

Occupational Health and Safety Coordinator

Award/Agreement Non Award

Responsible to Executive Manager Human Resources

Summary of role In accordance with the vision, mission and values of Resthaven, the Occupational Health and Safety Coordinator is responsible for the development, implementation, assessment and review of a comprehensive occupational, health and safety management plan which emphasises safety in the workplace through management and staff involvement in the preparation of safe work practices and maintain Resthaven's Self Insured Employer status.

Key Responsibilities and Duties

Ensuring Occupational, Health and Safety systems are maintained in compliance with Self Insured standards, (Workers Compensation), to preserve Self Insured Employer status by:

- Contributing to the organisational goal of Best Practice Health and Safety management
- Coordinating implementation of the Occupational Health and Safety Management plan and monitoring compliance with the plan
- Develop and maintain the organisations OH&S systems by:
 - Monitoring and assessing health and safety strategies in accordance with legislative and standards changes and
 - assisting Managers implement new initiatives where required outcomes are not being achieved
- Developing training programs on health and safety issues including hazard management, accident investigation, manual handling and fire safety in liaison with the Staff Development and Training Coordinator to ensure such activities are incorporated in the Training Master Plan
- Maintaining a register of accidents and injuries and providing an analysis of these to Health and Safety Committee meetings on a monthly basis, identifying emerging OHS risks in the workplace
- Providing a consultancy service to Managers to assist in the maintenance of safe work practices
- Monitoring compliance of OH&S activities throughout the organisation to ensure ongoing compliance to WorkCover and Self Insured Employer status
- Maintaining a record of training delivered in the Training Register
- Coordinate research, development and implementation of policies, procedures and work instructions
- Foster and develop an OH&S Culture across the organisation

- Audits:
 - Coordination of OH&S audit schedule and reporting of outcomes to Q&S Committee
 - Conducting OH&S system audits to ensure compliance to OH&S system and policies
 - Maintaining audit documentation and records
 - Provision of audit reports to management
 - Review and contribute to Safety policy and procedure
 - Review audit/non audit action requests and determine trends
- Ensuring workplace inspections compliance
- Conducting workplace OH&S assessments where risks are identified
- Contact Officer responsible for assessing and reporting of notifiable occurrence to government authorities
- Liaise with Claims Administrator and Rehabilitation Coordinator to assist in the safe return to work of injured staff
- Participating in WorkCover Self Insured Employer Performance Standard reviews

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Occupational Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Occupational Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any Confidential Information that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and

anything else that is notified as being confidential

Other duties as directed by the Executive Manager Human Resources, commensurate with classification and training

ESSENTIAL CRITERIA

- Tertiary qualifications in Occupational Health and Safety
- Comprehensive knowledge of the Occupational Health, Safety and Welfare Act, Regulations and Codes of Practice
- Knowledge of Hazard Management principles
- Ability to identify safety issues and prepare a comprehensive plan to achieve goals
- Ability to work with groups of staff to develop health and safety performance improvement strategies
- Ability to communicate effectively both orally and in writing
- Ability to investigate accidents and incidents and make recommendation for preventative action
- Ability to prepare and present training sessions
- Ability to use a personal computer
- Demonstrated experience working with WorkCover recognised Occupational Health and Safety Standards or Exempt Employer Performance Standards
- Initiative to prepare plans and assist in the implementation of policies to achieve organisational objectives
- Ability to encourage others
- Current drivers licence to enable travel to all Resthaven facilities

DESIRABLE CRITERIA

- Knowledge of quality assurance processes and commitment to continuous improvement
- Knowledge of safety issues in the aged care industry
- Experience in Health and Safety matters in a health care environment
- Certificate IV in Assessment and Workplace Training

Acknowledged _____ Date _____
Executive Manager Human Resources

Acknowledged _____ Date _____
Employee