



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Occupational Health and Safety Officer

HS3- \$1431.70 to \$1582.80per week
depending on experience and qualifications

A Fulltime position is available for an OHS to join our enthusiastic team of Health Professionals in the People and Culture at Swan Hill District Health.

The Position

This role will deliver the reporting requirements for Swan Hill District Health Occupational Health and Safety/Occupational Violence incidents and provide support in identifying OVA requirements where required. The role will also assist with the physical wellbeing provision for employees.

You Bring

- Certification in OHS or Nurse Clinical training, with strong administration skills would be ideal; however, experience and a desire to work towards these qualifications would also be accepted Current National Police Check.
- Working with Children's Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

Attract Connect Stay; moving for this job? At SHDH our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life. Because we want you to stay.

About Swan Hill District Health: 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
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to employment@shdh.org.au. You will find the documents required on our website – Vacant positions

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.

Applications close: Friday 15 March 2026

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



Position:	Occupational Health and Safety Officer
Classification:	HS3
Department:	People and Culture
Reports to:	Operational Director – People and Culture
Position Summary:	<p>Effective and efficient day to day completion of duties to comply with the following:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Responsibilities:	<p>This position’s key responsibilities are:</p> <ul style="list-style-type: none"> • 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:	<p>Selection will be based on personal qualities, knowledge and skills required to achieve the objectives this position.</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. <p>Highly Desirable: Previous work experience/ exposure to OHS/WHs delivery requirements. Return to Work Coordinator certificate.</p>
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:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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:	<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> <p>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.</p>
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>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.</p>

Privacy and Confidentiality:	<p>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.</p> <p>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.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • 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:	