



ABOUT US

We are a team of forestry professionals engaged in the industry from the seed to the end-product. We work with community, industry and government to create a vibrant forestry industry. We will create an environment of innovation, ensuring that our forests are a strategic and sustainable resource for the future. Over the next two years, the FPC will be transitioning to a new business model as part of major changes in its operating environment, including the West Australian Government's changes to native forest policy and commitment to a new investment in softwood plantations over the next decade.

OUR VALUES



Our values underpin everything we do. Each of us striving to be our best and treating each other well, this is what we stand for at the FPC. The ability to demonstrate how you will apply our values is important to us.

POSITION DETAILS

Position title: Work Health and Safety Officer
Level: Level 4
Position number: FPC3140618 and FPC3151480
Division: Business Services
Branch: Occupational Safety, Health and Environment
Award/Agreement: GOSAC Award / PSGOGA
Location: Bunbury or Manjimup

REPORTING RELATIONSHIPS

This position reports to: Manager Environment & Safety, Level 7
Number of positions supervised: 0

ROLE SCOPE

The Work Health and Safety Officer supports the Occupational Safety, Health and Environment (OSHE) Branch with compliance activities associated with Safety, Integrated Forest Management Systems (IFMS) and Governance.

DUTIES AND RESPONSIBILITIES

HAZARD/INCIDENT REPORTING AND INVESTIGATION

- Investigate safety incidents in consultation with staff and contractors.
- Liaise with staff to assist with tracking progress of Governance Manager actions and findings from safety audits, hazards and incident reports.

OCCUPATIONAL SAFETY AND HEALTH

- Assist in the coordination of the FPC's OSH programs and development of OSH policies, practices and procedures.
- Provide advice on relevant health and safety issues, including the application and interpretation of relevant legislation, policies and procedures.
- Complete safety inspections and safety management system audits.
- Provide statistical analysis to identify incident trends and for safety performance reporting.

GOVERNANCE MANAGEMENT

- Assist with preparations for external audits by gathering evidence.

RECORDKEEPING

- Assist with recordkeeping as it relates to Safety, IFMS, Governance and Stakeholder interactions in the Total Records Management System (Content Manager).

OTHER

- Undertake projects as directed.
- Undertake other duties as directed.

SELECTION CRITERIA

Applicants will be assessed on their capacity to meet the following criteria in the context and scope of the position.

ESSENTIAL:

1. Experience in the coordination of OSH programs and systems, including interpreting and applying legislation in respect of OSH, workers compensation and injury management.
2. Experience in incident investigation and root cause analysis.
3. Demonstrated ability to analyse and present data to identify incident trends and report progress in achieving key performance indicators.
4. Well-developed written, verbal and interpersonal communication skills including consultation and negotiation skills, with the ability to work cooperatively with others at all levels and other relevant agencies.
5. Demonstrated organisational skills, with the ability to proactively plan and prioritise workloads with minimal supervision.
6. Relevant tertiary qualification or equivalent experience in a related role.
7. Knowledge and experience in the use of Microsoft Office suite of software.

8. Awareness of EEO and OHS principles and practices.

DESIRABLE:

1. Experience or knowledge of forest management practices.

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">• Current Driver's Licence
Police Certificate	<ul style="list-style-type: none">• A current WA National Police Certificate is required• Overseas Police Certificates may be required

CERTIFICATION

The details contained in this document are an accurate reflection of the position.

Director or Delegate		People Services	
Signature	Date	Registered Stamp	Date
		3 March 2023	03/03/2023