**Position Description**

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| *Position* | Environment and Safety Officer  |
| *Date last reviewed* | OCTOBER 2019 |
| *Next review date* | SEPTEMBER 2020 |

# POSITION PURPOSE

The Environment and Safety Officer’s primary role is to progress the development of SPK’s Workplace Health and Safety system (and its implementation) and drive environmental sustainability as well as supporting policy review and Quality Improvement Plan goals regarding those areas at SPK. To assist in achieving these goals the Safety and Environment Officer is responsible for establishing a WHS Subcommittee at the beginning of the year as per the WHS Subcommittee Terms of Reference.

# KEY ATTRIBUTES OF THE ROLE

No prior knowledge or experience is required for this role. It is suitable for someone with basic computer skills who is able to attend Committee of Management on a monthly basis. Some knowledge of Workplace Health and Safety and/or environmental awareness would be an advantage but not required as support from Early Learning Association Australia (ELAA) is available.

# KEY RESPONSIBILTIES AND ACTIVITIES

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| Key Responsibility: | MANAGE WHS OBLIGATIONS |
| Activities* Be familiar with WHS policy, WHS legislative requirements and provide advice to staff and CoM as required
* Maintain SPK’s WHS Risk Register including monitoring of action items
* Maintain SPK’s Hazards Register including monitoring of action items
* Maintain and update as required, SPK’s Safety Data Sheet folder
* Ensure staff are completing the Daily Checklist and follow up items requiring actions
* Undertake regular (Quarterly) WHS inspections with WHS Staff Representative
* Maintain WHS templates (including daily checklist, quarterly checklist, duty parent and working bee induction information and risk assessment template)
* Complete event/incursion risk assessments in a timely manner before the event
* Submit requests to Streatrader for kinder events as required
* Ensure are hazsards are managed in a timely manner
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| Key Responsibility: | GROUNDS AND FACILITIES MAINTENANCE |
| Activities |
| * Work with staff to ensure building and grounds are safe for all community and that they comply with regulations
* Work with council maintenance department regarding council responsibility for building and grounds maintenance
* Organise external contractors for external and internal maintenance as required
* Communicate with the President, Director and Treasurer in regards to maintenance requirements and costs involved.
* Maintain a working list of project undertaken and completed
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| Key Responsibility: | WORKPLACE HEALTH AND SAFETY (WHS) SUBCOMMITTEE |
| Activities*Regarding OHS Committees, Section 72, OHS Act 2004** Ensure the WHS Subcommittee meets at least once every term; and at any other time if at least half of its members require a meeting
* Facilitate cooperation between CoM and the staff in instigating, developing and carrying out measures designed to ensure the health and safety at work
* To formulate, review and disseminate (in other languages if appropriate) to all employees the standards, rules and procedures relating to workplace health and safety.
* Report any incidents, near misses and hazards to the Committee of Management providing recommendations for action and/or mitigation.
* Carry out the tasks and functions detailed in the WHS subcommittee’s Terms of Reference
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| Key Responsibility: | ENVIRONMENTAL SUSTAINABILITY |
| Activities* Take the lead on driving and implementing a culture of environmental sustainability at SPK
* Facilitate cooperation between CoM and the staff in developing and carrying out measures to improve environmental sustainability at SPK
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| Key Responsibility: | POLICIES FOR REVIEW; CONTRIBUTION TO QUALITY IMPROVEMENT PLAN AND CHILD SAFE |
| Activities |
| * Take the lead on any review of the *Occupational Health and Safety Policy*, the *SPK Gate Security Policy* and the *Environmental Sustainability Policy* and/or actively promote compliance with those policies
* Contribute to the discussion of new QIP goals at SPK relating to workplace safety and/or the promotion of environmental sustainability at SPK. Ideas for new QIP goals should be actively considered as part of the policy review process
* Oversee the implementation of any Quality Improvement Plan goal associated with workplace safety related matters or the promotion of environmental sustainability at SPK
* Participate in any Child Safe review or promotion of Child Safe at SPK relating to the safety of children in the SPK environment
* Otherwise participate in the policy review process as directed by the Vice President during the Annual Review Cycle
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