



100% MADE OF NEW ZEALAND

# Health and Safety Coordinator

## Position Description

*Our Purpose Creating Goodness from the Farms the World Needs*

**Division:** Operations

**Reports to:**

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### Role purpose:

To support the Risk Manager in implementing a culture of best practice in Risk Management of Health and Safety; work with Risk Manager to coordinate, maintain and communicate the Risk & Health and Safety (H&S) frameworks, processes and procedures including training of plant staff to satisfy company, legislative compliance and audits.

The role is responsible for the management of the general H&S functions for the plant as well as maintaining H&S and Risk Systems and reporting for Plant Management and corporate Health and Safety team.

Responsibilities include:

- Risk Management
- Leadership and Culture
- Incident Investigation and Management
- Systems, Monitoring, Audit and Reporting
- Health, Safety and Emergency Management
- Injury Management

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### Key relationships

#### External:

Ministry of Business, Innovation and Employment (MBIE)  
External Auditors  
WorkSafe  
3<sup>rd</sup> Party injury management

#### Internal:

Site Manager  
People and Capability Manager  
Corporate Office Health and Safety  
Medical Providers  
Production Managers and Supervisors  
Emergency Response Teams

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### Key responsibilities

#### Risk Management

- Coordinate, implement and communicate the risk framework, policy, initiatives and processes at plant including company and legislative compliance and audits in relation to risk
- Identify and recommend plant related risk management areas of improvement to corporate H&S team
- Facilitate risk assessments for the plant
- Support and lead hazard identification and management

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## **Leadership and Communication**

- Lead and promote a health and safety focussed culture across plant encouraging awareness and full compliance.
- Provide health and safety advice to leadership across the plant and oversight and support for required actions
- Undertake training at plant and build capability for risk management
- Support and deliver health and safety induction or onboarding

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## **Incident Investigation and Management**

- Facilitate post incident investigation, report writing and presentation to Plant Management
- Ensure consistent application of incident management methodology
- Undertake knowledge sharing activities with other plants
- Respond to Health and Safety complaints and resolve in a timely manner

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## **Systems, Monitoring and Reporting**

- Support and co-ordinate the collation of documentation and information for internal and external audit processes at plant
- Ensure Health and Safety systems are being utilised and maintained in an accurate and efficient manner adhering to all required privacy and confidentiality requirements
- Provide the required monthly, quarterly and annual reporting to Plant and Group Management providing meaningful narrative and context around key metrics, anomalies or highlights for the reporting period
- Moderate information relating to Health and Safety events in the relevant H&S Databases

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## **Health, Safety and Emergency Management**

- Coordinate, implement and communicate the H&S framework, and safety improvement initiatives and processes at plant including company and legislative compliance and audits
- Ensuring appropriate H&S training is provided and undertaken by all plant employees
- Coordinate ORA strategy at the plant including compliance with the company standards.
- Identify and recommend plant related health and safety areas of improvement to Plant Management
- Coordinate and support plant Emergency Response Plans and Team
- Coordinate Emergency Scenarios for the plant
- Coordinate and facilitate the plant Health and Safety Committee
- Support review of contractor management safety documentation
- Support fitness for work processes (including screening for drugs and alcohol)



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## **Injury Management**

- Responsibility for annually planning and co-ordinating the site Health and Safety Activity plan with the production and service departments that work on injury prevention and/or the health and well-being of employees.
- Ensuring that all plant injuries have injury management programmes in place for all injured employees.
- Monitoring individual rehab plans and discussing actions with site doctor/s and third-party claims administrators to ensure the best outcomes for employees and the company.
- Reporting weekly on injuries and results of injury and accident investigations and make recommendations on acceptance of work-related injuries.
- Coordinating the Doctor/ Plant relationship and ensuring the budget is maintained.
- Coordination of ACC reviews of injuries and injury compensation.
- Responding in a timely manner to ad-hoc enquiries from workers relating to injury management

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## **Competencies and professional expertise**

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Experience and expertise in using databases and record systems
- Attention to detail
- Accurate and energetic approach to business success, but especially H&S
- A good understanding of red meat sector business and government support for primary industry
- Qualification in Health and Safety and 2-5 years of experience in a similar role
- Understanding of risk management standards, practices and frameworks

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## **Core expectations**

**Customer focus** - Proven ability to take ownership of issues

**Adding value** – Contribute to cross-functional projects and strategic initiatives

**Values and Strategy** – Live the Silver Fern Farms values and strive to achieve our strategic goals

**Other duties** – Complete all reasonably requested tasks in a competent and timely manner

### **Health, Safety and Wellness**

- Lead by example, taking a proactive approach to ensuring work is completed in accordance with health, safety, wellness and injury management policies, standards and legislation
- Ensure accountability and positive recognition for health and safety behaviours occurs
- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents for yourself, your staff or that you observe immediately

