Health and Safety Coordinator

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| Responsible to: | Human Resources Business Partner (HRBP) |
| Direct Reports: | Nil |
| Indirect Reports: | Nil |
| Financial & Budgetary Delegations: | Nil |
| Location: | Wellington |
| Date last updated: | September 2020 |

# Background

Arthur D. Riley & Co Ltd (ADR) is involved in the import, export and sale of metering and high voltage equipment. The Company provides meter reading services, leak detection services, meter standards testing and is involved in hardware and software design for high voltage equipment, hand-held computers for parking and metering utility services, data collection, monitoring and management.

# Purpose of Position

To work closely with the HRBP to lead the ISO quality, health, safety and environmental system requirements, developing and maintaining all relevant documentation, processes and procedures for ADR.

# Key Tasks & Outcomes

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| **Investigations** | * Investigates incidents/accidents (within 5 working days) as required, together with site investigations. * Follows up with root cause analysis. * Actions are followed up within a timely manner. * Ensure risks, opportunities and hazards identified from the investigation process are included in the Risks and Opportunities Register. |
| **Risk and Opportunities Register** | * Maintain and keep up-to-date the Risks and Opportunities Register, in conjunction with the HRBP * Assess risks in the work place and implementing appropriate protocols |
| **Reporting** | * Reports monthly (within 5 working days of month end) on the Company’s accident/incidents to the HRBP. * Reports monthly to customers, as required by contracts. |
| **Training** | * Create, update and maintain health, safety and environmental training material suitable for all regions/Networks. * In conjunction with the HR Advisor and the HR Coordinator, design processes and programs to cover induction, training, auditing and retraining. * Assist with training of meter readers. * Actively promote health, safety and environment throughout the organisation. |
| **Audits** | * In conjunction, with the HRBP, ensure site audits are undertaken at each branch of ADR at least annually and reported on within 5 working days of the audit. * Ensure Monthly Branch Audits are completed and any matters discussed or rectified in the next month’s Audit * Ensure Quarterly Branch Audits are completed with any matters raised, follow up action has been taken. * Meet with the external auditor, as required. * Assist the HRBP with the ISO accreditation audits process and the lead up to audits. * Maintain annual compliance plans. |
| **Health and Safety Management System -**  **MANGO** | * To drive the use of the MANGO system to all ADR employees * To work closely with the QHS Coordinator to maintain data accuracy within the system. |
| **Organisation Contribution** | * Contribute to and follow health, safety and environment policies and procedures, including accurate reporting. * Contribute to and follow Arthur D. Riley & Co strategic plans, policies, projects, initiatives and strategies. * Participate in performance development and assessment processes. * Ensure proper care and use of plant, vehicles and equipment. |
| **Monitoring** | * Monitor health and safety performance through auditing and reporting * Review Health, Safety and Environment related documents (policies, procedures and processes) to ensure compliance * Develop, improve and maintain existing safety practices |
| **Health, Safety, Environment and Quality**  *Provide support to the company that contributes towards a culture of health, safety, environment and quality.* | * Play a key role in driving the organisations Health, Safety, Environment and Quality Management systems for the entire company. * Co-ordinates and maintains the ISO management systems to ensure continuous compliance and improvement. * Actively participates in the HSE Committee meetings. * Ensure health, safety, environment and quality is incorporated in all aspects of work undertaken by Arthur D. Riley & Co Ltd to ensure that our people come first. * Becomes familiar, and comply, with all health, safety, environment and quality policies and procedures. * All policies and procedures are complied with. * All legislative requirements in respect of health, safety, environment and quality are complied with. * Actively participates in identifying, assessing and communicating risks and opportunities for Arthur D. Riley & Co. Ltd operations. * Positively contribute to the Company’s health, safety, environment and quality culture through active support and adherence to internal policies and procedures. * Act as a role model for health, safety, environment and quality practices and policies. * Ensure necessary training is completed and competency levels reached for all ADR staff. * Report all incidents and near misses and assist with incident investigation as required. * Take an active role in communicating good practices to all ADR staff. * Know what to do in the event of an emergency. * Work safely and take responsibility for keeping self and colleagues free from harm. |
| **Meetings** | * To attend internal and external meetings as required. |
| **Personal Development** | * To attend a minimum of one health and safety conference per annum. * To up skill in, auditing, ISO certifications and investigation and attend relevant training and workshops as necessary, with the approval of the HRBP. |
| **Other duties** | * Any other duties that are required from time to time by the HRBP. |

# Relationships:

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| Internal |  | HRBP, QHS Coordinator, HR Coordinator, All Staff |
| External |  | Suppliers, Contractors, Trainers, Consultants, Regulatory bodies, Local authorities, General Public |

# Qualifications, Experience & Knowledge

Experience in the health, safety, environmental and quality area and/or relevant qualification or a willingness to work towards one. Sound computer knowledge utilising MS Office suite (essential). A clean driver’s licence. Ability to pass a criminal and credit check.

# Skills & Competencies

* To achieve in this position the incumbent will be required to have a high level of skill in the following areas:
* A competent level of computer literacy in the Microsoft suite of products (Excel, Outlook)
* Understanding, practiced implementation of ISO Management Systems, including Quality, Health, Safety and Environment
* Have work standards of a high level of accuracy, attention to detail and presentation
* Methodical approach to work management
* Ability to work in a discrete, confidential and ethical manner
* Strong internal and external customer focus
* Tenacity to meet deadlines
* Auditing ability both field meter reading and compliance
* Requires clean New Zealand driver’s license
* Knowledge of Health and Safety at Work Act 2015
* Excellent communication skills, both written and verbal
* Ability to coordinate and manage activities
* Strong team player and interpersonal skills
* ‘Can do’ attitude, and ability to instil positivity in the workplace

Agreement

I have been given the opportunity to read, understand and discuss the position with my manager and I accept the position as outlined in this position description.

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| Employee | Name | Sign | Date |
| Manager | Name | Sign | Date |

Note:

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes will be done through consultation between the manager and the employee.