

Position Title:	Manager Health, Safety and Wellbeing		
Department:	Health, Safety and Wellbeing	Cost Centre:	R2061
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020		
Classification	Administrative Worker Grade 6		
Reports To:	Executive Director People and Culture		
Infection Control Risk Category:	Category A - Direct patient contact		

Primary Purpose

The Manager Health, Safety & Wellbeing provides leadership for the provision of a healthy and safe workplace for all employees, consumers and visitors to SWH. This role oversees a team responsible for a proactive approach to organisation-wide workplace safety, security, emergency management and risk management; as well as leadership of injury management and workplace health and wellbeing initiatives.

Accountabilities and Key Results Areas

Reporting to the Executive Director People and Culture, the Manager Health, Safety and Wellbeing will proactively promote a positive healthy and safe culture in the workplace by undertaking the following responsibilities:

Safety and Risk:

1. Ensure all employees, contractors and visitors are aware of their obligations in relation to Occupational Health & Safety (OHS) related legislation and regulations and monitor and report compliance;
2. Identify legislative and organisational OH&S training requirements and coordinate and ensure delivery and tracking of OH&S training;
3. Review and develop OH&S policies and procedures to ensure SWH meets all relevant legislation and standards;
4. Administer the OH&S incident reporting system (VHIMS) and oversight reporting and investigation processes ensuring timely follow up of incident and hazard reports;
5. Undertake in-depth investigation of serious incidents;
6. Monitor and analyse workplace injury and incident trends. Develop and report KPI's for the OH&S Committee, Executive and the Board;
7. Lead risk assessments and ensure implementation of required controls;
8. In conjunction with managers, HSR's and other employees, identify key risks and develop specific prevention strategies and education programs;
9. Provide structure and guidance to Health and Safety Representatives, the OH&S Committee and the Emergency Planning Committee;
10. Provide input into the safe design of redevelopments and new workplaces;
11. In conjunction with managers ensure that appropriate orientation programs are implemented for employees and contractors;
12. Develop and oversee a regular audit program of all workplaces throughout SWH including external sites where SWH employees work.

Emergency Planning:

13. Leadership of SWH's Emergency Planning Committee, design, develop and implement SWH's emergency response plans and training programs, including emergency operations drills;
14. Facilitate emergency response and recovery training including: Emergency Response Training for all employees, Area Warden Training, Chief Warden Training and operational drills;
15. Review and investigate emergency related incidents and ensure corrective actions are implemented; and

16. Serve as a contact for state and local emergency response groups. Develop relationships with local fire, law enforcement, local government and other local emergency management groups;
17. Maintain the Business Continuity Plans for the Warrnambool and Camperdown Hospital campuses;
18. Assist the Deputy Director of Nursing with the contractor relationship with the SWH Security Contractor;
19. Management and co-ordination of all security functions. This includes duress alarms, intruder alarms, door alarms, smoke/fire alarms, security alarm panels, working alone or in isolation procedures, CCTV cameras, providing CCTV footage to Vic Police or others as required, door locking times and procedures and security officers;
20. Monitor and communicate external changes of legislation, codes, acts and standards to all relevant SWH managers and staff;
21. Provide formal reports to the Board, Department of Health, OH&S committee and other relevant committees;
22. Liaise with WorkSafe and staff associations on health and safety related issues with support from the Executive Director People and Culture;
23. Chair the OHS Committee and OVA Committee

Workforce Health & Wellbeing:

24. In conjunction with the Senior Wellbeing Coordinator, develop and implement proactive workplace health and wellbeing programs focused on the prevention of illness and injury to foster and support a healthy, safe and resilient workforce;
25. Oversee the work of the Diversity & Inclusion Coordinator in delivering a coordinated response to gender disparity in healthcare through coaching team members to develop SWH's Gender Equality Action Plan and fulfil the requirements of prescribed gender equality targets and quotas, as well as a related implementation plan;
26. Oversee the work of the Workforce Health Nurse in delivering a coordinated employee health program, including but not limited to employee vaccination programs, proactive incident response etc.
27. Ensure Worker's compensation claims are effectively managed to support successful return to work for injured workers, including leading the team to plan for and implement (in consultation with the employee, their manager and their treating health practitioner) the employee's safe return to work and take steps to prevent a recurrence or aggravation of the injury;
28. Ensure all work related issues or disputes are compliant with relevant workplace legislation;
29. Establish and maintain external relationships with various service providers including SWH's Workers Compensation insurer, general practitioners, specialist medial consultants, rehabilitation providers and allied health providers;
30. Ensure adequate resources are available to develop the capability of managers to adequately and consistently respond to employee incidents of illness or injury; and
31. Develop/review relevant policy and procedures to ensure compliance with relevant workplace injury and compensation legislation.

Generic Responsibilities and Accountabilities

Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:

1.
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
2. Employment principles and Code of Conduct :
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
3.
 - Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
 - Current Immunisation status in alignment with South West Healthcare's Immunisation policy
 - Promote the organisation in a positive manner
 - Participate as a cohesive member of the health care team
 - Respect the rights of individuals
 - Provide a child safe environment
 - Participate in Continuous Quality Improvement within the organisation
 - Accept responsibility for your own personal belongings
 - Respect and appropriately care for the organisation's property and equipment
 - Participate in an annual Staff Development Review.

Key Relationships

Internal:	Executive team Quality and Risk Department Campus Quality Coordinators Department Managers		
External:	WorkSafe Victoria Staff associations		
Position Impact			
Direct Reports:	Senior Wellbeing Coordinator, Health and Safety Officer, Diversity and Inclusion Officer, Workforce Health Nurse		
Budget:	TBC		
Selection Criteria:			
Qualifications and Experience			
<ul style="list-style-type: none"> • Tertiary qualifications in Workplace Health and Safety or other related discipline; • A minimum of 5 years' experience in staff management and proven ability to provide leadership, • A minimum of 3 years' experience in an Occupational Health & Safety role; • Demonstrated experience in the delivery of employee wellbeing programs, and; • Experience in Emergency Management and/or working in a similar role within a health care setting would be well-regarded. 			
Skills, Knowledge and Attributes			
<ul style="list-style-type: none"> • Detailed knowledge and understanding of contemporary health and safety legislation, including hazard identification, assessment and control, and the conduct of workplace OHS inspections, audits and accident investigations. • A good understanding of accreditation and Worksafe standards and their application in a large, complex organisation. • Knowledge and understanding of resources and tools available to facilitate the delivery of a successful employee health and wellbeing program; • Proven experience leading emergency management functions in a large, complex organisation. • Highly developed interpersonal and communication skills (both written and verbal) with the proven ability to influence and negotiate outcomes, and drive change to create a strong, healthy and safe culture; • Proven ability to develop professional and concise written communication and records including written reports, statistical analysis, training records; policy and procedure documents. • Sound computer literacy skills as a competent user of Microsoft Word, Excel and Outlook and the demonstrated ability to use Incident Management systems or databases. • Excellent organisational skills with the demonstrated ability to multi-task and prioritise in response to varying work requirements. • Proven ability to work independently and collaboratively in different team environments. • Proven ability to build and maintain excellent relationships with internal and external stakeholders, including WorkSafe Victoria. • Excellent training package development skills and presentation experience. 			
Approvals			
Employee Signature:		Date:	
Manager's Signature:		Date:	