



Position Description

Thriving people, Capable Learners, Leaders for the World God desires

Title of Position:	Work Health & Safety Officer
Reports to:	Principal
Stream:	Administration
Classification:	Grade 3
Number of Direct Reports:	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

The Work Health & Safety (WHS) Coordinator role provides a responsive administrative-based service for the school. The position works under a low level supervision but is subject to the direction of the Principal (or delegate). The position administers routine WHS and Return to Work (RTW) activities and provides general advice to school leaders and staff only.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- WHS Committee
- Parents/caregivers, students and school community
- Catholic Safety & Injury Management (CSaIM)
- CESA PLC HR Specialists
- CSaIM, Lawson Risk Management and associated health specialists

KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Undertake a range of routine WHS and RTW duties including the provision of standard reports.
 - Maintain relevant WHS registers and records ensuring availability for review upon request by those authorised to do so.
 - Support the provision of an effective WHS service within the context of the legislative requirements, applicable to the role, to ensure the school's obligations are met.
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- With the Principal (or delegate) and CSaIM staff, follow policy and procedures to maintain best practice WHS culture and records.
- Administer WHS training outcomes on Salt online training platform and provide reports and follow-up to ensure compliance of mandatory training requirements.
- Where applicable, make training arrangements for staff to fulfil mandatory WHS requirements.
- Undertake WHS inductions for staff, contractors, and volunteers to enable safe use of designated places, materials and equipment within the school.
- Undertake checks of contractor compliance regarding required clearances, licenses and insurance before the undertake work for the school.
- Respond to general enquiries regarding WHS matters, making appropriate notes and referrals and briefing school leaders as necessary.
- Attend WHS Committee meetings and preparing agendas, take notes and undertake follow up matters identified for action as appropriate.
- Under supervision, assist with WHS risk assessments, audits and inspections on a regular basis and document outcomes in accordance with WHS legislative requirements.
- Support the investigation of hazards, incidents, injuries or near misses and with guidance, facilitate appropriate corrective action within the boundaries of the role classification.
- In conjunction with CSaIM, and under the general supervision of the Principal (or delegate), administer the school's RTW requirements.
- Maintain currency of WHS and RTW legislative obligations and, as directed, seek specialist WHS and RTW advice and assistance to facilitate WHS and RTW outcomes.
- Positively participate in school activities, events, required training, professional development and professional reviews.
- Undertake other duties as required by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated competency, knowledge and experience with WHS and RTW legislation and policies and administering same including locating, analysing and evaluating information from a variety of sources.
- Ability to apply solutions to a range of problems and analyse and plan approaches to role specific problems and requirements.
- Proficiency in using a computer and applicable programs specifically Microsoft Office (Word, Excel, Outlook), and the ability to operate a broad range of office and ICT equipment.
- Strong communication and interpersonal skills to foster collaboration, flexibility and effective support and role model safe work practices at all times.
- Ability to take responsibility for own outcomes in relation to role requirements including demonstrated significant initiative and responsibility.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines to achieve required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to effectively provide support during unexpected situations or emergencies and follow procedures related to these situations.

ROLE REQUIREMENTS

- Certificate IV in Work Health & Safety (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Return to Work Coordinator certificate or willingness to obtain and maintain currency.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
 - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.