

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Health and Safety Coordinator		
DEPARTMENT	People & Culture		
LOCATION	Yarraville		
REPORTS TO	Health and Safety Manager		
DIRECT REPORTS	Nil		
KEY CONTACTS	Department Managers and Operational Team Leaders, Team Members and Volunteers.		
AWARD & CLASSIFICATION	SCHADS, Level 3		
DATE	April 2025	EXECUTIVE SIGNATURE	<i>Cherie Rayner</i>

ROLE PURPOSE

The Health and Safety Coordinator will be responsible for promoting a work environment that supports the health and safety of all team members, volunteers, contractors and visitors. This will include assisting in the development, implementation and maintenance of the FBV health and safety management system to allow FBV to maintain high standards in work health and safety.

This role will partner with all departments to embed safety into the daily rhythm, empowering leaders and team members to implement effective safety practices within their areas of responsibility.

MAJOR ACCOUNTABILITIES

#1: Safety & Compliance

- Ensure that WHS (Work Health and Safety) procedures and practices are compliant with relevant Victorian and Federal workplace safety Acts and Regulations.
- Build strong working relationships across teams, translating safety requirements into practical solutions.
- Organise and participate in the Monthly FBV Safety Committee.
- Partner with teams to support continuous consultation including regular attendance and input at
- Support Managers to complete safety risk assessments and audits, ensuring clear communication of risks and solutions.
- Support Managers to lead minor to moderate incident investigations, assisting to identify causes, corrective actions and ensure risk mitigations are implemented.
- Assist the Health and Safety Manager to investigate serious incidents.
- Maintain the FBV online safety manual on the SharePoint Health

team meetings, All Team Meetings, toolbox talks and department huddles.	<ul style="list-style-type: none"> and Safety Hub and site Safety Noticeboards. Support health and wellbeing projects and initiatives within FBV.
#2: WHS Education and Training	
<ul style="list-style-type: none"> Engage with FBV management, team members and volunteers on WHS issues and programs to communicate and promote effective WHS practices. Assist in coordinating and delivering WHS briefings and training sessions and ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment. 	<ul style="list-style-type: none"> Ensure required qualifications and licenses are current in critical areas such as driver/forklift licenses, first aid certificates and fire warden training. Ensure all new starter inductions and ergonomic assessments are completed and any required action is closed out.
#3: WHS Management, Systems and Reporting	
<ul style="list-style-type: none"> Contribute to the development, implement and review the WHS management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met. Ensure scheduled safety inspections are completed on time and reviewed to identify any hazards which require action. Assist in creating hazard alerts and other safety communications. 	<ul style="list-style-type: none"> Assist in maintaining the FBV Psychosocial Risk Register, including executing actions outlined in the Preventative Action Plan. Maintain accurate safety records in Rapid Global Modules – Contractor, Access, Risk and Auditor. Assist in maintaining the FBV Master Risk Register and support managers to review and update annually, ensuring all actions are closed out.
#4: Workers Compensation and Injury Management	
<ul style="list-style-type: none"> Assist managers to understand and implement effective claims management and Return to Work plans. Identify appropriate RTW duties and develop RTW plans in accordance with medical restrictions and operational needs. 	<ul style="list-style-type: none"> Provide advice to managers and injured team members in relation to Workers Compensation. Ensure effective and timely communication with injured team members, managers, workcover insurer, medical professionals and workcover specialist consultant.

#7: Workplace Health and Safety (WHS)	
<ul style="list-style-type: none"> • Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements. 	<ul style="list-style-type: none"> • Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.
#8: Self-Management	
<ul style="list-style-type: none"> • Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. 	<ul style="list-style-type: none"> • Effective time management and organisational skills demonstrated through ability to meet deadlines. • Willingness to undertake other duties as required. • Demonstrate the Foodbank Victoria values of Empowerment, Accountability, Respect, Integrity, Diversity and Equality in all work activities.
TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Relevant tertiary qualification or equivalent work experience • Good understanding of Vic 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 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work independently and in a team environment. • Numerical and analytical skills. • Well-developed organisational and time management skills.
VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	<ul style="list-style-type: none"> • We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	<ul style="list-style-type: none"> • We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.

Respect	
	<ul style="list-style-type: none"> • We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	<ul style="list-style-type: none"> • We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	<ul style="list-style-type: none"> • We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	<ul style="list-style-type: none"> • We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.