

Position Title:	OHS Officer	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The OHS Officer is to act in an advisory, support and audit role to assist in the reviewing, planning, development and implementation of Occupational Health and Safety and Risk Management policies and procedures and to ensure compliance with legislative requirements.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Design and recommend effective OHS system that establishes authority and accountability for safety
- Monitors federal and state OHS regulation applicable to the business and recommends and implement programs to ensure the business is in compliance with all regulations
- Evaluates accident statistics and defines target goals for performance and monitors for achievement of goals; recommends long-range accident prevention and cost-control objectives
- Develops and implements processes, methods and tools designed to measure, evaluate, and monitor departmental safety performance

(OHS Responsibilities)

- Implement the company's Site Safety Management Plan
- Ensure all activities are conducted in accordance with all OHS requirements)
- Ensure that Safe Work Instructions are followed
- Implement the company's policies and procedures

(Additional Responsibilities where applicable)

- Implement and manage OHSMS at all sites
- Ensure OHSMS documentation is in use and completed as required
- Maintain site registers and other OHS registers
- Conduct site risk assessments and complete checklists
- Control Site Safety Management Plan for work conducted off-site
- Maintain OHSMS audit protocol and conformance
- Liaise with OHS consultants, inspectors and auditors
- Lead OHS meetings and effectively communicate goals and requirements
- Monitor OHS performance
- Implement injury management procedures

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance

- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- Supervisors
- All staff
- General Manager

Externally key working relationships are with:

- Government authorities and organisations
- External auditors

Key Competencies

- Knowledge in the fields of safety compliance and auditing
- Knowledge of OHS regulations and applicable standards
- Knowledge of OHS systems and industry "best practice"
- Ability to implement an OHS Management System

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed

Employee.....Date:.....

.

Signed

Manager:.....Date:.....

...