



POSITION DESCRIPTION

Position Title:	Workplace Health and Safety Coordinator
Organisation Unit:	Faculty of Health and Behavioural Sciences
Position Number:	3027811
Type of Employment:	Full-time, Continuing
Classification:	Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+ (see <http://uniquet.com.au/our-track-record>).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: <https://habs.uq.edu.au/>

School of Nursing, Midwifery and Social Work

The UQ School of Nursing, Midwifery and Social Work (NMSW) established in 2015, is a new School that has been created as a result of the merging of the School of Nursing and Midwifery and the School of Social Work and Human Services. The School will be a leader in the study of nursing, midwifery, social work and human services, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is committed to conducting academic, research and community partnership programs that are recognised for their excellence in contributing to health and well-being in the community. The School is responsible for the Bachelor of Social Work, Bachelor of Human Services, Bachelor of Nursing, Bachelor of Midwifery, Bachelor of Nursing/Bachelor of Midwifery dual degree, Master of Nursing Studies, Master of Social Work Studies and the Master of Counselling.

Whilst the school is located on the university's main campus at St Lucia a feature of our undergraduate and graduate-entry programs is delivery of components of the program by our academic staff at teaching hospitals within Queensland Health and the private health sector.

Further details regarding the School, academic and research programs and staff can be found on the School's website at <http://nmsw.uq.edu.au>

The School of Dentistry

The UQ School of Dentistry has a long and proud tradition of 81 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is focused on a number of themes, and crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.

Further details about the School's teaching programs, research interests and other activities may be accessed on the School's web site at <http://www.dentistry.uq.edu.au/>

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - <http://www.uq.edu.au/current-staff/working-at-uq>

DUTY STATEMENT

Primary Purpose of Position

The Workplace Health and Safety Coordinator is responsible for the implementation of the Faculty and Schools' Health and Safety Management plan and assisting School staff meet their WHS obligations within the schools of NMSW and Dentistry and Research Centres within the Faculty. The role will promote a positive safety culture and achieve compliance with statutory requirements and organisational objectives. This role will be required to work across multiple locations.

Duties and responsibilities include, but are not limited to:

Workplace Health and Safety

NMSW only

- Develop SOP for equipment with relevant stakeholders and train relevant staff on correct use.
- Maintain and update Emergency Evacuation Plans.

Dentistry only

- Oversee drug and chemical purchasing and manifest updates and oversee their disposal in consultation with Lab Manager and Pre Clinic Coordinator
- Advise Lab Manager and Pre-clinic Coordinator of HSW obligations, requirements for documentation and record keeping. Assist in review of documents.

NMSW and Dentistry. Research Centre's

- Advise the relevant Head of School, Director and School/ Centre Managers on responsibilities under the Workplace Health & Safety Act and ensure compliance on the overall state of health and safety in the School.
- Provide advice and support where required on all HSW School activities.
- Liaise with the Program Directors and Clinical Lecturers, and external placement partners to ensure the School is compliant with HSW requirements.

- Ensure all OH&S documentation is up to date for auditing requirements and ensure adequate record-keeping as required under the Act including HSW Plans.
- Facilitate the School WHS Committee meetings - acting as secretary/chair.
- Develop, coordinate and advise on implementation of safety management systems for the School/ Centre's.
- In consultation with the Fire Safety Officer and local contacts at rural sites, ensure Emergency Evacuation Procedure Manuals are maintained for all locations.
- Responsible for the local area Incident, Illness & Injury reporting system and investigations as required. Identify and report on trends and serious incidents to the School Manager and the Faculty WHS and Facilities Manager.
- Responsible for the Hazard Reporting process and suggest and implement appropriate risk control measures.
- Advise staff on the requirements to conduct risk assessments and assist staff in conducting risk assessments and reviewing existing risk assessments.
- Assist with formal investigations into serious incidents in conjunction with the Faculty WHS and Facilities Manager and the HSW Division.
- Assist with reviewing local procedures to identify gaps in compliance and recommend changes.
- Assist with the implementation of new systems and processes, including conducting local training.
- Participate in workplace audits organised by the HSW Division.
- Conduct annual workplace inspections, write reports, develop corrective action plans and monitor their completion.
- Conduct local inductions for all new staff.
- Conduct initial ergonomics assessments and liaise with the Faculty WHS and Facilities Manager as required.
- Attend Faculty WHS Committee and WHS Forum as the Schools representative.
- Instigate and submit minor works funding requests to the HSW Division in consultation with the School Manager and the Faculty WHS and Facilities Manager.
- Ensure electrical equipment purchased by the School meets UQ guideline.
- Assist other Schools in the Faculty of Health and Behavioural Sciences in relation to HSW matters as directed by the Faculty WHS and Facilities Manager.
- Assist with facilities and refurbishment matters including furniture requirements and liaising with contractors.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Faculty Senior WH&S Advisor with a dual report line to the School Managers, School of Nursing, Midwifery and Social Work and School of Dentistry.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with subsequent relevant experience; or experience in a clinical field or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of the principles and practices of Workplace Health and Safety and how they apply to a clinical environment.
- Knowledge of Workplace Health and Safety Codes of Practice and Australian Standards as well as safety practices in teaching, research and clinical environments.
- Well-developed IT skills appropriate for this position including Microsoft Office Suite and other local systems including the University's risk management database or the ability to rapidly acquire this knowledge.
- Initiative, flexibility, adaptable to change and, willingness to work across a range of activities and locations
- Excellent organisational skills and the ability to prioritise tasks and work independently.
- Effective interpersonal and communication skills including the ability to exercise tact, courtesy, judgement and maintain confidentiality when dealing with people at all levels of the organisation
- Excellent accuracy and attention to detail.

Desirable

- Experience in clinical settings
- High level of familiarity with the University's Occupational Health and Safety policies or ability to rapidly acquire.
- Extensive and relevant experience working in a University or other large organisation.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (<http://www.uq.edu.au/equity>) for further information and points of contact if you require additional support.