

CS42 Human Resources / Workplace Health and Safety Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS42 Human Resources / Workplace Health and Safety Coordinator
Job role description	Coordinates human resource functions and workplace health and safety (WHS) compliance within TCF enterprises. Responsible for recruitment support, staff onboarding, training coordination, safety compliance and risk management. Typically present in medium-sized enterprises or franchise networks.
Performance expectations	• Ensure compliance with Australian WHS legislation • Maintain safe workshop and retail environments • Support recruitment and onboarding processes • Maintain accurate employee records • Coordinate staff training programs • Minimise workplace incidents and risks
Specialisation	• WHS risk assessment and reporting • Staff induction and training coordination • Incident management procedures • Workplace policy development • Compliance documentation management
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 • Maintain WHS policies and procedures • Coordinate staff training and safety inductions • Manage incident reporting and documentation • Support recruitment and onboarding processes • Maintain employee records and compliance files • Liaise with external regulatory authorities when required
Critical work functions	• Maintaining compliance with WHS regulations • Ensuring safe handling of machinery and chemicals • Monitoring staff competency and training completion • Maintaining accurate HR documentation • Supporting a positive workplace culture • Managing workplace risks proactively

	Supporting legal and regulatory compliance
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3. Technical skills

WHS legislation knowledge	Understanding Australian workplace safety laws.
Risk assessment techniques	Identifying and mitigating hazards.
HR administration systems*	Maintaining employee records digitally.
Training coordination	Organising compliance and skills training.
Incident investigation	Managing and documenting workplace incidents.
Policy development	Drafting and updating workplace policies.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Attention to detail	Ensure accurate compliance documentation.
Communication	Communicate safety and HR requirements clearly.
Organisation	Maintain structured records and processes.
Problem solving	Resolve workplace and compliance issues.
Confidentiality	Handle sensitive employee information securely.
Leadership support	Support managers in workforce matters.

5. Emerging skills

Emerging skills	- Digital HR management systems - Online WHS compliance training platforms - Mental health and wellbeing initiatives - Sustainability and ESG compliance alignment
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6. VET Qualifications and Skill Sets

Entry-level preparation	BSB40420 Certificate IV in Human Resource Management or equivalent
Advanced development	BSB50320 Diploma of Human Resource Management or equivalent

7. Job progression

Possible job progression	HR / WHS Officer → HR / WHS Coordinator → HR Manager / Operations Manager → General Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-5 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2 - Professional / Managerial
Open Source Classification of Occupations for Australia (OSCA)	Human Resources Officer / WHS Officer



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