



**Swan Hill**  
District Health  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Occupational Health and Safety Officer** 3 Months Full Time – Fixed Term position

An exciting opportunity exists to lead the OHS department in the day to day coordination of its occupational health and safety program.

### **About the role:**

The OHS Officer will provide the effective and efficient completion of duties to comply with the SHDH OHS Program to ensure compliance to the OH&S Act and ASNZS 4801 2001; the OHS Risk Management System; and Emergency Preparedness Systems to ensure compliance to the Department of Health and Human Services Guidelines.

### **Selection Criteria:**

- Relevant Occupational Health and Safety Qualification and/or a minimum of three to five years' experience in an OHS role.
- Demonstrated experience in the delivery requirements to ensure compliance with OHS/WHS legislation, standards, directives, policies and procedures.
- High level technical ability and expert knowledge in OHS, and other relevant legislation, regulations, standards and codes of practice.
- Well-developed conceptual, analytical and problem solving skills to enable the identification of issues, and the judgment and decision making ability to determine appropriate courses of action and formulation of strategies for achieving long-range organisational goals.
- Demonstrated highly developed stakeholder management and interpersonal skills including communication, consultation, negotiation and facilitation.
- Demonstrated experience in the design, delivery and evaluation of risk assessment.

### **About You:**

- Qualifications & registrations
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Fiona Lawrance, Operational Director People & Culture Care, Ph: (03) 5033 9994 or E: [flawrance@shdh.org.au](mailto:flawrance@shdh.org.au)

**Closing date: 4<sup>th</sup> June 2023**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>Occupational Health and Safety Officer</b>
<b>Tenure:</b>	<b>Initially 3 months - may be extended</b>
<b>Classification:</b>	(Depending on experience)
<b>Department:</b>	Occupational Health and Safety
<b>Reports to:</b>	Operational Director – People and Culture
<b>Position Summary:</b>	<p><b>Effective and efficient day to day completion of duties to comply with the following:</b></p> <ul style="list-style-type: none"> <li>• The SHDH Occupational Health &amp; Safety Program that ensures compliance to the OH&amp;S Act 2004 and ASNZS 4801 2001.</li> <li>• The Occupational Health and Safety Risk Management System.</li> <li>• The Emergency Preparedness System to ensure compliance to the Department of Health and Human Services Guidelines.</li> </ul>
<b>Responsibilities:</b>	<p><b>The Occupational Health and Safety Management System:</b></p> <ul style="list-style-type: none"> <li>• Undertake maintenance of the OH&amp;S Management System to ensure its compliance to relevant legislation and standards.</li> <li>• Develop and implement OH&amp;S Policies and Procedures in consultation with line management, Health and Safety Representatives (HSR's) and other key stakeholders as required.</li> <li>• Provide reports on the performance of the OH&amp;S Management System to Line Management.</li> <li>• Provide technical support and advice to Directors, Managers and Supervisors following consultation with line management.</li> <li>• With guidance establish, maintain and report on an Area Safety Inspection regime.</li> <li>• With guidance undertake evaluation and assessment of identified hazards / near misses with the view to eliminate potential / further risk as directed.</li> <li>• Develop and facilitate Occupational Health and Safety staff training / development programs in consultation with the Operational Director People and Culture.</li> <li>• Complete specific risk mitigation projects in a timely manner as directed.</li> <li>• Undertake Occupational Health and Safety information and data collection as required.</li> <li>• Support the development, maintenance, implementation and report on an Occupational Health and Safety Strategic Plan.</li> </ul> <p><b>Occupational Health and Safety Risk Management System:</b></p> <ul style="list-style-type: none"> <li>• In consultation with the Operational Director People and Culture establish, maintain and report on an Occupational Health and Safety Risk Management System.</li> <li>• Liaise with Line Management to provide support to Department Heads in relation to OH&amp;S Risk Management.</li> </ul> <p><b>Emergency Preparedness System:</b></p> <ul style="list-style-type: none"> <li>• Develop a systematic approach to review and implement the Emergency Preparedness System following consultation.</li> <li>• As directed develop, facilitate and evaluate the Emergency Preparedness training regime.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain reports on False Alarms / Fire Alarm Activation, analyse data and in consultation with the Operational Director People and Culture make recommendations to mitigate the incidence.</li> </ul> <p><b>Board Data Support:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain Data information as required to support OHS Reporting on progress to the Board of Management.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant Occupational Health and Safety Qualification and/or a minimum of three to five years' experience in an OHS role.</li> <li>• Demonstrated experience in the delivery requirements to ensure compliance with OHS/WHS legislation, standards, directives, policies and procedures.</li> <li>• High level technical ability and expert knowledge in OHS, and other relevant legislation, regulations, standards and codes of practice.</li> <li>• Well-developed conceptual, analytical and problem solving skills to enable the identification of issues, and the judgment and decision making ability to determine appropriate courses of action and formulation of strategies for achieving long-range organisational goals.</li> <li>• Demonstrated highly developed stakeholder management and interpersonal skills including communication, consultation, negotiation and facilitation.</li> <li>• Demonstrated experience in the design, delivery and evaluation of risk assessment.</li> <li>• Current National Police Check.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul> <p><b>Highly Desirable:</b> Previous work experience/ exposure to OHS/WHS delivery requirements.</p>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>

<b>Our Purpose:</b>	<b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
<b>Privacy and Confidentiality:</b>	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.  Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	May 2023
<b>Reviewed:</b>	
<b>Managers Name:</b>	Fiona Lawrance
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	