

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Workplace Health and Safety Representative (Support Staff)
<b>EMPLOYMENT:</b>	Volunteer *(formal approved duties are paid at normal am rates)
<b>ACCOUNTABLE TO:</b>	Rehabilitation and Return to Work Coordinator / Service Managers and Managing Director

### Areas of Responsibilities:

The position is responsible for providing consultation on injury prevention and facilitation of rehabilitation services as required of an employer under the Workers Compensation and Rehabilitation Act and in line with RCS Policy & Procedures.

The role will support the effective administration of RCS Workplace Health and Safety Policies and fulfil the duties as set down in section 81 (1) of the Workplace Health and Safety Act 1995 including:

- Carrying out inspections at the workplace.
- Reviewing the circumstances of workplace incidents.
- Advising and making recommendation arising out of the review.
- Participating in the workplace health and safety committee.
- Issuing Provisional Improvement Notices (PINS).

Specific Duties include;

- To inspect the workplace or the part of the workplace within the representative's area of representation as negotiated between the staff, Coordinator, Client Representative/Guardians, and Managing Director.
- If a supervisor wishes to interview a staff member about a workplace accident /incident/injury - to be present at the interview if the staff member asks that the representative be present.
- To review circumstances surrounding work injuries, work-caused illnesses and dangerous events told to the representative by the supervisor (via agreed procedures RCS e.g. representative to view copy of accident /incident/injury report for their area of representation)
- To advise the employer of the results of the review and to make recommendations arising out of the review
- To be consulted by Real Community Services on any proposed change to a workplace or substances used at the workplace, that affects, or may affect, the workplace health and safety of persons at the workplace;

- To help in the resolution of workplace health and safety issues within the representative's area of representation;
- To be told by Real Community Services of the presence of an inspector at the workplace, if the representative is at the workplace
- To seek Real Community Services cooperation in remedying the issue and, if the issue is not remedied to the representative's satisfaction, to report orally or in the approved form state government form (copies available from the Occupational Health and Safety Unit) to an inspector an issue that has been reported previously to the employer or workplace health and safety officer and/or has not been satisfactorily remedied within a reasonable time;
- To report orally or in the approved form (Queensland Government hazard report form copies available from the Occupational Health and Safety Unit) to the employer or workplace health and safety officer an issue that in the representative's opinion affects, or may affect the workplace
- To attend refresher courses specific to the role as prescribed under the regulation
- For a qualified workplace health and safety representative - to give a person in the representative's area of representation a provisional improvement notice.

### **Skills and Personal Attributes required include;**

#### Teamwork

- To demonstrate an active, dedicated commitment to the safety and wellbeing of RCS employees;
- Communicate findings by formal reporting mechanisms;
- Communicate professionally & promote a positive image of Real Community Services;
- Resolve interpersonal conflicts using the organisation procedures;
- Adhere to RCS policies and procedures;
- Display and unbiased attitude towards all employees and management;
- Advocate on behalf of support workers taking into account fair and reasonable measures available within resource limits

#### Organisational expectation

- Use any resources wisely;
- Work collaboratively and consistently through challenges or concerns;
- Maintain any RCS equipment and assets to a high standard;
- Under the WHS Act, while at a worksite, all persons must:
  - a. take reasonable care for his or her own health and safety; and
  - b. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

- c. comply, so far as is reasonably able, with any reasonable instruction that is given by RCS to allow RCS to comply with this Act; and
  - d. cooperate with any reasonable policy or procedure of the RCS relating to health or safety at the workplace that has been notified
- 
- Good communication, written, negotiation and networking skills;
  - Adaptable to the changes of legislation and RCS policies;
  - Open to new ideas Able to cope with changes;
  - Friendly, Responsible, Reliable;
  - Resourceful and able to cope with emergencies;
  - Confident;
  - Able to work without direct supervision, creative, have empathy and understanding;
  - Respectful of others;
  - Good time management and organisational skills;
  - Presents well (in dress, manner and attitude), has a professional outlook about direct care work and is keen to make a positive difference in the health and safety of persons at work;
  - Computer skills and the use of Microsoft Word and Email programs;
  - Capacity to work autonomously;
  - Ability to follow instructions and work cohesively within teams;

### **Requirements, Qualifications and Experience**

1. a Statement of Attainment and have acquired the skills and knowledge to fulfil the role of Workplace Health and Safety Representative (Course in Functioning as a Workplace Health and Safety Representative – **Real Community Services funded**)
2. Proven ability to liaise and communicate effectively at all levels of an organisation as well as with external service providers to ensure a high quality of customer service;
3. Proven ability to proactively build trusting relationships with internal and external customers through utilising consultation, conflict management and negotiation skills;
4. Demonstrated medium level proficiency in computer software packages including, but not limited to, Microsoft Word, Email and Keyboard skills;
5. Highly developed written communication skills including reports, letter writing, developing agendas for meetings, taking minutes, filing and case notes.