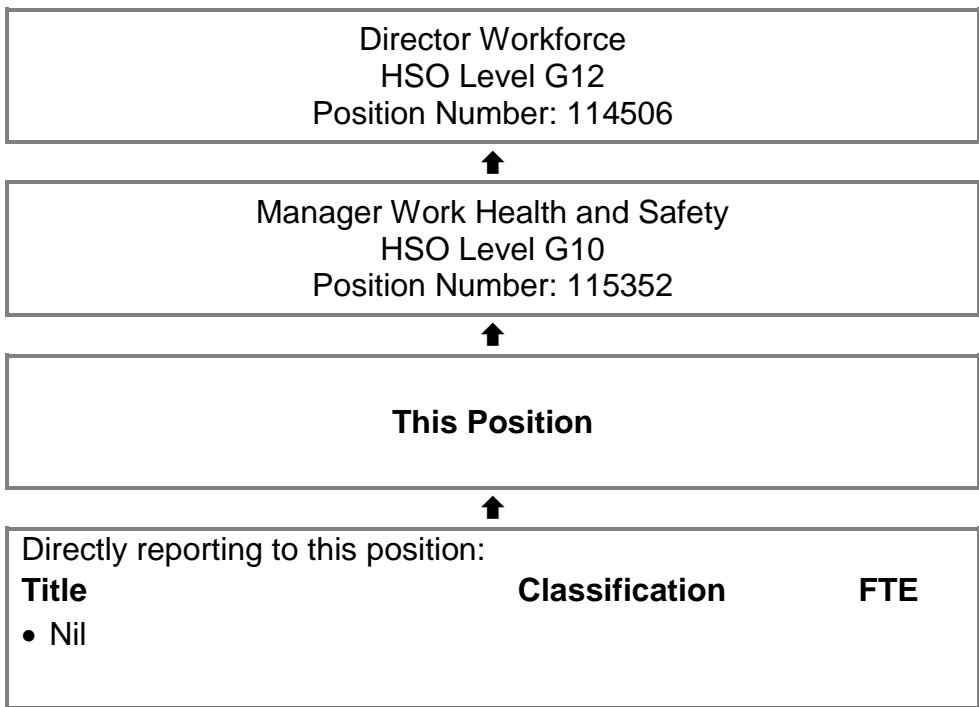




HSS REGISTERED

Senior Work Health and Safety Consultant
Health Salaried Officers Agreement; HSO Level G7
Position Number: 113341
SMHS Work Health and Safety
South Metropolitan Health Service

Reporting Relationships

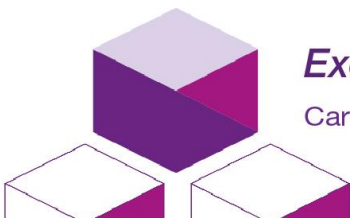


Also reporting to this supervisor:

- Consultant – Occupational Medicine, 0.2 FTE
- Work Health and Safety Officer HSO G4, 1.0FTE

Key Responsibilities

This position is responsible for providing specialist work health and safety advice at organisational and operational level across South Metropolitan Health Service (SMHS). This includes the development and implementation of Work Health and Safety (WHS) strategy, policy, planning, and training, as well as initiatives and projects within the SMHS WHS Plan.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Work Health and Safety (30%)

- 1.1 Provides specialist work health and safety advice, at organisational and operational level across SMHS.
- 1.2 Provides strategic support, coaching and mentoring to site WHS/OSH departments and senior management in the undertaking of investigations, risk assessment, performance improvement planning, and development of controls in relation to high risk incident mechanisms, particularly workplace aggression and violence.
- 1.3 Establishes effective relationships and interacts with key stakeholders to support the development of work health and safety plans, performance improvement strategies, and the resolution of challenging and complex WHS/OHS issues to ensure a consistent approach across SMHS.
- 1.4 Develops WHS related training and associated presentation materials to improve awareness and understanding of WHS.

2. WHS Strategy Planning and Policy (70%)

- 2.1 Develops and implements health, safety and wellness initiatives and projects arising from the SMHS WHS Plan priorities of systems and compliance, risk management, enhancing wellbeing and culture, safety leadership and capabilities and proactive injury management.
- 2.2 Conducts complex task analyses of high risk incident mechanisms to identify risk control and reduction solutions supporting the improvement of WHS performance.
- 2.3 Develops and updates WHS policies, procedures and guidance materials to support the continual improvement of the SMHS Work Health and Safety Management System.
- 2.4 Undertakes and reports on audits of the SMHS WHS Management System to ensure it is implemented, effective, and compliant with relevant legislation and standards.
- 2.5 Keeps up to date with trends and developments in WHS and undertakes research on the strategic reduction of WHS risks.
- 2.6 Undertakes data analysis and prepares reports as required.

3. SMHS 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, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Health and Safety 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 work health and safety services in the Health sector or a similar complex environment.
2. Experience in the development and implementation of WHS related strategies, policies, plans and projects at a senior level.
3. An understanding of multiple workplace hazards and the detailed principles of their identification, analysis, risk management and control.
4. Demonstrated knowledge and practical application of Western Australian safety and health, workers' compensation and injury management legislation, across a complex environment.
5. Excellent interpersonal, oral and written communication skills.

Desirable Selection Criteria

1. Tertiary qualifications in WHS, injury management, risk management or other related discipline, along with related expertise.
2. WHS/OSH Management Systems Lead Auditor qualifications and experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

Michelle Farmer		HE 58895	22/9/20
Manager / Supervisor Name	Signature or	HE Number	Date
Yvonne Prout		HE 01095	
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	Last Updated on
	January 2021