



ROCKY BAY
Discovering Abilities

Job Description

Occupational Safety & Health Coordinator

Direct reporting	Human Resources Director
Job purpose	The person will implement and manage Occupational Safety & Health (OSH) and Workers' Compensation policies, processes, procedures and initiatives that seek to achieve best practice.
Personality profile	People oriented, "can do" attitude, committed to producing high quality work, willingness to support others to achieve, contemporary attitude towards people with disabilities
Tenure	Part-time 15-20 hours per week (this may vary due to work demands so flexibility is required)
OSH Responsibilities	<ul style="list-style-type: none">• Comply with Rocky Bay's policies, procedures & instructions in relation to OSH• At all times take reasonable care to ensure your own safety and health and that of others• Report all workplace hazards, incidents & accidents• Use protective clothing and equipment as provided in a correct manner.• Attend training as organized by Rocky Bay
Selection criteria (essential requirements)	<ul style="list-style-type: none">• Proven industry experience, tertiary qualifications in OSH• Experience in coordination of OSH programmes within a large organization• Ability to communicate effectively with people at all levels using both verbal and written communication• Experience in applying the Work Safe accreditation process• In depth knowledge of OSH Legislation and Workers' Compensation and their application• Strong analytical skills in particular the ability to use data to identify incidents, accidents and workplace hazards and the ability to provide reports and statistical information as required.
Desirable requirements	<ul style="list-style-type: none">• Certificate IV in Workplace Training & Assessment• Knowledge of and preferably qualification in, Manutention

	<ul style="list-style-type: none"> • Experience in a human services setting
Computer skills	Microsoft Office suite (primarily Word, Excel, Outlook and Internet Explorer) – basic to intermediate

Key Responsibilities	Timeline
1. Review, develop, implement and monitor processes, systems and policies that ensure Rocky Bay meets its legal responsibilities in regard to OSH and work toward achievement of Worksafe WA plan awards.	O
2. Provide advice and assistance to all levels of management in relation to OSH issues and responsibilities.	WR
3. Review accident/incident/hazard reports. Assess hazards, investigate incidents and recommend appropriate action. Analyse accidents, incidents and hazards and provide information on problems and trends. Conduct and document job safety analysis.	O
4. Conduct safety audits across the organization, including workplace safety inspections	O
5. Maintain database of incidents/accidents/hazards. Provide report to Director Human Resources monthly for Board and Executive team reports	M
6. Ensure all safety information and documentation for Rocky Bay is kept up to date.	O
7. Work closely with Workers' Compensation insurer, attend all insurance reviews	O
8. Process and manage Workers' Compensation claims, maintain files, develop return to work program for work related injuries.	WR
9. Participate in the OSH induction and other OSH and Workers Compensation training as required	WR
10. In conjunction with the Director Human Resources, prepare an annual OSH plan and ensure that the plan is implemented across the organization.	WR
11. Advise the Director Human Resources of all issues related to workplace safety and health that impact upon the organization and/or employee work performance.	O

12. Other duties as directed by the Director Human Resources.	WR
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D - Daily; W - Weekly; M - Monthly; R - Regularly; WR - When Required; O - Ongoing

AUTHORISATION:	
<p>Director Human Resources The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</p> <p>_____ Signature _____ Date</p>	
<p>Employee I have noted the statement of duties, responsibilities and other requirements as detailed in this document</p> <p>_____ Signature _____ Date</p>	
<p>Position Title: Occupational Safety & Health Coordinator Date Reviewed: April 2010</p>	