

Position Description



Job Details

Job Title:	Work Health and Safety Trainee
Reports to:	Operations Manager – People and Culture
Directorate:	People, Culture and Strategy
Date:	November 2024

Position Purpose/Job Summary

The WHS Trainee will support the WHS team in ensuring a safe and healthy work environment. This role involves assisting with the implementation and monitoring of WHS policies and procedures, conducting risk assessments, and promoting a culture of safety within the organization.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Current Year 12 student, recent school leaver, or early career professional
- Interested in working across all aspects of Work Health and Safety in a diverse organisation
- Basic understanding of WHS principles and legislation.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proactive and eager to learn.
- Strong commitment to safety and wellbeing.
- Ability to handle confidential information with discretion

Key Accountabilities– Position Specific

1. Assist the business in complying with WHS policies and procedures by identifying opportunities to minimise risk and injuries in the workplace through risk assessment.
2. Perform operational activities and processes including assisting in completion of WHS documentation, drafting correspondence, maintenance of risk register, analysis of data to contribute to achievement of service delivery objectives
3. To ensure non-conformances, hazard notifications and accident investigations are rapidly addressed. Support the development and implementation of corrective actions and continuous improvement programs.
4. Partake in Inspections such as Workplace Safety Inspections/contractor reviews. Applying comprehensive communication skills including preparation of reports, correspondence, collection of evidence, preparation of statements of evidence.
5. Document Control: Maintain and complete documents to ensure that accurate records are kept and delivered to appropriate managers and staff within agreed time.
6. Work Health and Safety Management Systems (WHSMS): ensure that you are competent in the content and implementation of Council WHSMS and ensure that you maintain its integrity in-line with WHS consultation requirements.
7. Comply with responsibilities relating to the terms of the Training Contract as a Trainee (training attendance and attainment of competencies).

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Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct: Nil
 No. of Indirect: Nil

Key Relationships

1 Internal

Communicating with	Nature of Communication
HR/Coordinator and WHS Business Partner	Work with HR Coordinator and WHS Business Partner to ensure that the WHSMS is being implemented across the allocated sites of responsibility. This includes providing updates on project status and other relevant operational changes requiring attention.
Site Operations Managers,	Foster communication and provide operational support in the day-to-day aspects of the WHSMS. Follow up and assist with implementation of corrective actions.
Employees	Provide support to all employees in relation to the operational training needs and results, safe operational procedures.

2 External

Communicating with	Nature of Communication
Public	As required to respond to enquiries or direct around work site.
Suppliers	A required to obtain materials and new products to ensure WHS compliance to FCC and to organise inspections for the purpose of pre purchase checks.
Contractors/ suppliers / visitors to site	Carry out WHS inductions and any WHS training when required

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Position Dimensions

As per Delegation of Authority.

Decision making Authority & Accountability

1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
2. The WHS Trainee determines work priorities with the immediate supervisor to ensure the efficient operation of the Unit. Decisions will be made by the position in identifying the best approach to work requirements and the best method to achieve the commitments that have been.
3. Assist in the investigation of incidents to determine root causes and develop corrective actions
4. The position is guided in its decision making by relevant Council policies, legislation, procedures and other relevant guidelines and regulations to ensure that information provided is relevant and current. Decisions will either be guided by practices, procedures and precedent or will be made in consultation with the WHS Business Partner.
5. The position refers matters that are highly technical or complex or where customers are not satisfied to a senior officer or manager for resolution.

Problem Solving

- Support the WHS Manager in making informed decisions regarding safety policies and procedures.
- Collaborate with team members to develop solutions to safety-related issues.
- Use critical thinking and problem-solving skills to address safety concerns and improve workplace safety

Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date