



Job Description

Position title:	Health & Safety Advisor
Reports to:	Health and Safety Manager
Direct reports:	N/A
Liaise with: Internally Externally	• Site management teams • Internal Auditors • Site H&S Representatives • H&S Committee representatives/committees • Employees requiring investigation and/or D&A testing • Applicants requiring D&A testing • DMS contractors and service providers • Worksafe • Industry bodies incl. Zespri and G4 H&S groups

Main Purpose

- Lead and implement H&S initiatives and compliance, working closely with site and department managers, orchard managers and teams – including internal auditing, incident investigation, follow up of risks and hazards etc.
- Promote a positive H&S culture and building an informed workforce committed to safety
- Encourage employee participation and promoting a positive health and safety culture
- Ensure all legislation, policies and practices relating to health and safety are followed
- Ensure all operational areas adhere to company SOPs through internal and external training and ensure compliance training information is captured and up to date.

Contractor Induction systems and process

- Responsible for all contractor inductions and the accurate recording of information

Training systems and processes

- Organise compliance training and/or licensing, as instructed by H&S Manager
- Manage systems and processes to capture compliance training/licenses across the business
- Help others to understand and be able to maintain accurate and timely recording of training

Support Health and Safety team objectives

- Actively participate in planning, implementation, monitoring and reviewing H&S systems
- Assist the H&S Manager to ensure all operational sites adhere to company SOPs through internal and external training and maintain the company training matrix; ensuring InfoLeader is up to date with all H&S related information
- Actively participate in projects to meet H&S business needs, as instructed by the H&S Manager
- Participate on the on-call Drug and Alcohol testing roster system

Please note that due to the seasonal nature of the industry, at times there is a need for additional duties to ensure consistency with workflow to meet business requirements.



Principal Tasks

Function Description	Health & Safety Advisor
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Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure of performance e.g. Net profit, Cost per tray, \$ per hectare, Reject rates]
Operational H&S	- Assist DMS managers/supervisors and/or H&S representatives with hazard identification and risk analysis - Advise managers/supervisors on H&S matters and current/changes to legislation - Encourage and support teams to meet H&S objectives - Create and maintain risk/hazard registers and review controls - Complete accident/incident reports/investigations; enter and/or check entry details on Onside and InfoLeader - Follow up agreed actions from accident/incident investigations - Approach investigations with a curious and investigative mind, providing best practice solutions appropriate to our business context (Learning Teams approach) - Create and distribute H&S documentation e.g. safety alerts and SOP's	- Risk analyses are completed in a timely manner, and hazard registers are up to date - Review controls every 6 months with H&S Manager - Ensure correct processes are known and followed by all DMS staff - All documentation current and compliant	Risk analysis records Hazard register SOP's InfoLeader
Contractor H&S	- Administer the Contractor Induction system and process - Liaise with the System Administrators or Support to ensure it is meeting business needs	- Ensure all contractors are inducted prior to completing any work on a DMS site - All contractors audited at regular intervals/per schedule	Contractor inductions Contractor audits

Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure of performance e.g. Net profit, Cost per tray, \$ per hectare, Reject rates]
	• Manage Contractor inductions to ensure all contractors are inducted prior to commencing work • Monitor contractor inductions and follow up with missing information, or maintaining expiring information • Provide knowledge transfer to H&S team to ensure backup as required	• Liaise with Managers to ensure we have the right contractors doing the right work at the right time to ensure H&S of all.	
H&S training and meetings	• Oversee compliance training requirements and for packhouse sites e.g. First Aid, Fire Warden, Forklift Licences etc. (with support from H&S Advisor) • Coordinate and organise H&S training requirements e.g. First Aid, Fire Warden, Forklift Licences etc. (as directed by H&S Manager) • Update staff training records • Attend relevant internal and external H&S training • Attend DMS H&S committee meetings, taking minutes and distributing to group	• Maintain expired training/training matrix etc • All compliance training current	Training Matrix InfoLeader
H&S audits and reporting	• Complete required H&S audits • Advise DMS Managers and HSR's of H&S audit outcomes • Follow up on outstanding actions coming from H&S audits • Assist with the preparation of information for monthly reports and season debrief reports	• All audits are conducted in a timely manner	Internal audits

Key Result Areas	Actions	Targets and measures [Future goals/objectives and measures]	KPIs [Type of measure of performance e.g. Net profit, Cost per tray, \$ per hectare, Reject rates]
	Assist government agencies as instructed by H&S Manager		
General Administration	Participate in H&S related projects as directed by H&S Manager		



Supporting Tasks

Leadership

- Act as professional role model to staff.
- Take action to resolve differences and defuse Provide direction to seasonal staff as required.
- hostile behaviour. Work to achieve resolution of conflict.
- Ensure all staff receive adequate training to carry out their role in a manner that is safe, appropriate, efficient and effective while maintaining a high level of customer service.

Team Culture

- Contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussion and share all available information with peers, colleagues and managers.
- Act with dignity and fairness in dealing with others and share information/resources as required.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Promote the safety of staff within your areas of responsibility, including the management of hazards.
- Assist and train staff in terms of organisational systems and health and safety knowledge and basic skills where applicable.

General

- Assist the H&S Manager and other DMS managers in meeting overall business objectives.
- Maintain a customer focussed approach, always representing customers best interest.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.

Projects and Administration

- Complete forms, reports and other paperwork promptly, clearly and accurately.
- Ensure security and confidentiality of records is maintained.
- Undertake additional tasks upon request and as time permits.



Success profile

Qualification	• Level 6 Health and Safety Qualification • Full and valid Driver's License
Experience	• Mid-level H&S professional with 5+ years' experience • Experience in a fast-paced production environment with elements of high risk • Confident in investigation methodologies and techniques
Skills	• High-level written and verbal communication • Accuracy and attention to detail • Strong analytical and problem-solving capacity
Behaviours	• Flexibility and resilience • Self-driven and shows initiative • Maintains confidentiality • Sees projects/processes through to completion