



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

Health & Safety	- 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	<u>Safety systems and risk control</u> - 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. <u>Training, awareness and culture</u> - 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. <u>Incident, hazard and data management</u> - 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	<u>Case management and return to work</u> - 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. <u>Claims and premium management</u> - 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

	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	- 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	- 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	- 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	- 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

Skills and Experience	Essential - 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. Desirable - 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 – 0.1FTE**