

POSITION DESCRIPTION

Occupation Health and Safety Officer

This position description describes the scope and skills required of the Occupation Health and Safety Officer at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Occupation Health and Safety Officer
DEPARTMENT:	Workforce Wellbeing
REPORTS TO:	Director, Workforce Wellbeing

POSITION SUMMARY:

Reporting to the Director, Workforce Wellbeing the principal objective of this position is to support managers and employees with implementation, review and assessment of comprehensive occupational health and safety plans and procedures. To identify hazards and assess risks to health and safety and implement appropriate safety controls and to ensure compliance with OHS policies and procedures through regular worksite visits.

POSITION ACCOUNTABILITY:

- Assist with the development of a compliant OHS framework relevant to the organisation and understood by all.
- Ensure OHS systems are maintained in compliance with relevant standards and organisational policies and procedures.
- Facilitate activities of the OH&S committee, including preparing agenda, minutes, scheduling meetings, developing reports and assisting the Chair.
- Coordinate all contractor OH&S requirements throughout the organisation.
- Assist with reporting via the incident registry (Riskman).
- Coordinate OH&S audit schedule to ensure OH&S compliance, maintain audit documentation records and report outcomes to OH&S Committee.
- Conduct workplace assessments and report of notifiable occurrences.
- In consultation with the Learning and Development Officer, develop and facilitate training programs on health and safety issues including hazard management and risk analysis across the various site locations.
- In consultation with the Learning and Development Officer, source external consultants providing training and presentations on health and safety practices and legislation.

- Participate in mandatory Health and Safety training, and maintain currency of legislation, codes of practice, industry standards and training requirements.
- Provide consultation and support to Managers and employees to assist with the maintenance of safe work practices and provide information regarding regulations and legislation.
- Work collaboratively with the Quality department to ensure processes of continuous improvement activates such as auditing, surveys and needs analysis.

PERFORMANCE MEASURES:

- Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- Prepare and maintain appropriate statistical data, reports and analysis activities as required
- Supervise students and volunteers as required, or as appropriate.
- Communicate with the Director, Workforce Wellbeing in respect to role responsibilities and professional expertise in order to assist with program development
- Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs
- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Tertiary qualification in Occupational Health and Safety or relevant experience.
- Comprehensive knowledge and understanding of Occupational Healthy Safety Act, and Occupational Health and Safety Regulations and relevant governing bodies.
- Experience with hazard assessments and risk management.
- Ability to prepare and present training sessions.
- Ability to communicate effectively both orally and written across multiple levels.
- Initiative to prepare plans and assist in the implementation of policies to achieve organisation objectives.
- High competency in Microsoft suite.

Desirable

Certificate IV in Work Health and Safety.

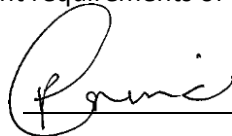
Knowledge of quality assurance processes and continuous improvement needs.

Knowledge and experience within the health sector and in particular the disability area.

Mandatory Requirements

- A National Police check
- An international police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children Check
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Working rights within Australia
- Victorian Driver Licence
- A reliable vehicle
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:



Pauline Grima

Director, Workforce Wellbeing

I acknowledge and agree that the above position description is an accurate reflection of the Occupation Health and Safety Officer role.

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.