



## MH PREMIUM FARMS

**Position Title:** WHS Co-ordinator  
**Salary:** Depending on experience  
**Entity:** MH Premium Farms (MHPF)  
**Report To:** HR/WHS Manager

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### About Us

MHPF is a private landholder of Australian agricultural assets. We operate 17 properties in Eastern Australia, strategically located over several climatic regions. The portfolio is comprised of:

- Prime lambs, wool and cattle
- Broadacre cropping of cereals and oilseeds
- Irrigated cotton and sugar

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### Our Philosophy

MHPF's aim is to be a market leading and sustainable producer of livestock and crops. We take a long-term view and continually look for opportunities to grow and improve the business.

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### About this role – Key duties and responsibilities

This is a fulltime role reporting to the HR/WHS Manager. This role will be responsible for co-ordinating all facets of WHS for the group, with duties including but not limited to:

- Incident management including ensuring relevant internal/external notifications, register maintenance, appropriate investigations conducted and reported and implications for employee safety management communicated to the wider team.
- Manage Workers Compensation claims, including reporting, claim management and return to work programs
- Oversight of the company WHS risk registers ensuring up to date, appropriate mitigating actions noted and relevant issues escalated to the HR Manager & CEO
- Safety Culture – embed safety culture in the teams including participation in Safety committee meetings, provision of relevant content for farm Tool Box Talks and review of minutes for issues, farm visits and conversations with employees to keep safety “front of mind”
- Maintenance of the Safe Operating Procedures including annual review for relevance and efficiency and update as required for new potential risks identified
- Farm safety audits including co-ordination of external audits and conducting internal audits
- Co-ordinate safety inductions for new employees, working with the Payroll Manager and in conjunction with the relevant Farm Manager
- Other ad-hoc tasks as required to support the HR team
- Other ad-hoc tasks as required to support to the wider admin team

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### Key relationships and stakeholders

- MHPF area and farm managers
- MHPF executives, finance and admin team
- Company Insurers
- Other service providers

## Skills and Experience

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To be successful in this position you will require:

- Experience in a similar role
- WHS qualifications an advantage
- A team-orientated approach and ability to work collaboratively
- Well-developed communication and interpersonal skills and ability to interact positively with stakeholders
- The ability to build and maintain effective working relationships at all levels
- Strong time management and organisational skills
- Ability to use initiative and proactive
- Excellent attention to detail
- Current driver's license as travel may be required from time to time

If you feel you possess these qualities and are interested in becoming part of our team at MHPF, please APPLY NOW