



**Our Vision:** To be the “must experience” venue that uses New Zealand’s heritage, Kiwi ingenuity, transport, technology, and the associated stories in a creative and interactive way to educate and inspire the innovators of tomorrow.

**Position:** Health & Safety Coordinator

**Reports to:** People & Culture Manager

## PURPOSE OF THE ROLE

Reporting to the People & Culture Manager, the Health & Safety Coordinator provides a high level of support and assistance to the Health & Safety Advisor, MOTAT Team Members, and managers in the preparation and coordination of health and safety-related activities and processes.

The Health & Safety Coordinator is further responsible for all health and safety coordination and administration, including updates to the centralised database(s) of health and safety information for MOTAT Team Members, contractors, and PCBUs operating at MOTAT.

## RESPONSIBILITIES

- Promote a health and safety culture where all MOTAT Team Members actively contribute to a safe environment.
- Coordinate and provide support for MOTAT’s health and safety processes including operational risk management, health and safety orientations, returns to work, training, health and wellbeing checks, the compliance calendar, etc.
- Provide practical, accurate, and professional advice to both MOTAT Team Members and management in the application of health, safety, and compliance policies and procedures.
- Responsible for the organisation and coordination of health and safety orientations for all MOTAT Team Members, contractors, and PCBUs operating at MOTAT; escalating more complex orientations to the Health & Safety Advisor as required.
- Organise internal and external health and safety training, in particular cycle-based training e.g. first aid, forklift certification, etc. and where internal training is necessary, book venues, catering and prepare resources.
- Proactively promote the application of and adherence to Health & Safety policy and procedures.
- Provide advice and guidance to MOTAT’s Health and Safety Committee, as required.
- Act as part of the Emergency Response Team and complete rostering to ensure that the team is sufficiently resourced at all times.
- Work with the relevant manager to ensure that all MOTAT Team Members complete a return to work and are appropriately supported, following an absence for sickness and injury.
- Support the Health & Safety Advisor in completing investigations into accidents, incidents, and near misses, as required.

## POLICIES & PROCEDURES

- Keep up-to-date with developments, legislation, and regulatory changes and relevant health and safety theory and methods and provide suitable interpretation to MOTAT Team.
- Contribute to the development and implementation of health and safety plans, as required.
- Work with the Health & Safety Advisor in the coordination of an effective health and safety improvement cycle, including regular hazard identification, risk assessments, implementation of control measures, assessment, etc. so that the targets outlined in the Health & Safety Management System are delivered according to the agreed schedules; as the Health & Safety Coordinator it is expected that you will take the lead on all low to medium risk activities.
- Work with the Health & Safety Advisor to ensure that all NZTA Safety Case requirements are met, becoming conversant with the Railways Act as an outcome.
- Assist with the delivery of museum-wide health and safety activities and programmes, in particular taking the lead on health management and wellbeing initiatives with the support of the People & Culture Manager.
- Support the team in ensuring that MOTAT is able to position itself as an employer of choice by providing best practice Health & Safety approaches, including in the area of employee wellbeing.
- Assist the Health & Safety Advisor in the reviewing the effectiveness of health and safety activities.

## SYSTEMS & REPORTING

- Maintain the centralised database of health and safety information (BambooHR), in particular training records, licensing information, compliance dates, and wellbeing information to assist the team in supporting managers more effectively.
- Maintain a centralised database of health and safety information for contractors and PCBUs that is distinct to the MOTAT Team information.
- Monitor expiry dates of safety certificates, organise renewals, and coordinate training.
- Maintain MOTAT Team member hard-copy files, working with the People & Culture Coordinator to ensure a consistent approach.
- Ensure that appropriate and thorough electronic file management is adhered to.
- Prepare health and safety metric data and operational reports, as required.
- Get involved health and safety and MOTAT-wide projects, as requested by the People & Culture Manager.

## GENERAL ADMINISTRATION

- Take and distribute Health & Safety Committee and MOTAT Team meeting minutes each month and work as an active member of MOTAT's Health & Safety Committee
- Process injury and incident reports when received and ensure that the appropriate person receives these.
- Maintain up-to-date information in regards to hazard management.
- Ensure Health & Safety monthly stats are compiled for use in Board reports.
- Filing, photocopying, and other general administrative tasks related to health and safety, including opening mail and actioning accordingly.
- Process health and safety purchase orders and submit for approval.
- Coordinate first aid supplies and personal protective equipment (PPE) orders and distribution.
- Follow all Museum policies and procedures including but not limited to the Health & Safety Policy and the Museums Aotearoa's Code of Ethics.

- Undertake any other reasonable duties as may be required to ensure that MOTAT’s business objectives are met.

## KEY PERFORMANCE INDICATORS

- Effective and timely completion of key deliverables and projects, to budget and on schedule.
- Meeting operational objectives, as set by the People & Culture Manager, including the safe and compliant operation of all MOTAT collection items and equipment.
- MOTAT Team receive required health and safety information in a timely manner and in a format that is useful and appropriate.
- Planning, organising, setting priorities and managing time, so that the health and safety budget is optimised and outcomes achieved within agreed timeframes.
- Enquiries are responded to promptly and confidentiality, security of data, and discretion is exercised and maintained at all times.
- Accuracy and accessibility of health and safety information to managers.

## KEY RELATIONSHIPS / DELEGATED AUTHORITY

<b>Responsible for:</b>	Nil
<b>Internal Liaison:</b>	Environment Coordinator, Collection Operations Coordinator, Workshop Supervisors, MOTAT Team
<b>External Liaison:</b>	Auditors, NZTA, Safety Consultants, Worksafe

## BUDGETARY AUTHORITIES

Nil

## SKILLS & EXPERIENCE

- Broad general experience in health and safety administration - minimum of two years’ experience.
- Broad knowledge of health and safety policies, practices, and relevant legislation, specifically the Health & Safety at Work Act and Hazardous Substances & New Organism Act.
- Skilled in handling changing and competing demands on time.
- Demonstrated ability to plan, organise, and set priorities, and manage time.
- Excellent written and verbal communication skills.
- Interpersonal skills with a demonstrated ability to relate to people at all levels and an ability to develop positive working relationships.
- High degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Thorough understanding and proven expertise in dealing with health and safety legislation in an operational context. In particular experience with health management and wellbeing initiatives would be beneficial.
- Health & Safety qualification would be beneficial, but not required.

## MOTAT VALUES

**Collaboration** is the way we work together internally and externally as a team that respects and supports one another, sharing ideas, knowledge and skills so that we achieve our full potential.

**Integrity** is the foundation on which our relationships, reputation and authority are built. We will act morally, ethically and with respect and transparency at all times.

**Creativity** is the quality that allows us to be courageous and to try new things so as to inspire those we interact with.

**Stewardship** is our individual and collective duty as custodians to manage, develop and preserve MOTAT's collection, skills and knowledge and to pass them on to the next generation.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.