

Position Description

Position Title	Safety Manager
Position Reports to	General Manager People & Culture
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Full-Time
Last Updated	July 2024

Why are we here?

Purpose: We partner with our customers to create their best life

Our Vision: To fulfil the unmet support needs of our community and enrich lives every day.

How do we do this?



What is your purpose?

The Safety Manager is instrumental in cultivating a strong health and safety culture throughout the organisation that is built on care and respect. This role involves overseeing the organisation's Occupational Health & Safety (OHS) systems through education, collaboration, coaching, and monitoring.

As Safety Manager, you will provide expertise in management of OHS risk and engaging our workforce to think 'safety first'. The role is accountable for the implementation of McCallum's Occupational Health & Safety Management System (OHS QMS) ensuring compliance with regulatory requirements and best practice.

The Safety Manager works as part of the People & Culture team to delivery McCallum's People Strategy and supports the General Manager People & Culture.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Safety Culture & Delivery	<ul style="list-style-type: none"> • Implement and oversee McCallum’s OHS QMS, ensuring compliance across all operations. • Undertake a consultative approach to review, update and implement OH&S Policy and Practices, ensuring alignment with best practice and compliance to Quality audits. • Lead the migration of legacy risk/safety software “Kwiksafe database” into new “Flowlogic” system, enhancing OHS risk management capabilities across the organisation. • Enhance risk awareness and capabilities among team leaders and managers through targeted training and educational initiatives, focusing on harm minimisation and effective infection control protocols. • Support managers and team leaders in incident investigation and prevention strategies. • Monitor, update and ensure oversight and business adherence to the McCallum COVIDsafe Plan. • Ensure systems of preventative maintenance and calibration activities of critical equipment is in place and adhered to. • Collaborate with managers, team leaders, and staff to ensure they comprehend their OHS responsibilities and obligations, fostering a proactive approach to developing and implementing McCallum’s Organisational and Program OHS Plans. • Support the implementation of a safety framework to manage Psychosocial Risks. • Facilitate coordination of internal and external OHS audits and systematically evaluate and implement recommendations in each Program area. • Monitor and report on McCallum’s OHS KPIs through the production of the OHS Dashboard by Program recommending safety priorities from data and trends. • Ensure our OHS Committee functions in accordance with the Act, with all HSR’s trained and supported to achieve safety outcomes. • Regularly review and adjust the OHS program through coordination of and collaboration with McCallum’s OHS Committee. • Support WorkSafe and other regulator inspection visits and implementation of corrective actions as required;
Emergency Management	<ul style="list-style-type: none"> • Chair the organisation’s Emergency Planning Committee and ensure emergency and business continuity planning is current and exercised to ensure organisational preparedness. • Work closely with the General Managers to ensure business continuity strategies are developed and delivered across all Programs • Assist Programs in keeping emergency manuals up-to-date and maintaining the Emergency Control Organisation system, including appointing and training wardens and first aiders.

	<ul style="list-style-type: none"> • Undertake risk assessments in support of Emergency Planning and provide OHS expertise to ensure that safe work practices are not compromised
Leadership and Employee Experience	<ul style="list-style-type: none"> • Champion McCallum’s code of conduct and values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key stakeholders, with a focus on Managers, Team Leaders and frontline staff. • Coach and mentor Managers / Team Leaders to problem solve and make timely decisions with respect to safety outcomes. • Senior Supervisor Recycling/OHS Officer at Neerim Crescent will report indirectly to this role. Support the role to achieve business outcomes and with effective running of Social Enterprise OHS Working Group. • Actively contribute to the People & Culture team by providing input and support to other P&C functions and team member.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in regular 1:1 meetings with the General Manager People & Culture • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing • Participate in wider McCallum projects and initiatives as requested by the Executive Manager People & Culture or CEO.

What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do.
- Quality, safety and risk management is paramount and will not be compromised.
- You are passionate about developing clear and effective systems and processes.
- You are a consultative, collaborative and inclusive leader, business partner and advisor.
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You achieve results. You are focused, work to a plan and deliver.
- You understand that change happens for a reason, and have the enthusiasm and drive to bring the organisation with you.
- You display a high level of personal integrity and professionalism, understanding your role in driving a positive organisational culture with a focus on maintaining safe work practices in all that we do.
- You value accuracy and attention to detail

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **Right to Work in Australia**
- **NDIS Worker Screening Check**
- **Current Drivers License.**

Essential

- Tertiary qualification in OHS or related discipline; or demonstrated significant work experience (Minimum Cert IV).
- Proven experience in a hands-on Senior Safety Manager/Advisor role, preferably within a Human Services organisation with familiarity in manual handling and occupational violence, or alternatively in a manufacturing/production background.
- Demonstrated success in developing safety cultures and systems that enhance workplace health and safety while supporting the organisation's objectives.
- Demonstrated understanding of risk management frameworks and knowledge of the practises to education, coordinate and mitigate safety risks
- Detailed knowledge of OHS legislation/regulation and evidence based practices.
- Confident and capable workplace investigator.
- Excellent collaboration and interpersonal skills with the ability to work collaboratively with senior leaders, managers, team leaders and front line staff to implement organisational improvements.
- Demonstrated ability to critically analyse issues and develop and implement effective actions that support McCallum's purpose, vision and values.
- Excellent communication and technical IT administration skills including the ability to prepare high quality written reports, presentations and dashboard communications and other documentation as required.
- Evidence of applying excellent organisation, time management, prioritisation and coordination skills to maximise efficiency

Desirable

- Experience in maintaining IS45001 compliance standards.
- Experience in a food production environment, preferably with SQF certification.
- Competence with and understanding of OHS management software and tools, and ideally will have implemented an OHS / Risk Management system before.

Approval:

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____