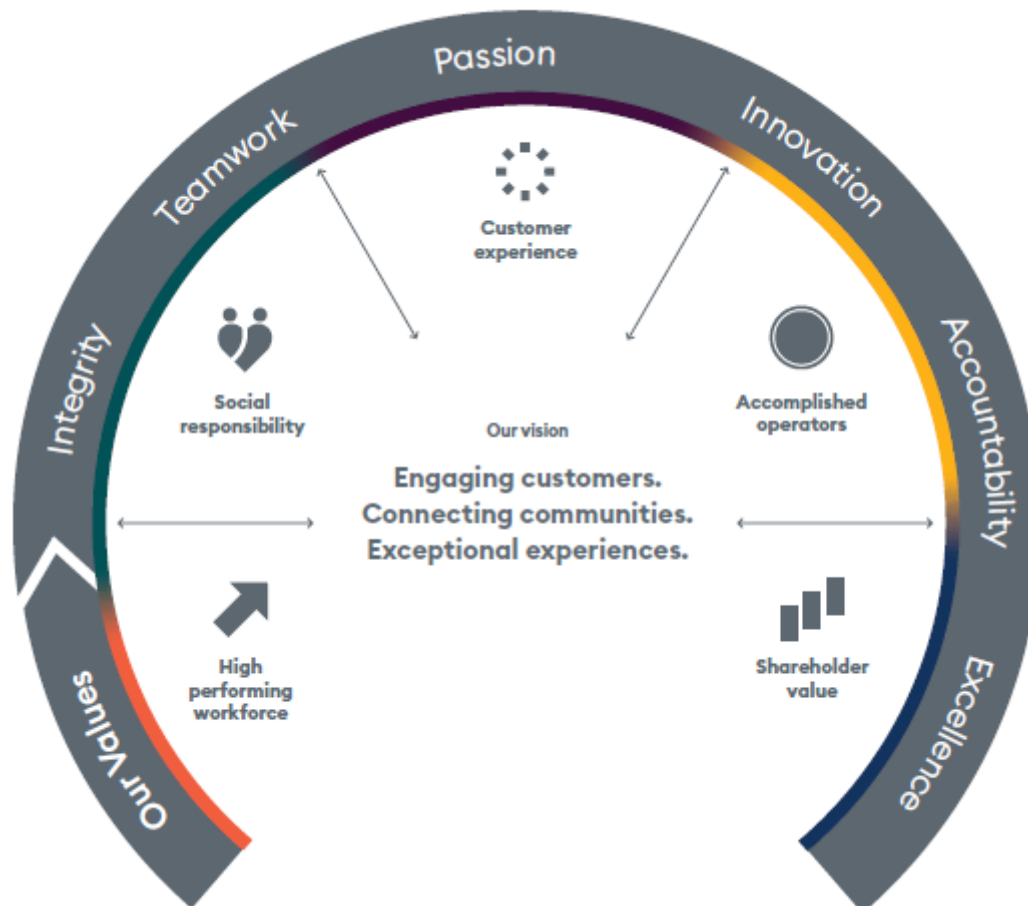


Queensland Airports Limited Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision

Position Title:	Work Health & Safety Advisor
Location:	Gold Coast
Department:	Operations & Service Delivery
Reports to:	General Manager Operations & Service Delivery
Reporting to this position:	Nil

Position Purpose

To develop safe work practices, positive safety attitudes and a minimal injury workforce by building relationships and developing a positive safety culture throughout the site.

Ownership of the Gold Coast Airport's procedures developed inline with the QAL WH&S Management System and overseeing the procedures development, maintenance and continuous improvement, to ensure quality WH&S guidance and WH&S compliance throughout the site.

Job Role Requirements

Objective 1: Workplace Health & Safety

- GCAPL's Policies and Procedures are developed and maintained inline with the QAL WH&S Management System
- WH&S Risk Register, Incident Register and Non-Conformance Register are developed, maintained and have a record of being reviewed
- Staff, contractors and tenants are aware of current relevant WH&S legislation, Fire Regulations, WHS Policies, and WH&S Procedures, and compliance requirements are being fulfilled
- A monthly report outlining the months incidents, LTI's and activities is prepared
- Reports are produced when required in relation to WH&S activities, trends, risks, hazards, incidents and performance. Satisfactory outcomes are followed through as a result of these reports
- Continuous effort to ensure there are minimal LTIs and workplace incidents
- Audits are conducted at a set interval to ensure compliance with WHS Legislation and site procedures
- WH&S incident report investigations followed through to satisfactory outcomes for staff, customers and contractors
- Contractor management procedures have been communicated to staff and the procedure is being adhered to
- WH&S aspect of GCAPL constructions has been considered and applied when necessary
- The WH&S Committee is held quarterly and has an adequate committee attendance
- There is DAMP compliance amongst GCAPL staff and contractors
- WH&S Representatives and management are carrying out frequent WH&S inspections of their responsible areas

Objective 2: Administration

- WH&S databases are being maintained
- CHEMWATCH is being audited annually and kept to date
- The Asbestos Register is to date and communicated to applicable staff and contractors
- WH&S Intranet page and onsite WH&S noticeboards are being maintained
- Australian Standards are accessible to staff
- Efficient maintenance of WH&S records such as training records and incident reports

Objective 3: Training

- Ongoing and sufficient generic WH&S training is being provided around the port
- Support is given to management for task specific and competency training

Objective 4: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site

Objective 5: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Employees and management at all levels

External: Contractors, Consultants, Customers, Government Departments/Agencies, Stakeholders and the Community

Key Capabilities Required to Perform Role

Educational Qualifications:

- Completed training/studies in relation to WH&S with a minimum requirement of a Cert IV WHS. Cert IV TAA desired.
- WH&S Officer diploma (preferred)

Professional Experience:

- Minimum of 5 years experience in a similar role.

Specific Job Knowledge, Skills and Abilities:

- Knowledge of or the ability to rapidly acquire knowledge WH&S legislation as it applies to GCAPL
- Report writing experience
- Interpretation of relevant Government acts, regulations and policies experience
- Good written and verbal skills (eg reports, briefing papers, training)
- Good computer literacy (Microsoft Office suite)
- Sound problem solving and decision making skills
- Sound organisational, time, task, planning and priority management
- Good personal presentation

Certificates:

Cert IV WHS is a minimum requirement.

Certificate IV in Training and Assessment (desirable)

Physical Demands and other requirements:

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks
- Able to meet prerequisites for obtaining appropriate level of aviation security clearance
- Undergo and pass a Police Records Check

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

Approved by Line Manager (Signature and Date)		
Reviewed by HR (Signature and Date)		
Version:		Date: