

<b>POSITION:</b>	<b>Health and Safety Advisor – Northern Region</b>			
<b>DEPARTMENT:</b>	<b>Business Services</b>			
<b>INCUMBENT:</b>	<b>vacant</b>			
<b>Rev</b>	<b>Date</b>	<b>Revision Description</b>	<b>Amended By</b>	<b>Approved By</b>
ORIG	April 06		Phil Gordon	Andrew Varvari
1	April 07		Phil Gordon	Brett Smith
2	February 10		Phil Gordon	Brad Neven
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**PURPOSE:**

The Northern Region Health and Safety Adviser will develop and manage the implementation of proactive occupational health and safety improvement strategies and management systems across the North Queensland sites (Barron Gorge and Kareeya).

The Northern Region Health and Safety Adviser will be expected to advise site and corporate managers, and lead a proactive approach to ensuring an occupational health and safety risk management system is in place in the northern region. Essential to the success of this program is the coaching and mentoring of the workforce and particularly the site workplace health and safety representatives / Workplace Health and Safety Officers. The incumbent represents the northern region in all strategic and corporate-wide activities and is an active part of the corporate safety team. They must be able to effectively communicate objectives, strategies, performance and significant issues to power station workforce, Site Managers, Group Manager Hydro and Business Support, Chief Operating Officer O&M Services, General Managers and Corporate Health and Safety Manager.

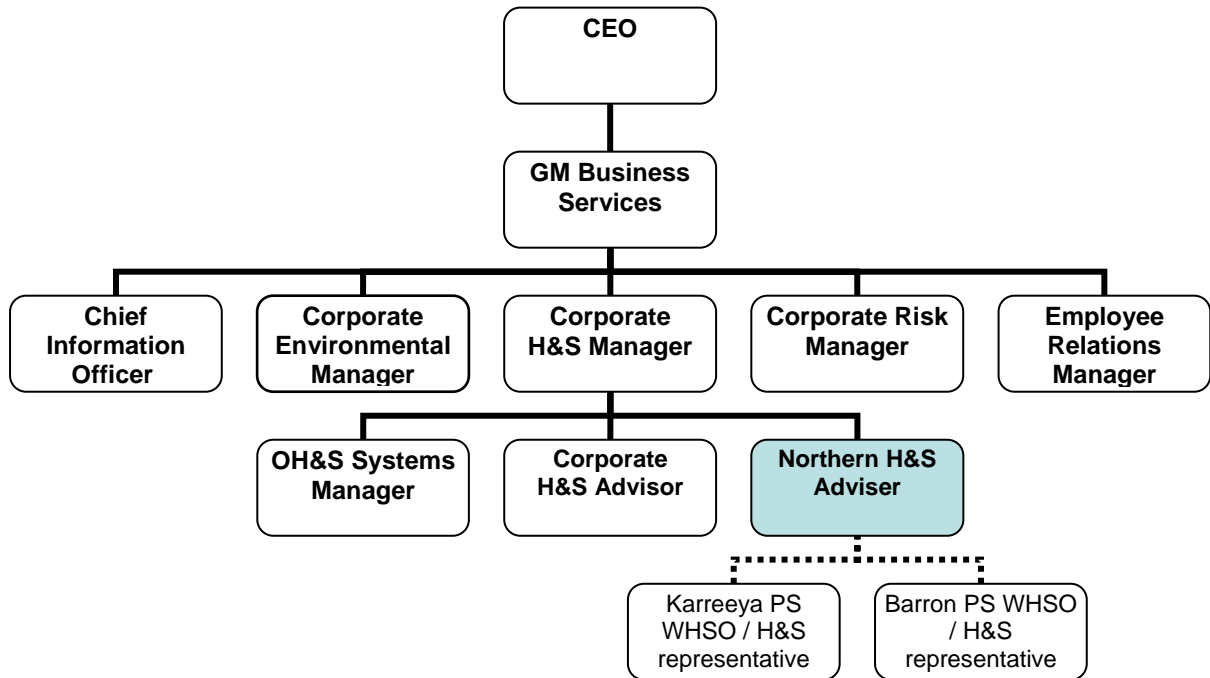
This position provides health and safety leadership on strategic planning, tactical implementation and ongoing operational delivery of the broad array of short and long-term health and safety needs in the northern region. The Northern Region Health and Safety Adviser position resides in the Business Services Division and reports to the Corporate Health and Safety Manager. Although this position is not a “Supervisory position” it does have specific management and leadership accountabilities and responsibilities. It will require the incumbent to have strong interpersonal and leadership skills. The incumbent will be expected to travel when required within the northern region as well as to other Stanwell locations from time to time.

## PRINCIPLE ACCOUNTABILITIES:

Principle Accountability	This is achieved by doing the following
<p>1. Implementing health &amp; safety improvement initiatives in the northern region consistent with the corporate health &amp; safety strategy.</p>	<ul style="list-style-type: none"> <li>▪ Leading and developing the implementation of key health and safety strategies, issues and risks.</li> <li>▪ Ensuring the effective ongoing delivery of processes to ensure health &amp; safety performance and compliance objectives are achieved.</li> <li>▪ Establishing and maintaining effective health &amp; safety management systems.</li> <li>▪ Providing sign-off (prior to seeking final management approval) on significant health and safety issues, risks, compliance issues, projects, expenditure and improvement initiatives.</li> <li>▪ Providing leadership by mentoring and coaching the site health, safety personnel and workforce.</li> </ul>
<p>2. Monitoring and review of system effectiveness and performance outcomes to ensure compliance with corporate objectives as well as relevant standards and legislation to facilitate continual improvement of the risk profile.</p>	<ul style="list-style-type: none"> <li>▪ Reporting of significant trends and major injuries/incidents to the workforce, site management and external stakeholders.</li> <li>▪ Implementing appropriate audit strategies and processes.</li> <li>▪ Providing approval and "sign-off" on a range of internal and external health and safety reports.</li> <li>▪ Effectively manage technical data, interpretation of results and setting of appropriate action plans.</li> <li>▪ Effectively utilising the various processes and systems used on site to facilitate health and safety management.</li> </ul>
<p>3. Providing specialist coordination, support, project leadership and expert advice to management and the general workforce in health and safety risk management</p>	<ul style="list-style-type: none"> <li>▪ Assisting site and corporate managers in leading a proactive approach to health and safety risk management as well as mentoring workplace health and safety personnel and the workforce.</li> <li>▪ Representing the Health and Safety personnel at various Sites, SCL and external forums, committees, reference groups etc.</li> <li>▪ Representing the Sites at various external and SCL internal forums pertaining to health and safety activities.</li> </ul>
<p>4. Performing the role of Workplace Health and Safety Officer and Rehabilitation Co-ordinator as defined by legislation</p>	<ul style="list-style-type: none"> <li>▪ Performing key functions of Workplace Health and Safety Officer and Rehabilitation co-coordinator in line with corporate and legislative requirements.</li> <li>▪ Maintaining an understanding of current and potential health and safety legislation, advisory standards, Australian Standards, and requirements impacting or likely to impact on the organisation.</li> <li>▪ Liaising as required with a range of external stakeholders e.g. WHS Qld, ESO, WorkCover.</li> </ul>
<p>5. Developing proactive strategies and</p>	<ul style="list-style-type: none"> <li>▪ Providing advice and learnings to the management teams and workforce regarding health and safety risk management</li> </ul>

<p>implementing initiatives to ensure health and safety risks and opportunities are identified and managed as part of every day business processes and to facilitate prompt and appropriate response to all health and safety incidents</p>	<p>systems, performance and compliance.</p> <ul style="list-style-type: none"> <li>▪ Developing, implementing and delivering to site and contractor personnel suitable health and safety training and awareness programs.</li> <li>▪ Project managing both site and corporate improvement initiatives to ensure they are implemented across the sites.</li> <li>▪ Performing key health and safety role (including link to corporate Crisis Plan) for incidents and emergency management.</li> </ul>
<p>6. Actively participating in the strategic planning and review function as managed by the Stanwell Corporate Health and Safety Manager to ensure the corporate direction and Strategic Health and Safety Plan continues to complement power station objectives and system maturity in risk management</p>	<ul style="list-style-type: none"> <li>▪ Actively participating in the strategic planning and review activities for the SCL-wide health and safety function as managed by the corporate Health and Safety Manager.</li> <li>▪ Initiating various site level health and safety planning processes as required.</li> <li>▪ Facilitating change and continuous improvement.</li> <li>▪ Providing health and safety input to the site and corporate Business Planning processes.</li> </ul>

## ORGANISATIONAL CHART:



## CHALLENGES:

- Manage and coordinate health & safety in the northern region
- Provide leadership without reverting to traditional hierarchical work management approach.
- Act consistently.
- Identify organisational improvements.
- Monitor external changes to legislation, acts, codes, standards etc.
- Working within a shared services matrixed organisation (eg. Stanwell organisational structure and the wider SCL Health and Safety structure).
- Work within a work environment with minimal levels of hierarchy, maximum empowerment of employees and non-traditional work arrangements.

## DECISION MAKING AUTHORITY:

The Northern Region Health and Safety Advisor is empowered to make decisions within the framework of the corporate health and safety strategy and within the northern region production sites business plans which includes but is not limited to:

- Prioritise and develop health & safety initiatives in the northern region.
- Coordinate and consolidate northern region safety improvements in the northern region.
- Expenditure within the approved strategy budget up to the level of financial delegation.
- The appropriateness of health and safety management systems and processes.
- The management of incidents and risks.
- Site emergency response capability in the health and safety areas of impact and compliance.

## **RECOMMENDATIONS EXPECTED:**

The Northern Region Health and Safety Advisor can influence all personnel and process on site regarding health and safety performance, such as:

- Developing health and safety strategies for contracts and project in the northern region
- Creating Construction Safe Plans and implementing process to ensure compliance.
- Risk and incident management recommendations.
- Health and safety resourcing to meet business needs including staffing, use of contractors and service providers.
- Health and safety projects covering reactive management eg Incident investigation and management.
- Proactive and reactive health and safety plans and strategies.

## **TECHNICAL EXPERTISE:**

Minimum requirements are:

- Tertiary qualifications in Health and Safety
- A certificate as a Workplace Health and Safety Officer.
- A certificate as a Rehabilitation Officer.
- Occupational Health and Safety Auditor

## **SKILLS, KNOWLEDGE AND EXPERIENCE:**

It is essential for the incumbent to demonstrate experience and/or knowledge in the following:

- Knowledge and experience in a wide variety of complex industrial environment health and safety issues.
  - Experience in developing, implementing and maintaining a Occupational Health and Safety Management System.
  - A broad understanding of complex industrial plant, its maintenance and operation.
  - Detailed understanding of relevant health and safety legislation, regulations, standards and codes of practice.
  - Knowledge of Australia wide and world wide health and safety trends.
  - Technical credibility with a wide range of technical employees.
  - Proven initiative.
  - Ability to communicate at all levels, internal and external to the organisation with interpersonal skills to relate effectively to stakeholders and customers.
  - Ability to understand stakeholder requirements.
  - A network within the electricity industry and/or the health and safety area.
  - Proven trouble-shooting and problem-solving skills.
  - Basic understanding of business and financial principles.
  - Ability to maintain confidentiality.
  - The ability to think laterally.
  - Rapport.
  - Robustness.
  - Teamwork.
  - Credibility – personal and technical.
  - Flexibility.
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- Project management skills.

## WORKING RELATIONSHIPS:

INTERNAL	EXTERNAL
<ul style="list-style-type: none"><li>➤ General Managers</li><li>➤ Corporate Health and Safety Manager</li><li>➤ Site Managers</li><li>➤ Group Manager Hydro and Business Support</li><li>➤ OHS Systems Manager</li><li>➤ Corporate Safety Adviser</li><li>➤ Site Environmental Officers</li><li>➤ In-house Lawyer</li><li>➤ Engineers</li><li>➤ Project Managers</li><li>➤ Site and Project Workplace Health and Safety Officers / representatives</li></ul>	<ul style="list-style-type: none"><li>➤ Workplace Health and Safety Qld</li><li>➤ WorkCover</li><li>➤ Consultants/contractors</li><li>➤ Electrical Safety Office</li><li>➤ Qld Health</li><li>➤ Safety Institute of Australia</li><li>➤ Health / Rehabilitation Providers</li><li>➤ Employee Assistance Provider</li></ul>

## PLANNING:

- Provide input into corporate and sites health & safety budgets business and strategic plans.
- Develop project and sites health & safety planning as required (weekly, quarterly work planning, prioritisation, scheduling).