PAN PAC
FOREST PRODUCTS (OTAGO) LTD

POSITION DESCRIPTION

Position: Health & Safety Compliance Advisor

Department: Pan Pac Forest Products (Otago) Limited

Reporting to: Operations Manager

Direct Reports: Nil

Key Purpose of the Role

The purpose of this role is to reduce risk to by improving the integrity of PPFP(O) safety processes. The role is required to maintain, review and continuously improve the Pan Pac Health and Safety Management System (SMS). It will be achieved by championing health and safety compliance and driving excellence in systems across the organisation through audit, inspections, monitoring, communication and continuous improvement of procedure with industry best practice.

Key Responsibilities	**Expected Outcomes**
SMS and Tier Two Safety Documents	• Ensure the SMS, its policies, procedures and forms are reviewed and revised to schedule in accordance with the Control Document System. • Workers are engaged with to ensure documents reflect the right balance of work as done versus work as imagined. • Documents are written in plain English, clear and easily accessible.
Health & Safety Improvement	• Promote a safe workplace by proactively undertaking responsibilities outlined in the Company's health and safety policy and procedures and ensuring that all legal, statutory and environmental requirements are adhered to. • Assist in the development and maintenance of the SMS. • Develop a plan to include all operational areas and rate risk using existing matrix to apply priorities to completion of documents. • Develop new processes in line with recent changes to legislation e.g. notifiable incidents, and where needed, update procedures post share holder actions and review findings. • Review and where appropriate revise critical safety documentation, particularly with regards to Isolation Procedures, Critical Safety Rules and Inductions. • Update and maintain Isolation procedures • Update and maintain hazard registers for specific areas
Auditing and Key Performance Indicators	• Completion of required internal weekly audits and reports. • Timely reporting of audit finding and recommendations to Otago lead team. • Ensure that recommendations from internal and external audits are appropriate, and resulting actions are assigned, completed and reviewed for ongoing effectiveness. • Ensure Leading and Lagging Performance Indicators are identified and reported to reflect the effectiveness of the SMS.

Workplace Health Exposure Monitoring & Control	• Ensure occupational health hazards are controlled following regulatory requirements, standards or good practice guidelines. • Timely reporting of monitoring findings and recommendations to Executive, Management Groups and employees. • Ensure that recommendations from monitoring reports are appropriate, and resulting actions are assigned, completed and reviewed for ongoing effectiveness. • Investigate sub-optimal health monitoring results or trends. • COVID communication and management of onsite policy implementation. • COVID audits are undertaken on a regular basis to ensure compliance with policy.
Safety Administration	• Maintain accident records and hazard register in accordance with Company standards and legal requirements. • Organise OSH committee meetings, document minutes and actions and provide support to the other committee members. • Manage the OSH shared folders and noticeboard, ensuring that the content is relevant, informative and published in a timely manner. • Become an expert user of the health & safety system, providing system support and training to members of the team as required. • Assist managers with incident investigations as required. • Development and review of SOP's, reporting progress on SOP's and vault investigations to lead team on a weekly basis. • Ensuring Health and Safety training records are up to date and maintained.
Contractor Management	• Management of the contractor pre-qualification programme and inductions using Beakon.
Networking	• External networks are established and maintained. Relevant networking events attended, information communicated toPeople and Culture team and line managers (as appropriate).
Teamwork &Commitment	• Assist in other areas of safety such as Risk Management • Flexibility and a willingness to perform a variety of tasks. • Demonstrate positive workplace behaviour. • Provide weekly feedback to teams with progress on completion and next focus areas • Adhere to company policies and procedures.

Key Relationships

Internal

- All levels of PPFP(O) Operations, Administration and Engineering teams
- Health & Safety Coordinator - Lumber
- Health & Safety Manager (Pan Pac)
- People & Culture Team

Person Specification

Qualifications

- Diploma (or similar qualification) in Health and Safety

Experience

- Minimum of 3 years' experience in a specialist/advisory health and safety role, preferably in a safety sensitive industrial or manufacturing environment
- Internal or external auditing
- Technical writing

Skills/Competencies

- An in-depth knowledge of the Health and Safety at Work Act 2015
- Strong interpersonal, relationship and influencing skills
- Excellent written and oral (presentation) communication skills (high level of attention to detail)
- Some practical experience of working with machinery and safe operating practices
- Methodical, detailed and organised.
- Able to work unsupervised and to tight deadlines.