

**Role Title: Work Health & Safety 2IC**  
**Team: Department of Planning and Infrastructure**  
**Department: Operations**

### **Team Description**

The Work Health and Safety team's purpose is to ensure Burning Seed complies with Australian and New South Wales health and safety act regulations. The WH&S team develops documentation and procedures for the build teams on site to use and follow.

### **Role Summary/Purpose:**

As 2IC you will be assisting the WH&S lead perform their role both throughout the year and onsite.

### **Major team projects for 2017:**

- Develop documentation such as SWMS and RA forms
- Develop systems to keep records documentation
- Develop comprehensive site induction

### **Working relationships:**

- Operations Manager
- DPI Leads
- Effigy Lead
- Temple Lead
- ARTery

### **Time Commitment/Dates required:**

- **Year Round:** March - September : 1-5 hours per week
- **On Site:** Full time from early September
- **Post-event:** 1-5 hours a week till November

### **Duties/Responsibilities**

- Assist the WH&S Team Lead with daily tasks on site
- Assist with site inductions
- Assist with developing documentation
- Assist with filing and managing paperwork

### **Key challenges**

- Maintaining an understanding of the ever changing WH&S regulations
- Developing systems to fit with the non traditional worksite that Burning Seed provides
- Working in a remote area for several weeks

### **Position Perks**

- 3 meals per day when working on site
- Potential professional training
- Access to the Burning Seed leadership programme

### **Necessary Qualities, Knowledge and Experience:**

- Good understanding of the Australian Health and Safety act (Training may be provided)
- Experience on construction sites
- Organised and articulate
- Works well in a team environment

### **Desirable Qualities, Knowledge and Experience:**

- Doesn't mind living in the bush for a month at a time
- Previous experience working on site at Burning Seed

**How to Join:** Register to join the crew via completing the Crew registration Form found [here](#).

**Version and revision date: v1 (25/5/2017)**