Position Title: Occupational Health & Safety Officer

Department: People and Culture and Organisational Development

Position Reports to: Manager, Occupational Health & Safety, WorkCover and Employee Wellbeing

Direct Reports: Nil

Position Description Issue Date: July 2020

PACCT Classification: Level 6

Location:

You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

1. Draft and publish supervised communications to provide information and advice to Melbourne Polytechnic staff and students on all facets of WorkCover and OH&S matters.
2. Co-ordinate and assist with Return to Work and WorkCover matters and handle inquiries from internal and external customers.
3. Contribute to the implementation of the OH&S Employee Wellbeing strategy and actively promote and co-ordinate wellbeing initiatives and programs.
4. Co-ordinate the emergency push notification system via the THRIVE app.
5. Co-ordinate the staff OH&S online induction.

Key Responsibilities

- Provide advice, instruction and collaborate on training for staff and students with regard to OH&S matters.
- Model the Occupational Health, Safety and Wellbeing strategy for the Institute by building ownership and accountability of initiatives through engagement, education and communication.
- Undertake all processes in relation to WorkCover Claims.
- Participate in claims reviews to provide Return to Work strategies to reduce premiums and ensure staff are reintegrated into the workforce.
- Provide assistance to staff who are returning from long term sick leave.
- Ensure implementation in conjunction with Manager OH&S, WorkCover and Employee Wellbeing of preventative strategies to ensure a safe work place is provided to all staff in particular duty of care.
- Provide accurate reports from the Computerised Human Resources Information System (CHRIS) for presentation to the Institute Board and OH&S Committee on OH&S and WorkCover data.
- Undertake incident investigations, inspections and audits for the Institute.
• Actively participate in the preparation and ongoing implementation of the Institute’s emergency response procedures.
• Assist staff within the Institute to effectively manage hazards and risks associated with work activities.
• Analyse incident data and review policies and procedures to mitigate their impact.
• Undertake and analyze incident trends and provide specialist advice to Manager OHS, WorkCover & Employee Wellbeing for consideration.
• Co-ordinate the purchase and distribution of all first aid supplies across Melbourne Polytechnic.
• Ensure defibrillators installed at Melbourne Polytechnic are maintained and in working condition in line with standards.
• Ensure that policies and procedures are regularly updated in line with relevant legislation, and where appropriate, new policies are developed or modified in line with contemporary practice, changing workforce needs and/or legislation.
• Undertake ergonomic assessments upon request and where appropriate, engage an Occupational Therapist to complete workstations assessments.
• Identify relevant training requirements for staff and coordinate
• Ensure new staff identified as working in noisy areas complete a pre-employment hearing assessment.
• Collaborate with the cross functional teams to roll out the annual health and safety training calendar including but not limited to first aid, fire warden and HSR training and to develop wellbeing programs to support institute staff.

Key Relationships

Internal

☆ CE
☆ Executive Directors
☆ Directors
☆ Manager, OH&S, WorkCover and Employee Wellbeing
☆ Senior Management
☆ Health and Safety Committee

External

☆ Victorian WorkCover Authority (VWA)
☆ WorkCover Insurer - EML
☆ EAP Service Provider – Lifeworks
☆ Unions
☆ Rehabilitation Providers
☆ Ergonomic Equipment Providers

Key Performance Indicators (KPI)

To be discussed with the Manager OH&S, WorkCover and Employee Wellbeing

Key Selection Criteria
Position Description Form

1. Relevant OHS qualifications and experience in OH&S position within a multi-site organisation
2. Demonstrated knowledge and commitment to issues such as occupational health and safety, accident compensation, anti-discrimination and investigations.
3. Demonstrated ability to manage case load, work effectively both in a team environment and independently.
4. Highly developed organisational skills with the knowledge and commitment to effectively implement continuous improvement principles while improving safety culture.
5. Demonstrated ability and commitment to developing strong, effective working relationships and networks with key internal/external stakeholders, while maintaining return to work principles across the organisation.
6. Demonstrated knowledge of first aid and emergency evacuation requirements, and implications of any shortfalls.
8. Demonstrated knowledge and experience with Workers Compensation, Injury Management, procedures and rehabilitation programs.

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Integrity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Limits of Authority

Nil

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
Position Description Form

- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

- Ensure health and safety responsibilities are included in all employees’ Position Descriptions under their control.
- Ensure health and safety performance and compliance is monitored at Site level and regularly reported to the CEO.

| Sign Off |
|-----------------|------------------|
| Employee’s Name | Department Manager’s Name |
| Employee’s Signature | Department Manager’s Signature |

Date: / /  Date: / /