

Responsibilities of Coordinators & Supervisors

1. Coordinators and supervisors are responsible and accountable to their Senior Manager for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control and have the following specific responsibilities and obligations.
2. Providing leadership and support for the promotion of the Diamantina Shire Council Safety Management System – (DSC SMS).
3. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers and that all persons entering the worksite have received a site specific WHS induction.
4. Implementing, maintaining and monitoring the WH&S Management Plan and monthly / quarterly action plans within your area of responsibility and that any carry over items are addressed.
5. Ensuring KPIs and WHS Metrics that have been set by management are measured and reported as required.
6. Assisting with the development and implementation of departmental WH&S procedures, safe work method statements and safe work procedures.
7. Providing information to workers through pre-starts, team meetings, toolbox talks or information sessions in relation to WH&S.
8. Conducting hazard inspections at all relevant workplaces in accordance with the 'Hazard inspection Schedule'.
9. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, chemical substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards.
10. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the Safety & Quality Coordinator within the required timeframes.
11. Identifying worker training needs and ensuring that no worker is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
12. Monitor the WHS performances of workers especially in regards to the correct use and / or wearing of PPE as required.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Attend Health and Safety Committee Meetings and Daily Pre-Starts where possible.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured workers and assisting with the identification of positions that are suitable for rehabilitation placements.