

# Form Position Description

ABN 63 954 974 254  
ICN 2256



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<b>JOB TITLE</b>	<b>OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL OFFICER</b>
<b>REVIEW DATE</b>	<b>09/10/2017</b>
<b>REPORTS TO</b>	<b>Chief Executive Officer</b>

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## POSITION DESCRIPTION

**Position purpose**                    *To manage the Corporations business management system specifically the occupational health and safety and environmental management systems and ensure compliance with ISO 4801, ISO 14001 and certifications are maintained.*

### Main tasks

Core objectives include:

- Compiling safe work method statements, standard operating procedures and various other reporting as required
- Ensure inspections by regulatory agencies are co-ordinated and deficiencies minimised and corrected
- Identification of issues impacting health, safety and wellbeing and environmental at sites including the Aboriginal communities serviced
- Investigation of any issues identified as a result of audits and day-to-day operational activities
- Maintain all registers and documentation associated with equipment, permits and regulatory requirements
- Maintain working relationships with Regulatory Agencies and chair or co-chair the Safety Committee
- Maintaining, updating and managing emergency response plans and evacuation procedures
- Manage team base risk assessments and the process and regularly conduct training needs analysis
- Operational tasks including incident investigations, risk assessments and delivering health and safety and environmental training programs
- Provision of expert health, safety and wellbeing and environmental advice and technical support to line management
- Review accidents and incidents which occur in the area of responsibility and conduct field audits, reporting and managing the corrective actions
- Travel to site including to corporate and operational offices as required and perform any additional duties as required
- Understanding and interpreting legislative compliance to OH&S and environmental principles
- Co-ordinate management review meetings for ISO 4801 and 14001 certifications
- Provide internal safety and environmental training

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other Duties**

Fulfil other duties as required by management and other department personnel as requested/required.

**PERSON SPECIFICATION****Qualifications**

- Tertiary qualification in Training and Assessment (Certificate 4 – minimum)
- Tertiary qualification in Work Health and Safety (Certificate 4 – minimum)
- Workplace drug and alcohol testing certification

**Experience**

- Minimum 5 years' experience in a similar role
- Demonstrated analytical and time management skills
- Demonstrated computer literacy in Microsoft Office Suite
- Demonstrated experience in conducting a thorough investigation for OH&S and environmental incidents
- Demonstrated experience with conducting drug and alcohol testing
- Demonstrated experience in internal auditing
- Demonstrated experience in managing OH&S and Environmental management systems
- Demonstrated verbal and written communication skills

**Knowledge**

- Demonstrated knowledge of health and safety statutory requirements, regulations, codes of practice and guidelines, and the ability to translate and apply these to a work environment
- Demonstrated knowledge of electrical, water and waste water practices and standards

**Skills & competencies**

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

**Personal attributes**

- Professional approach
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail
- Confident manner
- Positive approach to change

**Other**

- Current National Police Clearance (essential)
- Pre-employment medical including a drug and alcohol assessment (essential)
- Current open "C" class manual drivers licence (essential)

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY AN AUTHORISED REPRESENTATIVE OF PILBARA META MAYA REGIONAL  
ABORIGINAL CORPORATION**

.....  
Chief Executive Officer

.....  
Date