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# Position Description

## *Health & Safety Officer*

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### Context

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#### THE AGENCY

##### **ADEC**

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

##### **Vision**

*Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.*

##### **Mission**

*The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.*

#### ADMINISTRATION DEPARTMENT

The Administration Department is responsible for coordinating all internal staff administration, infrastructure and organisational development, Health & Safety (H&S) , and IT support functions within ADEC.

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### Position

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#### ROLE

The role of the Health & Safety (H&S) Officer is to ensure a culture of safety and compliance in the ADEC workplace through the management and leadership of Work Health and Safety programs.

#### DUTIES

Develop, maintain and review ADEC H&S policies and safe operating procedures, including bus safety, to ensure they remain relevant and compliant.

Coordinate a program of regular workplace inspections and implement resultant Safety Action Plans.

Review and monitor H&S incidents and hazards to:

- Identify contributing factors and support managers to investigate H&S incidents and hazards.
- Provide advice to minimise risk and ensure managers implement risk reduction strategies.
- Contribute to the continuous improvement of ADEC's policies and procedures.

Conduct client home safety checks for ADEC programs, and for staff who work from home (WFH).

Coordinate specialist training for ADEC emergency management staff and the purchase of H&S equipment.

Coordinate annual 1<sup>st</sup> Aid and CPR training for ADEC staff.

Participate in ADEC internal and external audit processes.

Provide technical H&S advice and guidance to managers as required.

Undertake specific tasks and projects as directed by the Administration Manager.

#### RESPONSIBILITIES

Participate in the ADEC WH&S Committee and the HSW Sub-Committee of the ADEC Board.

Support ADEC emergency management planning, and coordinate staff education and practice in emergency procedures



#### KEY PERFORMANCE INDICATORS

The H&S Officer's performance will be measured against:

- The nature and incidence of workplace-related accidents and injuries.
- Satisfactory audit results on ADEC's H&S procedures and emergency management planning.
- The level and quality of H&S advice provided to ADEC management and staff.
- Level of competency and knowledge demonstrated by the ADEC Emergency Control Organisation.
- Satisfactory performance by ADEC staff participating in emergency procedures exercises and events.

#### KEY SELECTION CRITERIA

##### **Essential**

Completed the Worksafe approved five-day H&S Representative course and willing to undertake Certificate IV in Work Health Safety.

A minimum of two years' experience in a H&S role.

A comprehensive knowledge of current health and safety legislation and its application.

Sound knowledge of Emergency Management Procedures.

Application of logical thought processes and highly-developed problem-solving skills.

An ability to prioritise and stick to strict deadlines.

Proven ability to develop professional and concise written communication and records including written reports, statistical analysis, training records, and policy and procedure documents.

Well-developed interpersonal skills with the ability to work productively with a broad range of people from a variety of backgrounds and experiences.

Sound computer skills, including the ability to use Microsoft Office, Word processing and email.

##### **Desirable**

Certificate IV in Work Health Safety.

A minimum of three years' experience in a H&S role.

Previous experience in leading an emergency control organisation.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

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#### **Employment Terms and Conditions**

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#### AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 3. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

#### ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.



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- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.