



# Healthy kids, healthy communities

Compassion Excellence Collaboration Accountability Equity Respect

## Manager Occupational Safety - Health

### Position details

Position Number: 00008991  
 Classification: HSO Level G8  
 Agreement: Health Salaried Officers Agreement  
 Directorate: CAHS People, Capability and Culture  
 Department: Workforce Services  
 Location: Perth Children's Hospital QEII - Nedlands

### Reporting relationships

This position reports to:

00008635 Executive Director Workforce HSO Level G13

Positions under direct supervision:

Injury Management Consultant	HSO Level G6	0.8 FTE
OSH Consultant	HSO Level G6	2.5 FTE
OSH Assistant	HSO Level G3	0.8 FTE

### Key Responsibility

Lead a team to provide specialist advice and effective coordination of Occupational Safety and Health (OSH) and Injury Management (IM) services to the Child and Adolescent Health Service (CAHS). Provide a specialist OSH consultancy service to senior managers and other staff in relation to the management of safety in the workplace. Provide advice and support to Executive in the management of safety at both operational and strategic level. Formulate, deliver and evaluate safety and injury management programs consistent with the goals of CAHS.



## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

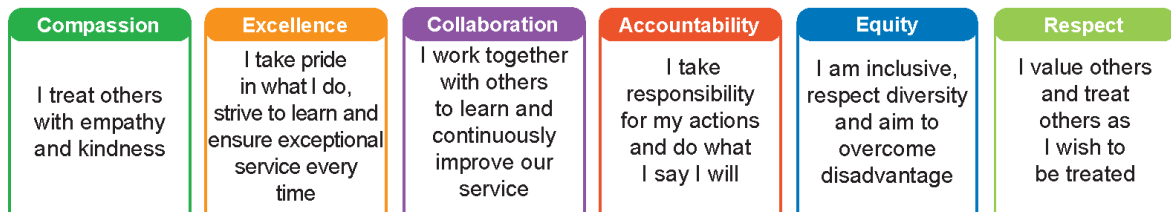
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



## Summary of accountabilities

### 1. Leadership and Management

- Manage and supervise the Occupational Safety and Health (OSH) and Injury Management (IM) team, provide leadership, and ensure the setting and maintenance of professional standards in OSH and IM.
- Establish strategic and effective relationships with key stakeholders including executive and senior management to promote coordinate and develop strategies to enhance the OSH and IM service delivery within the organisation.
- Facilitate the systematic evaluation of OSH and IM protocols and services and recommend strategies for the ongoing improvement of the program. Evaluate the effectiveness of projects and associated implemented strategies using continuous improvement principles.

### 2. Occupational Safety and Health and Injury Management

- Responsible for the overall management of the OSH and IM program at CAHS.
- Provide a specialist advice and consultancy service to executive, senior management and employees and other relevant stakeholders on complex OSH and IM issues.
- Review, develop and coordinate the implementation of OSH and IM policies, procedures and practices in accordance with organisational objective, relevant legislation and government policy.
- Advise and assist managers in their OSH and IM responsibilities including legislation, monitoring work environment, hazard reduction and accident investigation.
- Ensure appropriate reports and statistics are maintained in accordance with legislative requirements.
- Liaise with other hospitals, government agencies and professional institutions on OSH issues.
- Provide regular key performance indicator reports.
- Coordinate safety training program to support employees, safety and health representatives and managers.
- Represent the Health Service at external forums/committees in OSH and IM matters.

### 3. Workers Compensation

- Manage the workers' compensation service for CAHS.
- Attend Conciliation and Review Conferences and other legal meetings as required.
- Lead the review of workers' compensation cases with RiskCover.
- Provide support to managers in the management of IM and workers' compensation.
- Monitor the performance of Health Support Service (HSS) in regards to salary and wages recoups from RiskCover.

#### 4. Other Duties

- Monitor the external and internal environment for trends and developments which may impact on OSH and IM at CAHS to ensure continuous improvement.
- Promote awareness of and ensure compliance with:
  - Clinical and/or corporate governance requirements; and
  - Legislative and other regulatory requirements relating to equity and diversity, disability services and OSH.

#### 5. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the CAHS Vision and CAHS Values of Compassion, Collaboration, Accountability, Respect, Excellence and Equity.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Extensive experience in the delivery of direct occupational safety and health consultancy support services within a large multidisciplinary service organisation.
2. Comprehensive knowledge and understanding of contemporary OSH and risk management theory and practice.
3. High level skills in consultation, negotiation and communication.
4. Substantial experience in the formulation, implementation and evaluation of occupational safety standards, policies and procedures.
5. Ability to evaluate information and identify issues and trends and plan and recommend appropriate strategies.
6. Capacity to effectively lead and manage a team.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable selection criteria

1. Tertiary qualifications in occupational safety and health or related field.
2. Relevant professional experience within the health sector.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

## Certification

Created on <b>14/09/2012</b>	Last Reviewed <b>24/10/2019</b>	HSS Registered <b>29/04/2020</b>
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I verify that the details in this document are an accurate reflection of the requirements of the position.

\_\_\_\_\_  
Manager / Supervisor

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

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

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Occupant Name

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Signature or HE Number

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Date