



# CAMBERWELL

## GRAMMAR SCHOOL

### **POSITION DESCRIPTION**

## **OCCUPATIONAL HEALTH AND SAFETY (OH&S) COORDINATOR**

## CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	Occupational Health & Safety (OH&S) Coordinator
<b>Reports to:</b>	Risk & Compliance Manager
<b>Type of position:</b>	Part time - Fixed Term Contract (3 d/w)
<b>Date prepared:</b>	November 2018

### SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”.

### CGS VALUES

*Learning, Respect, Integrity, Courage, Optimism*

## POSITION OVERVIEW

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The OH&S Coordinator is responsible for assisting the Risk and Compliance Manager with the implementation, assessment and review of a comprehensive occupational, health and safety management system (OHSMS).

### Key Responsibilities

- Coordinate the implementation of the OH&S Management plan and monitor compliance with the plan
- Develop and maintain the OHSMS by:
  - Monitoring and assessing health and safety strategies in accordance with legislative and standards changes, and
  - assisting the Risk and Compliance Manager implement new initiatives where required
- Develop training programs on health and safety issues including hazard management, accident investigation, manual handling and fire safety
- Review the register of accidents and injuries and provide an analysis of these to the Risk and Compliance Manager, identifying emerging OHS risks within the School environment
- Provide a consultancy service to staff to assist in the maintenance and improvement of safe work practices
- Monitor compliance of OH&S activities throughout the School
- Maintain the OH&S risks and register
- Assist with the implementation of OH&S induction
- Promote an OH&S culture throughout the School
- Conduct OH&S audits in accordance with the audit schedule and report outcomes to the Risk and Compliance Manager
- Maintain audit documentation, register and records
- Prepare OH&S reports as directed by the Risk and Compliance Manager
- Ensure workplace inspections compliance
- Conduct workplace OH&S assessments where risks are identified

### Other Duties

- Perform various other duties as required

## KEY RELATIONSHIPS & AUTHORITY

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### Internal

- Risk and Compliance Manager
- Staff

## External

- NA

## Direct Reports

- NA

## Expenditure Authority

- NA

## POSITION REQUIREMENTS

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### Knowledge & Skills

- Comprehensive knowledge of the Occupational Health & Safety legislation and Codes of Practice
- Knowledge of Hazard Management principles
- Ability to identify safety issues and prepare a comprehensive plan to achieve goals
- Ability to work with groups of staff to develop health and safety performance improvement strategies
- Ability to communicate effectively both orally and in writing
- Ability to investigate accidents and incidents and make recommendation for preventative action
- Ability to prepare and present training sessions
- Knowledge of quality assurance processes and commitment to continuous improvement
- Knowledge of safety issues in a School environment

### Qualifications

- Minimum Certificate IV in Work Health and Safety
- Experience in quality assurance processes and commitment to continuous improvement

### Competencies, Behaviors & Attributes

- A high level of discretion and confidentiality **at all times**
- Maintain a positive, flexible and enthusiastic attitude
- Personable and exceptional interpersonal skills
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

### Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;

- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

## Declaration

I, \_\_\_\_\_ (full name) acknowledge that I have read and understand the **Occupational Health & Safety Coordinator** POSITION DESCRIPTION

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Position Description is approved by:

**Manager Name (print):** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Manager Name (print):** \_\_\_\_\_

**HR Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_