

WE'RE HIRING! One of the world's largest automotive company is looking for an experienced National Safety Manager to be based in Malaysia!

Job Description:

To perform the role successfully, an individual must be able to carry out the following duties, which include but are not limited to:

- Support the competency and development of all employees in OHSE related matters, providing a safe work environment for all contracts and visitors, promoting early reporting of incidents and injuries
- Conduct audits nationally to assess compliance with regulatory requirements and the organisation's Safety Management Systems and implement corrective actions where system gaps are identified
- Develop, implement, monitor and review the Company's Health, Safety & Environmental Management Systems with the objective of minimising workplace injuries, incidents and environmental harm, identifying opportunities for continuous improvement
- Create policies, systems and procedures for all facets of OHSE Management System and, maintain and update the system as required to enable continuity for others undertaking the role.
- Align with the organisations' Dealer Development team to identify areas of duplication with the organisation's Dealer Operating Standards (DOS) and the organisations' OHSE auditing systems, to implement uniform quality standards in all areas of the business
- Monitor all safety legislative changes nationally and communicate necessary updates and changes with key stakeholders, updating any related policies, procedures and work instructions accordingly.
- Develop and maintain standardised contractor and employee safety induction packages and audit compliance across all sites
- Act as lead investigator for serious and reportable incidents, monitoring quality of incident investigations and root cause analysis to identify appropriate corrective actions and monitor close out
- Actively participate, support the procurement PAL teams in developing strong supplier relationships to optimise value and efficiency for the organisation's Australia, negotiating contracts e.g. Medical, Drug & Alcohol services, WorkCover premiums, SHE systems
- Participate in and support site safety committee's nationally monitoring their effectiveness in addressing local OHSE issues and awareness of the company's OHSE Management System

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- Lead and support the company's hazard reporting system, recommending risk controls measures and close out of identified issues in agreed timeframes
- Manage and prioritize the organisation's risk profile plan to ensure resources are directed according to level of risk
- Maintain a national approach to workers compensation and injury management which supports a culture of early intervention, driving cost reductions in Worker's Compensation Insurance Premiums across the business by minimising risk which results in severe incidents/injuries and reduce lost time across the business
- Organise and facilitate review meetings with medical practitioners, occupational therapists, claims agents, RTW Coordinators as required with the aim of providing the best possible service and outcome for injured employees
- Maintain training needs analysis and skills matrix to determine OHSE training needs for all levels in the organisation and provide and deliver necessary training programs (internal / external) where required
- Assist business units with their Emergency Management Plans and facilitate trials to measure effectiveness of each site's plan
- Review and analyse OHSE statistics and trends (internally and externally) and present findings to Senior Management with plans to address deviations
- Work with regional and global OHSE teams to align with, and exchange ideas to continuously improve the organisations' Health, Safety and Environmental programs
- Manage Procurement Area function for SHE including building security
- Evaluate, develop and train staff to meet the demands of the business if required.
- Operate effectively in a team, contributing positively to team operations and working relationships and cultivating a strong team environment within the department.
- Foster and promote a safe and healthy work environment maintaining safe work practices at all time and to work within and comply with Company safety policies and procedures.
- Comply with Company policies and procedures, including the completion of documents and records as required.
- Work according to the organisations' Core Values.
- Comply with all company policies and procedures relevant to the position.
- Using SRS continuous improvement methodologies, proactively seek to implement and improve the organisation's standards, efficiency and services.
- Notify the company of any pre-existing injury or illness which might be affected by the nature of the proposed employment. Failure to notify may result in that injury or illness being ineligible for future compensation claims.
- Ensure that records are properly created, retained, archived and disposed of in accordance with the Record Retention and Privacy policies.
- Ensure Company internal controls are met through the observance of prescribed control techniques such as the Purchasing policy and Budgetary Control procedures.

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- Comply with the Company's Performance Management requirements relevant to position.
- Use your initiative to comply with Quality requirements and standards.
- Note and report any problems relating to Quality to your Manager.
- Ensure that any nonconforming process is controlled until a satisfactory solution has been implemented.
- Dress in a neat, tidy and professional manner, relevant to the role performed.

a. Compliance

All staff are to comply with safe working procedures by:

- i. Following safe work procedures established
- ii. Following the OHS&E directions of management.

b. Reporting

- i. All staff are to report OHS&E problems and hazards to the supervisor and HSER as soon as possible after they occur; and
- ii. Report injury or illness arising from workplace activities using the incident/injury reporting system as soon as possible after incident.

c. Personal Protective Equipment (PPE)

All staff are to use appropriate Personal Protective Equipment (PPE) and safety systems.

- i. Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in OHS&E procedures.
- ii. Use other safety and emergency equipment provided in the workplace as directed or as required in OHS&E procedures.

d. Risk Assessments

All staff are to assist with the preparation of risk assessments where required.

- Before commencing work in a work area, a risk assessment should be conducted to identify, assess and control the hazards associated with the work. This should be conducted in conjunction with other relevant staff, and the supervisor.

Requirements

- This role requires a level of physical fitness to carry out the inherent requirements of the role as described including the ability to repeatedly manage multiple priorities and changing deadlines, enter data into a computer using a keyboard and mouse, work from a seated position, use a telephone handset, work in an open environment, lift, carry, push, pull, reach, handle, grip, stand, walk, climb, bend, stoop, crouch, kneel, and twist in performing standard office duties and to perform any other physical requirements associated with the role.

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- Travel to various sites and locations using advised methods of transport including driving. Travel before or after hours as required to accommodate travel arrangements as advised.
- Tertiary qualification in Occupational Health and Safety, Safety Science, Safety Engineering, Risk Management or a related discipline
- Minimum of 5 years safety management experience
- Experience in driving safety performance and standardising expectations across multiple sites
- Experience in the development and facilitation of hazard management programs relating to all aspects of OHSE hazards and risks
- Development and delivery of safety training packages
- Development of safety management systems, policies and procedures
- Coordination and implementation of safety audit and inspection programs
- Previous experience in automotive or related industry
- Able to drive positive business outcomes through relationship management initiatives
- Able to uncover needs, present solutions, handle objections and gain commitment
- Able to build and manage credible and productive internal and external working relationships
- Able to communicate professionally with a variety of behavioural and personality types
- Able to self-motivate and self-manage while working in a dynamic environment
- Able to negotiate, persuade, influence
- Good judgement and decision-making skills
- Leads by example
- Supportive of change
- Held in high regard by others
- Trustworthy
- Stable and mature
- Results orientation and ability to achieve desired results in a professional manner within agreed deadlines
- Excellent presentation skills coupled with strong verbal, written, negotiation and persuasion skills
- Superior skills in planning, organisation, implementation and analysis and reporting
- Drive and tenacity to operate in a competitive market
- Willing to accurately self-assess and engage in ongoing professional and personal development

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- Delivery of exemplary customer service and a proactive approach to problem solving.
- Flexibility with working hours including the ability to work after hours and travel for work.

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