

WORK HEALTH AND SAFETY/INFRASTRUCTURE SUPPORT OFFICER

Position Description

Last Reviewed March 2025



Shire of Dandaragan
Position Description – Work Health & Safety/Infrastructure Support Officer

JOB SPECIFICATIONS

Position Title	Work Health and Safety / Infrastructure Support Officer
Tenure	Permanent Full Time
Primary Place of Employment	Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 6 of the Local Government Industry Award Industrial Agreement (formerly the <i>Local Government Industry Award 2020</i> as of 1 January 2023)
Department	Infrastructure Services
Accountable to	Executive Manager Infrastructure
Accountable for	Nil
Internal Liaison	Shire of Dandaragan Executive Management and employees
External Liaison	Key relevant stakeholders

POSITION OBJECTIVES:

The Work Health and Safety (WHS)/Infrastructure Support Officer will provide advice and assistance to the Shire of Dandaragan on a broad range of WHS issues as well as some administrative support to the Infrastructure Services team as required.

This position will ensure that the Shire of Dandaragan is providing a safe working environment for all staff, contractors, volunteers, and visitors and smooth day to day operations across the Shire's Infrastructure Services.

The WHS/Infrastructure Support Officer must be a strong role model demonstrating the Shire of Dandaragan's vision of "A dynamic, diverse and desirable region delivering sustainable growth and socially connected communities".

REQUIREMENTS OF THE POSITION:

Skills	Essential	Desirable
Work Health & Safety qualifications		✓
Sound computer literacy and keyboard skills	✓	
Sound communication, interpersonal, negotiation skills, and report writing capability	✓	
Ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and	✓	

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Skills	Essential	Desirable
prioritise work to achieve required accurate outcomes with a high attention to detail		
Sound time management and organisational skills	✓	
Willingness to drive between sites and external locations regularly	✓	
Experience	Essential	Desirable
Minimum of two years office experience in a similar position or related field of work	✓	
Qualifications and Training	Essential	Desirable
Demonstrated formal qualifications required		✓
Hold a current "C" class drivers licence	✓	
Current Federal Police Clearance (not older than 3 months)	✓	
Knowledge	Essential	Desirable
Demonstrated high level knowledge of relevant WHS legislation, practices, and standards relevant to the role		✓
Understanding or experience in local government environment including a sound knowledge of Council's organisational structure and functions		✓

KEY DUTIES / RESPONSIBILITIES:

Reporting

- Maintain and implement work health and safety internal audit schedules including monitoring and following up recommendations from previous internal audits and report on audit outcomes to senior management.
- Assist to coordinate WHS activities across whole organisation and contribute to the development and implementation of plans regarding key health and safety strategies.
- Recommend operational and business requirements to support those strategic objectives for continuous improvement, meeting legislative requirements and supporting best practice principles.
- Assist Managers/Supervisors as required with notifying Work Safe WA of all reportable incidents as per regulations.

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- Report to Executive Manager Infrastructure on WHS concerns relating to Injury Management Outcomes.
- Assist Managers/Supervisors and HR Coordinator in monitoring and ensuring completion and management of all appropriate WHS and Injury Management records.
- Consult and assist Safe Work WA Inspectors during internal inspections and implement improvement notices as requested.
- WHS risk assessments across the organisation, including all Depots and worksites.
- Assist when required to conduct investigation of accidents, incidents, near misses, and unsafe working conditions, including reporting of identified hazards and appropriate risk control measures to relevant Managers/Supervisors
- Assist Managers/Supervisors in the review of any work injury, illness, and dangerous events, identify any corrective action, and request any additional resources or assistance required to undertake this corrective action.
- Assist HR Coordinator to implement the Shire of Dandaragan's return to work program, supporting worker(s) to recover at work.
- Assist HR Coordinator when required to coordinate workers recovery at work, including identifying suitable duties.
- Work with relevant Managers/Supervisors and HR Coordinator to develop Return to Work Plans for injured workers in consultation with injured parties, supervisor, and their chosen medical practitioner.
- Provide advice to relevant internal stakeholders in the gathering of evidence and consultation with External Factual Investigators as required in a confidential manner.
- Consult and assist Work Safe WA Inspectors during internal inspections and implement improvement notices as requested.
- Work with Managers/Supervisors to reduce workplace injuries to zero.

Communication

- Develop/promote awareness of the Shire of Dandaragan's WHS Management System throughout the organisation, including promoting a safe working environment to encourage employees to take on a culture of no harm.
 - Coordinate the Shire's Safety Working Group meetings across the organisation.
 - Provide WHS advice and support to the Executive Management Team in relation to the safety and wellbeing of all employees, contractors, and volunteers within the Shire of Dandaragan operations.
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- Liaise with HR Coordinator on all WHS training and ongoing training required.
- Liaise with all external parties in relation to WHS matters as required.

Daily Tasks

- Revise and update policies and procedures relating to WHS.
- Identify activities or workplace conditions that may pose a risk to the health and safety of our 'workers'.
- Monitor the development and revision of Task Analysis and Risk Management Systems.
- Ensure proper Shire of Dandaragan WHS inductions are conducted with all new contractors.
- Development of Safe Work Method Statements with staff as required.
- Attend Depot safety meetings on a regular basis
- Carry out Depot and Depot office building inspections annually, report on improvements, and assist with implementing relevant improvements.
- Coordinate annual compressor inspections and servicing.
- Coordinate annual inspection of TV transmission towers at various locations.
- Coordinate fire extinguisher servicing and replacement, and review of evacuation procedures/maps
- Development of Depot Site Management and Safety Plans and undertake annual review.
- Assist Supervisors in the development of site specific WHS Management Plan for projects as required for tasks undertaken by 4 or more employees.
- Develop, review, and update as necessary an Annual WHS Planner
- Develop, review, and update as necessary a Spill Management Plan for controlled waste transportation.

Compliance

- Ensure the WHS Management System complies with standards and legislations.
 - Carry out routine playground inspections 6 monthly and comprehensive playground audits annually., including records management of reporting outcomes.
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- Assist CEO, Executive Managers, Managers, and Supervisors in planning, developing and implementing WHS risk management framework/processes.
- Maintain up to date knowledge of WHS legislation, policy, procedures, and practices at the Shire of Dandaragan.
- Perform property and asset assessments to ensure WHS and other identified risks throughout the organisation are consulted and mitigated.
- Ensure all relevant electrical appliance across the organisation are tested and tagged.
- Maintain Material Safety Data Sheet registers annually.
- Manage and maintain Shire of Dandaragan WHS DAMSTRA platform relating to onboarding of new contractors to ensure accountability and responsibility.
- Work with relevant Managers/Supervisors to ensure the Shire of Dandaragan complies with all statutory obligations as amended from time to time.

General

- Provide advice to other Shire department areas in the organisation of all events or activities ensuring the Shire of Dandaragan sustains 'best practice' WHS/Risk Management procedures throughout events and activities.
- Comply with all legislative requirements including Work Health and Safety and Equal Employment Opportunities to contribute to a safe, healthy, equitable and ethical workplace.
- Carry out any other duties as reasonably directed by Management.

Occupational Safety & Health

- Participate in the development of a safe and healthy workplace.
 - Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
 - Cooperate with management in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and abide by your duty of care provided for in the legislation.
 - Report any injury, hazard, or illness immediate, where practicable to your supervisor.
 - Not place others at risk by any act or omission.
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- Not wilfully or recklessly interfere with safety equipment.

EXTENT OF AUTHORITY:

Works within the confines of set standards and procedures, under the regular supervision of the Executive Manager Infrastructure Services. This position has no direct reports.

TRAINING, CONFERENCES, SEMINARS:

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

AWARD:

General conditions of employment are offered on the basis the Local Government Industry Award Industrial Agreement (formerly the *Local Government Industry Award 2020* as of 1 January 2023)

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Its commitment is promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the job. I understand that this position description is indicative at this point in time, and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: ____/____/____
