

Health and Safety Officer / Team Role Description

Position Description

Dependent upon the size of your organisation, you will need either a person or team of people appointed to work with the Head of Agency/ Entity/ Organisation/ other team members, in the implementation of the Safe Community Framework in relation to Health & Safety (including compliance with WHS and related legislation where it applies).

For most organisations, a team of 2-4 people with appropriate experience and/or skills will be suitable. In the case of smaller organisations, this role may be one designated to a single person.

Once appointed the names of the people on the Health and Safety Team should be communicated widely and regularly to the whole organisation, for example via email, in newsletters, and on a poster on a wall in your venue.

Selection

- Each person should be appropriately screened, inducted and supervised in this role according to procedure.
- All people who take on this role must complete safe community or equivalent training.

Roles

- writing and implementing WHS policies, including privacy policy and evacuations procedures
- keeping WHS on the agenda at meetings of the Management Group and Governance Board
- receiving notifications of hazards/incidents such as serious events and dangerous incidents from workers and visitors
- notifying of incidents such as serious events and dangerous incidents within a prescribed period to the appropriate office holder/s e.g. Governance Board
- addressing health and safety concerns within a reasonable time frame
- undertaking a site safety environment audit of the organisation at least twice a year

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Disclaimer: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice and have been written with due regard to Australian legislation March 2020. Legal advice may need to be sought when responding to individual incidents.