



HSS Registered

Work Health and Safety Officer
Health Salaried Officers Agreement: Level G3

Position Number: 603024
Work Health and Safety
East Metropolitan Health Service (EMHS)

Reporting Relationships

Area Director Workforce
Health Executive Grade A - Corporate
Position Number: 603016



Director Work Health and Safety
HSO: G12
Position Number: 603277



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Manager Occupational Safety and Health, G8, 1.0FTE
- Manager Injury Management, G8, 1.0FTE
- Wellness Program Consultant, TBA, 0.5FTE

Key Responsibilities

Receives, records and lodges workers' compensation claims, assists in claim management and provides claims information to injured employees and managers. Ensures correct detail is provided to RiskCover and HSS in relation to claim and wages requirements under the Workers' Compensation and Injury Management Act (1984). Maintains injury management files and manages the WHS department file management and recall system. Assists with administrative tasks and report preparation for the Work, Health and Safety department as required.

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. Workers' Compensation Claim Lodgement

- 1.1 Receive workers' compensation claims, first medical certificates and other supporting documentation.
- 1.2 Follows up missing documentation with employees, supervisors/managers, and other relevant parties and creates departmental claim file.
- 1.3 Records data of all workers compensation claims on CHoIR and injury management reporting databases.
- 1.4 Delivers new claims to Injury Management Consultant for examination of claim and advice on claim liability.
- 1.5 Request calculations from Health Support Services for EMHS staff.

2. Workers' Compensation Claim Management

- 2.1 Follows-up outstanding certificates with supervisors/managers and/or medical practices when required.
- 2.2 Assists with Executive Director letters as needed.
- 2.3 Maintains claim files and files correspondence as needed.
- 2.4 Liaises with employees, supervisors/managers, medical officers, RiskCover and other relevant parties for information and documentation necessary for the management of claims.
- 2.5 Notifies Managers when claims accepted / declined and confirms appropriate workers' compensation coding in RoStar.
- 2.6 Records and notifies WorkSafe of reportable injuries and ensures Work Health and Safety Consultant is aware of injuries.
- 2.7 Maintains payroll spreadsheets as required.
- 2.8 Maintains file archive of closed claims.

3. Administrative support

- 3.1 Supports the planning and implementation of OSH related promotional programs and projects targeted for EMHS staff.
- 3.2 Provides administrative/secretarial support to Injury Management and Work Health and Safety team when required.
- 3.3 Processes workers' compensation and occupational safety and health statistics as required.
- 3.4 Undertakes reception duties for the Department as required.
- 3.5 Updates Work Health and Safety intranet as required.
- 3.6 Assists with project work as required.

4. Provides an administrative support service to OSH Management

- 4.1 Provides administrative support to the Work Health and Safety Director which includes arranging and maintaining a diary of appointments, meetings and other commitments to enable efficient time management.
- 4.2 Provides support for meetings as directed by the Work Health and Safety Director, including preparing and distributing agendas, papers and action sheets.
- 4.3 Prepares OSH statistical reports as required.
- 4.4 Maintains a confidential filing system and ensures appropriate records are kept. Retrieves information and ensures the security of confidential documents.
- 4.5 Coordinates meetings and functions for Work Health and Safety Department as required.

- 4.6 Processes internal and external purchase and requisitions for the Work Health and Safety Department. Liaises with Health Support Services on all purchasing/financial related matters as directed by Work Health and Safety Director.
- 4.7 Manages EMHS appointments calendar for Occupational Physician in relation to fitness for work assessments and pre-employment health assessments.
- 4.8 Undertakes other duties as directed.

5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 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.

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. Demonstrated knowledge and understanding of workers' compensation claims procedures and requirements.
2. Relevant office administrative, secretarial or clerical experience.
3. Well-developed organisational and time management skills including the ability to organise and prioritise workloads to meet timeframes.
4. Well-developed interpersonal, verbal and written communications skills including the ability to clarify requests and liaise effectively with individual clients and staff of all levels.
5. Proficient or advanced skills in the use of Windows based computer packages, proficient word processing skills and well developed keyboard skills.
6. Demonstrated ability to work cooperatively as a member of a team.

Desirable Selection Criteria

1. Previous experience with the lodgement and processing of workers' compensation claims.
2. Relevant payroll experience.
3. Previous experience with using Lattice (HRIS).
4. Previous experience in a hospital or occupational health environment.
5. 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 Signature	or HE Number
..... 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
..... Effective Date Date		
HSS Registration Details (to be completed by HSS)			
Created on May 2019	Last Updated on May 2019