

**A.R.M.S.**

ABN: 61 106 786 832  
Phone: (02) 9212 2302  
Fax: (02) 9212 2690

Level 5, Unit 36, 301 Castlereagh Street,  
Sydney NSW 2000  
Email: [aohsrms@bigpond.com.au](mailto:aohsrms@bigpond.com.au)  
Web: [www.ohsaustralia.com.au](http://www.ohsaustralia.com.au)



**Position:** OH&S Manager

**Name of Person:** \_\_\_\_\_

**Responsible To:** Company Managers/Directors

**Date of Commencement:** ...../...../.....

**Date of Position Review:** Every Year

**Position Number:** OHS08

**Form/File Number:** 128/OHS

**Location's Responsibility:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

The OH&S Manager will assist in the day to day operation and preparation of Crane safety Operations and documentation against 4801:2001 ISO 9000 series– 14001: Environmental Compliance/Tender Assistance and Preparation:

**Task Description:** in association and under the control of the Directors/ Manager/Assistant Manager the OH&S Manager carries out duties as directed.

**Detailed Work Activities:**

The Occupational Health and Safety manager coordinates all health and safety systems in an organisation. He identify hazards and assess risks to health and safety, put appropriate safety controls in place, and provide advice on accident prevention and occupational health to management and employees.

**In particular checks that plant & equipment meets health and safety regulations**

The Pacific National Construction Occupational Health and Safety manager performs the following tasks:

- promote occupational health and safety within the organisation and develop safer and healthier ways of working
- inspect and test machinery and equipment, such as lifting devices, machine shields and scaffolding, to make sure they meet safety regulations
- make sure that personal protective equipment, such as dust masks, safety glasses, footwear and safety helmets, is being used in workplaces according to regulations

- make sure that dangerous materials are correctly stored
- identify and test work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures, and implement appropriate control measures
- make sure that the organisation is aware of, and complies with, all legislation in relation to the use of its plant, equipment and substances, as well as in all workplace activities
- help supervise the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action
- conduct training sessions for management, supervisors and workers on health and safety practices and legislation
- assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work
- coordinate emergency procedures, mine rescues, fire fighting and first aid crews
- communicate frequently with management to report on the status of the occupational health and safety program
- develop occupational health and safety systems, including policies, procedures and manuals.
- **Personal Requirements:**
  - tact and diplomacy
  - able to work independently or as part of a team
  - good communication skills
  - good interpersonal skills
  - integrity and honesty

Requirements: (pre-requisites) for this position.  
(has the qualifications – yes or no)

<b>Tickets:</b>
<b>Certificates:</b>
<b>Other Licenses and Training:</b>

**Future Training Plan:**

----------------------

**Safe Work Method Statements Recognition and Training:**

SWMS: (list number's of SWMS training requirement for this position)

--

**Training Commitment Understanding and requirements:**

- All staff are required to a commitment to a training environment with a minimum skills base as required to commence work.

**Acknowledgment our Training Philosophy**

- All existing or new staff are to recognise that the company has a firm commitment to staff training and development of workplace safety and the individual development of workplace skills relevant to their current workplace activities.

**Signature Employee:** \_\_\_\_\_ **Date:** ...../...../.....

I herewith recognise that I have understood the above stated responsibilities and assure my firm commitment to all policies and initiatives originating from P/N/C, my employer.

**Company Representative:** \_\_\_\_\_ **Date:** ...../...../.....

**Print:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Record Holding Status:** *(Where, When, How, By Whom)*

--

**End this Document.**