

Position Description

Position Title	Occupational Health and Safety Officer
Position Number	30028663
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 2
Classification Code	HS2 – HS21
Reports to	Director
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 workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. 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's 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.
- Identifying and participating in programs to improve staff health and wellbeing.
- 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 are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

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. This position will also contribute 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 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 support for OH&S project work including assistance with the Bendigo Health Respiratory Protection Program.
- Develop or update OH&S policies, protocols, programs and Safe Operating Procedures.
- Support management and staff to meet their responsibilities.
- Assist with workplace inspections, risk assessments and audit schedules, and assist in identifying appropriate recommendations for preventative actions
- Participate in investigations into OH&S incidents ISR 1 and 2 in an effective and timely way, and assist in identifying appropriate recommendations for corrective action.
- Provide administrative assistance to coordinate events that support staff health and wellbeing activities, including OH&S training and RPE fit testing.
- Collect and maintain health and safety records and data and compilation of OH&S statistics.

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.

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.

Key Selection Criteria

Essential

1. A qualification or ability to complete certification in Occupational Health and Safety.
2. Demonstrated use and implementation of Occupational Health and Safety risk management principles to assess and manage OH&S risks.
3. Excellent communication and interpersonal skills to be able to interact with a diverse range of people at all levels
4. Collaborative team player with a positive, enthusiastic, friendly and helpful attitude.
5. Advanced level of computer and keyboard skills using email and Microsoft packages, with a strong eye for detail in reporting and written skills.
6. Demonstrated ability to prioritise and problem solve whilst working within a fast paced environment.
7. Ability to approach difficult tasks and sudden changes appropriately.

Desirable

1. 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 (Select if applicable to the role) 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.