POSITION  HSE Co-ordinator – Site Based

Reports To;  HSE Advisor

Direct Reports;  N/A

Key Relationships;  Health and Safety team, Human Resources team, Project Managers, Site Managers, Supervisors, Trade staff, Sub-contractors, WorkSafe, Auditors

VISION AND VALUES

Our Vision: To be New Zealand’s best commercial project delivery and construction company.

Our Values: Pride, Passion and Excellence

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<th>Pride in</th>
<th>Passionate about</th>
<th>Excellence in</th>
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| • Constructing great buildings  
  • Being open, honest and transparent in all our dealings  
  • Being part of a highly successful and growing company  
  • Our reputation and what our brand represents. | • Safety, working as a team, and looking after our mates  
  • Exceeding our client expectations  
  • Developing our people; our skills and careers  
  • Motivated, engaged and empowered people. | • Everything we do  
  • Service delivery, building relationships and communication  
  • Delivering outstanding quality buildings  
  • Meticulous project planning and reporting. |

TEAM STRUCTURE

National Human Resources Manager

HSE Advisor - SMS
Auckland Based

HSE Advisor - Technical
Christchurch Based

Human Resources Team

Safety Co-ordinator
Site Based

Safety Co-ordinator
Site Based
POSITION SUMMARY AND OBJECTIVES
This role will proactively assist the Health and Safety team and Project Management team with the coordination of project based HSE activities to achieve zero harm. This role is critical in assisting the Health and Safety team to improve our safety culture on site as they will work with the project management teams to implement safety initiatives.

The role will also take a lead role in document control of health and safety information on site through maintaining databases and records related to health and safety, training and quality in accordance with Company policy.

In particular the HSE Co-ordinator – Site Based will:
• Ensure the company’s HSE systems and databases are maintained and up to date.
• Promote safe workplace practices and injury prevention activities, ensuring employees follow correct HSE procedures
• Support the Health and Safety team with the ongoing development, implementation and effectiveness of the company’s HSE programme
• Assist with compliance reviews, general risk assessments and other safety assessments to support the Health and Safety team
• Collate the results and follow up on non-conformances from internal and external audits

The HSE Co-ordinator – Site Based will work in a team environment, supporting the Health and Safety team to achieve the Company’s HSE goals and objectives.

The HSE Coordinator – Site Based is expected to conduct themselves in a manner which positively promotes zero harm and our internal values of Pride Passion and Excellence to support our purpose of being a high performing construction company through our people delivering exceptional projects safely.

SUMMARY OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS
Outlined below is a general summary of duties, responsibilities and expectations which are a requirement of this role. This listing should not be read as a limit of duties or as an exhaustive list, it is intended to record minimum requirements and the general theme of the role.

Training Co-ordination
• Identify and co-ordinate internal and external training for Workers as required
• Assist with the roll out of any HSE training initiatives in conjunction with HSE Advisor and Health and Safety team
• Schedule HSE related training courses for relevant staff when required (new certifications and renewals of certifications)
• Monitor HSE training register and ensure all employees’ HSE training and certifications are current and up to date
• Assist the Health and Safety team in the development, preparation and delivery of HSE training, including booking, coordinating and communicating with employees, managers and providers
• Assist with the preparation of safety alerts and toolbox talks
• Deliver health and safety training on relevant policies and procedures e.g. incident reporting, investigations, risk assessments and writing task analyses
• Conduct general Company and site inductions for all Workers on a project
PPE and Safety Equipment
- Co-ordinate the procurement of PPE in accordance with policy and guidelines
- Distribute PPE to Workers as required
- Monitor the usage and replacement schedule for PPE
- Maintain safety registers e.g. PPE, fire extinguishers, heights and harnesses equipment

Health Monitoring and Surveillance
- Co-ordinate of health monitoring and surveillance as per company procedure
- Co-ordinate annual flu vaccinations and other wellbeing initiatives
- Co-ordinate Alcohol and Other Drug testing as per policy and procedure

Document Control, Data Management and Reporting
- Maintain site risk register in conjunction with project management and health and safety team
- Take a lead role in document control on site – maintain databases and records related to health, safety training and quality in accordance with Company policy
- Ensure all document controls are used and up to date
- Maintain files of Safety Data Sheets
- Update Health and Safety documentation in conjunction with HSE Advisor
- Compile project HSE information on a monthly basis
- Prepare project data and monthly reports as requested by HSE Advisor
- Entry, maintenance and compilation of all HSE data and statistics to identify HSE trends
- Maintain data integrity of Learning Management System – training records kept up to date and recurrent training organised
- In conjunction with project management, ensure that all relevant safety documentation is completed and reviewed as per policy e.g. Site Specific Safety Plans, Task Analyses, permits to work

Contractor Management
- Ongoing maintenance of the HSE databases and Contractor Management Systems
- Ongoing monitoring of contractor safety performance on site
- Maintain external service provider relationships and procurement to deliver HSE policies, procedures, products and services, such as emergency management and HSE training

Safety Performance Monitoring
- Work with project management to ensure all corrective actions are recorded, followed up and closed as appropriate
- In conjunction with project management, disseminate relevant information and ensure action items are identified and actioned by relevant personnel
- Assist the business to implement ongoing safety procedures and improvements to encourage a positive response to change
- Observe HSE regulations and lead by example by ensuring self compliance with policy and legislation
- Consistently encourage safe work practices, corrects obvious hazards immediately or reports them to the proper personnel
- Review hazard and risk identifications, task analysis and discuss outcomes with staff at toolbox meetings
Health and Safety Support

- Provide professional advice to line managers and Workers to assist in the resolution of workplace health and safety issues and promote zero harm
- In conjunction with project management, ensure that projects implement and practice emergency procedures
- Ensure that all employees are informed of significant hazards and risks, relevant control measures, and emergency procedures that are associated with their work together with those procedures developed to prevent contamination of the environment
- Co-ordination of monthly project health and safety meetings, Employee HSE Committee meetings. Assist Project Manager to prepare and distribute associated, including taking minutes
- Assist project management with incident investigations by participating in detailed incident investigations and Root Cause Analysis
- In conjunction with HSE Advisor, develop appropriate tools and preventative schedules to assist in the identification of accident/injury trend analysis with the aim of eliminating injuries and achieving zero harm
- In conjunction with the HSE Advisor, implement appropriate health and safety plans based on risk management principles
- Attend project meetings as an opportunity to gain insights about the project and promote health and safety
- Maintain and communicate health and safety information including legislative changes, standards and developments which may impact on work place activities
- Undertake other duties as may be assigned or requested

Professional Development

- Stay abreast of legislative changes and identify policies and/or procedures that require review
- Demonstrate commitment and leadership to health and safety by actively participating in meetings, inspections, promotions and other engagement activities
- Participate in development activities as agreed with National Human Resources Manager

LOCATION OF WORK
This role will be based on the Company’s sites as required.

DELEGATED AUTHORITY
This role has no delegated authority.

KEY PERFORMANCE INDICATORS

- HSE data is always accurate, up to date and entered in a timely manner
- Delivery and presentation of relevant HSE training is completed
- Alcohol and Other Drug testing, health monitoring, surveillance and wellbeing programme are delivered as per Company procedure
- HSE documentation is up to date, completed and distributed (if necessary) in a timely manner
- Document controls are in place and procedures are followed at all times.
• Training register is up to date, and training is booked, communicated and completed by employees prior to their certificates/licenses expiring

PERSON SPECIFICATION

Experience
• 1-2 years HSE coordination experience preferably in commercial construction, mining, oil and gas or other related industry
• Working knowledge of regulatory requirements, HSE databases, and Contractor HSE Management Systems
• Practical experience in HSE Management programme and principles
• Tertiary level health and safety qualification preferred

Skills & Behaviours
• Good judgment, self-motivated and able to work under general supervision.
• Strong customer service skills.
• Attention to detail and accuracy.
• Able to maintain the utmost confidentiality.
• Proficient with Microsoft applications, particularly Word and Excel.
• Ability to communicate with stakeholders at all levels and develop positive working relationships.
• Highly developed influencing skills with the ability to influence at all levels.
• Strong organisational and time management skills with ability to work independently.
• Ability to handle multiple projects and deadlines.
• Willingness to learn.
• Acts ethically and with integrity
• Accepts accountability for decisions
• Excellent interpersonal and influencing skills with a demonstrated ability to communicate across all levels in both a written and oral form.
• Demonstrated commitment to building sound, collaborative business relationships on a multitude of levels, both internal and external to the business.

ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION:

Signed: ____________________________ Date: ____________________________

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National Human Resources Manager, Jade Leung