

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)