

Health and Safety Coordinator

Foundation Housing is a not for profit organisation at the forefront of the management and development of affordable housing in Western Australia.

We are currently seeking a Health and Safety Coordinator to be employed on a full time basis at our office in Leederville. This role is responsible to coordinate, support and advise the organisation on all aspects relating to health and safety in a highly responsive and customer focussed manner.

Position Responsibilities:

- Ensure a safe workplace environment and that policies, procedures, rules and regulations are adhered to, reviewed, updated and communicated
- Ensure the organisation meets its statutory obligations in all areas pertaining to health and safety
- Ensure the completion and regular review of risk assessments
- Ensure all accidents are documents, investigated and recommended improvements implemented
- Maintain the registers pertaining to fire drills, risk assessments and safety procedures
- Establish a structured programme of health and safety training and ensure records are kept
- Coordination and management of the health and safety committee
- Manage the vaccination program
- Report on relevant health and safety matters on a monthly basis to the board

Foundation Housing provides a stimulating, positive and supportive work environment in what can sometimes be a challenging sector. The organisation has a very clear set of values that assist staff in their day-to-day dealings with tenants, residents, stakeholders and other staff. As a not-for-profit organisation, staff members are also entitled to receive salary packaging benefits.

For more information and to view the full job description please visit our website at www.foundationhousing.org.au

To be considered your application should include a copy of your resume and a covering letter addressing the essential criteria for the position.

Applications to be received no later than 9am, Monday 18th September 2017.

Job Description

1. Position Identification:

Title:	Health & Safety Coordinator	FHL Level:	
Department:		Agreement/Award:	EBA
Reporting to: (Position)		Date last updated: By whom:	29 August 2017

2. Purpose of Position:

The Health & Safety Coordinator is responsible for;

To co-ordinate, support and advise the Business on all aspects with regards to Health and Safety. To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within Foundation Housing are adhered to.

3. Key Working Relationships:

Internal: CEO Line Managers Health And Safety Committee	External: WorkSafe RediMed Training Providers
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4. Accountabilities and Responsibilities:

Ensure a safe workplace environment without risk to health.

Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.

Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.

Ensure the completion and regular review of risk assessments for all work equipment and operations.

Ensure that all accidents are documented, investigated and recommended improvements implemented.

Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.

Co-ordinate the development of health & safety policies, systems of work and procedures.

Ensure full and accurate health and safety and training records are maintained.

Establish a full programme of documented health & safety inspections, audits and checks.

Establish a structured programme of health & safety training throughout the Company.

Liaise with external health & safety consultants in the provision of training programmes and health and safety services.

Manage and devise the agenda for, chair and formulate & distribute minutes for the Health & Safety Committee meetings.

Ensure that all agreed action points are completed within deadlines.

Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.

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Provide regular reports to the Human Resources Manager, Board of Directors/Senior Management Team on relevant health and safety activities.

Report on relevant health & safety matters monthly in the board report.

Manage the vaccination program

Keep abreast of safety devices available and manage current Safe T Cards.

Any other reasonable duties which may be required by management from time to time.

5. Competencies:

Level 1 to 6

Effective planner who requires minimal supervision to achieve quality outcomes.

Good time management skills, and adapts well to varying pressures within the job role.

Overcomes issues and challenges with a positive outlook and is solution focused.

Attention to detail and accuracy of a high standard in all areas of work.

Or

Level 7 and up

Nurtures strong working relationships

Communicates with impact

Listens, understands, influences and persuades

Engages in calculated risk, shows personal courage, resilience and adaptability

Delegates and empowers the team

6. Culture and Values:

We care for people:

Giving people our time

Listening well

Being kinder than need to be

Understanding that everyone's story is unique and of equal value

Actively looking for the strengths in others

We own all of our decisions and actions:

Admit mistakes, learning from them and fixing things up

Respecting organisational policies and procedures and following them

Having the courage to make the tough decisions and stand by them

We are passionate:

Caring intensely about the work we do

Inspiring others with excellence

Celebrating success

Embracing and driving change

We focus on finding solutions:

Providing timely and accurate information to others so that solutions can be found

Understanding that others often know the solutions to their own problems and assisting them to find their own way forward

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Not bring just the problem but ideas about possible solutions

We are always honest:

Providing well thought out and constructive feedback

Initiating the challenging and tough conversations

Saying what you are thinking and doing what you say

Nurture relationships:

Having fun together

Earning the trust of others

Checking in with people regularly particularly when things are tough

Respecting people for who they are and for their knowledge, skills and experience as individuals and team members

7. Safety Awareness:

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Role model the Foundation Housing Health & Safety Policy and Procedures
- Identify assess and control hazards which impact on a safe work environment.
- Report any work place injuries to HR

8. Work Related Requirements/Selection Criteria:

Essential Skills:

Qualifications in Diploma in Occupational Health & Safety

At least 2 years recent and relevant experience in a similar role

Provision of advice to managers/supervisors

Handling of H&S investigations

Experience of formulating, implementing and revising H&S policies and procedures

Professional approach, coupled with strong interpersonal skills.

Excellent planning, organizational and time management skills

Excellent verbal, written communication and presentation skills

Strong IT skills

Ability to work on own initiative

Ability to work in, and adapt to a rapidly changing environment

Ability to work co-operatively with others to complete tasks and implement process improvements

Current National Police Clearance

Current WA Driver's License

Desirable Skills

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9. Position Dimensions:

Number of staff directly reporting to position	Nil
Work Locations	Leederville Office

Employee Name: _____

Signature: _____ Date: _____

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