

## Compliance and Health and Safety Officer

### Position Description

#### The Role:

The Compliance and Health and Safety (CHS) Officer is a vital position within the school administration, responsible for the implementation of all workplace health and safety (WHS), risk management and compliance related policies and systems within the School.

**Reports to:** The Principal and Business Manager

**Supervises:** Nil

**Internal Liaisons:** Teaching Staff, Non-Teaching Staff, Students

**External Liaisons:** Contractors, Service Providers

#### Level of Responsibility:

The CHS Officer will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of work which is performed within established guidelines and operating budget. The CHS Officer is subject to limited supervision.

#### Position Overview and Attributes:

- Demonstrating and conveying an ongoing commitment to quality performance by example, through their own work and through their expectations, encouragement, mentoring, monitoring and the development of staff.
- Initiating strategies for working with teams and/or individuals in other organisations.
- Initiating strategies for involvement with other organisations:
  - such as IST,
  - special interest groups, etc
- Monitoring the management of resources to ensure the best possible outcomes are achieved.
- Contributing, individually and through the team to Fahan School as a learning organisation.

## **Primary responsibilities:**

### **1. Workplace Health and Safety**

- Be the principal WHS resource for the School, providing support and advice to the Officers.
- Liaise with the Officers and appropriate staff on matters relating to the health, safety and well-being of students, staff and visitors.
- Act as chairperson of the WHS Committee: ensure regular meetings and dissemination of information.
- Lead the development and implementation of all WHS policies and procedures within the School, including maintenance schedules for essential works, e.g. asbestos removal, tree safety, classroom and playground inspections, etc.
- Maintain documentation to be used in the School's Induction Program and conduct basic WHS inductions for all new staff.
- Actively promote the School's Health and Safety programs throughout the workplace.
- Provide programmed training, within the scope of the position.
- Investigate incidents and accidents and maintain reports and other documentation.
- Complete documentation when a Workers Compensation claim is received.
- Co-ordinate the injured workers rehabilitation process and act as return to work co-ordinator.
- Liaise with the School's Workers Compensation insurers.

### **2. Risk Management**

- Be responsible for overseeing, managing and leading the development and promotion of risk and safety management strategies to minimise the School's exposure to WHS, public liability and operational risks and ensuring compliance with duty-of-care and statutory responsibilities.
- Assist where appropriate in conducting risk assessment of activities on the School's property and off-campus.
- Be the in-house expert and principal administrator of Enterprise Risk Manager (NETols), the School's web-based risk management program.
- Develop, initiate, maintain and revise policies and procedures for fire drills and evacuations.
- Develop, initiate, maintain and revise policies and procedures for lock-downs.

### 3. Compliance Management

- Develop, initiate, maintain and revise policies and procedures for the general operation of the Compliance Program and its related activities.
- Be the in-house expert and principal administrator of Enterprise Risk Manager (NETols), the School's web-based compliance management program.
- Reporting on a regular basis to the Business Manager, the Principal and the Board on the progress of implementation, and assisting in establishing methods to improve the School's efficiency and quality of services, and to reduce the School's vulnerability to illegal, unethical, or improper conduct.
- Periodically revising the Compliance Program as required by changes in the law.
- Developing, coordinating and participating in an educational and training program that focuses on the elements of the Compliance Program and seeks to ensure that all appropriate employees are knowledgeable of, and comply with, pertinent federal and state standards.
- Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.

### 4. Contractor Management

- Develop, initiate, maintain and revise policies and procedures for contractors and agents working on the School's properties.
- Ensuring that contractors and agents who furnish services to the School are aware of the School's requirements in relation to WHS, risk management and insurance.
- Be the in-house expert and principal administrator of Enterprise Risk Manager (NETols), the School's web-based contractor management programme.

### 5. Financial:

- To submit the departmental budget by the due date and then co-ordinate the purchase of departmental requirements, ensuring that expenditure remains within the budget.

## **Secondary responsibilities:**

### **6. General:**

- Prepare external reports for government agencies as required.
- Attend meetings as required.
- Assist with general office duties, including answering phones from time to time as required.
- Provide back-up support for other office staff as required at the direction of the Principal and/or Business Manager.
- Undertake projects and other reasonable tasks from time to time at the direction of the Principal and/or Business Manager.

### **7. Workplace Health and Safety**

- Comply with the requirements of the Tasmanian and Australian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures.
- Provide risk management information as requested, and of their own initiative, to the best of the employee's experience and knowledge.
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.

### **8. Code of Conduct**

- Abide by Fahan School's Code of Conduct in the performance of their duties.
- Exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School.

## **Essential Requirements**

Fahan School Policy requires that all appointees to the position provide and satisfy the requirements of a National police check before taking up the appointment.

Permanent Australian Residency