

<b>Role title:</b>	Occupational Health and Safety (OHS) Officer
<b>Team:</b>	Business Services
<b>Reports To:</b>	Head of Strategic Risk Governance
<b>Classification:</b>	SCHADS Level 6
<b>Location:</b>	Bendigo/Preston/Mildura /Geelong (travel to all HHS sites will be required)

## Organisation Purpose

We are a homelessness services agency that provides a range of housing solutions and wrap-around supports to help people find and keep a place they can call home. As a for-purpose organisation, we are committed to bridging the housing divide and creating more inclusive, caring communities.

## Role Purpose

Responsible for ensuring that the organisation is compliant with all relevant legislative and contractual requirements. You will be required to develop a fit for purpose OHS framework and safety programs (including an induction program for new staff and contractors) that will increase proficiency in safe practices and promote safety consciousness.

Workplace health and safety is key to Haven; Home, Safe (HHS). In this role, you will also contribute to creating a culture whereby staff at all levels understand the importance of health and safety.

## Key Responsibilities

### Consultancy and Advisory

- Ensure staff are aware of their OHS responsibilities through promoting a safety culture
- Provide operational support to all staff on hazard identification and management, incident reporting, investigations, and implementation and monitoring of corrective actions.
- Oversee OHS incident reporting and responses
- Carry out Incident investigations and ensure that corrective actions or controls are implemented in a timely manner
- Consult on HHS policies that sit outside OHS but still require an OHS lens ensuring HHS meets its OHS obligations
- Lead the OHS Committee, providing direction and accountability
- Support People & Culture around workers compensation claims from an investigative and return to work perspective

### Compliance and Training

- Monitor completion and delivery of training, including new starter inductions for all staff and contractors
- Manage and coordinate the hazard and incident reporting process and identify risks to be escalated.
- Support the development and implementation of OHS audits
- Based on requirements and trends, deliver safety training programs that upskill staff and managers
- Liaise with external providers to facilitate annual emergency evacuation drills
- Coordinate regular incident response drills

- Coordinate recruitment and training for fire wardens, first aiders and health and safety representatives ensuring currency
- Complete mandatory training (including safety and quality training) as relevant to role
- Promote health and safety policies and procedures organisation wide to ensure awareness and adherence

## **Strategy and reporting**

- Identify, implement and monitor strategies to improve the safety of our people across the organisation and build a positive health and safety culture at HHS.
- Contribute to the development of HHS' strategic plan from an OHS perspective
- Develop, implement and review health and safety policies and procedures taking into consideration current legislative and organisational requirements
- Develop and deliver metric analysis and reporting on trends, issues and risk opportunities

## **Projects**

- Lead the development of and facilitation of health and safety projects
- Consult with stakeholders to ensure project scope is accurate

## **Key Relationships**

### **Internal:**

- Executive Team
- Operational OHS Committee/s
- People & Culture team
- All HHS leaders and teams

### **External:**

- WorkSafe Victoria
- Contractors

## **Key Selection Criteria**

- Relevant qualification in occupational health and safety along with significant experience in occupational health and safety, preferably in not-for-profit
- High level organisational skills and the ability to manage projects from conception to implementation
- Sound and contemporary understanding of all safety and related legislation and ability to translate this into practical application
- Demonstrated current knowledge of safety management systems and risk management practices
- Highly developed oral, written and communication skills for report writing, training and presentation
- Highly developed interpersonal communication skills for consultancy and negotiation, including the ability to engage and influence stakeholders at all levels
- Ability to provide detailed and thorough analysis of problems and solutions
- Demonstrated experience to analyse data, detect trends and provide targeted solutions