

Position Description – Workplace Health and Safety Manager

Core Detail

Title	Workplace Health and Safety Manager
Objective	Leads and enables a culture of zero harm for TriCare. Responsible for review and management of TriCare’s Workplace Health and Safety management system ensuring compliance with legislative requirements.
Role	Leads oversight, monitoring and review of all Safety matters ensuring the Board and Senior Leadership Team are enabled to exercise their due diligence obligations. Manages TriCare’s WHS Management System through the effective monitoring, review and oversight of the system and collaboration with Managers and site-based Safety Officers.
Competency	Advanced understanding of WHS legislation and management systems.

Position Parameters

Employment	Full Time, Permanent
Reporting to	General Manager – Human Resources
Vehicle Allocation	TriCare Fleet Vehicle
Key Relationships	All TriCare Management, Board of Directors and CEO
Expenditure Limit	As per the Delegation Policy
Location	Based at Head Office but attends TriCare sites on a frequent basis or as otherwise required

Detailed Description of the Position

Workplace Health and Safety Management	<ul style="list-style-type: none"> • Lead and enable others to create and maintain Safety Culture at TriCare focused on zero harm and proactive behaviour. • Implement, monitor and refine the Workplace Health and Safety system to enable safe work practices including orientation, training, incident and hazard management and supervision to work safely. • Develop a preventative Mental Health focus at TriCare from strategy to tactical programs. This includes management of the Employee Assistance Program provider.
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	<ul style="list-style-type: none"> • Liaise with and support Management from the Board to frontline leaders in relation to meeting Workplace Health and Safety obligations for TriCare, including providing advice on legislative requirements. • Conduct assurance audits/inspections as required across all TriCare sites to identify any hazards and unsafe or unsatisfactory work health and safety practices and work with Managers and key support team members to address corrective actions. • Review monthly Workplace Health and Safety audits (conducted by Site Managers/Safety Advisors) to ensure non compliances are being addressed either through Corrective Action Plan and ensure the issue is resolved. • Ensure critical incidents are addressed immediately and escalated in accordance with the TriCare WHS system requirements. • Follow up the investigation of all work injuries, work related illnesses and dangerous events in the workplace. • Liaise with and support activities of Safety Advisor's at TriCare's Aged Care Facilities, Retirement Communities, and Head Office including attending site Safety and/or Risk Management meetings. • Facilitate quarterly WHS management meetings.
Reporting	<ul style="list-style-type: none"> • Prepare board and Senior leadership, and general management WHS reporting as required. • Develop and implement systems to facilitate transparency of reporting processes for workplace health and safety. • Provide a quarterly report on overall Workplace Health and Safety site performance including statistical information on accident, incident trends.
Compliance	<ul style="list-style-type: none"> • Responsible for the ongoing review and support of TriCare's workplace health and safety systems, including compliance with current statutory, regulatory and contractual requirements for workplace health and safety. • Ensure audit processes are in place to monitor compliance of Workplace Health and Safety requirements. • Review TriCare's Workplace Health and Safety system to ensure it satisfies the criteria for the Self Insurance Audit.
Legislation	<ul style="list-style-type: none"> • Provide advice and assistance to the management team in meeting their duties and obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

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- Inform Management on changes to Work Health and Safety Legislative requirements.
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Skills and Knowledge

- A strong knowledge and understanding of Work Health and Safety including Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, relevant Codes of Practice and Standards.
- Ability to develop tactical plans and strategies.
- Ability to influence and collaborate with stakeholders to deliver positive outcomes.
- Intermediate to high level computer skills, particularly Microsoft Office Suite, e.g. Word, Excel and PowerPoint.
- Strong analytical and critical thinking ability.

Personal/Other Attributes

- Excellent written and oral communication skills.
- Enthusiastic, professional role model.
- Must be motivated, a self-starter and able to work unsupervised.
- Ability to participate actively and constructively within a team.
- Approachable in all dealings with employees and visitors.
- Able to prioritise effectively and ensure deadlines are met with accurate results.
- Flexible approach to working hours.

Experience

- Minimum Diploma in Work Health and Safety.
- Qualification in Management desirable.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Improvement Review.