

CS34 WHS Coordinator

1. Job role

TCF sub-sector	Cross Sector
Job role	CS34 WHS Coordinator
Job role description	Coordinates work health and safety systems within TCF production and processing environments, including machine operations and material processing. Ensures compliance with Australian WHS legislation, manages risk assessments and promotes a safe workplace culture.
Performance expectations	• Maintain compliance with WHS legislation and codes of practice • Reduce workplace incidents and injury rates • Ensure safe machine and chemical handling practices • Maintain accurate safety documentation and reporting • Support continuous improvement in safety performance • Promote positive safety culture across production teams
Specialisation	• Manufacturing and machinery safety • Hazardous substances and chemical safety • Risk assessment and incident investigation
Application in other TCF sectors	The skills described in this profile are transferable across multiple sectors of the textile, clothing and footwear (TCF) industry and may also be applied in other manufacturing and product-based industries where similar capabilities are required.

2. Key tasks and critical work functions

Key tasks	• Conduct workplace risk assessments • Develop and maintain WHS policies and procedures • Monitor machine guarding and safe operating practices • Oversee safe storage and handling of chemicals and adhesives • Investigate incidents and near misses • Coordinate WHS training and toolbox talks • Maintain safety records and regulatory reporting
Critical work functions	• Ensuring safe operation of production machinery • Managing risks associated with adhesives and compounds • Maintaining compliance with WHS legislation • Reducing risk of workplace injuries and illnesses • Promoting hazard identification and reporting culture • Supporting emergency preparedness and response • Monitoring contractor and visitor safety compliance

3. Technical skills

WHS legislation knowledge	Apply Australian WHS laws and standards.
Risk assessment methods	Conduct hazard identification and risk analysis.

Incident investigation	Apply root cause analysis techniques.
Machine safety compliance	Monitor guarding and lockout/tagout systems.
Chemical safety management	Interpret SDS and manage hazardous substances.
Emergency response planning	Develop evacuation and response procedures.
Digital WHS systems*	Use safety management software platforms.
Safety training coordination	Deliver or organise WHS training programs.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Attention to detail	Identify hazards and compliance gaps.
Communication	Explain safety procedures clearly.
Problem solving	Address emerging safety risks proactively.
Leadership	Promote safety-first culture.
Collaboration	Work with management and production teams.
Integrity	Ensure ethical compliance with WHS standards.

5. Emerging skills

Emerging skills	• Digital incident reporting systems • Real-time safety monitoring technologies • Automation-related risk management • ESG-aligned safety reporting • Mental health and wellbeing programs • Advanced hazard analytics tools
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6. VET Qualifications and Skill Sets

Entry-level preparation	BSB30719 Certificate III in Work Health and Safety
Advanced development	BSB51319 Diploma of Work Health and Safety

7. Job progression

Possible job progression	WHS Coordinator → WHS Manager → Compliance or Operations Director
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8. Classification

Australian Qualifications Framework	AQF Level 3-5 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3 (Technicians / Professionals)
Open Source Classification of Occupations for Australia (OSCA)	WHS Coordinator – Footwear Production



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