



HSS REGISTERED

Workplace Health and Safety Consultant

WA Health – HSUWA – PACTS Industrial Agreement: Level G6

Position Number: 602939

Armadale Health Service/East Metropolitan Health Service

Reporting Relationships

Executive Director
HSO Class 1
Position Number: 602758



Director Corporate Operations
HSO Level G-11
Position Number: TBA



This Position



Directly reporting to this position:

Title	Classification	FTE
• Injury Management Officer	HSO Level G-3	0.2

Also reporting to this supervisor:

- Various



Key Responsibilities
Provides a comprehensive health and safety consultancy service, inclusive of coordination of injury management services. Develops and implements injury prevention strategies and programs, including training and education, aimed at reducing incidents and injuries. Where injuries do occur, facilitates employees to return to gainful and meaningful work. Fosters an organisation-wide safety culture.



Brief Summary of Duties (in order of importance)

1. Consultancy and Advisory Services

- 1.1 Undertakes Occupational Safety and Health system audits, investigations and inspections of workplaces for the identification of real or potential hazards.
- 1.2 Leads the coordination of AHS adherence to statutory obligations specifically in respect to the Acts, Regulations and Australian Standards.
- 1.3 Coordinates and provides advice to Occupational Safety and Health representatives, managers and relevant committees to meet their Occupational Safety and Health legislative obligations and supports the continuous improvement in Occupational Safety and Health practices.
- 1.4 Liaises with Worksafe on legislative and compliance matters.
- 1.5 Develops, coordinates and delivers an injury management service for employees with work related injuries.
- 1.6 In consultation with the injured employee, supervisor and treating doctor; plans, develops, implements and monitors, individuals return to work programmes ensuring that services are provided within programmes.
- 1.7 Represents AHS at WorkCover direction/conciliation hearings, District Court hearings, and informal conferences in relation to workers compensation cases when required.
- 1.8 Manages information systems for workers compensation, injury management and Occupational Safety and Health for data collection, retrieval and analysis; provides regular reports on injury management, workers compensation and Occupational Safety and Health activity and relevant performance indicators to management committee and to meet compliance obligations.
- 1.9 Actively maintains knowledge of best practice and benchmarks for injury and workers compensation management; researches and makes recommendations to management to ensure AHS delivers best practice and achieves objectives.
- 1.10 Assesses and interprets the impact of the employee strengths and barriers to achieving employment and identifies and coordinates interventions to address the barriers.
- 1.11 Co-ordinates and facilitates injury management interventions, as needed by the employee including:
 - Referrals to medical specialists to facilitated treatment and diagnosis
 - Assessment of vocational and physical work capacity
 - Referral to vocational rehabilitation providers
 - Counselling support services
 - Fitness for work conditioning programs.
- 1.12 Liaise with the insurer, medical practitioners and other professionals to ensure all parties are consulted regarding the individual rehabilitation program.
- 1.13 Develops and maintains good working relationships with managers and staff across AHS.
- 1.14 Leads the development of Occupational Safety and Health policies and procedures.
- 1.15 Identifies & develops control strategies for risks/hazards inclusive of manual and patient handling practices.
- 1.16 Provides a risk management consultancy relating to design, purchase and use of equipment which impacts on staff safety in relation to manual handling.

2. Training and Education Services

- 2.1 Responsible for the sites compliance with mandatory training relating to Manual Handling as required by policy, legislation and standards, including ergonomic, competency based patient handling and manual tasks training.
- 2.2 Responsible for the development, implementation and evaluation of Occupational Safety and Health and Manual Handling Training programs in relation to organisational induction programs, chemical management and other programs as required.
- 2.3 Maintains accurate records relating to training attendance and competence of staff relating to Occupational Safety and Health, patient handling, manual tasks and other programs.
- 2.4 Establishes and maintains organisational wellness programs in line with organisational strategies, policies and procedures.

3. Policy and Strategy

- 3.1 Keeps up to date with trends and developments in Occupational Safety and Health and undertakes research on the reduction of risks.
- 3.2 Contributes to the development and implementation of Occupational Safety and Health management strategies inclusive of patient handling/manual tasks.
- 3.3 Conducts research and analysis of statistical information and data to provide written reports with recommendations

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.4 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Extensive experience in the delivery of Occupational Safety and Health consultancy and injury management services preferably in a health care setting.
2. Demonstrated experience in developing, conducting and evaluating Occupational Safety and Health and manual task handling and patient handling training programs with demonstrated outcomes and compliance.
3. Demonstrated knowledge of the Occupational Safety and Health, Injury Management and Workers Compensation legislation and its application in the work environment.
4. Ability to self-manage, prioritise work demands, provide leadership, influence change and to work as part of a team.
5. Highly developed oral, written and interpersonal communication skills for report writing, training and presentation.
6. Well-developed analytical and problem solving skills.
7. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in occupational health and safety, health care or other relevant discipline.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

..... Manager / Supervisor Name Signature	or HE Number Date
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..... Dept. / Division Head Name Signature	or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature	or HE Number Date
..... Effective Date				

HSS Registration Details (to be completed by HSS)

Created on	01/05/2017	Last Updated on	He74118 May 2017
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