



North Metropolitan Health Service
Job Description Form

HSS Registered

Occupational Safety and Health Consultant
Health Salaried Officers Agreement: Level G6
Position Number: 004930
Occupational Safety and Health (OSH) / Workforce / Business and Performance
North Metropolitan Health Service

Reporting Relationships

Director Occupational Safety and Health
 Position Number: 002102



Occupational Safety and Health Manager
 Award Level: HSO Level G8
 Position Number: 007381



This Position



← Also reporting to this supervisor:

- Snr OSH Consultant (1 FTE)
- Ergonomics Coordinator (1 FTE)
- Ergonomist (0.4 FTE)
- OSH Consultant (2 FTE)
- OSH/IM Consultant (1 FTE)
- WC/OSH Support Officer (1 FTE)

Directly reporting to this position:	Other positions under control						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 40%;">FTE</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nil</td> </tr> </tbody> </table>	Title	Classification	FTE	Nil			<ul style="list-style-type: none"> • Nil
Title	Classification	FTE					
Nil							

Prime Function / Key Responsibilities

Provide a comprehensive occupational safety and health consultancy service to designated areas within North Metropolitan Health Service (NMHS) in line with an area approach.

Develop and implement injury prevention and injury management strategies and programs aimed at a reduction in incidents and injuries, and fostering an organisation-wide workplace safety culture.

Brief Summary of Duties (in order of importance)

1. Consultancy

- 1.1 Provides a comprehensive OSH/injury prevention consultancy service.
- 1.2 Undertakes audits and investigations. Identifies and develops control strategies for risks/hazards.
- 1.3 In conjunction with key parties, investigates specific accidents that have led to lost time injuries to ensure that the causes are identified and appropriate control measures are identified and implemented.
- 1.4 Provides advice, training and education to staff, managers and supervisors to assist them to meet their OSH legislative obligations.
- 1.5 Provides 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.
- 1.6 Liaises and negotiates with internal and external parties including, managers, insurers, WorkSafe, human resource staff and other key stakeholders. Represents the Health Service at meetings as required.
- 1.7 Contributes to the provision of effective injury management services to staff with work related injury/disease in accordance with WorkCover Code of Practice (Injury Management).
- 1.8 In collaboration with the injury management team, monitors workers' compensation claims and provides reports and advice on management strategies aimed at reducing injuries/costs/lost time.
- 1.9 Contributes to the development, implementation and review of OSH and WC/IM policies, procedures, strategies and plans.

2. Occupational Safety and Health Programs

- 2.1 Keeps abreast of trends and developments in OSH and undertake research on the reduction of risks.
- 2.2 Maintains technical information on OSH matters and ensures relevant information is passed on to line managers and Safety Representatives.
- 2.3 Advises and supports Safety and Health Representatives.
- 2.4 Develops and implements programs and strategies designed to increase the awareness of staff on key safety and health issues.
- 2.5 Develops and implements promotions and strategies designed to increase the general safety culture of the health service.
- 2.6 Conducts regular assessments and reviews of programs to determine their effectiveness.
- 2.7 Develops, implements, monitors and reports on health service wide OSH strategies and programs.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Experience in the delivery of Occupational Safety and Health (OSH) consultancy services in a large, multidisciplinary organisation.
2. Current knowledge of WA OSH and Workers' Compensation and Injury Management legislation, OSH systems and risk management practices.
3. Well-developed oral and written communication skills for report writing, training and presentations.
4. Well-developed interpersonal skills for consultancy and negotiation.
5. Well-developed analytical and problem solving skills, including the ability to evaluate information, identify trends and issues, and plan appropriate strategies.
6. Ability to provide leadership and to work effectively, independently and as part of a team.

Desirable Selection Criteria

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

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: