

1. POSITION: HEALTH, SAFETY & ENVIRONMENT MANAGER

JOB OVERVIEW

We are seeking a dedicated and proactive **Health, Safety & Environment (HSE) Manager** to support all operations in delivering a safer workplace for all team members, contractors, and customers. The successful applicant will play a key role in creating, implementing, and improving safety management systems that reduce workplace health and safety risk and prevent incidents, including Lost Time Injuries (LTI), Medical Treatment Injuries (MTI), and First Aid Injuries (FAI).

KEY RESPONSIBILITIES

- Support the business in developing a strong safety culture and improving workplace safety performance across all retail locations.
- Lead programs and operational initiatives aimed at **reducing LTIs, MTIs, FAIs, and other workplace incidents**.
- Conduct **risk assessments, hazard identification, site inspections, and incident analysis** to ensure risks are controlled and mitigated.
- Document, track, and **follow up corrective actions** to ensure issues are resolved and lessons are applied consistently.
- Prepare and deliver **regular HSE reports, dashboards, and documentation** for senior management.
- Assist in the development and improvement of policies, procedures, and safe work practices.
- Deliver training, coaching, and awareness programs to improve compliance and safety capability across the business.
- Ensure all stores meet internal and legislative compliance requirements related to workplace health, safety, and environmental standards.
- Partner with store managers, department leaders, and the Group Risk & Safety Manager to drive continuous improvement.
- Support investigations into serious incidents and develop preventative action plans.

SKILLS & EXPERIENCE

- Previous experience in **health, safety, environmental management**, ideally within retail, hardware, distribution, manufacturing, or similar industries.
- Strong understanding of workplace safety legislation, incident analysis, and risk management principles.
- Experience preparing **incident reports, safety performance summaries, audits, and corrective action documentation**.
- Strong communication and influencing skills, with the ability to guide and support operational teams.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Tertiary qualifications or industry certifications in Workplace Health & Safety (advantageous).