



POSITION DESCRIPTION

Role	Work Health & Safety Officer
Reports to	Risk Officer
Department	Human Resources, Legal & Risk
Key Liasons	Head of Facilities & Grounds, Head of Campus Projects, Director of Business Operations and Director of Human Resources, Legal & Risk

The Role

The Work Health & Safety Officer provides practical WHS support to ensure compliance with legislative requirements and alignment with best practice standards in a school setting. This role is responsible for implementing risk management strategies, maintaining accurate safety documentation, and delivering training programs, with a particular focus on maintenance and grounds operations.

Qualifications & Requirements

- Certificate IV in Work Health & Safety
- Experience in risk assessment and safety documentation
- Strong communication and training skills
- Knowledge of WHS legislation and standards applicable to schools

Personal Attributes

- Commitment to upholding the values of St Hilda's Anglican School for Girls
- Strong communication and training skills
- Problem solving ability
- Collaborative approach

Key Responsibilities

Risk Management

- Develop and maintain a comprehensive risk register for maintenance and grounds activities
- Conduct risk assessments for plant, equipment, and tasks performed by the facilities team
- Identify hazards and recommend control measures in accordance with WHS requirements

Safety Documentation

- Develop and maintain Job Safety Analysis (JSA's), Safe Operating Procedures (SOP's), Safe Work Instructions (SWI's), and Pre-Start checklists for maintenance and grounds tasks
- Create and update templates for: JSAs, SOPs, SWIs, Pre-Start checklists, toolbox talk records
- Ensure all WHS documentation aligns with school policies and legislative requirements

Training & Education

- Support the development and delivery of toolbox talks
- Assist in creating online WHS training courses for all staff
- Provide practical training for facilities team members on: Conducting risk assessments and completing Take 5s

Incident & Compliance Management

- Participate in incident investigations and implement corrective actions
- Assist with contract safety management, including inductions and compliance checks
- Maintain WHS records and contribute to audit readiness

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment