

POSITION DESCRIPTION

005

Position Title: Health, Safety, Environment & Quality (HSEQ) Manager

Company: Midwest Ports Authority (MWPA)

Location: Geraldton

State: WA

Department: Health, Safety, Environment & Quality (HSEQ)

Date: April 2016

ORGANISATION STRUCTURE

Department Manager: Chief Executive Officer (CEO) (001)

In-Line Supervisor: N/A

This position: Health, Safety, Environment & Quality (HSEQ) Manager (005)

Reporting to this position: Environmental Officer (063)

OSH Officer/s (064), (065)

HSEQ Administrator (066)

Environmental Assistant (067)

Purpose:

Drive continual improvement of the health, safety, environment and quality aspects of the port to ensure that effective management systems are in place and are being implemented and all legal and other requirements are identified and are being met.

Note: The port operates under four different safety jurisdictions depending on the location and work undertaken:

- Occupational Safety and Health Act 1984
- Mines Safety and Inspection Act 1994
- National Rail Safety Law Act WA 2015
- Australian Maritime Safety Authority (AMSA) Marine Orders

Accountabilities:

Result expected (Outputs)	Major Activities (How the output will be delivered)
<p>1. Integrated Management Systems: Ensure certification to AS/NZS4801, ISO14001 and ISO9001 is maintained</p>	<p>Undertake all work within:</p> <ul style="list-style-type: none"> • Monitor policies, procedures and other system documents to ensure they align with current practices, remain current and meet the requirements of the relevant AS/NZS and ISO standard; • Liaise with relevant managers and supervisors to ensure documents are updated as needed; • Ensure an internal audit program is implemented, internal auditors are appointed and trained and that auditing aligns with MWPA's risk profile; • Ensure departmental risk registers are regularly reviewed and effective in managing the organisation's risks;

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	<ul style="list-style-type: none"> • Ensure HSEQ information published to the internet and intranet remains current; • Coordinate certification and surveillance audits by MWPA’s certifying body and ensure that any non-conformances and other audit outcomes are addressed as a priority; • Oversee the HSEQ online system for reporting incidents and hazards and for capturing training records; • Maintain a hygiene monitoring program and ensure a Surface Ventilation Officer is in place and complies with the Mines Safety and Inspection Act 1994. As part of this ensure that biological monitoring, health surveillance and fit testing of respiratory equipment is conducted as required; • Ensure consultative forums are established and meet regularly, for example HSE Committee, management review meetings, etc; • Ensure incidents are investigated and notifiable occurrences are reported to the appropriate regulator; • Liaise closely with Human Resources section to ensure HSEQ training is delivered, training content remains current and to monitor training compliance; • Assist the Harbour Master where required with emergency response plans and emergency exercises; • Ensure a system is in place to manage hazardous substances, for example risk assessments have been conducted for all hazardous substances on site, material safety data sheets are available, participate in an ‘approvals team’ to assess and approve the use of materials on site, ensure the register of approved products is maintained; • Ensure an annual asbestos audit is conducted, the Asbestos Register is maintained and the Asbestos Management Plan is complied with; • Facilitate discussion on any change to personal protective equipment (PPE) requirements across site and approve all PPE purchases; • Monitor general safety signage across site and replace/update as required.
<p>2. Rail Terminal Accreditation: Ensure accreditation of MWPA’s Rail Terminal is maintained with the Rail Regulator.</p>	<ul style="list-style-type: none"> • Maintain the IMS to ensure it meets all the requirements of a rail safety management system (RSMS); • Ensure annual internal audits of the RSMS are conducted; • Assist the GM Landside Operations with annual audits of the RSMS by the Rail Regulator (ONRSR); • Prepare an annual Rail Safety Performance Report in consultation with the GM Landside Operations.
<p>3. Management Support:</p>	<ul style="list-style-type: none"> • Provide expert advice and support to managers

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	<p>to ensure the HSEQ aspects of their operation are identified and appropriately managed;</p> <ul style="list-style-type: none"> • Meet weekly with the CEO and senior managers to report on the HSEQ performance of the organisation and keep abreast of strategic and operational matters.
<p>4. Community, Customer and Industry Relations:</p>	<ul style="list-style-type: none"> • Liaise with industry regulators; • Attend Ports Australia OSH and/or Environmental working group meetings as approved by the CEO; • Attend WA Ports environmental and/or OSH working group meetings if appropriate (generally OSH Officer/s or Environmental Officer attend to assist in building their network of contacts); • Attend regular operational meetings to maintain a close working relationship with customers and stakeholders and open lines of communication; • In conjunction with the CEO develop a community consultation strategy and maintain; • Liaise with the community on any health, safety or environmental related matters; • Assist the commercial team with assessing the HSEQ risks of new developments within the port; • Assist the commercial team with managing the HSEQ aspects of leaseholders; • Assist the commercial team with managing the HSE performance of licensed stevedores.
<p>5. Legal and Other Compliance:</p>	<ul style="list-style-type: none"> • Ensure the Legal and Other Requirements register is maintained and that systems are in place to identify early any relevant legislative changes; • Ensure MWPA's environmental licence is complied with and communicated to relevant stakeholders; • Ensure reporting required by Ministerial Statements is lodged with the Office of Environmental Protection within the requirement timeframes; • Assist with ensuring commitments made under the Northern Beaches Stabilisation Program are upheld including submission of annual reports to the City of Greater Geraldton; • Support the CEO in upholding the Memorandum of Understanding with the City of Greater Geraldton in so far as it relates to safety or environment; • Ensure requirements of the Port Authorities Act 1999 are met in so far as they relate to HSEQ aspects; • Work with Department of Environment and Regulation to report under the National Pollutant Inventory scheme as required.
<p>6. Environmental</p>	<ul style="list-style-type: none"> • Work with the Environmental Officer to ensure that environmental risks are identified, managed and appropriate environmental monitoring programs are in place, for example

F8.2c Position Description Template

	<p>contaminated sites investigation, air quality monitoring, storm water monitoring, marine water sampling, wastewater sampling, etc;</p> <ul style="list-style-type: none"> • Arrange environmental noise surveys as required to understand and manage any potential areas of concern; • Arrange for environmental approvals for maintenance dredging as required.
7. Fitness for Duty and Health and Wellbeing	<ul style="list-style-type: none"> • Ensure a random drug and alcohol program is implemented across the port including afterhours testing; • Monitor the organisation to ensure fatigue is managed; • Develop and implement a formal workplace health and wellbeing program for the organisation.
8. Injury Management	<ul style="list-style-type: none"> • Ensure injury management and rehabilitation systems are in place and individual cases are proactively managed, including both workers' compensation claims and non-work related injuries; • Develop alternate suitable duties programs and arrange workplace assessments as required; • Develop "Usual Duties Registers" over time for those tasks of a more manual nature.
9. Regulatory and Other Reporting	<ul style="list-style-type: none"> • Prepare internal reports for management and the Board HSEQ monthly report, monthly Board report; • Ensure reports are submitted to regulatory authorities as required by legislation, for example Resources Safety monthly AXTAT report, monthly Rail Normalising Factors report; • Ensure air quality monitoring report to Department of Environment and Regulation.
10. Manage the HSEQ team	<ul style="list-style-type: none"> • Provide leadership, support and strategic direction to the HSEQ team to ensure the team supports the organisation in the achievement of its objectives; • Ensure performance is managed and training and development needs are identified addressed.
11. Performing other duties as required:	<ul style="list-style-type: none"> • Manage the HSEQ budget to ensure expenditure is within budget; • Ensure there are an adequate number of first aid trained personnel across the organisation (based on risk) and that first aid equipment is supplied and maintained; • Ensure a trained emergency control team is in place to enable MWPA occupied buildings to be evacuated safely in the event of an emergency situation; • Ensure emergency evacuation exercises are conducted for MWPA occupied buildings; • Other duties as directed by MWPA within the skills of the Employee.

QUALIFICATIONS:*Essential*

Degree in OSH, Environmental Management or a relevant discipline

EXPERIENCE:*Essential*

- Extensive experience in the mining, transport or similar industry;

LICENCES:*Preferred*

- Drivers Licence

ESSENTIAL COMPETENCIES:

(Selection criteria for recruitment)

- Demonstrated time management skills with ability to manage concurrent priorities in a fast paced environment;
- Proven success in leading teams to achieve results;
- Proven experience in writing policies and procedures;
- Extensive knowledge of legislation relevant to port/rail operations;
- Experience working with management systems – in particular AS/NZS4801, ISO14001 and ISO9001;
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.

ESSENTIAL PERSONAL ATTRIBUTES:

- Possesses the highest standard of personal integrity and professionalism while demonstrating care and diligence, will make decisions that are honest, fair, impartial, and timely, and considers all relevant information;
- A high level of interpersonal and communication skills, with the ability lead and act with authority when required and effectively resolve conflict. Treats people with respect, courtesy and sensitivity and can recognise their interests, rights, safety and welfare;
- Uses the resources of the state in a

F8.2c Position Description Template

responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

SPECIAL CONDITIONS:

- Expected to undertake any additional training to complement the operation'
- The incumbent will be required a pre-employment medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- Additionally; all staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

Name of Manager/Supervisor:

Position of Manager/Supervisor:

Signature of Manager/Supervisor:

Date:

Position Description Acceptance

The Position Description has been fully explained to me and I agree to carry out the duties contained within to the best of my ability.

Name of employee:

Signature of employee:

Date:

Office Use:

Industrial Instrument (please tick):

Maintenance & Mooring Staff Agreement	Level:
Administration Staff Agreement	Level:
Marine Pilots Agreement	Level:
Common Law Contract	Salary:
Determination (Senior Management)	Salary:

ADMINISTRATION

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Custodian: HR Manager