

# STATEMENT OF ACCOUNTABILITY Health and Safety Advisor

**TEAM:** Wellbeing Health and Safety  
**POSITION TITLE:** Health and Safety Advisor  
**REPORTS TO:** Health and Safety Manager

## OUR TEAM

The People and Capability team is all about putting people at the centre of everything we do, making the world of work, work better for the more than 10,000 people working at the Canterbury and West Coast DHBs. Because when people work better, care works better.

We're doing this through leaders like you who are working with others keep our workforce healthy, safe and well.

As a member of the Wellbeing Health and Safety Team, this role has a shared accountability for:

- **Engaging across** the People and Capability team, the Canterbury District Health Board [CDHB], and the West Coast District Health Board [WCDHB] to ensure we support our people to be their best, be well and stay well.
- **Building** the capability of our people leaders to manage and support their people to be well and stay well.
- **Ensuring** the delivery of an equitable, accessible high integrity support service to support our people to be at work.
- **Creating** a work environment in which people take pride in their work and work together to provide excellence in customer service.

## MY ROLE RESPONSIBILITY

The People and Capability function is bringing to life a new identity and new ways of working and communicating that are consistent with our commitment to putting people at the heart of all we do, creating and enabling an environment in which everyone can thrive and changing the employee experience for all our people.

The Health and Safety Advisor role is responsible for supporting the Health and Safety Manager in the implementation of our key programmes of work to ensure successful outcomes through a transformational journey.

Specifically, the role is responsible for:

- Providing Health and Safety technical advice and guidance to support managers and staff across the CDHB and WCDHB including facilitating/supporting/reviewing Risk Assessments including overseeing of Risk Register development
- Supporting the development and implementation of health and safety initiatives and programmes in consultation with stakeholders (procedures, process, guidance and tools)
- Triaging incidents/near misses within Safety 1st technical expert and reporting concerns to Health and Safety Manager, monitoring quality of reporting, monitoring action completions and closing out
- Working with Patient Quality and Security to ensure all health and safety events are captured
- Promoting a proactive health and safety culture across the organisation
- Supporting the administration of the Worker Participation Framework
- Oversight of Health and Safety Committees – ensures committee meetings are held and meet the requirements of the Terms of Reference and provide technical guidance and leadership where required
- Delivery of health and safety related training as directed by the Health and Safety Manager (where needs are identified and where internal training is appropriate)
- Serious Event Response and Investigations
- Supporting managers to conduct simple investigations and ensure appropriate corrective actions are identified, assigned and completed
- 1<sup>st</sup> party health and safety assurance activities to ensure compliance with legislative and audit standards, including Health and Safety Site Inspections

## MY CAPABILITY

To be effective and succeed in this role it is expected the person will have the following proven capabilities:

- Technical health and safety competence
- Strong interpersonal skills
- Knowledge of relevant legislation and audit standards
- Computer literate, competent in the use of the Microsoft Suite including; Word, Outlook, PowerPoint and Excel
- Excellent oral and written communication skills
- Excellent time management and the ability to self-manage
- Skilled at understanding complex information
- Able to work independently and in a team.

## MY EXPERIENCE

- At least six years in a health and safety advisor role
- Coaching of team members and managers in Health and Safety matters
- Experience in safety event investigation and causal analysis
- Experience facilitating and presenting to groups
- Experience with conducting and facilitating risk assessments

## MY QUALIFICATIONS

- Level 6 qualification or equivalent in health and safety

## MY RELATIONSHIPS TO NURTURE

### Internal

- People and Capability leadership team members and their teams
- Operational Managers
- Our people

### External

- Professional bodies
- Third party consultants, advisors and service providers
- Key contacts at other DHBs and across the health sector
- Key contacts across public and private sector organisations

## MY WELLBEING, HEALTH AND SAFETY

### Care starts here

Our people are the most important thing at Canterbury DHB. Ensuring we all come home healthy and safe each day is up to all of us. Safety starts with you:

- **Look:** It's everyone's responsibility to be on the lookout for risks.
- **Make the right choice:** If you see a risk, either fix it yourself if that's the right thing to do, or speak up so someone else can. If you're not sure what to do look at the relevant policy and procedure.

Through working together, we can look after ourselves and those around us.