



Employee Position Description

Position Details		
Position Title: OH&S Specialist	Department: People, Culture & Strategy	Agreement: Health and Allied Services, Managers and Administrative Workers (Victorians Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022 – 2026)
Reports To: Safety, Wellbeing & Development Manager	Location: All AccessHC Sites as required	
Direct Reports: Nil	Employment Status: Permanent FT	Classification: Grade 3
Position Primary Purpose		
<p>The Occupational Health Safety (OHS) Specialist position is a ‘hands on’ role partnering with the AccessHC workforce to achieve the organisation’s OHS objectives, and to champion a positive safety culture within the organisation to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required.</p> <p>Reporting to the Safety, Wellbeing and Development Manager and in partnership with key stakeholders, this position is key in providing developing, advice, support and operationalisation of OHS policy and practice across AccessHC through delivery of an outcome focused OHSMS. This will include development, review and implementation of OHS policies, procedures and programs to support a workplace culture that values safety always.</p> <p>This role plays key coordination of emergency management planning and implementation, with support from the OHS Committee and Emergency Planning Committee.</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.

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Decision Making Authority	Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • Recommendations and actions to rectify immediate OHS issues • Expenditure as per the Delegations Policy • Delivery of approved OHS processes and programs 	<p>Internal</p> <ul style="list-style-type: none"> • OHS Committee and elected Health & Safety Representatives • CFO and facilities coordinator • Risk and Quality team • People, Culture and Strategy team • Management team • All staff, volunteers and contractors • Warden Groups <p>External</p> <ul style="list-style-type: none"> • Worksafe • Insurance Agency • WSG, AED Concierge, CHEMWATCH, Statcom Group • Council/landlord OHS representatives

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Key Accountabilities	
Focus Areas	Responsibilities
Occupational Health & Safety	<ul style="list-style-type: none"> • Develop and deploy an effective OHSMS in partnership with other experts as required. • Provide OHS advice and reporting to managers and the Executive on OHSMS performance, legislative changes and appropriate strategies to mitigate current and emerging risk to enable effective decision making on compliance and practice • Work with teams to ensure local work practices meet organisational policy, procedure and legislative requirements for OHS including identification and assessment of key workplace risk and undertaking risk-based assurance/compliance testing on procedures • Coordinate and facilitate the OHS Committee with the Executive Lead P&C and Safety, Wellbeing and Development Manager • Support HSRs across the organisation to ensure employee engagement on safety issues • Work in partnership with the Facilities Co-ordinator and provide advice and recommendations to ensure a safe physical environment for our people • Champion and actively promote OHS culture by demonstrating a positive commitment to OHS • Review the approach to managing volunteer OHS • Oversee investigation of any breaches in compliance and review investigative outcomes and recommendations • Provide subject matter expertise in OHS related policy and procedure development and review
Emergency Management	<ul style="list-style-type: none"> • Coordinate and support emergency management processes for specific sites • Support wardens to implement EM planning and drills as per required timelines • Keep up to date records of current emergency management groups at each site, ensure that information about EM teams, wardens, First Aid Officers and processes are available at each site. Identify and communicate gaps in resourcing promptly to EPC • Support active participation and contribution at the Emergency Planning Committee
WorkCover and return to work	<ul style="list-style-type: none"> • Oversee WorkCover Claims Management and administration in accordance with the relevant Acts, Regulations and Codes and ensure incident investigations are undertaken in timely, impartial and outcome focussed manner seeking expert advice if required. • Develop and support rehabilitation and return to work program to ensure employees are able to return to work effectively seeking expert advice if required. • Consultation and engagement with managers and coordinators regarding injury prevention strategies and policies including rehabilitation and effective early return to work programs. • Actively manage WorkCover Agent to ensure close consultation and effective management of open claims
Communication & Training	<ul style="list-style-type: none"> • Demonstrate a positive and proactive approach to communication with a diverse range of staff and volunteers to

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	<p>ensure safety messages are effective including appropriate utilisation of formal and informal communication methods</p> <ul style="list-style-type: none"> • Convey advice on technical safety concepts, policies, legislative obligations to management, staff and volunteers in an effective and manner for the audience • Contribute to the development of high-quality monthly reports and insights on safety to the Executive, Occupational Health and Safety Committee, Emergency Planning Committee and relevant Board Sub-Committees • Review and make recommendations on education and training programs to ensure all employees and volunteers are aware of their obligations in meeting health and safety requirements • Make recommendations on OHS training, including but not limited to orientation and induction, First Aid, CPR, and identify and implement training to address compliance or safety improvement as required • Provide assistance to and increase capability of managers, supervisors, employees and volunteers in understanding and carrying out their role of ensuring their duty of care and other legislative requirements are met in creating and maintaining a safe and healthy workplace and receive regular training to perform jobs safely
Quality & Risk	<ul style="list-style-type: none"> • Regularly monitor and report on OHS performance to inform risk management and continuous improvement • Establish and maintain processes for the recording, analysing and reporting of Health & Safety incident and hazard performance data, in partnership with the Quality team
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC’s policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • NDIS Workers Screening Check • Police Check • International Police Check (if applicable) • Working With Children Check • Driver's Licence <p>Key criteria selection items</p> <ul style="list-style-type: none"> • Relevant Tertiary Qualification/Certificate IV Workplace Health and Safety or related qualification • Minimum of five years' experience in a safety role, ideally within a health, disability or community service environment • Demonstrated experience in applying knowledge in a contemporary workplace environment • Demonstrated knowledge and understanding of contemporary OHS legislation and practice such as experience in hazard identification, assessment and control, and the conduction of workplace OH&S inspections and audits • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Flexible, adaptable and responsive to change and can work well within a small team and autonomously • Strong communication and interpersonal skills including the ability to translate complex information concisely and clearly • Ability to influence and bring meaning of essential safety requirements to a range of diverse individuals, workgroups and settings • Effective time management and prioritisation skills • An understanding of and commitment to quality improvement • Effective report writing and analytical skills • High level of accuracy and attention to detail • Strong project management skills • Demonstrated behaviours consistent with AccessHC values
<p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.</p> <p>In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.</p> <p>We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p>	
Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature:</p> <p>Date:</p>

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