

Job Description

Position Title:	Height Safety Equipment Inspector		
Company:	Access Maintenance Group		
Location:	Upper Coomera	State:	QLD
Reports to:	Height Safety Manager		

OVERALL PURPOSE OF THE JOB

The Height Safety Equipment Inspector is employed to carry out working at heights and industrial rope access inspections and testing under supervision in accordance with relevant state OHS Regulations, Codes of Practice, Industry Codes, Australian Standards, company policies and procedures.

PRIMARY DUTIES & RESPONSIBILITIES

- Carry out working at heights and industrial abseiling inspections and testing as directed.
 - Develop inspection and testing compliance reports as required.
 - Assist in other inspections as directed.
 - Maintain an accurate individual logbook, which is to be sighted and signed by Division Manager at the end of each working week.
 - Client liaison for scheduling day to day works.
 - Perform other duties as directed.
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OHS DUTIES & RESPONSIBILITIES

- Making decisions about OHS that may affect work activities and/or others.
- Ensuring legal OHS requirements are met in the workplace.
- Actioning safety reports and carrying out workplace inspections.
- Facilitating the preparation of SWMS for tasks.
- Ensuring safe work practices at all times.
- Participate in project inductions, toolbox talks and daily team briefings.
- Participate in accident or incident investigations.
- Leading by example and promoting OHS at every opportunity.
- Ensuring compliance with safe work procedures.
- Participate in industrial rope access and height safety installations duties as directed.
- Participate in inspections as directed.
- Detect and report faults in industrial rope access and height safety equipment.
- Detect and report faults in industrial rope access and height safety systems.
- Collect, store and maintain equipment as directed.
- Ensure accurate equipment logbooks are maintained as directed.

SKILLS ESSENTIAL TO THE JOB

Technical

- Use various types of inspection and testing equipment as directed.
- Inspect, test and record condition of personal protective equipment prior to daily use as directed.
- Inspect and test height safety systems and associated equipment in accordance with the Inspection Manual.
- Interpret and understand site documentation (Hazard ID/ Risk Assessments/Work Method Statements /Job Safety & Environmental Analysis, Plans, Google Earth images etc) as directed.
- Follow directions of Height Safety Manager and company policies, procedures, Legislation, Codes of Practice, Australian Standards and Industry Codes.

Business

- Understand company organisation's objectives and targets.
- Be familiar and comply with company policies and procedures.
- Have an understanding of company quality assurance processes and procedures.
- Have an understanding of where to find company documentation.
- Have an understanding of how to identify risks and hazards in the workplace.
- Display an assertive, confident phone manner.

Human Relations

- Able to work within a team environment
- High level of personal appearance
- Punctual
- High level of interpersonal communication

ESSENTIAL PERSONAL ATTRIBUTES

- Must speak fluent English.
- Must be able to read and write in English (year 10 minimum standard).
- Must pass the National Police Clearance.
- Must pass the ARAA Medical Questionnaire.
- Must complete Personality and Performance Questionnaire.

QUALIFICATIONS REQUIRED

Secondary:	Year 10
Tertiary/T.A.F.E.	Working Safely at Heights (MNMG237A) Level 3 ARAA (desirable) OHS Cert IV (an advantage)
Professional:	Nil
Licences:	Manual Drivers Licence
Other:	Nil

LEVEL OF AUTHORITY

List the main things or actions this position:

- a) personally authorises
 - Individual daily inspection and recording of personal equipment
- b) discusses with supervisor before authorising or doing
 - Inspection and testing procedures
 - Conduct Proof Load Tests
 - Identify Potential Risks or Hazards in work environment
 - Inspect and record other equipment
- c) recommends to supervisor for action
 - Potential Opportunities for Improvements
 - Occupational Health & Safety concerns

MANAGEMENT RESPONSIBILITY

To what extent does this position manage or have responsibility for the following:

- a) Budget (operating, etc.)
 - Efficient use of consumable materials to aid in reduced operating expenses
 - Can generate sales leads for products and services to increase company income streams
- b) Employees
 - No. of direct reports: Up to 1
 - No. of indirect reports: 0

SPECIAL CONDITIONS

List any special conditions which apply to this position, eg. hours of work, shiftwork, award, etc.

- Hours of work are in accordance with your employment contract
- Leave entitlements are in accordance with your employment contract

ORGANISATION CHART

The Supervisor's Supervisor:
Division Manager

The Immediate Supervisor:
Height Safety Manager

This position:
Height Safety Equipment Inspector

Direct Reports:
Assistant Height Safety Equipment Inspector
