



Australian Government



POSITION DESCRIPTION

Position Title:	Work Health & Safety Advisor
Institute / Division / Business Unit:	Nuclear Safety, Security & Stewardship
Section or Unit:	High Reliability / Work Health & Safety (WHS)
Classification:	Band 4 / 5 Linked role
Position Description Number:	PD-2267
Work Contract Type:	Professional

POSITION PURPOSE

The Work Health & Safety (WHS) Advisor is responsible for providing assistance to the Leader, WHS (Clayton Campus) in working collaboratively with relevant stakeholders in promoting, developing and implementing safer work practices and work environment. Assist and advise in the ongoing activities for maintaining certification to ISO 45001.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading-edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

ANSTO-Clayton (Australian Synchrotron) provides world-leading technical capability, and the nucleus around which new science and industry networks form as researchers interact. ANSTO-Clayton delivers better and faster experimental techniques that not only enhance current fundamental and applied research, but also open up new avenues of investigation to Australian science. ANSTO-Clayton promotes international collaboration to enable leading-edge research and development, and is a hub for research that greatly benefits Australia and its regional neighbours.

The High Reliability / WHS Team is comprised of a range of professionals who provide WHS services to the organisation. The key areas are conventional health and safety, risk assessment, investigations, rehabilitation, occupational hygiene and health services. WHS hazards encountered at ANSTO include; radiation, working at heights, confined spaces, construction, demolition, chemicals, gases, noise, ergonomic and biological.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities - Band 4

The key accountabilities for this position include:

- Conduct routine safety inspections, investigations, monitoring and analysis of work practices and work areas (including advising staff in carrying out risk assessments on work practices, chemical use, use of plant and equipment).
- Assist in maintaining the currency of permits, authorisations and registrations for research activities including poisons permit, carcinogens authorisations, equipment and laboratory registrations as required.
- Ensure WHS processes (e.g. Experiment Authorisations (EAs) system, hazardous chemical management) are maintained and continually improved in line with the WHS Management System (WHS-MS).
- Participate in internal and external audits in maintaining certification of the WHS-MS to ISO 45001.

- Assist in providing advice on the correct transportation, handling, usage, storage and disposal of hazardous chemicals, poisons, carcinogens, genetically modified organisms (GMO) and biological hazards.
- Assist in supporting management and staff in complying with their legislated WHS duties and responsibilities by providing timely and relevant coaching, advice and/or support.
- Assist in providing timely and relevant advice on a broad range of hazards, especially high risk tasks. This includes conducting hazard identification, risk assessments, risk controls and reviewing effectiveness of the implemented control measures.
- Advise and assist in writing and reviewing Standard Operating Procedures (SOPs), risk assessments, Safe Work Method Statements (SWMSs) and WHS Guides.
- Assist in maintaining the safety assurance activities for construction and infrastructure projects.
- Assist in the safety and compliance review of Experiment Authorisations (EAs) and risk assessments provided by Users and clients carrying out experiments. Assist beamline scientists in resolving WHS and other compliance issues associated with such experiments.
- Assist in overseeing the continual improvement of safety inductions for all contractors, staff and Users to ensure they are appropriately briefed on WHS policies and procedures.
- Undertake additional duties as required and during period of leave of other staff.

In addition to performing all Band 4 accountabilities, the Band 5 role includes these additional accountabilities

- Conduct the safety and compliance review of Experiment Authorisations (EAs) and risk assessments provided by Users and clients carrying out experiments. Advise beamline scientists in resolving WHS and other compliance issues associated with such experiments.
- Serve as the WHS specialist and advisor on the correct transportation, handling, usage, storage and disposal of hazardous chemicals, poisons, carcinogens, genetically modified organisms (GMO) and biological hazards.
- Support management and staff in complying with their legislated WHS duties and responsibilities by providing timely and relevant coaching, advice and/or support.
- Manage and maintain internal WHS registers, i.e. WHS Risk Register, SDS and Chemical Registers, WHS hazard register.
- Provide timely and relevant advice on a broad range of hazards, especially high risk tasks.
- Oversee the continual improvement of safety inductions for all contractors, staff and Users to ensure they are appropriately briefed on WHS policies and procedures.

Decision Making

The role makes decisions related to:

- Assist in the review and approval of EAs, focusing on the WHS aspects (including the handling, usage, storage and disposal of hazardous chemicals, dangerous goods, scheduled substances, GMOs and biological hazards on site). The *AE-2301 WHS Risk Management Standard* provides the framework for decision making.
- General and specific WHS advice provided to staff, contractors, Users and visitors. The suite of policies, procedures and guidelines in the WHSMS provides the framework for decision making.
- Assist in providing specific advice to staff, contractors and Users on hazardous chemicals, dangerous goods, scheduled substances, GMOs and biological hazards.
- Drafting and establishing various SOPs, risk assessments, SWMSs and WHS Guides.

- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

The major challenges for this position include:

- Assist in maintaining current and accurate knowledge and understanding of international and national legislation, standards, codes of practice and best practice to address WHS and licensing requirements.
- Assist in providing compliant WHS advice in a timely manner to meet the operational requirements of the business.
- Ensuring successful deliverables whilst managing conflicting priorities and deadlines for different stakeholders including short lead times.
- Maintain effective relations and communication with staff, Users, contractors, suppliers, regulators, auditors and team members.

KEY RELATIONSHIPS

Who	Purpose
Internal	
The WHS Advisor reports to the relevant WHS Leader	<ul style="list-style-type: none"> • Establishing work priorities. • Day to day reporting line.
Safety Team	<ul style="list-style-type: none"> • Support the day-to-day operations of the Safety Team by task scheduling and prioritisation to ensure efficient and effective delivery of WHS services. • The Safety Team works collaboratively, shares ideas and knowledge and supports each other's efforts.
ANSTO client base - management, workers, Users & contractors	<ul style="list-style-type: none"> • Provide advice on and to assist in the resolution of WHS matters, issues or concerns. • Undertake investigations of WHS incidents.
Health & Safety Committee	<ul style="list-style-type: none"> • Discuss and resolve workplace WHS issues and concerns.
External	
Regulators – e.g. Comcare, ARPANSA, EPA (VIC).	<ul style="list-style-type: none"> • Interpretation of legislation and regulations. • Reporting of notifiable incidents. • Licencing and other permits requirements. • Workers' compensation – claims & occupation rehabilitation.
External & Internal Auditors	<ul style="list-style-type: none"> • Participate in the WHSMS audits.
Department of Health (Vic)	<ul style="list-style-type: none"> • Annual application for the poisons permit.
Supplier – first aid	<ul style="list-style-type: none"> • Provision of training and maintenance of first aid kits & defibrillators.
Supplier – waste disposal	<ul style="list-style-type: none"> • Disposal of chemical and biological wastes.

Staff Data

Reporting Line	Reports to the Leader - WHS (Clayton Campus)
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2015/2016)

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements

Location:	<ul style="list-style-type: none"> Clayton Campus. Working in different areas of designated site/campuses as needed.
Travel:	<ul style="list-style-type: none"> May be required to travel to ANSTO sites from time to time.
Physical:	<ul style="list-style-type: none"> Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at the computer). Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions.
Radiation areas:	<ul style="list-style-type: none"> May be required to work in radiation areas under tightly regulated conditions.
Hours:	<ul style="list-style-type: none"> Willingness to work extended and varied hours based on operational requirements. After hours work may be required for short and infrequent periods.
Clearance requirements:	<ul style="list-style-type: none"> Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate federal government clearance.

Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	<ul style="list-style-type: none"> All Workers. Officer (definitions found in appendix 1 of AG-2362). Group Executive / General Manager. Managers / Leaders / Supervisors. Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Please refer to the published ANSTO Organisation Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential for Band 4

1. Certificate IV in Workplace Health and Safety or tertiary qualification in a related discipline.
2. Strong attention to detail and proactive approach.
3. Ability to work autonomously with minimum supervision.
4. Understanding of, and/or experience working with, various protective systems and processes such as fume cupboards/exhaust ventilation, fall arrest, confined space access and working at heights.
5. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences.
6. Willingness and ability to work collaboratively within a team.

Desirable for Band 4

1. Knowledge of the Commonwealth WHS Act and Regulations.
2. Member or ability to be a member of the Australian Institute of Health & Safety (AIHS) and/or the Australian Institute of Occupational Hygienists (AIOH).

Essential for Band 5

1. Tertiary or post graduate qualifications in WHS/OHS.
2. Demonstrated experience in providing sound and relevant WHS advice and support based on legislation and best practice.
3. Strong attention to detail and responsive, proactive attitude with the ability to work autonomously.

4. Sound understanding of, and experience working with, various protective systems and processes such as fume cupboards/ ventilation, fall arrest/ positioning, confined space access, working at heights, PPE & RPE.
5. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences.
6. Willingness and ability to work within a team.

Desirable for Band 5

1. Working knowledge of the Commonwealth WHS Act and regulations.
2. Auditor / Lead Auditor qualifications and relevant experience.
3. Working experience in science/medical research.
4. Working knowledge of ISO 45001.
5. Member or ability to be a member of the Australian Institute of Health & Safety (AIHS) and/or the Australian Institute of Occupational Hygienists (AIOH).

LINKED ROLE TRANSITION REQUIREMENTS

- Minimum 2 years working as a Work Health & Safety Advisor (Band 4) or equivalent experience.
- Attaining tertiary or post graduate qualifications in WHS/OHS.
- Demonstrated capability to manage complex and challenging WHS matters and personnel.
- Demonstrated ability to independently and responsibly perform Band 5 accountabilities and apply required knowledge, skills and experience for the Band 5 position including:
 - Undertake Band 5 accountabilities independently with minimal direct supervision.
 - Apply extensive knowledge and experience to troubleshoot, investigate and resolve complex systems and problems (relevant to discipline).
 - Independently manage large and complex WHS tasks within projects.
 - Utilise judgement to independently assess priorities of projects and tasks to optimise time and resource management.
 - Providing feedback and contributing to the process of continual improvement in safety, reliability and efficiency and individual knowledge and competency.
- Transition from Band 4 to Band 5 will occur following a recommendation from the relevant line manager, assessment by management in Clayton and Lucas Heights and approval from Senior Manager of High Reliability.
- Transition within the linked role is not automatic and ability to perform Band 5 accountabilities will need to be demonstrated and assessed. This is to be done by completing the attached form and completing a full written submission demonstrating and justifying how the employee meets the transition requirements noted above.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position. The line manager is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area (General Manager or Head , in the absence of these roles within the structure, it must escalate to Group Executive).

Line Manager	Delegated Authority
Name: Hock Ch'ng	Name: Ralph Blake
Title: Leader – WHS (Clayton Campus)	Title: Manager WHS
Signature:	Signature:
Date:	Date:

Work Health & Safety Advisor - PD-2267
Band 4 to Band 5 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Written submission demonstrating and justifying how the employee meets requirements must also be attached.

Requirements for transition	Met Criteria
a) Minimum 2 years working as Work Health & Safety Advisor, Band 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
OR	
b) Minimum 2 years equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
[Qualification Name] or equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extensive experience [include details] and demonstrate meeting all below requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No

Demonstrated ability to independently and responsibly perform Band X+1 accountabilities and apply required knowledge, skills and experience for the band X+1 position including:

Undertake band 4 accountabilities independently with little or no direct supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No
[include details]	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach written submission demonstrating and justifying how the employee meets each of the above requirements.

Manager Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-2267 and certify that the employee meets all requirements for transition and recommend transition from Band 4 to Band 5 be endorsed as demonstrated in the attached written submission detailing how the employee meets each of the requirements.

Name & Title:		
Signature:		Date:

Delegate Approval

I have reviewed all information and approve transition from Band X to Band X+1.

Name & Title:		
Signature:		Date:
Effective date of transition:		

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour