

Position Description

Health, Safety and Environment Advisor

Classification:	HS04
Business unit/department:	Capital Works and Infrastructure
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ All sites
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Director, Capital Works and Infrastructure
Direct reports:	Nil
Financial management:	Nil
Date:	August 2025

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The newly created Health, Safety and Environment (HSEA) Advisor role will support the construction activities and requirements of all Information and Services (I&S) teams, contractors and stakeholders to maintain safe and compliant work practices on all upgrade, refurbishment and redevelopment projects on any Austin Health site.

This role is 100% site based due to the requirement to oversee multiple construction sites and activities at any one time. This role will be based at the Austin Hospital campus, however there will be a requirement to travel to other sites to undertake HSE activities such as spot checks, monthly inspections, investigations, meetings and project inductions. There is some flexibility in daily working hours, but this will depend on project activities.

About the Directorate/Division/Department

The I&S teams are responsible for the maintenance of existing assets and the delivery of environmental and technology improvements across the Austin Hospital (AH), Royal Talbot Rehabilitation Centre (RTRC) and the Heidelberg Repatriation Hospital (HRH) and outlying satellite facilities.

The Information & Services (I&S) team consist of the following teams:

Capital Works and Infrastructure

Asset Management

Support services

Information Technology

Planning

Capital developments and refurbishments provide an appropriate environment for Austin Health to deliver the healthcare and strategic objectives of the Organisation for our patients, staff and visitors.

Position responsibilities

Develop and manage Health, Safety and Environment Policies, Procedures & Documents:

- Create, implement, and maintain the I&S team's health, safety, and environmental (HSE) policies, procedures & documentation in alignment with the regulatory HSE framework.
- Provide change specific training to Project Manager's (PM) as soon as practicable after changes occur.

Key performance indicator: Maintain up-to-date and compliant HSE policies and procedures and deliver timely training to Project Managers following regulatory or internal changes.

Risk Assessment and Management:

- Identify potential hazards and risks in construction activities across planning, design, and construction phases. In consultation with PM's, conduct risk assessments and develop mitigation strategies to prevent accidents on Austin Health construction sites.
- In consultation with the PM's, develop and monitor project specific Risk Registers to identify and reduce risks and hazards on construction sites across all Austin Health campuses.
- Undertake monthly monitoring of each project's risk register during the construction phase to ensure that identified risks are reviewed, evaluated, updated and efficacy of control is measured.
- In consultation with the project PM develop project safety co-ordination plans (SCP's) according to specific project delivery requirements. Ensure that measures outlined in the SCP's are undertaken and managed as documented.

Inductions:

Development and review of HSE related induction materials

- In conjunction with the allocated PM ensure that Austin Health online induction has been undertaken by all contractors on site, prior to local area inductions.
- In consultation with PM's, undertake project specific local area inductions for all contractors commencing work on Austin Health construction sites.

Management of contractor safety:



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- Coordinate the enhancement of the contractor management system and monitor to ensure compliance.
- In consultation with Project PM's facilitate toolbox talks and safety meetings with building contractors on construction sites across all Austin Health campuses.
- Provide guidance and support in preparing relevant materials, discussing key safety topics, and reinforcing safe work practices among workers.
- Assist in addressing questions, concerns, and feedback from participants to ensure that toolbox talks effectively communicate HSE and Infection Prevention and Control (IPC) requirements and promote a culture of safety on site.
- Assist in documenting attendance and topics covered during toolbox talks for record-keeping and compliance purposes.

Key performance indicator: *The HSEA will be responsible for investigation for incidents involving contractors working on Austin Health sites Tracking this KPI over time allows for the identification of trends, assessment of safety performance, and implementation of corrective actions to continuously improve contractor safety management processes. Additionally, benchmarking this rate against industry standards or historical data can provide valuable insights into the effectiveness of safety management efforts.*

Compliance Monitoring:

- Investigate incidents, propose, and document corrective actions according to Austin Health policy,
- Monitor compliance of work practices against SWMS.

Risk Management:

- Assist project PMs to evaluate site specific Safe Work Method Statements (SWMS) for appropriateness and make recommendations.
- Facilitate workplace inspections and internal audits across all Information and Services team projects to monitor compliance with HSE regulations, standards, and internal policies.

Safety Promotion and Awareness:

- Promote a proactive safety culture among all project stakeholders through huddle chats, posters, toolbox talks, lessons learnt workshops, training sessions etc.
- Identify areas requiring attention and implement initiatives for improvement.

Environmental Management:

- Monitor the environmental impacts of construction activities, such as waste management, pollution control, and resource conservation, and ensure compliance with environmental regulations and special conditions and requirements set out in construction contracts.
- Escalate issues to appropriate teams / management as required.

Documentation and Reporting:

- Maintain accurate records of HSE activities, incidents, inspections, and training sessions, and prepare reports for management, regulatory agencies, and stakeholders.
- Ensure that all HSE incidents are properly documented and managed consistent with Austin Health's policy framework.
- Liaise with HSW Department for provision of performance data and incorporation into scheduled HSW reports.



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Collaboration and Coordination:

- Consult with PM's, Engineers, subcontractors, and other stakeholders to integrate HSE requirements into project plans and ensure alignment with project objectives.
- Assist with HSE consultation for high-risk works including risk assessments and review of SWMS and monitor risk controls.
- Contribute to safety in design sessions for large refurbishment and redevelopment projects.
- HSEA Officer will be responsible for providing an HSEA summary and present same at the HSW committee monthly meetings.
- Collaborate with the HSW Department to ensure integrated, efficient and consistent OHS practice

Regulatory Compliance:

- Stay updated on relevant health, safety, and environmental laws, regulations, and industry best practices and update project teams as required to ensure compliance.
- Liaise with HSW Department for WorkSafe and other regulatory authority notifications and inspectorate visits.

Training and Continuous Improvement:

- Continuously evaluate HSE performance across all Information and Services teams during project delivery to identify areas for improvement, and implement measures to enhance safety, reduce risks, and promote environmental sustainability.
- Develop training material aimed at educating PMs on Austin Health's Occupational Health and Safety (OHS) handbook, ensuring comprehensive understanding and compliance with relevant regulations and internal policies.
- Develop training material focused on educating PMs on the utilisation of safety coordination plans on construction sites.
- Develop and deliver appropriate training material to all I&S project delivery teams when opportunities for skills development arise.
- Provide HSE performance data and analysis together with recommendations to drive improvements in HSE achievement.
- Review and develop health and safety policies, procedures, and guidance, in keeping with best practice and make recommendations on their implementation and application.
- Participate in quarterly lessons learnt workshops and weekly team huddles.

Key performance indicator:

Measures the effectiveness of training programs by assessing the extent to which employees apply the knowledge and skills acquired during training to their roles. It can be calculated by conducting pre- and post-training assessments or surveys to evaluate understanding.

Selection criteria

Essential skills and experience:

- 2-3 years of local on-site commercial construction industry experience in Occupational Health and Safety

Must be able to demonstrate the ability to:

- Perform to a high level in all areas of responsibility.
- Maintain and promote a proactive safety culture.



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- Sound knowledge of OHS legislation and contemporary OHS and environmental management systems.
- Well-developed skills in incident investigation, OHS risk assessment; and OHS performance analysis and reporting.
- Oversee multiple projects and maintain strong site reporting systems through effective consultation with project PM's and other stakeholders
- Review and develop health and safety policies, procedures, and guidance, in keeping with best practice and make recommendations on their implementation and application.
- Drive forward strategies and formulate solutions to promote best practice.
- Essential to this role is exceptional communication proficiency, enabling effective interaction with stakeholders of diverse expertise levels, adeptly conveying technical information, fostering mutual understanding, and facilitating productive discussions throughout the project lifecycle.

Desirable but not essential:

- Certificate IV Training and Assessment
- Safety / Environmental systems audit accreditation
- Experience in managing WHS in high-risk tertiary hospital environments or similar.
- An understanding of Infection Prevention and Control requirements in tertiary Health environments
- Experience in Project Management to effectively coordinate and implement safety initiatives within various projects, collaborate with project teams to integrate safety considerations into project plans.

Professional qualifications and registration requirements

- Diploma or above in Work, Health, and Safety.
- Construction Industry White card.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with the requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care; we bring our best, together we achieve, and we shape the future.*



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- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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