

POSITION DESCRIPTION

Position Title:	WHS Officer
Direct Supervisor:	GM – People & Culture
Key Relationships:	Residential Manager, Community Manager, Roster Coordinator, HR Officer, HR Administrator, Clinical Coordinators (Quality & Care), Property Coordinator, Property Assistant, Safety and Health Representatives.
MAIN PURPOSE OF POSITION:	
The purpose of this role is to support all business functions to reduce risks and promote a positive and pro-active safety culture. This role will work closely with line managers to coach and provide advice on matters to do with workplace health and safety. The role provides support and guidance to ensure Safety and Health Representatives are active in the workplace.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. Follow Infection Prevention and Control procedures and standards relevant to the role. Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> Acts with honesty, empathy and kindness towards co-workers and clients. Engages and works collaboratively with others through a shared purpose to achieve goals. Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. Takes responsibility on an individual level to strive for excellence; Accepts and responds constructively to feedback. Is aware of own strengths and limitations and seeks help from others as required; Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> Actively contribute to quality improvement activities in Capecare through initiating continuous improvement suggestions. Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> Adhere to all Capecare policies and procedures. Own conduct and approach aligns with the Capecare Way. Commits to the values of: <ul style="list-style-type: none"> <i>Compassion Respect Partnership Commitment</i>

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	<ul style="list-style-type: none"> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
Essential	
<ul style="list-style-type: none"> ▪ Cert IV in Work Health & Safety 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ A strong focus on compliance and reporting requirements. ▪ Well-developed interpersonal skills – verbal and written. ▪ Ability to communicate effectively at all levels of the organisation. ▪ Excellent time management skills and the ability to prioritise competing workloads. ▪ High level of attention to detail. ▪ Proficient using the Microsoft suite. ▪ Detailed understanding of WHS legislation and its practical application. ▪ Strong understanding and experience in safety investigation process. ▪ Experience in coaching and training in WHS matters. ▪ Strong Microsoft Office skills. ▪ Values driven and team approach to working. ▪ Ability to work autonomously. 	
RELEVANT EXPERIENCE: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Experience in a Health Care setting, specifically aged care, would be seen as beneficial ▪ Experience in the implementation of workplace safety, health and wellness programs. ▪ Experience in work health and safety implementation including the development of processes. ▪ Experience in internal auditing and monitoring compliance 	
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)	
<p>Provides advice, coaching and support on safety and health matters across the organisation.</p> <ul style="list-style-type: none"> ▪ Provide relevant training to all employees on safety and health matters and initiatives across the organisation. ▪ Encourages and drives a culture of safety and wellness within the organisation. ▪ Ensure that all safety, emergency and first aid equipment is maintained in line with the relevant legislation. ▪ Ensure that all mandatory emergency based training for staff is current. ▪ Ensure all new employees and contractors that enter the premises have completed the workplace safety induction. ▪ Assist the GM – People & Culture to develop, update and implement relevant WHS based policies and procedures as required. ▪ Oversee and coordinate WHS related investigations and support management through the process. ▪ Maintain the electronic hazard and risk register and report monthly on statistics and trends. 	

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- Analyse incident and injury statistics and advise on risk controls to be implemented to improve health and safety performance.
- Oversee and Chair the WHS committee – ensuring the committee is engaging in the workplace and adding value.
- Support and encourage Safety and Health Representatives to be engaged in all their functions.
- Encourage management and staff to work with Safety and Health Representatives, utilising all their functions.
- Assist the Property team in undertaking risk assessments of all new equipment.

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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