

CS52 Health, Safety and Environment Coordinator

1. Job role

TCF sub-sector	Cross-sector
Job role	CS52 Health, Safety and Environment Coordinator
Job role description	Coordinates health, safety and environmental (HSE) systems across TCF production and service environments to ensure safe work practices, regulatory compliance and environmental responsibility. In the TCF industries—where operations include manufacturing, processing and service delivery—the HSE Coordinator supports implementation of WHS systems, environmental controls and risk management processes, working with production, engineering and management teams to maintain safe workplaces and sustainable operations.
Performance expectations	• Maintaining safe and compliant work environments across operations • Ensuring adherence to WHS legislation and environmental regulations • Implementing and monitoring safety procedures and systems • Reducing workplace incidents and hazards • Maintaining accurate HSE documentation and reporting • Supporting environmental sustainability practices • Conducting risk assessments and safety audits • Promoting safety awareness and training across teams • Ensuring incident reporting and investigation processes • Driving continuous improvement in safety and environmental performance
Specialisation	WHS systems, environmental management, risk assessment, incident investigation, compliance systems, sustainability practices
Application in other TCF sectors	• Apparel production supporting safe garment manufacturing environments • Textile manufacturing supporting chemical, mechanical and process safety • Footwear production supporting safe assembly and machinery operations • Leather goods production supporting safe handling of materials and equipment • Dry cleaning and laundry services supporting chemical handling, hygiene and plant safety • Technical textile and specialty services supporting controlled and compliant environments

	Manufacturing and service industries supporting workplace safety and environmental systems
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2. Key tasks and critical work functions

Key tasks	- Implementing and monitoring HSE policies and procedures - Conducting workplace inspections and safety audits - Identifying hazards and conducting risk assessments - Investigating incidents and near misses - Maintaining HSE documentation and reporting systems - Coordinating safety training and awareness programs - Monitoring environmental impacts and compliance - Coordinating with production and management teams
Critical work functions	- Ensuring compliance with WHS and environmental regulations - Preventing workplace injuries and incidents - Maintaining safe operating conditions across production and service environments - Supporting effective incident response and reporting - Promoting a culture of safety and responsibility - Managing risks associated with machinery, chemicals and processes - Ensuring environmental sustainability and compliance

3. Technical skills

WHS systems	Implementing workplace health and safety management systems
Risk assessment	Identifying hazards and assessing workplace risks
Incident investigation	Conducting investigations and root cause analysis
Environmental management	Monitoring environmental impacts and compliance
Compliance systems	Applying regulatory and organisational compliance requirements
Audit processes	Conducting internal safety and environmental audits
Documentation systems	Maintaining accurate HSE records and reports

4. Generic Skills

Communication	Engaging effectively with teams on safety practices
Attention to detail	Ensuring compliance and accurate documentation
Problem solving	Addressing safety and environmental issues
Leadership	Promoting a culture of safety and responsibility
Organisation	Managing multiple compliance and reporting tasks
Collaboration	Working across operational and management teams

5. Emerging skills

Emerging skills	• Using digital HSE management systems and reporting tools • Applying data analytics for safety performance monitoring • Supporting sustainability and ESG reporting frameworks • Integrating safety systems with automated production environments • Using real-time monitoring and IoT safety systems • Implementing advanced environmental management practices
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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	HSE Officer → HSE Coordinator → HSE Manager → Compliance or Operations Director
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8. Classification

Australian Qualifications Framework	AQF Level 4-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Health, Safety and Environment Coordinator – Cross-sector TCF



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