

OH&S Coordinator



About us

Burra Foods is an Australian dairy ingredient processor that for over three decades has been producing and marketing value-added dairy products to the global food manufacturing market.

With offices in Melbourne and Tokyo, our manufacturing plant is located in the heart of South Gippsland in beautiful Korumburra; only 1 hour's easy drive from Frankston and Dandenong, 50 minutes from Pakenham, and 40 minutes from Warragul / Drouin.

About the role:

Based at our factory site in Korumburra, the OH&S Coordinator is responsible for the delivery of safe practices, promoting a culture of safety throughout the organisation.

Key tasks and responsibilities include:

- Ensure compliance with OH&S legislation, associated Acts, regulations, codes of practice and Australian standards to minimise exposure to risk
- Conduct workplace inspections, investigations, auditing and reporting in regard to OH&S/risk management compliance, incidents and prevention
- Actively develop, promote and conduct safety education/presentations and workplace inductions for new and existing staff as required
- Assist in the research, development and review of OH&S information/documentation for all staff and contractors
- Oversee the implementation of the OH&S Management Plan and provide monthly program reports to management on its progress
- Coordinating Return to Work

About you:

- Qualifications in a safety related discipline.
- Experience in implementing safety systems in a manufacturing environment. Capability to manage change.
- Working knowledge of Safety Legislation or AS4801 safety management systems, as relevant to manufacturing.
- Specialist skills in identifying hazards, assessing and minimizing safety risks.
- Uncompromising discipline to actively challenge safety compliance across all departments.
- Ability to consult with the influencing & negotiating skills required to ensure buy in by all relevant stakeholders.

Applicants should forward their resume, along with a covering letter outlining relevant skills and experience, via recruitment@burrafoods.com.au.

Applications close 23rd July 2021.