



HSS REGISTERED

Work Health & Safety Officer
Health Salaried Officers Agreement: Level G6
Position Number: RP603270
Infrastructure
Facilities Management & Infrastructure/ East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director Finance and Infrastructure
 HSO Class 2
 Position Number: 602935



Director Facilities Management & Infrastructure
 HSO Level G13
 Position Number: 603019



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Manager Facilities Management; HSO Level G10; 1.00FTE
- Manager Facilities Projects; HSO Level G10; 1.00FTE
- Senior Project Manager, HSO Level G10 3.00FTE
- Executive Secretary; HSO Level G4; 1.00FTE

Key Responsibilities

Provides a comprehensive occupational health and safety coordination service to EMHS Facilities Management & Infrastructure. Manages and reviews contractor safety management plans associated with contractor inductions process, job safety analysis and daily site inspections pertaining to projects and workshops.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Coordination

- 1.1 Provides a comprehensive occupational health and safety consultancy service to EMHS Facilities Management & Infrastructure.
- 1.2 Undertakes audits and investigations as required.
- 1.3 Identifies and develops control strategies for risks/hazards.
- 1.4 Provides advice to project managers to assist them to meet their Occupational Safety and Health legislative obligations.
- 1.5 Provides advice and support on Occupational Health and Safety matters to EMHS Facilities Management and Infrastructure projects and workshops.
- 1.6 Contributes to the development and implementation of corporate risk management strategies associated with Facilities Management & Infrastructure.
- 1.7 Facilitates workplace assessments and provides advice to project managers and contractors to reduce risk of injury.
- 1.8 Maintains technical information on Occupational Health and Safety matters and ensures relevant information is passed on to line managers and Health and Safety Representatives.
- 1.9 Provides advice and support to project managers, coordinators and supervisors on their legislative responsibilities .
- 1.10 Monitors and reviews contractor inductions process, safety management plans and job safety analysis pertaining to projects .
- 1.11 Investigates specific incidents that have led to lost-time injuries to ensure that causes are identified and appropriate control measures recommended and implemented
- 1.12 Liaises with contractors on legislative and compliance matters.

2. Occupational Safety and Health Programs

- 2.1 Develops and implements programs and strategies designed to increase the awareness of Facilities Management & Infrastructure and contractors on key safety and health issues.
- 2.2 Develops and implements promotions and strategies designed to increase the general safety culture of Facilities Management & Infrastructure and contractors undertaking works at EMHS.
- 2.3 Conducts regular reviews of contractor safety management practices
- 2.4 Develops, implements, monitors and reports on Occupational Safety and Health strategies for Facilities Management & Infrastructure and contractors.

3. Policy and Strategy

- 3.1 Contributes to the development, implementation and review of Occupational Health and Safety policies, procedures, strategies and plans.
- 3.2 Keeps up to date with trends and developments in Occupational Health and Safety and undertakes research on the reduction of risks.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Extensive experience in the delivery of corporate Occupational Safety and Health coordination role as applied to a construction, engineering or maintenance environment.
2. Sound knowledge of the Occupational Safety and Health Act 1984 and its application in the work environment.
3. Demonstrated experience in developing, conducting and evaluating OSH training programs.
4. Demonstrated oral, written and interpersonal communication skills for report writing, training and presentation.
5. Ability to self-manage, provide leadership, and to work as part of a team.

Desirable Selection Criteria

1. Tertiary qualifications in occupational health and safety, health care or other relevant discipline.
2. Post graduate qualifications in occupational safety and health or ergonomics.
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.

John Doherty		HE76692	01/03/2019
Dept. / Division Head Name	Signature or	HE Number	Date

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	April 2019	Last Updated on	October 2019
-------------------	------------	------------------------	--------------