



# Position Description

Version:

<b>Position Title:</b>	Work Health & Safety (WHS) and Wellness Advisor		
<b>Position Number:</b>		<b>Cost Centre:</b>	
<b>Site/Facility:</b>	Calvary SA/NT		
<b>Department:</b>	Work Health and Safety, People and Culture		
<b>Enterprise Agreement</b>	n/a		
<b>Classification:</b>	Grade 7		
<b>Reports To:</b>	Regional WHS & Wellness Manager		
<b>Date of Preparation:</b>	April 2023	<b>Date Updated:</b>	September 2023

## Primary Purpose

The Work Health & Safety (WHS) and Wellness Advisor's primary purpose is to drive the implementation, monitoring and maintenance of Calvary's WHS Management System, in addition to championing wellness initiatives for the region.

The role supports the service executives in relation to their responsibilities as Officers and advises them in meeting their Due Diligence. The WHS & Wellness Advisor provides high quality guidance, direction and advice to managers and workers alike in relation to tasks and responsibilities required by them to monitor safety systems applicable assessments and SWMS/Work Instructions and support the incident analysis process.

The WHS & Wellness Advisor promotes the mission and values (hospitality, respect, healing, and stewardship) of Calvary through promoting wellbeing initiatives and modelling safety leadership.

## Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

## Accountabilities and Key Result Areas

### ***People and Culture:***

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements;
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect;
- Promote a culture of recognition and celebration of achievements and events that are consistent with Calvary's mission and vision;
- Demonstrate ability to function in a team environment, contributing positively to achievement of team objectives.
- Educate managers, supervisors and workers about their roles and responsibilities in the WHS process.
- Establish strong working relationships and effective communication with managers across the organisation.
- Demonstrate commitment to WHS and Wellness through participation in formal and informal discussions, workplace visits and audits/inspections.

### ***Excellence in Service Delivery:***

- Partner with key stakeholders and act as the service's primary WHS and Wellness contact to support the business on continuous improvement of safety performance;
- Disseminate operational directives and strategies from the National WHS team on a range of WHS and Wellbeing programmes via local governance structure;
- Lead the development, implementation and review of service WHS Action Plans, in collaboration with service leaders, within agreed timeframes;
- Lead the development and implementation of WHS and Wellness projects;
- Analyse and report on WHS and Wellness data and develop and implement initiatives to address adverse trends;
- Provide expert advice and solutions to service consultative mechanisms (Committee/HSRs);
- Undertake audits, inspections and investigations, in collaboration with service leaders, to ensure compliance with Calvary WHS management system;
- Identify and report safety issues to the service General Manager in consultation with the Regional WHS & Wellness Manager;
- Work within the local governance, quality and accreditation systems;
- Champion the implementation of national wellness initiatives across the region;
- Undertake delivery of on-the-job WHS training and education.

### ***Excellence in Service Development:***

- Contribute to the WHS department profile for professional delivery of services and assist to maintain a regional team approach;
- Contribute to internal review and auditing of the Work Health and Safety management system;
- Contribute to the development, modification and implementation of the Work Health and Safety programs through regular reporting processes;
- Work closely, in conjunction with other departments, to identify and implement reasonable practicable solutions;
- Identify risk solutions to identified issues;

- Provide recommendations to key stakeholders for incident analysis/investigations;
- Work with the Return To Work (RTW) Coordinator to review causative factors of workplace injuries and near misses and develop initiatives to address workplace risks.

### ***Implementation of Strategy***

- Contribute to the implementation of Safety Management System within Calvary SA&NT with a focus to drive improved performance.
- Provide safety technical support to service leaders.
- Provide advice, coaching and mentoring to employees within the region and ensure that managers and supervisors understand their responsibilities for safety.
- Provide support for facilities' safety activities where required.

### ***Work Health & Safety:***

Implement measures to maintain the safety of both site based and remote staff, clients and visitors by:

- Supporting managers with implementing their WHS plans for each of the sites in addition to mobile staff working in the field.
- Working in partnership with departmental managers to ensure a safe working environment and safe systems of work aimed at preventing injuries.
- Monitoring completion of monthly workplace inspections carried out by all sites.
- Ensure managers understand hazards and risk and undertake appropriate action to remove hazards or reduce risk.
- Periodically auditing all sites and facilities to ensure compliance with WHS policy and procedures.
- Supporting identification, investigation and reporting of all hazards and incidents immediately into RiskMan.
- Ensuring all incidents and hazards are investigated with the involvement of relevant parties, assisting with Lost Time Incident investigations where required.
- Contributing to facilitation of WHS improvement activities within and between teams, in collaboration with service leaders.
- Undertaking specific projects or tasks as directed by the Regional WHS & Wellness Manager.
- Maintaining information systems on relevant resources and implement relevant administrative procedures and systems to support.
- Developing and delivering WHS training as required.
- Providing education and support of Calvary staff to understand the Acts and Calvary related WHS policies and procedures

### ***Health and Safety Representatives support:***

- Provide leadership and support for the Health and Safety Representatives in all aspects of their role
- Participate in Work Health and Safety Committees

### ***Maintain and Update ChemAlert Register:***

- Support sites to review and update ChemAlert registers
- Provide sites with ChemAlert education where required
- Assist with development of risk assessments for hazardous chemicals

### ***Risk Management – Safety:***

- Monitor attendance of site mandatory Manual Handling training
- Review and update relevant Work Health & Safety policies and procedures
- Support managers in developing SWMS and Risk Assessments in consultation with relevant stakeholders
- Identify and assess hazards and make recommendations for corrective actions and reports accordingly
- Monitor completion of the facilities' WHS Action Plans

- Participate in WHS Audits, identify gaps in compliance with Calvary Management Systems and recommend corrective actions
- Lead the development and implementation of Emergency Procedures for services

**Professional Development:**

- Recognise and respond to the need for professional growth
- Participate in professional activities offered within the organisation
- Recognise and respond to the need to remain current with professional knowledge

**Customer Service:**

- Identify and understand the needs and expectations of customers
- Prompt and courteous response to internal and external customer requirements
- Maintain confidentiality and privacy in relation to organisational requirements

**Demonstrated understanding of risk management processes and quality patient care and organisational outcomes systems, and their relationship to safe quality patient care and organisational outcomes:**

- Take responsibility for implementing LCMHC Risk Management strategy within span of control
- Assist in identification, analysis, assessment, monitoring and reporting of risks
- Promote risk management practices by residents, clients, patients, visitors and contractors

**WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet).

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Service Executive team</li> <li>• National WHS &amp; Wellness team</li> <li>• Regional WHS &amp; Wellness Manager</li> <li>• Regional People &amp; Culture team</li> <li>• RTW Coordinator</li> <li>• WH&amp;S Representatives / WHS Committees</li> <li>• Facilities Management staff (National and local)</li> <li>• All managers</li> </ul>
External:	<ul style="list-style-type: none"> <li>• WHS Regulatory Bodies</li> <li>• Healthcare Regulatory Bodies</li> <li>• Government Agencies (Fire, Police, Local Council)</li> <li>• Contractors</li> <li>• Unions and other industrial organisations</li> <li>• Employer associations</li> </ul>

**Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• Nil Applicable</li> </ul>
Budget:	<ul style="list-style-type: none"> <li>• Nil Applicable</li> </ul>

## Selection Criteria

### Essential

- Undergraduate degree in WHS Management or related discipline, or demonstrated significant equivalent skills, knowledge and experience
- Demonstrated significant experience working in workplace health and safety and/or risk management (min 5 years) in a large and complex organisation
- Significant knowledge and understanding of WHS legislation and related Codes of Practice
- Proven knowledge of Risk Assessment and Incident Investigation methodologies
- Demonstrated significant experience in undertaking WHS audits and inspections
- Demonstrated experience participating in external audits conducted by regulatory bodies
- Demonstrated experience in partnering with stakeholders at all levels of the organisation to influence the achievement of WHS outcomes and objectives
- Highly developed written and verbal communication skills, with experience in presenting information in a variety of formats to different audiences

### Desirable

- Previous experience working in the healthcare sector
- Demonstrated understanding of wellness in an organisational context
- Certificate IV in Training and Assessment

### Special Requirements

- Current and valid driver's licence
- Willingness to use own vehicle for business purposes
- Willingness and ability to travel intrastate and interstate as required

## Approvals

Job Holder's signature:

Date:

Manager's signature:

Date: