



POSITION DESCRIPTION

Position Title:	Work Health Safety & Injury Management Co-ordinator
Department:	Executive Administration
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Health Manager – Level 2
Vaccination risk category:	A
Award:	MSIC & WMH Health Service Employees Agreement 2016
Employment status:	Permanent Part Time
Hours:	24HPW

Position reports to: Service Manager/DDON

Position Supervises: Nil direct reports

Key relationships:

Internal:

- War Memorial Hospital Executive Management team
- War Memorial Hospital line management and all other employees
- South Eastern Sydney Local Health District Work Health and Safety team
- Uniting People and Systems Work Health and Safety and Injury Management team

External:

- Health service insurers
 - Private medical practitioners
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POSITION PURPOSE

This is a role responsible for partnering with Senior Executive Management, line Managers and all employees at War Memorial Hospital (Waverley) in providing specialist professional advice, coaching and support on a range of Work Health and Safety (WHS) strategies, legislation, policy and processes.

War Memorial Hospital

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125 Birrell Street

Waverley NSW 2024

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This role also focuses specifically on the provision of specialist advice regarding injury prevention culture and injury management (IM) when that occurs. Under the WHS remit, the position also supports emergency and fire response co-ordination across the WMH campus, particularly liaising with senior management team to ensure appropriate safety systems and processes are in place.

POSITION OBJECTIVES

- Provide interpretation and counsel to WMH Executive Management regarding WHS/IM policies, programs, standards and practices
 - Work with key stakeholders and their business areas in order to provide tailored services covering Work Health and Safety, including manual handling, injury management, workers compensation and general WHS risk management
 - Contribute to the review, development, implementation and maintenance of WHS policies, procedures and processes to ensure currency and compliance with legislative requirements, organisational needs and best practice
 - To lead and provide specialist WHS and IM advice to the WMH campus inclusive of all employees, services, facilities, day to day processes, relevant accreditation, audit activities and emergency preparedness
 - Takes a lead role in developing a proactive preventative safety culture
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KEY RESPONSIBILITIES

Financial management & awareness:

- Ensure that all activities and operations within the scope of responsibility are performed in accordance with the allocated budget and policy guidelines
- To provide sustainable, reasonable and practical solutions, prioritise WHS resource allocation and provide recommendation on expenditure needs to Executive Management
- Whilst ensuring appropriate risk control, to be considerate of financial implications relating to any WHS/IM/Fire expenditure in overall context of WMH budget
- Prepare relevant financially implicated reports to Executive Management
- To provide expert advice on appropriate and efficient workplace Injury Management strategy inclusive of insurance liabilities and cost containment measures
- Support employees through Injury Management processes with relevant guidance as to financial implications
- Understands the importance of environmental sustainability concepts relative to business decision making

Operational processes:

- Taking into account the customer's context, provide expert consultative advice and coaching on WHS matters including WHS/IM/Emergency response matters at all levels of staff and management in collaboration with WMH Executive Management
- Implement WHS/IM projects through effective project management skills, planning, analysis, monitoring, reporting and risk management
- Be informed and use metrics such as WHS performance scorecard and Workers Compensation cost reports to support senior management with workforce decisions
- Investigate escalated WHS incidents and/or hazards, providing detailed reports or briefing of risks involved and prevention strategies
- Initiate and implement relevant WHS/IM/ Emergency Response (including fire) education programmes for all employees
- WMH WHS lead for ACHS Accreditation cycle and NSW Ministry of Health Profiling policy directive requirements

- Provide advice to line managers around WHS risks to better inform, influence and contribute to decision making, and reviewing WHS legislation changes
- Oversight of site fire compliance processes in collaboration with Maintenance services
- Contribute to the implementation of SESLHD and Uniting WHS policies, processes, systems and platforms (including technology) so as to ensure efficiency of the wider organisation
- Participate and comply with all quality and safety management systems and processes
- Oversight of WMH Manual Handling policy and processes as per WHS principles
- Engage in own professional development and set and fulfill personal development goals
- Recognises and promotes the value of Mandatory training for self and others
- Other duties as designated by WMH Executive

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Ensure integration and collaboration with other key networks of SESLHD WHS & IM and also Uniting People and Systems WHS team
- Provide professional advice and coaching support to managers on a range of WHS related issues in a consistent and timely manner
- Foster relationships with external Medical and health providers to support a proactive injury management program
- Represents WMH in discussions with relevant insurers in providing and collating injury management information
- Oversight of emergency preparedness education and processes across the site in collaboration with relevant WMH Line and Executive Management

People management & teamwork:

- Acts as a constructive member of the WMH team and helps to drive a culture of an engaged, healthy and safety focused workforce at WMH
- Actively role model, consult, implement and monitor a safety culture with underpinnings of transparency, accountability and responsiveness
- Foster a spirit of cross campus consultation which seeks to achieve organisational goals, enabling safety awareness and solution focused customer service
- Build and maintain effective team relationships – within own team and across business streams / functions
- Positively model the Code of Conduct and Ethical Behaviour for Uniting and NSW Health
- Represent the Uniting culture and values internally and externally, communicating and acting in ways that are consistent with values of Bold, Respectful, Imaginative and Compassionate
- Recommend education opportunities for staff and/or managers to further develop their WHS performance and aptitude
- To participate in relevant meetings and projects across all disciplines
- To actively participate in WMH/Uniting/LHD events relevant to this role
- Awareness and participation in annual staff engagement survey and action plans
- Sharing of expert knowledge and resources amongst the greater LHD and Uniting

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Performance is monitored on an ongoing basis and financial targets achieved as established by the annual budget process
- Evidence of prioritisation and financial consideration in monthly 1:1 meetings and reports to Service Manager

- Monthly production of relevant statistical data and costs to relevant levels of management e.g. WHS performance report, scorecard
- Participate in review of relevant facility contracts to ensure cost efficiency and sustainability
- Evaluate and report on workers compensation performance at the end of each financial year
- Engages and promotes environmentally sustainable concepts in business considerations

Operational processes:

- All stakeholders in your area of responsibility are constantly communicated with and remain informed and involved in appropriate aspects and projects
- Effective WHS policies and processes are implemented consistently across the organisation and understood by people managers
- Uniting and NSW Health policies and systems are utilised consistently
- Production of monthly WHS Performance report to align with submission of the WMH Board report
- Compilation, interpretation and dissemination of WHS monthly scorecard
- Production of monthly Service Manager report/agenda
- Attendance and presentation at various WMH Committee meetings as per the committee matrix e.g. Governance and WHS committee meeting
- Attendance and presentation at designated SESLHD & Uniting WHS meetings
- Active participation in relevant ACHS Accreditation meetings and documentation
- Organisational lead for WHS/IM Profiling process
- Evidence of participation/development of local business rules and plans
- Production of detailed investigation reports and/or risk assessments for all escalated WHS related incidences/hazards
- Advises WMH Executive on site fire compliance processes in collaboration with Maintenance Department
- Conduct regular audits/review of hospital compliance to MOH KPIs incl. Mandatory training attendance, workplace inspections etc.
- Delivers designated topics in the delivery of the WMH new employee orientation programme
- Evidence of participation and regular meetings with WMH Manual Handling trainer to review hospital MH performance and development opportunities
- Promotes opportunity for further mandatory and other available training for self and others
- Readily engages in other duties all designated by WMH Executive

Client management & engagement (internal & external stakeholders):

- Client feedback indicates their respect for your services (work) provided and a good working relationship
- Actively fosters professional networks and relationships with key stakeholders eg SESLHD WHS & IM and also Uniting People & Systems WHS team
- Effective client relationships are in place and stakeholders indicate high levels of satisfaction with service delivery eg external medical and healthcare providers, insurers etc.
- Positive feedback from internal stakeholders on quality processes, service and delivery of WHS strategy and operations
- Injury Management processes are delivered in an efficient, supportive and clear manner for all stakeholders – e.g. employee, managers, health providers and insurers
- Facilitates and records emergency preparedness education and processes across the site in collaboration with relevant WMH Line and Executive Management

People management & teamwork:

- Engages consultatively with relevant WMH Managers at all levels in providing specialist WHS/IM support to their line report employees
- Demonstrates and role models a preventative safety culture across the WMH campus

- Feedback from relevant managers confirms your positive consultative contribution as a member of the WMH team
- Feedback from colleagues and their teams confirms your contribution to an integrated Uniting and South Eastern Sydney Local Health District
- Standards of professional behaviour demonstrate alignment with the Uniting and NSW Health values and are effectively role modeled in all workforce interactions

Work Health Safety and Welfare Requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

PROFESSIONAL SKILLS AND KNOWLEDGE

1. Holds a tertiary qualification in Work Health Safety (WHS) or equivalent field of study
2. Minimum of 5 years' experience in specialist WHS function, preferably but not exclusively within a healthcare environment
3. In depth knowledge of WHS and Injury Management legislation, policies, processes and industry best practices
4. Highly developed communication skills inclusive of verbal, written, facilitation and presentation skills
5. Capacity to work autonomously with self-direction and also effectively as part of a team
6. Demonstrated ability to project manage, prioritise tasks, generate reports, meeting deadlines which support and influence business decisions
7. Demonstrated experience in coaching and enabling management capability to elicit optimal performance from all employees
8. Understanding of risk management concepts relative to WHS/IM/Emergency with ability to influence sound business decision making considerate of business sustainability and reasonable solutions

Employee Name:		Managers Name: Title	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: WHS & IM Business Partner
 Department: Executive Administration
 Assessor: Jane McGuire
 Date of Assessment review: October 2021

Service/Unit: War Memorial Hospital
 Manager/Supervisor: Service Manager
 Date of Assessment:

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks				X		
	Standing Remaining standing without moving about to perform tasks			X			
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks	X					
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying		X				
		X					
							X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms			X			
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands	X					
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work	X					
	Driving Operating any motor powered vehicle		X				
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	Smell Use of smell is an integral part of work performance e.g. working with chemicals						X
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance	X					

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations		X				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		X				
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard	X					
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						X
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks	X					
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases	X					

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20....