

Position Description

| | |
|-------------------------------------|---|
| Position Title: | Health and Safety Advisor |
| Location | Maters Central Queensland |
| Level of Accountability: | Team Member |
| Agreement: | MCAS |
| Classification: | 4 |
| Service Stream / Department: | People and Learning |
| Reports Authority: | In accordance with Organisational Structure |

Behavioural Standards:

The Health and Safety Advisor shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct, and any other relevant professional and behavioural standards, translating these into everyday behaviour and action and holding self and others to account for these standards.

Position Statement:

The purpose of the role of Health and Safety Advisor is to provide active and functional health and safety advice, guidance and coaching to Mater Health Services (MHS). The role is responsible for ensuring that all legislative and operational health and safety requirements are met and that the safety of our employees remains our highest priority. The position will provide technical expertise and support to the Senior Health and Safety Advisors and the State Manager, Health and Safety Systems in establishing and maintaining systems and processes associated with employee health and safety to ensure legislative compliance.

The Health and Safety Advisor will also work closely with the Injury Management team to establish and facilitate local intervention initiatives and individual case management.

Key Effectiveness Areas

- Mission & Values
- Health and Safety Systems
- Workplace Health & Safety
- Employee Injury Management
- Other Responsibilities

Key Position Responsibilities:

Mission and Values

- Promote and adhere to the Mission and Values of Mater Misericordiae Limited
- Participate in Mater celebration and traditions; and
- Attend Mission in-service when required.

Health and Safety Systems

- Contribute to the development, implementation and continual improvement of best practice health and safety management systems, practices and services throughout Mater Group
- Contribute to the development of an effective and contemporary Health and Safety Service that aligns with the Mater's commitment to Health and Safety
- Contribute to the planning, design and implementation of health and safety initiatives across Mater
- Coach Workers on all aspects of workplace health and safety including matters pertaining to changes in health and safety legislation, policy and emerging trends
- Perform health and safety operational duties including but not limited to incident analysis, risk assessments and workplace audits and inspections in accordance with business needs, relevant legislation, codes and standards
- Lead and / or participate in health and safety investigations
- Be an active participant in health and safety consultative committees and the health and safety representative network as required
- Develop relevant WHS reporting as required

Workplace Health & Safety

- Provide day-to-day coordination and support to Health & Safety representatives with a focus on fostering a culture that is client-focused, collaborative and consultative
- Participate in, or chair, meetings or forums that are relevant to the environment, occupational health & safety, emergency coordination, fire safety and any other circumstance as required and appropriate
- Develop, review and implement procedures, work instructions or other site-specific documents and forms
- Maintain effective communication with facility Executives concerning incidents and hazards at the facility level.
- Contribute to wellbeing programs that address key risk areas, prevention of occupational incident trends and promote health improvements that are specific to the employee demographics

Employee Injury Management

- Assist employees and Managers appropriately when addressing work and non-work-related impairments and return-to-work arrangements concerning delegations and industrial relations legislation upon request of the Injury Management team representative; and
- Review occurrences or patterns of employee work-related injuries to determine if workplace modifications or improved practices can be made/implemented to ensure a safer work environment

Other Responsibilities

- Provide operational support and advice to all Mater employees, volunteers and visitors
- Develop effective and productive working relationships with internal and external stakeholders including relevant business units, regulators and similar health service organisations
- Accept, adhere and promote workplace health and safety under the relevant legislation, standards, policies, procedures and framework that promote 'zero harm' for staff
- Participate in creating an environment that strives for customer satisfaction

- Participate in meetings and forums as required
- Foster a cooperative work environment and maintain open communication through practical interpersonal skills and appropriate forums
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines
- Accept individual responsibility and accountability for own performance and professional development
- Accept and adhere to all policies and procedures of Mater and your employment location
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

Qualifications and Experience:

Essential qualifications

- Minimum of Certificate IV Health and Safety, or working towards

Desired qualifications

- Diploma in Occupational Health and Safety or similar

Experience

- Prior experience in a comparable role
- Prior experience in a healthcare environment (*highly desired*)

Skills & Knowledge

- Contemporary knowledge and application of legislation and guidelines
- Demonstrated ability to work autonomously and as a member of a geographically segregated team
- Excellent interpersonal and communication skills
- Demonstrated ability to undertake incident investigation and management to industry standard
- Demonstrated high level written skills including the ability to compile reports, documented risk assessments / investigations, discussion papers, briefing notes and relevant correspondence
- Demonstrated high level verbal communication skills in establishing and contributing to effective relationships with the Health and Safety team, Injury Management Team and the broader People and Performance Team
- Advanced skills in MS Excel, Word and PowerPoint
- Experience using Employee injury and incident management systems