Role DESCRIPTION – Occupational Health and Safety Officer



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service and constitution requirements.

**ORGANISATION PROFILE**

[Insert paragraph about the organisation]

Position Summary

The Occupational Health and Safety (OHS) Representative is responsible for ensuring workplace safety and regulatory compliance within the service. The OHS Representative serves as a liaison between the Committee of Management (CoM) and employees to promote a culture of safety and reduce workplace hazards. Their primary responsibilities include conducting regular inspections, identifying potential risks, and developing strategies to mitigate them.

Principal Responsibilities

* Conduct regular inspections of the service facilities to identify potential safety hazards and risks
* Arrange guidance and training for staff members on safe work practices, emergency procedures, and the proper use of safety equipment
* Collaborate with the CoM to ensure compliance with relevant health and safety regulations and standards
* Engage in consultation with staff regarding OHS processes and procedures
* Investigate accidents, incidents, and near-misses, and develop recommendations to prevent future occurrences
* Maintain accurate records of safety inspections, incidents, and training activities
* Stay informed about current trends, research, and best practices in early childhood safety and health
* Serve as a point of contact for staff members to report safety concerns or seek advice on safety-related matters
* Promote a culture of safety among staff, children, and families through communication, education, and awareness campaigns
* Conduct regular reviews and updates of safety policies and procedures to reflect changes in regulations, best practice and service needs

Term of Office

The [role] will be appointed/elected initially for a term of [insert number of years as per the constitution].

Time Commitment

The time commitment required of a [role] involves approximately [state estimated hours per week/month].

Skills

|  |  |
| --- | --- |
| General Skills | Business Related Competencies  |
| * Communication
* Problem-solving
* Proactive
* Critical thinking
 | * Strategic planning
* Decision-making
* Data analysis
* Risk management
* Stakeholder management
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Key Information

|  |  |
| --- | --- |
| Email address and password: |  |
| IT username and password: |  |
| Document storage via [INSERT]:  |  |
| Relevant passwords: |  |
| Key contacts: |  |
| Distribution list/s: |  |
| Key dates: |  |
| Key methods of communication: |  |