



City of
Norwood
Payneham
& St Peters

WORK HEALTH & SAFETY ADVISOR

POSITION & PERSON DESCRIPTION

November 2023

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT:	Chief Executive's Office.
ORGANISATIONAL RELATIONSHIP:	This position reports to the Manager, Chief Executive's Office. The Position is also expected to work in collaboration with all staff across the organisation.
DIRECT REPORTS:	Nil.
AWARD & CLASSIFICATION:	<i>South Australian Municipal Salaried Officers Award</i> and the <i>City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i> . General Officer, Level 6 - 7 <i>Dependent upon level of skills, knowledge & experience.</i>

OVERVIEW

The Work Health & Safety Advisor coordinates the development, implementation, monitoring and review of the Council's *Work Health & Safety System* and its policy and procedures across the organisation. The role provides guidance and strategic advice to all staff members, facilitating the organisation's adoption of a "centre led" and "best practice" approach to ensure the seamless integration into all operational areas of the organisation, creating a balanced culture of work, health and safety.

The Work Health & Safety Advisor collaborates with staff to identify areas of hazard, functional risk and areas for improvement. The position also provides professional work, health and safety advice to the Manager, Chief Executive's Office and the Executive Leadership Team.

In discharging their responsibilities, the Work, Health & Safety Advisor exercises initiative and resourcefulness in adapting established methods and policies and contributes to the formation of strategic policy and plans, while coordinating the implementation of organisation-wide strategies.

In summary, the Work Health & Safety Advisor is a key player in creating and sustaining a safe and healthy work environment, contributing significantly to organisational culture and overall operational effectiveness of the organisation.

POSITION OBJECTIVES

The Work Health & Safety Advisor is required to coordinate the development, implementation, monitoring and review of the Council's *Work Health, Safety & Welfare System (WHS&W)*, ensuring seamless integration into operational areas and fostering a well-balanced culture of work, health and safety.

Collaboration with staff is pivotal for identifying hazards, functional risks and areas for improvement. The Advisor delivers professional work, health and safety advice to key stakeholders including the Manager, Chief Executive's Office and the Executive Leadership Team.

The role involves a proactive approach, requiring initiative and resourcefulness in adapting methods and policies to contribute to the formulation of policies and procedures and coordinating organisation-wide strategies.

The Work Health & Safety Advisor is required to establish and maintain a robust reporting system, encompassing the accurate maintenance of records and the preparation of comprehensive reports on health and safety performance. This includes the analysis of workplace incidents and the implementation of control measures and prevention strategies, fostering a culture of proactivity and informed decision-making within the organization.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Work Health Safety and Welfare Management, Systems & Reporting
 2. Education & Training
 3. Audits and Action Plans

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. WORK HEALTH SAFETY AND WELFARE MANAGEMENT, SYSTEMS & REPORTING

- Maintain, monitor and review the Council's *Work Health, Safety & Welfare System* (WHS&W) and ensure that incorporates the requirements of the ISO 45001:2018 – OH&S Management Systems and Work Cover's Performance Standards for Self-Insurers, to ensure that the Council's legal obligations are met in respect to the Work Health & Safety Act 2012 and associated legislation and regulations.
- Ensure compliance with relevant legislative requirements and communicate to all staff and managers.
- Review and oversee the implementation of an appropriate WHS induction program for new and transferred employees.
- Represent Council in network groups and committees where appropriate.
- Ensure that WHS Information Technology Systems (such as Skytrust) are being utilised and investigate, recommend and implement improvements.
- Maintain and update systems for the pre-purchase and ongoing assessment and control of plant (as defined in the SA OHS Regulations), core Council processes, substances and any workplace or activity the Council may be involved in that may pose a safety risk to employees or volunteers.
- Oversee and assist in the development, implementation and review of *Safe Operating Procedures* and *Risk Assessments*.
- Provide advice and assistance to the organisation's WHS Committees.
- Coordinate the development, maintenance and review of the Council's annual *Work Health Safety & Welfare and Injury Management Plan* (WHS&W & IM).
- Monitor legislation and interpret the impact of any changes on the organisation and its operations and provide information, instruction and training as necessary, to ensure that all staff are equipped to contribute effectively to ensure:
 - staff operate in an environment of workplace safety and contribute effectively towards the identification of hazards and risks; and
 - staff have the necessary skills and knowledge to carry out their duties effectively and efficiently.
- All non-conformances on WHS and *Injury Management Plans* are dealt with and "closed out" within the organisations agreed timeframe.
- Utilise and maintain the organisation's WHS monitoring systems (such as Skytrust) to identify trends, critical incidents and areas of high risk and ensure an effective reporting system is in place and functional.
- Undertake analysis of workplace incidents and develop and implement control measures and prevention strategies in consultation with key stakeholders.
- Provide statistical reports to the Manager, Chief Executive's Office on a quarterly basis in relation to WHS.
- Provide statistical reports to the Manager, Chief Executive's Office on a quarterly basis in relation to risk incidents and investigations.
- A *Risk Register* for the prioritisation and tracking of risk assessments, is in place and updated as required.

- Consult and liaise with General Managers, Managers, Coordinators and the Local Health & Safety Committees (HSC), on the Council's WHS Plan and update as required to ensure compliance with recognised best practice principles, relevant legislative requirements and the Self-Insured Performance Standards.
- Provide expert "*technical*" advice and assistance to the Manager, Chief Executive's Office and all staff throughout the organisation on WHS related matters.
- Contribute to the development of a culture that promotes the safety and well-being of all staff through appropriate WHS related Training and Development and Continuous Improvement.
- Liaise with the LGAWCS Field Officers regarding reviews and advice on WHS matters.
- Drive organisational learning and development through the conduct of WHS investigations, hazard identification, analysis of WHS training needs and source or conduct appropriate training.

Performance Indicators

- Consultation and adaptation/adoption of "*One System*" policies and procedures completed within six (6) weeks from the date that it is received from the LGAWCS.
- "*One System*" for WHS Management is implemented on schedule and complies with legal obligations.
- Self-Insured Licence maintained at the Level 3 Standards as required by Workcover.

2. EDUCATION & TRAINING

- Engage with General Managers, Managers and staff members of WHS issues and programs, communicate and promote effective WHS practices.
- Provide recommendations associated with the reduction and elimination of risks and hazards in accordance with *Occupational Health & Safety Act and Regulations*.
- Assist relevant staff on the management of hazardous substances, including identification, storage and maintenance of a current *Hazardous Substances Register* (ChemAlert) in accordance with legislative requirements and Council's WHS&W Management System.
- Assist with the development and implementation of the annual WHS training program by:
 - working in conjunction with the Organisational Development Specialist to undertake a *Training Needs Analysis* for WHS throughout the organisation;
 - developing appropriate resources and conducting in-house training; and
 - negotiating with external training and development providers.
- Provide and maintain up-to-date and accurate training records.

Performance Indicators

- Legal obligations are met and advice is available to all staff to ensure that all legislative requirements are met.
- All material safety data sheets are documented and available.
- All accidents and incidents are investigated and corrective action taken within specified time frames.
- Ongoing reduction in lost time injuries.
- Hazards associated with plant, processes, substances and activities, are identified and managed.

- Capital pre-purchase assessments include a risk assessment and control process.
- Records demonstrate that controls have been found to be effective and additional controls have been implemented where required.
- Management commitment and support of a best practice Work Health Safety & Welfare culture.
- Core competencies for job roles and/or the organisation are identified as part of a 12-month *Training Needs Analysis*.
- A training program has been implemented that links to the *Training Needs Analysis*.
- Records are maintained of the employee induction process and training competencies achieved.
- Training sessions are evaluated for effectiveness and checking of job competencies.

3. AUDITS & ACTION PLANS

- Implement and maintain an effective internal auditing process for the *WHS Management System* and identify opportunities for improvement.
- Participate in and coordinate internal and external audit processes as required.
- Coordinate the *Local Government Association Workers Compensation Scheme (LGAWCS)* WHS & Injury Management (IM) internal audits to monitor conformance with Work Cover's *Performance Standards for Self-Insurers* and to maximise the annual workers compensation contribution rebate.
- *Performance Standards for Self-Insurers* are met and maximise the annual *Workers Compensation Contribution* rebate.

Performance Indicators

- WHS and IM Programs have clear, identified measures of compliance and performance indicators that can be objectively measured.
- Staff are competent through training to undertake audits at the appropriate level.
- Records demonstrate corrective actions are recorded and “closed out” through effective WHS Management System Improvements.
- Internal audit findings demonstrate effectiveness of the program control/s and are recorded and communicated to the workgroup and management.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Minimum five (5) years' experience (Essential)
- Relevant tertiary qualification in Work Health & Safety (Essential)
- State or Local Government Experience (Desirable)
- A current South Australian Drivers Licence (Essential)

KNOWLEDGE

- Working knowledge of all relevant Acts, Standards, Codes of Practice and '*Performance Standards for Self-Insured Employers*'.
- Comprehensive understanding of WHS and IM Program and work practices relevant to Council's operations.
- Sound knowledge of statistical analysis, ergonomics, safety investigation, job safety analysis, risks and hazard management.
- Comprehensive knowledge of accident investigation techniques and processes.

SKILLS

- Strong interpersonal skills to develop and manage relationships with key stakeholders.
- Effective communication skills at all levels of an organisation with a focus on professional presentation and impact.
- Effective written communication and report preparation skills.
- Proficient in Microsoft Office Suit applications including Outlook, Word, Powerpoint and Excel.
- Ability to use ChemAlert (Desirable)
- Ability to interpret and apply legislation.
- Sound analytical and problem-solving skills.
- Ability to prepare and deliver training to a wide variety of groups.
- Effective time management skills and ability to achieve reporting deadlines.
- Ability to act autonomously and make appropriate decisions.
- Ability to identify suitable WHS performance measures.

EXPERIENCE

- Proven experience in interpreting and applying the requirements of the Work Health & Safety legislation and '*Performance Standards for Self-Insured Employers*'.
- Proven experience in accident investigation with particular emphasis in hazard and causation identification.
- Experience in the collection and analysis of incident and injury statistics, risk assessments and emergency management planning.
- Experience in conducting *Training Needs Analysis*.
- Experience in WHS auditing.
- Demonstrated previous experience working within a self-insured WHS Framework.

PERSONAL ATTRIBUTES

- Achievement orientated with a passion to succeed and to support and encourage others to succeed.
- Strong sense of accountability and professional integrity.
- Capacity to influence, build and work collaboratively with key stakeholders.
- Ability to work with people of varying backgrounds and disciplines.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)

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- Hazardous Manual Tasks Awareness (induction)
- Fatigue Awareness (annual)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- In addition to your obligations listed above, you are responsible for, and will be held accountable for, maintaining a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
 - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
 - ensuring adherence to WHS policies and procedures within your sphere of control;
 - maintaining a basic awareness of safety issues within your respective area;
 - providing all workers (staff, contractors and visitors), who are required to enter an area under your control, a safety induction prior to commencing work;
 - coordinating and participating in, local WHS consultation processes;
 - constantly reviewing working procedures and practices within your area of responsibility;
 - ensuring all plant, machinery and equipment is properly maintained;
 - identifying, assessing and controlling hazards and WHS risks; and
 - providing data related to local WHS performance as required.

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.



ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT:

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Work Health & Safety Advisor.

APPROVED BY:

_____ Date _____
Mario Barone PSM
CHIEF EXECUTIVE OFFICER

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Work Health & Safety Advisor has been read and agreed to by

_____ Date _____
Vacant
WORK HEALTH & SAFETY ADVISOR