



# Safety Environmental Coordinator

Robson Civil Projects is a leading civil contractor looking for a highly motivated and experienced Safety Environmental Coordinator to provide assurance at the project level to assist Robson in meeting all Legislative, Client and internal management system requirements. The successful applicant will be ideally located within the Sydney, Central Coast, Newcastle or Hunter Valley region to meet the project requirements of these locations and surrounding areas.

## ***Main Duties and Responsibilities:***

- Representing the HSEQ team and assisting the HSE Projects Manager and Project Managers with the development of project specific management plans;
- Assisting the project management team in the implementation of Project Management Plans, the Robson Management System and compliance with legislative, client and internal requirements on site;
- Assisting with the alignment of Robson Management system documents with those of our key clients;
- Facilitating risk assessment studies, and the development of activity based Safe Work Method Statements for project works;
- Development of Environmental Management Plans , Progressive Erosion and Sediment Control Plans (PESCP) and completion of any other relevant permits;
- Ensuring that all personnel onsite are appropriately inducted and competent to work;
- Facilitating onsite consultation and communication with the workforce through preshift briefings; training and toolbox meetings as required;
- Completing site inspections and behavioural interactions, reporting the findings and following up on the implementation of corrective actions as required;
- Assisting with internal and external audits;
- Completing incident reporting and investigations;
- Assisting with injury management processes and implementing return to work plans;
- Reporting on safety performance including Client statistical reporting and
- Assisting with customer audits and pre-qualifications.

## ***The ideal candidate will have:***

- Formal qualifications in WHS/OHS;
- Five years' experience in a civil construction role;
- Detailed understanding of HSE legislation and contemporary HSE management strategies;
- Competent computer skills (Outlook, Excel, Word, Powerpoint);
- Current driver's license
- WorkCover Construction White Card
- Hands on experience in environmental management practices relating to civil construction, particularly soil and water management;
- Experience in the application of an Integrated Management System;
- Internal Auditor's certification;
- Apply Advanced First Aid Certificate;
- Certificate IV in Assessment and Workplace Training or higher;
- RTW Coordinator Certification.

If you are interested in this exciting opportunity and have the relevant experience, please forward your application to: [jobs@robsoncivil.com.au](mailto:jobs@robsoncivil.com.au) (previous applicants need not apply)