3 years' experience in a similar role;
- Knowledge or experience using IT Vision SynergySoft; and
- Previous experience in Local Government.

Selection Criteria – Qualifications / Licenses / Vaccinations

Essential:

- Formal qualifications (minimum certificate IV level) and accreditations in safety (or related discipline) and/or equivalent industry experience; and
- Current unrestricted WA 'C' Class Driver's Licence.

Desirable:

- Safety auditing and training qualifications; and
- A technical understanding of high level risk activities and relevant plant and equipment.

Authorisation and Acknowledgement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)



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