

<b>Position Title:</b>	Manager Occupational Health & Safety and Emergency Management
<b>Reports To:</b>	Executive Director: People, Culture & Wellbeing
<b>Direct Reports:</b>	Health and Safety Coordinator – Supports Health & Safety Officers (HSRs)
<b>Directorate:</b>	People, Culture & Wellbeing
<b>Classification:</b>	Grade 6
<b>Employment Conditions:</b>	Health and Allied Services, Managers and Administrative Services Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 and subsequent agreements.
<b>Qualifying Period:</b>	6 months from commencement date.

### Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

### Our Vision

Changing the healthcare story with our community.

### Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

### Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

## The Position

The Manager: Occupational Health, Safety & Emergency Planning leads and manages the delivery of health, safety, and emergency management systems across MDHS, ensuring that staff, patients, and visitors are provided with a safe environment, and that MDHS is well-prepared to respond to emergencies and recover quickly. This role oversees a team responsible for a proactive approach to organisation-wide workplace safety and emergency management.

## Key Responsibilities

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

### Safety and Risk

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

### Emergency Planning

- Leadership of MDHS's Emergency Planning Committee, design, develop and implement MDHS's emergency response plans and training programs, including emergency operations drills.
- Develop, test and exercise emergency response plans (e.g., fire, flood, pandemic, mass casualty, power outage, infrastructure failure) across all MDHS campuses and service lines.
- Facilitate emergency response and recovery training including Emergency Response Training for all employees, Area Warden Training, Chief Warden Training and operational drills.
- Develop, test and exercise emergency response plans (e.g., fire, flood, pandemic, mass casualty, power outage, infrastructure failure) across all MDHS campuses and service lines.
- 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.
- Maintain the Business Continuity Plans for MDHS campuses.
- Monitor and communicate external changes of legislation, codes, acts and standards to all relevant MDHS managers and staff.
- Provide formal reports to the Board, Department of Health, OH&S committee and other relevant committees.
- Liaise with WorkSafe and staff associations on health and safety related issues with support from the Executive Director People, Culture & Wellbeing
- Chair the OHS Committee

## Leadership & Culture

- Act as a visible and credible senior leader for health, safety and emergency matters, modelling MDHS's values.
- Collaborate with service managers, clinical leads, infrastructure/asset teams, human resources and others to embed safety and preparedness across the organisation.
- Provide advice, support and coaching to managers and staff on safety and emergency management matters.
- Drive continuous improvement through lessons learnt, benchmarking, industry trends and best practice.

## Training, Education & Engagement

- Develop and deliver a program of training, drills and exercises in safety and emergency preparedness.
- Ensure that all staff (clinical, non-clinical, contractors) are aware of their role in emergency management and safety, and comply with mandatory training requirements.
- Promote safety and emergency awareness through communication campaigns, newsletters, safety forums and feedback mechanisms.
- Monitor and evaluate training outcomes, adjusting programs as necessary.

## Other

- Perform any other duties as required commensurate with the position classification and the employee's skills, knowledge, experience and qualifications.

## Generic Responsibilities

**Code of Conduct:** The MDHS Code of Conduct is binding on all members of our team. 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 Staff Grievance Resolution Counselling and Discipline Policy.

**Compliance with policies and procedures:** All MDHS policies and procedures are located on PROMPT. 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 member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS 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 MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

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

**Quality Improvement:** MDHS 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 MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

**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.

### **Pre-Employment Security Screening:**

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

**No-Smoking Policy:** To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

### **Key Selection Criteria**

#### Qualifications and Experience

- Tertiary qualifications in Workplace Health and Safety or other related discipline.
- 3 Years experience in a leadership role

#### Skills, Knowledge and Attributes

- 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.
- Demonstrated understanding of accreditation and WorkSafe standards and their application in a healthcare setting.
- Demonstrated experience in a health service, ideally in a regional/rural setting, in health & safety management and/or emergency management.
- Strong knowledge of Victorian health/emergency frameworks, OHS legislation, accreditation standards, business continuity planning and emergency response.
- Demonstrated ability to lead incident investigations, manage corrective actions, and improve safety outcomes.
- High level of stakeholder engagement skills: ability to influence, collaborate and build strong relationships across disciplines and levels.
- Excellent written and verbal communication, with ability to interpret and present data, develop policy and deliver training programmes.
- Leadership skills: ability to lead a team, manage change, drive culture and deliver results in a complex environment.
- Excellent training package development skills and presentation experience

### **Additional Information**

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- 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.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

## Functional Job Description Physical Demands of the Position Checklist

This form is to be completed by the recruiting manager. Its purpose is to assist MDHS to develop the employer roles Functional Job Description.

JOB TITLE	Manager: Occupational Health and Safety & Emergency Management		
JOB FUNCTION: (Provide a brief description of the roles requirements)	The Manager Health, Safety & Emergency Planning provides leadership for the provision of a healthy and safe workplace for all employees, consumers and visitors to Maryborough District Health Service.		
<b>DEMANDS OF THE Role (Where relevant indicated frequency of exposure)</b>			
Constantly (C) = 67% - 100% of the time		Frequently (F) = 34% - 66% of the time	
Occasionally (O) = 6% - 33% of the time		Rarely (R) = 0% - 5% of the time	

Work Organisation		Physical Demands	
C	Average hours of shift Describe: 8	R	Working at heights/climbing
C	Average hours worked per week Describe: 40	O	Manual handling (floor to waist level How many kg: 5
<b>Working Environment</b>			
O	Noise	R	Manual handling (waist to waist level How many kg: 5
R	Working in confined spaces	R	Manual handling (to overhead level How many kg: NA
R	Walking on uneven ground	O	Grasping / Gripping
R	Working in hot environment	F	Repetitive tasks: Describe: Use of Computer
<b>Equipment Operations</b>		R	Bending / stooping
R	Operation of machinery Describe: NA	R	Shovelling / digging
F	Computers: Seated or Standing	F	Sitting for long periods How long: Up to 2 hours
O	Driving	O	Standing for long periods How long: Up to 2 hours
R	Night Driving	R	Walking for long periods
C	Need to distinguish different colours	F	Repetitive hand/arm movements below shoulder height
R	Use of hand tools Describe: NA	R	Repetitive hand/arm movements at or above shoulder height
<b>Hazardous Substances</b>		R	Pushing / pulling Describe: Newly arrived equipment
R	Working with chemicals: Describe: NA	R	Squatting: repetitive / sustained
R	Exposure to fumes/dust: Dust generated from building works	R	Vacuuming / sweeping / mopping
R	Other exposures Describe: NA	R	Wiping down walls / tables ect
<b>Other Potential Risk Factors:</b> Working across multiple campuses requires the incumbent to regularly commute.			

## Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)**

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**Signature**

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**Date**

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