

POSITION DESCRIPTION



Date: 8 April 2026

1. Position Identification

Title:	Coordinator Workplace Health and Safety				
Position Number:	PE.RE.99	Level:	9	Agreement:	Shire of Exmouth Industrial Agreement 2025
Department:	Organisational Development				
Section:	Workplace Health and Safety				
Location:	Ningaloo Centre, Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Executive Manager Organisational Development (EMOD)
No of Direct Reports:	Nil

3. Value Statement

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Lead and continuously improve the Shire's Work Health and Safety (WHS) Management System to ensure a safe, compliant and high-performing workplace. The role drives a proactive safety culture by building leadership capability, strengthening risk management practices and ensuring critical risks are effectively controlled across all operations.

5. Key Objectives

WHS Governance and Systems

Establish, implement and maintain an effective WHS Management System aligned with legislative requirements and the Shire's strategic direction.

Safety Leadership and Culture

Build organisational capability by coaching and supporting leaders to embed safety leadership and accountability at all levels.

Critical Risk Management

Ensure critical risks are identified, controlled and regularly verified, with clear standards and consistent application across the organisation.

Compliance and Assurance

Monitor, audit and report on WHS performance to ensure compliance, identify trends and drive continuous improvement.

Incident Prevention and Response

Strengthen hazard identification, reporting and investigation processes to prevent incidents and minimise harm.

Training and Capability Development

Deliver and oversee WHS training, induction and awareness programs to ensure workers are competent and informed.

Consultation and Engagement

Facilitate effective consultation with workers, committees and stakeholders to support informed decision-making and continuous improvement.

6. Key Responsibilities

WHS Leadership and Systems

- Lead the development, implementation and ongoing improvement of the Shire's WHS Management System and WHS Management Plan.
- Ensure WHS policies, procedures and guidelines are current, practical and compliant with the Work Health and Safety Act 2020 (WA) and associated regulations.
- Drive a proactive safety culture aligned to the Shire's values: Integrity, Accountability, Respect and Innovation.
- Support the Executive and Operational Leadership Teams to meet their WHS due diligence obligations.

Advisory and Capability Building

- Provide expert WHS advice, coaching and mentoring to leaders, supervisors and workers.
- Build organisational capability in hazard identification, risk management and critical control implementation.
- Deliver WHS training, inductions and toolbox talks to support safe work practices.
- Support leaders to effectively manage safety responsibilities within their teams.

Risk, Compliance and Assurance

- Maintain and oversee the Shire's WHS systems, including incident and hazard reporting within the myosh platform.
- Monitor safety performance, analyse trends and provide regular reports to the Executive Team.
- Plan and conduct internal audits and inspections to assess compliance and identify improvement opportunities.
- Lead and support investigations into incidents, including high potential and serious events, ensuring corrective actions are implemented.

Consultation and Committees

- Actively support and provide advice to the Health and Safety Committee, Emergency Planning Committee and Emergency Control Organisation (ECO).
- Facilitate consultation with workers and stakeholders on WHS matters in accordance with legislative requirements.

Injury Management and Wellbeing

- Support the implementation of the Work Injury Management Program in collaboration with leaders and relevant stakeholders.
- Promote safe, early and sustainable return-to-work practices.

Leadership and Supervision

- Provide leadership, supervision and support to direct reports.
- Undertake performance development, coaching and workload management to ensure effective service delivery.

General Responsibilities

- Demonstrate a personal commitment to health, safety and environmental practices.
- Identify hazards and take appropriate action in line with WHS policies and procedures.
- Undertake other duties as required, consistent with the role.

7. Risk Management and Workplace Health and Safety

Demonstrate a strong commitment to safe work practices and effective risk management in accordance with obligations under the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Ensuring, so far as is reasonably practicable, a safe working environment for employees, contractors, volunteers and visitors.
- Actively promoting and supporting a positive safety culture and leading by example in all work practices.
- Consulting and communicating with workers on matters relating to work health and safety.
- Identifying hazards within the workplace and ensuring appropriate risk assessments and control measures are implemented.
- Ensuring incidents, injuries and hazards are reported promptly and appropriately investigated to prevent recurrence.
- Ensuring workers are provided with appropriate Personal Protective Equipment (PPE) and that it is used where required.
- Ensuring safe systems of work are established, documented and followed.
- Ensuring employees are appropriately trained, competent and aware of their safety responsibilities.
- Ensuring appropriate supervision is provided to maintain safe work practices.
- Supporting and participating in injury management and return to work programs in accordance with relevant legislation and organisational procedures.

In addition, employees are expected to:

- Contribute to the effective implementation of the Shire's **risk management framework**.
- Identify, assess and report operational risks that may impact service delivery, safety, compliance or organisational objectives.
- Comply with all relevant legislation, policies, procedures and internal controls to support sound governance and risk management practices.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.

8. Qualifications and Work Experience

Mandatory Requirements

- Current "C" Class Driver's Licence

- Valid Australian working rights

Essential Criteria

- Certificate IV/Diploma in Work Health and Safety or equivalent experience
- Demonstrated experience in a WHS leadership or advisory role
- Experience in auditing safety systems or equivalent
- Proven experience developing and implementing organisation-wide WHS systems and programs
- Strong analytical, communication and stakeholder engagement skills

Desirable

- Experience working within a local government environment
- Certificate IV in Training and Assessment (or equivalent experience)
- Understanding of WHS risks and controls relevant to civil works, maintenance and public infrastructure environments.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.