

**Position: SITE OH&S REPRESENTATIVE****POSITION OBJECTIVES:**

Assist the Site Manager to ensure that company objectives for Safety and Environmental performance for each project are achieved.

**BUSINESS UNIT:**

Diploma Construction (WA) Pty Ltd

**REPORTS TO:**

Site Manager

**SUPERVISES:**

N/A

**RELEVANT PROCEDURES:**

Management System Manual and referenced documents

**ROLES AND RESPONSIBILITIES****ASSISTS THE SITE MANAGER WITH:****Subcontractor/supplier safety meetings**

- Safety Committee Meetings.
- Toolbox meetings.

**Safety and Environment**

- Monitoring Site Safety and Environmental Performance.
- Reviews the Environmental Aspects and OH&S Hazards Register and the site to identify all evident site environmental aspects and OH&S hazards and record on the Environmental Aspects and OH&S Hazards Register.
- Assesses the site specific objectives and targets, and the program of actions on the Environmental and OH&S Program and implements the actions required.
- Prepares a site specific Evacuation Plan and displays in the site office and crib room.
- Where necessary references and implements the relevant Project Management Plan or Work Method Statement for specific site activities.
- Ensure that all new site personnel are inducted prior to the start of any work activities with reference to client requirements and the requirements of Diploma Construction Management System.
- Ensures that all site personnel enter details including arrival and departure times on the Site Access Register daily.
- Ensures that all visitors enter details including arrival and departure times on the Visitors Register and are accompanied by the relevant subcontract representative while on site.
- Ensures that the details of all plant and equipment on site are entered on the Plant and Equipment Register.
- Prior to the operation of any plant and equipment on site, ensures that all current maintenance records are available.
- Ensures that plant and equipment is checked daily prior to use and the details are entered on the Daily Plant and Equipment Checklist.

**Position:****SITE OH&S REPRESENTATIVE****Safety and Environment cont:**

- Ensure that all Crane Checklists are compiled at the appropriate frequency.
- Where applicable, a Plant and Equipment Hazard Analysis and a Crane Checklist are compiled.
- Ensures that all electrical equipment is appropriately tagged and recorded on the Electrical Equipment Register.
- Ensures that for hazardous substances brought onto the site the relevant MSDS is provided and the details of the hazardous substances are entered on the MSDS Register.
- Records the details of all accidents/incidents on the Accident/Incident Report including any follow up corrective or preventive actions required.
- Reports all accidents/incidents to the Project Manager immediately.
- Where required notifies Worksafe of injury or disease using the Notification of Injury Form and the Notification of Disease Form.
- Reports OH&S and environmental data to the Project Manager monthly using the OH&S Environmental Data Log.
- Record all issues requiring corrective or preventative action on the Continual Improvement Record.
- Ensures that all employees and subcontractors on site, where applicable, compile a Job Safety Analysis (JSA) for specific tasks and submit to the Site Manager for approval and filing prior to starting the relevant task.
- Ensures that, where required, tasks are implemented in accordance with the Permit to Work (PTW) ie excavation, hot work, etc and the requirements are referenced in the relevant JSA.
- Ensures the site is monitored and inspected at regular intervals (ie weekly) depending on the complexity of the site activities to determine if the requirements of the SMP are implemented and the results are recorded on the Environmental and OH&S Inspection Checklist.
- Ensure that a regular (ie weekly) toolbox meeting is conducted with all site personnel and the minutes and attendance are recorded on the Environmental and OH&S Meeting Report.
- Where required implements the appropriate Emergency Response Plan.
- Conducts random emergency evacuation drills and records the outcome on the Emergency Drill Report.
- Ensures that all diesel or other fuel storage facilities on site meet the relevant standards and are appropriately banded.

**Human Relations and Industrial Relations**

- Ensure good Human Relations/Industrial Relations Management are in process.

**Position: SITE OH&S REPRESENTATIVE****SELECTION CRITERIA****SKILLS AND ABILITIES**

- Proven track record in Project Management for Commercial Construction Projects.
- High level communication skills.
- High level interpersonal skills.
- Demonstrated track record for handling Human Relations and Industrial Relations issues.
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**QUALIFICATIONS**

- OH&S Representative training.
- Trade qualification in Building or related industry preferred.

**DIPLOMA CONSTRUCTION INTERNAL TRAINING REQUIREMENTS:**

- Trained in the DC Management System
- Trained in the Project OHSE Management Plan
- Trained in Risk Assessment/JSA Development.
- OH&S for Safety Committee Members

**EXPERIENCE**

- Minimum 5 years experience within the Construction Industry preferred.

**AUTHORIZED BY: General Manager****DATE: August 2010**