

**Position Classification:** Functional/Department Management

### Responsible for:

Providing strategic level advice and support on Health and Safety related legislation, policies and codes of practice,

Ensuring company compliance with Health and Safety (H&S) and Workers Compensation Legislation.

**Leadership/Business influence:** Providing technical leadership, mentoring and training/upskilling others.

**Reports to:** Head of Human Resources

### Main Functions and Activities

#### Health and Safety Strategy & Planning

- Maintains awareness of future trends and development in the H&S legislation and their impact on DBW
- Identifies and documents strategic H&S objectives/initiatives.
- Prepares and presents long and short term plans to achieve objectives
- Provides recommendations and advice to the Management Executive on a range of H&S related issues

**Measures** - Development and maintenance of Corporate H&S Policy and Strategy. Key H&S objectives identified and communicated. Monthly/yearly achievement to agreed H&S objectives. H&S performance reported to DBW Board and Senior Management Group.

#### Legislative Business Compliance

- Maintains a thorough knowledge of individual State and Federal legislation impacting on the De Bortoli business operations
- Effectively communicates responsibilities and obligations to all employees, supervisors and managers
- Maintain H&S accreditation and reporting as required

**Measures** - All relevant key legislation updates/changes identified, documented and communicated to all stakeholders. Relevant reporting obligations met in a timely manner and in accordance with statutory timeframes

#### Health & Safety Systems, Processes, Documentation and Training

- Leads the development of systems of work which comply with legislation
- Provides support and training for Department Managers and Supervisors to

integrate H&S Risk Management principles and practices into daily business activities

- Ensures availability and currency of all H&S documentation and resources
- Maintains and ensures operation of Company wide employee consultation processes and committees
- Develop, implement and deliver relevant training programs to create sound H&S awareness.

**Measures** - H&S systems, processes and documentation developed and maintained on corporate system/s. Internal stakeholders are upskilled in the use of the corporate system to maintain H&S information. H&S Employee Consultation processes established and maintained at key sites. Delivery of training to ensure company compliance in relation to legislation.

### Inspection and Audit

- Leads the development of an internal audit culture in respect of H&S
- Provides recommendations to site managers and supervisors on improvements to systems and processes

**Measures** - Audit processes developed and responsibilities clearly communicated to managers and supervisors. Independent audits conducted on key business units. Audit outcomes and results communicated to the Board and Snr Management Group.

### Metrics and Reporting

- Provides regular reporting on H&S performance to Managers, Supervisors and Employees
- Analyses injury statistics to determine trends and implement remedial actions and processes to reduce lost time related injuries

**Measures** - Monthly reports prepared and submitted to Snr Management group and other relevant stakeholders. Attendance at Senior Management meetings as required.

### Site Security and Emergency Management

- Monitor and review existing site security procedures and protocols
- Engage with Managers on key security departmental security issues
- Conduct regular security and emergency preparedness exercises
- Provide advice to Senior Management Group on issues related to site, personnel and product security

**Measures** - Compliance with all Security procedures and protocols.

### Workers Compensation and Rehabilitation

- Monitors the insurance claims processes and trends across all DBW sites
- In consultation with Department Managers, investigates and follows up on long term workers compensation claims across all states
- Ensures knowledge, coordination and consistency of Workers Compensation

processes and procedures across DBW

**Measures** - Workers compensation claims status documented and communicated to Snr Management Group. Problematic claims identified and strategies implemented in consultation with stakeholders.

**Internal contacts** - Company Directors, Management Executive, State Managers, Functional Managers, Workers Compensation Client Relationship Manager, Return to Work Coordinators, Departmental Supervisors, HR Team, QH&S Group

**External contacts** - External Contractors and Agencies

### Essential Capabilities and Experience

- Tertiary qualifications in Workplace Health and Safety and/or extensive practical knowledge and experience in this field
- High level communication and presentation skills
- Extensive experience in providing high quality service to meet needs of internal customers and stakeholders
- Demonstrated leadership skills including ability to motivate and influence people
- Proven ability to develop, implement and oversee effective change management strategies and new approaches to work practices
- Demonstrated experience in developing and implementing solutions to complex problems
- Contemporary knowledge of legislation and current issues relevant to workplace health and safety and workers compensation.

### Desirable Capabilities and Experience

- Previous experience working in an industrial or manufacturing environment

Incumbent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_