



JOB DESCRIPTION – HEALTH AND SAFETY OFFICER

Job Title: Health and Safety Officer

Department: Facilities Management

Reports To: Facilities Manager

Job Overview

As the Health and Safety Officer at Trendie, you will play a pivotal role in safeguarding the well-being of our workforce by ensuring a safe and compliant workplace in accordance with Australian standards. Your responsibility will be to lead the development, implementation, and management of our safety protocols and risk mitigation strategies to prevent workplace injuries, illnesses, and incidents. This role is crucial in embedding a proactive safety culture across all levels of the organisation by identifying potential hazards, ensuring compliance with regulatory requirements, and promoting best practices in health and safety.

Key Responsibilities

- **Safety Policy Development:** Develop, implement, and enforce comprehensive health and safety policies and procedures that adhere to local, state, and federal regulations. Ensure policies are regularly updated to reflect changes in legislation and industry standards.
- **Workplace Inspections and Audits:** Conduct regular inspections and safety audits across all operational sites to identify potential hazards, assess risks, and ensure compliance with health and safety regulations. Ensure that audit findings are addressed promptly through corrective actions.
- **Incident Investigation and Reporting:** Lead thorough investigations into workplace accidents, near misses, and safety incidents, identifying root causes and making recommendations to prevent recurrence. Ensure incident reports are completed accurately and submitted within the required timeframes.
- **Safety Training and Education:** Design and deliver comprehensive safety training programs for employees, contractors, and management on topics such as emergency response, the correct use of personal protective equipment (PPE), hazard identification, and safe work practices.

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- **Record Keeping and Compliance:** Maintain meticulous records of all safety-related activities, including incident investigations, training attendance, safety inspections, and compliance documentation, ensuring that records are always accessible and up-to-date.
- **Promotion of Safety Culture:** Collaborate with management, employees, and other stakeholders to foster a culture of safety. Encourage proactive reporting of hazards and provide guidance on safe behaviour and practices in the workplace.
- **Regulatory Compliance:** Ensure the organisation is fully compliant with all applicable health and safety legislation, industry standards, and relevant codes of practice. Monitor regulatory changes and ensure the company responds appropriately.
- **Program Evaluation and Continuous Improvement:** Regularly assess the effectiveness of the organisation's health and safety programs. Identify areas for improvement and work with management to implement enhanced strategies to minimise risk.
- **Emergency Response Coordination:** Take a lead role in planning, coordinating, and executing emergency response activities. This includes developing and conducting fire drills, emergency evacuation procedures, first aid readiness programs, and ensuring appropriate crisis management protocols are in place.

Qualifications and Experience

- **Education:** A Bachelor's degree in Occupational Health and Safety, Environmental Science, or a closely related discipline is essential.
- **Experience:** Minimum of 3 years of experience in a health and safety management role, ideally within a diverse operational environment.
- **Regulatory Knowledge:** Strong understanding of Australian work health and safety regulations, codes of practice, and industry-specific requirements.
- **Auditing and Inspection Expertise:** Demonstrated experience in conducting workplace safety audits, risk assessments, and incident investigations.
- **Certifications:** Relevant certifications such as NEBOSH, OSHA, or equivalent Australian health and safety qualifications (e.g., Certificate IV in Work Health and Safety) are highly regarded.



Skills and Competencies

- **Analytical and Problem-Solving Skills:** Strong ability to analyse safety data, identify trends, and develop effective solutions to mitigate risks.
- **Communication and Interpersonal Skills:** Exceptional written and verbal communication skills, with the ability to clearly convey complex safety information to a diverse workforce and management team.
- **Attention to Detail:** Highly detail-oriented, ensuring all safety protocols are implemented effectively and incidents are accurately documented.
- **Time Management and Organisation:** Strong ability to manage multiple priorities, handle complex tasks, and meet deadlines in a dynamic environment.
- **Technical Proficiency:** Proficiency in using safety management software, risk assessment tools, and the Microsoft Office Suite.

Working Conditions

This is a full-time position that may require travel to various company sites to conduct inspections, provide training, and ensure the effective implementation of safety programs. You will work across a range of environments, including office settings, industrial operations, and other workplace sites, where attention to safety standards is paramount.

Key Performance Indicators (KPIs)

- **Reduction in Workplace Incidents:** Track and report on a measurable reduction in workplace accidents, near misses, and lost time injuries.
- **Regulatory Compliance:** Ensure full compliance with all applicable health and safety regulations and standards, demonstrated through successful safety audits and inspections.
- **Training Effectiveness:** Evaluate the impact of safety training programs through participant feedback, safety knowledge retention, and the application of learned practices in the workplace.
- **Timeliness of Inspections and Reports:** Ensure timely completion of safety inspections, hazard assessments, and incident reports.
- **Employee Engagement in Safety Initiatives:** Measure staff participation and engagement in safety programs, initiatives, and hazard reporting.

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Trendie

Company Values and Culture

At Trendie, safety, responsibility, and continuous improvement are integral to our operational philosophy. As a Health and Safety Officer, you will embody these values, ensuring that all employees understand the importance of a safe and compliant work environment. Your role is essential in upholding our commitment to a secure, responsible, and progressive workplace.

Career Path

The Health and Safety Officer role offers opportunities for career advancement within the organisation. Potential pathways include progression to Senior Health and Safety Officer, Safety Manager, or Director of Health and Safety. There are also opportunities to specialise in areas such as environmental health, risk management, and safety training, depending on career aspirations and performance.

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