



- Accompany and assist a Health and Safety Inspector during an inspection.
- May assist HRM with broader safety matters such as WorkCover, Emergency Management, Wellness Programs and initiatives and related matters.
- Assist with a wide range of administration tasks, relating to safety as well as other general human resource matters as directed.
- Act as a role model by demonstrating safe work behaviours.

3. OTHER DUTIES AND RESPONSIBILITIES:

- Other related duties as required.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- Conduct all activities in a manner consistent with GDQ's Values, CARES - Committed, Accountable, Respectful, Ethical and Successful.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

4. SUPERVISORY RESPONSIBILITIES:

- Nil

• KNOWLEDGE AND SKILLS:

Essential

- A current Certificate IV in Work Health and Safety (minimum).
- At least 3 years' work experience in a workplace health and safety officer role.
- A strong understanding of and ability to translate current WHS legislation.
- The ability to work in a fast paced environment and manage deadlines.
- Excellent time management skills.
- Sound communication & problem solving skills including the ability to successfully convey complex information to a wide range of people and help them with understanding safety needs.
- A flair for working with others to successfully bring them along the safety journey in the aim of achieving positive work outcomes and solutions.

Desirable

- Previous experience in workplace rehabilitation as a return to work coordinator.
- Proficient working knowledge of Microsoft office suite.
- Experience in project implementation.

5. WORKING CONDITIONS AND ENVIRONMENT:

An office based position with considerable amount of time spent at a desk and operating computer equipment. Occasional intra-state travel may be required for this position.



Work environment may include some occasional work outdoors, and in purpose built facilities at our Bald Hills site.