

Position Description

<i>Position</i>	Workplace Health and Safety Officer (WHS)
<i>Date last reviewed</i>	SEPTEMBER 2021
<i>Next review date</i>	SEPTEMBER 2022

POSITION PURPOSE

The Workplace Health & Safety (WHS) Officer's primary role is to progress the development and implementation of SPK's WHS system, as well as support policy review and Quality Improvement Plan goals regarding WHS at SPK. To assist in achieving these goals the WHS Officer is to establish a WHS Subcommittee at the beginning of the year as per the WHS Subcommittee Terms of Reference.

KEY ATTRIBUTES OF THE ROLE

No prior knowledge or experience required for this role. It is suitable for someone with basic computer skills who can attend Committee of Management (CoM) meetings monthly. Some knowledge of WHS would be an advantage but not required as support from Early Learning Association Australia (ELAA) is available.

KEY RESPONSIBILITIES AND ACTIVITIES

Manage WHS Obligations

- Undertake quarterly WHS inspections with WHS Staff Representative
- Maintain SPK's WHS Risk Register including monitoring of action items
- Maintain SPK's Hazards Register including monitoring of action items
- Maintain and update as required SPK's Safety Data Sheet folder
- Maintain WHS templates (including daily & quarterly checklist, volunteer, and risk assessments)
- Complete risk assessments in a timely manner before the event/incursion

Oversee Grounds and Facilities Maintenance

- Communicate with staff to ensure building and grounds are safe and comply with regulations
- Work with council maintenance department regarding their responsibility for buildings and grounds
- Work closely with the Maintenance Officer to arrange contractors for external and internal maintenance
- Communicate with President, Director & Treasurer regarding maintenance requirements & costs involved

Manage WHS Subcommittee - *Regarding OHS Committees, Section 72, OHS Act 2004*

- Ensure WHS Subcommittee meet at least once a term, and at least half of members are in attendance
- Facilitate cooperation between CoM & staff in instigating, developing, & implementing measures to ensure WHS
- Formulate, review & disseminate (in other languages if appropriate) to all staff the standards, rules & procedures relating to WHS
- Report any incidents, near misses & hazards to the CoM and provide recommendations for action and/or mitigation
- Conduct the tasks & functions detailed in the WHS subcommittee's Terms of Reference

Champion WHS Policies

- Be familiar with WHS policy & legislative requirements to provide advice to staff & CoM as required
- Take the lead reviewing the *Occupational Health & Safety Policy*, the *SPK Gate Security Policy* & the *Environmental Sustainability Policy* and/or actively promote compliance with those policies.
- Participate in any Child Safe review or promotion of Child Safe at SPK
- Participate in the policy review process as directed by the Vice President during the Annual Review Cycle

Contribute to the Quality Improvement Plan (QIP)

- Contribute to the discussion of new QIP goals at SPK relating to WHS at SPK
- Ideas for new QIP goals should be actively considered as part of the policy review process
- Oversee the implementation of any QIP goal associated with WHS related matters at SPK