

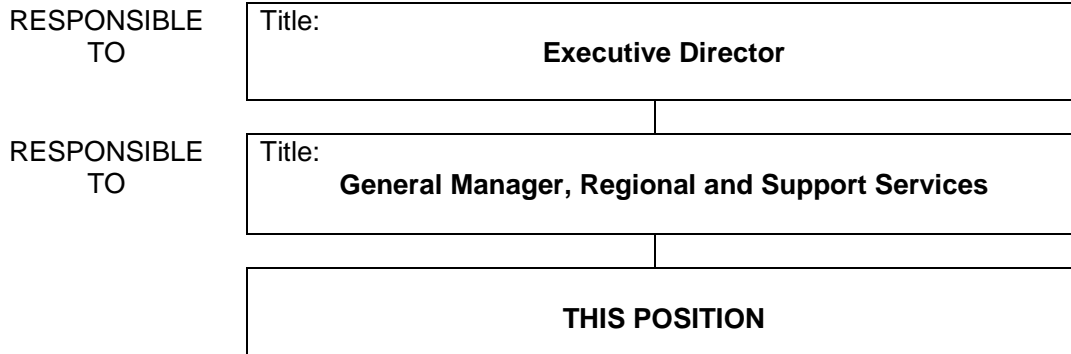


CLEARANCE REG NO. PWWF2163 – DG05JUL2016

SECTION 1 - POSITION IDENTIFICATION

SITE	QEII	POSITION TITLE	Occupational Safety & Health Consultant
NETWORK	Corporate Services	LEVEL	G6
DEPARTMENT	Governance & Performance	POSITION NO	00011698
SECTION	Occupational Health & Safety	AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS



Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>	<u>FTE</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Provide a comprehensive occupational safety and health (OSH) consultancy service to all areas of PathWest Laboratory Medicine WA. Develops and implement systems to ensure organisational compliance to OSH management standards including the oversight of pre-employment health assessments and associated staff vaccinations. Develops and implement management strategies and programs aimed at fostering an organisation-wide workplace safety culture.

OCCUPATIONAL HEALTH & SAFETY CONSULTANT, LEVEL G6, POSITION NO 00011698

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>PROFESSIONAL</p> <p>1.1 Provide a comprehensive OSH consultancy service to all areas of PathWest including ensuring appropriate review of PEHAs prior to employment and the implementation, monitoring, recording, and reporting on staff vaccination and other infection control programs in accordance with Department of Health policy.</p> <p>1.2 Undertake audits and investigations. Identify and develop control strategies for risks/hazards.</p> <p>1.3 Provide advice to line managers to assist them to meet their OSH and Injury Management legislative obligations.</p> <p>1.4 Provide advice and support on OSH matters to relevant health service committees and working groups. Contributes to the development and implementation of corporate risk management strategies.</p> <p>1.5 Undertake workplace assessments and provide advice to line managers to reduce risk of injury or disease.</p> <p>1.6 Maintain technical information on OSH matters and ensure relevant information is passed on to line managers and Safety Representatives.</p> <p>1.7 Advise and support Safety and Health Representatives.</p> <p>1.8 Provide training and education to staff on specific OSH issues and their legislative rights and obligations.</p> <p>1.9 Provide regular training to managers/supervisors on their legislative responsibilities.</p> <p>1.10 In conjunction with key parties, investigate specific accidents that have led to lost time injuries to ensure that the causes are identified and appropriate control measures are identified and implemented.</p> <p>1.11 Works closely with managers and employees to provide a consultancy service to managers/supervisors and staff on all aspects of the PathWest injury management policy, processes, procedures and guidelines as required.</p>
2.	<p>2. OCCUPATIONAL HEALTH AND SAFETY PROGRAMS</p> <p>2.1 Develop and implement programs and strategies designed to increase the awareness of staff on key safety and health issues.</p> <p>2.2 Develop and implement promotions and strategies designed to increase the general safety culture of the health service.</p> <p>2.3 Conduct regular assessments and reviews of programs to determine their effectiveness.</p> <p>2.4 Develop, implement, monitor and report on health service wide OSH strategies and programs.</p>
3.	<p>3. POLICY & STRATEGY</p> <p>3.1 Contribute to the development, implementation and review of OSH policies, procedures, strategies and plans.</p> <p>3.2 Keep abreast of trends and developments in OSH and undertake research on the reduction of risks.</p>
4.	<p>OTHER</p> <p>4.1 Performs duties in accordance with organisational Policies and Procedures.</p> <p>4.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.</p> <p>4.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.</p> <p>4.4 Participates in Performance Planning and Review.</p> <p>4.5 Performs other duties as directed.</p>

OCCUPATIONAL HEALTH & SAFETY CONSULTANT, LEVEL G6, POSITION NO 00011698

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in Occupational Safety and Health (OSH), ergonomics, risk management or relevant discipline or extensive relevant experience in the provision of OSH and/or ergonomic services.
2. Well developed oral and written communication skills for report writing, training and presentations.
3. Well developed interpersonal and, organisational skills and the ability to be flexible and innovative to achieve outcomes.
4. Well developed analytical and problem solving skills including the ability to evaluate information, identify trends and issues and plan appropriate strategies.
5. Ability to provide leadership and to work effectively, independently and as part of a team.
6. Current knowledge of OSH legislation, risk management practices, and OSH systems.

DESIRABLE REQUIREMENTS

1. Knowledge of Workers Compensation and Injury Management practices.
2. Experience in a healthcare environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. C Class drivers licence.

SECTION 6 – APPOINTMENT FACTORS

LOCATION	ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS: Criminal Record Clearance Required The Criminal Record Screening is processed by Health Support Services (HSS) under the Department of Health’s Criminal Record Screening Policy. - Completion of 100 point identification check required. - Successful Pre-Employment Health Assessment required. - Successful Pre-Employment Integrity check required.	
SPECIALISED EQUIPMENT OPERATED	

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST

SITE DIRECTOR

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE