

# Health, Safety and Wellbeing Manager

## Position Description



<b>Reporting</b> Senior Manager Finance	<b>Location</b> Kalimna	<b>Hours</b> Full Time	<b>Contract</b> Ongoing	<b>Reports</b> TBC	<b>Job Level</b> Manager
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## Role Purpose

The Health, Safety and Wellbeing (HS&W) Manager is responsible leading activities that support the health, safety, and wellbeing of employees and others who may be affected by GLaWAC's activities.

A key objective of the HS&W Manager is to develop a HS&W Management plan, policies and practices, and create awareness of safe working practices. They are responsible for contributing to the development of a culture of accountability of health, safety and wellbeing of all employees and people working with GLaWAC.

All policies and practices must be aligned to all regulatory and legislative requirements and embedded in work practices. They will also be responsible for risk assessment and management of health and safety, regular reporting, co-ordinating mandatory training requirements and mentoring leaders across the business in HS&W practices.

## The Role



Develop Health Safety & Wellbeing Plan for GLaWAC that aligns with and supports strategic business priorities. Develop, implement, and review health and safety policies and procedures. Ensure compliance with state, and commonwealth regulations and standards.



Communicate health and safety information to employees, management, and external stakeholders effectively. Investigate and prepare detailed reports on incidents, including findings and recommendations for prevention. Implement corrective actions to prevent the recurrence of incidents.



Regularly update policies to reflect changes in regulations and best practices. Maintain H,S&W records to ensure compliance e.g of incidents, near misses, risk assessments, training .



Identify workplace hazards and assess risks to health and safety. Implement measures to control and eliminate, mitigate risks, including training programs, and personal protective equipment (PPE).



Co-ordinate/ deliver training programs for employees to educate/raise awareness about health and safety issues. This includes new employee orientations and ongoing training sessions. Implement programs to promote employee wellbeing



Negotiate contracts and agreements to optimise cost-efficiency. Other duties as required. Collaborate with executive team to optimise office space utilisation. Plan and deliver office relocations, expansions, or redesigns as needed.



Develop and maintain emergency response plans. Conduct drills and exercises to ensure employees are prepared for emergencies Coordinate with relevant authorities for emergency response support .



Conduct regular inspections and audits to ensure compliance with safety standards. Collaborate with external agencies and auditors to assess compliance and make necessary improvements.

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## Position Description



## The Role



Communicate safety guidelines and updates effectively to all levels of the organization. Collaborate with management, employees, and external stakeholders to promote a culture of safety. Implement programs to promote employee wellbeing.



Assist workers to remain at or return to work as soon as safely possible after an injury, ensuring GLaWAC meets their Return-to-Work obligations under the Victorian Workers Compensation Legislation.

## Desirable Skills/Experience

Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

## Essential Skills/Experience

- Bachelor's degree in Occupational Health and Safety, Environmental Science, or related field or 5 years demonstrated experience.
- In-depth knowledge of health and safety regulations, risk assessment techniques, and best practices in workplace safety.
- Strong analytical skills for risk assessment and problem-solving.
- Strong communication skills are essential for training and mentoring, working with leaders, writing reports, and interacting with regulatory authorities.
- Track record of working across organisational areas to integrate health and safety considerations into all aspects of the operations and decision-making processes and promote a safety culture.
- Strong attention to detail.
- Experience in incident investigation and reporting.
- Proficiency in relevant software applications and tools.

## Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Undertake duties as directed by your Manager.
- Always demonstrate GLaWAC values.
- Requirement for 3 x Covid-19 vaccinations
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Other duties as required.

## Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example