

Position Description

Occupational Health and Safety (OHS) Coordinator

Classification:	HS4
Business unit/department:	Workforce Health, Safety and Wellbeing
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/>
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 hours per week
Reports to:	Manager – Occupational Health and Safety
Direct reports:	None
Financial management:	N/A
Date:	October 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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 OHS Coordinator will assist with the implementation and monitoring of Austin Health's Occupational Health and Safety (OHS) systems. The coordinator works collaboratively with a diverse range of stakeholders to identify and mitigate workplace hazards, promote compliance with relevant legislation, and support a safe environment for staff, patients, and visitors.

About the Directorate

The Health, Safety & Wellbeing department sits within the People & Culture directorate at Austin Health. It is based at Heidelberg Repatriation Hospital, and is responsible for providing advisory services, strategic direction and planning for the workforce health, safety and wellbeing across all campuses, covering approximately 11,000 employees.

Key areas of responsibility include occupational health and safety management systems; injury management and return to work; workforce wellbeing; and emergency preparedness and business continuity.

Position responsibilities

Role and accountabilities of the OHS Coordinator include, but are not limited to the following:

- Review incident reports and ensure that follow up's have been completed to a satisfactory standard.
- Conduct OHS risk assessments across Austin Health, undertake analysis and provide recommendations to the relevant manager/s.
- Undertake data analysis, such as identification of incident trends, corrective actions and escalation where required.
- Conduct and participate in incident investigations.
- Liaise and work collaboratively with external agencies, including WorkSafe Victoria, the Department of Health and other health agencies, including making WorkSafe notifications for notifiable incidents.
- Assist in the Occupational Health and Safety Integrated Management Systems (OHSIMS) audit process, including setting up meetings and appointments with key stakeholders, audit reporting, documenting non-compliance and compliance rates and updating the audit schedule.
- Post audit follow up to ensure non-compliance items have been actioned by relevant managers.
- Review and coordinate first aid arrangements and review program annually for efficacy and compliance.
- Update OHS policies and procedures in line with legislative changes and best practice.
- Provide OHS input into local department policies, procedures and guidelines.
- Assisting with chemical manifest management (ChemWatch) – including use of the ChemWatch program, working with staff to obtain compliant safety data sheet(s), uploading chemical information into ChemWatch, and any further chemical related support required.
- Participate in various committees and provide OHS team input on an as need's basis.
- Support the work of the Capital Works team and Procurement teams with advice on projects and new procurement.
- Support local teams with the completion of Workplace Safety Inspections (WSI), and support reporting activities and the resolution of identified hazards.
- Respond to general health and safety queries from managers and employees.
- Support, as required, the broader activities of the Workforce Health, Safety and Wellbeing team.

Selection criteria

Essential skills and experience:

- Relevant Health and Safety qualification (e.g.: Certificate IV OHS).
- Demonstrated experience in data management, project management or similar.
- Highly effective communication, administration and analytical skills.
- High level proficiency with Excel and data capture and reporting software.
- Proven ability to build and maintain effective key stakeholder relationships with both internal and external groups.
- The ability to produce high quality documents, databases and reports.



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- Ability to function in a multidisciplinary, professional team environment.
- Experience working with staff and leaders from all levels of an organisation and adapting an approach for varying audiences.
- Ability to work autonomously and be self-motivating.

Desirable but not essential:

- Understanding of the Victorian Public Hospital system or similar clinical environments.
- Familiarisation with Victorian Public Hospital IT systems, such as Riskman.
- Experience in the integration of multiple IT systems into an organisational wide reporting suite.
- Experience and proficiency in report building in Power BI.

Professional qualifications and registration requirements

- Certificate IV OHS as a minimum requirement.

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 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.*
- 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.



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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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