

CS42 Human Resources / Workplace Health and Safety Coordinator

Disclaimer

These Occupational Frameworks and Skill Profiles have been developed as workforce planning, occupational mapping and skills reference resources for the Australian textile, clothing and footwear (TCF) industry. They are intended to describe the typical functions, responsibilities, skills and capabilities associated with occupations across the industry.

These documents are not intended to replace or override industrial instruments or employment arrangements, including awards, enterprise agreements, employment contracts, position descriptions, classification structures, licensing or regulatory requirements, or other statutory obligations. Where differences arise, the relevant industrial, legislative or regulatory requirements take precedence. The Skill Profiles should be used as complementary reference documents to support workforce planning, career development, training and skills recognition.

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 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.
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	• 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.

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 1.
Open Source Classification of Occupations for Australia (OSCA)	222131 Human Resources Adviser.



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