

## Position Description

<b>Position Title:</b>	WHS Manager
<b>Department:</b>	Tomato Category
<b>Reporting To:</b>	General Manager – Tomato Category
<b>Location:</b>	Guyra NSW

### 1. Basic Summary of Position:

This role is responsible for partnering with the business unit (BU) (Tomato) at a senior level to drive WHS strategies, policies, processes, programs and systems, ensuring they are aligned with the Costa core values and the “3 Pillars of Safety”. The position will target best practice levels of safety and legislative compliance in an environment of continuous improvement.

As part of the senior leadership team, the WHS Manager will also contribute to the overall commercial leadership of the tomato category.

### 2. Key Accountabilities and Responsibilities:

#### Workplace Health & Safety

- Partner and coach the Business Unit Managers in understanding and achieving their responsibilities across workplace health, safety, and wellbeing through the WHS strategic Plan and Key Safety performance indicators.
- Provide leadership and advice that encourages Business Units, OHS Committees and Health & Safety Representatives to create a continuous improvement culture and implement best practice management systems in their workplaces;
- Support the sites to complete Risk Assessments and to provide subject matter advice to the business on appropriate management and controls to minimise risk. Key risk areas include: Plant, equipment and machinery, chemicals, ergonomics, muscular skeletal risk mitigation and behavioural safety strategies.
- Support the sites to complete regular site inspections and ensure appropriate corrective actions are put in place to minimise risk.
- Support Managers in monitoring, analysing and investigating reported injuries, incidents, and near misses and ensuring appropriate corrective actions are taken in consultation with the Operations Manager and other Key Stakeholders to minimise risk.
- Produce risk related reports for management's review and analysis.
- Support the site safety training in conjunction with the business unit requirements.
- Implement Health and Wellbeing initiatives.
- Support the sites to ensure that all employees, contractors and visitors have been inducted to the site and meet all the Costa requirements prior to commencement of work.
- Participate in the national Costa *OHSCoconnect* group and support the Costa Group Safety Management System to ensure BU compliance.
- Oversee and support BU Workers Compensation and RTW program, with a focus on assisting the injured worker to remain at or return to work in a safe manner and progress to Pre Injury Duties.
- Ensure appropriate RTW programs are developed and implemented for injured workers, in consultation with the worker and treating professionals, by ensuring medical appointments are attended with the injured worker where necessary.
- Supervise and develop members of the safety team.

#### **CATEGORY LEADERSHIP**

- Achieve budgeted EBITDA
- Assist with the development and implementation of commercial strategies for the Category
- Support the development and implementation of effective production systems, procedures and structures
- Support overall team development
- Support the development and implementation of the Quality System across the Category

#### **OHS**

- Support employees and managers to achieve best practice Safety, Health and Environment by implementing the safety management system and processes.
- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Be familiar with, understand and adhere to Company OHS&W policies and procedures in line with the standards of Costa Group and the requirements of the OH&S Act
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
- Correctly use and maintain personal protective equipment provided for health and safety purposes
- Be unaffected by alcohol or drugs
- Report immediately any hazards, incidents or near misses
- Contribute by making positive suggestions on improvements to safe work practices
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

#### **Company Values**

- Ensure that behaviours outlined in Costa values are fostered and practiced

### **3. Role Competences:**

- Leadership role requiring initiative, working independently to deliver BU strategic objectives
- Ability to prioritise and schedule work to meet deadlines and maintain the quality of WHS services delivered
- Ability to mix professionally and build effective relationships at all levels of the business
- Ability to coach and support line managers in the handling of day to day issues
- Ability to work in a team environment, adapt, demonstrate initiative, and cope with continual change
- Ability to demonstrate initiative in addressing problems arising in the role
- Commercial acumen

### **4. Candidate Requirements:**

#### **(a) Education, Qualifications, Training:**

- Minimum 5 years' experience within WHS role
- Minimum - Diploma in workplace health and safety (or equivalent)
- Certificate IV in Training and Assessment advantageous

**(b) Experience, Skills, Knowledge:**

- Comprehensive knowledge of relevant WHS legislation, Codes of Practice and Standards relevant to the role.
- Experience in medium to high risk industries, dealing with plant, equipment and machinery, chemicals, ergonomics/muscular skeletal risk mitigation, behavioural safety strategies
- Strong leadership skills with demonstrated change management experience.
- Demonstrate integrity and exceptional commitment to confidentiality and sensitivity
- Strong communication and interpersonal skills
- Have an understanding and respect for differing cultural and social needs
- Be outcome focused
- Demonstrate resilience, positivity and perseverance
- Constructive approach to problem solving
- Ability to work independently and also as part of a team

**(c) Competencies/Character Qualities/Values:**

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety