

**Reports To:**

Head of Quality, Risk and Compliance

**Employment Status:**

Full Time, Fixed Term Contract

**Grade/Award:**

Salaried

**Primary Objective:**

Work Health Safety Officer is responsible for the development, implementation and monitoring of systems that allow the organisation to meet its legal obligations to the Occupational Health and Safety (OH&S) and Environmental legislation of the states and territories in which Feros Care employs staff.

This role underpins the company's genuine desire to:

- provide a safe work environment for it's employees
- to uphold the employees right to work without being injured
- to have no adverse impact on the environment as a result of its' operations

The Workplace Health and Safety Officer is responsible for maximising effective communication in the workplace and promote positive employee attitudes in regards to OH&S and the Environment.

**Key Responsibilities:****Section A - Key Role Specific Responsibilities**

- Ensure that Feros Care is compliant to:
  - 45001:2018 Occupational Health and Safety Management Systems
  - Australian Standard 4801- 2001 & Australian Standard 4804- 2001
  - 2011 WHS Act & 2011 WHS Regulation
  - Applicable Safe Work Australia Codes of Practice
  - Other applicable Standards and Codes of Practice such as but not limited to- Manual Handling, Chemical Safety etc.
- Develop and implement an effective WHS Management Plan (inclusive of manual handling) including objectives and targets\
- Develop and publish policies and procedures explaining the management approach to WHS and monitor compliance with these policies
- Provide input into organisational policy and procedures from a WHS perspective
- Establish and maintain positive employee relations and communication to ensure that employees are engaged and committed to all aspects of OH&S and the environment
- Ensure mechanisms are provided for effective WHS consultation with all workers

- Ensure employees are equipped with the information, instruction, training and supervision that they need to work safely
- Ensure OH&S assets, including Manual Handling training material, are contemporary, accessible to and completed by Feros care staff
- Identify, assess and develop staff understanding and capability to control hazards within their area of responsibility
- Encourage early and timely reporting of incidents and hazards
- Conduct regular risk assessments and ensure corrective actions are undertaken in a timely manner
- Collate and prepare OH&S and Environmental statistics weekly and monthly to ensure all incidents and hazards are reported and review statistics to identify trends and take corrective actions and or quality improvements
- Instigate improvement initiatives that seek to reduce OH&S and environmental exposures/risks across Feros Care
- Monitor WHS performance including compliance with external regulations and standards and internal policy and procedures
- Maintain relevant knowledge of WHS issues
- Act as a role model by demonstrating safe work behaviours

## Section B - Our Common Purpose

### Living our Values:

At Feros Care, every person plays an important role in helping us to **empower people to live their best life**. Our **BOLD Values** are unique to us and underpin our much bolder aspirations for our clients, residents, patients, participants and customers. Our values are not just words on a wall or a piece of paper, they shape how we behave and they can be felt by the people who work with us, people who visit us or people who receive services from us.

As part of the Feros Care team you are expected to live the values:

- **GAME CHANGERS** - *Innovators not imitators* - We are the powerhouse of reinvention. We reframe perceptions and challenge conventions.
- **TRIBAL SHAPERS** - *Together we thrive* - We bring our "A" game every day. We work to build a great culture and communities where everyone matters.
- **DREAM MAKERS** - *Powered by possibility* - We create a place where our customers' wildest vision of what's possible comes to life.
- **VIBRANT CREATORS** - *Positive and playful* - We don't fit in we stand out. Our energy is electric, our people are passionate and our purpose is real.
- **KINDNESS WARRIORS** - *Committed to care* - We give our time, energy, integrity and knowledge, but above all we give our hearts.

### Leading with Technology:

Feros Care utilises technology to not only support our clients live their best lives, but it's also the way we communicate; the way we report and document; the way we learn; the way we participate and most importantly how we engage with each other. To join us you must be:

- Willing to embrace technology solutions that will not only help our clients but also allow you to learn, participate and engage with your work colleagues and the organisation
- Confident using technology such as smart phones, tablets, laptops, video conferencing, GPS and search engines to access information and support our clients
- Eager to look for new and exciting ways to support our clients with technology that will solve issues and achieve their goals

## **Work Health and Safety (WHS):**

All Feros Care staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Comply with the Feros Care WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
- Correct minor hazards as applicable

All staff are encouraged to be proactive and participate in activities and programs designed to improve health and safety.

## **Personal Attributes and Qualities:**

To be highly effective in this role you will need to identify with the following personal qualities:

- Continually seeking a better way to do things
- Aligns team goals with those of Feros Care, ensuring everyone understands their contribution and role
- Challenges inappropriate behaviour and attitudes
- Rapidly builds and maintains strong collaborative, partnering relationships
- Confidently communicates to engage and motivate others
- Can flex style and approach to suit the needs of the situation
- Safety and risk conscious
- Embraces new technology
- Analyses relevant information, quickly getting to the heart of the issue
- Continually seeks a better way to do things
- Able to prioritise and deal effectively with multiple conflicting priorities
- Regularly checks quality standards are being upheld
- Resilient when under pressure

## **Criminal History:**

This position requires a mandatory National Police Check to be conducted if chosen to be the successful candidate. The National Police Check will be renewed every 3 years.

## **Essential Criteria for Position:**

### **Essential Skills, Experience and Knowledge:**

- Demonstrated understanding of OH&S and environmental aspects, awareness of the legal requirements, legal codes, government regulations and agency rules for OH&S and the environment
- Demonstrated understanding of all aspects of Manual Handling Code of Practice (all jurisdictions)
- Demonstrated experience developing and monitoring manual handling policy, procedures

and program including oversight of manual handling trainers and competency to support safe manual handling practices across Feros Care

- Demonstrated professional communication and presentation skills, both written and verbal
- Demonstrated ability to convey complex concepts to differing audiences, including own peer group
- Ability to engage in and promote the continued flow of information across all departments and levels of Feros Care
- Demonstrated experience providing support for continued research and development in the area of OH&S and the environment
- Ability to provide training on relevant OH&S and environmental issues for plant and office personnel

#### Qualifications, Certificates and Registrations:

- Diploma of Occupational Health and Safety, Graduate Diploma in Work Health Safety or equivalent
- Manual Handling qualification/assessor/trainer certificate or higher

#### Desirable Criteria for Position:

- Previous experience working within the aged and/or community care industry

#### Files/Links:

Personal Attributes and Qualities Menu

Form/Template - Workforce SS

#### Incumbent Statement:

I have read, understand and accept the above Position Description for Workplace Health and Safety Officer.

Signed: ..... Date: ... / ... / .....

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