



## Role Description

<b>Title:</b>	<b>Work Health and Safety (WHS) Coordinator</b>	<b>Location:</b>	Allora
<b>Reports to:</b>	Principal	<b>Classification:</b>	School Officer Level 3
<b>School:</b>	St Patrick's School	<b>Tenure:</b>	Term Time, Fixed Term

### 1.0 Purpose

The Work Health and Safety (WHS) Coordinator provides support, advice, and assistance to the principal and staff in Work Health and Safety Management System (WHSMS) implementation, through the coordination of WHS requirements of the school.

### 2.0 Experience and qualifications

#### Essential

- Certificate IV in Work Health and Safety or relevant knowledge and experience including a willingness to obtain the stated qualification
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft Office suite of products
- well-developed interpersonal and written communication skills
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

#### Desirable

- previous experience working in a similar role in a school
- current First Aid Certificate

### 3.0 Key result areas

- 3.1 coordinate the implementation of the Diocese of Toowoomba Catholic Schools (TCS) WHSMS to ensure the WHS risks associated with the business of the school are managed
- 3.2 assist with the implementation of the Annual WHS Management Plan as it applies to the school
- 3.3 ensure the WHS requirements of the school are coordinated efficiently and effectively among the relevant staff of the school, in liaison with the Principal
- 3.4 comply with general WHS responsibilities
- 3.5 collaborate and communicate with others to ensure high professional standards are met

3.6 contribute to and promote the development, alignment, attainment and review of the School Strategy and the strategic goals of TCS

3.7 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Work Health and Safety (WHS) Coordinator

#### **3.1 Coordinate the implementation of the TCS WHSMS to ensure the WHS risks associated with the business of the school are managed**

- promotes a positive WHS culture within the school
- liaises with the WHS Advisor
- review the school WHS Procedures

#### **3.2 Assist with the implementation of the Annual WHS Management Plan as it applies to the school**

- assist with school-wide procurement processes to ensure compliance with policies and procedures
- assist with the implementation of the TCS WHS Annual Plan
- maintains and reviews statutory records as set out in the TCS WHS Annual Plan and checklists

#### **3.3 Ensure the WHS requirements of the school are coordinated efficiently and effectively among the relevant staff of the school, in liaison with the principal**

- coordinate risk assessment and risk management processes
- meet with and report to the principal at regular intervals
- attend WHS training as provided and relate learnings to the principal
- monitor and report high risks in the Risk Register
- facilitate and monitor WHS training at the school level

#### **3.4 Comply with general WHS responsibilities**

- take reasonable care for his or her own health and safety
- take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers

#### **3.6 Collaborate and communicate with others to ensure high professional standards are met**

- maintains highly functional working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

**3.5 Contribute to and promote the development, alignment, attainment and review of the School Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the school to achieving the strategies set out in both the School Strategy and the TCS Strategic Plan
- provide information and assistance in line with the school's policies, procedures and guidelines
- attend professional development as appropriate

**3.6 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates