



## You've come to the Right Place

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

**Our Purpose**                      **Contributing to the dignity, meaning and comfort of people in need**  
**Our Vision**                        **To be the first choice in aged and community care in Tasmania**

### We Value:

Making a Difference    We put people first  
                                    We exceed expectations  
                                    We are always looking for better ways to do things  
                                    We work collaboratively as a team

Empathy                      We endeavour to understand what someone is feeling  
                                    We are patient and listen  
                                    We support people with kindness

Excellence                    We take responsibility for our decisions and actions  
                                    We take ownership, we follow through  
                                    We take pride in our work  
                                    We find learning opportunities in our mistakes

Integrity                      We behave ethically and honestly  
                                    We show respect to everybody  
                                    We do the absolute best we can

Courage                      We forge ahead even when it's tough  
                                    We embrace change and welcome diversity  
                                    We ask for help when we need it  
                                    We speak up when something needs to be said

## Position Description

Position Title	<b>Work Health and Safety Officer</b>
Reports to	Manager People and Culture
Significant Working Relationships	Managers, Supervisors, all employees, external stakeholders
Location	Corporate
Agreement/Award	Huon Eldercare Inc, HACSU ANMF General Staff Agreement 2015 or its replacement

## Position Purpose

The position is integral to improving service delivery through a clear systems focused approach and by engaging and supporting staff, at all levels, with quality, safety and risk and is directly responsible to their immediate manager for all aspects of service delivery under their control.

## Role Accountabilities

### Education and Training

- Develop, deliver and evaluate work health and safety education programs including manual handling and emergency management education and training
- Coordinate induction, education and training for trainee extended care assistants
- Coordinate induction of all new staff and work placement students relating to work health and safety standards and practices and the organisations risk and safety systems
- Conduct workplace assessment of staff relating to work health safety standards and practices
- Provide point of care support for new and trainee extended care assistants
- Provide documented reports of outcomes and compliance to the Manager, People and Culture, Health and Facilities Services Manager, Facility Managers and Team Managers.

### Workplace Health & safety

- Liaise with facility and team managers to effectively influence staff culture and compliance relating to safe work practices and a safe working environment
- Coordinate and chair work health and safety committee meetings
- Monitor and provide the facility and team managers with feedback and documented reports to enable appropriate actions relating to hazards, identified risks, work health safety issues and incidents to be implemented.
- Encourage staff participation in activities to promote health and wellbeing

- Conduct work health and safety audits, collate results and provide reports for relevant managers.
- Liaise with fire department and relevant managers and staff to conduct practice emergency evacuations to maintain compliance with fire safety and emergency standards
- Coordinate and participate in the development and updating of emergency and safety manuals, policies and procedures
- Coordinate trials for new equipment relating to providing safe clinical care and maintaining a safe working environment
- Maintain chemical register including risk assessments and manifests
- Support the P&C Officer in their absence with Workers Compensation Claims

### Core Objectives

- Undertake review of all current Health and Safety systems, procedures and policies within HRC with the intent to improve or develop new arrangements as necessary.
- Investigate, assess, document and resolve any WHS compliance deficits within company structure, training programs and procedures.
- Regularly visit our Dover and Nubeena sites to engage with staff and identify any risk or hazards that may jeopardize the safety and well being staff, residents and visitors. Prioritize, document, report and rectify any that are identified
- Maintain the organisations awareness of amendments to relevant legislation and the impact on current practices and in coordination with management assist the organisation to respond to legislative changes in the most effective and appropriate way.
- Work closely with the Quality and Compliance Officer to ensure HRC's WHS system is achieving all safety objectives and auditing compliance.
- Conduct annual inspections of health and safety risks throughout the organisation and development of control measures.
- Prepare and produce regular reports to management proposing changes/suggestions of improvement. Measure and report on company WHS performance.
- Compile statistics relevant to WHS and Rehabilitation functions which may include:
  1. Lost time injuries
  2. Risk Assessments
  3. Injury and incident reporting
  4. WHS Scheduled activities and training
- Coordinate, design and implementation of WHS, Induction and Training programs for the organisation and its employees as identified.
- Maintenance of Risk and Incident Registers, logging of all accidents, incidents and injuries-Use of this information to identify and predict potential future risks throughout the organisation, its employees and our participants.
- Regularly reviewing staff training register to ensure all employees hold current certifications and licenses to perform their duties.
- Provide advice to Managers on company induction and Aged Care training programs as required including;
  1. Coaching managers, on how to orientate support staff in relation to WHS matters e.g. fire safety, manual handling, infectious control etc.
  2. Ensure the relevant documentation is used and/or completed and all new and existing employees have been inducted correctly and completed all relevant training by conducting audits

### Monitor Health and Safety systems by

1. Ensuring company policies, procedures and best practice are followed
  2. Ensuring the correct documentation and forms are completed and all records saved correctly
  3. Conducting ongoing audits/checks of WHS activities across all sites- Documenting and saving all audit records
  4. Act in the capacity of HRC's Return to Work Coordinator
- Proactively case manage Return to Work employees making regular contact with the employee.
  - Manage both work and non-work-related injuries and illnesses of employees and work with management to develop return to work programs
  - Comply with all government legislation, regulations and laws relevant to HRC

### Generic Accountabilities

1. To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:
2. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
3. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with your manager.
4. Monitor and report performance against KPIs and take corrective action as required.
5. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
6. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
7. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
8. Emulate and encourage others to adhere to, our values in all work related activities.

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined in our Code of Conduct and Elder Abuse Management Policy ADM12. You will have received a copy as part of your induction. You can also access a copy on SharePoint.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provide services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid National Police Check documentation
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## Selection Criteria

### ESSENTIAL QUALIFICATIONS AND EXPERIENCE

#### Qualifications/job requirements:

- Certificate IV WHS
- Current valid National Police Certificate
- Current Drivers Licence

#### Essential Knowledge, skills and Experience:

- Minimum 2 years' experience in a similar environment
- Demonstrated strong communication and interpersonal skills
- Demonstrated extensive knowledge and experience relating to safety, risk and quality management systems
- Experience developing and delivering education programs
- Intermediate to advanced Microsoft Office Skills (Word, Excel, PowerPoint and Outlook)

#### Desirable Knowledge and Experience:

- Post graduate/ tertiary qualifications in a relevant discipline such as nursing or allied health, quality, education, occupational health and safety and/ or significant experience in a similar role

### BEHAVIOURS

- Confidentiality – applies the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Huon Regional Care.
- Emulating Values – demonstrates, through behavior, an alignment to and an understanding of our values and the criticality of those values to our ongoing success. Delivering Results –

efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee.

- Analytical Thinking and Data Analysis – understands the operating environment and makes decisions based on fact-based analysis.
- Commercial Thinking – practically applies technical/functional expertise and challenges the status quo in contributing to business success.
- Risk Adverse – identifies compliance risks and acts to minimize such risks
- Delivering Results – drives and delivers performance against set goals.
- Adapting to Change – seeks opportunities to transform the business by adapting to change in a positive and responsive manner.
- Formulating Concepts – demonstrates short to medium term visioning and develops a plan to achieve the vision.
- Exercising initiative and/or judgement - appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs.
- Approachable – willingly engages with employees to resolve their queries in a concise, accurate, and timely manner.

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

Employee Name:

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Signature:

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Date: