

# Job Description

## Kairuruku Hauora Haumarū

### Health & Safety Coordinator



<b>Version:</b>	<b>2.1</b>
<b>Reports to:</b>	<b>Kaiwhakahaere</b> Chief Operations Officer
<b>Coordinates:</b>	Health & Safety Champions
<b>Other Internal Relationships:</b>	Section and Site Coordinators Section and Site Administrators Other Mission Staff
<b>External Relationships:</b>	Fire Service Staff Independent H&S Contractors Independent Qualified Persons (e.g. security companies) Landlords Health and Safety Training Agencies Civil Defence Local Authority Staff Accreditation and Regulatory bodies (e.g. Ministry of Education, Department of Corrections, Oranga Tamariki, Ministry of Justice, NZQA, TEC) WorkSafe Staff
<b>Hours of job:</b>	20 hours per week (0.5 FTE)

#### Primary Functions

- To act as the Mission's Health and Safety knowledge base;
- To investigate best Health and Safety practice, adapt it for the Mission's circumstances, and ensure implementation;
- To lead the Mission's compliance with all Health & Safety regulations, statues, and other relevant law.

#### Key Objectives and Tasks

##### 1. Knowledge Base

- Maintain an up to date awareness of Health & Safety obligations, techniques, and tools.
- Support and promote the adoption of Health and Safety productivity tools (e.g. Safety Nest).
- Proactively advise the **Kaihautū** Director, the Management Team, and the Board on appropriate health and safety, policy, practices, and interventions.
- Continue to drive the development of Health and Safety systems, processes, and standard operating procedures.
- Initiate advising staff and Board on appropriate health and safety practice where that advice has not been sought yet would add value.

##### 2. Investigation & Implementation

- Recommend notable health and safety incidents for investigation to the **Kaiwhakahaere** Chief Operations Officer (or in their absence the **Kaihautū** Director).
- Provide support as needed to any internal or external investigations into health and safety incidents.

- Proactively seek out health and safety best practice and developments in the field and promote their implementation.

### 3. Lead Compliance

- Identify and manage hazards in conjunction with the **Kaihautū** Director and **Kaiwhakahaere** Chief Operations Officer.
- Research, develop, create for approval, implement, maintain, and monitor Health and Safety policies, procedures, and manuals that include:
  - Emergency Management Plans
  - Disaster and Pandemic Recovery Plan(s)
  - The Disaster planning folder
  - A contractors' agreement
  - Wellbeing Handbook for staff
  - Lockdown plans
  - Workplace Hazard Registers
  - Asbestos Management Plans
- Schedule and chair Health & Safety meetings, timetabling meetings, sending reminders, setting agendas, circulating minutes etc.
- Support Health and Safety champions; holding regular check-ins with each champion, visiting sites regularly, and ensuring tasks that have been allocated to champions are followed up on and support given.
- Ensure Health and Safety Champions are current in their training for the work and regular refreshers are provided;
- Organise any and all Health and Safety Representative elections requested by staff;
- Otherwise, assist the **Kaiwhakahaere** Chief Operations Officer in recruiting Health & Safety Champions.
- Assist the **Kaiwhakahaere** Chief Operations Officer in the formulation and management of budgeting to meet Health and Safety requirements.
- Health & Safety Audits: maintain a schedule of audit visits, audit all areas of the Mission at least twice-yearly, write audit reports, and maintain full records of all audit checks.
- Acting on, escalating where appropriate, situations/areas of noncompliance.
- Health & Safety standards: Liaise with Service Managers and **Kaihautū** Director on any issues of concern, writing reports where required.
- Reporting: maintain a single Health and Safety electronic folder containing all Mission H&S information, and ensure it is kept fully up to date.

### 4. Administration and compliance

- Provide a general Health and Safety induction to all new staff, and ensure that a site specific induction is provided.
- Advise the **Kaiwhakahaere** Chief Operations Officer on the Mission's compliance with relevant statutory and compliance issues.
- Prepare monthly reports on incidents and accidents, trends, monitoring and compliance, and any other Health and Safety issues for the Mission Board.
- Collection and collation of H&S data to enable strategic decision making in the H&S and Operational space.
- Update and implement the Mission's Emergency Planning.

### 5. General

- a. Undertake personal performance appraisal and supervision processes as directed by the **Kaiwhakahaere** Chief Operations Officer.
- b. Continuing personal professional development.
- c. Ensuring confidentiality of all record keeping.
- d. Carrying out any other duties as requested by the **Kaiwhakahaere** Chief Operations Officer.

- e. Abide by The Methodist Mission policies and procedures at all times.
- f. Provide advice to the **Kaiwhakahaere** Chief Operations Officer, and if not available, **Kaihautū** Director on any issues of concern
- g. Meet with the **Kaiwhakahaere** Chief Operations Officer regularly for the purpose of monitoring workflow and workload

## 6. Person Specification

### *Essential*

- Level 2 health and safety qualification
- Leadership and communication skills
- Personal openness, trustworthiness, reliability, and attention to detail
- Good problem solving skills
- Very strong attention to detail
- Strong written communication skills
- Excellent time management
- A basic understanding of Te Reo Māori and tikaka with a willingness to upskill further
- A commitment to working for a bicultural organisation

### *Desirable*

- Strong oral communication skills
- Current first aid certificate
- Confident when engaging with a range of staff, including senior managers
- High proficiency in MS Word and MS Excel



Director:

Date: **July 2021**