



Job Description

POSITION TITLE:	Chemical Safety and Compliance Officer
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Head of Risk
DEPARTMENT:	Corporate Services – Quality, Risk and Safety

PURPOSE AND SCOPE OF THE POSITION

The Chemical Safety and Compliance Officer will be responsible for assisting the **Head of Risk** to maintain and improve SAHMRI's chemical safety management. The role will support ongoing compliance with all relevant accreditations, standards, and certifications.

The role is responsible for the development, coordination and monitoring of the Chemical Safety Program, including chemical hygiene, chemical safety inspections, chemical inventory, accident investigations, hazardous materials management, and chemical safety training.

KEY RESPONSIBILITIES

The specific duties include:

- Develop, implement, maintain and continuously improve chemical safety programs, including chemical inventory management, labelling, storage, handling, transport, disposal, hazardous materials management, spill response preparedness, and chemical safety compliance requirements.
- Develop, review and maintain chemical safety procedures, standard operating procedures (SOPs), guidelines, and other supporting documentation.
- Provision of advice, guidance and support to staff, researchers and laboratory users on chemical safety requirements, risk management and regulatory obligations.
- Effectively communicate chemical safety processes, procedures and initiatives across the Institute
- Monitor compliance with relevant legislation, standards and codes of practice, including requirements of SafeWork SA, the Environmental Protection Authority (EPA) and other applicable regulatory bodies.
- Coordinate in collaboration with the Facilities Department, the safe collection, handling and disposal of chemical waste including toxic or hazardous solids, liquids or gases and mixed waste
- Coordinate, in collaboration with the Radiation Safety Officer, the safe management and disposal of radioactive materials where required.
- Prepare reports, risk assessments and compliance documentation, and provide recommendations to support informed decision-making and continuous improvement.
- Conducting routine and follow-up chemical safety and hazard inspections of SAHMRI facilities
- Responding to emergency situations involving hazardous materials
- Developing and analysing chemical accident and incident reports for trends
- Maintaining and improving use of the chemical inventory tools i.e., Chemwatch platform amongst research community.

- Participate in special projects to continuously improve processes, tools, systems and organisation
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**

SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.
- Scheduled metropolitan travel to SAHMRI's various worksites (PIRL, FMC & Women's and Kids)



Person Specification

QUALIFICATIONS

- Bachelor of Science or Bachelor of Applied Science in Chemistry or equivalent is required
- Qualification in Safety Management and Auditing is desirable

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience conducting workplace safety inspections, audits and risk assessments and monitoring compliance with relevant WHS legislation, standards, codes of practice and organisational procedures
- Strong knowledge of hazardous chemical management requirements, including chemical registers, Safety Data Sheets (SDS), labelling, storage handling, transport, disposal, and emergency response arrangements.
- Experience developing, implementing and continuously improving chemical safety procedures, standard operating procedures, protocols and associated documentation.
- Experience developing, implementing and monitoring safety programs and compliance initiatives within a laboratory, research, health or technical environment.
- Sound knowledge of industrial chemical hygiene, hazardous materials management, fire safety, radiation safety interfaces and environmental safety principles and practices.
- Demonstrated ability to gather, analyse and interpret data; investigate incidents, hazards and compliance issues; identify trends; and prepare reports and recommendations
- Strong analytical and problem-solving skills, with the ability to assess risk and develop solutions.
- Ability to communicate complex technical and regulatory information clearly to a broad range of stakeholders, including non-technical personnel.
- Demonstrated skills in the development, delivery and evaluation of safety education, training and awareness programs.
- Excellent stakeholder engagement, communication, consultation, negotiation and facilitation skills.
- Ability to build and maintain effective working relationships with people at all levels of the organisation and work collaboratively within a diverse and multidisciplinary environment.
- Demonstrated ability to lead and support change initiatives in a culture of continuous improvement, promoting best-practice workplace health, safety and quality management systems.
- Capacity to influence behaviour, drive safety culture improvements and contribute to the achievement of organisational objectives.
- Well-developed organisational, prioritisation and time management skills
- Commitment to ongoing professional development and maintaining contemporary knowledge of WHS, chemical safety and regulatory requirements.
- Demonstrated flexibility, responsiveness and a customer-focused approach when working with internal stakeholders.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People

- Able to demonstrate the following SAHMRI Values and Culture:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun