

## POSITION DESCRIPTION:

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### SECTION A: Position Context

<b>Position Title</b>	Health and Safety Executive
<b>Position Grade</b>	E2
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus – Building Facilities
<b>Division</b>	Student and Corporate Services
<b>Term of Appointment</b>	Full-time Appointment
<b>Effective Date</b>	March 2023

### Position Purpose

The position is an administrative position at the Swinburne University of Technology, Sarawak Campus. The appointee reports to the Manager, Building Facilities and is responsible for areas as designated by the Manager Building Facilities and the Occupational Safety & Health (OSH) Committee. Currently these include:

- Generate and promote a positive health and safety culture. This represents a key role in helping to control occupational risk.
- Ensure all safety legislation legislations are adhered to, and policies and practices are adopted.
- Assist in planning, implementing, monitoring and reviewing the protective and preventative measures that the University is required or chooses to follow, and work to minimise operational losses, occupational health problems, accidents and injuries.

This position will also be required to work closely with other staff members on campus.

### University Information:

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology Sarawak Campus in June 2004.

The Campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

## Building Facilities

As a Unit under the Student & Corporate Services Division, Building Facilities provides support and advice to the University, which include the following areas:

- Space Management - relocation, renovation, signage, project management, space use and needs analysis, maintaining a space inventory and utilization database, helping to find space solutions, masterplan, campus tour;
- Maintenance (M&E) – fan, lighting, power trips, firefighting equipment, plumbing, PA system, split unit & central air-cond, managing utilities (electricity, water), trouble shoot of M&E issues;
- Maintenance (architectural) – furniture, projector screens, whiteboard, blinds, refresh of furniture, painting works;
- Sub-tenancies – managing of sub-tenants (cafeterias, gym, stationery/book shop), and its related agreements, timely collection of rentals etc;
- Landscaping – ensuring landscaping befits a branch campus, and the general upkeep of the landscape;
- Occupational, health and safety – implement the OHS management system, ensuring statutory compliance, and continuous improvement to processes; and
- Emergency management – implement the emergency operation plan, ensuring statutory compliance, and continuous improvement to processes.

The Unit plays an important role in ensuring that the University has sufficient technical resources, infrastructure and services in place in supporting the University operations.

URL to web pages:

<https://www.swinburne.edu.my>

## Participation on Committees:

The appointee will be required to participate on relevant committees as and when is needed for the efficient performance of duties and as directed by the Manager, Building Facilities; and/or Director, Administration.

## Supervision Reporting Relationships:

This position's supervisor / manager	Manager, Building Facilities
Other positions reporting to this position	Health and Safety Coordinator

## Location:

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1. <b>OSH MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Establish annual OHS plan, setting of targets and action plans to address and improve OHS processes based on University's Key Result Areas.</li> <li>Develop, implement and maintain the OHS manual that consist of OHS policy, procedures, guidelines and work instructions, in accordance with OSHMS ISO45001:2018 standards requirement.</li> <li>Plan and coordinate with relevant regulatory and/or authority bodies on any regulatory assessment (eg: CHRA, NRA, IAQ etc) and mandatory inspection by authority (eg: certificate of fitness inspection and renewal).</li> <li>Plan and coordinate on OHS internal and external audits with relevant internal Unit and external certification body as part of OSHMS ISO45001:2018 requirement.</li> <li>Plan, manage and become the Secretary of Occupational Health and Safety Committee and assist its sub-committees where deem required.</li> <li>Develop and maintain related registers and reports as required by the relevant OHS statutory requirements.</li> <li>Maintain and analyse statistics, records, data and information related to health and safety for report presentation in unit, committee and management review meeting.</li> <li>Advise and review any investigation or any near miss, incident and accident according to legal requirements and propose to management for corrective and preventive action.</li> <li>Plan and coordinate safety inspection and campus walkabout, generate finding and provide recommendation reports for its corrective/preventive action.</li> </ul>
2. <b>COLLABORATION WITH STAKEHOLDERS</b>	<ul style="list-style-type: none"> <li>Train, guide, advise and collaborate with University's stakeholders on implementation of OHS procedures in accordance with OSHMS ISO45001:2018 standards and OSH (Amendment) Act 2020.</li> <li>Organize and collaborate with relevant internal and external parties for OHS promotion through campaign, awareness program, training, briefing and orientation.</li> <li>Organize and collaborate with relevant parties for OHS awareness and engagement sessions with students.</li> <li>Liaise and collaborate with relevant units to ensure OHS compliance by outsourced contractors including cleaners and security guards. To provide briefing and training on periodic basis.</li> <li>Liaise and collaborate with relevant unit and/or authorities for emergency/evacuation drill sessions.</li> <li>To plan and manage annual plan and training for Emergency Response Team, OHS Committee and relevant working groups. To provide advise to other units on recommended OHS trainings. Work effectively as a member of the team, and provide input, advice and assistance as required.</li> </ul>
3. <b>RISK MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Conduct and assist in reviewing hazard identification, risk assessment and risk control (HIRARC).general risk assessments to support health and safety management. Maintain its register for annual OHS reporting.</li> </ul>
4. <b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Provide mentorship to subordinates.</li> <li>Provide guidance, direction and assistance to heads of unit in ensuring appropriate OHS systems are in-placed.</li> </ul>
5. <b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Proactively undertake self-development to keep abreast of the changes in relevant statutory requirements.</li> <li>Actively pursue necessary educational developments and opportunities.</li> <li>Keep up-to-date with new legislation and maintain the working knowledge in the area of health and safety legislation and any developments that will affect the University.</li> </ul>
6. <b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>Execute OHS requirements in respective work areas;</li> <li>Maintain cleanliness, good housekeeping and overall safe work environment; and</li> </ul>

Key Responsibility Areas	
	<ul style="list-style-type: none"> <li>Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
7. <b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>Commit to the Swinburne Values.</li> <li>Conduct work professionally while demonstrating the Swinburne Values at all time.</li> <li>Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
8. <b>OTHERS</b>	<ul style="list-style-type: none"> <li>Any other duties as and when required by the Manager, Building Facilities, Director Administration, or Pro Vice-Chancellor &amp; Chief Executive Officer (PVC/CEO).</li> </ul>

## SECTION C: Key Selection Criteria

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Desirable
1.	A recognized bachelor's degree from a Malaysian or overseas university in any course/program with a minimum of 3 years working experience as a safety practitioner.	Essential
2.	Certified and Registered with DOSH as OSH-Coordinator, or Safety and Health Officer with Green Book or currently pursuing the last stage of exam for Green Book competency.	Essential
3.	Certified OSHMS ISO45001:2018 Internal Auditor or IRCA Certified ISO45001:2018 Lead Auditor	Highly Desirable

<b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Desirable
1.	Proficient in Occupational Safety and Health Management System ISO45001:2018 standards, its implementation and maintenance.	Essential
2.	Proficient in Occupational Safety and Health Act (Amendment) Act 2022 and other relevant health and safety acts, regulations, guidelines and code of practices.	Essential
3.	Excellent communication and interpersonal skills as the job requires to work closely with the relevant government authorities (i.e. DOSH, BOMBA, etc), heads of unit / faculties, staff and students.	Essential
4.	Ability to work independently with high degree of commitment to ensure a healthy and safe working environment.	Essential
5.	High proficiency in written and spoken English.	Essential
6.	Excellent planning and organising skills with the tenacity to follow through on planned activities.	Essential
7.	Able to manage and lead the health and safety functions.	Essential
8.	Good report writing skills, with the ability to analyse, assess and make recommendations.	Essential
9.	Resourceful and proactive in performing responsibilities, and able to supervise and manage other staff.	Essential
10.	Hands-on knowledge of the operations and maintenance of various services installed in the building and its compounds relating to occupational health and safety.	Preferable

**Further Information:**

Further information is available from Human Resources at fax +60 82 260821, email [careers@swinburne.edu.my](mailto:careers@swinburne.edu.my).

**Applications:**

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications prior to commencing employment.

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I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name :

Date :

Signature :