

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Work, Health and Safety Coordinator, Fire &amp; Security</b>
<b>DEPARTMENT:</b>	Governance and Corporate Services
<b>OPERATIONAL BASE:</b>	Carramar
<b>AWARD CLASSIFICATION:</b>	Health Manager Level 2
<b>STATUS:</b>	Permanent Part- time
<b>HOURS:</b>	32 hours per week
<b>VACCINATION CATEGORY:</b>	A (High Risk, including annual influenza vaccination)
<b>RESPONSIBLE TO:</b>	Director Governance and Corporate Services
<b>DATE REVIEWED:</b>	March 2026

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### Work Health and Safety Coordinator

Karitane staff provide safe, effective, quality care consistent with the organisation's, philosophy, values, and standards, and adhere to the Professional Code of Conduct, following Child Safe Guidelines

#### PRIMARY PURPOSE OF THE ROLE

The Work, Health and Safety Coordinator, Fire and Security provides advice in resolving Work, Health and Safety (WHS) issues, works closely with staff to champion the implementation and understanding of safety systems relating to WHS.

The role also provides guidance for Karitane's safety and security and fire safety programmes, delivers Fire Training, Fire-Evacuation and appropriate security exercises to Karitane staff, and in conjunction with the contracted external security service, proactively identifies issues and contributes to strategies to improve compliance and the strengthening of Karitane's fire safety and security safety culture.

#### KEY SELECTION CRITERIA:

- Qualifications in Work, Health and Safety including Risk Management and/or Work, Health and Safety Management System auditing with working knowledge of Work, Health and Safety legislation, standards and codes of practice and understanding of Safety Management Systems.
- Demonstrated experience in the provision of advice to internal stakeholders including managers and Health and Safety Representatives (HSR) on WHS issues, policies, procedures, practices and protocols of the legislative framework.
- Conduct and assist with health and safety related auditing to ensure compliance with legislation, policies and procedures relating to the organisation's safety management system.

- Generate reports on WHS trends and performance, identify areas for WHS improvement and promote risk management strategies relating to Enterprise-Wide risk management.
- Demonstrated experience in the management of relevant WHS incident investigations in the ims+ incident reporting platform (or similar system).
- Demonstrated excellent problem-solving ability and effective communication skills with the ability to tailor communication to the audience.
- Demonstrated capability to design and deliver training with a Certificate IV in Training and Assessment, or equivalent or willingness to obtain.
- Completed (or willingness to complete) a Fire Safety Officer (Health) Accreditation Course, with Fire and Rescue N.S.W. or Fire Safety Officer equivalent in accordance with N.S.W. Health Department Circular No 2010/24
- NSW Security licence 1A and a Certificate II in Security Operations with a current first aid certificate
- Demonstrated intermediate level computer skills and competence with Microsoft 365 programs e.g. through experience with contemporary electronic security alarm and fire monitoring systems - CCTV surveillance, data entry and reporting.
- Carry out other duties as directed by the Director Governance and Corporate Services within the context of the undersigned Employment award.
- Hold a current NSW Drivers Licence, as travel to various sites of Karitane is required.

## Fire and Security

- Monitor security across all sites.
- Ensure that Karitane complies with the NSW Health policy and guidelines for security risk management in health facilities.
- Liaise with external contractors to ensure appropriate management of security procedures to minimise security risks.
- Develop and update Fire and security policies in line with current legislation, industry standards and MOH directives
- Ensure that all Karitane sites comply with Council Fire Regulations and achieve the Annual Fire Safety Statement from the local Councils.
- Coordinate and deliver training in fire, safety and security, including fire drills
- Manage fire systems and appropriate monitoring and testing of equipment.

## **STATEMENT OF DUTIES**

Listed are the primary Duties of this role and the Performance Standards required to undertake the duties.

## **RESPONSIBILITIES**

The WHS Coordinator will be responsible for providing direction and leadership for the development, implementation and evaluation of a comprehensive Work Health and Safety management Program.

1. Under the direction of the Director create and maintain a safe working environment for staff, clients and visitors.
2. Utilise WHS audit tools to undertake internal audits
3. Coordinate and prepare for external audits.

4. Report on identified audit non-compliances to the SQRM with recommendations for the achievement of compliance.
5. Report monthly on the progress of WHS initiatives to the Governance and Performance Review Committee and as required to the Karitane Board Clinical Governance and Audit and Risk sub-committees.
6. Represent Karitane at the South Western Sydney Local Health District WHS network meeting
7. Coordinate the management of the Karitane Incident Notification & Management System (ims+) for relevant WHS notifications analysing data, identifying trends and generating reports.
8. Assist the Disaster Controller in the monitoring and management of the Karitane Business Continuity Plans related to WHS matters.
9. Facilitate an organisational culture that supports best practice principles of WHS.
10. Develop an annual WHS Action Plan with relevant stakeholders, ensuring compliance with relevant legislation.
11. Ensure that the Health & Safety Committee functions effectively.
12. Advise management on legislative changes, industry standards and NSW Health Policy Directives and any implications as applicable.
13. Develop and update WHS policies in line with current legislation, industry standards and MOH directives.
14. Evaluate practice and identify areas that could be improved and participate in Quality Management activities and Accreditation programs.

## **Performance Management Measurements**

- Evidence of compliance processes in place for all legislation, policy and audit requirements for WHS across all Karitane sites.
- Evidence that reporting, data analysis, WHS policy currency, any internal or external audit recommendations are managed in a timely manner.

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## **CONDITIONS OF EMPLOYMENT**

- Permanent part time employment in accordance with The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2019. Karitane services are provided at several sites within the Sydney Metropolitan Area.
- The majority of Karitane's services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.
- Karitane supports a smoke free environment including grounds, buildings and vehicles.
- Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.
- Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

- Karitane is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to upholding the Child Safe Standards, all staff share responsibility for maintaining a child-safe culture.

## VACCINATIONS

- **Category A** workers are required to meet and maintain the vaccination criteria (as per the current NSW Health policy directive) including annual influenza vaccinations:  
[https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2026\\_004](https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2026_004)

## ABOUT US

Established in 1923, Karitane is a dynamic and innovative not for profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships and strengthening a family's connections with supports in their community. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists and psychiatrists offering complete, holistic care.

## OUR CARE

Karitane staff provide safe, effective, family-centred quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

## OUR VISION

Our impact will enable children to have the best start in life.

## OUR PURPOSE

We are trusted early parenting experts empowering families and children to be healthy, confident and resilient.

## OUR VALUES

- **Respect - Our Relationships**

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family & child, colleague and care partner is important to us. We value our diverse backgrounds and professional approaches that contribute equally to Karitane's success in providing care.

- **Innovation –Our Future Focus**

We commit to creative and innovative approaches to our work informed by ongoing research, increasing knowledge, evidence-based practice and contemporary approaches to care. We seek new opportunities for delivering services that are sustainable and transforming for the families we serve.

- **Collaboration - Our Partnership Approach**

We seek to collaborate with our families, our colleagues and care partners to achieve our purpose. We build our partnerships through effective teamwork, shared decision making, our caring and supportive approach and appropriate and timely communication.

- **Excellence - Our Standard**

We strive for excellence in our work supported by effective leadership, professional, transparent and accountable practices, cultural awareness and a commitment to continuous learning.

## **SUPPORTING OUR PEOPLE**

Karitane is a family-friendly, flexible workplace with a strong culture of success that reflects our values of innovation, excellence, respect and collaboration. We are a passionate, dynamic and highly engaged team making a difference to families' lives. We support each other and provide excellent professional development opportunities. We offer a comprehensive well-being support package, Employee Assistant Program, Perkbox reward & recognition program and discounted gym membership. If you come from NSW Ministry of Health or other affiliated health organizations you can transfer your leave entitlements to Karitane.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Pursue appropriate continuing education and professional development.
- Attend mandatory training in Fire, Manual Handling and other training as required.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

- Identify the needs of clients and where possible adapt services to meet those needs.
- Understand the accreditation processes within Karitane and participate in the implementation of improvement strategies.

### **CODE OF CONDUCT**

- Adhere to the NSW Ministry of Health and SWSLHD professional Code of Conduct and Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.
- Report suspected or actual; fraud associated with the workplace.

### **WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY**

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy.
- Assist with the security of the building through the correct handling of keys.

- Report any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

## **EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION**

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Harassment will not be tolerated in any form, i.e. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

## **PERFORMANCE MANAGEMENT**

Performance appraisal will be carried out at three months and then annually with your Manager.

## **EXIT INTERVIEWS**

Participate in an Exit interview on termination.

## **Employees Declaration**

I have read this position description; I understand the position requirements and position demands checklist (attached) and agree that I can fulfil these requirements to the standards outlined.

I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

I am aware that my ongoing employment will be subject to my continued compliance with the relevant NSW Health policy directive/s concerning Immunisation Compliance, Occupational Assessment, and Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s I am aware that any false or misleading statements

may threaten my appointment or continued employment with Karitane.

I agree to comply with the policies of NSW Health & Karitane

I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I may come across in the course of my employment.

I am aware that during my employment, regular criminal record checks and Working with Children's Checks will be conducted with my knowledge to ensure my ongoing suitability for employment.

I have explained the duties and responsibilities of this position to the employee.

_____	_____	_____
<b>Employee's Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____

_____	_____	_____
<b>Manager's Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____

_____	_____	_____
<b>Chief Executive Officer</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____

## Work, Health and Safety Coordinator JOB DEMANDS CHECKLIST

PHYSICAL DEMANDS		FREQUENCY
<b>Sitting</b>	Remaining in a seated position to perform tasks	<b>Frequent</b>
<b>Standing</b>	Remaining standing without moving about to perform tasks	<b>Frequent</b>
<b>Walking</b>	Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Frequent</b>
<b>Running</b>	Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Infrequent</b>
<b>Bend/Lean Forward from Waist</b>	Forward bending from the waist to perform tasks	<b>Occasional</b>
<b>Trunk Twisting</b>	Turning from the waist while sitting or standing to perform tasks	<b>Occasional</b>
<b>Kneeling</b>	Remaining in a kneeling posture to perform tasks	<b>Infrequent</b>
<b>Squatting / Crouching</b>	Adopting a squatting or crouching posture to perform tasks	<b>Infrequent</b>
<b>Leg / Foot Movement</b>	Use of leg and / or foot to operate machinery	<b>Not Applicable</b>
<b>Climbing (stairs/ladders)</b>	Ascend / descend stairs, ladders, steps	<b>Infrequent</b>
<b>Lifting / Carrying</b>	Light lifting & carrying: 0 - 9 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b>	Moderate lifting & carrying: 10 - 15 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b>	Heavy lifting & carrying: 16kg & above	<b>Not Applicable</b>
<b>Reaching</b>	Arms fully extended forward or raised above shoulder	<b>Occasional</b>
<b>Pushing / Pulling / Restraining</b>	Using force to hold / restrain or move objects toward or away from the body	<b>Infrequent</b>
<b>Head / Neck Postures</b>	Holding head in a position other than neutral (facing forward)	<b>Occasional</b>
<b>Hand &amp; Arm Movements</b>	Repetitive movements of hands and arms	<b>Frequent</b>
<b>Grasping / Fine Manipulation</b>	Gripping, holding, clasping with fingers or hands	<b>Frequent</b>
<b>Work At Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work	<b>Not Applicable</b>
<b>Driving</b>	Operating any motor powered vehicle	<b>Infrequent</b>
<b>Sight</b>	Use of sight is an integral part of work performance e.g. computer screens	<b>Constant</b>
<b>Hearing</b>	Use of hearing is an integral part of work performance e.g. Telephone enquiries	<b>Frequent</b>
<b>Smell</b>	Use of smell is an integral part of work performance e.g. Working with chemicals Not	<b>Infrequent</b>
<b>Taste</b>	Use of taste is an integral part of work performance e.g. Food preparation Not	<b>Not Applicable</b>
<b>Touch</b>	Use of touch is an integral part of work performance	<b>Infrequent</b>
<b>Distressed People</b>	e.g. Emergency or grief situations	<b>Infrequent</b>
<b>Aggressive &amp; Uncooperative People</b>	e.g. drug / alcohol, dementia, mental illness	<b>Infrequent</b>
<b>Unpredictable People</b>	e.g. Dementia, mental illness, head injuries	<b>Infrequent</b>
<b>Restraining</b>	Involvement in physical containment of patients / clients	<b>Not Applicable</b>
<b>Exposure to Distressing</b>	e.g. Child abuse, viewing dead / mutilated bodies	<b>Infrequent</b>

PHYSICAL DEMANDS		FREQUENCY
<b>Situations</b>		
<b>Dust</b>	Exposure to atmospheric dust	<b>Not Applicable</b>
<b>Gases</b>	Working with explosive or flammable gases requiring precautionary measures	<b>Not Applicable</b>
<b>Fumes</b>	Exposure to noxious or toxic fumes	<b>Not Applicable</b>
<b>Liquids</b>	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b>	e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b>	Environmental / background noise necessitates people raise their voice to be heard	<b>Infrequent</b>
<b>Inadequate Lighting</b>	Risk of trips, falls or eyestrain	<b>Not Applicable</b>
<b>Sunlight</b>	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>Infrequent</b>
<b>Extreme Temperatures</b>	Environmental temperatures are less than 15C or more than 35C	<b>Infrequent</b>
<b>Confined Spaces</b>	areas where only one egress (escape route) exists	<b>Not Applicable</b>
<b>Slippery or Uneven Surfaces</b>	Greasy or wet floor surfaces, ramps, uneven ground	<b>Infrequent</b>
<b>Inadequate Housekeeping</b>	Obstructions to walkways and work areas cause trips and falls	<b>Not Applicable</b>
<b>Working At Heights</b>	Ladders / stepladders / scaffolding are required to perform tasks	<b>Not Applicable</b>
<b>Biological Hazards</b>	e.g. exposure to body fluids, bacteria, infectious diseases	<b>Not Applicable</b>

### STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name: \_\_\_\_\_  
Please print

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager's Name: \_\_\_\_\_  
Please print

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_