

## 10.2.5j Joinery Tradesperson

### Position Description

Reports to:  
Workshop Supervisor

(referred to as Workshop Worker in procedures)

### General

- Conduct and present yourself and your workplace in a professional manner at all times.
- Production and assembly of joinery in a tradesman like manner.

### Quality Management System:

- Ensure compliance with contract and legislative standards and codes.
- Follow procedures as instructed.
- Report to the Workshop Supervisor any damaged or unsuitable materials.
- Completion of joinery jobcards Q/A forms and other production records.

### WHS Management System:

- Take reasonable care in the performance of work so as to prevent work-related injuries and illnesses to themselves and others.
- Adopt safe work practices consistent with their training, instruction and level of competence.
- Report all injuries immediately.
- Report any hazards identified as part of their normal duties.
- Undertake workshop induction.
- Comply with workshop safety rules.
- Use and maintain PPE.
- Attend and participate in toolbox talks/consultations.

### Environment Management System:

- Take reasonable care in the performance of work so as to prevent environmental incidents.