

POSITION DESCRIPTION

Position Title:	Workplace Health & Safety Advisor		
School/College:	Shalom College	Location:	Bundaberg
Classification:	SO Level 4	Reports To:	Principal or nominee
Status:	Term-Time	Employment Type:	Continuing
Agreement:	Catholic Employers Single Enterprise Collective Agreement -Diocesan Schools of Queensland 2023 - 2026		

CATHOLIC EDUCATION – DIOCESE OF ROCKHAMPTON

Catholic Education – Diocese of Rockhampton (CEDR) supports 10 kindergartens, 31 schools and 8 colleges in the Diocese. CEDR employs staff to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be contributing member of the community in their adult lives. CEDR covers three areas of Ministry: Catholic schools and kindergartens, Adult Faith Education and Formation and Religious Instruction in state schools.

To find out more about our organisation visit <https://www.rok.catholic.edu.au/>

PURPOSE OF THE ROLE

The Workplace Health and Safety Advisor will work closely with the principal and other administration staff to ensure regular communication of WHS matters/issues and compliance with all accountability requirements.

Extensive support for principals and WHS Advisors in WHS matters is provided by the WHS Co-ordinator based at the Diocesan Catholic Education Office. Principals and WHS Advisors are not expected to develop training packages, safe operating procedures or conduct system audits as part of their role. Packages for use within Rockhampton Catholic Education schools are developed by Catholic Education Office WHS Coordinator.

QUALIFICATIONS/REQUIREMENTS OF THE ROLE

Requirements of the Role

To fulfil the role, a person must hold and maintain a current Queensland Working with Children Clearance (Blue Card).

Qualifications of the Role

Demonstrated appropriate experience or other relevant qualifications and experience which are applicable to the role.

DUTIES OF THE ROLE

The duties of the role include (but are not limited to):

- Co-ordinate staff training with regard to induction of new staff and Annual WHS updates of current staff.
- Conduct other associated training packages/safety talks as required within the school e.g. ground staff training updates, cleaners training updates, manual handling etc.
- Conduct Fire Safety training (using the Rockhampton Catholic Education training package) for both general evacuation and first response fire engagement within the school.
- Ensure site specific training for emergency evacuation and lock down procedures.
- Maintain adequate training attendance records for training packages.
- Ensure the Rockhampton Catholic Education system of incident reporting and investigation is followed within the school.
- Follow-up any control measures as a result of incident reports and investigations at staff meetings or workplace health and safety committee meetings.
- Co-ordinate regular meetings of the WHS Committee (meetings held at least every 3 months)
- Provide regular WHS input into staff meetings as required.
- Ensure the Rockhampton Catholic Education hazard reporting and risk assessment procedures are followed within the school.
- Report outcomes of hazard reports and risk assessments at WH&S Committee meetings and staff meetings if appropriate.
- Facilitate the completion of risk assessments when required (including Curriculum Activity Risk Assessments – CARAs).
- Ensure compliance with health and safety legislation applying specifically to contractors and visitors to the school.
- Ensure safety inspections of the school are conducted at regular intervals.
- Conduct an annual visibility audit at the school.
- Participate in the development of the Critical Incident Management Plan for the school.
- Ensure the conduct and evaluation of a fire evacuation drill twice yearly.
- Ensure the conduct and evaluation of lock down drills twice yearly.
- Co-ordinate the maintenance of fire safety installations.
- Ensure the annual completion of the first-aid risk assessment.
- Ensure compliance with Rockhampton Catholic Education First-Aid procedures.
- Ensure compliance with the Rockhampton Catholic Education Infection Control Procedures.
- Monitor the purchase and storage of chemicals as required.
- Coordinate the filing and currency of MSDS and Risk assessments using appropriate databases.
- Ensure procedures are in place that will ensure all plant is maintained at a safe level of operation.
- Ensure procedures for the use and replacement of PPE are known by all staff and students.
- In consultation with the Principal and administration staff, ensure:
 - all locations are protected by safety switches;
 - electrical equipment is used in accordance with manufacturer's and legislative requirements and;
 - all equipment is tested according to legislative requirements outlined in the Rockhampton Catholic Education Electrical Safety Protocols.
- Other duties as directed by the principal or nominee

FACTORS OF THE ROLE

1.1. Knowledge Application

- 1.1.1. Application of practical knowledge across a specialist area.
- 1.1.2. Sound understanding of procedural and expectations within the classroom and school environment.

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- 1.1.3. Sound understanding of relevant statutory, regulatory and policy frameworks in supporting and assessing the needs of students.
- 1.2. Accountability
 - 1.2.1. Accountable for setting priorities, monitoring workflow and reviewing work of other employees.
 - 1.2.2. Responsible for managing competing requests, demands and priorities supporting teaching staff.
 - 1.2.3. Responsible for planning for the achievement of personal and/or team/group results.
 - 1.2.4. Accountable for monitoring emerging issues to identify impact on tasks and identifying and mitigating risks that will impact on own and/or team/group work outcomes.
 - 1.2.5. Training of staff may be required.
- 1.3. Scope and Complexity
 - 1.3.1. Work is moderately complex to complex in nature and relates to a range of activities to support student learning.
 - 1.3.2. What needs to be done involves using available information however options are not always evident.
 - 1.3.3. Interpretation, analysis, and some judgements are required to select an appropriate course of action.
- 1.4. Guidance
 - 1.4.1. Works under limited supervision to progress a series of activities within recognised guidelines.
 - 1.4.2. There is a clear statement of overall objectives and in consultation with supervisor decides on tasks and activities to be undertaken and required deadlines.
 - 1.4.3. Work follows well defined and detailed policies, technical or professional guidelines and accepted practice to achieve specific outcomes.
 - 1.4.4. Some judgement is required to resolve workplace issues with supervision provided for complex or difficult issues.
- 1.5. Decision Making
 - 1.5.1. Decisions concern a variety of matters, affect own work area and may affect other areas within the school.
 - 1.5.2. Decisions require evaluative judgement and may involve tailoring work methods, interpreting and adapting existing school and classroom procedures and practices to achieve results.
 - 1.5.3. Information and advice are provided, possibly suggesting a course of action, which is taken into consideration by other decision makers.
 - 1.5.4. Discretion and judgment are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints to meet student and classroom requirements.
- 1.6. Problem Solving
 - 1.6.1. Work activities are undertaken within a general framework of recognised school and classroom procedures and guidelines.
 - 1.6.2. Problem solving may be undertaken with creativity applied to recognised school and classroom procedures and guidelines.
 - 1.6.3. Information is applied selectively, and alternatives are not always self-evident.
 - 1.6.4. Analysis is typically required to make judgments involving facts or situations.
 - 1.6.5. Lateral thinking is required to generate viable options and the implementation of solutions for student learning.
- 1.7. Contacts and Relationships
 - 1.7.1. Communicate with and provide advice and recommendations to a wide variety of customers and external stakeholders/others such as teaching staff, parents, and students.
 - 1.7.2. Liaise with stakeholders/others on moderately complex to complex policy, project or operational issues responding to stakeholders'/others needs and expectations.
 - 1.7.3. Interpret and explain policies and procedures providing advice and assistance to colleagues, parents, and relevant stakeholders.
 - 1.7.4. Facilitate effective communication with staff, students, parents, and visitors in a way that enhances the school image and contributes to the goals of Catholic Education.
- 1.8. Negotiation and Cooperation
 - 1.8.1. Contact with others is generally in terms of advice and support rather than simply providing information.
 - 1.8.2. Issues are generally not contentious but require establishing how needs can be met to meet the needs of the school and student.
 - 1.8.3. A level of tact, diplomacy or persuasion is necessary.

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1.9. Management Responsibility/Resource Accountability

- 1.9.1. Some limited supervisory responsibility or coordination of others' work.
- 1.9.2. Assisting in the training of new or less experienced colleagues.
- 1.9.3. Provides advice and guidance on school and classroom procedural matters.
- 1.9.4. May be responsible for organising task allocation and checking quality of work.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies. The employee will be expected to abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other CEDR/Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters. Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities. Each employee is responsible for ensuring their health and safety in accordance with the Workplace Health and Safety Act, Qld.

STUDENT PROTECTION REQUIREMENTS

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date