JOB DESCRIPTION

| **Title** | HEALTH AND SAFETY COORDINATOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The **Health and Safety Coordinator** isresponsible for organizing, executing, and monitoring the workplace safety of the company's employees. Their main responsibility is to make sure the business complies with and follows the Occupational Health and Safety (OHS) regulations in order to lower work-related injuries.

The Health and Safety Coordinator’s tasks will include accompanying Health and Safety Committee (HSC) worker reps on inspections, conducting inspections, preparing policies and reports, and attending management and HSC meetings.

**Duties and Responsibilities**

The main responsibilities of the Health and Safety Coordinator are to manage the activities necessary to ensure the continuous improvement and sustainability of the health and safety system.

These activities include, but are not limited, to the following:

* Develop and maintain an integrated health and safety system for [Organization Name];
* Assist in auditing and reviewing the health and safety system annually, to ensure that it continues to be effective;
* Develop and maintain an integrated performance review system for all managers and employees, which includes a health and safety component;
* Complete a training schedule to ensure all employees at [Organization Name], have the appropriate skills and knowledge to prevent work-related injury and illness;
* Ensure that safety-related information is communicated at management meetings;
* Be responsible for ensuring that the HSC is established and operating according to the legislated requirements of the *OHS;*
* Conduct a hazard and risk assessment at least annually, to recognize, and assess any and all health and safety-related hazards that exist at [Organization Name];
* Develop and implement standard operating procedures to minimize and control the identified health and safety hazards associated with the ongoing operations at [Organization Name];
* Review the injury and illness frequency annually to measure the effectiveness of the established integrated health and safety system at [Organization Name];
* Report all findings immediately to the <insert title> ;
* Assist management team to effectively deal with any arising health and safety-related concerns or issues;
* Effectively act as an internal resource for [Organization Name] for any health and safety-related matters;
* Keep current with health and safety-related trends, industry issues, and/or legislative changes, through participation in a health and safety training program or information seminar, at least annually;
* Perform other related duties as assigned.

**Key Qualifications**

* Diploma/Degree in occupational health and safety or similar field
* 3+ years of experience as a Safety Coordinator or in a similar role where experience administering health and safety policies and programs was gained
* Outstanding knowledge of the OHS, and any other relevant legislation and procedures such as [transportation of dangerous goods, insert other relevant legislation]
* Outstanding knowledge of potentially hazardous materials or practices
* XX years of experience in producing reports
* Training on the their legislated occupational health and safety duties and their internal health and safety responsibilities, with the Basic Certification and Part Two Certification Process completed or in progress
* Excellent skills on writing policies and procedures for health and safety
* Proficient in MS Office
* Working knowledge of safety management information system
* Completed (or in the process of completing) supplementary workplace-specific hazard training sessions

**Core Competencies**

* Commitment to Health and Safety
* Exceptional organisational abilities
* Problem-solving and critical thinking abilities
* Works well with others
* Effective time management
* Outstanding interpersonal and communication abilities
* Good judgement

**Working Conditions**

* This position is set in an office setting.
* Working hours are generally from <insert time> to <insert time>
* Overtime may be required
* Some travel may be required
* Exposure to noise, vibration, dust, exhaust fumes, and other hazardous and non-hazardous materials

[Organization Name] reserves the right to revise the functions and duties, or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).