



JOB DESCRIPTION

OHS Consultant

(Revision 1)

1. Position Description

Position Title:	OHS Consultant
Reporting to:	Principal Consultant
Supervision of:	N/A
Coordinating with:	GTSS Staff Clients Workcover authorities

2. Job Statement

GTSS Pty Ltd is a small Occupational Health and Safety consulting firm located in Sydney's Southern Suburbs. GTSS Pty Ltd specializes in providing professional OHS services to companies in the construction management field. As a consultant for GTSS Pty Ltd you would be required to prepare and assist in the implementation of OHS Management Systems. Conduct site inspections/ audits as required by clients and provide accurate and timely advice as required.

3. Job Goals, Duties and Responsibilities

3.1 Goals

- To maintain and provide the highest level of service to GTSS Clients
- To establish networks and increase the GTSS client base.
- To establish and maintain company systems

3.2 Duties

- To undertake construction site OHS site inspections and to prepare reports for clients.
- To prepare Occupational Health and Safety Management Systems and Plans in accordance with the requirements of AS 4801.
- To prepare Integrate Business Management Systems in accordance with AS 4801, ISO 14001 and ISO 9001.



- To conduct gap analysis of clients current management systems in reference to AS 4801.
- To conduct audits on site and system audits for Forestry NSW (FNSW) contractors and abide by the criteria set by FNSW.
- Assist clients in preparing construction site specific safety plans.
- As required conduct training seminars / training for clients on system changes or key OHS programs.
- Conduct risk assessments and provide professional advice as required.
- Where necessary participate in incident investigations with clients and WorkCover authorities.

3.3 Responsibilities

- Representing GTSS Pty Ltd and its clients in a professional manner at all times.
- Preparation of inspection / audit reports.
- Managing your own clients including bookings and assisting with end of month invoicing and reporting.
- To maintain professional credentials by way of membership to professional organizations and commitment to continual improvement through training.
- GTSS are willing to support either financially or with time off for further or current accreditations and training.

3.4 General OHS Responsibilities

- Report all identified hazards to the appropriate supervisor using the establish hazard reporting procedures.
- Obey all OHS instruction provided issued by the Managing Director or controller of a construction site.
- Not to introduce or knowingly expose yourself or others to an undue OHS risk.

4. Job Working Conditions

- Total remuneration package of between \$70 000 & \$80'000 per annum including 9% superannuation and an available \$15'000 car allowance depending on type of vehicle and duties. Any further training requirements from GTSS will be paid for by GTSS.
- Standard leave entitlements, 4 weeks annual leave, 10 days sick leave per annum, long service leave, bereavement leave and parental leave.



- Mobile Phone, laptop computer, PPE (hard hat, safety boots, vest, hearing protection, and sunscreen) provided.
- Successful candidate will be based in the Carlton Office (45 Jubilee Ave, Carlton) but will be required to travel to construction sites / clients offices (local and interstate) on a regular basis.
- Overnight business trips will be covered by general expenses account. Plane fares will be covered separately.
- Access for persons of limited mobility can not be guaranteed on all construction sites.

5. Person Specifications & Requirements

5.1 Essential

- Tertiary qualifications in OHS – Advance Diploma or above.
- 3 years minimum experience in the Construction Industry preferably with experience in managing OHS.
- Experience in site inspections and auditing.
- Demonstrated knowledge and application of the Occupational Health and Safety Act 2000, Occupation Health and Safety Regulation 2001 and Codes of Practice related to the Construction Industry.
- NSW General Induction for Construction work in NSW, VIC or QLD accreditation.
- Demonstrated knowledge and ability to prepare OHS management systems to AS 4801.
- Class C Drivers licence.
- High level written and verbal communication skills.
- Proficient in the use of Microsoft Word, Excel, Outlook or similar programs
- Ability to work alone with minimal supervision.

5.2 Desirable

- Tertiary qualifications in workplace training (Certificate IV or equivalent).
- QSA Lead Auditor or auditor qualifications.
- Return to Work Co-ordinator Certificate from WorkCover NSW
- Demonstrated knowledge and ability to prepare systems to ISO 14001 and ISO 9001.
- Experience or Tertiary qualifications in Environmental Management.
- Proficient in the use of Microsoft PowerPoint.