

POSITION DESCRIPTION

Position Title:	Chemical Safety Coordinator- 12 Month Contract
Business Unit/Department:	Safety, Risk & Emergency Management Team
Division:	People & Culture
Award/Agreement:	Victorian Public Sector Health & Allied Services Managers & Administrative Workers) Enterprise Agreement
Classification:	HS4
Reports To:	OHS Operations Manager
Direct Reports:	N/A
Date Prepared/Updated:	26 August 2026

Position Purpose

The Chemical Safety Coordinator is responsible for ensuring the safe management of hazardous chemicals across Western Health facilities. This includes overseeing compliance with relevant legislation, developing and implementing chemical safety protocols, conducting risk assessments, and providing training and support to staff. The role plays a critical part in maintaining a safe environment for patients, staff, and visitors.

Business Unit Overview

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.

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.

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.

Key Responsibilities

Chemical Safety Management

- Develop, implement, and maintain chemical safety programs and procedures.
- Monitor and ensure compliance with chemical safety regulations (e.g., OHS Act & associated

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regulations & EPA).

- Maintain accurate chemical inventories and Safety Data Sheets (SDS).
- Maintain accurate manifest records for Western Health, including the New Footscray Hospital Precinct.
- Coordinate proper storage, labelling, and disposal of hazardous chemicals.

Risk Assessment & Incident Response

- Conduct regular chemical hazard risk assessments across departments.
- Investigate chemical-related incidents and near misses; recommend corrective actions.
- Coordinate emergency response plans and chemical spill containment procedures.

Training & Education

- Deliver chemical safety training to clinical and non-clinical staff.
- Develop training materials and induction programs for new employees.
- Promote safety awareness campaigns and best practices.

Compliance & Reporting

- Liaise with regulatory bodies (e.g., WorkSafe Victoria, EPA) and ensure timely reporting.
- Prepare and submit environmental and safety compliance reports.
- Support internal audits and inspections related to chemical safety.

Collaboration & Leadership

- Work closely with Infection Prevention, Engineering, Pharmacy, Pathology, and Environmental Services and other relevant departments to coordinate and manage chemical inventories throughout Western Health.
- Participate in relevant committees and working groups.
- Provide expert advice on chemical safety during procurement and project planning.

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
- Pharmacy Services
- Security Services
- Project Teams & Capital Teams
- Health and Safety Representatives
- Designated Work Groups

External:

- Pathology Services
- Universities & Laboratories who lease spaces from Western Health
- WorkSafe Victoria
- MFB/CFA
- Health and Wellbeing Organisations and Associations
- Services and Utilities Departments

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Selection Criteria
Essential • Tertiary qualification in Chemistry, Occupational Health & Safety, Environmental Science, or related field. • Demonstrated experience in chemical safety management within healthcare or laboratory settings. Knowledge of relevant legislation, standards, and codes of practice (e.g., WHS, EPA, Dangerous Goods). • Strong communication and training facilitation skills. • Ability to conduct risk assessments and develop mitigation strategies. • Proficiency in safety documentation and incident reporting systems. • Ability to work collaboratively across multidisciplinary teams. • Strong analytical and problem-solving skills. Desirable • Certification in hazardous materials management or chemical safety (e.g., CCSP) is desirable. • Experience in ISO 9001 or similar quality systems. • Familiarity with sustainability and waste management initiatives.
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 • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to 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, the Victorian Occupational Health and Safety Regulations 2017 (OHS 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, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008 • 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

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- diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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
- 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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