

Position Description



Safety Coordinator

Date	October 2026
Purpose of position	- Ensuring a priority focus on safe work practices, striving to create an error tolerant workplace – keeping our people safe. - Collaborating with internal and external stakeholders to ensure safety and regulatory compliance.
Reports to	Safety Manager
Key Relationships	- Port Otago kaimahi - Port Otago Health & Safety Representatives (HSR) - People & Safety Team members - Management Team - External contractors
Experience & Qualifications	- Strong written and verbal communication skills, with the ability to build credibility, rapport and influence across all levels of the business. - Sound judgement and problem-solving ability, with a practical, solutions-focused approach to safety issues. - Sound computer skills to support document creation and file management. Desirable but not essential: - New Zealand Certificate in Workplace Health and Safety Practice (Level 4)
Direct Reports	N/A

Core Responsibilities

Health & Safety	- Takes responsibility for own and others safety and leads by example. - Follow all Port Otago health and safety guidelines and procedures. - Reports and escalates Health and Safety issues to Manager/GM/LT Member appropriately (everybody's responsibility in every situation). - Report all incidents, accident and near misses accurately and in a timely fashion. - Follow injury management processes to ensure first aid is provided and follow up treatment delivered.
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	• Participates in and supports induction and on-going training programmes. • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures. • Proactively work to create safer systems of work. • Comply with work area PPE requirements. • Follow the “Take 5” personal task hazard process. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Present to work in a fit state free from risk of impairment due to fatigue, drugs & alcohol. • Any visitors or contractors have completed the online Health and Safety Induction, have completed a Site Induction, and wear appropriate PPE.
Critical Risk	• Moderates critical control checks to ensure quality of work and escalates to wider Safety Team where quality of work is not met. • Tracks completion of critical control checks and reports on completion rates to Safety Manager. • Promotes, ensures, and assists with application of safe systems of work for high-risk activities (JSA’s and Permit to Work).
Operational Delivery	• Executes allocated projects outlined in the operational delivery plan. • Supports participation in the HSR Inspection programme through active engagement and check ins with HSRs on a regular basis.
Innovation & Change Management	• Actively searches for innovations to improve Port Otago’s safety. • Applies change management principles when leading change with support of wider Safety Team. • Uses worker engagement to overcome barriers to change. • Drives continuous improvement through auditing and developing improvement projects aligned with Port Otago priorities.
Administration & Systems Support	• Assists in maintaining Safety related SharePoint pages including ensuring documentation remains current. • Supports the development of meeting agenda packs for meetings such as Runaka and Health and Safety team meetings. • Attends and responsible for Runaka meeting minutes and distributes to wider team. • Provides guidance to kaimahi on the use of the Safety Management System.

	- Assists in the ongoing development and delivery of Standard Operating Procedures (SOP's). - Maintains oversight of action management in the Safety Management System and escalates outstanding actions. - Performs Pre-Qualification Assessments for PCBUs and Contractors as a pre-requisite to entry on Port Otago premises. - Collates data and information to support wider Safety Team with investigation of incidents.
Inspections & Reporting	- Develops reports as and when required alongside wider safety team. - Moderates accident and incident reports entered into the Safety Management System and escalates to wider Safety Team where reporting requirements not met. - Undertakes safety inspections and auditing with the support of the wider Safety Team. - Undertakes safe workplace Visible Safety leadership (VSL's) and encourages uptake across Port Otago. - Supports HSR inspections and upkeep of any relevant equipment including but not limited to AEDs, spill kits, first aid kits. - Undertakes appropriate action including escalation to manager to remove/manage hazards/risks that are identified within the workplace.
Team Contribution	- Develop open honest and respectful working relationships with all team members and members of the wider management group. - Actively promote Port Otago policies of health and safety, quality, and environment. - Promote a cohesive and inclusive team culture with colleagues. - Be polite and courteous to all team members to maintain a professional environment. - Actively listen to other people's ideas and contribute positively to team activities. - Actively support the Port Otago Values through behaviour & leadership
Personal Development	- Agrees on professional development recorded through the Port Otago Connect Conversation framework. - Coordinates with Manager on attending professional development programmes.

Key Performance Measures

Health & Safety	All incidents, injuries and near misses are reported promptly and accurately.
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	• All events are moderated and investigated in line with Event Investigation Framework. • Risk assessments conducted and identified risk controls are implemented. • All hazards identified are reported immediately. • Follow policy and procedures to enable a culture of failing safely. • Self-report when there is a risk of impairment from fatigue, or drugs & alcohol.
Critical Risk	• Moderation of critical control checks within the month they occur. • Maintains oversight over Action Management activities.
Administration & Systems Support	• Contractors/PCBU's pre-qualification assessments complete before commencing work. • All pre-qualification information including insurances are kept current and up to date. • Documentation in SharePoint remains current and accurate. • H&S Meeting agenda and meeting packs are created within a reasonable timeframe following meeting. • Accurate minute taking at Health and Safety Meetings and Runaka.
Innovation & Change Management	• Improvement projects complete and implemented. • Worker engagement evident through improvement projects including feedback from kaimahi and level of engagement which is reported on an agreed frequency to the Safety Manager.
Inspections & Reporting	• HSR Inspections are completed to schedule and correctly filed. • VSLs are performed, and observations recorded. • All planned assurance checks are complete.
Teamwork	• Works collaboratively to achieve the common goal. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Develop open and honest working relationship with other kaimahi. • Maintains good working relationships including good co-operation and communication between teams. • Looks for opportunities to help other teams. • Maintains a safe and tidy working environment.
Values	• Acts within the Port of Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.