



## Position Information Document

<b>Position Title</b>	<b>Work Health &amp; Safety Officer</b>
<b>Team Leader</b>	Deputy Principal, and ultimately to the Principal
<b>Employment Type</b>	Permanent
<b>ESO Grade</b>	ESO – Grade 4
<b>ESO Stream</b>	Administration (or by negotiation – teacher)
<b>Hours Per Week</b>	37.5
<b>Weeks Per Year</b>	45 Weeks

### Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

**Cardijn College Marian** in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

**Cardijn College Marcellin** in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

**Cardijn College Galilee** in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

### Position Summary

The WHS Coordinator is responsible for the ongoing implementation, review, continuous improvement, and coordination, throughout Cardijn College Marian & Marcellin Campuses, of Workplace, Health and Safety (WHS) systems, policies and procedures. The WHS Coordinator works closely with College Leaders and ultimately all staff to ensure WHS and compliance standards are met.

## Key Working Relationships

- Executive Leadership Team
- Campus Leadership Team
- College Staff
- WHS Committee
- CESA staff
- Consultants & Industry Professionals

## KEY AREAS OF WORK

The WHS Coordinator will:

### Workplace Health and Safety

- Undertake responsibility for WHS activities within the school where an advanced level of specialised knowledge is required within the context of the legislative requirements applicable to the role.
- Liaise on behalf of the Principal (or delegate) with CSaIM and other specialist providers to enable the school to implement initiatives that reflect a pro-active and supportive WHS culture.
- Ensure currency of requirements and undertake timely WHS inductions for staff, contractors, and volunteers to enable safe use of designated places, materials and equipment within the school.
- Ensure that contractors attending the school have required clearances, licenses and insurance for the work they are undertaking and maintain records as applicable.
- Maintain WHS training outcomes on Salt online training platform and provide reports and follow-up to ensure compliance of mandatory WHS training requirements.
- Where applicable, make training arrangements for staff to fulfil mandatory WHS requirements e.g. first aid, CPR training, and maintain records accordingly.
- In conjunction with school leaders, undertake WHS risk assessments, audits and inspections on a regular basis, document outcomes, and draft correspondence and communications (for authorisation by others) to ensure WHS legislative requirements are effectively met.
- Arrange and assist in the investigation of hazards, incidents, injuries or near misses, document required actions and liaise as required to facilitate corrective action appropriate to the situation and within the boundaries of the role classification.
- Ensure that relevant WHS registers and records are maintained ensuring availability for review upon request by those authorised to do so or accurate and current reports can be prepared and provided as necessary.
- Provide advice and assistance to school leaders and other employees, requiring knowledge of WHS legislation, policies and procedures to enable the proactive management of WHSmatters.
- Maintain currency of WHS legislative obligations commensurate with the role classification requirements and, as directed, seek specialist WHS advice and assistance to facilitate WHS outcomes.
- Promote and encourage all staff to be pro-active in the implementation of early interventions systems and reporting of incidents.
- Actively participate in WHS Committee meetings and provide high level administrative support including preparing agendas, papers or other written materials, taking notes and circulating, and timely and following up matters identified for action.
- Remain current with professional practice, WHS legislation and contemporary WHS

trends, and in conjunction with school leadership, implement initiatives to reflect a pro-active and supportive WHS culture.

- Positively participate in school activities, events, required training, professional development and professional reviews.
- Undertake other duties as required by the Principal (or delegate).

## **PERSON SPECIFICATIONS**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated knowledge of WHS legislation and policies to ensure compliance within the school is achieved at all times.
- Ability to work within clear stated objectives and perform a broad range of WHS tasks, demonstrating substantial depth of knowledge, experience and high-level administrative skills.
- Excellent proficiency in using a computer and applicable programs specifically Microsoft Office (Word, Excel, Outlook), and the ability to operate a broad range of office and ICT equipment.
- Excellent communication and interpersonal skills to foster collaboration, clarity, flexibility and high level administrative and practical support and role model safe work practices at all times.
- Able to work with little or no guidance to achieve stated objectives of the role, be responsible for own outcomes within broad parameters and take limited responsibility for the achievement of group outcomes, as applicable.
- Ability to analyse, diagnose and implement solutions across a broad range of technical and operational functions specific to the role. And evaluate information for use for forecasting planning or research purposes.
- Experience in applying a high degree of initiative, discretion and capacity to program work, utilising excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Demonstrated ability to lead and support unexpected situations or emergencies and ensure procedures related to these situations are complied with.

## **SPECIFIC REQUIREMENTS**

- Diploma studies comprising one year of study in Work, Health & Safety (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.

- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

## **WORK HEALTH AND SAFETY**

**This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.**

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## **PERFORMANCE REVIEW**

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.