



LAWSON
GRAINS

LAWSON Grains

Job Description

**Health Safety & Environment
Coordinator**





Job Description

Title: HSE Coordinator

Reports to: HR Manager

Key relationships:

- General Manager
- HR Manager
- Farm Managers
- WHS Consultant
- Farm Personnel
- Key Suppliers & Contractors
- CEO

Position Description:

The role will focus on supporting the farms in administering and implementing WHS policies and procedures whilst supporting and promoting the effective management of WHS across the business.

Responsibilities:

You will report directly to the HR Manager and be accountable for the following key responsibilities:

- Administer the Lawson Grains WHS Guide and work with the organisation to manage business risks including but not limited to administering;
 - Compliance tasks required by each farm
 - Work Health and Safety meetings on a 6 weekly basis across multiple farm aggregations
 - Workers compensation claims, recover at work plans and the associated administration
 - The business Hazard register and the annual external WHS audit action items through to close out
 - The Albury office workspace from a WHS perspective
 - Safety programs at a company level
 - The training register for each farm
 - Generate and distribute Safety Alerts to the business in a timely manner
 - Reporting requirements to senior management and the Lawson Grains Board
 - Annual reviews to the WHS guide and policy handbook
 - As required the rollout of updates and new policies to the business
 - Annual WHS farm audits, attending farms with the external auditor as required
 - Understanding WHS legislation and the translation to operational requirements
 - The communication of relevant legislation and policy changes to ensure continued compliance at the company level.
 - Distribute information to the business about legislation changes that effect the business.
 - Updating WHS related software eg EmployeeConnect, Rapid Induct & Contractor Management and Plant Assessor.
- Monitor incidents and provide advice and assistance to ensure a thorough and timely investigation of incidents. Ensure the appropriateness of corrective actions to prevent the likelihood of a recurrence.
- Support the Farm Managers in their management of safety on their sites. You will need to have a base level understanding of crop farming so that you can support and give guidance to the farms on how to best manage framework implementation and compliance on farm.



- Challenge non-conformance issues and escalate if required to ensure these issues are resolved according to legislative WHS standards.
- Encourages prompt reporting of injuries, hazards and near misses.
- The calculations of WHS associated metrics to monitor our performance against industry standards.
- Assisting in addressing actions identified in audits and other non-conformances as identified internally or by third parties.
- Maintain training needs analysis, monitor training completion and assist with the development and delivery of training, including new starter inductions.
- Monitoring and maintaining all Contractors via Rapid Contractor Management system.
- Administer the Environmental Guidelines including but not limited to;
 - Environmental incident reporting
 - The Environment risk register
 - Environmental programs at a company level
 - Reporting requirements to senior management and the Lawson Grains Board
 - Annual updates to the Environmental framework
 - The rollout of updates and environment policies to the business
 - Stay abreast of relevant legislation and policy changes to ensure continued compliance at the company level.

The above listing is not meant to be an exhaustive list of the responsibilities of the role and other tasks may be assigned to the role as required by management from time to time.

Position Requirements:

- Minimum 3 years' experience in a similar work, health and safety role
- Agricultural knowledge and experience highly regarded
- Excellent communication, influencing, negotiation and stakeholder engagement skills
- Ability to work in and contribute to a strong team environment
- Strong attention to detail and accuracy
- Competent business reporting and computer skills (Intermediate skills in the use of Microsoft Office Suite)
- Certificates and Qualifications:
 - As a minimum Cert IV in WHS
 - Current driver's license.