

Work Health and Safety Coordinator



Health
South Western Sydney
Local Health District

What is an Work Health and Safety Coordinator?

A Work Health and Safety (WHS) Coordinator provides operational assistance and advisory service to Workers and managers in the management of WHS and the prevention of workplace accident and injuries.

It is a legislative requirement for any organisation to provide WHS consultancy and advisory service to all workers within its workplace to facilitate the effective management of work health and safety risks.

Roles of a Work Health and Safety Coordinator

- Coordinating and facilitating timely, expert WHS advice and assistance to managers/supervisors in managing WHS, this will also include the promotion of WHS across a facility or service.
- Analysing WHS data to monitor accident and incident trends and provide reports as necessary
- Monitoring of staff/Visitor/Contractor and Property/Security/Hazard incident reports to ensure that incidents/accidents are appropriately investigated by the provision of support to managers/supervisors as required.
- Providing WHS auditing services to ensure that the organisation is able to meet its auditing requirements in line with Ministry of Health requirements.
- Preparation of the organisation for the biennial WHS Audits, development and monitoring of subsequent action plans to address identified deficiencies in the audit.
- Facilitating and supporting managers to utilise the Chemical Management System
- Maintaining a professional and consultative relationship with elected HSR representative WHS Committee members to coordinate WHS activities and monitor WHS related matters.
- Making sure that the organisation is aware of, and complies with, all legislation in relation to the use of its plant, equipment and substances, as well as in all workplace activities
- Conducting investigations of accidents and unsafe working conditions, study possible causes and recommend remedial action
- Conducting training sessions for management, supervisors and workers on health and safety practices and legislation
- Communicating frequently with management to report on the status of the occupational health and safety program
- Developing and reviewing occupational health and safety system documentation such as, policies, procedures and manuals.

Career Opportunities

Traditionally, occupational health and safety officers have been employed in the manufacturing, construction, health and minerals industries. Positions are also available in management consultancies and large commercial institutions, such as banks, insurance companies, government organisations and service-based organisations.

Qualifications Required

To become occupational work health and safety officer it is necessary to complete a recognised industry qualification such as a certificate IV in Work Health and Safety, Diploma or Advanced diploma in occupational health and safety occupational health and safety, health science or human resource management.

Supervision provided

A comprehensive orientation program is provided for all new staff members with ongoing support.

Personal Skills required of a Work Health and Safety Coordinator

- Able to work as part of a team
- Able to work independently
- Good communication skills
- Good interpersonal skills
- Integrity and honesty.