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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College of Science (COS) |
| **Faculty/School/Centre:** | RSPE |
| **Department/Unit:** | School Administration |
| **Position Title:** | Work, Health and Safety Manager |
| **Classification:** | ANO08 (Admin) |
| **Position No:** | 20851 |
| **Responsible to:** | School Manager |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT:**  The positon protects the School’s valuable human resources and infrastructure by providing technical and statistical advice, as well as enabling and educating its staff, students and visitors by creating and maintaining a safe and healthy work environment.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  The Research School of Physics and Engineering (RSPE) comprises of a number of diverse work areas which includes laboratories, national facilities, teaching labs, mechanical and electronic workshops and administrative services. The work areas are spread across a number of building and a broad area of the Australian National Universities campus. This role is designed to provide a focal point to assist RSPE and its research Departments, in maintaining the highest safety standard and to ensure a uniform approach to compliance across a diverse range of hazards. The role will work closely with the Heads of Departments, Research and Technical Staff, RSPE’s WHS Committee and the ANU Work and Environment Group (WEG).  **Role Statement:**   * Provide technical expertise and direction in all aspects of Work Health and Safety (WHS) as they relate to an institution engaged in experimental research and teaching in the physics discipline. * Manage and monitor practices in line with relevant legislation and ANU procedures for the safe use and disposal of hazardous materials, including radioactive material, chemicals, gases and biological materials. * Ensure compliance with WHS legislation and institutional requirements, including submissions to Government regulatory bodies. * Coordinate periodic audits and inspections in the areas of electrical, mechanical, compressed gases, ionising and non-ionising radiation and chemical safety. * Coordinate and maintain local area registers of emergency personnel, first aid officers and equipment. * Monitor incident reports, and provide support for incident reporting and remedial action. * Coordinate the training of staff, students and visitors in relation to matters of health and safety and monitor compliance. * Other duties as consistent with the classification of the position. * Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. |

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| **SELECTION CRITERIA:**   1. A tertiary level qualification in work health and safety with extensive experience OR and equivalent combination of extensive experience and education/training in WHS management, ideally in a multi-laboratory Physics environment. 2. Demonstrated extensive experience in the development and implementation of policies, procedures and training programs relating to the management and safe us of hazardous substances, including radioactive, chemical and biological material. 3. Demonstrated high level communication skills with extensive use of information systems, including database management. 4. Proven high level negotiation, interpersonal and liaison skills with a demonstrated commitment to service and a strong client focus. 5. Demonstrated ability to work independently and as an effective team member, with competing priorities and deadlines and minimal supervision. 6. The proven ability to adapt and to contribute positively and innovatively to a changing work environment. 7. A demonstrated high-level of understanding of equal opportunity principles and work health and   safety and a commitment to their application in a university context. | | | |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** |  | **Dept/School/Section** |  |
| **Position Title** |  | **Classification** |  |
| **Position No.** |  | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties. | | | | | | | | |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding |  |  |  |  | laboratory work |  |  |  |
| lifting, manual handling |  |  |  |  | work at heights |  |  |  |
| repetitive manual tasks |  |  |  |  | work in confined spaces |  |  |  |
| catering / food preparation |  |  |  |  | noise / vibration |  |  |  |
| fieldwork & travel |  |  |  |  | electricity |  |  |  |
| driving a vehicle |  |  |  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar |  |  |  |  | gamma, x-rays |  |  |  |
| ultraviolet |  |  |  |  | beta particles |  |  |  |
| infra red |  |  |  |  | nuclear particles |  |  |  |
| laser |  |  |  |  |  |  |  |  |
| radio frequency |  |  |  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances |  |  |  |  | microbiological materials |  |  |  |
| allergens |  |  |  |  | potential biological allergens |  |  |  |
| cytotoxics |  |  |  |  | laboratory animals or insects |  |  |  |
| mutagens/teratogens/  carcinogens |  |  |  |  | clinical specimens, including blood |  |  |  |
| pesticides / herbicides |  |  |  |  | genetically-manipulated specimens |  |  |  |
|  |  |  |  |  | immunisations |  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):** | | | | | | | | |

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| **Supervisor’s Signature:** |  | **Print Name:** |  | **Date:** |  |