

Role Details

Title	Workplace Health and Safety Coordinator
Reporting to	Group Facilities and Asset Manager
Direct Reports	0
Location	TriCare Head Office - 250 Newnham Road, Mount Gravatt QLD 4122

Role Purpose

The Workplace Health and Safety (WHS) Coordinator leads and enables a **culture of zero harm** across TriCare. The role is responsible for the ongoing development, implementation, monitoring and continuous improvement of TriCare's Workplace Health and Safety Management System, ensuring full compliance with legislative and regulatory requirements.

The WHS Coordinator provides expert operational and administrative support across all sites, enabling the Board, Executive and senior leaders to meet their **due diligence obligations**. The role works collaboratively with managers, site-based teams and key stakeholders to proactively manage risk, improve safety performance and embed a strong safety culture across the organisation.

Main Duties / Responsibilities

- Maintain and continuously improve TriCare's WHS Management System in line with legislative, regulatory and organisational requirements.
- Ensure all incidents, hazards and risks are accurately reported, investigated and recorded, and that a comprehensive risk register is maintained for all sites.
- Prepare timely and accurate WHS reports for the Board, Executive, senior leadership and management teams.
- Provide quarterly reports on WHS performance, including trend analysis of incidents, injuries and hazards.
- Monitor changes to WHS legislation and advise management on implications and required actions.
- Plan and conduct regular (weekly, monthly and annual) WHS audits, inspections and assurance activities across all TriCare sites.
- Review monthly WHS audit results to ensure non-compliances are addressed through corrective action plans.
- Ensure audit and assurance processes support compliance with statutory requirements and self-insurance audit criteria.
- Provide immediate response and support for serious and critical incidents, ensuring appropriate escalation and notification.
- Lead or support investigations into workplace injuries, illnesses and dangerous events to identify root causes and corrective actions.

- Monitor injury trends and implement preventative strategies to reduce workplace incidents.
- Provide WHS advice and support to Retirement Communities, Head Office and site-based teams.
- Attend and contribute to site safety, risk and WHS committee meetings as required.
- Facilitate quarterly WHS management meetings and promote cross-site collaboration.

Skills and Experience

- A strong knowledge and understanding of Work Health and Safety including Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, relevant Codes of Practice and Standards.
- Minimum Diploma in Work Health and Safety (or equivalent)
- Ability to develop tactical plans and strategies.
- Ability to influence and collaborate with stakeholders to deliver positive outcomes.
- Intermediate to advanced computer skills, particularly Microsoft Office Suite, e.g. Word, Excel and PowerPoint.
- Strong analytical, problem-solving and critical thinking ability.

Key Attributes | Other

- Excellent written and oral communication skills.
- Professional, enthusiastic and values driven role model.
- Self-motivated, proactive and capable of working independently.
- Collaborative team member with a supportive and approachable manner.
- Approachable in all dealings with employees and visitors.
- Strong organisational skills with the ability to prioritise and meet deadlines.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation.
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.