

Health and Safety Officer Position Description

Position Responsibility Summary and Key Working Relationships

Functional Title: Health and Safety Officer	Department: Operations
Date: 10 January, 2022	

Relationships and Networks

Led by:	<ul style="list-style-type: none"> • Risk and Compliance Manager
Collaborates with:	<ul style="list-style-type: none"> • OHS Committee • Property Manager • Head of College Operations • Heads of Faculty / Heads of Section • Risk and Compliance • Return to Work Coordinator • Covid/College Management Team
Leads:	<ul style="list-style-type: none"> • Staff and Student Workplace Environment
Key Working Groups	<ul style="list-style-type: none"> • OHS Committee • Property Team Meeting • Covid Management Team • Risk and Compliance Committee
External Groups	<ul style="list-style-type: none"> • WorkSafe Victoria • Independent Schools Victoria • External consultants as required
Position conditions	This is a part time position (0.40 FTE) commencing immediately. This role is 2 days per week with one day per week based at each campus and will be confirmed with the Head of College Operations.
Reference Documentation	<ul style="list-style-type: none"> • WorkSafe Victoria (Occupational Health and Safety Regulations) • WorkSafe Victoria (Occupational Health and Safety in Schools) • WorkSafe Victoria (A Handbook for Workplaces/A practical guide for School Leaders) • Independent Schools Victoria OHS Obligations • Teacher Handbook • Staff Code of Conduct • College Policies and Practices

Primary purpose of the position

The Occupational Health and Safety Act 2004 (OHS Act) and Occupational Health and Safety Regulations 2017 (OHS Regulations) as a result of the Pandemic Orders issued by the Victorian Minister for Health are the main workplace health and safety laws in Victoria. They set out key principles, duties and rights about OHS. The role of the Beaconhills College Health and Safety Officer is to be responsible for facilitating compliance with both the Occupational Health and Safety Act and Occupational Health and Safety Regulations 2017 (OHS Regulations).

The Beaconhills College Health and Safety Officer will provide advice on measures to minimize hazards and potentially harmful situations. The incumbent will also be required to proactively and continuously review the College policies and practices to ensure we are maintaining high standards of safety and compliance.

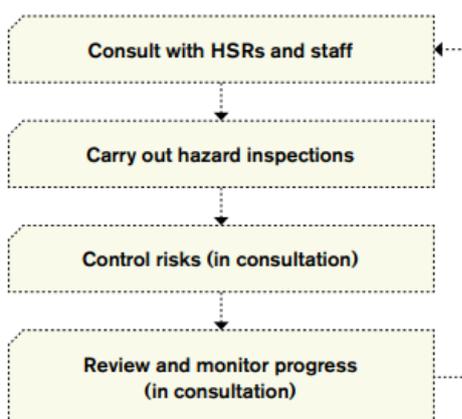
The role of the Beaconhills College Health and Safety Officer's work will be largely focused on prevention, as such they will need to be detail-oriented and ready to act in emergencies.

The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety.

Key Responsibilities for the position includes:

- Supporting the development of OHS policies and programs
- Advising and instructing on various safety-related topics (noise levels, use of machinery etc.)
- In conjunction with the Property Manager;
 - Conducting risk assessment and enforcing preventative measures
 - Meeting Legal Obligations
 - Inspect and record equipment and infrastructure regularly
- Creating and maintaining a culture around workplace safety
- Regular consultation with key members of the college
- Developing a Systematic Approach in:
 - Incident Notification
 - Incident Management
 - Incident Follow - Up
 - Incident Resolution
- Develop and implement an action plan to deal with risks relating to occupational health and safety
- Make sure staff have the information, training, instruction and supervision they need to work safely
- Monitor and evaluate progress

The process for addressing school-based hazards and risks is set out in the diagram below.



- Hold employee training sessions in health & safety standards and procedures
- Identify and address injuries associated with:
 - Manual handling
 - Injuries resulting from slips, trips and falls

- Ensure the Hazardous substances and dangerous goods register is maintained
- Plant and equipment

Physical Capabilities

- Sitting (Occasional 1-33%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Occasional 1-33%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Qualifications

The successful applicant must hold (or be in the process of obtaining):

- o A current Working with Children Check
- o A current Police Certificate
- o A current First Aid Certificate (or a willingness to obtain)
- o [HSR OHS Training course \(or a willingness to obtain\)](#)

Selection Criteria

1. Industry experience in Occupational Health and Safety, experience in the building/construction industries preferred.

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

Vaccination Statement

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021. Staff members must have received their second dose by 29 November 2021 (where applicable) unless they have a valid medical exemption. Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.