

BURNETT RESPITE SERVICES INC.

“CARINBUNDI”

“Disability Service Workers Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”

Position Title: **Workplace Health and Safety Officer**

Position Classification: **Part-time**

Responsible to: **Service Manager**

Position Purpose:

The purpose of the position of Workplace Health and Safety officer is to support and advise the service Manager and staff on a range of matters which ensures the organisation recognises and meets its obligation to provide and maintain an environment which is, as far as is practicable, safe and without risks to the health of employees, service users and visitors.

Position Function:

- Establish and maintain a management system which facilitates a structured approach to the management of risk;
- Keep up to date with relevant health and safety legislative requirements;
- Promote a safety culture that encourages people to proactively manage health and safety risk through education, instruction, information and supervisions;
- Proactively identify and manage health and safety risk through a documented hazard identification, risk assessment, risk control and monitoring process;
- Improve processes to ensure incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate or minimise the chance of a repeat event;
- Maintain building infrastructure, plant and equipment in a safe condition with a documented process;
- Routinely monitor and review health and safety performance to achieve continual improvement; and
- To assist the Service Manager, if required, with any additional duties regarding the organisation, i.e. development of training policies and procedures.

Position Specification:

Minimum Education and / or Qualifications relevant to the position:

- Certificate IV Community Services (Disability)
- Current Workplace Health and Safety Certificate
- Minimum 5 years experience Disability Support Worker

Specialised or Technical Knowledge Skills and Abilities required to Perform Job Tasks:

- A sound understanding of the organisation’s responsibilities in relation to Workplace Health and Safety and other legislation;
- Sound skills in oral and written communication, particularly that appropriate with clients and client families, other staff, and other professionals;
- Thorough knowledge of work activities performed within Burnett Respite Services Inc.;
- Sound knowledge of procedural methods of Burnett Respite Services Inc.;
- Utilisation of professional or specialized knowledge relevant to the position;
- Working knowledge of the guidelines or statutory requirements relevant to Burnett Respite Services Inc.;
- Ability to work with minimal supervision;

Certificates or Licences required:

- Current Queensland Class C: Manual Drivers Licence (original copy to be sighted by Service Manager)
- National Police Check and Blue Card (to be renewed every 2 years at employee’s expense)
- Current Prescribed Notice for working with people with a disability.
- Current First Aid and Resuscitation Certificate (to be updated at the employee’s expense)

Signatures:

Workplace Health and Safety Officer

Date:

Service Manager

Date: