



## Albury Wodonga Aboriginal Health Service Ltd

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# POSITION DESCRIPTION

<b>Position Title :</b>	<b>WH&amp;S Coordinator</b>
<b>Reports To:</b>	<b>Corporate Services Manager</b>
<b>Employment:</b>	<b>As per employment contract</b>
<b>Award:</b>	<b>Aboriginal Community Controlled Health Services Award</b>
<b>Salary:</b>	<b>As per employment contract</b>

<b>Position Approval</b> Updated: 27/11/2020 Last updated: 14/11/2018	Approved: D Noonan Date: 27/11/2020
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## ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

## VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.”

## POSITION PURPOSE

The purpose of this role is to ensure the Health and Safety of all staff, contractors, volunteers, clients and other visitors to AWAHS sites. This will be managed through the development, implementation, coordination and compliance of systems and process aimed at identifying hazards, minimising risks and promoting safe practices by all stakeholders.

## RELATIONSHIPS

### **Supervision**

The position reports directly to the Corporate Services Manager

### ***Internal***

The WH&S Coordinator will work collaboratively with all other team members of AWAHS.

### ***External***

The WH&S Coordinator will liaise with key stakeholders involved in WHS including Fire Safety relative to the AWAHS sites and personnel. The liaison will also include other local Aboriginal and relevant WH&S advisory and provider organisations.

## **DUTIES OF THE POSITION**

### **WHS & Risk**

- Coordinate all Work, Health and Safety systems
- Identify hazards and assess risks to health and safety and the implementation of appropriate controls.
- Provide advice on incident prevention and occupational health to management and employees.
- Work with managers and employees to co-ordinate, develop and drive a strong and progressive work safe culture within AWAHS
- Implementation and compliance of AWAHS WHS Policies & Procedures across the organisation.
- Ensure all WHS systems and processes integrate, enhance and support other functions of the business.
- Ensure compliance with defined standards, legal requirements and federal and state regulatory agencies, government authorities
- Promote work health and safety within the organisation and develop safer and healthier ways of working.
- Promote reporting of incidents, near misses and hazards and undertake rectification process including investigation
- Administration and reporting requirements within area of responsibility

### **Workcover**

- Assist Human Resources and relevant management with workcover investigations
- Assist with Return to Work of employees as required

### **Policy and Procedures**

- Develop, implement and maintain effective WHS and property maintenance policies and procedures and Systems
- Maintain WH&S policies & procedures on LogiQc.
- Ensure policies & procedures are compliant with statutory and regulatory requirements
- Promote awareness and acceptance of policies and procedures.

### **Investigation and Auditing**

- Undertake initial response investigation of hazards and incidents.
- Arrange testing of all equipment to ensure that they meet appropriate safety regulations.
- Evaluate work areas for potential accident and health hazards, and implement appropriate control measures.
- Undertake internal audits and assist external audits as required within area of responsibility
- Coordinate the investigation of any workplace incidents.
- Coordinate emergency procedures and first aid.
- Compilation and submission of fortnightly reports

## **Leadership**

- Chair the WHS committee.
- Provide managers and employees with advice that complies with relevant WHS statutory and regulatory requirements
- Influence and recommend strategies as appropriate to obtain buy-in of all levels of management to create changes and improvements in culture.

## **Administration & Documentation**

- Ensure all documentation including reports are accurate and completed in a professional and timely manner.
- Systems within area of responsibility remain compliant
- Required internal and external reporting and documentation meets statutory and regulatory requirements

## **Training & Development**

- Participate in training and development as identified or directed
- Ensure that educational and training sessions offered within area of responsibility are consistent with both the needs of the business and the employees.

## **Professional**

- Accept personal responsibility and be accountable for professional practice
- Continue to develop professionally and personally to meet the changing needs of the position and the organisation, or as directed by management.
- Maintain confidentiality.
- Maintain knowledge of and actively uphold the AWHS philosophy, policies and procedures.
- Time management to ensure tasks are completed and deadlines are met
- Maintain up to date knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.
- Participate in performance appraisal and supervision processes.
- Contribute to the development and maintenance of a supportive environment within the team.
- Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.

## **ORGANISATION CHART**

Refer to attached AWHS Organisational Chart.

## **SELECTION CRITERIA**

- Relevant qualifications and/or training in Workplace Health & Safety.
- Demonstrated experience in the implementation and management of a WHS framework with the ability to enhance systems and procedures to create organisational improvements
- High level problem solving and analytical skills including the ability to obtain and interpret complex information and make specific recommendations for implementation
- Demonstrated organisational skills, with the ability to work proactively and independently to coordinate multiple deliverables and demands.
- Excellent communication and computer skills.
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Current Drivers Licence

**Employment Prerequisites:**

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Completed and appropriate for employment Health Declaration Form

**DECLARATION**

*I acknowledge that I have read this Position Description, understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Inc.*

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Name:

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Signature:

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Date: