

JOB DESCRIPTION

Health and Safety Manager

This document may be subject to reasonable amendments from time to time by the employer to reflect changes in the external environment, business strategies and required priorities for the incumbent.

Background:

The H W Richardson Group Ltd (HWR) is a family-owned business proudly based in Southland. The original foundations of HWR were based within the building industry but over the years have grown to include Ready Mixed Concrete, Transport, Fuel Distribution, Contracting, Environmental, Aggregate, Property and Tourism.

Company:	HWR
Location:	HWR Head Office - 25 Esk St, Invercargill
Responsible to:	GM Specialised Transport

Purpose of Position:	The aim of the Health and Safety Manager position is to ensure the promotion, implementation, and continuous improvement of health and safety processes across both the Specialised and Rural Transport Divisions of HWR. This role supports the organization's commitment to maintaining compliance with legislation, strategy, policy and internal procedures as well as enhancing safety culture, and ensuring the wellbeing of all employees and stakeholders. To be seen as a trusted advisor, providing hands-on leadership and coaching to front-line leaders drawing attention to core priorities, supporting the growth of Health & Safety ownership and ensuring the ongoing development of Health and Safety capability to deliver behaviour change and enhance organisational culture and performance. As a leader in this area, work to create increased awareness of the company's shared critical risks and identify the changes needed to eliminate or mitigate exposure to these to ensure our staff Get Home Safe in keeping with HWRs safety value.
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Responsible for:	This position is responsible for providing support to management teams to uphold health and safety standards, manage critical risks effectively, and drive initiatives that foster a safe working environment where our staff Get Home Safe.
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Date:	1 September 2025
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Direct Reports:	0
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Key Responsibilities

Health, Safety & Wellbeing Culture	<ul style="list-style-type: none"> Promote a safe and healthy workplace by “walking the talk” and ensuring staff and managers understand their responsibilities as outlined in HWRs health and safety and wellbeing policy, other policies and company specific procedures Encourage a proactive and positive safety culture within the organization, fostering a workplace where employees feel safe and empowered to report hazards via management and the safety system Leading initiatives that encourage employees to take ownership of safety, such as toolbox talks, safety campaigns, and recognition programs Enlivening our “Get Home Safe” value across the Transports in keeping with HWRs Group Safety Plan
Critical Risk Assessment and Hazard Identification	<ul style="list-style-type: none"> Conduct thorough risk assessments and audits as and when required to identify hazards, assess risks, and implement control measures to minimize or eliminate risk or harm to staff. Ensure incidents and corrective actions relating to critical risks are investigated and/or closed out in a timely manner as appropriate with learnings shared.
Reporting & Analysis	<ul style="list-style-type: none"> Collect, analyse and interpret health and safety information and provide recommendations that support continuous improvement, in order to provide accurate, clear information for business decisions. Preparation and distribution of a monthly Transport Safety Report to give the general manager and other relevant internal stakeholders. These will demonstrate progress against corrective actions, shared critical risks, plans and other KPIs. This also includes maintenance of dashboards to monitor safety performance across the Transport companies. Analyze health and safety data to identify trends, patterns, and areas of concern. Provide actionable insights to reduce risk and improve safety performance
Safety Procedure Development and maintenance:	<ul style="list-style-type: none"> Assist in developing, implementing, and maintaining health and safety procedures, and systems at a company level.
Training and Education:	<ul style="list-style-type: none"> Provide health and safety training to staff and contractors, ensuring they understand their responsibilities and how to work safely. Partnering with management to upskill them on their responsibilities and risk minimisation strategies Partnering with other functional resources to develop content for the learning management system Ensuring that records of learning are up to date across the business and working with the HWR L&D team to ensure completion rates are within appetite. Ensuring safety training content is up to date and accessible for the Transports in HELM. Ensuring your visibility across the Transport sites to build your reputation and trust with staff at all levels.
Incident Management:	<ul style="list-style-type: none"> Act as a lead incident investigator, championing best practice. Investigations of incidents and near misses must identify root

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	<p>causes and recommendations to implement preventative measures that can be shared internally across HWR or Industry (if appropriate).</p> <ul style="list-style-type: none"> ▪ Key point of contact for the business for any notifiable events with WorkSafe ▪ Ensure key stakeholders are communicated with internally and externally in a timely manner
Safety Audits and Inspections	<ul style="list-style-type: none"> ▪ Conduct regular safety inspections and audits to ensure compliance with safety regulations and procedures and identify areas for improvement. ▪ Ensuring that any open corrective actions identified in audits are followed up and closed out verification that the control is fit for purposes to eliminate or mitigate risk. ▪ Ensure the management within Transport Division is attune to work as imagined vs work as done and that we are challenging and evolving our safety procedures.
Compliance	<ul style="list-style-type: none"> ▪ Ensure compliance with relevant health and safety legislation, regulations, and industry standards. ▪ Stay informed about the latest health and safety developments and best practices, contributing to continuous improvement efforts and emerging compliance standards.
Communication and Consultation	<ul style="list-style-type: none"> ▪ Act as a liaison between management and employees, communicating health and safety information and addressing concerns. ▪ Act as safety liaison with safety matters involving any Unions in the Transport Division.
Systems and Innovation	<ul style="list-style-type: none"> ▪ Key point of contact for the business in respect of the health and safety management system ▪ Communicating issues or changes in functionality between the vendor and the business ▪ Upskilling management on systems to ensure functionality is leveraged appropriately ▪ Drive the development and implementation of advanced digital tools and platforms for real-time safety data collection, visualization, and reporting ▪ Explore and pilot innovative technologies (e.g., IoT sensors, AI, mobile apps) to enhance incident detection, reporting accuracy, and data-driven safety interventions.
Employee Support	<ul style="list-style-type: none"> ▪ Provide guidance and support to employees on health and safety matters, including return to work programs. ▪ Partnering with HWRs Injury Management team and payroll on injury management matters to ensure alignment to process.
Relationship Management	<ul style="list-style-type: none"> ▪ Develop and maintain effective relationships with a wide range of internal and external stakeholders ▪ Ensure a level of standardisation (where practical) is embedded with functional controls regarding the procurement of PPE in the Transports. ▪ Influence and engage staff and management on the Company's safety strategy, HWR's Health and Safety Framework and other initiatives to ensure alignment
Professional Development	<ul style="list-style-type: none"> ▪ Take responsibility for identifying your own learning and development needs in partnership with your manager ▪ Engage with senior safety subject matter experts and operations managers to improve knowledge and operational experience

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	<ul style="list-style-type: none"> ▪ Apply new and key learnings to advance professional competence ▪ Proactively take opportunities to participate in learning activities.
Other duties	<ul style="list-style-type: none"> ▪ Ensure other duties are completed in a timely manner as may be communicated to you by your manager from time to time

Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> ▪ GM Specialised Transport and direct reports ▪ GM Rural Transport and Joint Venture Partners ▪ HWR Driver Trainers ▪ HWR Learning and Development Manager ▪ HWR Injury Management Lead ▪ HWR GM of Corporate Services ▪ HWR Compliance and On Road Manager ▪ Other company based Safety Personnel <p>External</p> <ul style="list-style-type: none"> ▪ External contracts ▪ Navman / E-Road ▪ WorkSafe ▪ Industry Forums ▪ EcoPortal ▪ CVST ▪ Howden Care ▪ Maritime NZ ▪ NZTA
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Competencies

These are sets of behaviours that define how people use their knowledge and skills at work.

Competency	Description
Analysis and Problem Solving	<ul style="list-style-type: none"> ▪ Secures relevant information and identifies key issues and relationships from a base of information. ▪ Commits to an action after developing alternative options, which takes into consideration resources, constraints and organisation values. ▪ Sought out by others for good decisions based on analysis, wisdom, experience and judgment. Takes a broad view of issues and their impact to deliver an accurate solution.
Communication	<ul style="list-style-type: none"> ▪ Expresses ideas effectively in a variety of individual and group situations. ▪ Expresses ideas clearly in documents, and adjusts language and terminology to the needs of the audience.

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	<ul style="list-style-type: none"> Has the ability to deal with people from all levels of the business. Practices active listening, has the patience to hear people out, can accurately restate opinions of others even when he/she disagrees.
Coaching	<ul style="list-style-type: none"> Supports performance and personal development goals of others, coaches towards improved performance, and provides training and evaluation of performance. Is a good judge of talent and can accurately predict situational behaviors. Can articulate the strengths and limitations of individuals.
Time Management and Planning	<ul style="list-style-type: none"> Scopes out required tasks, sets objectives, develops schedules & task assignments, anticipates & adjusts for problems & roadblocks, evaluates results. Spend time and time of others on what's important, quickly zeros in on the critical few and puts the trivial many aside, can quickly sense what will help or hinder accomplishing a goal, eliminates roadblocks, creates focus.
Personal Effectiveness	<ul style="list-style-type: none"> Can be counted on to exceed goals successfully, is constantly and consistently one of the top performers, very bottom-line oriented, steadfastly pushes self and others for results. Learns quickly when facing new problems, open to change, analyses both successes and failures for clues to improve, experiments and will try anything to find solutions, enjoys the challenge of unfamiliar tasks.

Qualifications: (Relevant qualifications in health and safety examples below)

- Diploma in Workplace Health and Safety Management (Level 6) or
- Bachelor's degree in Health and Safety or related fields or
- Nebosh Qualification.

Experience: Minimum + Years PQE (Examples below)

- Experience in an industrial environment would be beneficial
- Experience with health and safety management systems
- Experience in conducting risk assessments and developing safety procedures.
- Excellent communication, interpersonal, and training skills.
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical skills.
- Proficiency in using Microsoft Office Suite and other relevant software.

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- Ability to present information clearly and concisely to a variety of audiences.
- Experience in investigating incidents and implementing preventative measures.

Agreed by:

_____ (Employee)

_____ (Manager)

_____ (Date)

DRAFT