



# Occupational Hygienist

## Position Details

Position Number: CG009105  
Classification: G-7  
Agreement: Health Salaried Officers Agreement  
Directorate: People, Capability and Culture Division  
Department: Work Health and Safety  
Location: QEII Medical Centre, Nedlands

## Reporting Relationships

This position reports to:

CG0009104	Work Health and Safety Manager	HSO G-10
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Positions under direct supervision:

Nil.

### Primary Purpose of the Role

In collaboration with the Work Health and Safety (WHS) Manager, assists with the planning, review and coordination of the North Metropolitan Health Service (NMHS) Occupational Hygiene programs. This position will internally develop increased governance and management of risks involving lead, asbestos, water sampling (legionella), air monitoring (mould, dust etc.), radiation, chemical exposure and noise, and implement a health monitoring and surveillance program. Responsible for managing complex occupational hygiene projects, and successfully delivering risk mitigation projects in partnership with key internal and external stakeholders.



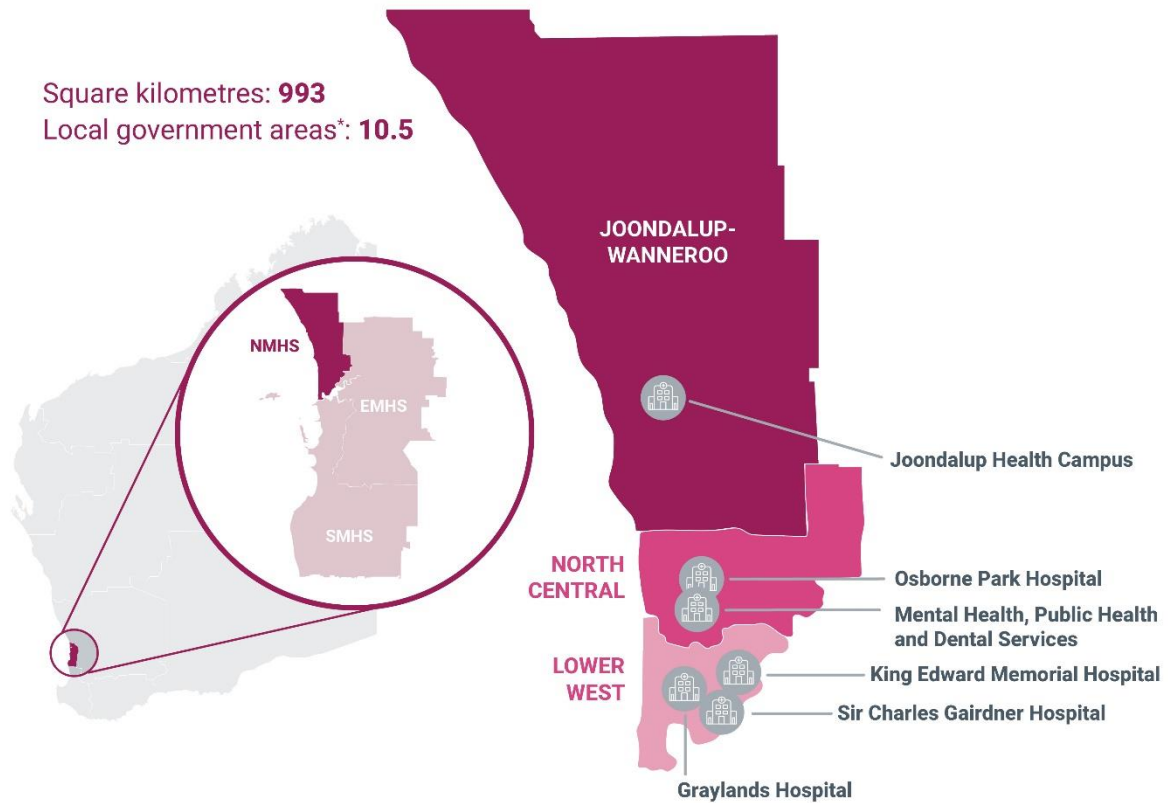
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation’s values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

 <p><b>Enabling healthy communities</b> We build healthy and engaged communities</p>	 <p><b>People-centred care</b> We will place our consumers’ and their carers’ best interests and experience at the core of all we do</p>
 <p><b>Integration and connection</b> We will build strong connections and partnerships</p>	 <p><b>Innovation and adaptive models of care</b> We will use research and technology to improve outcomes</p>
 <p><b>Trusted, engaged and capable people</b> We will invest in our people and our culture</p>	 <p><b>Sustainable and reliable</b> We will reduce harm, waste and unwarranted variation</p>



## Brief summary of duties

### 1. Leadership and Management NMHS - WHS

- 1.1 Analysing and interpreting data used to prepare reports detailing results, outcomes and relevant recommendations for control improvements.
- 1.2 Investigate workplace incidents and accidents, particularly those in relation to occupational hygiene issues and gather evidence and make recommendations as relevant.
- 1.3 Developing and delivering occupational hygiene education and training programs tailored to meet the demands of relevant NMHS staff for areas for occupational hygiene exposures.
- 1.4 Managing and coordinating the maintenance and calibration of WHS occupational hygiene monitoring equipment.
- 1.5 Developing and recommending key control methods (considering the hierarchy of control) for occupational hygiene risk reduction and evaluate control effectiveness.
- 1.6 Schedule and conduct health hazard control audits.

### 2. Consulting Duties

- 2.1 Planning, preparing and executing occupational hygiene reports, monitoring programs (airborne contaminants, noise, lighting ergonomics), and Health Risk Assessments for NMHS.
- 2.2 Preparing accurate high-quality occupational hygiene reports in a timely fashion.
- 2.3 Providing specialised guidance to NMHS based on legislative requirements and relevant standards and industry best practice.
- 2.4 Conducting on site health surveillance activities (e.g. audiometric, air quality testing), interpreting results and investigating anomalies.
- 2.5 Ensuring accuracy of field data collection and interpretation of analytical results.
- 2.6 Work collaboratively in a team and independently to manage and deliver projects.
- 2.7 Contribute to the achievement of NMHS corporate objectives and ensure policies and procedures are in line with WHS legislative requirements and guidelines.
- 2.8 Identify and access health hazards and incidents and ensure they are correctly reported.
- 2.9 Undertake audit & assurance activities to ensure compliance with NMHS procedures and WHS legislation and liaise, as required, with Statutory & Regulatory bodies.

### 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

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

1. Tertiary Qualification in occupational hygiene or other relevant discipline and extensive experience managing Occupational Hygiene programs within large multiciliary organisations.
2. Demonstrated experience as an Occupational Hygiene Technician with certifications as a Surface Ventilation Technician, Noise Officer and Occupational Hygiene Testing and Assessment Hazardous Chemicals Officer.
3. Experience with strategic risk management and incident investigations
4. Knowledge of WHS legislation and regulatory compliance.
5. Demonstrated project management expertise including the ability to manage successful projects with minimal direction
6. Well-developed consultation, facilitation, and negotiation skills, including the ability to establish and maintain effective working relationships with a range of stakeholders.
7. Highly developed verbal and written communication skills, including the ability to prepare complex written reports, project plans and presentations.
8. Well-developed analytical and problem-solving skills with the ability to evaluate information, identify trends and issues, and plan and implement appropriate strategies.

### Desirable Selection Criteria

1. SafeWork NSW Licenced Asbestos Assessor (LAA) accreditation.
2. Previous Radiation experience.
3. A demonstrated understanding of the NATA process including laboratory and reporting requirements.

### 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.

#### Manager/Supervisor

Name:  
Signature/HE:  
Date:

#### Dept./Division Head

Name:  
Signature:  
Date:

#### Position Occupant

Name:  
Signature:  
Date:

HSS Registered

Created: July 2022

Updated: July 2022

