

## Position Description

<b>POSITION TITLE:</b>	Work Health and Safety (WHS) Officer
<b>SECTION:</b>	Human Resources
<b>CLASSIFICATION:</b>	Band 3 Level 2 Grade 14
<b>REPORTS TO:</b>	Manager Human Resources
<b>DATE OF LAST REVIEW:</b>	3 March 2025

### PURPOSE OF THE POSITION

The WHS Officer is responsible for promoting and ensuring a safe working environment for all employees, contractors, and visitors within the Nambucca Valley Council. This role involves implementing, monitoring, and reviewing WHS practices and programs, ensuring compliance with relevant legislation, and fostering a culture of safety across all Council operations.

### SELECTION CRITERIA

#### Essential

1. Relevant qualifications in WHS
2. Demonstrated experience in a WHS role
3. Sound working knowledge of and demonstrated ability to interpret and apply WHS legislation and regulations
4. Knowledge and experience in the development and implementation of WHS policies, procedures and safe systems of work
5. Experience in incident investigation, risk assessment and safety auditing
6. Strong communication and interpersonal skills to foster a positive safety culture
7. Ability to analyse data, write reports and make recommendations to improve safety outcomes
8. Proficiency in Microsoft Office suite and other corporate software
9. Current driver's licence
10. NSW General Construction Induction Certificate (White Card)

#### Desirable

11. Proficiency in WHS software, particularly Damstra and/or HSI Donesafe
12. Return to Work Coordinator certification

KEY RESPONSIBILITIES	
Workplace Health and Safety Compliance	<ul style="list-style-type: none"> <li>• Develop and implement WHS policies, procedures, and programs in line with Council, state and national standards.</li> <li>• Conduct regular audits, inspections, and risk assessments across all Council worksites to ensure compliance with WHS legislation.</li> <li>• Coordinate with Council Departments to ensure risk management practices are followed and address potential hazards promptly.</li> <li>• Prepare, maintain, and update WHS documentation, records, and registers as required by Council and regulatory bodies.</li> <li>• Help to develop and monitor Council's Contractor Management Procedures including evaluating contractors' specifications for compliance with WHS requirements, providing guidance to our Contractors and conducting site audits of Contractor WHS performance</li> </ul>
Incident Management and Investigation	<ul style="list-style-type: none"> <li>• Investigate incidents, near-misses, and accidents, working with relevant stakeholders to implement corrective actions and escalate as required.</li> <li>• Prepare detailed reports and make recommendations for corrective actions and improvements.</li> <li>• Facilitate incident and injury management processes, including rehabilitation and return-to-work coordination.</li> <li>• Manage incident and injury management processes including workers compensation insurance, claims, injury management and return-to-work coordination.</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>• Develop and deliver WHS training and induction programs for staff, contractors, and volunteers to ensure awareness of safety responsibilities.</li> <li>• Maintain records of all training sessions, assessments, and certifications.</li> <li>• Advise Departments on job-specific safety training requirements and facilitate access to necessary resources.</li> <li>• Organise training as required</li> </ul>
Safety Culture and Engagement	<ul style="list-style-type: none"> <li>• Promote a proactive safety culture by engaging with staff and stakeholders, addressing concerns, and providing guidance on WHS best practices.</li> <li>• Provide advice and education about accident prevention and workplace health and wellbeing through the delivery of messages and resources at site visits and toolbox presentations, and through the implementation of safety and wellbeing initiatives.</li> <li>• Ensure current and accurate WHS information is displayed in the workplace /distributed to staff</li> <li>• Coordinate safety committee meetings, preparing agendas, minutes, and follow-up actions.</li> <li>• Act as a point of contact for safety-related inquiries and foster a collaborative approach to risk management.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Monitor, review, and report on WHS performance and trends, using data to drive continuous improvement in safety practices.</li> <li>• Stay updated on industry trends, emerging risks, and legislative changes to ensure council practices remain current and compliant.</li> <li>• Identify and recommend opportunities for improvement in systems, processes, and practices related to workplace health and safety.</li> <li>• Develop and maintain a positive working relationship with external parties and resources such as SafeWork NSW, industry networks and training providers</li> </ul>

## OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> <li>• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm</li> <li>• Participate in development of safe work methods and risk assessments with your supervisor when required;</li> <li>• Actively participate in WHS inductions and training when required;</li> <li>• Wear personal protective equipment (PPE) in the prescribed manner and when specified;</li> <li>• Participate in workplace inspections if required;</li> <li>• Take care of any plant or equipment of any kind, including computer and other telecommunication devices;</li> <li>• Participate in emergency preparedness training, including any required knowledge for business continuity plans</li> <li>• Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate).</li> <li>• Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences.</li> <li>• Report all injuries/illnesses to the General Manager (or delegate) immediately;</li> <li>• If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.</li> <li>• Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).</li> </ul>
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

**COUNCIL VALUES**

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

<b>Professionalism</b>	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
<b>Accountability</b>	Take responsibility for own actions, act in line with legislation and policy and be open and honest
<b>Community Focus</b>	Commit to delivering customer and community focused services in line with strategic objectives
<b>Teamwork</b>	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
<b>Safety</b>	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
<b>Value for money</b>	Achieve results through efficient use of resources and a commitment to quality outcomes

**ACCEPTANCE**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: