

JOB TITLE WHS Officer

DATE July 2025

JOB DESCRIPTION

Purpose of role

- To "live" the organisational values of 'Creating Opportunities, Building Communities and Empowering Lives'.
- Responsible for managing the daily and ongoing provision of safety, environment and quality as it relates to:
 - Systems compliance
 - Project team support
 - Advice
 - Training
- Responsible for reporting functions of safety, environment and quality for Binah Constructions including planning, directing, conducting site visits and audits.
- Responsible for the development, rollout and maintenance of the Integrated Management System (IMS), plans and specific programs including assisting to ensure compliance with all legislation and accreditation.
- Actively contribute to Binah Constructions to ensure the highest level of communication, support and advice is provided. Responsible for inspiring, leading by example and promoting a positive 'can do' attitude.
- Foster a positive network with the Master Builders Association (MBA) safety team.

Main duties and responsibilities

- Management and leadership.
- IMS system and procedure implementation on specific projects.
- IMS system communication and advice.
- Conducting reporting, investigations, assessments and audits.
- IMS administrative support
- Adherence to all policies and procedures.
- Develop and implement (including achieving accreditation) the IMS, in conjunction with management and the project teams.
- Management and leadership of IMS on site
- Manage the requirements of the IMS and all WHS obligation of site team.
- Work collaboratively with the site team to ensure the core values of the company are being implemented.
- Comply with all company WHS and Quality systems, policies and procedures.
- Adhere to the company's Code of Honor and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Train, mentor, coach and supervise all staff in relation to Binah systems.
- Establish and maintain strong team and client relationships on project.

- Represent the company at various site meetings, functions and corporate events.
- Contribute positively to your working environment, your role and to the company as a whole and participate in extracurricular activities

SPECIFIC TASKS

IMS System Coordination

- Implementation of Binah's Integrated Management Systems (Quality/ Environment/WHS) and incorporate compliance with ISO9001, ISO14001 and ISO 45001 accreditation.
- Assist as directed and provide advice with respective IMS policies, procedures and forms
- Manage the implementation of all necessary site plans, forms and other documentation required in accordance with Binah policies, procedures and legislative requirements.
- At times, it may be required that the WHS Officer prepare and implement such project plans and forms.
- As part of the project team, conduct weekly site walks/inspections on projects to ensure that workplaces conform with legislation, organizational procedures and safety standards and provide written reports for each walk/inspection.
- Assist in the development, maintenance and implementation of systems initiatives and programs consistent with the Binah WHS, environmental and quality plans, legislative requirements, and best practice.
- Assist in the development of solutions and implementation of strategies to address identified key risk areas.

IMS Systems Communication and Advice

- Develop and distribute monthly reports and presentations that provide management with workplace injury statistics and new initiatives.
- Actively participate in formal and informal communication to increase and enhance the understanding and awareness of IMS issues.
- Keep abreast of legislative changes and best practice methods.
- Advise management of any legislative changes to ensure tasks are undertaken safely and to allow the development of internal systems or procedures to manage such changes.
- Provide accurate and timely advice to managers on prevailing HSE issues.
- Direct communications between injured employees, their management and medical providers to ensure that all parties are aware of rights, responsibilities and recovery plans.
- Participate in relevant industry bodies, internal forums etc. to maintain a level of contemporary knowledge and best practice approaches.
- Continually review work practices and recommend ways in which processes and systems can be improved.

Reporting, Investigation, Assessment and Audit

- Prepare monthly IMS reports to convey information on the IMS performance of the project.
- Promote and facilitate the completion of all scheduled IMS activities.
- Assist in the development and maintenance of project Plans and corrective actions against each.

- Review all plans and forms including Project plans, risk assessments for trades and high-risk work method statements (SWMS).
- Lead and facilitate investigations with site management to ensure the root causes are identified and corrective actions are identified

WHS Administrative Support

- Update and maintain computer-based incident data.
- Develop memos, letters and alike to communicate and reinforce specific IMS issues with key stake holders (Management, site teams, and the general workforce).
- Develop and review system documentation as prescribed through schedules or plans, or as required

Adherence to Company Policies and Practices

- Communicate with all other employees with respect and integrity.
- Contribute to the provision of a safe working environment by modelling, complying and directing appropriate safety instructions.
- Contribute to a safe working environment by adhering to WHS Practices at work.
- Comply with all reasonable instruction from management and use safety equipment where provided.
- Adheres to company policy with respect to human resource practices.
- Adheres to company policy with respect to document security and privacy responsibilities outlined by the company.

Training

- In conjunction with Human Resources. develop and maintain a skills matrix for site team members that complies with legislation, regulations and codes.
- Source appropriate training courses and facilitate staff attendance.
- Conduct internal training for team members.
- Develop, coordinate and deliver training programs to the site team and management.
- Organise support materials, participants, catering and venues for training programs.
- Coordinate maintenance of training records and attendees ensuring that information is provided to Human Resources and that the skills matrix is accurate at all times.
- Develop and coordinate plans for IMS related training

Quality

- Taking accountability for the effectiveness of the quality management system.
- Ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organisation.
- Ensuring the integration of the quality management system requirements into the organisation's business processes.
- Promoting the use of the process approach and risk-based thinking.
- Ensuring that the quality management system achieves its intended results.

- Engaging, directing and supporting persons to contribute to the effectiveness of the quality management system.
- Promoting Improvement.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility

Environmental Management System

- Taking accountability for the effectiveness of the environmental management system.
- Ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organization
- Ensuring the integration of the environment management system requirements into the organisation's business processes.
- Ensuring that resources needed for the environmental management system are available.
- Communicating the importance of effective environmental management and of conforming to the environmental management system requirements.
- Ensuring that the environmental management achieves its intended outcomes.
- Directing and supporting persons to contribute to the effectiveness of the environmental management system.
- Promoting continual improvement.
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

WHS Management System

- Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- Ensuring that the WHS policy and related WHS objectives are established and are compatible with the strategic direction of the organization.
- Ensuring the integration of the WHS management system requirements into the organisation's business process.
- Ensuring that the resources needed to establish, implement, maintain and improve the WHS management system are available.
- Communicating the importance of WHS management and of conforming to the WHS
- Management system requirements.
- Ensuring that the WHS management system achieves its intended outcomes.
- Directing and supporting persons to contribute to the effectiveness of the WHS
- Management system
- Ensuring and promoting continual improvements.
- Supporting the relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Developing, leading and promoting a culture in the organization that supports the intended outcomes of the WHS management system.
- Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- Ensuring the organization establishes and implements a process(es) for consultation and participation of workers.
- Supporting the establishment and functioning of health and safety committee

Other duties

- Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Relevant tertiary qualifications (Advanced Diploma of Occupational Health and Safety, Certificate IV OHS, Certificate IV Workplace Trainer and Assessor, Certificate IV Frontline Management).
- Current first aid certificate.

Experience

- Relevant industry experience.
- Experience working on high end mid-tier residential developments over \$10m.

Knowledge

- Demonstrated experience with construction management software.
- Extensive knowledge and experience in the preparation of WHS plans, safe work method statements (SWMS), risk assessments and audit processes.
- Sound understanding of WHS legislative requirements.
- Demonstrated proficiency with Microsoft Office Suite

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Demonstrated ability to influence at all levels to improve HSE outcomes and organisational culture.
- Demonstrated competence with conflict and crisis management
- Demonstrated ability to act with discretion and maintain confidentiality at all times.
- Demonstrated ability to forward plan.
- Ability to coach and teach team members.
- Professional approach.
- Ability to work under pressure.
- Confident manner.
- Positive approach to change.

Other

- Be diligent and professional.
- Is ready to take on new challenges and is willing to learn.
- Has a great work ethic.
- Can adjust to change.
- Will be a role model and one who leads by example.
- Is honest and acts with integrity.
- Self-motivated, driven and accountable

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

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Date