

Position Title: WORKPLACE HEALTH & SAFETY OFFICER

Main Purpose of the Role:

The role is responsible for the day to day administration and financial control of projects.

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The role is responsible for ensuring the respective sites comply with Workplace Health and Safety legislative standards, policies and procedures and any additional standards, policies and procedures set by Northbuild. The role is also accountable to the Workplace Health and Safety Manager.

Selection Criteria:

Qualifications, Experience and Knowledge:

1. A current Workplace Health and Safety Certificate with a Construction element;
2. First Aid qualifications (highly desirable);
3. A minimum of 5 years experience in the commercial construction industry, with a thorough knowledge of OH&S legislation and codes of practice;
4. An intermediate level of computer literacy including the ability to use MS Office;
5. The ability to champion a safety culture on site including the ability to influence and motivate others to achieve a positive safety record;
6. The ability to follow systems, conduct thorough investigations/ risk assessments and prepare accurate written documentation and reports;
7. Good oral communication skills including the ability to conduct clear and effective toolbox talks;

Personal Attributes:

1. Ability to ensure Workplace Health and Safety Legislation is adhered to on the worksite.
2. Ability to monitor and review the effectiveness and continued relevance of risk control measures and address any inadequacies.
3. Strong organisational and time management skills.
4. Ability to provide training and assistance to subcontractors and Northbuild employees in relation of WH&S matters.
5. Possess the ability to solve problems and manage conflict effectively.
6. Possess a positive, professional image and a customer focused and flexible approach.
7. Hold a current Driver's Licence and be willing to travel to different sites.