EDUCATION SUPPORT OFFICER, GRADE 4
St Augustine’s Parish School
Position Information Document

<table>
<thead>
<tr>
<th>Name</th>
<th>TBA</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>WORK HEALTH &amp; SAFETY CO-ORDINATOR</td>
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<tr>
<td>Stream</td>
<td>Resources</td>
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<td>Curriculum</td>
<td>Boarding House</td>
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<td>Extension</td>
<td>Services</td>
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<td>Date of First Appointment</td>
<td>27/4/15</td>
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<td>Date of this Appointment:</td>
<td>27/4/15</td>
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<tr>
<td>Employment Category:</td>
<td>Permanent</td>
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<tr>
<td>Hours worked per week:</td>
<td>21</td>
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<td>Weeks worked per year</td>
<td>42</td>
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**Key Working Relationships** (to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships within the school)

- Principal and Business Manager
- WHS Committee
- Employees, Volunteers and Contractors
- CCH&S WH&S Consultants

**Broad Purpose**

The WHS Officer’s role is the provision of WHS services for the school. The WHS Officer will be a highly skilled and autonomous worker who may undertake limited creative, planning, design or supervisory functions in the WHS field. The WHS Officer will be responsible for:

- the delivery of the WHS program developed by CESA, in conjunction with the Principal and WHS Committee
- supporting the importance of proactive injury prevention measures within the school
- providing WHS services within the context of the legislative requirements, Exempt Employer Performance Standards Code of Conduct and the Catholic Church Safety Manual as advised by CESA and the Principal
- ensuring effective consultation processes are maintained, which assist the school to comply with the requirements of WorkCover Standards for exempt employers
• liaising with the Maintenance personnel as directed by the Principal, Business Manager or WHS Committee to ensure the maintenance of any place or equipment designated
• promoting the importance of proactive injury prevention measures

Any Special Conditions: *(ie allowances)*

• Any additional time worked (Overtime) is to be pre-arranged and approved by the Principal or Business Manager
• If you currently have other employment you are required to disclose this employment prior to accepting our offer. If, during the course of your employment at the school you intend to undertake additional paid employment, you must inform me of that intended employment.

Description of Position

The WHS Officer will have the knowledge, skills and demonstrated capacity for self-directed application (including the selection and use of appropriate techniques and equipment) required to perform tasks involving independent use of a high degree of technical or applied theoretical knowledge and interpersonal skills. The WHS Officer will also be required to apply a very high degree of administrative skill and will be responsible for the day-to-day management of the school pertaining to WHS (administrative or secretarial functions).

**DUTY STATEMENT**

Key Responsibilities/duties

The WHS Officer, with guidance from the Principal, Business Manager and WHS Committee will:

• Ensure maintenance and preventive maintenance of facilities required by WHS is undertaken as designated by the Principal or key WHS stakeholders
• Source appropriate WHS training information for employees, contractors and volunteers working in the school, in line with the needs of the school and licence requirements
• Ensure that all employees, contractors, volunteers, invitees and students receive appropriate information / training to use designated places, materials and equipment safely within the school
• Ensure that all contractors have current Police clearances and are appropriately licensed and insured for the work that they are undertaking
• In collaboration with the Principal and CCH&S Consultants, lead the development and maintenance of best practice WHS culture
• Ascertain that Police clearances are appropriate for all visitors/volunteers and current and maintain database
• Maintain databases as identified and provide information and data to the Principal to ensure compliance with all reporting and recording requirements of the Catholic Church Exempt Licence
• Participate, as required, in the investigation of hazards, incidents, injuries or near misses and then liaise with the appropriate people to take corrective action appropriate to the situation with reference to the assessed risk
• Assist with the implementation and completion of risk assessments, as required
• Consult with colleagues on any WHS issues providing advice on aspects of WHS in response to queries and requests from employees, contractors and volunteers, as appropriate
• Be aware of and obtain access to expert WHS advice via CESA
• Participate in workplace safety inspections and audits, ensuring that relevant WHS registers and records are maintained
• Encourage all staff to be proactive in the implementation of early intervention systems
• Complete all administrative tasks accurately and on time, including record keeping
• Participate in partnerships with colleagues to reflect upon and improve WHS practice within the school
• Actively participate in training and personal development
• Actively participate in all WHS Committee meetings
• Assist in provision of staff induction
• Administer claims as the Return To Work Contact Officer and liaise with staff re WorkCover

Additional Description of Position

• Perform any other duties as required from time to time by the Principal
PERSON SPECIFICATIONS

The WHS Officer will have:

- A commitment to uphold and contribute to the ethos of Catholic schools and organisations and in particular the ethos of the school
- An understanding of the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school’s policies, guidelines and procedures
- High level of written and verbal communication skills and satisfactory training and computer skills
- An ability to plan, organise and work independently and possibly supervise personnel
- The capacity to work effectively as a member of a school team in a range of school activities
- An ability to work as a team member to achieve best practice and to work in a collegiate manner to improve practice WHS and designated areas
- Ability to maintain a high level of confidentiality

WORK HEALTH & SAFETY

“Worker”

This role is deemed to be a Worker under the South Australian Work Health and Safety Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, insofar as you are reasonably able to, with any reasonable instruction given by the employer
- co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Sections 27 & 28 WHS Act 2012

SPECIFIC REQUIREMENTS

Qualifications and Training

- First Aid for Schools and Centres, OR Senior First Aid Certificate (if nominated First Aid/Health Care Officer)
- Approved Responding to Abuse & Neglect training
- Police Clearance to work in Catholic Education SA
- Tertiary qualifications in WHS desirable or willingness to undertake tertiary qualifications in this field
- Essentials for WHS Co-ordinators

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

SIGNED __________________________________________ Date ______________________
(Principal or Delegate)

SIGNED __________________________________________ Date ______________________
(Employee)

ROLE REVIEW DATE Term 3 2016

PERFORMANCE REVIEW DATE Term 3 annually