

Schedule A – Position Description

Position Title: Health and Safety Manager

Reports to: Chief Executive Officer

Direct reports: Operations Assistant, Team Administrator

General:

SSCO is a grower owned cooperative with members in Otago, Canterbury and Marlborough. As Recognised Seasonal Employment Scheme (RSE) Accredited Employer, SSCO provides seasonal labour under the RSE scheme to businesses in horticulture and viticulture. In addition, a 'kiwi first' policy is maintained to ensure that New Zealanders are given priority for employment – both seasonal and permanent.

Responsibilities:

The Health and Safety Manager works closely with Operations Teams in Otago, Canterbury and Marlborough to advise, audit and monitor Health and Safety policies, procedures, and practices across cooperative member properties. Work with RSE staff from various pacific countries is critical to develop and greater understanding among those workers of Health and Safety principles and practices both in New Zealand and at home. This includes development and delivery of effective induction on arrival in NZ and ongoing supervision.

The role is pivotal in maintaining communication and information flow between members and workers and ensuring that there is wide recognition and understanding of Health and Safety legislation and practices. Constructive dialogue with both workers and members is essential to maintaining open communication and to ensure that any issues are identified and dealt with promptly is essential.

Relationships with external agencies, particularly Worksafe and ACC, are critical to this role. Others such as Immigration NZ, the Labour Inspectorate and healthcare providers are also significant.

Some travel is a requirement for of role.

Some out of hours and weekend work is also required and there is an emergency on-call responsibility.

These responsibilities and duties are not limited to those listed and other reasonable alterations or additions may be requested after due consultation from time to time.

Key Responsibilities & Expected Deliverables:

Responsibility	Deliverable
Communication	<ul style="list-style-type: none"> • Liaison with SSCO members on a regular basis. • Maintain up to date information to be shared with members in a timely fashion. • Inform regulatory bodies of any incidents as required under current legislation. • Liaise with members to ensure that all compliance requirements are understood and met. • Provide support to the Otago/Marlborough/Canterbury teams including regular visits • Attend Health and safety forum meetings and trainings in the Otago region. • Consult with the industry bodies to establish safe task and workplace practices.
Audit	<ul style="list-style-type: none"> • Perform audits for member properties in accordance with the agreed schedule. • Review, revise and adapt audit tools to reflect current requirements and changing situations • Report audit outcomes to SSCO Health and Safety Committee, SSCO Board and individual members. • Advise members of any corrective action required and plan appropriate follow up. • Liaise with growers and Operations Team to incorporate Health and Safety requirements and responsibilities into worker accommodation.
Health and Safety Committee	<ul style="list-style-type: none"> • Schedule meetings (quarterly or as required) including Skype attendance for Marlborough members. • Develop agendas and chair meetings. • Liaise with operations teams to confirm the attendance of a worker representative. • Ensure minutes are accurate and distributed in a timely manner • Follow-up and agreed actions
Incidents and Accidents	<ul style="list-style-type: none"> • Receive all incident/accident/near miss reports from member properties, including SSCO workplace. • Investigate incidents and update incident register. • Report incidents/accidents/near misses bi monthly or more frequently if specific concerns arise to SSCO CEO/Board. • Communicate directly with members where preventative/corrective action is required and ensure follow up. • Liaise with regulatory bodies as appropriate (e.g. Worksafe) • Receive all ACC documentation for processing and follow up as required • Process any loss of earnings in consultation with the operations assistant and payroll team
Induction and Training	<ul style="list-style-type: none"> • Take part in SSCO Health and Safety Briefing for arriving RSE workers whenever possible. • Review and adapt material and presentations used for induction and update or revise as appropriate to ensure messages are current and understood. • Work with Team Leaders group to develop appropriate messaging around Health and Safety.

Other

- A bi-monthly report to the SSCO Board is required.
- Input to strategy, budgets, risk assessments and other company-wide developments may be required.
- Attend and brief company directors during board meetings when required.