

Title of Position: Workplace Health and Safety and Compliance Officer

Type of Appointment: Full Time

1 Context

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the learnings of Harvard's Teaching for Understanding and Visible Thinking frameworks. The synergy of these programs with the research of positive psychology and Lutheran theology provides for a rich whole of life learning culture.

Unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, and the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten-Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are as per the Lutheran Schools' Enterprise Agreement 2020.

2 Role Description

The Workplace Health and Safety and Compliance Officer will work with the Business Manager, Director of Staff and Principal to provide operational support and direction on compliance and risk management matters throughout the College. This involves providing advice to Administration and Executive members and staff on improved practices, risk identification and early intervention so that the College adheres to workplace health and safety obligations and legislated school compliance requirements. The Workplace Health and Safety and Compliance Officer will assist in the training, development, recruitment and retention of staff.

This role will maintain the health, safety and compliance requirements so that an interface for communication and consultation is upheld at all levels in the organisation including ongoing maintenance of risk assessments, registers, and records.

As a staff member within a Christian school the Workplace Health and Safety and Compliance Officer will be expected to support and contribute to the growth of a strong Christian faith learning community through personal example and professional leadership.

The Workplace Health and Safety and Compliance Officer is directly responsible to the Business Manager and the Director of Staff and through them to the Principal for the College for the following areas:

- Risk and Compliance
- Workplace Health and Safety (advisor)
- Knowledge Management
- Reporting
- Privacy Officer
- Security

The Workplace Health and Safety and Compliance Officer will support the Director of Staff and Business Manager in the training and development of staff as they pertain to workplace health and safety and compliance. This would

include having roles in induction procedures. Duties may be negotiated depending on the candidate's strengths and experience.

As a key role within the College, the Workplace Health and Safety and Compliance Officer will:

2.1 Strengthening Lutheran Identity

2.1.1 Support the Lutheran ethos of the College.

2.2 Enhancing Excellence in Teaching and Learning

2.2.1 Coordinate and/or deliver as appropriate risk management training and work health and safety training (including induction of new staff in the College's WHS policies).

2.2.2 Support Heads of Department (HODs) in training staff in WHS.

2.2.3 Train staff on how to sign off a compliance item in data management systems as required.

2.2.4 Act as the College's Data Steward and in conjunction with the Business Manager and Head of Information Technology Services coordinate and/ or deliver training to staff so they meet the Data Retention Policy requirements.

2.2.5 Monitor and maintain up-to-date staff training records through the Business Manager and/ or Director of Staff to enable staff to meet their workplace health and safety requirements.

2.2.6 Administer the College's risk management systems and frameworks to ensure that these systems keep pace with any changes to the risk and compliance landscape.

2.2.7 Support the Director of Staff in the development of staff capacity including supporting induction and review processes.

2.2.8 Support the Colleges Cyber Environment uplift program including attending monthly Cyber Security Focus Group meetings.

2.3 Engage in Ongoing Improvement and Innovation

2.3.1 Engage in ongoing professional learning to update knowledge and practice, targeted to professional needs and College priorities.

2.3.2 Provide advice on improved practices, risk identification and early intervention.

2.3.3 Contribute to professional discussion with colleagues in a range of forums to evaluate practice directed at improving professional knowledge and practice, and the educational outcomes for staff and students.

2.3.4 Engage in reflection, collaborative planning, monitoring and review.

2.4 Community Building

2.4.1 Foster effective learning partnerships with students, staff, parents and members of the wider community.

2.4.2 Demonstrate responsiveness in all communications with parents/carers and staff.

2.4.3 Act professionally at all times, in dealing with students, staff, members of the profession and members of the community.

2.4.4 Assist leaders in the enhancement of professional and collaborative work cultures.

2.5 Leading Effective Organisation and Management

2.5.1 Ensure that the College meets its risk and compliance requirements through:

- Supporting the Business Manager in the administration of the College's risk management systems and frameworks to ensure that these systems keep pace with any changes to the risk and compliance landscape.
- Coordinating the implementation of relevant sections of the risk management plan throughout the College and provide advice and guidance to key staff (eg. Heads of Department, Sports Coordinators, Excursion Organisers) in the completion of risk assessments, maintaining risk registers and site safety procedures.
- Undertaking risk assessment and accident, injury and incident investigations and identifying contributing factors to define preventable actions to avoid a recurrence and make recommendations to improve learning, risk identification and early intervention.

- Assisting the Business Manager to ensure the College's operations comply with statutory and other requirements relating to work health and safety, fire safety and other legislative requirements. Oversee safe practices, compliance actions and risk mitigation strategies of the Transport Coordinator and the Operations Manager.
- Recommending to the College Principal and Business Manager ongoing improvements in compliance with the College's policies and procedures.
- Prepare reports as necessary.
- Act as Minute Secretary to the Safety Committee and provide reports for the Committee as required to the Chair on risk management issues.
- Maintaining high quality and effective communication with staff and other stakeholders regarding compliance and risk management matters.
- Communicate with the Risk Services Manager at Lutheran Education Queensland (LEQ) regarding legislation and policy updates as required.
- Provide regular updates on compliance issues like risk management, privacy and training on new policies and procedures.
- Inform line managers on any compliance changes and updates.
- Ensure all Compliance Actions and Reporting are done in the allowable time frames.
- In conjunction with Tuckshop Manager: prepare for and arrange yearly external audits on processes within Tuckshop; ensure the Food Safety Program is followed; review and maintain staff and volunteer training; and maintain all paperwork completed as required by the Tuckshop and at College related events.
- Lead volunteer induction training and the storage of relevant documentation.
- Other tasks as reasonably directed by the Business Manager or Principal.

2.5.2 Ensure that the College meets its workplace health and safety requirements through:

- Maintaining necessary and up to date knowledge in relevant fields and keep in contact with developments in legislation, technical and other guidance material which relates to health and safety within the College's existing or proposed activities.
- Maintaining currency and awareness of all relevant legislative changes.
- Investigating all accidents and injuries for external causes and action accordingly.
- Informing parents of student insurance information as appropriate including sending paperwork to parents, submitting the claims on parent's behalf and any necessary follow up.
- Act as the Rehabilitation and Return to Work Coordinator, assisting ill or injured staff in the safe return to work.
- Reporting any notifiable incidents to relevant Government bodies within the correct time frames and conduct investigations in conjunction with the person/s involved as necessary. Provide reports to the Principal, Business Manager, College Council and in the instance of a staff member injury; act as the Rehabilitation and Return to Work Coordinator, including completion of reports on the accident investigation, outcomes and rehabilitation processes.
- Monitoring the College's work health and safety program and recommend possible improvements to relevant Line Managers.
- Recommend, coordinate and participate in health and safety policy and procedure development and revision for approval by the Senior Leadership Team.
- Providing reports as required on the overall state of health and safety in the workplace including audits and inspections for the purpose of proactively identifying unsafe practices or conditions including recommendations for rectification.
- Maintaining staff training registers.
- Maintaining the records of all incidents, injuries and work-related illness.
- Performing risk assessments for College community events and other activities as necessary.
- Reviewing a selection of College risk assessments and provide feedback as appropriate.
- Meeting with the Operations Manager fortnightly concerning safety requests (not maintenance issues) and allocate timeframes to them.
- Working with the Director of Staff to update WHS Induction information for new staff in November each year in preparation for new staff in January.
- Collecting all accident and injury reports for recording in electronic database.
- Performing quarterly College WHS inspections of College grounds and buildings in conjunction with the Operations Manager.
- Providing appropriate advice to college staff about work health and safety as needed.
- Ensuring up to date Safety Data Sheet (SDS) information is held in all relevant classrooms.

- In conjunction with the Science department conduct a yearly audit of all information held on Chemwatch and update as required.
- In conjunction with the Business Manager work through strategic risk outcomes.
- In conjunction with the Director of Staff, regularly review the College Emergency Management Plan.
- Organise and formulate agendas for the Workplace Health and Safety Committee.
- Ensuring the yearly test and tag report is created and stored appropriately.
- Ensuring annual room audits are undertaken by relevant College staff for hazard identification and any maintenance alerts.
- Entering into the maintenance system any hazards identified from the room audits and allocating a suggested priority.

2.5.3 Ensure that the College maintains effective knowledge management strategies through:

- Creating and maintaining compliance items in Electronic Risk Manager (ERM) for staff to review policies or comply with compliance instructions contained in the ERM generated tasks.
- Ensuring updates, version control, and release of documents on the College Document Library (on the ERM software), website and intranet, including policy manuals and WHS documentation, occurs.
- Maintaining ERM user accounts to ensure all relevant people have the correct access levels.
- Attending LEQ ERM training sessions as required.
- Maintaining the 'Facilities Central' section of ERM to monitor compliance of Contractors by ensuring signed Contractor's Agreements and Contractors' Induction Checklists have been returned and current Certificates of Currency for Public Liability and Workers' Compensation Insurance are on ERM along with any other relevant paperwork ie SWMS.
- Critiquing as necessary and uploading updated DRA Safety Specialist (DRA) or other consultants' policies onto ERM as they are received (usually every two years).

2.5.4 Supporting the documentation of appropriate reporting through:

- Preparing monthly reports for College Council on student accidents and injuries and any other relevant information.
- Monitoring ERM monthly reports on overdue compliance items, status of Suppliers' Certificates of Currencies by days open and liaise with relevant staff.
- Completing relevant Commonwealth and State Government reporting.
- Completion of reporting for LEQ and LEA.

2.5.5 Ensuring that the College meets its privacy obligations through:

- Maintaining currency with privacy regulations as they pertain to the College.
- Advising the relevant personnel of recommended changes to policy or process.
- Acting as the Data Steward and support the Business Manager and Director of Staff in the construction and management of the Information Assets Register and the retention and destruction of information as per relevant College policies.

2.5.6 Attend Workplace Health and Safety, Property Committee meetings and assist with the distribution of papers for these meetings.

2.5.7 Have an awareness of personal health and wellbeing for themselves and their colleagues.

2.5.8 Adhere to the workplace health and safety requirements of the position.

2.5.9 Maintain high levels of confidentiality.

3 WORKPLACE HEALTH AND SAFETY

As a leader of the College's Workplace Health and Safety Committee, the Workplace Health and Safety and Compliance Officer is expected to:

- 3.1 Support the Business Manager and Director of Staff to lead the Workplace Health and Safety Committee.
- 3.2 Set the example for all employees to follow and implement the concepts of workplace health and safety.
- 3.3 Discuss the safety aspects of all operations with their employees and ensure that employees understand that health and safety is important to themselves and to the College.
- 3.4 Ensure that safety is included in all employees' induction and job training sessions and ensure that no employee is required to undertake a task without adequate safety instructions and job specific training.

- 3.5 Ensure that managers under their delegation are aware of their workplace health and safety responsibilities and follow procedures that are established for health and safety eg. excursion procedures.
- 3.6 Investigate all accidents or 'near miss' incidents to determine causes and corrective action needed to prevent a recurrence.
- 3.7 Respond to all employee safety suggestions and take appropriate action to correct any sub-standard conditions, or reporting to the Principal items beyond their authority to remedy.
- 3.8 Ensure that all employees under their control are aware of first aid kit locations, fire protection facilities, evacuation procedures and other emergency procedures and to train or arrange training of others in these skills.
- 3.9 Ensure the highest possible standard of housekeeping is maintained throughout their area of control.
- 3.10 Ensure that all statutory obligations in respect of equipment tests and inspections are fully complied with and results recorded.

4 SELECTION CRITERIA

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

- SC 1.** Demonstrated skills that reflect the capacity for the person to support the Christian ethos of the College.
- SC 2.** Demonstrated skills of leading risk management, workplace health and safety and knowledge management processes. The ability to grow the capacity to act as the College's Data Steward and in conjunction with the Business Manager and Head of Information Technology Services coordinate and/ or deliver training to staff so they meet data and information policy requirements will be an advantage. An understanding of adult learning will be an advantage.
- SC 3.** High levels of understanding of the legislative requirements associated with schooling and the capacity to support policy development and review in the areas of Workplace Health and Safety.
- SC 4.** High levels of organisational and interpersonal skills that contribute to the enhancement of a safe, high quality and professional workplace. Personal capacities to enhance staff wellbeing, effectively use change management strategies, and engage in collaborative reflection, learning and action. Demonstrated qualities of confidence, flexibility, teamwork, resilience, innovation and perseverance to contribute to the growth of the capacity of an effective learning community will also be expected. This will include a personal commitment to lifelong learning and growth.

5 CONDITIONS, QUALIFICATIONS AND REVIEW

Salary and related conditions are as per the current Queensland Lutheran Schools Single Enterprise Agreement. The Workplace Health and Safety and Compliance Officer will have appropriate qualifications in the field of Workplace Health and Safety and Compliance and have a salary that reflects the experience, qualifications and responsibilities to be held. The incumbent will undergo an annual review process.

Please feel free to contact the Principal in relation to any queries regarding your application.

Applicants **must address the selection criteria** and email their application to admin@pacluth.qld.edu.au attention Dr Bronwyn Dolling, Principal, Pacific Lutheran College, by **12.00pm Wednesday 18th Sept 2024**.