

Work Health Safety (WHS) and Wellbeing Coordinator

The Work Health Safety (WHS) and Wellbeing Coordinator is the first point of contact for health, safety and wellbeing matters across the organisation, with the objective of ensuring that the highest standard of safety and wellbeing is achieved within Carers SA. Reporting to the Executive Manager People & Culture, the WHS and Wellbeing Coordinator is responsible for supporting the ongoing development and improvement of the revised WHS Framework and managing the workers compensation, rehabilitation and return to work processes as a Return-to-Work Coordinator. Working collaboratively within the People and Culture team, this role will also focus on championing and promoting health and wellbeing programs and opportunities across the organisation, providing guidance and support as required.

Key Relationships

Internal - People and Culture team, Carers SA Health and Safety Representatives (HSRs), People Leaders, and staff

External - WHS service providers, external stakeholders

Statement of Commitment

Carers SA believe that all vulnerable adults, and children and young people, have the right to be safe and feel safe and recognises that this is everyone's responsibility. Carers SA has a zero tolerance of harm or risk of harm against children and young people.

Carers SA is committed to the cultural safety of Aboriginal and Torres Strait Islander community, child and young people, the cultural safety of child and young people from culturally and / or linguistically diverse backgrounds and to providing a safe environment for vulnerable adults, children and young people with a disability.

Carers SA is committed to the National Principles for Child Safe Organisations.

Performance Indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	WHS System Management	<p>Support in the ongoing development, implementation, evaluation, and review of Carers SA WHS management system, ensuring compliance with relevant legislation and codes of practice;</p> <p>Develop and maintain all WHS registers, such as training, hazard and incident, and risk registers;</p> <p>Support in the identification of hazards and the assessments of risks and implementation of control measures, and initiate the monitoring and review of control measures; Role model and promote a 'risk based' approach to the identification, investigation and reporting of safety hazards and unsafe working conditions; Review existing controls, together with recommending corrective actions with a prevention, and continual quality improvement focus; Ensure there are processes in place for adequate fire protection checks of equipment and evacuation drills; Ensure first aid responders are appointed and that first aid kits and personal protective equipment are appropriately maintained, is available as required and complies with appropriate standards; Conduct audits as required for the continuous improvement of the WHS system</p>	12 months
2	Business Partnering	<p>Partner with People Leaders, Managers and individual teams to:</p> <p>Provide WHS and wellbeing advice and support to staff;</p> <ul style="list-style-type: none"> o Understand their unique challenges and potential barriers to safety o Ensure all staff understand their legislative obligations o Ensure line managers and staff have sufficient tools and resources to mitigate physical and psychosocial risks <p>- Collaborate and communicate effectively across the organisation to ensure a positive, strong and sustained workplace safety culture.</p>	12 months

S.no	Performance indicator	Measurement of performance indicator	Assessment period
3	Training and Development	Manage and facilitate work health and safety training and development programs, including induction for new staff, volunteers, and external contractors, as required; Prepare and deliver appropriate training through team meetings and other communication methods to ensure teams are kept up to date and aware of any changes to WHS legislation, or workplace policies or procedures.	12 months
4	Injury Management	Manage workers compensation, rehabilitation and return to work processes ensuring legislative compliance and assisting the recovery of staff as the Return-to-Work Coordinator; Develop and implement injury management proposals in consultation with HSR's and key internal stakeholders.	12 months
5	Wellbeing Programs	In conjunction with People & Culture, support the Wellbeing Program for the organisation, focusing on promoting a positive healthy environment across all teams; Champion initiatives that support the health and wellbeing of all staff and volunteers.	12 months
6	Reporting	Effectively gather and analyse safety data, identifying trends to ensure evidence-based decision making and sound recommendations; Provide regular reports detailing the progress of health safety and wellbeing objectives and performance targets; Prepare WHS meeting agendas and reports for the Executive and HSR committee, take meeting notes and distribute.	12 months
7	Children and Young People	Support Carers SA as a child safe organisation by undertaking screening for suitability to work with children, young people, and vulnerable adults and to comply with relevant legislative requirements; Show a commitment to National Child Safety Principles and Carers SA Code of Conduct.	12 months

S.no	Performance indicator	Measurement of performance indicator	Assessment period
8	Health, Safety & Environment	Be personally accountable for health and safety, following reasonable work instructions and taking reasonable care for your own health and safety and for the health and safety of others – live Carers SA’s values. Maintain the workplace in a safe condition and encouraging others to undertake safe work practices. Follow all health and safety procedures – carry out your roles and responsibilities as detailed in the relevant policies and procedures. Proactively report and/or rectify hazards. Promptly report any injury or incidents including ‘near misses’ having a potential for injury, ill-health, damage or other loss, at work to your team leader, manager and/or safety representative and Consider and provide feedback on any matters that may affect your health and safety and/or the environment.	12 months
9	Human Resources	Carry out your position and responsibilities in line with our company values, policies, procedures and processes; Undertake all reasonable and lawful work instructions in a timely and professional manner; Actively participate in performance management initiatives including performance reviews, objective setting, coaching, career or personal development opportunities and performance improvement plans, as required; and Ask questions to clarify understanding of job expectations, communications, projects and other workplace initiatives.	12 months
10	Inclusivity	We: Are welcoming and friendly - Walk alongside people - Care and empower - Are compassionate - Advocate for carers.	6 months
11	Integrity	We: Are honest and transparent - Are trustworthy - Are authentic - Do what we say we will do.	6 months
12	Collaboration	We: Consult and collaborate with others – Have strong stakeholder relationships - Support, encourage and cooperate - Share information and resources.	6 months
13	Empathy	We: Respect diversity - Actively engage people - Encourage feedback - Provide information for diverse groups - Are approachable and accessible.	6 months

S.no	Performance indicator	Measurement of performance indicator	Assessment period
14	Professional Excellence	We: Deliver professional services - Problem solve - Are innovative and resourceful - Are accountable - Are flexible and adaptive - Achieve results.	6 months

Other roles and responsibilities

- Some intra-state travel may be required.
- Commit to person cultural competency and the delivery of services.
- A current DHS Working with Children check, and National Police Check is required.
- Current mandatory child protection training will be required.
- Duties for this position should not be considered definitive.
- Duties may be added to, deleted or modified in consultation with the incumbent as necessary.

Previous experience

- Demonstrated WHS experience in a similar not for profit environment
- Sound knowledge of the importance of workplace safety, including the responsibilities of the employer and employee
- Ability to address complex issues requiring investigation and analysis, and the practical application of problem-solving methods and Risk Management techniques
- Ability to communicate and influence organisational safety culture within teams and the wider organisation
- Experience in developing and implementing WHS and Wellbeing policies and procedures
- Knowledge of contemporary employment matters relating to workers compensation and rehabilitation
- Interpersonal skills which are inclusive and encourage the development, cooperation, and support of others and which emphasise and encourage a professional service delivery focus
- Proven ability to build positive relationships and consult, negotiate and communicate with all levels across an organisation, in addition to key partners and external stakeholders, both verbally and in writing
- Ability to analyse operational systems and processes to support continuous improvement and drive change
- Strong organisational, planning and coordination skills with an ability to meet deadlines
- Ability to deliver reports and information that is accurate, timely and professionally presented
- Knowledge of the Carer sector and unpaid Carers (desirable).

Education

- A tertiary qualification in WHS, Risk Management or relevant discipline or demonstrated experience in a similar role.
- Return to Work Coordinator (SA) training.