



POSITION DESCRIPTION

HEALTH AND SAFETY MANAGER

POSITION PURPOSE

The Health and Safety Manager reports to the Director Governance and supports a safe workplace by preventing injuries and managing work-related and non-work-related personal injuries for staff, students, volunteers and contractors, in line with legal and policy requirements.

KEY RESPONSIBILITIES

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| Health & Safety | <ul style="list-style-type: none"> Prevent workplace injuries through effective hazard identification, risk control and safety education. Coordinate timely and effective management of injuries, including early intervention, treatment, rehabilitation and return to work. Ensure compliance with Victorian OHS and workers compensation legislation and relevant College policies. Provide clear, practical advice to leaders and staff on injury prevention, workers compensation and return to work processes. |
| Injury Prevention | <p><u>Safety systems and risk control</u></p> <ul style="list-style-type: none"> Develop, implement and maintain the College's health and safety management system, focusing on preventing personal injuries. Conduct regular workplace inspections of facilities, equipment and work practices to identify and control injury risks. Evaluate tasks, procedures and environments to assess risk and recommend appropriate controls (elimination, substitution, engineering, administration, PPE). Monitor compliance with safety policies and legal requirements through inspections and audits and follow up on non-conformances. <p><u>Training, awareness and culture</u></p> <ul style="list-style-type: none"> Plan and deliver targeted training and presentations on safe work practices, manual handling, incident reporting and accident prevention. Provide accessible guidance material (procedures, checklists, tools) to support safe work practices. Promote a positive safety culture that encourages early hazard reporting, near-miss reporting and shared responsibility for safety. <p><u>Incident, hazard and data management</u></p> <ul style="list-style-type: none"> Oversee systems for reporting hazards, near misses, injuries and illnesses, ensuring timely recording and follow up. Analyse injury and incident data to identify trends, high-risk activities and opportunities for prevention. Recommend and track improvement actions arising from incidents, inspections, audits and data analysis. |
| Injury Management | <p><u>Case management and return to work</u></p> <ul style="list-style-type: none"> Provide advice to employees, managers, supervisors and HR on workers compensation, injury management and return to work requirements. Coordinate early intervention for injured workers, including referrals, suitable duties and workplace adjustments. Develop, implement and monitor individual return to work plans in consultation with injured employees, their managers, treating practitioners, HR and the insurer. Facilitate case conferences and regular case review meetings as required to resolve barriers and support sustainable return to work outcomes. <p><u>Claims and premium management</u></p> <ul style="list-style-type: none"> Manage workers compensation claims from notification to closure, ensuring legislative and insurer requirements are met. Liaise with the College's workers compensation insurer as a primary contact on claims, premiums and related matters. Monitor costs, durations and outcomes of claims and provide advice on strategies to reduce injury frequency, claim duration and premium impact. |

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KEY RESPONSIBILITIES

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| | <ul style="list-style-type: none">Support management of non-work-related injuries and illnesses where they affect work capacity, in partnership with HR and the College Nurse. |
| Policies, Processes and Systems | <ul style="list-style-type: none">Develop and maintain clear procedures for injury reporting, early intervention, rehabilitation and return to work.Work with the Director of Governance to ensure injury management processes are consistent, timely and well understood across the College.Regularly review and update injury management and prevention documents to reflect legislative changes and best practice. |
| Child Safety | <ul style="list-style-type: none">Contribute to a child-safe environment through safe systems of work and consideration of student safety in all health and safety activities.Model behaviour consistent with the College's Catholic ethos, child safety commitments and values in all interactions |
| Stakeholder Relationships | <ul style="list-style-type: none">Act as a key advisor to leaders, HR and staff on injury prevention and management matters.Facilitate effective functioning of health and safety consultation mechanisms, including the OHS Committee.Build productive relationships with medical and allied health providers to support effective treatment and return to work.Maintain networks with regulators, industry bodies and other schools to stay informed on emerging risks and best practice in injury management and prevention. |
| General Duties | <ul style="list-style-type: none">Model a proactive, practical and positive approach to health, safety and wellbeing.Other duties as directed by the Director of Governance or Principal. |

SELECTION CRITERIA

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| Skills and Experience | <p>Essential</p> <ul style="list-style-type: none">Relevant qualification in Occupational Health and Safety or equivalent professional experience.In-depth knowledge of Victorian OHS and workers compensation and return to work legislation.Demonstrated experience in injury management, workers compensation claims and return to work coordination.Strong relationship management, communication, analytical and problem-solving skills.Ability to influence, mentor and coach stakeholders to achieve positive injury prevention and return to work outcomes.Commitment to Catholic education and child safety requirements, including a current Working With Children Check. <p>Desirable</p> <ul style="list-style-type: none">Experience working in schools or similar educational environments.Experience with relevant school or OHS systems (e.g. incident reporting and policy management platforms). |
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Position Description Approved (date): **February 2026**

Position Reports to: **Director of Governance**

Direct reports: **Nil**

FTE: **TBC, between 0.6 – 0.8FTE**