



## POSITION DESCRIPTION

**TITLE:** Health, Safety & Environment Manager

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**REPORTING TO:** Managing Director **DEPARTMENT:** Wealleans Group

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**DIRECT REPORTS:** Nil

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**DATE:** **APPROVED BY:** STW

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**PRIMARY PURPOSE:**

- 1) Provide the Wealleans Group with the support to achieve Health & Safety:
  - a. Legal compliance
  - b. Wealleans process and procedural standardisation
  - c. Improved internal awareness, priority setting, knowledge
  - d. Continual improvement
  - e. Reporting and communication

Key tasks/goals	Specific Areas of Responsibility	Measure
1. Ensure company complies with health and safety legislation	<ul style="list-style-type: none"> <li>Monitor and communicate H&amp;S legislation changes and potential impacts</li> <li>Ensure all Team Wealleans sites undertake appropriate audit processes to ensure compliance</li> <li>Monitor and report Wealleans compliance</li> </ul>	<ul style="list-style-type: none"> <li>Details in monthly report</li> <li>Record of communications</li> <li>Audit program followed and record of audit results</li> <li>No unexpected impacts on business</li> </ul>
2. Liaise with General Managers and to ensure a co-ordinated approach to health and safety management	<ul style="list-style-type: none"> <li>Standardised systems and procedures where appropriate across Team Wealleans business</li> <li>Ensure appropriate delegation of H&amp;S responsibilities occurs</li> </ul>	<ul style="list-style-type: none"> <li>All functional groups to maintain H&amp;S section of Environment, Health and Safety Manuals</li> <li>Health and Safety Responsibility plan implemented and communicated</li> </ul>
3. Maintain an effective and compliant Health, Safety and Environment System	<ul style="list-style-type: none"> <li>Develop and Execute an Annual Health, Safety and Environment plan</li> <li>Management of the group HSE Risk register</li> <li>Ensure all updates are communicated and inserted into Group manuals</li> </ul>	<ul style="list-style-type: none"> <li>Present Annual plan including budgeting</li> <li>All risks identified with appropriate controls</li> <li>Effective and compliant Group Health &amp; Safety Manual</li> </ul>
4. Co-ordinate communications regarding health and safety matters	<ul style="list-style-type: none"> <li>Communicate to management, employees and identified external stakeholders on H&amp;S issues</li> <li>Support Operational Management with their adoption of sound HSE practice</li> </ul>	<ul style="list-style-type: none"> <li>Good news articles</li> <li>Internal communication</li> <li>External committees</li> </ul>
5. Co-ordinate H&S reporting	<ul style="list-style-type: none"> <li>Ensure reporting to management, employees and identified stakeholders on H&amp;S issues is undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>Chair of Group H&amp;S committee</li> </ul>

6. Maintain & develop Kiri Align Database	<ul style="list-style-type: none"> <li>• Ensure Kiri Align database is being maintained and implement required changes within the system</li> <li>• Develop Kiri Align to accommodate the Wealleans system in electronic format</li> </ul>	<ul style="list-style-type: none"> <li>• Kiri Align data base is current</li> <li>• Kiri Align becomes the single point of truth for all things HS&amp;E within the Wealleans environment</li> </ul>
7. Coordination of any group training initiatives	<ul style="list-style-type: none"> <li>• Coordinate training across regional sites where required</li> </ul>	<ul style="list-style-type: none"> <li>• Training completed where necessary</li> <li>• Attend Industry Forum seminars that are appropriate for Continual Improvement and upskilling</li> </ul>
8. Lead incident and accident investigations	<ul style="list-style-type: none"> <li>• Ensure all reported incidents and accidents are investigated and key lessons distributed</li> </ul>	<ul style="list-style-type: none"> <li>• All incidents and accidents are closed with investigation outcomes</li> </ul>
9. Facilitate Wealleans Group H&S meetings	<ul style="list-style-type: none"> <li>• Ensure meetings per agreed schedule are undertaken and</li> <li>• Include relevant agenda topics</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings to schedule</li> <li>• Relevant agendas</li> <li>• Relevant actions/results</li> </ul>
10. Sustainability & Future	<ul style="list-style-type: none"> <li>• Understand and consider impacts of environmental, emissions and climatical impacts on the current and future business structure</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a plan to identify business risk</li> </ul>

#### KPI's

- Hazards and Risks are identified and managed
- All hazards, incidents and near misses are recorded
- All investigations are completed in a timely manner
- Divisional H&S meetings occur monthly
- Communicate all H & S information in a timely manner
- Develop Kiri align systems within the Wealleans culture

This job description and key responsibilities are by no means exhaustive and will change from time to time to meet the varying needs of the business. The employee acknowledges that this Job Description is not prescriptive and agrees that additional duties may be occasionally required from time to time.

This is a full-time position (min 40 hours per week).

Employee must maintain a current full – NZ Class 1 driving endorsement