

JOB ROLE STATEMENT

SAFETY OFFICER REGIONAL LEVEL 4

DIRECTORATE
BRANCH

REGIONAL MANAGEMENT AND OPERATIONS
WHEATBELT

CATEGORY 1
POSITION NO

VARIOUS

KEY RESPONSIBILITIES

Facilitate knowledge of Main Roads' Safety, Health and Wellbeing (SHW) and Work Health and Safety (WHS) Standards and requirements to the Region's multidisciplinary workforce, monitor and report worker participation. Undertake regular worksite inspections to assess compliance with safety regulations and report outcomes. Provide and/or facilitate training to workers on safety procedures, safe work practices and the proper use of equipment for competent application at work.

KEY DELIVERIES

Safety, Health and Wellbeing (SHW) and Work Health and Safety (WHS)

- Facilitate knowledge of SHW and WHS standards and requirements to workforce and monitor and report worker participation in learning experiences.
- Communicate safety procedures, policies and guidelines, organise coaching/mentoring in safety matters as needed.

SHW and WHS Hazards, Risk Management and Controls

- Undertake regular inspection of worksites to identify hazards, assess compliance with safety regulations and report on control measures in place relating to:
 - hazardous substances, equipment safety, traffic management and safety awareness and application
- Monitor and report on workforce adherence to SHW and WHS Standards, requirements, and controls in the workplace to maximise work safety and minimise a risk of Lost Time Injuries (LTI's).
- Document SHW and WHS hazards, risks and the controls implemented to eliminate the risk of accidents and injury and monitor outcomes.
- Provide analytical support with safety risk assessment of activities prior to starting a new project or works program to identify and document potential hazards, evaluate the associated risks, and develop effective control measures.
- Document work practices, procedures, facilities and outcomes of risk assessment and compliance to applicable SHW and WHS standards and requirements including record of corrective actions implemented.
- Provide procedural administration of incident investigations and reviews of contractor's incident investigations and site inspections and audits.
- Liaise with regional staff and contractors for timely incident reporting and recording of events in the SHW System.
- Maintain record of machinery operators' and drivers' name, currency of licences/certificates, and technical competencies necessary for use of plant and equipment, instruct renewal reminders and report risks of non-compliance.

Safety Training and Drills

- Conduct and/or facilitate safety inductions, training sessions, toolbox talks and meetings to educate workers on safety protocols for hazard awareness, equipment operation, fall protection, manual handling and emergency evacuation.
- Conduct drills and training exercises in preparedness for safety incidents/emergencies.
- Provide administrative and technical input (familiarity with safety equipment and technologies) in developing clear and understandable emergency response plans for implementation during safety incidents/emergencies including any updates/revisions and methods of communication/notification to workforce.

Stakeholder Relationships

- Build and maintain collaborative working relationship with internal stakeholders including regional safety management, project managers, work supervisors, work crews and the corporate SHW Section.

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
SAFETY MANAGER REGIONAL

LEVEL 6

POSITION NO
VARIOUS

SAFETY OFFICER REGIONAL LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

- Sound skill, knowledge and experience in:
 - facilitating knowledge of work health, safety and wellbeing to 'white' and 'blue' collar workforce operating in regional location
 - risk assessment and identification of potential hazards including control measures in line with organisation's safety system standards and requirements
 - training exercising and drills in preparedness for safety incidents and emergencies
 - incident investigation and site inspection audits
 - building and enhancing stakeholder relationships
- Knowledge of:
 - and understanding of road construction process, equipment and tools and related Work Health and Safety (WHS) requirements
 - 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

14/07/2023

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

14/07/2023

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

SIGNATURE

MANAGER HR BUSINESS

DATE

16/7/23