Workplace Health & Safety Officer
Job Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

- To maintain and strengthen Summerhill Park Kindergarten's (SPK) Workplace Health and Safety (WHS) systems, ensuring compliance with legislation, policy and best practice.
- To work collaboratively with Committee of Management (CoM), educators, contractors and Council to provide a safe and well-maintained environment for all children, staff, families, volunteers and visitors.

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Has strong organisational and communication skills, and attention to detail.
- Can co-ordinate practical safety tasks and communicate clearly with staff and contractors.
- Has basic computer skills. Prior WHS knowledge is helpful but not required, with support available through the Early Learning Association Australia (ELAA).
- Attendance at monthly CoM meetings is encouraged, either in person or via video call. Updates may also be provided through written reports to the President or Secretary.

4. KEY RESPONSIBILTIES AND ACTIVITIES

Key Responsibility:	WHS SYSTEMS AND COMPLIANCE

Activities

- Maintain SPK's WHS Risk Register and Hazard Register, monitoring completion of all actions.
- Ensure the Safety Data Sheet (SDS) folder remains complete and up to date.
- Support staff to complete daily, quarterly and annual safety checklists and follow up on outstanding actions.
- Conduct quarterly WHS inspections with the Staff WHS Representative and record findings.
- Maintain WHS templates and forms, including checklists, induction documents and risk assessment templates.
- Complete risk assessments for all events, incursions and excursions in consultation with educators and the Social & Fundraising Manager.
- Work closely with the Maintenance Officer to ensure hazards are addressed promptly and safely.

Key Responsibility:	FACILITIES AND ENVIRONMENTAL SAFETY

Activities

- Communicate regularly with educators to ensure the building and outdoor areas remain safe, functional and compliant.
- Liaise with Boroondara Council regarding maintenance within their responsibility.
- Support the Maintenance Officer in coordinating qualified contractors for repairs or improvements.
- Collaborate with the Sustainability & Diversity Officer to ensure environmental initiatives meet safety and compliance standards.
- Keep the President and Treasurer informed of significant maintenance issues, risks or costs.

Key Responsibility:	WHS SUBCOMMITTEE AND REPORTING

Activities

- Convene the WHS Subcommittee at least once per term (or as required) to review safety matters, incidents and actions.
- Facilitate cooperation between staff and the CoM on WHS planning, monitoring and improvement.
- Review and communicate workplace safety standards, rules and procedures, ensuring accessibility for all staff and volunteers.
- Record and report any incidents, near misses or identified hazards to the CoM with recommendations for corrective action.
- Support continuous improvement by sharing key WHS updates during staff and committee meetings.

Key Responsibility:	POLICIES MANAGEMENT

Oversee updates (follow templates and update schedule) and manage the following policies

- Incident, Injury, Trauma, and Illness Policy
- Administration of First Aid Policy
- Occupational Health and Safety Policy
- Emergency and Evacuation Policy

Support, training and advice are available through the Early Learning Association Australia

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.