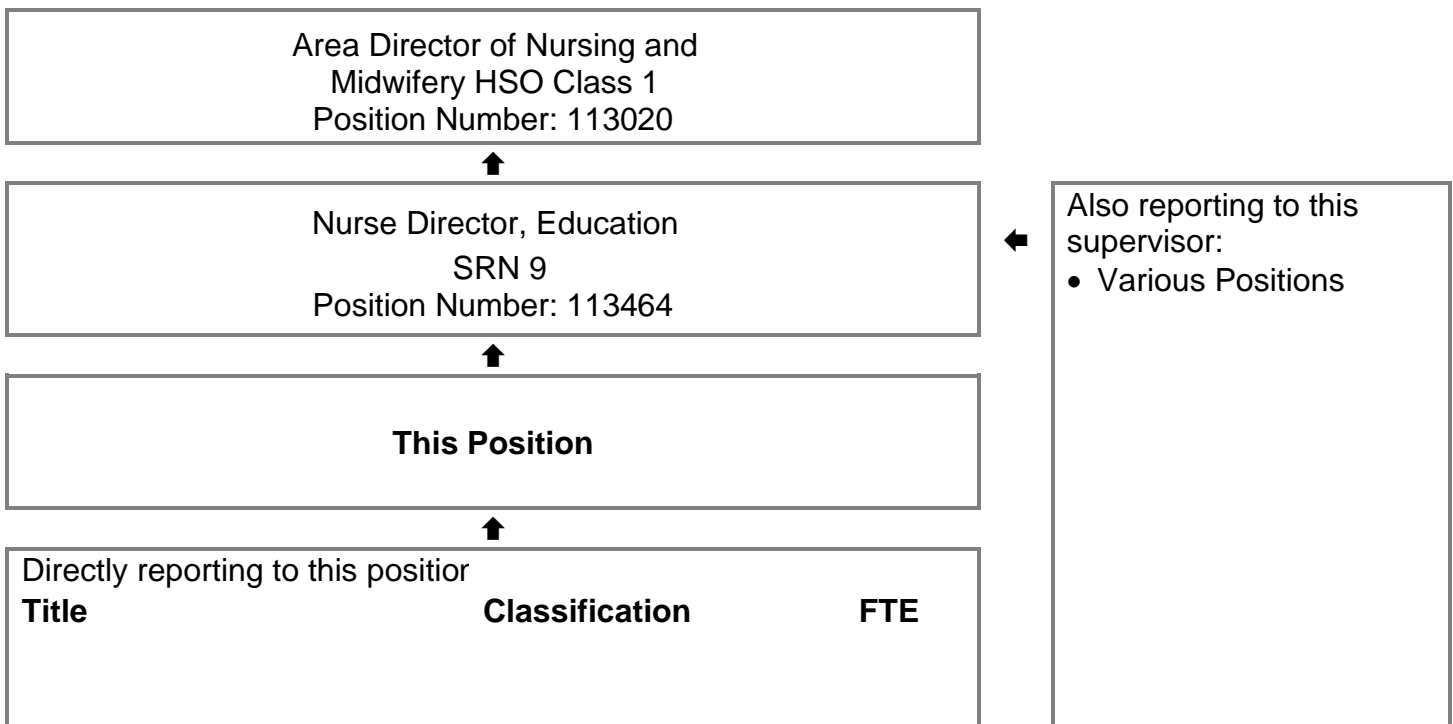




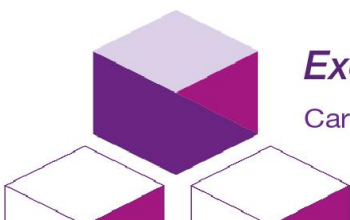
HSS Registered April 2022

**Manual Handling Coordinator**  
**Health Salaried Officers Agreement: HSO Level G8**  
**Position Number: 116046**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

### Reporting Relationships



**Key Responsibilities**  
 This role will be responsible for undertaking a review and implementing sustainable programs and solutions that prevent and/or reduce risks associated with manual task/handling workplace injuries across FSFHG. The Manual Handling Coordinator will report to the Nurse Director of Nursing and Midwifery Education and work collaboratively with the Occupational Safety and Health Committee and the Injury Management Teams to implement the FSFHG Manual Handling strategy.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



## Brief Summary of Duties (in order of importance)

### 1. Risk Assessment, Strategy and Planning

- 1.1 Develops a manual task/handling implementation plan and leads the implementation of initiatives, overarching frameworks, guidelines, policies and standards for the prevention and management of manual task/handling across FSFHG.
- 1.2 Reviews and recommends risk control strategies to reduce the risk of injuries related to manual task/handling, in consultation with other key stakeholders, particularly in the following areas:
  - Staff Safety
  - Work Area Design
  - Work Systems Design
  - Community Engagement
  - Patient Behaviour Assessment and Management
  - Documentation, Data and Reporting
- 1.3 Reviews and/or develops systems, policies, procedures, guidelines, systems of work and risk factors relating to areas such as risk assessment, patient handling, equipment use, loads handling, office ergonomics, Occupational Safety and Health (OSH) requirements and incident reporting, in order to establish consistent and safe practice across disciplines.
- 1.4 Delivers a plan that defines the goals and outcomes of initiatives, the key targets and objectives, timeframes and the allocation of responsibilities.
- 1.5 Contributes to the evaluation of injury/incident review strategies.
- 1.6 Ensures collection of relevant information across multiple reporting systems for the management of manual task/handling incidents, including workers' compensation data, clinical and OSH incidents.
- 1.7 Contributes to the implementation of change and the transition to new practices across FSFHG.
- 1.8 Ensures the establishment of an ongoing audit, evaluation and continuous improvement process with baseline comparisons, clear measurement processes against key performance indicators (KPIs), targets and benchmarking across similar organisations.

### 2. Stakeholder Consultancy, Advisory and Training

- 2.1 Establishes effective relationships with key stakeholders including senior management and legal advisors to coordinate and facilitate a consistent approach to prevention and management of manual task/handling injuries across FSFHG.
- 2.2 Contributes to the development and implementation of an evidence-based, best practice training program for the prevention and management of manual task/handling injuries to meet the needs of all areas across FSFHG.
- 2.3 Coordinates the development of a training needs analysis to determine the education and training requirements for all staff at orientation and other intervals.
- 2.4 Provides advice to ensure manual task/handling training programs delivered to staff are current and consistent across the organisation.
- 2.5 Develops and delivers education sessions pertaining to the implementation of new manual task/handling policies and guidelines across FSFHG.
- 2.6 Maintains awareness of relevant issues, including issues in the delivery of health care that may impact on the prevention and management of manual task/handling injuries and the delivery of OSH programs.

### 3. SMHS Governance, Safety and Quality Requirements

#### SMHS Job Description Form

- 3.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
  - 3.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
  - 3.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
  - 3.4 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.
  - 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
  - 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.
- 4. 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 role and the SMHS Values.

### Essential Selection Criteria

1. Significant experience in implementing a risk management approach to workplace manual task/handling injury prevention in the workplace, preferably within the healthcare industry.
2. Sound knowledge and practical application of the *Occupational Safety and Health Act 1984* and risk management principles in the health sector or similar complex multidisciplinary environments.
3. High level communication and interpersonal skills with proven ability to consult, facilitate, negotiate and maintain effective relationships with a range of stakeholders.
4. Demonstrated experience in managing projects with a proven track record of delivering measurable outcomes.
5. Demonstrated experience in designing, implementing, managing and evaluating education and training programs.

### Desirable Selection Criteria

1. Tertiary qualifications in a relevant area would be highly regarded.
2. Certificate IV in training and assessment.
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.