

WHS Coordinator



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	WHS Coordinator
Terms:	Permanent part-time – 22.5 hours per week 40 weeks per year
Commencement Date:	19 January 2027
Classification:	Education Support Officer Services Stream Grade 4 Year 1
Responsible to:	Chief Operating Officer

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The WHS Coordinators' role is the provision of WHS services to all College and (where applicable) community sites that form part of the Loreto community. The WHS Coordinator will hold relevant, formal, tertiary qualifications and will be responsible for:

- The implementation of the WHS program in conjunction with CSH&W SA.
- The establishment of an effective consultation process, which will assist the College to comply with the requirements of Work Cover Standards for exempt employers.
- Liaising with the Facilities Manager to ensure the maintenance of any place or equipment designated for College use.
- Promoting the importance of pro-active injury prevention measures.
- Providing WHS services within the context of the legislative requirements, Exempt Employer Performance Standards Code of Conduct and the Catholic Church Safety Manual as advised by CSH&W SA.
- Assisting with the Return to Work Program for any injured employee, where required.

Key Responsibilities

Administrative Responsibilities

- Ensure maintenance and preventative maintenance of facilities required by WHS is undertaken.
- Provide appropriate WHS training for volunteers, employees and contractors working in the College in line with the needs of the College and License requirements.
- Ensure that all employees, contractors, volunteers, invitees and students receive appropriate information/training to use designated places, materials and equipment safely.
- Ensure that all contractors are appropriately licensed and insured for the work that they are undertaking.
- Consult with CSH&W SA WHS Consultants, leading the development and maintenance of best practice WHS culture.
- Ensure compliance with all reporting and recording requirements of the Catholic Church Exempt License.
- Maintain databases as identified and developed in accordance with License requirements;
- Coordinate WHS meetings in accordance with CSH&W SA.
- Complete administrative tasks accurately and on time including record keeping.
- Participate where required in the investigation of hazards, incidents, injuries or near misses and then liaise with the appropriate people to take corrective action appropriate to the situation with reference to the assessed risk.
- Ensure that WHS is a regular part of staff meetings for teaching and non-teaching staff.
- Raise WHS issues with colleagues, committees or supervisor and assist with their resolution.
- Consult with colleagues on any WHS issues providing advice on all aspects of WHS in response to queries and requests from employees, contractors and volunteers.
- Ensure the provision of access to expert WHS advice through CSH&W SA.
- Ensure a relevant Hazard Register is developed and implemented.
- Implement relevant actions as required by the CSH&W SA Rapid Auditor program.

- Participate in workplace safety inspections and audits and in the process to ensure that relevant WHS registers and records are maintained.
- Ensure Risk Assessments are undertaken and implemented for any new plant/hazardous tasks, hazardous substances, camps and other off campus activities.
- Encourage participants to be pro-active in the implementation of early intervention systems.
- Meet regularly with the Principal to provide update on incidents and hazards.
- Meet regularly with Chief Operating Officer as line manager.
- Provide monthly report to the College Board.
- Actively participate in training and personal development, including Coordinator training, Rapid Auditor, Certificate IV in Work, Health and Safety.
- Attend staff meetings where possible and appropriate training.
- Actively participate in all WHS Committee meetings.
- Provide staff WHS induction.
- Lead the development and maintenance of a best practice WHS culture within the workplace.
- Actively support and contribute to the maintenance and development of the Catholic Church Safety Manual and the priorities of the exempt licence.
- Ensure the provision of access to expert advice in WHS through CSH&W SA and in particular the CSH&W SA WHS Consultants.
- Provide a safe working environment for all staff (paid and voluntary), contractors, invitees and students.

Legal and Policy requirements

- Ensure that staff (paid and volunteer) and contractors comply with the WHS policies and procedures in the Catholic Church Safety Manual.
- Ensure that policies and procedures to address any safety issues unique to the site are developed, monitored, and reviewed in accord with the Church's exempt licence procedures.
- Ensure that safe systems of work are provided and maintained at the worksite.
- Integrate WHS requirements into the site's management processes.

Plans and Budgets

- Ensure the inclusion of WHS objectives into the site's business planning.
- Ensure the development, implementation and maintenance of an WHS Hazard Register for the site that is in accordance with the requirements of exempt licence.
- Ensure the provision of adequate resources to enable implementation of WHS systems and actions when budgets are prepared.

Performance and Training

- Ensure that all staff (paid and volunteer) and contractors understand and comply with their WHS responsibilities, and that they are appropriately inducted and trained to carry out their duties.
- Ensure that WHS goals and responsibilities are reflected in work plans and role descriptions of their staff and contractors.
- Lead and participate in relevant WHS training programs;

Risk Management and Hazard Control

- Actively monitor workplace practices using the hazard management controls in the Catholic Church Safety Manual, and taking appropriate actions to rectify any hazards found.
- Assist in the management of injured/ill employees.

- Participate in the development and implementation of evacuation and other emergency response procedures.
- Monitor foreseeable hazardous conditions eg bushfire, severe weather and flood.
- Assist with traffic management around the campus, both morning and afternoon.

Incident Reporting and Investigation

- Comply with the Church's WHS incident reporting and investigation procedures as contained in the Catholic Church Safety Manual.
- Monitor trends in workplace injuries and incidents and taking appropriate action.

Consultation

- Deal promptly and appropriately with any WHS issues raised by staff (paid and volunteer) and contractors.
- Discuss WHS issues regularly with staff, and advise of any issues that need resolution at a higher level.
- Ensure effective operation of the workplace WHS committee.
- Ensure that WHS is regularly included as an agenda item at staff meetings and leadership meetings.
- Attend classes when asked to present information relating to WHS in the workplace.
- Be prepared to assist students with enquiries of a WHS nature.

Monitoring

- Monitor the health, safety, and wellbeing of staff (paid and volunteer) and contractors.
- Conduct regular safety inspections/audits of the workplace in accord with the Catholic Church Safety Manual.
- Establish and monitor WHS performance standards for staff and contractors.
- Monitor progress of the WHS Hazard Register for the site.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Essential Skills & Experience

Knowledge and Skills Required

- Proven experience in WHS procedures and risk management
- Knowledge of appropriate WHS legislation, policies, standards and codes of practice and safe work instructions, particularly those related to worker and student safety
- Accuracy and attention to detail in all aspects of the role, as well as highly developed IT skills and administrative systems and procedures

Personal Qualities

- Highly developed interpersonal skills which foster effective communication, teamwork and cooperation across stakeholders to improve risk and compliance outcomes
- Possess excellent communication skills, to be able to communicate effectively at appropriate levels within the College
- Proven ability to deal with sensitive information and situations in a professional and confidential manner
- Demonstrated ability to work independently, be self-motivated and proactive and also be an active and supportive contributor to a team environment

Essential Qualifications

- A formally recognised WHS qualification (minimum Certificate IV) and/or significant practical knowledge, skills and experience, in a comparable work environment.

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

October 2026

Applications

Applications for the position of WHS Coordinator should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- A formally recognised WHS qualification (minimum Certificate IV) and/or significant practical knowledge, skills and experience, in a comparable work environment.
- Responding to Risk of Harm, Abuse and Neglect- Education and Care certificate
- First Aid certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Monday, 26 October 2026