

Work Health & Safety Coordinator Position Information Document

Name	
Classification	Permanent Part Time ESO Grade 4, Administration Stream
Commencement	
Hours of work	15 hours per week Thursday & Friday each week 8.30am – 4.30pm per day, with 30 minute lunch break
Weeks of work*	45 weeks per year including <ul style="list-style-type: none"> • Four days prior to the beginning of the school year • All school term weeks (T1 11wks, T2 10 wks, T3 10 wks, T4 9wks) • 2 days per term breaks
Salary	\$28,174.13 to \$30,246.38 per annum As per the current South Australian Catholic Schools Enterprise Agreement and as amended
Screening Requirements	Please note the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment
Special Requirements	This PID may be amended based on the College's annual strategic needs Additional hours of work may be required CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date vaccination status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

POSITION OBJECTIVE/SUMMARY

The Work Health & Safety (WHS) Coordinator works under the direction of the Principal and General Manager Finance & Operations (GMFO).

The WHS Coordinator provides a responsive and professional service for the College and undertakes planning, design and administration functions related to WHS and Return to Work (RTW) activities.

The WHS Coordinator promotes the importance of pro-active injury prevention measures, leads the development and maintenance of best practice WHS culture, seeks professional advice, as appropriate, and participates in professional partnerships to continuously improve WHS practices within the College.

This is achieved through a collaborative and service centred approach; the development of professional partnerships with industry and the community; and by ensuring the College's Vision, Mission and Values permeate throughout the College.

KEY WORKING RELATIONSHIPS

The WHS Coordinator is responsible to the Principal, as the delegated responsible officer as defined by the WHS Act. Other key working relationships include:

- General Manager Finance & Operations (GMFO)
- Facilities Supervisor
- College Executive and Leadership Team
- WHS Committee
- Employees, Volunteers and Contractors
- Catholic Safety Health & Welfare SA (CSHWSA)
- Catholic Education SA (CESA)
- Other relevant stakeholders

KEY DUTIES AND RESPONSIBILITIES

Key Responsibilities/duties include, but are not limited to:

- Provide an effective WHS service within the context of the legislative requirements, applicable to the role to ensure the College's obligations are met
- In collaboration with the Principal (or delegate) and CSHWSA Consultants, lead the development and maintenance of best practice WHS culture and practice
- Undertake and support WHS risk assessments, audits and inspections on a regular basis, and as required
- Undertake and support the investigation of hazards, incidents, injuries or near misses and liaise as required to ensure corrective action appropriate to the situation occurs
- Ensure relevant WHS registers and records are maintained
- Prepare policies and procedures and position papers on WHS issues
- Ensure compliance with all tasks, reporting and recording requirements of the Catholic Church Exempt License
- Maintain databases as identified and provide information and reports to the Principal (or delegate) and WHS Committee to demonstrate compliance with all legislated reporting and recording requirements
- Provide guidance and advice to enable maintenance and preventive maintenance of facilities to be undertaken to manage and mitigate WHS risks

- In conjunction with the CESA RTW specialist, and Catholic Church Insurances (CCI), administer all aspects of the College's RTW requirements
- Ensure contractors attending the College have required clearances, licenses and insurance for the work they are undertaking
- Consult with colleagues on WHS issues providing advice as appropriate in response to queries from staff, contractors and volunteers
- Maintain currency of WHS legislative obligations and access expert WHS as required to manage and resolve WHS and RTW matters
- Encourage all staff to be pro-active in the implementation of early intervention systems and reporting of incidents
- Assist with staff inductions and provide general administrative support, as required.
- Ensure all staff, contractors, and volunteers, are appropriately inducted/trained to use designated places, materials and equipment safely within the College
- Maintain WHS training outcomes on the online compliance training platform and provide reports and follow-up to ensure compliance of mandatory WHS training requirements
- Where applicable, make training arrangements for staff to fulfil mandatory WHS requirements e.g. first aid, CPR training, and maintain records accordingly
- Complete all WHS and RTW administrative tasks accurately and on time including record keeping
- Chair WHS Committee meetings, prepare agenda and take notes and circulate, and provide timely and accurate reports as requested
- Remain current with professional practice, WHS and RTW legislation and contemporary WHS trends, and in conjunction with College leadership, implement initiatives to reflect a pro-active and supportive WHS culture
- Positively participate in required training, professional development and performance reviews
- Attend staff meetings and appropriate training
- Prepare reports on WHS matters for the College Board and other management
- Undertake other duties as required by the Principal (or delegate)

QUALIFICATIONS AND EXPERIENCE

It is expected the WHS Coordinator will have a:

- Tertiary qualification (minimum Certificate IV) in Work Health and Safety and/or relevant demonstrated knowledge and experience in a comparable role
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current First Aid qualification certificate (or will need to complete as soon as possible after appointment)
- Current Responding to Abuse and Neglect in Education and Care certificate (or will need to complete as soon as possible after appointment)

PERSON SPECIFICATION

- Demonstrated highly developed knowledge and experience with WHS legislation and practice
- High-level organisational skills, ability to plan, problem-solve, prioritise and proactively manage time effectively, demonstrating a high degree of initiative, discretion and capacity to be self-directive and be responsible for own outcomes
- High level of confidentiality, trust, integrity, and can confidently handle sensitive matters professionally and with empathy
- Excellent interpersonal and communication (written and verbal) skills including report preparation

- Competently work with limited supervision, as well as work effectively and collaboratively as a member of a team
- Ability to quickly establish positive working relationships with all members of the College community and members of external organisations, affiliated with, or providing services to the College
- Advanced MS Word, Excel and database competency is essential
- Willingness to positively participate in required training, as required
- Maintain high standards in all areas of College life
- Be committed to ongoing professional development

PROFESSIONAL RESPONSIBILITIES

It is expected staff at St Patrick's Technical College will:

- have a commitment to participate in activities that both support and develop the College's Catholic ethos and that of the Catholic Church
- adhere to the Code of Conduct for staff employed in Catholic Education SA (CESA) schools
- understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College
- understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- support and implement College policies and the contents of the Staff Handbook
- support the educational life of students
- ensure confidential information is handled appropriately
- attend meetings of staff as required
- accept delegated responsibilities
- be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

Please note: This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.