**POSITION DESCRIPTION**

**Position title: Occupational Health and Safety (OHS) Business Partner**

**Location: Head Office 60 Moorabool Street, Geelong**

**Reports to:** Facilities and OHS Manager

**Entities:**  GMHBA Limited

**Organisational level:** Technical Specialist

**Reports:**  Nil

**Job Purpose:**

To assist the Facilities and OHS Manager to Provide OHSW operational advice, support, and training across all GMHBA sites, ensure the established safety management systems (SMS) are robust and effective to reduce risk and maintain a safe working environment, and to drive and monitor the strategies listed in the Occupational Health, Safety and Wellbeing Plan. This role will also maintain the Facilities operational function when required.

**Accountabilities:**

**Planning and Implementation**

* Implement the OHSW Plans and incorporate suitable management practices to ensure the listed actions and milestone dates are achieved.
* Contribute to delivery of all aspects of the GMHBA’s overall OHSW plan and objectives through planning and timely attendance to all delegated tasks and functions.
* Ensure organisational crisis and emergency response plans are continually monitored and enhanced to reflect accuracy and appropriate functionality.
* Consider problems or issues and use lateral thinking to resolve or recommend practical and feasible solutions.
* Alert the Facilities and OHS Manager of risks and issues that may need to be escalated to senior management.
* Actively participate in all business activities such as team meetings, training and development opportunities, information sessions and committee meetings.
* Collaborate and seek input from team members, specialist functions and others as required, to maximise performance outcomes.

**Occupational Health, Safety and Wellbeing**

* Provide health and safety expertise, coaching and guidance to management, employees, and health and safety representatives (HSR’s) across the organisation.
* Maintain good relationships with managers and employees, ensuring their respective roles and accountabilities for ensuring a safe workplace is clearly understood.
* Lead and evaluate the organisation’s emergency management program by conducting site exercises and reviews.
* Foster relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants, and other local government authorities to keep abreast of developments in health and safety practice.
* Actively promote health and safety in the workplace to establish a positive safety culture.
* Ensure that reasonable care is taken for own health and safety and for that of others who might be effected by their actions or behaviour.
* Do not place others at risk through your actions.
* Identify and promptly report all accidents, hazards and other health and safety concerns to management and/or the designated Health and Safety Representative (HSR)
* Follow agreed safe work practices and use the equipment provided appropriately and as per its intended use.
* Promote health, safety and wellbeing through actions and behaviours.
* Other duties as directed.

**Management Systems, Reporting and Auditing**

* Assist with the development, implementation, and review of GMHBA’s health and safety management system, ensuring that all relevant legislative and regulatory requirements and standards are met.
* Develop and present the OHSW Committee reports and other ad hoc reporting as required.
* Coordinate the scheduled site safety inspections to ensure proactive hazard risk identification, assessment, and control processes.
* Conduct health and safety audits, inspections, and accident investigations across varying locations to ensure appropriate risk control measures are in place.
* Conduct site workplace ergonomic assessments including reviewing all flexible working arrangement documentation and submissions.
* Ensure all OHSW breaches are investigated and reported to the Facilities and OHS Manager for review and direction.
* Maintain the electronic register of incidents, near misses and hazards (events).
* Provide a full analysis of the (events), including remedial preventive actions and emerging risks, to the Health, Safety & Wellbeing Committee, and other related committees.

**Education, Training and Communication**

* Develop and delivery of health and safety training programs.
* Actively participate in formal and informal communication to enhance the understanding and awareness of health and safety issues.
* Coordinate of training for employees i.e. First Aid Officers, Mental Health First Aiders, HSR’s, and Emergency Control staff.
* Facilitate OHS training as required.

**Injury Management & Workers Compensation**

* Coordinate the staff injury management and rehabilitation program.
* Assist the Facilities and OHS Manager to ensure the injury management program is effective and worker’s compensations costs are reduced.
* Assist injured employees to navigate return to work options and suitable cost-effective rehabilitation processes.

**Regulatory & Reporting**

* Ensure compliance with the Company’s Delegated Authorities, Business Plan, Policies and Standards.
* Support company audit processes and make recommendations as required.
* Keep up to date with regulatory trends and changes and actively participate in training and update type activities.
* Prepare information and reports for the Facilities and OHS Manager and others as required.

**Stakeholders & Advice**

* Use empathy to understand and build relationships with others.
* Develop good internal network and relationships to achieve daily tasks and longer-term actions.
* Provide advice, share knowledge and identified solutions/wins with others to facilitate strong team performance.
* Maintain positive and constructive relationships with internal and external stakeholders.

**Other**

* Uphold the company values, culture and performance standards.
* Participate in the roll-out of business change programs designed to strengthen GMHBA’s performance.
* Perform 1st Line of Defence duties by identifying operational risks, assist in investigating their root causes and provide support to mitigate risk through understanding control effectiveness and recommending risk improvement.
* It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.
* The accountabilities described within may be altered in accordance with the changing requirements of the role.

**Key Relationships:**

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| --- | --- |
| **Internal:**   * All employees * People and Culture team * Facilities team * Operations Managers * Site Managers * Supervisors and Managers * Health and Safety Representatives | **External:**   * WorkSafe Victoria * WorkCover Insurer * OHS Professionals * Fire Rescue Victoria/Country Fire Authority * OHS and training specialists |

**Skills, Experience and Qualifications:**

**Mandatory**

* OHSW qualifications or working towards (diploma or degree), or by equivalent experience
* A thorough understanding of health and safety legislative requirements (Victoria)
* Knowledge of and ability to interpret health & safety legislation, policies and procedures.
* Demonstrated experience in Occupational Health & Safety
* Excellent communication and literacy skills
* Ability to provide quality health & safety advice across all levels within the organisation.
* A high level of report writing skills.
* Computer literate and adaptable to learn new software programs.

**Highly Desirable**

* Experience in a similar role (3 years minimum).
* Ergonomics qualifications/or experience in conducting ergonomic risk assessments and the application of suitable controls.
* Certificate 4 Workplace Training and Assessment.
* Experience in emergency management planning and response.
* Return to Work (RTW) Certification.