

ES – Occupational, Health & Safety Officer

POSITION DETAILS

Position Title:	Occupational, Health & Safety Officer
Department:	Administration
Classification Level:	Education Support Level 1 – Range 3
Time Fraction:	0.4 (15.2 hrs per week)
Contract Tenure/Employment Type:	Ongoing
Superannuation:	12%
Location:	Warrnambool College – Grafton Road

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to satisfactory police check and Working with Children Check.

ABOUT THE ROLE

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The **Occupational, Health and Safety Officer** is responsible for coordinating the College's Occupational Health and Safety Management System and supporting compliance with Department of Education policies, the Occupational Health and Safety Act 2004 (Vic), associated regulations and College procedures.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

The position works collaboratively with leadership, Health and Safety Representatives (HSRs), staff, contractors and external agencies to foster a proactive safety culture. The role coordinates workplace safety systems, risk management, emergency management planning, contractor compliance, incident reporting, staff induction and mandatory training, while maintaining accurate records, analysing safety data and supporting continuous improvement to provide a safe and healthy environment for staff, students, volunteers, contractors and visitors.

The position performs and/or supervises work in accordance with school policies, departmental guidelines and accepted practices, contributing positively to school operations, student participation and community engagement.

CLASSIFICATION CONTEXT AND TASK LEVEL

This position is distinguished from ES Level 1, Range 3 by its greater level of management responsibility and its direct impact on school administration and operations. While objectives and directions are clear, this role requires a higher degree of autonomy in determining the approach to achieving these objectives.

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Responsibilities include:

- Coordinating and supporting teachers and educational programs.
- Managing timetables and overseeing the organisation of work of the office.
- Providing routine supervision, guidance, and support to other student support staff at ES Level 1, Range 2.
- Liaising with external service providers regarding defined support needs and resources.
- Coordinating school circulars, newsletters, and routine school communications.
- Maintaining confidentiality and accuracy of records.
- Preparing reports and documentation, including data management.
- Ensuring the efficient operation of the work area, including managing work priorities and workflows.

REPORTS TO

This position has line management responsibilities to the Assistant Principal who oversees OH&S.

As part of the Finance & Administration team, the role is responsible for working collaboratively to support a professional, productive, friendly and efficient workplace.

DUTIES AND RESPONSIBILITIES

OHS Governance and Compliance	• Coordinate and maintain the College OHS Management System in accordance with Department policies and legislation. • Provide advice and practical support to leadership and staff on OHS obligations, compliance requirements and safe work practices. • Monitor changes to legislation and Department policy and implement required improvements.
Risk Management	• Coordinate workplace inspections, hazard identification, risk assessments and implementation of risk controls. • Maintain hazard, risk and corrective action registers and monitor completion of actions. • Analyse incident and hazard trends and prepare reports to support informed decision-making and continuous improvement.
Incident and Injury Management	• Coordinate reporting and investigation of incidents, injuries, hazards and near misses using Department systems. • Support workplace injury management and Return to Work processes where required.
Emergency Management	• Coordinate the development, testing and annual review of the Emergency Management Plan. • Coordinate evacuation drills, emergency equipment inspections, warden arrangements and business continuity activities.
Contractor, Plant and Hazardous Substances	• Coordinate contractor inductions and compliance, including licences, insurances and required documentation. • Maintain hazardous chemical registers, Safety Data Sheets and coordinate statutory inspections of plant and safety equipment.

DUTIES AND RESPONSIBILITIES

Training, Consultation and Wellbeing	• Coordinate OHS induction and mandatory training for employees, contractors and volunteers. • Support Health and Safety Committee meetings and consultation with HSRs. • Promote initiatives that support physical and psychological health, safety and wellbeing.
OH&S Administration and Reporting	• Maintain accurate and confidential OHS records and compliance documentation. • Coordinate Department audits and compliance reviews and monitor corrective actions. • Liaise with Department representatives, WorkSafe, contractors and external agencies as required.
General Administrative and Team Support	• Provide administrative and reception support when required. • Support the core values of professionalism, efficiency, reliability, teamwork, and customer service within the school community. • Performing other duties as directed by the Principal Class.
Professional Development	• Participate in professional development opportunities to enhance skills and knowledge

This position description describes in general terms the normal duties which the Education Support is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>