

JOB ROLE STATEMENT

SAFETY CO-ORDINATOR LEVEL 5

DIRECTORATE	REGIONAL MANAGEMENT AND OPERATIONS	CATEGORY 1	
BRANCH	METROPOLITAN REGION	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

Ensure the Region’s multidisciplinary workforce adhere to the requirements of Main Roads’ Safety, Health and Wellbeing (SHW) Standards and Work Health and Safety (WHS) Legislation. Collaborate with the Corporate SHW Section for directions on the implementation of corporate safety initiatives.

KEY DELIVERIES

Culture of Safety, Health and Wellbeing

- Facilitate a ‘culture’ of safety, health and wellbeing (SHW) across the Region’s multidisciplinary workforce.
- Promote the philosophy that “safety is everyone’s responsibility” and coach and mentor workers in safety matters.

SHW Management

- Ensure corporate SHW Standards and WHS Legislative requirements and controls are followed in the workplace to maximise work safety and minimise a risk of Lost Time Injuries (LTI’s).
- Ensure workforce participation and performance to SHW Standards as detailed in Main Roads’ SHW Management System and in particular the Section on “SHW Roles and Responsibilities Procedure”.
- Ensure all Plant and Equipment operators and drivers hold the necessary current licences/certificates and technical competencies in the safe use of Plant and Equipment.
- Ensure and co-ordinate safe work practices training, including inductions to workers, as required.
- Identify SHW hazards and risks in the workplace, recommend and implement appropriate controls that eliminate the risk of accidents and injury.
- Develop, recommend and implement Health and Safety Plans that meet Main Roads’ SHW Standards and WHS Legislative requirements that will create and maintain a safe workplace.
- Review work practices, procedures and facilities to assess risk and compliance to applicable Main Roads’ SHW Standards and WHS Legislative requirements and implement appropriate and corrective actions, as required.
- Co-ordinate and participate in safety risk assessment prior to starting a new project or works program.
- Conduct incident investigations and provide specialist support in the review of contractor incident investigations and perform site inspections and audits.
- Provide specialist support to regional staff and contractors for timely incident reporting and management of events in the EQSafe Module of Main Roads’ SHW System.

Leadership and Management

- Provide exemplary leadership in following corporate SHW directions, initiatives and WHS Legislative requirements.

Stakeholder Relationships

- Build and maintain collaborative working relationship with the Corporate SHW Section for effective implementation of the corporate SHW directions and initiatives and WHS Legislative requirements.
- Build and enhance working relationships with internal regional stakeholders including project managers, maintenance supervisors and work crews enabling effective collaboration in the delivery of regional works and projects.
- Build and maintain working relationships with external regional stakeholders, including local government and contractors.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Roles and Responsibilities Procedure” on ‘iRoads’ intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
SAFETY MANAGER REGIONAL	LEVEL 6	VARIOUS

SAFETY CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

ALL POSITIONS UNDER CONTROL

State number of positions only

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
 - co-ordinating all aspects of work health, safety and wellbeing in an organisation's regional location with 'white' and 'blue' collar workforce
 - facilitating and promoting a 'culture' of work health and safety in a workplace that follows an organisation's WHS standards and legislative requirements
 - interpreting and implementing the requirements of an organisation's safety management system for effective safety risk management and worker wellbeing
 - collaborating with an organisation's central safety, health and wellbeing function in implementing corporate directions and initiatives
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Diploma in Work Health and Safety or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE



 BRANCH/SECTION HEAD

DATE

06/06/23

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE



 EXECUTIVE DIRECTOR

DATE

7/6/23

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

 MANAGER HR BUSINESS

DATE