



## Position Description Health and Safety Advisor

<b>PURPOSE</b>	Ensure the construction activities of Classic Builders are carried out in accordance with Classic Group's Health, Safety & Environmental expectations.
<b>DIVISION</b>	CASE
<b>LOCATION</b>	Tauranga
<b>REPORTS TO</b>	Health and Safety Manager
<b>INDIRECT REPORTS</b>	Classic Builders Build Team members and Contractors
<b>KEY RESPONSIBILITIES</b>	<p><u>COACHING AND MENTORING</u></p> <ul style="list-style-type: none"> <li>• Encourage a culture of 'Health and Safety Excellence' by role-modelling positive behaviours and actions in dealings with all stakeholders.</li> <li>• Ensure communication with clients to keep them informed of legislative and industry requirements, changes and trends.</li> <li>• Coach people in a manner that inspires commitment to Health, Safety &amp; Environmental processes</li> <li>• Mentor and develop supervisors/manager's leadership abilities in the field of Health and Safety.</li> <li>• Educate and train workers in managing workplace risks and improving safe work practices</li> <li>• Participate in Business Unit Health and Safety meetings</li> </ul> <p><u>TECHINCAL ADVICE</u></p> <ul style="list-style-type: none"> <li>• In consultation with Project/Construction/Site Managers, develop Worksite Health, Safety and Environmental Management Plans.</li> <li>• Review Contractor Safety Plans and provide solution-based feedback.</li> <li>• Provide technical advice and support that promotes Project/Construction/Site Managers abilities to ensure site/project Health and Safety Risks are managed to ALARP. (As Low As Reasonably Practicable).</li> <li>• Investigate Events in collaboration with Project/Construction/Site Managers.</li> <li>• Ensure all reporting and notification requirements with external stakeholders are fulfilled.</li> <li>• Facilitate the management and rehabilitation of workplace injuries.</li> <li>• Facilitate the management and disposal of hazardous substances i.e. asbestos, silica dust, chemicals etc..</li> </ul> <p><u>IMPLEMENTATION AND MONITORING</u></p> <ul style="list-style-type: none"> <li>• Conduct audits and inspections of worksites to ensure hazards and risks are being managed in accordance with the Group Health, Safety &amp; Environmental Management System expectations.</li> <li>• Identify, analyse and communicate to the Health and Safety Manager, aspects of the Health and Safety Management System that can be changed to improve H&amp;S performance and culture.</li> <li>• Perform other duties as directed by the HS Manager and assist other members of the CASE Safety Team as required.</li> </ul>

## HEALTH AND SAFETY

- Demonstrate leadership in, and actively participate in CASE Safety's health and safety management system, Hazard/Risk management and Event reporting
- Ensuring CASE Safety's obligations as a PCBU are met.
- Identifying the hazards associated with personal daily tasks and ensuring appropriate measures are taken to eliminate, and if not then minimise the risk of harm.
- Identifying and planning health and safety training with CASE Safety NZ on an annual basis.
- Actively participate in event investigations and reviews as required.
- Taking all reasonable care to ensure that actions or omissions do not impact on personal or others health and safety.
- Actively supporting and promoting a safe and healthy work environment.
- Mitigating the risk to all staff by demonstrating compliance with HS requirements.
- Engaging in consultation with staff and CASE Safety NZ to ensure risk management planning, incident reporting and management and safe work practices are implemented.
- Demonstrating due diligence by ensuring what is considered "reasonably practicable" under the HSWA legislation is factored into all decision-making related to health, safety and welfare.

## **COMPETENCIES**

### Technical Competencies and Qualifications

- Previous "hands-on" experience in an operational work environment.
- Experience with applying new technology in an operational environment.
- Knowledge of the construction industry.
- Holds or working towards a recognised Health and Safety qualification.
- Experience in a client focused/service delivery role.

### Behavioural Competencies

#### Relating and networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to embrace relationships with others

#### Presenting and communicating information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertake public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

#### Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

#### Deciding and initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks.
- Takes responsibility for actions, projects and people.

- Takes initiative, acts with confidence and works under own direction.
- Initiates and generates activity.

#### Applying Expertise and Technology

- Applies specialist and detailed technical expertise.
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates an understanding of different organisational departments and functions.

#### Following Instructions and Procedures

- Appropriately follows instructions from others without necessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

**KEY PERFORMANCE INDICATORS**  
(to be set with Manager annually)

1. Audits – Conduct monthly audits on worksites: stand alone and project.
2. Observations – Conduct weekly observations on worksites: stand alone and project.
3. Meetings – Attend, contribute to and where necessary facilitate regular health and safety meetings for the group businesses.
4. Corrective Actions – Assign CA's from Audits and Observation in consultation with the relevant stakeholders.
5. WMP's – Develop and assist business units with the implementation of Health and Safety Plan's as required for the specific project, site or region.
6. Contractor Management – Review Contractor safety plans and systems. Provide solution-based feedback within 72 hours of submission.
7. Investigations – All 'Significant Events' are investigated, CA's assigned, and learnings distributed within agreed timeframes.
8. Software Systems – Contribute to the development and implementation of health and safety software solutions.
9. Communications – develop standardised content in various formats (video, PPT, word) for distribution to business units.
10. Initiatives – Identify, develop and facilitate or lead the implementation of initiatives to resolve specific issues, risks, skill gaps etc., that exist in each business unit.
11. Customer Service – Provide outstanding customer service to business units and engage positively with all stakeholders.

the  
CLASSIC  
CODE



*We Care*

*Go:* ABOVE and BEYOND  
FOR OUR customers  
*Work:* in partnership with our clients  
*Provide:* SOLUTIONS  
that deliver RESULTS

**WE WORK AS ONE TEAM**

*Have:* HONEST + REAL conversations  
*Keep:* everything **ABOVE**  
**THE LINE**  
*Support:* our work whanau

*We are daring*

*Seek:* OPPORTUNITIES to improve  
*Be:* DIFFERENT & BOLD  
with our actions and thoughts  
*Work:* SMARTER with **TECHNOLOGY**

**WE DELIVER EXCELLENCE**

*Contribute:* TO A positive  
AND fun WORKPLACE  
*Bring:* our **A-GAME** to work  
*Share:* a COMMITMENT  
to deliver quality