

## POSITION DESCRIPTION

<b>Position Title:</b>	Back For Life Coordinator
<b>Business Unit/Department:</b>	OHS, Wellbeing and Emergency Management Services
<b>Division:</b>	People, Culture and Communications
<b>Award/Agreement:</b>	Victorian Public Sector Health & Allied Services Managers & Administrative Workers) Enterprise Agreement 2021-2025
<b>Classification:</b>	HS4
<b>Reports To:</b>	Occupational Health and Safety Operations Manager
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	18 June 2025

<b>Position Purpose</b>
<p>Reporting to the Occupational Health and Safety Operations Manager, the Back For Life Coordinator is responsible for assisting in the management of:</p> <ul style="list-style-type: none"> <li>• Western Health's "Back 4 Life" program</li> <li>• Bariatric Advisory Group</li> <li>• Patient Sling &amp; Hoist maintenance</li> </ul>
<b>Business Unit Overview</b>
<p>The Safety, Risk and Emergency Management Unit forms part of People, Culture &amp; 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 a specialised occupational violence and aggression team, risk management, the Western Health Respiratory Protection Program and strategic coordination of emergency/disaster management.</p> <p>The Safety, Risk and Emergency Management Unit are committed to working as a partner with management and staff to help achieve Western Health's goals and objectives. In addition to providing guidance and advice on a broad range of OHS, OVA, Emergency Management and Respiratory Protection issues, the team strives to produce best practice and continuous improvement strategies and services to maximise their effectiveness.</p>
<b>Key Responsibilities</b>
<p><b>Contribute to the management of effective OHS, Health and Wellbeing as directed, in collaboration with key stakeholders:</b></p> <ul style="list-style-type: none"> <li>• Assist the Operations Manager to address the requirements and listed actions detailed in the OHS annual action plan which aligns to the Western Health Strategy.</li> <li>• Develop and maintain the "Back 4 Life" program documentation and maintain training/competency database.</li> <li>• Coordinate and drive the implementation and maintenance of Western Health's Back 4 Life (patient and general manual handling) program.</li> </ul>

### Our Vision

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- Monitor and evaluate the effectiveness of the “Back 4 Life” program.
- Lead and work collaboratively with Manual Handling Educators to ensure the effectiveness of the “Back 4 Life” program.
- Develop, deliver and review patient manual handling education and training.
- Advise and assist Management and other staff from diverse workgroups such as nursing and allied health, to achieve best practice with regard to patient handling whilst ensuring staff safety.
- Collaborate with key stakeholder and provide accurate and practical OHS advice and patient manual handling advice to staff and management.
- Support leadership teams to empower interdisciplinary ways of working to problem solve and implement improvement solutions for patient related manual handling concerns and staff incidents/injuries across Western Health.
- Review, and assist in the implementation OHS Policy, Procedures and Guidelines
- Develop and implement systematic reviews and lead management and other teams to ensure legislative compliance and the application of relevant standards.
- Contribute to the development of Western Health’s risk management program.
- Perform detailed risk assessments and provide recommendations based on the application of risk matrix to determine the level of risk for manual handling issues.
- Investigate hazards and workplace hazardous manual handling incidents and provide comprehensive quality reports detailing the incident and practical recommendations for further prevention, including appropriate follow up and monitoring of implemented solutions.
- Work closely with the Injury Management Team to ensure that accident prevention activities are aligned with the staff injury assistance programs.
- Participate in reviews and investigations conducted by external bodies, such as WorkSafe Victoria, and facilitate the necessary resources required to suitably manage the requests.
- Actively review assigned RiskMan reports to determine causal factors and appropriate action are taken to facilitate prevention of further occurrences.
- Provide suitable accident/incident statistical data and reports where required to facilitate active reviews and actions.
- Attend the Western Health OHS Committee and sub committees where required to provide OHS advice and technical expertise on patient manual handling.
- Participate in other working groups/committees as required.
- Compile and distribute professional OHS documentation across the key identified areas of the organisation.
- Identify emerging and/or other potential OHS risks and actively assist in developing strategic and operational plans to mitigate these issues.
- Actively promote safe work practices to assist in achieving a safe workplace culture.
- Provide advice to the Health and Safety Representatives as required.

#### **Other duties:**

- Keep well informed of federal, state and local legislation, Australian standards, and Equipment standards which may affect Western Health.
- 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:**

- OHS, Wellbeing and Emergency Management Services staff
- Western Health OHS Committee
- People & Culture team
- People, Culture and Communications Division
- Legal Unit
- Risk and Quality Unit
- Senior Management /Site Managers
- Engineering Services

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- Security Services
- “Back 4 Life” trainers
- Health and Safety Representatives
- Nursing and Allied Health Staff
- Support Services staff

**External:**

- WorkSafe Victoria
- Equipment manufactures / providers
- Health and Wellbeing Organisations
- Unions (e.g: ANMF / HSU)
- Safe Patient Handling Special Interest Group

## Selection Criteria

### Essential

- Tertiary Qualification in Nursing or Allied Health.
- Minimum 3 years’ experience in patient manual handling
- Demonstrated interpersonal skills, including 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 patient manual handling 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 demonstrate effective time management.

### Desirable

- Relevant qualification in Work Health and Safety or equivalent.
- Certificate IV in Assessment & Workplace Training
- Experience in an acute healthcare environment

## 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
- Report to management any criminal charges or convictions you receive during the course of 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, and the 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

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<b>General Information</b>
<ul style="list-style-type: none"> <li>• Redeployment to other services or sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>

*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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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