



# Position Description

## Zero Harm Advisor - CPAD

### Purpose:

The Zero Harm advisor is responsible for supporting and contributing to the development and maintenance of a safe work environment by effectively using a range of Safety, Health and Environment (SHE) tools and processes and supporting the implementation of Zero Harm Programs.

The Zero Harm Advisor supports operational leaders to engage with workers and drive good safety practices and compliance to support our philosophy of Zero Harm – ‘actively care and protect our people, our business and the environment’.

Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to “walk the safety talk”.

### Dimensions:

- Reports to:** Zero Harm Lead - CPAD
- Location:** Can be based at any project site within your allocated area
- Internal Contacts:** Regional Zero Harm Leads/Advisors  
Wider Zero Harm Team  
Project Management teams  
Local site managers and team leaders  
HSAT/H&S Representatives and front-line team members
- External Contacts:** Union representatives  
Contractors  
Customers

### Key Accountabilities

Support the Business Operation
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>Facilitate local teams’ development and maintenance of site safety, health and environmental risk registers using information from:               <ul style="list-style-type: none"> <li>Legislation, KiwiRail rules and standards, internal/external communications;</li> <li>Undertaking site and task hazard identification activities, work task observations, task and site inspections/audits;</li> <li>analysing data from hazard, near miss and incident report findings and corrective actions.</li> </ul> </li> </ul> <p><b>Incident Investigation and Management</b></p>



- Facilitate/support project managers with the notification, facilitation of investigations, selection and implementation of appropriate corrective actions following workplace incidents.

#### **Audit and Verification**

- Participate in completing systems, site and task/activity focussed inspections and audits against an annual programme (as assigned).
- Audit activity will include Kiwirail worker, contractor and customer compliance through:
  - Verification of implementation and understanding of KiwiRail rules and standards;
  - Review of incident investigation completion, and corrective action close out evidence and effectiveness;
  - Review of audit corrective action completion, evidence and effectiveness;
  - Critical Risk/Critical Controls and risk register control effectiveness verification.

#### **Engagement and Communication**

- Participate in the development of ZH strategies, reporting and indicators to support risk management performance improvement.
- Contribute to the development of and operate in accordance with team Key Performance Indicators.
- Support site teams understanding and implementation of Zero Harm plans and strategies.

### **Identify Assess and Mitigate Risk**

- **Hazard Identification and reporting** – facilitate opportunities to educate, encourage and enable the identification and reporting of Safety/Health Exposure and Environmental Impact hazards and demonstrate use of KR reporting tools.
- **Risk Management** – facilitate task/activity hazard identification and risk assessment activity. Participate in the development of plans and strategies to enhance the protection of our people and the environment.
  - Support site risk register development and the application of risk values using the KiwiRail risk matrix and risk assessment templates.
  - Safety Risk Management – work with ZH Team Leads and Business Unit Groups to identify task/activity, work environment, human factors and organisational factors/process hazards that impact on individuals' safety in the workplace.
  - Health Risk Management – work with the ZH Health team and Business Unit Groups to undertake site/task health exposure risk identification, monitoring and assessment.
  - Environmental Risk Management – work with the Environmental team and Business Unit Groups to undertake site/task environmental impact risk identification, monitoring and assessment.
- Facilitate risk assessments with local teams as part of their development of local operating procedures or reviews, using KiwiRail risk assessment and change management processes.
- **Critical Risks and Critical Controls** – develop awareness of critical risks and critical controls as these relate to different tasks and work environments within your regional area.

- Ensure site risk registers highlight local critical risks and critical controls, Coordinate education and awareness sessions in conjunction with local management and HSAT/Health and Safety Committee representatives.
- **Construction Site Risk Assessment** - undertake risk assessments construction sites relating to assets, infrastructure and working practices to feed into site SHE plans

### **Incident Reporting and Investigation**

- **Incident reporting** – support teams and managers with the timely and accurate reporting of near miss/HiPo events and actual harm or damage incidents.
  - Assist site teams with ensuring incident descriptions, language used and risk ratings applied clearly and appropriately reflect the event and severity/potential outcomes.
- **Incident investigation** - support local management with pulling together and analysing data during incident investigations, assist with developing corrective actions.
  - Review completed investigations to ensure all relevant information has been obtained and considered, correctly uploaded and corrective actions captured in the incident database and also recorded in local risk registers.
- Where requested, undertake independent incident investigations in other areas of the business such as projects, involving contractors or customers, or other regional locations.

### **Auditing Compliance and Information Management**

- **Audit programme** - complete a programme of audits across your project area covering all associated KiwiRail depots, work sites, project works and customer sidings.
- Audits will incorporate KiwiRail, contractor and customer work tasks and activities.
- The audit programme will review controls stated in KiwiRail rules, site/task risk assessments and operating procedures incorporating a combination of:
  - Field observations using risk registers and critical control verification tools,
  - Process reviews covering local operating procedures and KiwiRail standards,
  - Implementation and understanding of Safety Management System tools.
- Undertake additional 'ad-hoc' audits as assigned, covering:
  - Deep dives into 'hot topic' areas as identified through data analysis or at regulator request,
  - Reviews of safety communications to ensure these have been adequately communicated, understood, monitored for implementation and clarification provided where necessary.
  - Reviews of incident investigations to review evidence uploaded, corrective actions assigned, close out and effectiveness.
  - Reviews of internal and external audit actions to review correct implementation, close out and effectiveness.
- **Communication** – work with the ZH Lead to communicate results of audit activities and recommended actions.
  - Prepare presentations to local and regional management;
  - Record completed audits using the KR reporting tools.

### **Engagement, Culture and Capability Development**

- **Awareness and understanding** - work with site teams to ensure safety, health and environmental awareness and understanding is developed through inclusion within toolbox talks and roadshow/monthly presentations.
  - Monitor local communication of safety alerts, incident summaries and rules/procedural updates.
  - Ensure information is received by local management teams, clearly communicated and understood with records of communication and any feedback obtained and submitted into KR reporting databases.
- **SHE Work Conversations** - provide training and coaching to local teams in undertaking SHE Work Conversations and how to record these in K2.
- **Support Use of Tools and Systems** - assist local teams, contractors and customers to ensure awareness of and access to KiwiRail systems and tool including:
  - Checking competencies in the KLE training records database (and awareness of safety critical skills),
  - Recording information in K2 (SHE work conversations, inspections, hazards, near misses incidents, critical control verifications) Support team members with completing pre-start meetings and job safety analysis or STAR reviews prior to commencing tasks.
  - Recording information in IRIS (investigations and audits)
  - Recording and navigation of HSAT/H&S Committee portal and Kiwirail ZH IKON (intranet) pages.
- **Meeting attendance and participation** – be involved in local management meetings and provide advice and guidance and work with the local teams to implement KiwiRail rules and procedures.
- HSAT/H&S Committees
  - Establish and attend HSAT/Health and Safety Committee meetings for sites (as assigned),
  - Support the development of H&S Rep capability,
  - Working closely with committee chair and secretary and assist with the use and navigation of the HSAT Portal (sharepoint site).
- **Engagement** - support local managers with interpreting KiwiRail rules and procedures and incorporating these in to their work planning, contingency planning, hazard management and continuous improvement plans.
  - Assist local management teams with the development of operating procedures by using Kiwirail risk management and change management processes,
  - Work with site managers to ensure SHE KPI targets and performance are understood and being successfully achieved.
- Present in a professional manner and promote workplace practices that foster a positive Zero Harm culture.

## **Person Profile**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Experience working in a generalist H&amp;S position.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a large complex operational environments.</li> </ul>

<ul style="list-style-type: none"> <li>• Evidence of a competent level of HS&amp;E technical/professional knowledge.</li> <li>• Strong verbal and written communication skills</li> <li>• Strong interpersonal and relationship management skills including the ability to engage and influence at all levels.</li> <li>• Passion for safety and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a highly unionized workforce in partnership with unions.</li> </ul>
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**Education:**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Incident Investigation</li> <li>• Risk Assessment/Management</li> <li>• Audit</li> <li>• Training/Communication/Presentation skills</li> </ul>	<p>HSE Diploma/Tertiary HS&amp;E qualifications and/or equivalent</p>