



# POSITION DESCRIPTION

## Health and Safety Trainee

Incumbent:	VACANT
Department:	Governance & Risk
Reports to:	Governance & Risk Lead
Employment Status:	Fixed Term 12 Months - Full Time
Commencement Date:	
Completion Date:	
Award Classification:	Trainee Award Classification
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

### Position Summary

The primary purpose of the Health and Safety Trainee is to provide occupational health and safety support, education and advice to the Ararat Rural City Council team, to help achieve the Council's number one priority of a safe workplace. This role also assists to control the business risks associated with OHS and meet the standards established by legislation.

### Key Responsibilities

- Work towards the successful completion of Cert IV in Work Health and Safety.
- Apply theoretical knowledge in a practical work context, working closely with more qualified staff to undertake a range of appropriate duties aligned with the responsibilities of an OHS Advisor.
- Assist the Governance and Risk Lead to demonstrate to statutory bodies that Council has appropriate health, safety, environment and quality management processes developed.
- Demonstrate responsible conduct and a positive manner in the work environment to ensure that the organisation is correctly and favourably presented.
- Assist Council in complying with OHS policies and procedures by identifying opportunities to minimise risk and injuries in the workplace through risk assessment.
- Assist staff in the development of site and task specific risk assessments, operational procedures and work instruction and conduct ongoing reviews of the effectiveness and compliance to risk control measures.
- Assist in developing and maintaining ohs consultation and communications processes, including ohs committees, toolbox talks and safety alerts.
- Carry out document control of Council's ohs documents.
- Participate in safety training sessions for staff.
- Update and maintain databases.
- Assist in the preparation of documents.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

### Accountability & Extent of Authority

- Under the general supervision of the Governance and Risk Lead, the trainee is responsible for assistance in the development and implementation of ohs projects and initiatives and the day-to-day safe operation of the Council.

### Judgement & Decision Making



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- Guidance and advice are always available.

## Specialist Knowledge & Skills

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- Ability to understand and stay abreast of current legislation and processes.
- Possess a thirst for knowledge.

## Interpersonal Skills

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- The ability to communicate effectively with others
- Basic skills in managing time and organising own work.
- Developed verbal and written skills.
- Active listening skills.
- Ability to work as part of a team and cooperate with other staff.

## Qualifications & Experience

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Possess the ability to:

- Understand and carry out work instructions.
- Work effectively with others.
- Use a range of communication skills in the workplace.
- Use a range of literacy skills for further study.
- Use business technology e.g. internet, Microsoft Office, email etc.
- Understand general administrative concepts.
- Identify, analyse and resolve problems.

## Position Approval

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	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		