

POSITION DESCRIPTION

Position Information

Position Title	EHSR Advisor
Business Unit	Paper Bag Devision
Reports to	National EHSR Manager Packaging New Zealand
Purpose of Position	This position is responsible for Co-ordinating EHSR activities at Paper Bag. This include providing injury management support, maintaining EHSR training and assisting in operational training as well as supporting the General Manager with any other tasks as required to ensuring the on-going improvement and EHSR outcomes for the business.
Business Unit of HR responsibility	Packaging New Zealand
# of People in area of responsibility	Approx. 150

Number of Direct Reports	NIL
Number of Indirect Reports	NIL
Operating Budget	N/A
Sales Revenue	N/A

Key Accountabilities

1. Health and Safety

- Co-ordinate all routine EHSR activities following up with managers to ensure they complete activities and agreed actions under the EHSR plan
- Manage the Site improvement plan to ensure the improvement actions are completed
- Update site safety rules and procedures including communication of updated Standard Operating Procedures and Work Instructions to site
- Facilitate key messages to site through F2F, noticeboards, attending department meetings and forums
- Co-ordinate and participate in regular inspections of workplace
- Co-ordinate employee participation programmes (SBO and Hazard hunts) and monitor improvement actions from this
- Lead the site EHSR Safety committee
- Schedule and participate in all site health & safety meetings
- Administer contractor and visitor management.
- Co-ordinate external EHSR audits on site including entering, monitoring and reporting on any corrective actions identified in the Risk Manager system
- Order and allocate all personal protective equipment as required for new and existing employees.
- Management support of site PPE and EHSR budgets
- Organise workplace environmental (noise, dust, Lux, ventilation, Heat and cold extremes) monitoring programme
- Co-ordinate employee health monitoring (vision and hearing tests and where needed lung function.)

- Provide injury management support for managers ensuring proper and sustainable return to work plans are in place.
 - Maintain and update Risk Manager Events, investigations and actions including Hazard monitoring and communicating with the National EHSR Manager Packaging New Zealand on relevant concerns as required
 - Complete and review (HIWA) hazard assessments on all fixed plant and machinery to determine the need for safety controls such as guarding, isolation, safety devices, etc. and action recommendations as required
 - Manage site level policy reviews and maintain records of reviews, facilitate changes to relevant documents at EHSR committee meetings.
2. Reporting
- Ensure accurate reporting and recording of all EHSR events on site to General Manager, National EHSR Manager Packaging New Zealand as well as reporting in Risk Manager.
 - Prepare EHSR reporting on injuries as required for the site e.g. EHSR Alerts.
 - Support site management in preparation of the OJI LTI reports in the event of Lost Time Incidents that needs reporting to OjiHD within 24 hours.
 - Complete site data for Group H&S Director's report
 - Prepare any other EHSR reporting as required for the site.
 - Prepare the site quarterly EHSR forum/ review presentation and minutes
3. Environmental
- Ensure environmental sustainability reporting is completed (6 monthly) for the site
 - Review and update site impacts and aspects register.
 - Review and update Environmental improvement plan for the site and communicate to all involved, ensure employees understand their roles and responsibilities in Environmental Management.
 - Consent applications to ensure business continuity and compliance with discharge standards
 - Maintain site Hazardous Chemical Substances Location Compliance Certificate every three years(where applicable)
 - Ensure all staff have been trained on Hazardous Substances(approved handler (where applicable) and awareness for all other staff that may work with chemicals during their employment)
 - Maintain and do periodic reviews of the Chemical/ substance register
 - Review and maintain SDS Sheets for all substances
 - During change management complete Chemical Product Safety assessments
 - Periodic reviews of WWT TradeWaste compliance to ensure it meets the TradeWaste Bylaw and Environmental Management Plans.
 - Perform 6 monthly Env Audits (SERA and OJIHD), report all corrective actions in Risk Manager and assign responsibilities.
 - Self-audit on internal data reporting(Trade Waste and Air discharge)
 - Environmental risk and hazard reporting
 - Environmental incident reporting
 - Conduct monthly Environmental Inspections
 - Maintain and update the site Environmental Regulations Register
 - Maintain site Environmental complaints register
4. Training
- Review site training needs assessment based upon training matrix
 - Maintain and Co-ordinate on site EHSR induction process for staff, visitors and contractors
 - Manage hazard and incident process training for the site
 - Ensure relevant training is scheduled including first aid, fire fighting, spill response, fork hoists, EWP, approved handlers, working at height requirements, and others as required
 - Maintain ESHR training plans for the site
 - Maintain site specific SOP, JSA, and policy requirements, including permit to work process
 - Support site management with the administration of the LMS system and training standards
 - Manage contractor inductions through LMS
5. Risk
- Arrange access cards for all new staff and resolve all access card issues
 - Ensure that site complies to asset protection standards
 - Prepare the site for asset protection audits
 - Update the site-specific Business Continuity Plan (Emergency Preparedness)
 - Review and manage CCTV system
 - Identify critical areas that need to be covered under CCTV
 - Control access to CCTV footage
 - Ensure maintenance and repairs are done timeously if required withy CCTV system
 - Annual Fire Risk assessments to be done and sign off on designated hot work areas

- Complete periodic Fire risk assessments and area inspections, record findings in RM and allocated responsibilities for corrective action
- Manage contractor in RM and ensure contractor insurances are up to date
- Review and update all contractor safety standards when they need to work on site
- Ensure all contractors on site has SSSP for work done on site, review of SSSP to meet standard

Key Performance Indicators

- Number of proactive events reported
- Number of events investigated
- Participation in SBOs and Hazard hunts
- Number of HIWA assessments completed
- Actions completed and actions overdue in Risk Manager
- Safety culture survey
- TIR and LTIR rate

Preferred Attributes

- Passionate about EHSR excellence and ensuring a safe outcome
- Self-motivated
- Good organisational and decision-making skills
- High level of integrity
- Target driven with the desire to constantly review and improve performance
- Ability to work well under pressure
- Ability to work unsupervised
- Being proactive and flexible in approach to job tasks
- Excellent communication skills, written and verbal with a demonstrable focus on customer service
- Strong leader, with a lead by example approach
- Ownership and responsibility for safety leadership
- Having a methodical and analytical approach to problem solving
- High degree of task accuracy and attention to detail

Technical Requirements

Qualifications	Tertiary qualification in Occupational Health and Safety preferred but not essential
Experience	• Understanding of H&S legislation and internal processes around EHSR essential • Compliance related experience preferred • Hands-on experience in a manufacturing environment • Demonstrated problem solving skills • Experience in achieving a positive culture change • MS Excel (Intermediate level user) • MS Word (Intermediate level user) • MS PowerPoint (Intermediate level user) • Project management experience preferred

Competencies

Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Use Sound Judgment • Makes logical, rational, and integrative decisions and arrives at sound conclusions. • Chooses the best alternative(s) based on a review of pros, cons, tradeoffs, timing, and probabilities. • Evaluates the consequences and implications of alternatives, actions, or decisions. • Makes timely decisions, balancing analysis with decisiveness.
Focus On Customers Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	Satisfy the Customer • Identifies and anticipates customer requirements, expectations, and needs. • Seeks and integrates customer feedback from a variety of sources to identify improvement opportunities. • Ensures follow-up with customers to certify that the resolution of problems maintains customer satisfaction and loyalty. • Continually searches for ways to improve customer service, including the removal of barriers and providing solutions.
Execution Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.	Pursue Execution • Ensures one acquires the authority, sponsorship, support, and information needed to achieve established or emerging objectives. • Prioritizes and balances time, actions, resources, and initiatives to ensure achievement of critical goals. • Holds self and team accountable for outcomes (e.g., achieving goals and complying with policies and procedures). • Anticipates and addresses obstacles, redirecting efforts to accelerate work or improve quality
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	Optimize Results • Initiates decisive, timely action to address important issues. • Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. • Puts in persistent efforts to accomplish desired results. • Drives initiatives/efforts to successful completion and closure.
Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Tailor Communication • Listens actively, reflects, and summarizes others' comments to ensure understanding. • Communicates information clearly, concisely, and professionally. • Tailors communication style and content to the audience. • Writes even technical concepts and information clearly and thoroughly for technical and non-technical audiences. • Prepares and delivers coherent, highly credible, and engaging presentations that have impact. • Proactively shares timely updates and information with relevant parties.

Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.	Demonstrate Credibility • Follows through on commitments. • Is honest and direct in dealing with people. • Acts in accordance with stated policies and practices. • Protects confidential information.
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Authority

Decisions:

- Health and Safety Initiatives
- Health & Safety Committee actions
- Training/Development
- Health and Safety budget
- PPE Budget
- Stop work in life changing or threatening situations

Recommendations:

- Health and safety awareness to achieve and maintain Zero LTIR and TIR
- Health and Safety initiatives implemented to mitigate risk
- Operating within the PPE budget and Health and Safety budget
- HSR team building strategies, training, upskilling, and getting HSRs' involved in proactive H&S measures to improve site safety standards

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
National EHSR Manager Packaging New Zealand	Direct reporting line
General Manager	Site Health, Safety, Environmental and Risk activities
PNZ EHSR Advisors	Assist and support other EHSR Advisors, sharing learning's
Engineering Manager/Maintenance team	Liaising around completion of all health and safety related tasks including JSAs', work permits, contractor management, risk assessments and supporting them with MSA
Technical Manager/Logistics Manager/Manufacturing Manager/Shift/Process Mangers	Co-ordination of investigating events, training for staff, actions to be completed, employee participation in SBOs and hazard hunts

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.