



## **POSITION DESCRIPTION**

### **SCHOOL - OCCUPATIONAL HEALTH AND SAFETY (OH&S) COORDINATOR**

## POSITION DESCRIPTION

<b>Position:</b>	Occupational Health and Safety (OH&S) Coordinator
<b>Reports to:</b>	Risk and Compliance Manager
<b>Type of position:</b>	Full time, fixed term contract, ending December 2022
<b>Date prepared:</b>	August 2021

## POSITION OVERVIEW

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The OH&S Coordinator is responsible for the delivery of Occupational Health & Safety. This role is pivotal in developing a 'safety culture' within a School and has responsibility for proactive and reactive OH&S programs and processes.

Critical success measures will include incidence and severity rates of workplace injuries and WorkCover claims, along with the School's WorkCover Premium rate (versus sector benchmarks), and effective monitoring and reporting of safety outcomes across all areas of OH&S.

### Key Responsibilities

#### OH&S Strategy

- Coordinate and conduct regular reviews with relevant departments in relation to OH&S outcomes, measures, programs and practices.
- Remain abreast of changes to legislation and amend the OH&S management system accordingly. This includes promulgating the changes to the relevant staff and providing assistance to implement change as required.

#### Safety Culture

- Develop a consistent understanding of OH&S responsibilities at all levels of the School.
- Monitor and report on OH&S activities and OH&S key performance indicators that support the safety culture.
- Demonstrate active and visible safety leadership. This means:
  - Leading consultation on OH&S matters;
  - Ensuring OH&S risks are adequately controlled;
  - Coaching and providing training on safety matters and having safety conversations to promote safe working practices and behaviours;
  - Coordinating compliance training programs required under OH&S legislation including manual handling, audiometric testing, HSR training and other required training.
- Work with Managers to implement suitable risk management controls within agreed timeframes. These may include new or modified equipment, work processes or work arrangements, competency-based training, adequate supervision and the development and adoption of safe operating procedures.
- Promptly address health, wellbeing and safety issues that are brought to your attention in consultation with those involved or affected.
- Conduct ergonomic assessments as requested and provide recommendations to the Risk and Compliance Manager.
- Manage the OH&S Activities Calendar coordinating and implementing the required activities.
- Chair the Designated Working Group meetings including preparation and dissemination of agendas and minutes.
- Chair the Health and Safety Working Group meetings including preparation and dissemination of agendas and minutes.

- Manage the OH&S Noticeboards.
- Assist the Risk and Compliance Manager to implement new OH&S management system initiatives where required.

#### Injury and Claims Management

- Administer the School's OH&S system.
- Lead and/or support investigations, root causes analysis, and continuous improvements following OH&S related incidents and accidents.
- Advise WorkSafe of all reportable incidents.
- Manage the services provided by the School's Return to Work Provider and provide assistance to ensure the effective delivery of their services to minimise the cost and impact of injuries.
- Develop claims and earnings reports on a quarterly basis, or as required.
- Receipt, file and manage Workers Compensation documentation.

#### **Other Duties**

- Perform various other duties as required

*Note: These are indicative duties only and the School can vary your duties from time to time.*

### **KEY RELATIONSHIPS & AUTHORITY**

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#### **Internal**

- Risk and Compliance Manager
- Student Health Coordinator
- Junior School Health Coordinator
- Staff

#### **External**

- Workers Compensation Insurer
- WorkSafe
- Return to Work Provider

#### **Direct Reports**

- N/A

#### **Expenditure Authority**

- N/A

### **POSITION REQUIREMENTS**

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#### **Experience, Knowledge & Skills**

- Minimum 2 to 3 years successful hands-on leadership of the OH&S function in a School of similar complexity/size of organisation
- Comprehensive knowledge of the Occupational Health & Safety legislation and Compliance Codes (Victoria - essential; national – desirable)
- Prior experience identifying hazards and collaborating with relevant stakeholders to identify the necessary hierarchy of controls and managing the agreed actions
- Prior experience investigating accidents and incidents and making recommendations for preventative actions
- Experience in implementing and embedding changes relating to OH&S rapidly and effectively in a workplace culture
- Ability to adapt quickly to new environments and conditions
- Knowledge of the Workers Compensation scheme provided for under the legislation and the functions of WorkSafe under the legislation

- Previous experience managing Work Cover and Return to Work claims
- Planning, prioritisation and project management skills
- Excellent verbal and written communication skills
- Proficient user of Microsoft Office suite (Word, Outlook, Excel, PowerPoint) and OH&S-relevant systems/technologies.

### **Qualifications**

- Tertiary qualifications in OH&S or related discipline - essential
- Return to Work Certified
- Minimum Certificate IV in Training and Assessment
- Working with Children Check and National Crime Check

### **Competencies, Behaviours & Attributes**

- A high level of discretion and confidentiality at all times
- Ability to develop constructive and influential relationships with stakeholders at all levels regarding OH&S
- Personable manner and personal impact to build strong and positive 'first impressions' and inspire trust
- Negotiation and influencing skills
- Collaboration and team-working skills
- Proactive communication skills
- Maturity to deal with sensitive/personal information and issues
- Multi-tasking i.e. the ability to work productively and energetically to progress many matters simultaneously in a busy and demanding setting and sector
- Resilience / 'drive' to succeed despite obstacles/difficulties
- Self-motivation; ability to work without supervision.

### **Child Safe Standards**

The Client is fully committed to ensuring the safety of all children and young people in the school environment and outside of school hours.

They are committed to ensuring that all those engaged in the school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

They have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.