

POSITION DESCRIPTION

Position Title:	OHS Advisor
Business Unit/Department:	Safety, Risk and Emergency Management Team
Division:	People, Culture and Communications
Award/Agreement:	Victorian Public Sector Health & Allied Services Managers & Administrative Workers) Enterprise Agreement 2021 - 2025
Classification:	HS4
Reports To:	OHS Operations Manager
Direct Reports:	N/A
Date Prepared/Updated:	1 January 2025

Position Purpose
<p>Reporting to the OHS Operations Manager, the Occupational Health and Safety Advisor is responsible for assisting with the maintenance of:</p> <ul style="list-style-type: none"> • Occupational Health and Safety system • Occupational Violence and Aggression prevention and response system • Emergency & Disaster response systems
Business Unit Overview
<p>The Safety, Risk and Emergency Management Unit, forms part of People, Culture & Communications Division and provides a range of services to management and staff across all areas of Western Health such as occupational health and safety management including occupational violence and aggression, risk management, and strategic coordination of emergency/disaster management.</p> <p>The Safety, Risk and Emergency Management team members are committed to working as a partner with management and staff to help achieve Western Health's vision, goals and objectives. In addition to providing guidance and advice on a broad range of OHS issues, the team strives to produce best practices and continuous improvement strategies and services to maximise their effectiveness.</p> <p>The Safety, Risk and Emergency Management Unit (SREM) is a support service to all Western Health staff, at all levels. The OHS Advisor team provides generalist OHS advice and collaborates with Western Health staff to achieve outcomes that promote safe and healthy working environments. The SREM team acknowledge the expertise every Western Health employee brings into their role and the power their expertise has in achieving successful outcomes to health and safety challenges and opportunities.</p>

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Key Responsibilities

Contribute to the management of effective OHS, as directed, in collaboration with key stakeholders, by:

- Sharing OHS knowledge with all Western Health staff to improve organisational safety literacy.
- Achieving the outcomes the Western Health Strategy.
- Contributing to the continuous improvement of the Western Health Safety Management system.
- Providing accurate and practical written and verbal OHS advice to staff and management to promote safe work practices and initiatives to improve workplace culture.
- Performing detailed risk assessments and OHS investigations, while providing risk reduction strategies.
- Investigating hazards and workplace incidents and conducting regular reviews of RiskMan entries and providing appropriate support to affected workplaces in line with the *Western Health Staff Incident Reporting and Investigation Procedure*.
- Working closely with Best Care Coordination, Quality, People & Culture Business Partners and Injury management teams to share information in support of injured workers and system enhancements.
- Supporting external body activities such as WorkSafe Victoria worksite entries and incident reviews.
- Monitoring data to identify trends or themes and provide advice on safety mitigation strategies in response to those trends/themes.
- Attending, participating and supporting the Western Health OHS Committee, any sub committees and groups, where required and to provide advice & expertise.
- Developing and delivering OHS training and education programs including but not limited to:
 - Manual Handling Injury Prevention in clinical and non-clinical areas.
 - Back 4 Life (B4L) - Train the trainer for B4L educators.
 - OHS responsibilities for managers and staff,
 - Chemical Management and Dangerous Goods and Hazardous Substances.
 - Area Warden Training- in support of the Emergency Management team.
 - IMT Training- in support of the Emergency Management team.
 - Occupational Violence and Aggression- in the support of the OVA team.
 - PPE Selection and use.
- Keeping well informed of current safety practices.
- Participating in the Respiratory Protection Program and support the RPP team as required and as surge capacity. This may include undertaking fit testing training and assessment to assist as surge capacity.
- Aiding the OHS Projects team with the new Melton hospital build.
- Other duties as directed.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- People, Culture and Communications Division
- Injury Management & Workplace Health Unit
- Western Health OHS Committee
- Risk and Quality Unit
- Western Health Incident Commander and site commanders
- Senior Management /Site Managers
- Engineering Services
- Security Services
- Health and Safety Representative
- Designated Work Group / Portfolio
- Divisional Portfolio as allocated

External:

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- WorkSafe Victoria
- MFB/CFA
- Health and Wellbeing Organisations and Associations
- Services and Utilities Departments

Selection Criteria

What we are looking for:

- Minimum Certificate IV in Occupational Health and Safety or equivalent qualification.
- 5 years experience working as a safety practitioner/professional.
- Demonstrated interpersonal skills, including, ability to work effectively and collaboratively as part of a team, capacity to build and maintain positive working relationships.
- Excellent verbal and written communication skills, including ability to write formal policies, procedures, performance reports and promotional material.
- Ability to develop and present quality OHS education and training sessions.
- Highly developed interpersonal skills.
- Excellent analytical and problem-solving skills.
- High level competency with computer software systems (e.g. Excel, Word, Powerpoint, Outlook).
- Ability to multi-task and effective time management.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Provide evidence of COVID19 vaccination.
- Report to management any criminal charges or convictions you receive during your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, Victorian Occupational Health and Safety Regulations 2017, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

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- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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