



Position Information Document

POSITION TITLE	Work Health & Safety Coordinator
ESO GRADE	4
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	7.5
WEEKS PER YEAR	42

Key Working Relationships

- Principal (or delegate)
- WHS Committee
- Staff, Volunteers and other members of the school community
- CSHWSA Consultants
- CEO PLC including HR and RTW Specialists
- CCI staff and associated health specialists

Broad Purpose

The Work Health & Safety (WHS) Coordinator role provides a responsive and professional service for the school. The position works under the moderate direction of the Principal (or delegate) and undertakes planning, design and administration functions related to WHS and Return to Work (RTW) activities.

DUTY STATEMENT

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 school'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.

- Ensure that all staff, contractors, and volunteers, are appropriately inducted/trained to use designated places, materials and equipment safely within the school.
- Maintain WHS training outcomes on the Salt 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.
- Undertake WHS risk assessments, audits and inspections on a regular basis, and as required, assist in the investigation of hazards, incidents, injuries or near misses and liaise as required to ensure corrective action appropriate to the situation occurs. Ensure that relevant WHS registers and records are maintained
- 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 CEO RTW specialist, and CCI, administer all aspects of the school's RTW requirements.
- Ensure that contractors attending the school 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 interventions systems and reporting of incidents.
- Complete all WHS and RTW administrative tasks accurately and on time including record keeping
- Actively participate in all WHS Committee meetings, prepare agenda and take notes and circulate, and provide timely and accurate reports as requested.
- Assist with staff inductions and provide general administrative support, as required.
- Remain current with professional practice, WHS and RTW legislation and contemporary WHS trends, and in conjunction with school leadership, implement initiatives to reflect a pro-active and supportive WHS culture.
- Positively participate in required training, professional development and performance reviews.

- Undertake other duties as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- Tertiary qualifications (e.g. Diploma) in Work, Health & Safety (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated highly developed knowledge and experience with WHS legislation and practice.
- A commitment to uphold and contribute to the ethos of Catholic schools and organisations and in particular the ethos of the school.
- 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 program own work and be responsible for own outcomes.
- Excellent interpersonal and communication (written and verbal) skills including report preparation and personal presentation of information.
- 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 school community and members of external organisations, affiliated with, or providing services to the School.
- Advanced MS Word, Excel and database competency is essential.
- Ability to maintain a high level of confidentiality and handle sensitive matters professionally and with empathy.
- Willingness to positively participate in required training and professional reviews.

SPECIFIC REQUIREMENTS

- Current and accepted First Aid Certificate (Basic Emergency Life Support Certificate or equivalent) OR Senior First Aid Certificate (if nominated First Aid/Health Care Officer)
- Working with Children Clearance to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- 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.

WORK HEALTH & 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
- cooperate 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 – SA WHS Act 2012)

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.