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:

Key Responsibilities

WHS Programs and Culture

- Implement the College's WHS program in conjunction with Catholic Safety and Injury Management South Australia (CSH&W SA), drawing on its WHS Consultants for expert advice, and lead the development and maintenance of a best practice WHS culture.

Compliance

- Ensure compliance with the Catholic Church Exempt Licence, the Exempt Employer Performance Standards and the Catholic Church Safety Manual, including all reporting, recording and database requirements and actions arising from the CSH&W SA Rapid Auditor program.

Policies, Systems and Planning:

- Develop, implement and maintain the site WHS Hazard Register, site-specific WHS policies and procedures, and safe systems of work, and ensure WHS objectives and adequate resources are included in business planning and budgets.

Inspections and monitoring

- Conduct regular workplace safety inspections and audits, monitor hazards, WHS performance standards, and trends in injuries and incidents, and ensure appropriate corrective action is taken.

Risk Assessment

- Ensure risk assessments are undertaken and implemented for new plant and hazardous tasks, hazardous substances, camps and other off-campus activities.

Incident Management

- Participate in the investigation of hazards, incidents, injuries and near misses in line with the Safety Manual and liaise with the appropriate people to take corrective action in proportion to the assessed risk.

Injury Prevention and Return to Work

- Promote pro-active injury prevention and early intervention and assist with the Return to Work Program and the management of injured or ill employees, where required.

Induction and Training

- Provide WHS induction and training for staff, volunteers and contractors, ensure they understand their WHS responsibilities (reflected in work plans and role descriptions), and ensure contractors are appropriately licensed and insured.

Consultation and Advice

- Coordinate the WHS Committee and WHS meetings, ensure WHS is a regular item at staff and leadership meetings, respond promptly to WHS issues and queries from staff, contractors, volunteers and students, and present WHS information to classes when asked.

Emergency and Campus Safety

- Participate in developing and implementing evacuation and emergency response procedures, monitor foreseeable hazardous conditions (e.g. bushfire, severe weather and flood), and assist with traffic management around the campus each morning and afternoon.

Facilities

- Liaise with the Facilities Manager to ensure facilities and equipment are maintained, including preventative maintenance required for WHS, so that a safe working environment is provided for all staff, contractors, invitees and students.

Reporting and Development

- Meet regularly with the Principal and the Chief Operating Officer, provide a monthly report to the College Board, and actively participate in training and personal development (including Coordinator training, Rapid Auditor and Certificate IV in Work, Health and Safety).

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

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Print Name	**Signature Principal or Delegate**	**Date**
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Print Name	**Signature Staff Member**	**Date**

November 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, 23 November 2026