

# Position Description



General Information	
<b>Position title</b>	Health, Safety and Wellbeing Lead
<b>Enterprise Agreement / Modern Award</b>	Victorian Public Health Sector (Health and Allied Services Managers and Administrative Workers) Single Interest Enterprise Agreement 2020-2024
<b>Classification</b>	Administrative Worker Grade 7
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Tertiary qualifications in Workplace Health and Safety or other related discipline
<b>Primary Location</b>	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Director
<b>Direct Reports</b>	Nil
<b>Key Internal Contacts</b>	All Lyndoch staff, Executive Team, Clinical Quality, Risk and Safety team and Department Unit Managers
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals, Worksafe, Insurance Provider, Unions and Representatives.
<b>Infection Control Risk</b>	Category B - Indirect patient contact

## Lyndoch Living Vision

By recognising each person for the individual, they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## Our Values – ‘The Lyndoch Way’

Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are *One Team, Pride, Welcoming Workplace, Yes Culture, Customer Service, Innovation, Fun and Enjoyment, Social Purpose and Safety*.

## Position Overview

The Health, Safety & Wellbeing Lead provides leadership for the provision of a healthy and safe workplace for all employees, visitors and contractors to Lyndoch. This position oversees the OHS community of practice, working with cross-functional stakeholders collectively responsible for organisation-wide risk management, safety and emergency management. This position is also responsible for employee injury management and health and wellbeing initiatives.

### Workplace Safety and Risk:

- Ensure all employees, contractors, volunteers and visitors are aware of their obligations in relation to Occupational Health & Safety (OHS) related legislation and regulations including monitoring and reporting
- In conjunction with Clinical Quality, Risk & Safety, develop, review and implement policies and procedures that meet OH&S legislative requirements and standards with a focus on employees, volunteers and contractors.
- In conjunction with Learning & Development, identify, develop and implement workplace OHS compliance training including orientation programs for employees, volunteers and contractors.
- Review and develop OH&S policies and procedures to ensure Lyndoch meets all relevant legislation and standards.
- Administer the OH&S incident reports (RiskMan) including reporting and investigation processes ensuring timely follow up of incidents and hazards
- Monitor and analyse workplace injury and incident trends and report KPI’s for the OH&S Committee
- Lead risk assessments and ensure implementation of required controls

- In conjunction with managers, HSR's and other employees, identify key risks and develop specific prevention strategies and education programs
- Provide structure and guidance to Health and Safety Representatives, OH&S Committee and the Emergency Planning Committee
- Develop and oversee a regular audit program of all Lyndoch workplaces (including external sites where Lyndoch employees work)
- Working with People and Culture, to ensure investigation of serious incidents such as workplace discrimination, harassment and bullying follows policies, procedures and observing natural justice.
- Ensure all work-related issues or disputes are compliant with relevant workplace legislation

### **Emergency Planning:**

- Leadership of the Emergency Planning Committee, design, develop and implement emergency response plans and training programs, including emergency operations drills
- Facilitate emergency response and recovery training for all employees, Area Warden, Chief Warden and operational drills
- Review and investigate emergency related incidents and ensure corrective actions are implemented
- Form part of the Emergency Response Team for state and local emergency response groups that include liaising with local fire, law enforcement, local government and other emergency management groups
- Monitor and communicate external changes of legislation, codes, acts and standards to all relevant managers and staff.
- Provide formal monthly, quarterly and annual dashboard reports to Executives, Board and OH&S committee (and other relevant committees, where required)
- Liaise with WorkSafe and staff associations on health and safety related issues with support from People & Culture.
- Chair the OHS Committee and support the Emergency Planning Committee.

### **Workplace Health & Wellbeing:**

- Develop, review and implement policies and procedures to ensure compliance with workplace injury and compensation legislation.
- In conjunction with People and Culture, develop and implement proactive workplace health and programs focused on the prevention of illness and injury to foster and support a healthy, safe and resilient workforce
- In conjunction with the Clinical Health Nurse, ensure the delivery of coordinated employee health programs, including but not limited to employee vaccination, proactive incident response etc
- Ensure Worker's compensation claims are effectively managed to support successful return to work for injured workers, including leading the team to plan for and implement (in consultation with the employee, their manager and their treating health practitioner) the employee's safe return to work and take steps to prevent a recurrence or aggravation of the injury
- Establish and maintain external relationships with various service providers including Workers Compensation insurer, general practitioners, specialist medial consultants, rehabilitation providers and allied health professionals
- Work with relevant stakeholders to ensure adequate resources are available to develop the capability of managers to adequately and consistently respond to employee incidents of illness or injury

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Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Community of Practice Leadership</u></p> <ul style="list-style-type: none"> <li>➤ Accountable for providing leadership and guidance to employees, volunteers and contractors which aligns with the Vision, Mission and Values of Lyndoch Living.</li> <li>➤ Accountable for providing guidance and expertise to staff completing audit checklists, inspections and reporting.</li> <li>➤ Participate in and provide thought leadership to staff and managers in OHS practices</li> </ul>	<p>100% of audits and inspections will be completed by the due date.</p> <p>100% compliance to OHS legislation and standards</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> <li>➤ OHSMS documentation up to date and accurate, reviewed within the agreed time frame.</li> <li>➤ Attend to and monitor the entry of accurate documentation into electronic and other related systems, which include, but is not limited to Worksafe and Quality Team.</li> </ul>	<p>100% of OHS policies, procedures and guidelines up to date</p>
<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> <li>➤ Maintain OHS management system, including, but are not limited to – Lyndoch Living’s Health and safety policies, procedure, workplace instructions and conduct of conduct</li> <li>➤ Incident / Accident events - in line with policies and processes</li> <li>➤ Attend to the completion of audits as directed by the Director. Actively contribute to Root Cause Analysis and Critical Thinking processes. Assist with Quality and Risk requirements to ensure ongoing compliance with the Aged Care Accreditation Standards.</li> </ul> <p>Initiate, complete and follow up RISKMAN entries.</p>	<p>100% compliance with audit and investigation processes</p> <p>100% of OHS Incident Reports (Riskman) followed up within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> <li>➤ Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to Director. Responsible for and committed to ongoing continued professional development, pursuant with the requirements, in order to expand their own level of professional competence. Complete annual education modules, as allocated by the organisation</li> <li>➤ Annually complete the minimum hours for Continuing Professional Development (CPD), pursuant with the national registration requirements.</li> <li>➤ Complete annual education modules allocated by the organisation.</li> </ul> <p>Participate, as directed, in the employee Support and Growth Plan.</p>	<p>20 hours of CPD completed annually.</p> <p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<p><u>Occupational Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> </ul>	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p> <p>Reduced workers compensation claims.</p>

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<ul style="list-style-type: none"> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and directions</li> <li>➤ Participate in health and safety training programs as required</li> </ul>	
<p><u>The Values – ‘The Lyndoch Way’</u></p> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the ‘The Lyndoch Way’</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values ‘The Lyndoch Way’</li> </ul>	Employee Engagement Survey Results

Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> <li>➤ Tertiary qualifications in Workplace Health and Safety or other related discipline</li> <li>➤ A minimum of 5 years’ experience in Occupational Health and Safety and proven ability to provide leadership</li> </ul>	Essential
Previous experience	<ul style="list-style-type: none"> <li>➤ Demonstrated experience in the delivery of employee wellbeing programs</li> <li>➤ Experience in Emergency Management and/or working in a similar role within a health care setting would be well-regarded</li> </ul>	Desirable
Skills and knowledge	<ul style="list-style-type: none"> <li>➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills with the proven ability to influence and negotiate outcomes, and drive change to create a strong, healthy and safe culture</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Developed leadership skills to foster cohesion and support an effective community of practice</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>➤ Demonstrate the ability to work autonomously and in a collaborative team environment</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames</li> <li>➤ Highly developed interpersonal and communication skills (both written and verbal)</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Ability to approach difficult tasks and sudden changes appropriately</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Detailed knowledge and understanding of health and safety legislation and standards, including hazard identification, assessment and control, and the conduct of workplace OHS inspections, audits and incident and accident investigations.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Knowledge and understanding of resources and tools available to facilitate the delivery of a successful employee health and wellbeing program</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Proven experience leading emergency management functions in a complex organisation.</li> <li>➤ Proven ability to build and maintain excellent relationships with internal and external stakeholders</li> </ul>	Essential

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### Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

### Authorisation

Authorised by (position title): Director

Review and authorisation date: October 2022