

# JOB BRIEF - HEALTH & SAFETY COORDINATOR



## POSITION: HEALTH & SAFETY COORDINATOR

Tomkins Commercial & Industrial Builders Pty Ltd  
Brisbane, Gold Coast & Sunshine Coast  
Full time

## ABOUT US:

Tomkins Commercial and Industrial Builders is a family owned and operated construction company that has been delivering quality building solutions across the industry for over 70 years. We design and construct a wide variety of residential, commercial, industrial, and retail projects including special heritage ventures to each client's unique specifications.

With relationships at the core of our business, great people remain the key to our success. At Tomkins, we support our people to grow, learn, develop their skills, and reach their potential. Our strategy is to focus on creating a diverse and inclusive environment and to focus on creating a safe work environment where our people feel strongly connected to our values and objectives. Tomkins is committed to providing a work environment in which everyone is treated fairly and with respect. We have an exciting opportunity available for a Health & Safety Coordinator to join our team – if you think you've got what it takes to join #TeamTomkins, [click to apply now](#).

## MAIN RESPONSIBILITIES:

- Management of Quality Assurance, Health & Safety and Environmental project requirements
- Experience in certified AS/NZ 9001:2008 Quality Management systems, AS/N25 14001:2004 Environmental Management Systems and AS/NZs ISO 45001:2018 Occupational Health and Safety Management Systems
- Initiate and facilitate initial project risk assessment
- Initiate specific risk assessments such as job specific or plant risk assessments
- Develop site specific induction program and assessments and ensure all personnel are inducted at commencement of engagement on the project
- Maintain records relating to induction and training including details of all personnel qualifications
- Ensure all safety related responsibilities are understood by all personnel and carried out including site inspections, risk assessments, safe behaviour observations, preparation of JSAs and appropriate permits – provide assistance with these functions as required
- Attendance in the field to provide practical safety advice, identify any unsafe work practices and assist personnel in maintaining the safety and health of themselves and others
- Complete site inspections, risk assessments, safe behaviour observations
- Investigate all incidents with efficiency and ensure debriefs are conducted and corrective or preventive actions implemented
- Participate in development of site-specific Work Method Statements
- Coordinate rehabilitation and injury management of injured workers including return to work plans with request from the HSEQ Manager (RTWC)
- Participate in any other relevant or appropriate training programs.

## WE ARE LOOKING FOR SOMEONE WHO HAS:

Experience in the implementation and improvement of Quality, Healthy & Safety & Environmental systems within the construction industry along with:

- Effective interpersonal and communication skills
- Experience in a similar role within the construction industry
- Strong attention to detail
- Demonstrated computer skills, especially in MS Office products
- Demonstrated experience in auditing of Quality, Healthy & Safety & Environmental Systems.

*Building is more than  
a contract — it's a relationship.*

info@tomkinscommercial.com.au | tomkinscommercial.com.au | 07 3267 0694

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BRISBANE HEAD OFFICE  
11 Ashtan Place  
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SUNSHINE COAST OFFICE  
Unit 4, 21–23 First Avenue  
Maroochydore QLD 4558

GOLD COAST OFFICE  
Ground Level, 72 Nerang Street  
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SYDNEY OFFICE  
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## WHAT WE OFFER:

- Competitive remuneration package
- Uniform and PPE
- Employee Assistance Program – available free to all employees and immediate family members
- Opportunity to be part of well-established and growing company
- Ongoing career and development opportunities
- Secure, permanent role.

This is a rare opportunity to join a company who will provide security, a great culture and opportunities for progression. If you're interested in this role, DON'T DELAY – APPLY NOW!

**APPLY NOW**

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