



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Occupational Health and Safety Officer

Part-Time – 64 hours fortnight

(HS2 - HS3)

About Swan Hill

The Swan Hill Region is a bustling agricultural hub. Located just three and a half hours northwest of Melbourne and five and a half hours from Adelaide, this region is celebrated for its close proximity to the majestic Murray River, which meanders for nearly 200 kilometres through its landscapes. Offering a diverse array of attractions and activities, the Swan Hill Region beckons visitors to immerse themselves in its beauty. From local events and festivals to outdoor adventures and river sports, the Swan Hill region is an ideal retreat year-round.

The Position

Administration, effectively completes tasks, works well in teams, manages time, and prioritizes work accurately. They respect confidentiality, operate well independently, understand the importance of engaging in consultation, are skilled in Microsoft Office, ensure OHS compliance, and continually seek improvement and are passionate about OHS.

About You

You are practical, remain calm in stressful situations, and enjoy collaborating with individuals from different SHDH departments. You have a solid grasp of Admin while also being compliant and efficient. You feel assured when communicating with a varied audience, including external stakeholders, and you support the organization during times of change.

You bring:

- Minimum of 1-3 years' experience (with a Cert 4) in Occupational Health and Safety or other appropriate disciplines
- Experience in data collection, reporting, and analysis.
- Current satisfactory National Police Record Check
- Current Working with Children Clearance (from PD)
- Evidence of immunization 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 (requirement that there is immunization for all vaccine preventable illnesses)

What we have to offer

- Salary package
- Professional development

You'll be part of a supportive team and contribute to a strong organisational culture built on integrity, accountability and care.

Applications including the names of two referees should be forwarded to: People & Culture, Swan Hill District Health via email to employment@shdh.org.au

Enquiries about this role should be directed to **Fiona Lawrance** on
Ph: (03) **5033 9994**

Applications will only be accepted if they address the Key Selection Criteria and include an **Application for Employment form** – all documents are located on our website [SHDH jobs](#)
Email applications are preferred.

Swan Hill District Health reserves the right to interview and appoint candidates prior to the
Closing Date.



Position:	Occupational Health and Safety Officer
Classification:	HS - HS3
Department:	People and Culture
Reports to:	Operational Director – People and Culture
Position Summary:	Effective and efficient day to day completion of duties to comply with the following: • The SHDH Occupational Health & Safety Program that ensures compliance to the OH&S Act 2004 and ASNZS 4801 2001. • The Occupational Health and Safety Risk Management System. • The Emergency Preparedness System to ensure compliance to the Department of Health and Human Services Guidelines. The OH&S Officer will provide a high level of administrative support to the OH&S Coordinator and will assist by ensuring systems are maintained to meet compliance with the various health and safety legislation and regulations.
Responsibilities:	This position's key responsibilities are: • Maintain OH&S data, information and records in line with SHDH management processes and legislation and regulations requirements. Undertaking OH&S information and data collection as required. • Maintain OH&S dashboards, and prepare monthly OH&S reports for required committees, including input of month end data, through the collation of data from multiple sources. • Provide administrative support to the OH&S Coordinator and to OH&S activities, by producing professional documents including various forms of correspondence, reports and information briefs. • Contribute to the review and updates of the OH&S Policy & Procedures, including the Emergency Procedures, in accordance with organisational policy and legislative requirements. • Support HSR's, managers, and other employee to access OH&S documents and information, as required. • In consultation with the OH&S team, establish, maintain and report on an Area Safety Inspection regime. • Assist in OH&S incident review and undertake evaluation and assessment of identified hazards / near misses with the view to eliminate potential / further risk in consultation with HSR's and managers. • Complete specific Hazard mitigation projects in a timely manner as directed. • Organise and maintain Fit Testing schedule, to meeting respiratory guidelines and SHDH policy, and ensure employee communication around test dates, location, and results is adequate. • Assist in the development, delivery and review of OH&S training and competences requirements.
Key Selection Criteria:	Selection will be based on personal qualities, knowledge and skills required to achieve the objectives this position. • Previous experience in an administration-based environment. • Demonstrated effectiveness in completing administrative and organisational tasks • The ability to work within a team and manage time effectively whilst prioritising work in a systematic, accurate and timely manner.

	• A thorough understanding and respect for privacy and confidentiality. • Demonstrated ability to operate with minimal supervision and show initiative. • Experience in Microsoft Office programs and the ability to learn new software programs. • Demonstrated experience in the delivery requirements to ensure compliance with OHS/WHs legislation, standards, directives, policies and procedures. • A desire to undertake further OHS training when available. • Current National Police Check. Highly Desirable: Previous work experience/ exposure to OHS/WHs delivery requirements. Return to Work Coordinator certificate.
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	• Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	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. We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	Connected Care / Best Experience 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.

Privacy and Confidentiality:	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 with 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	May 2023
Current:	September 2025
Managers Name:	Fiona Lawrance
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585