

## POSITION DESCRIPTION

<b>Position Title:</b>	Work Health & Safety Advisor
<b>Institute / Division / Business Unit:</b>	ANSTO – Melbourne / Clayton Campus / Safety
<b>Section or Unit:</b>	High Reliability / Work Health & Safety (WHS)
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1766
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Work Health & Safety 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-Victoria provides world-leading technical capability, and the nucleus around which new science and industry networks form as researchers interact. The synchrotron 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-Victoria 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

The key accountabilities for this position include:

- Support 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.
- 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. EAs system, hazardous chemical management) are maintained and continually improved in line with the WHS Management System (WHSMS). Participate in internal and external audits in maintaining certification of the WHSMS to ISO 45001.
- 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.
- Provide support to manage and maintain internal WHS registers, i.e. WHS Risk Register, SDS and Chemical Registers, WHS hazard register.
- Support management and staff in complying with their legislated WHS duties and responsibilities by providing timely and relevant coaching, advice and/or support.
- Provide 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.
- Oversee the continual improvement of safety inductions for all contractors, staff and Users to ensure they are appropriately briefed on WHS policies and procedures.
- Manage the provision of first aid across the site including:
  - organising the three-yearly *HLTAID003 Provide First Aid* training;
  - organising the annual refresher training in first aid, CPR & defibrillator use; and
  - ensuring the first aid kits and defibrillators are inspected and maintained.
- Undertake additional duties as required and during period of leave of other staff.

### Decision Making

The role makes decisions related to:

- 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.
- 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:

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

## 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"> <li>• Clayton Campus.</li> <li>• Working in different areas of designated site/campuses as needed.</li> </ul>
Travel:	<ul style="list-style-type: none"> <li>• May be required to travel to ANSTO sites from time to time.</li> </ul>

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

### **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"> <li>• All Workers.</li> <li>• Officer (definitions found in appendix 1 of AG-2362).</li> <li>• Group Executive / General Manager.</li> <li>• Managers / Leaders / Supervisors.</li> <li>• Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties</li> </ul>
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## **ORGANISATIONAL CHART**

Please refer to the published ANSTO Organisation Chart.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### ***Essential***

1. Tertiary qualifications in WHS/OHS or a related discipline.
2. Demonstrated experience in providing 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.
7. Current Drivers licence.

### ***Desirable***

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).

**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).

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