



## POSITION DESCRIPTION

### Workplace Health and Safety Coordinator

<b>Level</b>	SCHADS Award Level 6
<b>Employment Type</b>	Full Time, Ongoing
<b>Reports to</b>	Director of Human Resources

#### Purpose of the Position

The WHS & Emergency Management Coordinator is responsible for driving a proactive, operationally integrated approach to workplace health, safety, and emergency management across Carpentaria Disability Services. The role is not just responsible for administrative compliance but actively partners with operational leaders to identify, assess, and control risks in real-time service environments, and provides the independent on-the-ground verification for dispersed Supported Independent Living (SIL), Out of Home Care (OoHC), and community housing sites.

The position ensures Carpentaria meets its legislative obligations under the Work Health and Safety (National Uniform Legislation) Act 2011 (NT) while building practical safety systems that protect frontline workers and participants. It drives the day-to-day running of Carpentaria’s Work Health & Safety Management System (WHSMS) and is the go-to safety resource for Carpentaria staff.

#### Tasks and Responsibilities

- Maintain and continuously improve the WHSMS policies, procedures, registers, hazard and risk register, legal compliance register, and WHS performance reporting to the Executive Management team and Board.
- Develop, maintain, and review Emergency Management Plans and Personal Emergency Evacuation Plans across all Carpentaria sites, in coordination with the Director of Assets & Facilities.
- Coordinate and deliver emergency evacuation drills across all sites at minimum 6-monthly intervals, document outcomes and translate learnings into improved practice.
- Conduct scheduled and unannounced site visits to all SIL, Out of Home Care, and community program sites, frequency determined by site risk rating.
- At each site visit, verify that Coordinators and Team Leaders have completed required WHS activities, drill records, hazard checklists, induction records, first aid registers, and toolbox talk logs, and escalate gaps to the Program Manager within 48 hours.
- Directly assess the WHS knowledge of support staff on shift at each visit and conduct structured site inspection checklists covering fire safety, emergency equipment, environmental hazards, medication storage, PPE, and participant emergency plans.
- Lead incident investigations across all programs, apply root cause analysis, complete investigation reports, and track corrective actions to closure; ensure NT WorkSafe notifications are submitted within required timeframes.
- Support the Senior Officer, People & Learning (RTW Coordinator) in managing Workers Compensation claims, attend insurer reviews, assist with lodgement, and support rehabilitation and return to work planning.
- Deliver WHS and emergency management training and toolbox talks to frontline staff and leaders; develop program-specific training resources and coaching materials for use at site visits.
- Chair the WHS Committee in the Director of HR’s absence; act as the first point of contact for WHS queries and safety concerns; partner with Program Directors and Managers as a practical operational resource.

**Essential Criteria**

- Formal WHS qualification at Diploma level or above (e.g. Diploma of Work Health and Safety, Bachelor of OHS, or equivalent).
- Demonstrated experience in a WHS specialist or coordinator role within a complex, high-risk service environment such as disability, out-of-home care, healthcare, or community services.
- Solid working knowledge of the Work Health and Safety (National Uniform Legislation) Act 2011 (NT), associated Regulations, and relevant Codes of Practice.
- Demonstrated ability to work operationally, conducting site visits, delivering training, and engaging directly with frontline staff and leaders, not solely in an administrative or advisory capacity.
- Proven experience partnering with operational leaders to implement practical, proportionate risk controls.
- Experience in emergency management planning and implementation, including development and maintenance of Emergency Management Plans and coordination of evacuation drills.
- Strong incident investigation capability, including application of root cause analysis methodologies and implementation of corrective action frameworks.
- Ability to influence, support, and where necessary hold leaders accountable on WHS matters across multiple programs.
- Excellent written and verbal communication skills, including the ability to produce clear investigation reports, site visit reports, and performance summaries.
- Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, NDIS Worker Orientation, First Aid & CPR Certificate and NT Driver Licence.

**Preferred Criteria**

- Operational background in disability services, out-of-home care, or community services, with understanding of the NDIS Practice Standards and NDIS Code of Conduct.
- Experience working in geographically dispersed or remote service delivery environments.
- Knowledge of the Return-to-Work Act (NT) and Workers Compensation frameworks in the Northern Territory.
- Certificate IV in Training and Assessment (TAE) or demonstrated experience delivering workplace training.
- Familiarity with NDIS Commission incident reporting requirements and quality frameworks.

**Values and Behaviours Required**

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.
- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to Equal Employment Opportunity, WHS, Risk Management and Quality Improvement practices.

Authorised by the CEO:



Date:

