

# Position Information Document

## St. Joseph's Catholic School Payneham



<b>Title of Position:</b>	Work Health & Safety Coordinator
<b>Reports to:</b>	Principal
<b>Stream:</b>	Administration
<b>Classification:</b>	Grade 4
<b>Employment Status:</b>	Permanent
<b>Hours per week:</b>	20-25 hours (over 42 weeks)
<b>Number of Direct Reports:</b>	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### POSITION OVERVIEW

The Work Health & Safety (WHS) Coordinator role provides a responsive and professional service for the school. The position works under the moderate direction of the Principal (or delegate) and undertakes planning, design and administration functions related to WHS and Return to Work (RTW) activities.

### SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Maintenance and Grounds Officer
- Teaching and non-teaching staff
- Parents/caregivers, students and school community
- WHS Committee
- Catholic Safety & Injury Management (CSaIM)
- CEO PLC HR Specialists
- CSaIM, Lawson Risk Management staff and associated health specialists.

## KEY RESPONSIBILITIES

Duties include, but are not limited to:

- Undertake responsibility for WHS and RTW activities within the school where an advanced level of specialised knowledge is required within the context of the legislative requirements applicable to the role.
- Liaise on behalf of the Principal (or delegate) with CSaIM and other specialist providers to enable the school to implement initiatives that reflect a pro-active and supportive WHS and RTW culture.
- Ensure currency of requirements and undertake timely WHS inductions for staff, contractors, and volunteers to enable safe use of designated places, materials and equipment within the school.
- Arrange for WHS-related maintenance and preventive maintenance of facilities to be undertaken, as designated by the Principal (or delegate) and Catholic Health and Safety Guidelines (CSaIM).
- Ensure that contractors attending the school have required clearances, licenses and insurance for the work they are undertaking and maintain records as applicable.
- Maintain WHS training outcomes on Salt online training platform and provide reports and follow-up to ensure compliance of mandatory WHS training requirements.
- Where applicable, make training arrangements for staff to fulfil mandatory WHS requirements e.g. first aid, CPR training, and maintain records accordingly.
- In conjunction with school leaders, undertake WHS risk assessments, audits and inspections on a regular basis, document outcomes, and draft correspondence and communications (for authorisation by others) to ensure WHS legislative requirements are effectively met.
- Arrange and assist in the investigation of hazards, incidents, injuries or near misses, document required actions and liaise as required to facilitate corrective action appropriate to the situation and within the boundaries of the role classification.
- Ensure that relevant WHS registers and records are maintained ensuring availability for review upon request by those authorised to do so or accurate and current reports can be prepared and provided as necessary.
- In conjunction with CSaIM, and in consultation with the Principal (or delegate), administer all aspects of the school's RTW requirements and undertake other associated activities, as appropriate.
- Provide advice and assistance to school leaders and other employees, requiring knowledge of WHS and RTW legislation, policies and procedures to enable the proactive management of WHS and RTW matters.
- Maintain currency of WHS and RTW legislative obligations commensurate with the role classification requirements and, as directed, seek specialist WHS and RTW advice and assistance to facilitate WHS and RTW outcomes.
- Promote and encourage all staff to be pro-active in the implementation of early interventions systems and reporting of incidents.
- Actively participate in WHS Committee meetings and provide high level administrative support including preparing agendas, papers or other written materials, taking notes and circulating, and timely and following up matters identified for action.
- Remain current with professional practice, WHS and RTW legislation and contemporary WHS trends, and in conjunction with school leadership, implement initiatives to reflect a pro-active and supportive WHS culture.
- Positively participate in school activities, events, required training, professional development and professional reviews.

- Undertake other duties as required by the Principal (or delegate).

## **PERSON SPECIFICATION**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated knowledge of WHS and RTW legislation and policies to ensure compliance within the school is achieved at all times.
- Ability to work within clear stated objectives and perform a broad range of WHS and RTW tasks, demonstrating substantial depth of knowledge, experience and high-level administrative skills.
- Excellent proficiency in using a computer and applicable programs specifically Microsoft Office (Word, Excel, Outlook), and the ability to operate a broad range of office and ICT equipment.
- Excellent communication and interpersonal skills to foster collaboration, clarity, flexibility and high level administrative and practical support and role model safe work practices at all times.
- Able to work with little or no guidance to achieve stated objectives of the role, be responsible for own outcomes within broad parameters and take limited responsibility for the achievement of group outcomes, as applicable.
- Ability to analyse, diagnose and implement solutions across a broad range of technical and operational functions specific to the role. And evaluate information for use for forecasting planning or research purposes.
- Experience in applying a high degree of initiative, discretion and capacity to program work, utilising excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Demonstrated ability to lead and support unexpected situations or emergencies and ensure procedures related to these situations are complied with.

## **ROLE REQUIREMENTS**

- Diploma studies comprising one year of study in Work, Health & Safety (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Return to Work Coordinator certificate or willingness to obtain and maintain currency.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.