

<b>Position Title</b>	WHS & Workcover Coordinator
<b>Site/Location</b>	<b>Mornington</b>
<b>Unit/Department</b>	<b>Human Resources</b>
<b>Classification</b>	<b>Relevant Award</b>
<b>Reports to</b>	<b>Human Resources Manager</b>
<b>Supervisory responsibilities</b>	Nil
<b>Key relationships</b>	All business units and team members, specifically risk management and people & culture departments
<b>Overall Job Purpose</b>	<p>The WHS &amp; WorkCover Coordinator is responsible for the organisational delivery of Work Health &amp; Safety across The Bays Healthcare Group. This role is pivotal in developing a 'safety culture' within The Bays and has organisational responsibility for all proactive and reactive WH&amp;S programs and processes and the management of all injury claims and the compliance associated with this.</p> <p>Critical success measures will include; incidence and severity rates of workplace injuries and WorkCover claims, along with The Bay's WorkCover Premium rate (versus sector benchmarks), and effective monitoring and reporting of safety outcomes across all areas of WHS.</p>
<b>Values</b>	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p><b>Integrity</b>      Being honest in our dealings with others.  <b>Compassion</b>    Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.  <b>Accountability</b>    Being responsible for and mindful of the consequences of our actions.  <b>Respect</b>            Acknowledging the rights and opinions of others as we work together as a team.  <b>Excellence</b>        Continually improving quality and efficiency.</p> <p>If we all embrace an "I CARE" philosophy, we will be successful as individuals, as an organisation and as a community.</p>
<b>WH&amp;S</b>	<ul style="list-style-type: none"> <li>• Present fit for work and able to undertake duties in line with the physical inherent requirements of the role</li> <li>• Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely</li> <li>• Adhere with the current Work Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Identify, assess, prioritise and control risks to health &amp; safety of employees, patients, residents, contractors and visitors</li> <li>• Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures</li> </ul>
<b>Quality and Risk Management</b>	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> <li>• Organisational</li> <li>• Clinical</li> <li>• Infection Control</li> <li>• WH&amp;S</li> <li>• Emergency Response</li> <li>• Aged Care</li> <li>• Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU</li> <li>• Environmental Services</li> <li>• Administration</li> <li>• Catering</li> </ul> <ul style="list-style-type: none"> <li>• Participate in the organisation's accreditation processes</li> <li>• Be compliant with and have a sound understanding of ISO 9001:2016</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the organisation’s Quality Management and Control program</li> <li>• Participate in the collection of Clinical and Process indicators</li> <li>• Understand the Severity Assessment matrix and reporting system</li> <li>• Implement and undertake case reviews, peer review and improvement proposals as required</li> <li>• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy</li> <li>• Adhere with the current Occupational Health &amp; Safety policies and procedures of the organisation in line with the Occupational Health &amp; Safety Act 2004</li> <li>• Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment</li> <li>• Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules</li> </ul>
<b>Professional Development and Performance Appraisal</b>	<ul style="list-style-type: none"> <li>• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills.</li> <li>• Collaborate and build the team by exchange of knowledge and skills</li> <li>• Participate in own and lead team performance appraisals in line with organisation expectations</li> <li>• Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy</li> </ul>
<b>KPIs/ Measures</b>	<ul style="list-style-type: none"> <li>• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.</li> </ul>
<b>Major Responsibilities</b>	
<b>Safety Culture</b>	<ul style="list-style-type: none"> <li>• Lead the WHS Committee to drive the safety culture and compliance across the business.</li> <li>• Provide WHS leadership to the development of a ‘safety culture’ at The Bays. This focus on prevention of injuries includes the reporting and proactive management of risks and hazards.</li> <li>• Develop a consistent understanding of WHS responsibilities at all levels of the organisation.</li> <li>• Monitor and report on WHS activities/themes and key performance indicators that support the safety culture.</li> <li>• Provide support to leaders and departments on WHS issues.</li> <li>• Participate in projects within position scope as needed or directed.</li> </ul>
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• Lead and manage the development and delivery of preventative strategies and processes for manual handling injuries.</li> <li>• Develop appropriate knowledge, skill and accountability for manual handling within the organisation.</li> </ul>
<b>Injury and Claims Management</b>	<ul style="list-style-type: none"> <li>• Work with Managers to ensure effective processes are in place to minimise the impact of injuries (both physical and psychological) on both employees and the organisation in terms of absenteeism and WorkCover costs.</li> <li>• Manage the relationship with workcover insurer, ensuring the effective delivery of their services to minimise the cost and impact of injuries.</li> <li>• Manage the processing of all WorkCover claims, working closely with the Human Resources team on any required Return to Work plans and Capacity Modifications.</li> </ul>
<b>Individual Development</b>	<ul style="list-style-type: none"> <li>• Drive your own individual development to help continuously build your knowledge, skills, and abilities and establish objectives that support both The Bays and your needs and goals (e.g. this may include an Individual Development Plan – IDP);</li> <li>• Proactively lead and drive your own development in consultation with feedback provided by your manager.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Contribute to the development, review and monitoring of policies and procedures to ensure they are relevant and up to date, effective, compliant and reflect the Companies values.</li> </ul>



	<ul style="list-style-type: none"> <li>Coach and develop our business on the application of the policies to ensure understanding and compliance.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>All other duties as reasonably directed, including supporting the wider Human Resources team with administrative support and functional backup as required.</li> <li>Project work when required.</li> <li>Always looking for ways to demonstrate continuous improvement.</li> </ul>
<b>Security Check</b>	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
<b>Qualifications / Experience - Mandatory</b>	<ul style="list-style-type: none"> <li>Tertiary qualified in OHS/WHS or related discipline (or relevant work experience)</li> <li>Minimum of 2 to 3 years experience within a WHS function.</li> <li>Demonstrated success in management of WorkCover claims to accelerate employee return to work and reduce WorkCover costs.</li> <li></li> </ul>
<b>Qualifications / Experience- Desirable</b>	<ul style="list-style-type: none"> <li>Detailed knowledge of WHS and WorkCover legislation/regulations</li> </ul>
<b>Personal Competencies Required</b>	<ul style="list-style-type: none"> <li>Previous experience balancing a hands-on, roll your sleeves up approach with a strategic mindset and bigger picture mindset.</li> <li>A collaborative working style, ability to work as part of a team and demonstrate a proactive approach to engaging internal and external stakeholders.</li> <li>Demonstrated success in the development of safety cultures that promote workplace health &amp; safety while supporting the achievement of organisational deliverables.</li> </ul>
<b>Inherent Requirements</b>	<ul style="list-style-type: none"> <li>Able to fulfil the inherent requirements of the role as per the Job Demands Checklist</li> <li>Able to use equipment and tools safely and without physical or other restriction</li> <li>Undertake assessment of ability to physically and mentally meet the requirements of the role</li> <li>Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements</li> </ul>

**Note:** *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: \_\_\_\_\_  
Signed, Manager Title

/ /  
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: \_\_\_\_\_  
Signed, Employee

/ /  
Date

\_\_\_\_\_  
Print Name, Employee