



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



Inclusive

Compassionate

Progressive

Accountable

Occupational Health and Safety Manager

A Full-Time position is available for an **Occupational Health and Safety Manager** to join our enthusiastic team of Health Professionals in the People and Culture team at Swan Hill District Health.

The Position

We're seeking a dynamic and forward-thinking **Occupational Health & Safety (OHS) Manager** to lead safety, wellbeing, and risk management across a multi-site Victorian Public Health service.

In this pivotal leadership role, you'll shape and deliver a contemporary OHS strategy while overseeing day-to-day operations across diverse clinical and non-clinical environments. You'll lead a dedicated team, drive consistency across sites, and partner with executive leaders, clinicians, and frontline staff to create safer workplaces and stronger safety cultures.

This is a unique opportunity to influence system-wide change—using data, collaboration, and innovation to reduce risk, improve injury outcomes, and enhance workforce wellbeing. You'll also play a key role in regional alignment, ensuring best-practice OHS systems and initiatives are embedded across all services.

If you're a strategic thinker with strong operational capability and a passion for improving safety outcomes in complex environments, this role offers the scope, challenge, and impact you're looking for.

You Bring

- Completion of a tertiary qualification in Occupational Health & Safety, Risk Management or related discipline, or its equivalent that is relevant to the field of practice.
- Demonstrated ability to lead both strategic and operational OHS functions in complex, multi-site environments
- Strong capability in risk management, incident investigation, and driving system-wide safety improvements
- A collaborative, values-driven leadership style with a commitment to building a positive safety culture and workforce wellbeing

Mandatory requirements

- Current National Police Check and Current Working with Children Check, or will to obtain.
- 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. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

Attract Connect Stay; 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.

To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, to employment@shdh.org.au.

You will find the position description 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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting employment@shdh.org.au

Applications close: 9am, Monday 22 June 2026

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



INCLUSIVE
We provide an experience that welcomes and values everyone



COMPASSIONATE
We respond to our people with understanding, empathy and kindness.



PROGRESSIVE
We continue to strive for the best experience outcomes.



ACCOUNTABLE
We personally commit to taking responsibility for all of our decisions and actions.

Position:	Occupational Health and Safety Manager
Classification:	Managers & Administrative Worker - Grade 5 – 6
EBA/Award:	Health and Allied Services, Managers and Administrative Workers EBA 2021 2025
Department:	People and Culture
Location:	Swan Hill District Health Main Campus – 48 Splatt Street, SWAN HILL VIC 3585
Reports to:	Executive Director of People and Culture
Direct Reports:	8-10
Immunisation Risk Category:	Category C: Position within a non-clinical setting.

Position Summary:	<p>The Occupational Health & Safety (OHS) Manager provides strategic leadership and operational oversight of workplace health, safety, and wellbeing.</p> <p>This role is responsible for developing, implementing, and continuously improving OHS frameworks, systems, and initiatives to ensure compliance with Victorian legislation and alignment with best practice in healthcare safety.</p> <p>The OHS Manager operates in a complex, multi-site environment, driving a culture of safety excellence while balancing strategic direction with hands-on operational leadership. The role partners with executive leaders, clinicians, unions, and external regulators to reduce risk, improve worker health outcomes, and ensure safe, sustainable workplaces.</p>
Responsibilities:	<p>1. Strategic Leadership</p> <ul style="list-style-type: none"> Develop and implement a multi-service OHS strategy aligned to organisational objectives and Victorian public health priorities Lead the integration of safety, wellbeing, and risk management frameworks across participating health services Provide expert advice to Executives on OHS risks, trends, and compliance obligations Embed a proactive safety culture, driving continuous improvement and strong governance practices Align OHS strategy with broader workforce, wellbeing, and clinical governance frameworks <p>2. Operational Management</p> <ul style="list-style-type: none"> Provide support, advice and resources to managers and Health and Safety Representatives, to effectively meet their obligations under the Act

- Oversee the day-to-day delivery of OHS services across multiple sites, ensuring consistency and high performance
- Lead and coordinate OHS teams, including capability development, workforce planning, and performance management
- Ensure effective hazard identification, risk assessment, and incident investigation processes
- Monitor and respond to workplace incidents, ensuring timely and appropriate corrective actions
- Support operational leaders in managing safety risks within clinical and non-clinical environments

3. Regional Collaboration

- Lead regional alignment of Occupational Health & Safety systems and practices across multiple health service sites, ensuring consistent application of policies, procedures, and risk management frameworks
- Drive collaboration between site-based OHS teams to standardise approaches to hazard identification, incident management, and risk mitigation
- Facilitate shared learning and continuous improvement through cross-site analysis of incidents, trends, and safety data
- Coordinate region-wide OHS initiatives targeting common risks (e.g., occupational violence, manual handling, psychosocial hazards)
- Build strong partnerships with operational leaders to ensure consistent safety expectations and performance outcomes across all locations
- Represent the organisation in regional OHS forums and networks, contributing to sector-wide safety improvements and alignment with Department of Health priorities

4. Compliance & Risk Management

- Ensure compliance with:
 - Occupational Health and Safety Act 2004 (VIC)
 - Occupational Health and Safety Regulations 2017 (VIC)
 - Workplace Injury Rehabilitation and Compensation Act 2013 (VIC)
 - WorkSafe Victoria requirements
 - Iso 31000:2018 Risk Management Framework
 - AS/NZ ISO45002:29018 Safety management standards
- Maintain and continuously improve OHS policies, procedures, and systems
- Oversee internal and external audits, inspections, and regulatory interactions
- Manage notifiable incidents and liaise with WorkSafe where required
- Lead risk mitigation strategies targeting high-risk areas such as manual handling, occupational violence, and psychological safety

5. Occupational Violence, Aggression and Psychological Safety

- Lead the prevention and management of Occupational Violence and Aggression (OVA) across all sites, ensuring alignment with Victorian Department of Health guidelines
- Implement consistent systems for reporting, responding to, and investigating OVA incidents, driving continuous improvement and staff safety
- Ensure compliance with psychological health requirements under the Occupational Health and Safety Act 2004 (VIC), including identification and management of psychosocial hazards
- Develop and embed frameworks addressing risks such as work-related stress, burnout, bullying, and exposure to trauma
- Promote a preventative, systems-based approach to psychological safety, integrated with broader OHS and wellbeing strategies
- Monitor OVA and psychosocial data to identify trends and deliver targeted risk reduction initiatives
- Ensure effective post-incident support, debriefing, and training to strengthen workforce capability and resilience

6. Emergency Management

- Provide strategic and operational leadership for emergency preparedness, response, and recovery across all sites
- Develop and maintain emergency management frameworks aligned with Department of Health requirements, Australian Standards, and accreditation standards
- Ensure emergency plans, code responses, and business continuity arrangements are current, tested, and consistently applied
- Lead risk assessments, scenario planning, and organisation-wide preparedness activities, including training, drills, and continuous improvement
- Establish clear incident command structures and act as a key advisor to Executives during major incidents
- Integrate emergency management with OHS and clinical risk systems, particularly in high-risk scenarios
- Maintain partnerships with external emergency services and oversee post-incident reviews and reporting to governance committees

7. Injury Management & Wellbeing

- Provide operational and strategic oversight of injury management and return-to-work programs
- Ensure alignment with WorkSafe injury management and compensation requirements
- Drive initiatives to reduce injury rates, duration, and recurrence
- Champion psychological health and wellbeing programs, including prevention of occupational violence and burnout

8. Stakeholder Engagement & Partnerships

- Build strong relationships with:

	<ul style="list-style-type: none"> ○ Executive leadership teams ○ Clinical and operational leaders ○ Health and Safety Representatives (HSRs) ○ Unions and employee representatives ○ External regulators and partner agencies <ul style="list-style-type: none"> ● Facilitate effective OHS committees and consultation mechanisms ● Promote a collaborative, consultative approach to safety management <p>9. Data, Reporting & Continuous Improvement</p> <ul style="list-style-type: none"> ● Establish robust OHS reporting frameworks, including KPIs and dashboards ● Analyse data trends to inform strategy and targeted interventions ● Report regularly to Executive and Board committees on OHS performance ● Drive innovation and adoption of best practice approaches to safety in healthcare
Key Selection Criteria	<ol style="list-style-type: none"> 1. Tertiary qualifications in Occupational Health & Safety or a related discipline 2. Demonstrated experience in a senior OHS leadership role, ideally within healthcare or complex, multi-site environments 3. Strong knowledge of Victorian OHS legislation and regulatory frameworks 4. Proven ability to lead both strategic initiatives and operational service delivery 5. Experience managing multidisciplinary teams across dispersed locations 6. Demonstrated success in driving safety culture transformation and reducing workplace risk 7. High-level stakeholder engagement and influencing skills, including with executive leadership 8. Strong analytical and reporting capability <p>Desirable Requirements</p> <ul style="list-style-type: none"> ● Experience within Victorian Public Health Services ● Postgraduate qualifications in OHS, risk management, or leadership ● Knowledge of clinical risk environments, including occupational violence and psychosocial hazards ● Experience with safety management systems and digital reporting platforms <p>Mandatory Requirements</p> <ul style="list-style-type: none"> ● Current National Police Record Check ● Current “Working with Children Permit” ● 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 immunization for all vaccine preventable illnesses.

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.
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 Centred 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>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 centred.</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 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.</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.

Job Demands List						
Swan Hill District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.						
Frequency Functions						
I	= Infrequent	Activity may be required very infrequently				
O	= Occasional	Activity required occasionally, not necessarily all shifts				
F	= Frequent	Activity required most shifts, up to 50% of the time				
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods				
N/A	= Not Applicable	Activity not performed				
Aspects of Normal Workplace				Frequency		
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks		x			

Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks					x
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying	x				
	Assisted lifting (mechanical, equipment, person assist)	x				
Working at heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			x		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.					x
Psychosocial Demands						
Interaction with People	Tasks involving interacting with distressed and emotional people			x		
	Tasks involve interacting with people with mental illness, mental health issues or a disability.			x		
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.			x		
	Tasks require communicating with others (children or adults) to exchange information.				x	

	Tasks require giving direction and feedback on work undertaken by others.				X	
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.				X	
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.				X	
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.				X	
Working requirements	Tasks require work to be conducted out of hours (such as overnight).					X
	Tasks are undertaken in a busy, demanding and dynamic work unit.				X	
	Tasks for the position require individual resilience and adaption to workplace change.				X	

Environmental Demands

Gases	Working with explosive or flammable gases requiring precautionary measures					X
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					X
Noise	Environmental/background noise necessitates people raising their voice to be heard					X
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE	X				
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					X
Radiation	Working with radiologic equipment					X

Previous Revision dates:

May 2026.

Approval

Managers Name:

Managers Signature:

Employees Name:

Employees Signature: