

Position Description

Position Title	Occupational Health and Safety Specialist
Position Number	30008945
Division	People & Culture
Department	Occupational Health and Safety
Team	Occupational Health and Safety
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 4 L1-L4
Classification Code	HS4 – HS29
Reports to	Director Occupational Health and Safety
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including employee relations, industrial relations, workplace health and safety learning, workforce planning, resourcing strategies, and learning and development. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration. The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

The Occupational Health and Safety Team

The Occupational Health and Safety Team provides the overall management for Bendigo Health Occupational Health and Safety and WorkCover services to ensure the provision of a safe and healthy workplace at all Bendigo Health sites and campuses.

Bendigo Health recognises the importance of a positive safety culture and promotes this by providing the highest level of safety that is reasonably practicable. The Occupational Health and Safety team assists with facilitation of risk management by:

- Assisting managers and staff to develop safe systems of work
- Encourage employers and employees to exchange information and ideas about risks to health and safety and measures that can be taken to eliminate or minimise those risks
- Providing and facilitating training, information, supervision and instruction needed to ensure health and safety
- Ensuring protocols for machinery, tools and equipment and substances (including those leased or provided by contractors) are provided and maintained in a safe condition.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

This position will support the operational requirements of the Bendigo Health Occupational Health and Safety management system through assisting in the identification, assessment and mitigation of hazards as well as identifying and supporting Health and Wellbeing initiatives and continuous improvement opportunities. Contributing specialist expert knowledge and advice to the OHS team to ensure compliance with Occupational Health Safety Acts, Regulations, Australian Standards and industry codes.

Provide health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives across the organisation, including incident review and investigation of injuries ISR 1 and 2.

A component of the role will require the administration and completion of annual respirator fit testing of staff.

Responsibilities and Accountabilities

Key Responsibilities

- Provide health and safety expertise, leadership and guidance within the OH&S team and across the organisation.
- Provide leadership for OH&S project work including the Bendigo Health Respiratory Protection Program.
- Develop or update OH&S policies, protocols, programs and Safe Operating Procedures to continuously improve OH&S management systems and improve the culture of safety within Bendigo Health.
- Support management and staff to meet their responsibilities.
- Lead and or contribute to workplace inspections, risk assessments and audit schedules, identifying appropriate recommendations for corrective and preventative actions.
- Conduct investigations into OH&S incidents ISR 1 and 2 in an effective and timely way, and identify appropriate recommendations for corrective action.
- Assist in the development and delivery of training associated with Occupational Health and Safety related matters.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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Key Selection Criteria

Essential

Qualifications / Certificates

1. A tertiary qualification and/or demonstrated experience in Occupational Health and Safety management, Occupational Hygiene, Human Resource Management, or related discipline in a complex environment.

Specialist Expertise

2. 5 years experience in a similar role, providing OH&S expertise to management and staff
3. Demonstrated knowledge of, including ability to interpret and implement, the OH&S Act 2004.
4. Thorough understanding of implementation and compliance requirements of AS/NZS ISO 45001: 2018 – Occupational Health and Safety Management Systems.
5. Specialised experience in assessing and managing OH&S risks, using OH&S risk management principles.

Desirable

6. Knowledge of Electronic Incident Reporting Systems similar to Victorian Health Incident Management System VHIMS (Riskman)

Personal Qualities, Knowledge and Skills

7. Excellent interpersonal and communication skills to establish and maintain strong professional relationships with managers, supervisors and employees across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
8. High level of self-confidence and self-motivation with the ability to work as part of a multi-disciplinary team as well as independently and manage time effectively.
9. Must have a pronounced sense of maturity and responsibility to deal with all facets of the role and act in the absence of the Director of Occupational Health and Safety, when delegated.
10. Advanced level of computer and keyboard skills using email and Microsoft packages.
11. Experience in working in a public health environment.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Drivers Licence A current Victorian driver's licence is required for this position.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.