

# Health and Safety Coordinator

**Hancock Forest Management (NZ) Ltd**

**May 2018**

<b>Location</b>	Rotorua
<b>Reporting to</b>	Health and Safety Manager
<b>Number of reports</b>	Nil
<b>Key service recipients</b>	HFM (NZ) Managers HFM (NZ) Contractors Industry H&S Colleagues WorkSafe NZ Inspectors

## Role Purpose

Manage the H&S component of HFM NZ's Estate operations to ensure that the company and its contractors are compliant with all legislation and provide a Safe and Healthy work environment for employees.

## Overall Purpose

Accountabilities		Routine Tasks
1.	Assist with achieving financial targets without compromising H&S Goals	<ul style="list-style-type: none"> <li>Assist operational areas to determine appropriate action following reportable H &amp; S incidents.</li> <li>Assist in preparing the H&amp;S budget using innovative ways to achieve value for money.</li> <li>Assist in monitoring the H&amp;S budget. Assist in managing the Contractor high-risk training and Certification Program budget.</li> </ul>
2.	Assist in actively engaging managers and contractors in H&S	<ul style="list-style-type: none"> <li>Assist in the H&amp;S induction of all new staff and contractors deliver at set intervals depending on recruitment levels.</li> <li>Attend all contractor review meetings and assist in providing input on health and safety performance and recommendations.</li> <li>Assist with coaching, mentoring and auditing all low health and safety performance Contractors to reduce the percentage in the lowest category.</li> <li>Assist in implementing monthly statistical summary reporting for HFM (NZ) staff.</li> <li>Assist in the preparation and presentation on health &amp; safety results, learnings, and program initiatives in each region quarterly.</li> <li>Assist in preparing the monthly and quarterly</li> </ul>

		HSE Board Reports including the meeting minutes.
3.	Ensure safe operations at HFM NZ operational sites	<ul style="list-style-type: none"> <li>Assist Managers in scheduling the annual Contractor H&amp;S Operational Audits done by the HFM (NZ) Foresters.</li> <li>Assist in the annual scheduling of Contractor H&amp;S Compliance Audit Program.</li> <li>Assist in the successful execution of the H&amp;S programs and initiatives stated in the annual operating plan.</li> <li>Support the H&amp;S Manager in the regular review of the HFM (NZ) Health &amp; Safety Management System ensuring that it: <ul style="list-style-type: none"> <li>Is complete in regards to policy coverage, process and procedure descriptions.</li> <li>Is up-dated with changes within as the company and/or industry changes.</li> </ul> </li> </ul>
4.	Assist the HFM NZ H&S Team to ensure that all staff and contractors are engaged in the H&S programme of the company	<ul style="list-style-type: none"> <li>Assist in measuring results/performance via the performance rating scale on a monthly basis.</li> <li>Assist in developing a quality audit program of incident investigations, which includes a report on performance, and areas of improvement.</li> </ul>
5.	Ensure that all H&S related information is reported in the appropriate format within the specified timeframes	<ul style="list-style-type: none"> <li>Monthly Reporting Capability LTIFR, MTIFR (YTD and Monthly Actual), Minor Injury Incidents, Hi Potential (Sentinel Events), TIFR, Near Miss. All categories HFM staff, contractors, entities.</li> <li>Assist in other HFM (NZ) monthly reporting, TPC, TPL Northern, and Central &amp; Eastern.</li> </ul>

## Competencies

Competencies	Details
Business Acumen	Understands and applies general business management principles and practices.
Teamwork	Works co-operatively and collaborates with others to achieve organisational goals and strategies. Is inclusive and demonstrates visible and approachable leadership
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customer needs and considers the impact of all activities to the customer.
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.

Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the organisation move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Builds trust and demonstrates leadership.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Planning/ Organisational Skills (Multi-tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.

## Qualifications

Qualifications	Details
Educational qualifications	A Diploma in Occupational Safety and Health is required. Above average computer skills/knowledge.
Work experience	Experience in a H&S role Understanding of NZ H&S legislation Understanding of NZ Forest Industry H&S standards