

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

This role is responsible for providing occupational health and safety oversight to ensure the safety of patients, staff, credentialed specialists, contractors and visitors.

Objectives:

- Act a technical specialist in all things health and safety; providing support, guidance and advice on Health and Safety matters across the hospital
- Coach, mentor and empower others to ensure health and safety obligations are understood and supported throughout the hospital
- Measure and proactively report on key H&S metrics and identify and implement improvement opportunities
- Create and engage a wider external network for Health and Safety
- In consultation with the HR Manager and relevant stakeholders, develop and implement Health and Safety Plans that as a minimum comply with legislative requirements
- Manage/support/liaise, where appropriate, with ACC and Worksafe programmes
- Support, review and develop health and safety systems, processes and policies to meet the organisation’s needs while ensuring they remain current with best practice and applicable national standards and health and safety legislation
- Develop, implement and review the staff return to work, wellness and safe handling programmes.
- Manage the Fire Evacuation, Emergency Planning and CIMSERT Training.

KEY PERFORMANCE INDICATORS (KPIs)	PERFORMANCE INDICATORS
Hazard and Risk Management	<ul style="list-style-type: none"> ▪ There is an efficient process for maintaining, reviewing and updating area hazard management systems ▪ A completed audit to ensure that Risk management processes meet, as a minimum legislative requirements ▪ Risks and hazards are systematically identified, reviewed, mitigated and audited with staff involvement ▪ Service area Hazard Inventories are appropriate legislatively compliant and are audited within a year from commencement. ▪ Provides advice to the Board, Executive Leadership Team and Managers on how to improve and manage critical risks within the organisation.
Develop, implement and review Health and safety plans systems, policies and processes.	<ul style="list-style-type: none"> ▪ Health and Safety annual plans are developed, implemented and evaluated with key stakeholders annually ▪ Develop systems, processes and policies that meet best practice in health and safety management ▪ Health & safety plans meet and where appropriate supersede legislative requirements ▪ Policies/procedures relating to health and safety are developed, implemented, referenced and reviewed as per policy schedule.
Perform environmental health and safety audits; include necessary staff and documentation	<ul style="list-style-type: none"> ▪ Implements, reviews and reports on service area audits in conjunction with key stakeholders annually ▪ Manages the audit process efficiently and effectively, involving managers and staff as appropriate ▪ Ensures key documents are accessible that provide evidence of achievement of critical health and safety elements.

<p>Promote staff wellness and health monitoring</p>	<ul style="list-style-type: none"> ▪ Manage and reports to stake-holders staff return to work programmes effectively. ▪ Manages and reports to stakeholders blood and body fluid exposure and other workplace incidents ▪ Maintains accurate employee medical records to allow effective health monitoring ▪ Develop, deliver and evaluates wellness programme for staff ▪ Manages/facilitates a safe handling programme for all Mercy staff ▪ Oversees the delivery and evaluation of the return to work programme ▪ Ensure that health monitoring is undertaken related to potential risk exposure.
<p>Incident Management</p>	<ul style="list-style-type: none"> ▪ Maintain organisational visibility over incidents and risks by proactively reviewing incident/risk management system: <ul style="list-style-type: none"> ○ Escalate and proactively report any incident trends or incidents that have (or have potential to) cause significant harm to executive and (where appropriate) worksafe ○ Ensure timely and thorough investigations are undertaken with clearly defined corrective actions ○ Ensures that remedial actions are undertaken, reviewed and documented ▪ Associated education and training is identified and undertaken ▪ Review of incident management processes are scheduled on an annual basis ▪ Carries out Root Cause Analysis Audits to identify improvements in systems and processes.
<p>Continuously develops the quality of the health and safety service</p>	<ul style="list-style-type: none"> ▪ Develops, promotes and participates in quality improvement activities ▪ Supports certification and accreditation processes by ensuring requirements of relevant criteria are met ▪ Provides health and safety education to all staff ▪ Current information and resources are used.
<p>Staff engagement and training</p>	<ul style="list-style-type: none"> ▪ Supports and provides guidance to the Health & Safety representatives in their role including chairing and coordinating Health and Safety Representative meetings ▪ Actively engages with all levels of the organisation and promotes health and safety; <ul style="list-style-type: none"> ○ Contributes in meetings/committees and forums ○ Coaches and supports staff to take ownership of their health and safety at work and facilitates opportunities to do this, within their area ▪ Actively collaborates with teams to deliver organisational outcomes ▪ Develops a programme for engaging staff in workplace Health and Safety issues ▪ Meets with credentialed specialists to provide health and safety education and provide a forum for supporting management of any issues that arise ▪ Identifies key health and safety training requirements for staff; <ul style="list-style-type: none"> ○ Develops and delivers an appropriate Manual Handling Programme. ○ Ensures that ongoing training is provided to staff on Incident Investigation.
<p>Emergency Planning and Training</p>	<ul style="list-style-type: none"> ▪ Manages the organisations fire programme including training for staff ▪ Leads the Emergency Planning and CIMSERT Training for all staff.

Health and Safety Orientation	<ul style="list-style-type: none"> ▪ Plays a key role in induction and orientation of Staff, Contractors and Credentialed Specialists in Mercy Hospital’s Health and Safety requirements and processes.
GENERAL	
Participate in quality improvement	<ul style="list-style-type: none"> ▪ Recognise and act upon all opportunities for quality improvement ▪ Participate in quality improvement processes, quality activities and be accountable for following work routines, policies, procedures and expected standards.
Constant performance improvement through personal and professional development	<ul style="list-style-type: none"> ▪ Continues to pursue opportunities and enhance knowledge and skills appropriate to the area of work ▪ Meets Mercy Hospital skill competency requirements, such as, but not limited to; fire, evacuation and health and safety training ▪ Participate in annual performance reviews and personal professional development planning.
Communicate and engage within the organisation	<ul style="list-style-type: none"> ▪ Actively participates in staff meetings ▪ Actively contributes to Executive functions and responsibilities-organisational-wide ▪ Contributes to a supportive work environment ▪ Communicates with patients, families, colleagues and visitors in a professional manner.
Acknowledge and maintain work place health and safety procedures	<ul style="list-style-type: none"> ▪ To take all practicable steps to ensure personal safety, and the safety of others, while at work, according to the department’s and the Hospital’s health and safety policies, procedures and systems ▪ Adheres to current and relevant infection control practices maintaining a safe environment for both patients and staff ▪ Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organization.
Support Mercy Hospital in its role as an essential service provider	<ul style="list-style-type: none"> ▪ Mercy Hospital is an essential service and as such all staff must make every effort to come to work as long as it is safe to do so ▪ Facilitating an emergency plan activation or adverse weather situation may require the use of a “phone tree”. Each staff member will have a list of phone numbers and addresses of others in their department. In the event of adverse weather or an emergency staff may be required to ring others in their department or assist each other with transport.
RELATIONSHIPS	
Reports to: Human Resources Manager	Direct Reports: Nil
Internal Relationships: All Staff, HoD’s, Credentialed Specialists	External Relationships: Key external H&S networks
PERSON SPECIFICATIONS	
<p>Work Qualifications/Skills</p> <ul style="list-style-type: none"> ▪ Relevant post graduate qualification or significant experience in H&S specialist role ▪ Membership of relevant professional health and safety organisations. <p>Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> ▪ Sound knowledge of the Health and Safety at Work Act 2015 ▪ Extensive knowledge of effective risk and incident management ▪ Staff training/education skills ▪ A high degree of interpersonal skills to enable effective consultation, facilitation and presentations. ▪ Excellent communication skills both written and verbal ▪ Computer literacy. 	

- Knowledge of auditing and quality improvement processes

Essential

- A high degree of self-motivation, willingness, and self-responsibility to continually improve
- Ability to engage and influence work effectively in a team and/or individually
- Ability to deal with unexpected situations and crises while maintaining a professional manner.
- Have an understanding and appreciation for the Mercy Values and Shared Purpose.

Desirable

- Health and safety experience within a healthcare environment
- Experience developing and/or implementing a wellness/wellbeing framework

Physical Requirements

Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting, other reaching.

Mercy Hospitals Purpose

Exceptional care that makes a difference to our patients and community.

Mercy Hospitals Values

Hiranga - Excellence

We do our best every day, learning continually.

Atawhai - Care

We respond to others with empathy, kindness and expertise.

Whakaute - Respect

We interact respectfully with others.

Kotahitanga – Collaboration

We work together for the common good.

Workplace Contribution

Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety

Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Mercy policies:

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated
- Comply with Mercy Hospital incident reporting policy and Health & Safety Policy
- Emergency management procedures and compulsory / compliance education and training completed

- Demonstrates knowledge of the health and safety database.

Quality and Risk

Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

Personal Responsibilities

- Respect the Shared Purpose and Values of Mercy Hospital
- Be familiar and with Mercy Hospital policies and procedures
- Be responsible for own ongoing education and skills required in designated role
- Demonstrate an understanding and applicability of confidentiality of information regarding patients, employees and hospital business at all times.