

POSITION DESCRIPTION

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| Position: | Work Health Safety (WHS) Officer |
| Hours: | 38 hours per week |
| Salary: | SCHADS Award Grade 6 Level 1-3 Full Time Base Salary \$82,319.12 to \$85,931.04 per annum |
| Terms of engagement: | Permanent Full Time |
| Location: | 180 Molesworth Street, Lismore. Travel to other CASPA premises in the Northern Rivers and Mid North Coast as required |
| Responsible to: | Quality Risk and Compliance Coordinator |
| Qualifications and Skills: | Formal qualifications in WHS or demonstrated equivalent knowledge and vocational experience Significant experience in the WHS field and particularly in relation to program development, risk assessment, implementation and monitoring |
| Vision: | <i>Inspiring People to Thrive.</i> |

Benefits:

- CASPA actively supports staff to have a healthy work life balance
- Free gym membership to support your wellbeing as well as a fully established team of therapists and clinicians for your personal wellbeing support
- Access to internal and external training opportunities and workplace mentoring including you own team clinical supervision sessions every month.
- Great professional development opportunities for those who want career progression
- An Employee Assistance Program, a free and confidential counselling service
- An excellent end of year celebration to reward all carers and staff for their dedication and commitment to the role. Additionally, we promote team work and have a social approach to our work with lots of opportunities for connecting with each other for support.
- As a not-for-profit organisation, our employees are able to take advantage of salary packaging to receive up to \$15,900 of their salary tax-free, as well as additional meal and entertainment benefits

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Key Responsibilities:

- To develop, implement and manage CASPA's WHS systems and programs
- Continuous review and improvement of CASPA's WHS systems and programs through appropriate review and audit frameworks to ensure safe methods of work are employed by all staff and risk of injury is reduced
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting
- Work with CASPA's Maintenance staff where WHS issues exist
- Administrative duties in relation to WHS record keeping and reporting responsibilities
- Provide support as required in coordinating Return to Work claims
- Meet deadlines and achieve WHS objectives
- Contribute to a proactive and positive team culture
- Comply with the WHS Act 2011 in carrying out all duties

DUTY STATEMENT

Position: **WHS Officer**

Your main duties will be:

Develop, implement and manage CASPA's WHS systems and programs

- Ensure that CASPA's WHS systems and programs are implemented across the organisation through roll out to all supervisors and employees so as to provide the safest possible working conditions
- Ensure on-going development and monitoring of WHS systems and programs, undertaking consultation as required
- Ensure WHS compliance across all CASPA sites including incident management and emergency preparedness across multiple residential houses and administrative offices
- Develop and deliver WHS induction training to new staff and refresher to existing staff
- In conjunction with the Learning and Development plan, develop and deliver WHS training as required
- Monitor the WHS legislative and statutory framework to ensure CASPA's ongoing compliance
- Lead the development, implementation and review of WHS policies, procedures, management plans, guidelines, standard operation procedures, safe work method statements and safe work procedures and other strategies as required
- Drive WHS Compliance and Risk Management processes across CASPA and provide assistance and advice as required
- Conduct inspections, risk assessments, incident/accident investigations, internal/external audits are completed in a timely and efficient manner including completing hazard reports
- In conjunction with Managers, develop and implement appropriate remedial action arising from investigations
- Maintain systems for the control of documentation and data relating to WHS management
- Provide monthly reports to your supervisor for CASPA's Board of Governance

Communication

- Monitor and communicate to relevant staff, any changes to WHS legislation
- Contribute and be an active member of relevant teams and committees

- Ensure appropriate communication channels are established and that they are effective in promoting a coordinated and consistent approach to workplace health and safety
- Effectively promote, wherever possible an understanding of desired WHS relevant to operational areas
- Contribute to the development of a culture that promotes the wellbeing of all staff through appropriate workplace practices
- Coordinate and attend CASPA's WHS Committee including distributing agendas, minuting meetings and following up on actions

Lead and contribute to a positive team culture

- Lead and positively participate in team meetings and staff development opportunities
- Take responsibility for giving and receiving feedback in monthly supervision with the Quality, Risk & Compliance Coordinator
- Uphold team and management decisions
- Use appropriate forums to discuss differences in work practices
- Relate to other services in a professional manner and work collaboratively in the interests of service users

Administration, report writing and compliance responsibilities

- Complete all documentation and communications in an accurate, professional and timely manner meeting legislative requirements and CASPA's expectations
- General filing, archiving, photocopying, database and file maintenance, collating and distribution of paperwork
- Comply with CASPA's organisational policies and procedures
- Microsoft Word and Excel programs to be utilised for daily administrative tasks

Contribute to a positive team culture

- Attend and positively participate in team meetings, group supervision and training
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions
- Use appropriate forums to discuss differences in work practices
- Utilise team peers to ensure best practice in client service provision
- Relate to other services in a professional manner and work collaboratively in the interests of young people

WHS responsibilities

- Understand, comply and observe the principles of the WHS Act
- Observe safe work practices
- Report hazards and incidents
- Work cooperatively with all staff to maintain a safe and secure environment

Other duties as required by the organisation

Selection Criteria

Essential

- Current (post 2012) formal qualifications in WHS or demonstrated equivalent knowledge and vocational experience
- Significant experience in WHS field, particularly in relation to program development, implementation and monitoring
- Computer literacy
- Excellent written, oral and interpersonal communication skills including the ability to deal with a wide variety of employees
- Ability to deal with a variety of day to day issues simultaneously
- Current unrestricted drivers licence and ability to obtain a working with children and criminal history checks

Desired

- Ability to develop and deliver training to a range of employees
- Well- developed analytical skills and the ability to develop practical solutions

Working with Checks and Prohibited Employment Declarations and a Class C drivers licence are requirements for all child related employment.

I acknowledge that I fully understand the job description above and accept the duties of the position as stated.

Signed: Date:.....

Print Name