

## Position Description

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| <b>Position Title:</b> National Health & Safety Manager | <b>Reports to:</b> Chief Executive Officer |
| <b>Department:</b> Senior Leadership                    | <b>Location:</b> TBC                       |

### Company Profile

Our way is to Find a Way.

Booth's is a nationwide logistics company differentiated by our innate way of identifying people's needs and delivering on them.

Maybe it's our experience, maybe it's our upbringing. We like to think that finding a way is just a natural part of who we are. If customers have challenging requests, we'll throw everything at it. When we just think that the team might need it, we'll throw on the barbie.

It's this sixth sense that's our not-so-secret secret to how we roll.

Our 'can do will do' attitude is as much for our people, as it is for our customers. This natural way of being that's in our DNA feeds a culture of thinking outside the box, empowering each other to make decisions and following through on what we say we're going to do.

This ability to see a need and deliver on it offers growth and opportunity for our people. If we can help every person feel valued by listening to their needs and finding a way, then we can help everyone reach their somewhere by being their somehow.

### Purpose

At Booth's we want everyone to get home safe, every day.

The National Health & Safety Manager will lead the next stage of our safety culture. The role sets the strategy, direction and tone for safety at Booth's and leads a team of H&S Business Partners who work alongside our branches and warehouses every day. It builds strong, trusted relationships with senior leaders and is a visible champion for safety across the business. Leaders own safety in their areas and the H&S team coaches, supports and challenges them to do it well. Good systems and compliance remain important, sitting behind the culture rather than leading it.

### Key Responsibilities and Duties

#### 1. Build a safety culture that sticks

- Set the tone for safety at Booth's, role modelling the behaviours we expect and being a visible champion across the network
- Shape a clear, engaging approach to safety culture that the H&S Business Partners bring to life in our branches and warehouses
- Create an environment where people feel confident to speak up, report near misses and stop work when something isn't right
- Recognise good safety behaviour and address unsafe behaviour fairly and constructively

- Turn our safety commitment into everyday actions and conversations, not campaigns or paperwork
- Set the direction for worker participation through health and safety representatives, committees and everyday input into how risks are managed
- Engage effectively with our diverse workforce, including Māori and Pasifika teams, so safety connects with everyone

## **2. Partner with our leaders**

- Build strong, trusted relationships with the CEO, SLT and regional managers and influence how safety is led across the business
- Coach senior leaders to own safety, lead good safety conversations and act on issues quickly, and equip the H&S Business Partners to do the same with branch and site leaders
- Set clear expectations for everyday leadership routines such as pre-starts, site walks and toolbox talks
- Challenge respectfully when standards slip and help leaders find solutions that work operationally
- Lead the integration of new sites and acquired businesses, bringing them into the Booth's way of working safely

## **3. Make safety easy to get right**

- Focus our effort on the critical risks that could cause serious harm
- Make policies, procedures and training clear and easy to use, so people know what good looks like
- Streamline systems and reporting so safety supports the work rather than adding to it
- Use feedback from H&S Business Partners, workers and leaders to check what works in the field and keep improving

## **4. Strategy, critical risk and assurance**

- Develop and deliver a focused national H&S plan aligned to business priorities and legal obligations
- Make sure critical risks across linehaul, metro, container, HIAB, yard, warehouse and contractor work are understood and well controlled
- Set the approach to transport risks including driver fatigue and hours, vehicle and load security and maintaining a strong NZTA Operator Safety Rating
- Set the approach for coordinating shared risks with owner-drivers, subcontractors, customers and other businesses on shared sites
- Keep H&S systems, emergency preparedness and audits fit for purpose, including effective use of ecoPortal
- Support the Board and CEO to meet their officer due diligence duties, with clear reporting on critical risks, how well controls are working, trends and progress.

## **5. Learn from incidents**

- Ensure incidents and near misses are reported, investigated and notified to regulators where required
- Set the standard for investigations that focus on learning and fixing controls, not blame, and lead investigations into serious incidents
- Share lessons across the network so the same thing doesn't happen elsewhere
- Make sure corrective actions are tracked to completion and checked to confirm they have worked

## **6. Lead and grow the H&S team**

- Lead, coach and develop a team of H&S Business Partners who are credible, approachable and trusted by the branches and warehouses they support
- Set clear priorities and ways of working so the team delivers consistently across the network
- Position the team as partners who build capability in operations rather than policing it
- Work with People & Capability on practical induction, training and worker participation
- Build constructive relationships with WorkSafe, ACC, NZ Transport Agency Waka Kotahi and industry bodies

## **7. Health and wellbeing**

- Oversee fitness for work and our drug and alcohol programme, working with operations and People & Capability
- Identify and manage psychosocial risks such as stress, bullying and harassment, and support good mental health with People & Capability
- Support injury management, rehabilitation and safe return to work, meeting our ACC obligations
- Keep the business up to date on legislative changes and what they mean in practice

## **General Responsibilities**

All Booth's employees are expected to take responsibility for:

### **Health and Safety**

- Comply with and promote the Company's Health, Safety and compliance requirements
- Ensure that no action or inaction on our part while at work harms any other employee, customer, or member of the public.
- To follow the safe working practices set out in the Booth's Health and Safety Manual (or its revised equivalent) and relevant policies.

### **Compliance**

- Comply with all relevant legislation by utilising tools and equipment in place appropriately to support compliant behaviours
- Understand the chain of responsibility and your role within that chain, ensuring that your behaviours are of a standard that does not influence or breach the rules or laws

### **Teamwork**

- Be a constructive team member by promoting and actively participating in meetings and providing effective advice, support and encouragement to staff.
- Share information, ideas and resources with others
- Behave in a way that supports Booth's brand and values.

### **Leadership**

- Training and helping team members develop their skills
- Positively influence others to perform their jobs to the best of their ability

### **Customer Service**

- Help promote and maintain a positive company image
- Consistently providing high quality service to customers and suppliers
- Deal efficiently and effectively with queries and correspondence from both internal and external customers/suppliers
- Manage customer complaints in a professional manner and escalate when deemed necessary to Senior Leadership

## Key Relationships

### Internal

- Board, CEO and SLT
- Regional and branch managers
- Warehouse managers
- Supervisors and frontline teams
- H&S Business Partners
- Health and safety representatives
- People & Capability

### External

- WorkSafe
- ACC
- NZ Transport Agency Waka Kotahi
- Owner-drivers, subcontractors and partner carriers
- Customers, ports and shared site operators
- Industry bodies

## Qualifications/Experience

### Qualifications

- Relevant tertiary qualification in health and safety (preferred)

### Experience

- Significant H&S leadership experience, ideally in transport, logistics, warehousing or another high risk operational environment
- A proven track record of building safety culture and lifting engagement, with results you can point to
- Experience influencing senior leaders and coaching operational managers
- Strong knowledge of NZ health and safety legislation, officer due diligence and critical risk management
- Experience managing transport and fleet risk, including driver fatigue, is highly regarded
- Experience leading, coaching and developing a team of H&S professionals

### Attributes

- A people person who builds trust quickly and relates easily with everyone from the boardroom to the yard
- A strategic thinker who sets clear direction and brings people with them
- Practical and pragmatic, with the ability to make complex things simple
- A coach and influencer rather than an enforcer
- Credible and confident to challenge, with sound judgement
- A clear, down to earth communicator
- Culturally aware and able to connect with a diverse workforce
- Positive, resilient and passionate about people getting home safe
- Willing to travel nationally, with a current NZ driver licence

Employee Sign: .....

Date: .....

Manager Sign: .....

Date: .....