

POSITION DESCRIPTION

Position Title:	Health and Safety Manager
Organisation Unit:	Faculty of Science
Position Number:	1284143
Type of Employment:	Full Time, Continuing
Classification:	HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is [ranked among the world's leading universities](#) and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Organisational Environment

The Faculty of Science is an internationally recognised provider of world-class education and research. A research-intensive Faculty, we have a gross budget in excess of \$340M, employ approximately 1,500 continuing and fixed-term staff (headcount) and teach around 7,500 full-time equivalent coursework students (EFTSL).

We teach agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, the environment, veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs in science, engineering, health, medicine and veterinary science. We provide the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Infectious / Exotic disease, Ecology and Environment, and Veterinary Sciences. Information about the Faculty may be accessed on the Faculty's web site at <http://www.uq.edu.au/science>

The Faculty of Science comprises six Schools and several research centres and is located on both the St. Lucia and Gatton campuses and two Marine research stations of The University of Queensland.

Information about the Faculty may be accessed on the Faculty's web site at <http://www.science.uq.edu.au/>.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The incumbent will provide HSW advice to Stakeholders in the Faculty of Science including School Managers and Heads of School along with providing support to the Senior HSW Manager in the Faculty of Science. The role will manage Health Safety and Wellness in the School of Chemistry and Molecular Biosciences and will work closely with the Regulatory Compliance Officer to provide practical assistance, advice and oversight in the areas of laboratory safety (including chemical, radiation and biosafety) along with compliance requirements relating to Biosecurity and Drug and Poisons Regulatory requirements.

The position will assist in implementation of the UQ *Health, Safety and Wellness Strategy 2017-2021* throughout the Faculty and promote the highest practicable standard of occupational health, safety and wellness, while supporting and encouraging a positive OHS culture, and facilitating compliance with legislation and national standards.

There are ten main responsibilities and functions of health, safety and wellness positions at UQ:

1. Supporting UQ health, safety and wellness governance and consultative mechanisms
2. Developing, managing and maintaining UQ's OHS management system
3. Facilitating risk management processes at UQ
4. Developing and delivering health, safety and wellness programs
5. Providing advice, information and services

6. Monitoring health, safety and wellness performance
7. Developing health, safety and wellness capability
8. Incident investigation
9. Engagement with regulators and stakeholders
10. Workers' compensation self-insurance, return to work

These are reflected in the duties outlined below.

Duties

Duties and responsibilities include, but are not limited to:

Management of Health Safety and Wellness in the Faculty of Science

- As a member of the FOS HSW team, actively contribute to the management of HSW programs within the Faculty of Science
- Act as the primary HSW advisor to the School of Chemistry and Molecular Biosciences, utilising expertise in the chemical sciences and biosafety in particular.
- Supervise the Regulatory Compliance Officer role, which has a significant biosafety component.
- Monitor HSW performance in the school and provide advice for achieving the highest practicable HSW outcomes.

Provision of HSW advice and services

- Develop and implement effective systems for provision of HSW information to school personnel
- Assist with providing and overseeing induction and training program for SCMB staff, students and visitors
- Identify and develop appropriate training programs in Health Safety and Wellness for chemical and biological laboratories (i.e. chemical/biological/radiation spill procedures)
- Assess any risks to Health and Safety, by conducting workplace inspections and audits within the Faculty of Science and recommending appropriate control measures for any hazards identified.
- Assist school personnel to report hazards and incidents
- Conduct or contribute to incident investigations and assist in implementing any identified corrective actions.
- Audit the Risk Assessments undertaken within SCMB and provide feedback to improve the quality of the assessments
- Provide advice on Risk Managing laboratory activities within the school including the provision of risk management training to school personnel
- Assist with emergency preparation for SCMB activities, including organising training for emergency scenarios (i.e. fire drills).

Provision of Regulatory and Compliance Advice and Services

- Act as a Drugs and Poisons officer and Controlled Substances Officer for SCMB
- Ensure Chemical inventories and manifests are maintained for SCMB laboratories
- Assist the Regulatory and Compliance Officer in periods of high workload or absence to provide Biosafety advice on:
 - Department of Agriculture, Water and the Environment (DAWE) permits
 - DAWE audits and AA facility requirements
 - OGTR requirements

Radiation Safety Officer

- Act as the Radiation Safety Officer for the School

- Ensure radiation safety regulatory requirements are met; ensure health monitoring processes are in place, monitor work areas for contamination, control radioactive waste and disposal
- Maintain radiation laboratory certification records and organise re-certification when due
- Manage the gamma cell facility, train users, keep records of authorized users, arrange cost recovery for use, update documentation as needed and ensure annual testing and servicing.

Other (HSW related)

- Contribute to various HSW Committees
- Advise staff and students on requirements for Chemicals of Security concern
- Provide advice and training on interpreting Safety Data Sheets and Chemical procurement
- Provide advice on disposal of laboratory materials
- Coordinate First Aid training for personnel in the Faculty of Science
- Coordinate calibration of a range of monitoring equipment including radiation survey meters/dosemeter, PID detector, sound meter
- Assist with HSW related expenditure and forecasting HSW spending requirements.
- Coordinate testing of eyewash units and safety showers.
- Coordinate checking and re-stocking of first aid kits and spill kits.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Senior Health and Safety Manager in the Faculty of Science and has a functional reporting line to the School Manager in SCMB.

The position supervises the Regulatory Compliance Officer.

SELECTION CRITERIA

Qualifications

Essential

- Postgraduate qualifications in occupational health and safety or the physical or biological sciences or related field, and/or extensive experience and management expertise, and/or an equivalent combination of relevant experience and/or education/training.
- At least 2-5 years practical laboratory bench experience in a biological/chemical research laboratory, and

- At least 3-4 years' experience in the management of HSW-related practices relevant to both the biological and chemical laboratory research and teaching environment, ideally in a University environment.
- Sound knowledge and practical understanding of the relevant legislation governing PC1, PC 2 and DAWE requirements along with safe use, storage of hazardous chemicals including dangerous goods, scheduled substances and chemicals of security concern.
- High level interpersonal and written and oral communication skills and the ability to establish cooperative working relationships throughout the University.

Desirable

- Knowledge at the postgraduate level (or an equivalent combination of knowledge and experience) of chemistry, given that a Regulatory Compliance Officer role with a greater focus on the molecular biosciences than chemistry disciplines also services the school.
- Broad knowledge of radiation safety requirements.
- Current Work Health & Safety Officer certification from Workplace Health and Safety Queensland or equivalent level of safety training.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.