

## Health, Safety and Wellbeing Officer

Melville Senior High School

<b>Position number</b>	00043580
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Melville Senior High School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### Key responsibilities

- Provide advice to school staff on work health and safety (WHS) issues.
- Liaise with the Associate Principal, Operations and school staff to implement and manage effective WHS procedures and processes.
- Contribute to the planning, development, promotion, implementation and evaluation of school health and wellbeing programs and frameworks.
- Undertake investigations of workplace incidents and accidents.
- Undertake analysis of data and trends related to injuries, incidents and hazards and assist with developing plans to reduce the risk of injury and harm.
- Ensure the School is compliant with and adheres to relevant statutory obligations, standards and Department policies and procedures.
- Extract and manipulate various data systems and undertake data analysis which supports support school planning objectives.
- Participate on the Workload Advisory Committee.
- Provide first aid to staff and student as required and is central point of communication for first aid matters.
- Contribute to the welfare of students, staff and volunteers by providing first aid as needed and within their level of training, experience, the Department's provisions on first aid in the workplace and the relevant Work Safety and Health Legislation.
- Supervise students with self-administration of prescribed medication, as documented.
- Coordinate with parent/guardian to collect sick or injured students and remain with students until parent/guardian arrives.
- Refer students to the Community Health Nurse, School Chaplain or School Psychologist at the request of the student or parent/guardian.

- Manage processes to ensure first aid qualifications remain current for first aiders.
- Check expiry dates on the contents of first aid kits regularly and makes arrangement for replenishment of items, including adrenaline auto-injections and salbutamol inhalers.
- Attend professional development and training to maintain accreditation as a First Aid Officer and any other training required.
- Manage the first aid and health and wellbeing cost centre budget.
- Maintain appropriate confidentiality relating to first aid and workers compensation matters.
- Ensure records are completed and maintained for all injuries, illnesses incidents and accidents.

### **Selection criteria**

1. Demonstrated well developed project management skills with the ability to develop, implement and evaluate health and wellbeing programs.
2. Demonstrated knowledge and understanding of WHS legislation, policy and practices.
3. Demonstrated relevant knowledge and expertise in First Aid and associated qualifications.
4. Demonstrated well developed interpersonal and communication skills with the ability to work collaboratively with staff at all levels and in emergency situations.
5. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.

### **Eligibility and training requirements**

Employees will be required to:

- hold a current certificate in Occupational First Aid (HLTSS00027)
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            2 May 2023  
Reference    D23/1105474