**Purpose of the position:**

To provide and maintain a workplace that is safe and without risk to health, this includes Staff, families, children, and visitors are not exposed to risks to their health and safety arising from the kindergarten’s activities. To aid consult with the employees at Evesham Rd Kindergarten about OH&S matters that will or are likely to directly affect employees, including identifying hazards and assessing risks, and making decisions about measures to control risks. To assist maintain the Evesham Rd Kindergarten OH&S procedures

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming President regarding any current and relevant information

**Skills:**

* OH&S knowledge preferred but not necessary
* Excellent communication skills
* Ability to follow and recommend OH&S procedures
* Enthusiasm and proactive attitude
* Attention to detail

**Key Tasks:**

* To assist with the maintenance of OH&S procedures at Evesham Rd Kindergarten
* To be familiar with the OH&S policy and be familiar with the OH&S information in the ‘Early Childhood Management Manual’ and to refer to the Manual, when necessary
* To attend relevant ELAA training/seminars regarding OH&S
* To liaise with the OH&S staff representative
* To recommend to the Executive Committee, any OH&S procedures or purchases that are required/needed
* To assist OH&S guidance and procedures to help manage hazards
* To develop and review hazard checklists & ensure they are being completed
* To manage hazard/near miss/incident reports including to formulate control plans and action plans and procedures
* To assist organise the annual test and tag
* To ensure Material Safety Data Sheets or labels are available for any chemicals on site (the MSDSs must not be more than five years old).
* If required, to support the staff complete quarterly emergency evacuation drills
* If required, to assist with the annual review and update of the Emergency Management Plan
* To support the staff with any OH&S issues as they arise and to assist provide staff with OH&S information/training (e.g., Manual Handling)
* To aid with a proactive approach to OH&S, including encouraging employee feedback, employee engagement, and an openness to employee suggestions for improvement.
* To assist collate and maintain the OH&S folder with relevant information and to assist with smooth handover
* Work with the Maintenance Officer /Working Bee Co-ordinator to complete relevant OH&S requirements.