

Position:	Health, Safety & Wellbeing Manager
Department:	People & Culture
Reporting to:	HR Manager
Location:	Marlborough with occasional travel to Auckland
Date:	March 2025

## Position Purpose:

### The purpose of this role is to:

- Champion and lead a health, safety, and wellbeing (HSW) culture where safety is a core value that focuses on continuous improvement and industry-leading practice.
- Identify and implement plans and strategies that are predominately employee-led, to ensure compliance and minimise risk to our people.
- Partner with key stakeholders, including Employees, Teams, Managers, the Board and regulatory bodies to drive safety initiatives.
- Manage systems, processes, policies and initiatives to ensure these are effectively communicated and successfully implemented.

## Key Relationships:

External	Internal
<ul style="list-style-type: none"><li>• Contractors</li><li>• Suppliers</li><li>• Service Providers</li></ul>	<ul style="list-style-type: none"><li>• HR Team</li><li>• All YWG Employees &amp; Managers</li><li>• The Board</li></ul>

## Key Accountabilities & Tasks:

### Compliance & Strategy

- Monitor and implement legislative changes and best practice in accordance with applicable legislation and guidelines and ensure obligations are met by the business.
- In conjunction with key stakeholders, develop, implement, monitor and review the HSW Strategy.
- Maintain, improve, monitor, and implement relevant systems, processes, policies and initiatives.
- Monitor compliance and report on exceptions to Managers, HSW Sub Committee of the Board, and the Board.
- Proactively identify hazards and risks across the business and manage reviews ensuring appropriate controls are implemented.
- Collaborate with the QSE team to integrate management systems and ensure these align to agreed standards.

### HSW Culture

- Develop, implement, and drive the HSW plan, including advising and leading relevant business KPIs and objectives.
- Promote, champion, and drive continual improvement to create a solid and sustainable HSW culture and build HSW competency across the business.
- Support, advise and drive departmental HSW committees and the HSW Sub Committee of the Board and ensure actions are implemented within given timeframes.

### HSW Leadership & Management

- Embed HSW leadership and influence.
- Respond proactively to issues and develop and maintain systems, interventions, recommendations and/or training to effectively address these.
- Manage training initiatives, and support managers to ensure certifications and licenses are maintained.
- Support the implementation, training and maintenance of systems and records, including but not limited to:
  - SOPs
  - Induction
  - Hazard and Risk Management
  - Chemical Management
  - Emergency Planning
  - Contractor Management
- Monitor statistics and provide reports with recommendations to key stakeholders.
- Manage and deliver the Our People report to the HSW Sub Committee and Board along with any other reports as requested. Ensure recommendations are clearly documented and associated actions implemented.
- Establish a proactive approach to mitigating accidents and injuries to minimise harm.
- Maintain and improve incident, accident, and near-miss reporting.
- Fully lead investigations and report on outcomes and recommendations within acceptable timeframes.
- Manage and formalise rehabilitation and return to work programmes (work and non-work) and act as the interface between the business, relevant health providers, managers, employees, and where applicable HR.

### Audit Preparation & Participation

- Implement, lead, and maintain HSW audits and accreditations, including but not limited to internal audits, SEDEX, ISO45001
- Ensure any corrective and preventative audit outcomes are communicated clearly along with recommendations and an action plan on how they are going to be addressed and/or mitigated.

### Leadership

- Lead the team to ensure outputs align with the company strategy.
- Inspire and drive a high-performing team culture by demonstrating exceptional leadership capabilities and behaviours.
- Participate in regular leadership development activities and/or training.
- Build and develop a team culture focused on operational excellence, and high staff morale through appropriate communication, coaching, reviews, training & development, and regular performance feedback.
- Have a visible presence across the business to promote engagement and positive working relationships.
- Establish and maintain strong relationships across all levels of the organisation.
- Proactively engage teams to ensure buy-in and drive support for company initiatives.
- Develop and manage the HSW budget and report variances.
- Manage leave liability ensuring this remains within policy limits.

### HSW Compliance & Standards

- Always abide to the relevant legislation, company's policies, and procedures, whether acting as an employee or on behalf of the company on both Yealands, supplier or customer sites.
- In relation to HSW, environmental management, ethics, quality, and food safety responsibilities:
  - Lead by example ensuring relevant legislation, company policy, procedures and standards are adhered to at all times.
  - Identify and communicate staff development opportunities, working in conjunction with management to provide the necessary training.
  - Actively participate in related training.
  - Where uncertainty exists around legal or policy compliance, to seek clarification prior to commencing a task. Where activity has the potential to impact adherence to policies, communicate with Managers to find a suitable alternative solution.
  - Identify and report improvements or incidents through Mango, ensuring investigations are completed in full, improvements identified and implemented to minimise future risk.
  - Leading by example, promote positive HSW, Sustainability, Food Safety and Quality cultures.
- Actively participate in the injury management process.
- Enable and support employees to participate in wellbeing, environmental and sustainability programmes where appropriate.
- Adopt 'best practice' food defence and food fraud prevention procedures.
- Participate in and lead audits as required.

## Person Specifications:

### Experience

- Minimum of 5 years in a HSW advisory / management role.
- Viticulture, agriculture, wine industry or FMCG experience preferred but not essential.
- Experience in development, implementing and managing integrated management systems.
- Experience leading cultural change with HSW

### Education & Qualifications

- Relevant qualifications in H&S, or evidence of working towards this is desirable.

### Specific Skills & Attributes

- Heaps of energy along with a can-do attitude!
- Accountability and resilience when facing challenges.
- Solid education and training expertise.
- Ability to work autonomously and drive results by inspiring and influencing key stakeholders.
- Business acumen, computer literacy, and analytical skills.
- Superior communication skills, both verbal and written.
- Excellent interpersonal relations and influencing skills.
- Proven ability to manage challenging conversations and/or situations and be comfortable and confident with decision making and recommendations.
- Problem solving and effective priority setting.
- Proven ability to make critical decisions in a crisis.
- Be a strong coach and able to engage with others at all levels in the business.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

## Employee & Manager Acknowledgement:

Employee Signature

Date

Manager Signature

Date