

# Workplace Health and Safety Officer Job Description

Updated: 28 October 2024

## 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 progress the development of Summerhill Park Kindergarten's Workplace, Health & Safety system (and its implementation).

## 3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone with basic computer skills who can attend monthly Committee of Management meetings. Some knowledge of Workplace Health and Safety would be an advantage but not required as support from Early Learning Association Australia (ELAA) is available.

## 4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	MANAGE WHS OBLIGATIONS
<b>Activities</b> <ul style="list-style-type: none"> <li>● Maintain SPK's WHS Risk Register including monitoring of action items</li> <li>● Maintain SPK's Hazards Register (daily, quarterly &amp; annual) incl monitoring of action items</li> <li>● Maintain and update as required, SPK's Safety Data Sheet folder</li> <li>● Ensure staff are completing the Daily Checklist and follow up items requiring actions</li> <li>● Undertake regular (Quarterly) WHS inspections with WHS Staff Representative</li> <li>● Maintain WHS templates (including daily checklist, quarterly checklist, duty parent and working bee induction information and risk assessment template)</li> <li>● Complete event/incursion risk assessments in a timely manner before the event</li> <li>● Submit requests to 'Streatrader' or equivalent platform for kinder events as required</li> <li>● Work together with the Maintenance Officer to ensure are hazards are managed in a timely manner</li> </ul>	

Key Responsibility:	GROUNDS & FACILITIES MANAGEMENT
<b>Activities</b> <ul style="list-style-type: none"> <li>● Communicate with staff to ensure building &amp; grounds are safe for community &amp; comply with regulations.</li> <li>● Work with council maintenance department regarding council responsibility for building and grounds maintenance.</li> <li>● Work closely with the Maintenance Officer to arrange contractors for external and internal maintenance as required.</li> <li>● Communicate with the President &amp; Treasurer in regard to maintenance requirements costs.</li> </ul>	

Key Responsibility:	WORKPLACE HEALTH AND SAFETY SUBCOMMITTEE
<p>Activities (<i>Regarding OHS Committees, Section 72, OHS Act 2004</i>)</p> <ul style="list-style-type: none"> <li>• Ensure the WHS Subcommittee meets at least once every term; and at any other time if at least half of its members require a meeting (this may occur at the time of the monthly COM meeting)</li> <li>• Facilitate cooperation between CoM and the staff in instigating, developing and carrying out measures designed to ensure the health and safety at work</li> <li>• Formulate, review and disseminate (in other languages if appropriate) to all employees the standards, rules and procedures relating to workplace health and safety.</li> <li>• Report any incidents, near misses and hazards to the Committee of Management providing recommendations for action and/or mitigation.</li> </ul>	

Key Responsibility:	POLICIES MANAGEMENT
<p>Oversee updates (follow templates and update schedule) and manage the following policies</p> <ul style="list-style-type: none"> <li>▪ Incident, Injury, Trauma, and Illness Policy</li> <li>▪ Administration of First Aid Policy</li> <li>▪ Occupational Health and Safety Policy</li> <li>▪ Emergency and Evacuation Policy</li> </ul>	