

## Position Description

- This is a working document and shall be updated from time to time

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<b><u>Position:</u></b>	<b>Health and Safety &amp; HR Assistant</b>
<b><u>Division:</u></b>	<b>Human Resources</b>
<b><u>Incumbent:</u></b>	<b>Vacant</b>
<b><u>Accountable to:</u></b>	<b>HR Manager - GHNZ</b>
<b><u>Inter relationships:</u></b>	<b>Operations staff and managers Sales Division staff and managers (Residential and Commercial) Logistics staff and managers Finance Division staff and managers Representative Unions External IR consultants/association Suppliers for services such as AEP, legal advice, training programs</b>
<b><u>Responsible for:</u></b>	<b>Development of Human Resource skills H&amp;S coordination, processes and committee Compliance program management/maintenance and liaison Tasks as directed by GHNZ HR Manager Yarn Plant and Floorscape HR support as directed by GHNZ</b>
<b><u>Attendee:</u></b>	<b>Health &amp; Safety Meetings Operations Meetings as required Manufacturing Reviews</b>

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### **ACCOUNTABILITY OBJECTIVE:**

- Play a fundamental role in assisting the GHNZ HR Manager and the GHNZ COO in the provision of H&S and compliance services.
- Assist the GHNZ HR Manager in the provision of human resource, personnel, industrial relations and training services to Godfrey Hirst New Zealand Ltd ("GHNZ") primarily with secondary support to Floorscape NZ Ltd. The incumbent will also support for GHNZ Yarn Plants as required.

### **NATURE AND SCOPE:**

The Health and Safety & HR Assistant reports directly to the GHNZ HR Manager

The Health and Safety & HR Assistant will play a key role in all aspects of the H&S operations – policies, procedures, training, auditing, reporting, compliance, management and maintenance. The incumbent will seek guidance and direction from the GHNZ HR Manager and will liaise with other department managers as necessary to fulfill the requirements of the role. The main sites of responsibility will be the GHNZ sites with some responsibility for the Floorscape branch and as directed for Yarn Plant sites.

The position requires the incumbent to assist the GHNZ HR Manager in the provision of human resource, personnel and payroll services, including recruitment and appointment of new employees, development of position descriptions (within company guidelines), providing support on misconduct and disciplinary matters, maintenance of employee personnel files, co-ordinating and assisting with performance reviews, co-ordination and delivery of employee training, assisting production managers with personnel issues and assisting provision of internal and external training and competency certification.

### **PRINCIPAL ACCOUNTABILITIES:**

#### ***Health & Safety Practice***

- Make health and safety a priority throughout the business by actively promoting safe working practices predominantly using the Unlin Zero Harm program, in accordance with Company policies and procedures to achieve a 'zero-harm' workplace by ensuring high standards in safety in each and every activity undertaken including;

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- Zero tolerance of unsafe work practices and activities
- Actively seeking to identify any potential hazards within the workplace, assessing the possible risks (including seeking advice if necessary) and implement any changes or modifications to ensure personal and team member safety in accordance with the Hazard/Risk identification and Management Procedure
- Adhere to all relevant legislative safety requirements and Mohawk Oceania and Godfrey Hirst health and safety policies/procedures, performance standards and guidelines
- Ensure that any manual handling that cannot be avoided is undertaken in the safest way possible, to avoid potential injury
- Reporting - Ensure all injuries and near misses (including without limitation physical and psychological injuries, environmental incidents, near misses etc) are reported as soon as possible to the relevant Supervisor or Manager. If, for any reason, immediate reporting is not possible, injuries must be reported during the same shift
- Lead or participate as appropriate, in the resolution of health and safety by following established procedures and by supporting and implementing all identified corrective actions
- Actively participate in all health and safety programs, training and audits
- Provide leadership to the H&S Committee including managing scheduled meetings, recording of meeting minutes and follow-up of any outstanding matters.
- Conduct safety audits/assessments of plant and equipment
- Act as liaison for the ACC Accredited Employer Program at the Wiri site

### ***Health and Safety Frameworks and Services***

- Support the provision of H&S services including:
  - Monitoring of H&S policies and procedures for relevance and adherence
  - Development and coordination of staff wellbeing and safety programs which will increase proficiency in safe practices and promote safety consciousness
  - Support the continuous development of policies, procedures and controls to assist in the achievement of H&S objectives
- Assist, where applicable, in the rehabilitation of injured workers

### ***Industrial Relations***

- Support the GHNZ HR Manager, in seeking attainment of best practice in industrial relations
- Be involved, under the direction of the GHNZ HR Manager with industrial relations matters including Collective Employment Agreement bargaining and negotiations.
- Assist the GHNZ HR Manager in ensuring compliance of GHNZ's employment obligations under all Collective Employment Agreements
- Monitor industrial relations developments generally and remain up to date with relevant legislation and industrial relations developments
- Assist in the management and settlement of any disputes involving industrial relations and misconduct/disciplinary matters
- Assist the GHNZ HR Manager monitor conditions of employment, welfare, security, safety and training of wage employees
- Maintain good relationships with relevant Union officials

### ***Human Resource Management***

- Assist with the provision of general human resources services to best practice standards including
  - Manage and provide direction for staff recruitment and selection
  - Preparation of employment agreements
  - New staff orientation and inductions
  - Maintenance of employee files and records.
- Assist with the development, communication and implementation of performance evaluation tools, methodology and formats
- Under supervision exercise a counselling and advisory role for implementation of human resource and industrial relations policies for managers and supervisory staff
- Maintain effective communication to ensure timely, cost effective and relevant provision of human resource services

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### ***Training Services***

- Assist the GHNZ HR Manager in provision of training services including:
  - Determine training and development needs to meet company objectives
  - Recommend and initiate appropriate training programs in consultation with department managers
  - Administer internal training programs as approved by the GHNZ HR Manager
  - Facilitate the development of personnel and training manuals and other training and visual aids
  - Maintain records of training activities and manage refresher training as required for compliance purposes
  - Approve use of external courses in accordance with company policies and to meet compliance requirements
  - Facilitate attendance by employees at external training
  - Maintain contact with training organizations and other companies to acquire familiarities with recent training techniques and procedures and external training available

### ***Other***

- Ensure all activities comply with relevant Acts, legal demands and ethical and socially responsible standards, including but not limited to, complying with the Mohawk Flooring ROW Standards of Conduct and Ethics, the Mohawk Flooring Oceania Standards of Behaviour and any applicable SOx reporting obligations/requirements
- Develop and maintain professional relationships to expand recruitment and industry networks
- Such other duties as the GHNZ HR Manager may from time to time prescribe
- Seek to minimise the environmental impact of these activities and to actively implement any Departmental Environmental Action Plans

### **AUTHORITIES:**

The Health and Safety & HR Assistant has the authority to make decisions as they pertain to Principal Accountabilities, given that where applicable the GHNZ HR Manager shall be consulted.