

Workplace Health and 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

The Safety and Environment Officer's primary role is to progress the development of SPK's WHS system (and its implementation). To assist in achieving these goals the WHS Officer is responsible for establishing a WHS Subcommittee at the beginning of the year as per the WHS Subcommittee Terms of Reference

3. KEY ATTRIBUTES OF THE ROLE

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

4. KEY RESPONSIBILITIES AND ACTIVITIES

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

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

Key Responsibility:	WORKPLACE HEALTH AND SAFETY (WHS) SUBCOMMITTEE
Activities (Regarding OHS Committees, Section 72, OHS Act 2004) <ul style="list-style-type: none"> • 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 • Facilitate cooperation between CoM and the staff in instigating, developing and carrying out measures designed to ensure the health and safety at work • Formulate, review and disseminate (in other languages if appropriate) to all employees the standards, rules and procedures relating to workplace health and safety. • Report any incidents, near misses and hazards to the Committee of Management providing recommendations for action and/or mitigation. • Carry out the tasks and functions detailed in the WHS subcommittee's Terms of Reference 	

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