

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Health and Safety Executive
<b>Position Grade</b>	E2 - Executive
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – Building Facilities
<b>Term of Appointment</b>	Full-time Appointment
<b>Effective Date</b>	January 2025

## Position Purpose

The position is an administrative position at the Branch Campus University in Sarawak. The position reports to the Manager, Building Facilities and is responsible for areas as designated by the Manager, Building Facilities and the Occupational Safety and Health (OSH) Committee. Currently these include:

- Generate and promote a positive health and safety culture. This represents a key role in helping to control occupational risk;
- Ensure all safety legislation legislations are adhered to, and policies and practices are adopted; and
- Assist in planning, implementing, monitoring and reviewing the protective and preventative measures that the University is required or chooses to follow, and work to minimise operational losses, occupational health problems, accidents and injuries.

This position will also be required to work closely with other staff members on campus.

## Participation on Committees

The position will be required to participate on relevant committees as and when is needed for the efficient performance of duties and as directed by the Manager, Building Facilities; or Director, Administration; or the Pro Vice-Chancellor and Chief Executive Officer - PVC & CEO (Sarawak); or by an authorised personnel.

## Supervision Reporting Relationships

<b>This position's supervisor / manager</b>	Manager, Building Facilities; or any other person as assigned by an authorised personnel
<b>Other positions reporting to this position</b>	Health and Safety Coordinator

## Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>OSH MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Establish annual OHS plan, setting of targets and action plans to address and improve OHS processes based on University's Key Result Areas.</li> <li>Develop, implement and maintain the OHS manual that consist of OHS policy, procedures, guidelines and work instructions, in accordance with OSHMS ISO45001:2018 standards requirement.</li> <li>Plan and coordinate with relevant regulatory and/or authority bodies on any regulatory assessment (eg: CHRA, NRA, IAQ etc) and mandatory inspection by authority (eg: certificate of fitness inspection and renewal).</li> <li>Plan and coordinate on OHS internal and external audits with relevant internal Unit and external certification body as part of OSHMS ISO45001:2018 requirement.</li> <li>Plan, manage and become the Secretary of Occupational Health and Safety Committee and assist its sub-committees where deem required.</li> <li>Develop and maintain related registers and reports as required by the relevant OHS statutory requirements.</li> <li>Maintain and analyse statistics, records, data and information related to health and safety for report presentation in unit, committee and management review meeting.</li> <li>Advise and review any investigation or any near miss, incident and accident according to legal requirements and propose to management for corrective and preventive action.</li> <li>Plan and coordinate safety inspection and campus walkabout, generate finding and provide recommendation reports for its corrective or preventive action.</li> </ul>
2.	<b>COLLABORATION WITH STAKEHOLDERS</b>	<ul style="list-style-type: none"> <li>Train, guide, advise and collaborate with University's stakeholders on implementation of OHS procedures in accordance with OSHMS ISO45001:2018 standards and OSH (Amendment) Act 2020.</li> <li>Organise and collaborate with relevant internal and external parties for OHS promotion through campaign, awareness program, training, briefing and orientation.</li> <li>Organise and collaborate with relevant parties for OHS awareness and engagement sessions with students.</li> <li>Liaise and collaborate with relevant units to ensure OHS compliance by outsourced contractors including cleaners and security guards. Provide briefing and training on periodic basis.</li> <li>Liaise and collaborate with relevant unit or authorities for emergency or evacuation drill sessions.</li> <li>Plan and manage annual plan and training for Emergency Response Team, OHS Committee and relevant working groups. Provide advice to other units on recommended OHS trainings. Work effectively as a member of the team, and provide input, advice and assistance as required.</li> </ul>
3.	<b>RISK MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Conduct and assist in reviewing hazard identification, risk assessment and risk control (HIRARC), general risk assessments to support health and safety management. Maintain its register for annual OHS reporting.</li> </ul>
4.	<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Provide mentorship to subordinates.</li> <li>Provide guidance, direction and assistance to Head of Units in ensuring appropriate OHS systems are in-placed.</li> </ul>
5.	<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Proactively undertake self-development to keep abreast of the changes in relevant statutory requirements.</li> <li>Actively pursue necessary educational developments and opportunities.</li> <li>Keep up-to-date with new legislation and maintain the working knowledge in the area of health and safety legislation and any developments that will affect the University.</li> </ul>
6.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>Execute OHS requirements in respective work areas;</li> <li>Maintain cleanliness, good housekeeping and overall safe work environment; and</li> </ul>

<b>Key Responsibility Areas</b>	
	<ul style="list-style-type: none"> <li>Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
7. <b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>Commit to the Swinburne Values.</li> <li>Conduct work professionally while demonstrating the Swinburne Values at all time.</li> <li>Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
8. <b>OTHERS</b>	<ul style="list-style-type: none"> <li>Any other duties as and when required by the Manager, Building Facilities; or Director Administration; or PVC/CEO (Sarawak); or by an authorised personnel.</li> </ul>

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential / Highly Desirable / Desirable</b>
1.	A Bachelor's degree in a relevant discipline from a recognised institution with a minimum three (3) years relevant working experience; or Master's degree holders in relevant discipline can be considered.	Essential
2.	Certified and Registered with DOSH as OSH-Coordinator.	Essential
3.	Safety and Health Officer with Green Book or currently pursuing the last stage of exam for Green Book competency.	Highly Desirable
4.	Certified OSHMS ISO45001:2018 Internal Auditor or IRCA Certified ISO45001:2018 Lead Auditor.	Highly Desirable

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the positions key responsibilities.		<b>Essential / Highly Desirable / Desirable</b>
1.	At least three (3) years relevant working experience as a safety practitioner.	Essential
2.	Proficient in Occupational Safety and Health Management System ISO45001:2018 standards, its implementation and maintenance.	Essential
3.	Proficient in Occupational Safety and Health Act (Amendment) Act 2022 and other relevant health and safety acts, regulations, guidelines and code of practices.	Essential
4.	Excellent communication and interpersonal skills as the job requires to work closely with the relevant government authorities (i.e. DOSH, BOMBA, etc), heads of unit or faculties, staff and students.	Essential
5.	Ability to work independently with high degree of commitment to ensure a healthy and safe working environment.	Essential
6.	High proficiency in written and spoken English.	Essential
7.	Excellent planning and organising skills with the tenacity to follow through on planned activities.	Essential
8.	Able to manage and lead the health and safety functions.	Essential
9.	Good report writing skills, with the ability to analyse, assess and make recommendations.	Essential
10.	Resourceful and proactive in performing responsibilities, and able to supervise and manage other staff.	Essential
11.	Hands-on knowledge of the operations and maintenance of various services installed in the building and its compounds relating to occupational health and safety.	Preferable