



Position Description

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| Position Title: | Work Health & Safety Trainee |
| Position Code: | |
| Basis of Employment | Temporary, 24 months |
| Classification: | As Per Award |
| Reports to: | WHS Officer and Coordinator Human Resources |
| Location: | Bland Shire Council – 2-6 Shire Street, West Wyalong |
| Date Position Approved: | August 2025 |

Primary Purpose of the Position

As a Work Health & Safety Trainee, you will learn a broad range of knowledge & skills to manage risks effectively, apply relevant WHS laws and contribute to safety within the workplace.

This role offers on the job training and the chance to complete a nationally recognised qualification while contributing to vital public services.

Primary Responsibilities

- Participate in all scheduled training and on the job learning activities.
- Assist in workplace inspections and learn to manage workplace safety to ensure compliance with WHS laws & legislations.
- Complete Certificate IV in Work Health Safety.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- A keen interest in workplace safety
- Willingness to learn and work as part of a team
- Ability to work in a physically active role, both indoors and outdoors
- A current driver licence
- No previous experience is required – we value a positive attitude and a strong commitment to building a meaningful career

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

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| Constant sitting (workstation & driving) | Occasional bending/stooping/kneeling |
| Frequent bilateral gross hand manipulations. | Occasional lifting/carrying |
| | Occasional sun/UV exposure |