

JOB TITLE: Health and Safety Assistant

DEPARTMENT: Health and Safety

REPORTS TO: Health and Safety Coordinator

Key Stakeholder and relationships: Leadership Team – Chief Executive Officer, HR Manager, Chief Financial Officer, Chief Operations Officer, Strategic Manager, Manager Major Projects, Internal Auditor, Coordinators and Team Leaders.

PURPOSE AND SCOPE OF ROLE

Champion the company's outlook on health and safety in the work place. Support the implementation of the company's safety work plan. Support and to ensure all responsible officers safeguard work environments to be risk free, consult and liaise with health and safety Coordinator to mitigated unnecessary loss, injury or damage to staff or company assets through close consultation with management and staff.

Support the roll out of the safety management system, monitoring, updating and reporting of the safety management software. To ensure up-to-date information and tracking of relevant information to the SW management are kept informed on the progress and upkeep of the safety management program

Key Responsibilities

The role holder will:

1. Proactively and consistently role model and promote the 'Solomon Water Way '
2. Escalate issues as required to ensure 'no surprises' for the Leadership Team.
3. Support opportunities to improve process and systems to create efficiencies and share learning
4. Work closely with direct coordinator in all aspects of health risk management and policy / procedures compliance.

Health and Safety Focus

1. Collect and collate health and safety data into the environment health and safety management system database.
2. Monitor and manage the environment safety management system
3. Support conduction of hazard identification, risk assessment and hazard control in the workplace
4. Provide support for new staff and contractor inductions and organised trainings
5. Provide support to wellbeing programs organised by the company
6. Support reviews and implementations of Work health and safety continuous improvement programs
7. Conduct, monitor and support internal and project safety audits, and site inspections
8. Monitor work processes and procedures to identify unsafe practices or breach of safety regulations in SW worksites
9. Support all supervisor's and staff on company H&S procedures and systems to ensure high level of compliance with requirements
10. Ensure staff involved in accidents are tested for compliance with company requirements
11. Help team leaders to conduct risk assessments to identify work areas with high risk of operational hazard
12. Follow up on incident reports to ensure repairs of unsafe or damaged equipment are carried out as necessary and completion of corrective actions are implemented

13. Help deliver safety topics such as proper waste disposal, fire regulations, and noise and other requirements
14. Assist to review appropriate standard operating procedures (SOP's) and work instructions
15. Help Liaise with external stakeholders on health and safety programs and required support
16. Attend to appropriate occupational safety and health seminars to update job knowledge and enhance skills
17. Undertake additional tasks, duties or responsibilities as directed by the CEO and Executive Management team

Key Skills

- Demonstrated ability to understand complex issues
- Good organizational and problem solving skills
- Experience in health risk assessment, mitigation and management
- Proven consultation and facilitation skills especially focused on engaging discussion and obtaining thoughtful and considered responses.
- Demonstrated high level communication and interpersonal skills including the ability to prepare written reports and submissions and the ability to effectively communicate and negotiate with internal stakeholders.
- Demonstrate ability to manage and foster change and drive new ideas to fruition.
- Demonstrated continuous improvement philosophy and initiative to change things that require improvement
- High level of initiative and self- motivated
- Review work and provide constructive feedback to support a positive and learning work environment
- strong systems skills
- Ability to stand up for what is right and insist on a high standard of compliance to company procedures.
- Ability to adapt to changing situations and work environment

Qualifications/Education

Essential

Diploma Commerce, Business Management or Administration qualification from a recognized institution desirable or a certificate IV in occupational health and safety.

Desirable

First Aid Certificate

Fire safety and evacuation procedures

Familiar with various safety equipment and their proper use.

Project management

Experience

Experience in delivering Health & safety process and procedures in a corporate setting and experienced in working as part of a high performing team.