

Position description

Title:	Safety Business Partner
Branch/Department:	Business Services – Safety
Status:	Full Time
Location:	Belgrave with travel along the rail corridor required
Reports to:	Safety Manager
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday 9.00 to 5.00pm usually – some requirement to work evenings or weekends by negotiation
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical Mobile phone provided

Job Purpose

The Safety Business Partner works closely with all workplace participants & leaders to foster an organisation wide proactive safety culture & a safe working environment.

This is a safety champion position, and is responsible and accountable for, safety risk mitigation, regulatory compliance and promoting continuous improvement of safety processes & procedures. The position supports Branch Managers by providing a conduit between Operations and Safety.

Key Duties & Responsibilities

- Guide and coach managers to take ownership of safety matters with consideration of risk mitigation and compliance obligations of OHS legislation, Child Safety Standards and Rail Regulations
- Triage safety inquiries, referring complex and/or sensitive matters to the Safety Manager
- Advise and instruct on areas of OHS risk and operational safety controls
- Coordinate organisation wide Safety Risk Assessments
- Manage PBR Safety Risk Register
- Manage Safety Investigations and make recommendations on controls
- Manage safety Corrective Action Plans
- Manage Regulatory reporting and obligations
- Manage Rail Safety Management of Change process
- Coordinate Drug & Alcohol Management (DAMP) testing
- Maintain and update Safety Management System (SMS) as required
- Coordinate Fire Wardens, including but not limited to ensuring adequate Fire Wardens nominated & trained for each PBR site
- Coordinate safety data collection & reporting as required
- Research, and remain up to date with, OHS legislation, National Rail Safety regulations, Child Safety Standards & industry best safety practices
- Support identification of organisation wide safety learning & development opportunities & deploy training programs as required



- Lead or participate in Safety related ad hoc projects
- Participate in committees/working group and provide Safety guidance as required
- Provide support and backup to other members of the Safety team as required

General responsibilities

- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with organisation values and adhere to all organisation values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- Excellent verbal & written communication skills, with the ability to communicate with all levels of the organisation
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite

Qualifications & Experience Required

- Safety management qualifications or demonstrated experience in generalist safety management
- Government investigation qualifications or demonstrated experience in complex regulatory investigation.
- Project management experience and skills considered favourably
- Familiarity with OHS Legislation, Child Safety Standards and Rail regulations
- Familiarity with Volunteering
- Experience working with government or not for profit entities considered favourably
- Tourist & Heritage Rail Safeworking qualification considered favourably
- First Aid and Mental Health First Aid considered favourably

Key Relationships

- PBR staff, volunteers, and visitors
- External stakeholders including elected officers and senior management in public and private organisations, such as training providers

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.



- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on a rostered and negotiated basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name:		Employee Signature:		Date:	
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Approved By:	Stefanie Straub	Date:	February 2023
Last Updated By:	Vikki Ducrow	Date:	February 2023



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!