

# Advertisement – Health and Safety Coordinator



April 2025

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## Are you passionate about creating safe, supportive work environments where people thrive?

We're looking for a proactive **Health and Safety Coordinator** to help champion workplace safety across our entire organisation.

In this vital role, you'll work alongside teams, volunteers, and contractors to ensure our high standards in health and safety are consistently met and embedded in everything we do. You'll support the development and maintenance of our health and safety management system while working with departments to make safety a natural part of our daily operations.

If you're ready to empower others, drive a strong safety culture, and make a real impact every day—this is the opportunity for you!

### Who is Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

### The culture we promote:

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Yarraville, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

### Imagine a future with us:

- Play a key role in ensuring our WHS (Work Health and Safety) procedures align with Victorian and Federal legislation, helping us maintain a safe and legally compliant workplace.
- Build strong collaborative relationships across teams, translating safety requirements into practical solutions.
- Partner with teams to support continuous consultation, including regular attendance and input at team meetings.
- Conduct thorough safety risk assessments and audits, ensuring clear communication of risks and solutions.
- Work side-by-side with managers on safety investigations and identify corrective actions to address safety issues in the workplace.

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- Assist in coordinating and delivering WHS briefings and help facilitate training sessions.
- Contribute to the development, implementation, and review of the WHS management systems.
- Ensure scheduled safety inspections are completed on time and reviewed.
- Coordinate return-to-work (RTW) programs for injured or unwell team members.

## **Why you're right for us:**

- You want to be a part of a brand that's been around for over 90 years and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity, and equality.
- Relevant Tertiary Qualification or equivalent work experience.
- Good understanding of Victorian OHS Acts and Regulations.
- Return to Work Coordinator training completed.
- High level of experience in the use of Microsoft Office programs, including Outlook, Word, Excel, and PowerPoint.

## **We can offer you:**

- Access to salary packaging benefits to increase your take home pay.
- Team member satisfaction rates above 83%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.
- Involvement in the charity work we do and volunteer opportunities.

## **Keen to apply?**

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter.