

WHS Officer

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time or Part time, Ongoing Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum level 3.1
Reports to	WHS Coordinator
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



Key Responsibilities

Reporting:

- Maintain and implement WHS internal audit schedules, including monitoring recommendations from previous audits and reporting outcomes to management.
- Notify Queensland authorities of all reportable incidents as per regulations.
- Report WHS concerns, injury management outcomes, and audit findings to the WHS Coordinator and management.
- Ensure completing and secure storage of all WHS and injury management records.
- Conduct WHS risk assessments across the organisation and report on findings.
- Investigate incidents, near misses, and unsafe working conditions, including:
 - Reporting identified hazards and recommending appropriate risk control measures to management.
 - Reviewing circumstances of work injuries or illnesses, identifying corrective actions, and requesting additional resources as required.
- Provide monthly performance reports on WHS and injury management systems to the WHS Coordinator.
- Monitor and review monthly workplace inspection reports for compliance and areas of improvement.

Injury Management:

- Manage all work-related injuries in line with legislative requirements.
- Coordinate recovery and return-to-work plans, including identifying suitable duties and liaising with medical practitioners, supervisors, and injured workers.
- Maintain regular communication with injured workers and supervisors regarding progress and capacity updates.
- Aim to reduce workplace injuries through proactive strategies and safety initiatives.
- Liaise with external investigators and maintain confidentiality during injury management processes.

Communication and Training:

- Promote awareness and compliance with the WHS Management System across the organisation, fostering a culture of safety.
- Coordinate and facilitate WHS Committee meeting and consultation processes.
- Advise and support leadership on WHS matters to ensure worker safety and wellbeing.
- Provide technical WHS expertise to the safety committee, employees, supervisors, and managers.
- Work with HR to identify and deliver WHS training for employees and contractors.
- Assist in ongoing training and awareness programs to promote WHS knowledge and adherence.

Workplace Investigations:

- Conduct incident investigations as directed by the WHS Coordinator in consultation with workers and management.
- Gather evidence and collaborate with external investigators or Queensland inspectors when required.
- Implement improvement notices or corrective actions as directed by Queensland inspectors, following consultation with management.

General Responsibilities:

- Support the WHS Coordinator in overseeing the WHS Management system to ensure accountability and compliance.
- Revise and update WHS policies and procedures to reflect current legislation and practices.
- Identify and address workplace activities or conditions that may pose health and safety risks.
- Ensure all new workers and contractors receive appropriate WHS inductions.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Minimum Certificate IV in Work Health and Safety, Occupational Health and Safety, or Workplace Training and Assessment (or equivalent experience with progress toward formal qualifications).

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- Return to Work Coordination Certificate.

Experience and Knowledge:

- Knowledge and experience in WHS, Quality, and Risk Management systems.
- Comprehensive knowledge of WHS legislation, relevant Australian standards, and Codes of Practice.
- Sound understanding of hazard and risk identification, assessment, and control implementation.
- Demonstrated experience in completing internal audits.
- Effective written communication skills, including the ability to prepare reports, policies, and procedures.
- Advanced communication skills, with well-developed influencing, negotiation, and report-writing capabilities.

- Excellent customer service skills and the ability to build strong stakeholder relationships.
- High level of computer skills, including the ability to develop and maintain spreadsheets.
- Proven ability to develop and report on accurate WHS issues in a timely manner.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	