



## Position description

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

### Job Purpose

The Safety Officer provides advice, guidance, and support to foster an organisation wide proactive safety culture & a safe working environment.

This is a safety champion position and is responsible and accountable for coordination of risk mitigation strategies, incident reporting, injury management, regulatory compliance and promoting continuous improvement of safety processes & procedures. The position supports the Safety Manager by implementing safety processes, procedures & strategies.

### Key Duties & Responsibilities

- Support compliance obligations of OHS legislation, Child Safety Standards and Rail regulations
- Support the development of risk management strategies
- Maintain Incident Defect Reporting (IDR) process
- Support safety performance monitoring, analysis, and reporting
- Support administration of Workcover claims and Return to Work Plans
- Support development of Safety policies and procedures
- Maintain the Chemical Management Database
- Lead internal Auditor
- Coordinate internal audit programme
- Maintain Injury management process
- Coordinate Health & Safety Representatives (HSRs), including but not limited to providing advice & support
- Maintain organisation wide Safety Signage
- Coordinate maintenance of First Aid Kits
- Coordinate Bushfire Management Plan
- Support Safety Investigations as required
- Research, and remain up to date with, OHS legislation, National Rail Safety regulations, Child Safety Standards & industry best safety practices
- 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
- 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
- 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"> <li>• Manual handling task (0 – 9kg)</li> <li>• Gripping, holding, clasping with fingers/hands</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. stacking, reaching, typing and sorting</li> <li>• Walking on uneven surfaces</li> <li>• Sitting at workstation</li> <li>• Responsibility for the safety of others</li> </ul>

### 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:	
----------------	--	---------------------	--	-------	--

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!**