



## **Safety, Compliance and Subcontractor Manager**

Location	3 Cyanamid St, Laverton North.
Reports to	Managing Director
Employment status	Full Time
Hours of work	Monday to Friday (hours negotiable)

### **Primary Objective**

The Safety, Compliance and Subcontractor Manager oversees the safety management and compliance across all areas of the business including Subcontractors and supports and guides the departments and business on best safety practices.

Exceptional execution of this role will result in maintaining a safe workplace in addition to limiting equipment and fleet downtime, reducing the cost of insurance premiums, and meeting all legal responsibilities with subcontractors who work for us.

### **Main Objectives**

- Manages the PST Safety Management System including auditing, checks and accurate record keeping.
- Develop, Implement, and maintain Business and Safety initiatives
- Manage Workplace Health and Safety and Chain of Responsibility compliance requirements ensuring all parties in the business are aware of their obligations & responsibilities.
- Work Cover, Injury management and Return to Work management
- Managing Vehicle Fleet Compliance and recoveries (incidents and insurance management)
- Subcontractor Management (including agreements) and compliance

### **Duties and Responsibilities**

#### **Safety and Compliance**

- Implement, maintain, and enhance the Safety Management System and ensure ongoing compliance and continuous improvement.
- Assist in the development, implementation, and maintenance of WHS and CoR related policies and procedures.
- Undertake workplace inspections and reviews to identify opportunities for improvement and develop strategies to ensure compliance with relevant legislative provisions
- Ensure the effective management of workers compensation and Work Cover (including injury management and return to work procedures)
- Health and safety auditing and hazard management.
- Manage WHS/CoR compliance requirements and ensure all parties are aware of their obligations & responsibilities.
- Represent the business by working with regulatory bodies, government departments and stakeholders engaged by the company to support safety

- requirements
- Complete internal audits as scheduled, ensuring effective communication and management of internal audit findings and recommendations to resolve corrective actions.
  - Lead investigations into all Heavy Vehicle incidents and develop preventive and corrective actions.

### **Accident management**

- Project manage all on road/fleet accidents
- Assist Drivers with completion of accident forms, insurance documents etc.
- Guide managers on implementation of processes, and follow up compliance
- Update and report on accident data including accurate exposure to the business
- Close all accidents in a timely manner to achieve best possible outcomes

### **Subcontractor management**

- Systematically review subcontractor agreements in line with current laws and business requirements
- Monitor performance guidelines and insurance compliance of all subcontractors
- Execute contracts/agreements to new sub-contractors in line with compliance measures
- Onboard all subcontractors in line with PST service level
- Maintain accurate record keeping and complete all administration duties in line with subcontractors engaged with the company

### **Position Context**

The Safety, Compliance and Subcontractor Manager provides safety advice along with consultancy to the senior management team on Safety related matters within the transport industry. This position leads the PST team and subcontractors to ensure safety compliance with our business and customers. This position while specifically accountable for safety activities within PST also works with other members of the management/operations team to cooperatively maximize our operational performance.

### **Organisation Structure**

Your Supervisor's Supervisor: Business Owner

Your supervisor: Managing Director

Your Position: Safety, Compliance and Subcontractor Manager

### **KNOW HOW, SKILLS AND KNOWLEDGE FOR THIS POSITION**

#### **Formal Education:**

Certificate 4 in WHS, or Business Administration highly desirable or previous



experience in Transport and Logistics or contracts management (subject to Managers discretion.)

**Training:**

Training necessary/recommended to perform as fully competent in this job  
Knowledge of company product (preferred but not essential)  
General understanding and training in modern logistics and safety systems.  
Training in the operating systems, equipment and procedures PST uses.

**Other Skills:**

Excellent verbal and written communication skills.  
Excellent interpersonal, negotiation, and conflict resolution skills.  
Excellent organisational skills and attention to detail.  
Strong analytical and problem-solving skills.  
Ability to prioritize tasks and to delegate them when appropriate.  
Ability to act with integrity, professionalism, and confidentiality.  
Thorough knowledge of Fair Work Legislation, Owner Drivers and Forestry Contractors Act, Occupational Health and Safety and Heavy Vehicle National Law.  
Proficient with Microsoft Office Suite or related software.

**Authority**

Discretionary use of company items aligned with company policies and procedures.

**Acknowledgement**

This job description has been designed to indicate the general nature and level of work for this role. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities and qualifications required in this role and as such additional duties may be assigned as required.

Incumbent: Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

