

POSITION DESCRIPTION

Position Title	Occupational Health Safety and Rehabilitation Specialist
Reference Number	1.2.3
Department	Human Resources
Position Reports To	Human Resources Manager
Positions Reporting To This Role	Nil
Work Location and Travel	<p>This position is located at Fulham Correctional Centre on 110 Hopkins Road, Fulham, VIC 3850.</p> <p>Interstate travel may be required.</p>
Operating Environment	<p>Fulham Correctional Centre (FCC) is located in Fulham, Victoria, 10 kilometres west of Sale, Victoria.</p> <p>FCC is a 1049-bed medium and minimum-security prison for adult remand and sentenced males, including an 84 bed Nalu Youth Challenge community positioned outside the main prison complex. FCC is currently the largest prison facility in rural Victoria and with approximately 1,000 prisoners released each year, has a strong focus on transitional services and programs.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as developing a “work ethic” by gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p>
Position Summary	<p>To ensure the management and administration of all Centre Work Cover claims, coordination of return to work for injured employees and practical prevention of injury recurrence or aggravation.</p> <p>To ensure that the Work Health and Safety requirements at Fulham Correctional Centre are implemented in accordance with contractual</p>

& legislative requirements.

To provide operational and advisory support in the development, implementation and review of a comprehensive Work Health and Safety management plan.

To provide ongoing training and skill enhancement to GEO employees on Work Health and Safety, Injury Management concepts and GEO policies and procedures.

Key Accountabilities

Work Cover Claims Management and Return to Work

- Manage all Centre Work Cover administration and coordinate the return to work for employees with both work related and non-work related injuries.
- Ensure injured workers are returned to work in a safe manner in accordance with the relevant legislative requirements.
- Ensure steps are taken, as far as is practicable, to prevent recurrence or aggravation of the injury upon the workers return to work.
- Liaise with relevant third parties, such as The GEO Group Australia's Work Cover insurer, to ensure compliance and accountability requirements are met.
- Provide advice to Management on matters relating to Work Health and Safety, Workers Compensation Claims, Occupational Rehabilitation, and relevant legislation.

Legislation, Policies and Procedures

- Evaluate policies, procedures, work instructions, operating standards applicable to the Centre to assess the risk and adherence to legislative requirements.
- Develop, implement, and drive safety management initiatives, including the identification of areas for improvement for the effective on-going success of the initiatives.
- Monitor the efficiency and effectiveness of the OH&S Management System, ensuring OH&S policies, procedures, practices, and projects are in alignment with current legislation, specifically AS4801:2008 and best practice.
- Advise Management of their responsibilities under the Occupational Health Safety Act (VIC) 2004, VIC Workers Compensation Act 1958 and the Workplace Injury Rehabilitation and Compensation Act (VIC) 2013.

Planning and Monitoring

- Identify, develop, and continuously improve a Work Health and Safety program that meets the requirements for Fulham Correctional Centre.
 - Ensure all accidents, hazards and near misses are effectively recorded, investigated, reported to appropriate parties in a timely manner and any follow up corrective actions are implemented.
 - Ensure that staff are aware of any changes in the environment that have the potential to create a risk to health and safety.
 - Recommend solutions to issues, improvement opportunities or new preventative measures to
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effectively manage risks identified.

- Develop and implement a Health and Safety audit schedule, assigning cross functional teams to conduct audits and report back on any risks identified to the WHS Committee.
- Conduct regular reviews of all health and safety information, identify any trends in the data and report to management with recommendations for corrective actions.

Education and Training

- Co-ordinate the use of external safety and safety training resources.
- In consultation with the Training Specialist, ensure that staff are appropriately trained and retrained in the skills required to perform their roles.
- Promote safety within the workplace through orientation, safety programs, policies, and procedures within the workplace.
- Develop and oversee Work Health and Safety training programs.
- Any other duties as requested by the Human Resources Manager.

General Responsibilities as a GEO Non-Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high-quality standard in line with local and/or corporate policies, procedures, and operating manuals.
- Have clear understanding of day-to-day deliverables.
- Complete all required training requirements within designated timeframes.
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- Display high levels of integrity and honesty and adhere to GEO's HR1.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures.
- Invest in continuous self-development and the development of others.

Key Selection Criteria:

Essential:

- A minimum of Certificate IV in Occupational Health and Safety.
 - The completion of a Return-to-Work Course (initial or advanced), or the ability to undertake
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such.

- Demonstrated experience in the management of Work Cover claims, the ability to oversee return to work protocols and injury prevention.
- Demonstrated experience in a similar role, including an understanding of OH&S and Accident Compensation legislation.
- High level of interpersonal and written communication skills; and
- Ability to work autonomously with minimal supervision.

Desirable

- A nationally recognised Certificate IV in Training and Assessment; and
- Sound working knowledge of Elumina.

Other Requirements of the Role

Ability to work within a correctional setting, which will involve direct contact with prisoners.

Valid and current full Australian driver's licence.

Satisfactory completion of a National Criminal History Check.

Ability to obtain and maintain a security clearance.

Work outside of ordinary business hours may be required on occasion.

Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐