



Lifeskills Plus Inc.
JOB DESCRIPTION
WH&S Officer

Position: WH&S officer

Purpose of Position: supervise and lead safety provision to people with disabilities and their families who attend our support needs centre at Mudgee and external environments in home and other venues

Accountability: WH&S officer will be responsible to the CEO

Consultant: Work effectively with the nominated Consultant.

Regulatory: Safe Work Australia and the Work health and safety ACT 2011 (NSW).

Duties:

- Promote the dignity, independence and rights of each client
- Work with clients and their families and support them to make decisions regarding their service – including person centred planning in safety
- Supervise service delivery, quality and maintenance with safety addressed
- Develop and promote safety processes for service and ensure positive image of people with disabilities within community.
- Develop, implement and assess effectiveness of person-centred programs
- Assess outcomes of on the job training of staff in all aspects of safety.
- Develop partnerships and positive working relationships across organisation, community and networks
- Prepare documentation as required by CEO and Workplace consultant
- Be on on-call roster as required
- Attend training as directed
- Undertake tasks directed by CEO

Role position duties and skills required for WH&S evaluation and delivery.

- High level of communication skills – written and verbal
- Strong leadership and peer support skills to effectively lead a small team
- Ability to prioritize and problem solve in day to day running of the centre
- Sound organisational, planning and review skills
- Computer literacy
- Ability to understand and work within set budgets
- Understanding of WHS ACT and ability to interpret guidelines and rules for on workplace activity.
- Coordinate WHS activities across the different sections and contribute to the development and implementation of plans regarding key health and safety strategies. Recommend operational and business requirements to support those

strategic objectives for continuous improvement, meeting legislation and or code requirements and supporting best practice principles.

- ❑ Advise management and the heads of department about responsibilities under the Act and the overall state of occupational health and safety at the workplace including monthly management reporting on the status of the WHS programme.
- ❑ WHS officer is to observe, assess and report on the safety performance of the workplace. Assisting with the development that meet safety guidelines.
- ❑ A sound knowledge of all the jobs with Lifeskills Plus to enable observation of the organisations process, programs, training and reports (hazards, incidents and near misses).
- ❑ A strong communication skill for both written and verbal platforms. Ability to provide documents relevant to the workplace and employees/management.
- ❑ Keen observation skills to monitor the safety performance of the workplace in identifying and recording risk and hazards.
- ❑ A strong problem-solving ability to provide information for necessary changes to unsafe work conditions and/or processes.
- ❑ Ensure excellent organisational skills for recording/capturing/presenting documentation/reports related to the workplace compliance and WH&S programs for educating/updating all employees.
- ❑ Continued improvement and commitment to work ethic and communication levels for open and collaboration with others.
- ❑ Make contributions that positively impact staff, stakeholders, suppliers, community and each other. This includes: • conduct to the highest degree of ethics and integrity • creative thinking and openness to new challenges • appreciating diversity in the workplace and treating everyone with courtesy and respect • effective communication, which is open and honest • modelling best practice and leadership Company values and standards are detailed in the Employee Handbook August 2019.
- ❑ Monitor and report on performance of compliance through regular facility and section audits on a continuing basis, ensure that any compliance issues/concerns are being appropriately evaluated, investigated and resolved as well as looking for opportunities to improve effectiveness. Maintain and oversee a system (QMS) for uniform handling of non-conformances. Identify potential areas of compliance vulnerability and risk; work with Coordinators and CEO to provide general guidance on corrective action plans for resolution and how to avoid or deal with similar situations in the future.
- ❑ Provide training and guidance for work health and safety committees and coordinate their reporting requirements to ensure they have the skills to identify risks, operate and report effectively. Prepare and deliver appropriate training and education materials including induction materials and toolbox talks.
- ❑ Effective Dealing with government regulatory bodies.
- ❑ Analytical and critical thinking skills.
- ❑ High attention to detail.
- ❑ Ability to self-manage and meet deadlines.

Other Requirements

- ❑ Current Drivers Licence

- ❑ Current First Aid Certificate

Employment

- ❑ 5 days per week
- ❑ Social, Community, Home Care and Disability Services Industry Award 2010.