

POSITION DESCRIPTION

Safety Quality Environmental and Risk Manager (Stage 3)

Position Purpose:

Support Keolis Downer (KD) with respect to workplace health and safety and risks associated with the construction and mobilisation of the Gold Coast Light Rail Stage 3 extension to the light rail system.

Reporting to:

Stage 3 Program Manager

Position Responsibilities

Co-ordination of quality and risk activities relating to the fulfilment of KD obligations to participate and influence design outcome to provide a light rail system which is safe and accessible for passengers and KD staff in the line of their duties. Duties include;

- Representing KD interests at external technical design review meetings and preparation of WVR (Work Verification Records) with contractors and GoldlinQ;
- Ensure all design development is in accordance with PSR & O&M requirements;
- Attend joint hold and witness point inspections also attended by KD's client, GoldlinQ, the Independent Verifier and various construction quality representatives to determine whether design has adequately incorporated safety, quality and risk mitigation as necessary;
- Represent KD at FAT, SAT, SIT testing as required;
- Represent KD at all internal and external meetings as required and coordinate with the D&C contractor any interface arrangements that could impact safety, particularly UNH, BBS and Depot interfaces;
- Ensure all O&M manuals, spares, asset registers, safe working instructions, system site, as built drawings including training and familiarization are received and validated prior to completion and handover;
- Provide advice and direction relating to safety in design and installation;
- Prepare and develop all management of change documents including risk assessments, cost impacts and modifications to align with both D&C3 and GoldlinQ change management project processes;
- Assist in the development of system site drawings and update of the permit to work system in conjunction with internal departments to reflect the stage 3 extension including amendments to the KD induction training program;
- Provision of a handover report demonstrating that due diligence has been undertaken and to signify that the system can be accepted into operation; and
- Ensure the Operational Risk Register is updated and managed in conjunction with the KD internal HSQE team.

Competencies Required

- Work as a Rail Safety Worker Category 2 (safety critical worker);
- Proven experience in relation to project quality management procedures;
- Proven experience in identifying, quantifying and controlling risk;

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- Essential: Light operations experience; and
- Desirable: Project management experience.

Profile Requirements:

- Diploma WH&S;
- A highly self-motivated team player, with sound organisational skills;
- Fluent in English with excellent written and verbal communication skills;
- Able to identify and rectify problems and issues in a timely manner;
- A competent verbal and written communicator;
- Legally entitled to live and work in Australia.

All Keolis Downer Gold Coast (KD) workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continual improvement processes and systems
- Participate in internal and external audits for continual improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate HSQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the HSQE team to facilitate continual improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the HSQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting