

Job Description Details	
Job Title	Work Health and Safety Administrator
Department/Division	Safety & Health, People Services
Reports to	Manager, Work Health & Safety
Direct Reports	Nil
Agreement	Brightwater Care Group Health Services Union of WA Enterprise Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p>Caring We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p>Authentic We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p>Progressive We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p>Courageous We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>This position provides operational support to the Safety & Health team and Brightwater's services in relation to safety and health data, systems and administration. In addition, this role undertakes foundational safety and health responsibilities to positively influence safety and health performance and outcomes.</p>

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Key Duties/Accountabilities

1. Undertake core safety and health administrative duties. This includes, but is not limited to: reviewing and managing the chemicals database; supporting emergency management documentation and activities; maintaining currency of safety and health resources; collating and tracking information for the safety and health audit and assurance program; booking medical appointments and undertaking general correspondence with medical providers; managing incoming and outgoing mail and emails; and ad-hoc administration duties as they arise.
2. Oversee and ensure the data integrity of safety and health systems. This includes ensuring employee, incident and hazard details are captured correctly, and monitoring data entry to ensure ongoing reliability.
3. Review reported incidents and hazards, identifying unsafe practices or breaches of safety regulations, and ensuring appropriate controls and risk management strategies have been implemented, evaluated and escalated as appropriate.
4. Prepare and analyse ad-hoc and periodic reports and contribute to the identification and implementation of improvement opportunities.
5. Conduct hazard reviews, worksite safety inspections and data analysis, and identify opportunities for education and process improvement. This includes identifying and correcting hazardous situations and assisting in the training and guidance of staff and managers in risk minimisation and incident prevention techniques.
6. Assist Injury Management with the development of return to work programs and support the management of workers' compensation claims as required.
7. Support the Manager, Safety & Health to update safety and health policies, procedures and processes to improve performance and ensure compliance with regulations.
8. Support the development and delivery of safety and health materials and training across the organisation.
9. Support and document discussions, consultation activities and outcomes with Safety and Health Representatives.
10. Provide support and assistance to safety, health and injury management initiatives and projects. This includes proactively contributing to the development and implementation of effective communication strategies, campaigns and programs.
11. Proactively support the Safety & Health team and undertake other duties as directed.

Key Working Relationships

1. Safety & Health team.
2. Brightwater employees.
3. People Services team; in particular, Recruitment, HR and Learning & Development.
4. External consultants and vendors.

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

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Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

Other Information

This position will be required to travel to Brightwater sites across the greater Perth metropolitan region.

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Relevant tertiary qualification in safety and health, allied health or related discipline (at least Certificate IV).
2. Demonstrated experience and understanding of safety and health standards and regulations.
3. Excellent written, verbal and interpersonal communication skills and the ability to liaise with diverse people in an informative, positive and customer-focused manner.
4. Experience in the use of safety management software (Solv Safety preferred).
5. Strong computer skills with sound knowledge of Microsoft applications (i.e. Outlook, Word, Excel).
6. Strong attention to detail and the ability to input data accurately and in a timely manner.
7. Demonstrated ability to organise and prioritise tasks, work effectively under pressure, problem solve, and meet deadlines.
8. Self-motivated and the ability to work unsupervised, as well as the ability to work collaboratively as a team member.
9. Current Western Australian 'C' Class Driver's Licence.
10. Satisfactory National Police Certificate obtained within the last 12 months.

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