

<b>Position holder (title)</b>	Health & Safety Coordinator
<b>Reports to (title)</b>	Health & Safety Manager
<b>Department / Service</b>	People & Quality
<b>Purpose of the position</b>	<ul style="list-style-type: none"> <li>To organise, consolidate, coordinate, and maintain health and safety information systems so that a consistent approach to health and safety reporting is achieved throughout the organisation.</li> <li>To work with the H&amp;S Manager to develop and implement an organisation-wide contractor management strategy</li> <li>To maintain and update the H&amp;S page and all related documentation in the Hub so that it reflects best practice according to WorkSafe guidelines</li> </ul>

### Working Relationships

Internal	External
<ul style="list-style-type: none"> <li>Service Directorates</li> <li>Clinical Nurse Managers and Team Leaders</li> <li>HBDHB employees</li> <li>Quality Improvement &amp; Patient Safety</li> <li>Emergency Response</li> <li>Facilities</li> <li>Corporate Services</li> <li>Occupational Health - CNS/Physiotherapist</li> <li>Health &amp; Safety Committee</li> <li>Health and Safety Champions</li> </ul>	<ul style="list-style-type: none"> <li>WorkSafe</li> <li>ACC</li> <li>Other DHBs</li> <li>Product suppliers</li> <li>Standards NZ</li> </ul>

### Dimensions

<b>Expenditure &amp; budget / forecast for which accountable</b>	N/A
<b>Number of staff reports</b>	0
<b>Delegations &amp; Decision</b>	N/A

# Our shared values and behaviours



## 1 HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

<b>Welcoming</b>	<ul style="list-style-type: none"> <li>✓ Is polite, welcoming, friendly, smiles, introduce self</li> <li>✓ Acknowledges people, makes eye contact, smiles</li> </ul>	<ul style="list-style-type: none"> <li>✗ Is closed, cold, makes people feel a nuisance</li> <li>✗ Ignore people, doesn't look up, rolls their eyes</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>✓ Values people as individuals; is culturally aware / safe</li> <li>✓ Respects and protects privacy and dignity</li> </ul>	<ul style="list-style-type: none"> <li>✗ Lacks respect or discriminates against people</li> <li>✗ Lacks privacy, gossips, talks behind other people's backs</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>✓ Shows kindness, empathy and compassion for others</li> <li>✓ Enhances peoples mana</li> </ul>	<ul style="list-style-type: none"> <li>✗ Is rude, aggressive, shouts, snaps, intimidates, bullies</li> <li>✗ Is abrupt, belittling, or creates stress and anxiety</li> </ul>
<b>Helpful</b>	<ul style="list-style-type: none"> <li>✓ Attentive to people's needs, will go the extra mile</li> <li>✓ Reliable, keeps their promises; advocates for others</li> </ul>	<ul style="list-style-type: none"> <li>✗ Unhelpful, begrudging, lazy, 'not my job' attitude</li> <li>✗ Doesn't keep promises, unresponsive</li> </ul>

## 1 ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

<b>Positive</b>	<ul style="list-style-type: none"> <li>✓ Has a positive attitude, optimistic, happy</li> <li>✓ Encourages and enables others; looks for solutions</li> </ul>	<ul style="list-style-type: none"> <li>✗ Grumpy, moaning, moody, has a negative attitude</li> <li>✗ Complains but doesn't act to change things</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Always learning and developing themselves or others</li> <li>✓ Seeks out training and development; 'growth mindset'</li> </ul>	<ul style="list-style-type: none"> <li>✗ Not interested in learning or development; apathy</li> <li>✗ "Fixed mindset, 'that's just how I am', OK with just OK</li> </ul>
<b>Innovating</b>	<ul style="list-style-type: none"> <li>✓ Always looking for better ways to do things</li> <li>✓ Is curious and courageous, embracing change</li> </ul>	<ul style="list-style-type: none"> <li>✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done</li> </ul>
<b>Appreciative</b>	<ul style="list-style-type: none"> <li>✓ Shares and celebrates success and achievements</li> <li>✓ Says 'thank you', recognises people's contributions</li> </ul>	<ul style="list-style-type: none"> <li>✗ Nit picks, criticises, undermines or passes blame</li> <li>✗ Makes people feel undervalued or inadequate</li> </ul>

## 1 RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

<b>Listens</b>	<ul style="list-style-type: none"> <li>✓ Listens to people, hears and values their views</li> <li>✓ Takes time to answer questions and to clarify</li> </ul>	<ul style="list-style-type: none"> <li>✗ 'Tells', dictates to others and dismisses their views</li> <li>✗ Judgmental, assumes, ignores people's views</li> </ul>
<b>Communicates</b>	<ul style="list-style-type: none"> <li>✓ Explains clearly in ways people can understand</li> <li>✓ Shares information, is open, honest and transparent</li> </ul>	<ul style="list-style-type: none"> <li>✗ Uses language / jargon people don't understand</li> <li>✗ Leaves people in the dark</li> </ul>
<b>Involves</b>	<ul style="list-style-type: none"> <li>✓ Involves colleagues, partners, patients and whanau</li> <li>✓ Trusts people; helps people play an active part</li> </ul>	<ul style="list-style-type: none"> <li>✗ Excludes people, withholds info, micromanages</li> <li>✗ Makes people feel excluded or isolated</li> </ul>
<b>Connects</b>	<ul style="list-style-type: none"> <li>✓ Pro-actively joins up services, teams, communities</li> <li>✓ Builds understanding and teamwork</li> </ul>	<ul style="list-style-type: none"> <li>✗ Promotes or maintains silo-working</li> <li>✗ 'Us and them' attitude, shows favouritism</li> </ul>

## 1 TAUWHIRO CARE *Delivering high quality care to patients and consumers*

<b>Professional</b>	<ul style="list-style-type: none"> <li>✓ Calm, patient, reassuring, makes people feel safe</li> <li>✓ Has high standards, takes responsibility, is accountable</li> </ul>	<ul style="list-style-type: none"> <li>✗ Rushes, 'too busy', looks / sounds unprofessional</li> <li>✗ Unrealistic expectations, takes on too much</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>✓ Consistently follows agreed safe practice</li> <li>✓ Knows the safest care is supporting people to stay well</li> </ul>	<ul style="list-style-type: none"> <li>✗ Inconsistent practice, slow to follow latest evidence</li> <li>✗ Not thinking about health of our whole community</li> </ul>
<b>Efficient</b>	<ul style="list-style-type: none"> <li>✓ Makes best use of resources and time</li> <li>✓ Respects the value of other people's time, prompt</li> </ul>	<ul style="list-style-type: none"> <li>✗ Not interested in effective user of resources</li> <li>✗ Keeps people waiting unnecessarily, often late</li> </ul>
<b>Speaks up</b>	<ul style="list-style-type: none"> <li>✓ Seeks out, welcomes and give feedback to others</li> <li>✓ Speaks up whenever they have a concern</li> </ul>	<ul style="list-style-type: none"> <li>✗ Rejects feedback from others, give a 'telling off'</li> <li>✗ 'Walks past' safety concerns or poor behaviour</li> </ul>

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## Key Accountabilities

HEALTH AND SAFETY OPERATIONS	
<p><b>Tasks (how it is achieved):</b></p> <p>To organise, consolidate, coordinate, and maintain health and safety information systems so that a consistent approach to health and safety reporting is achieved throughout the organisation; this includes but is not limited to ensuring that accessibility to said systems is achieved</p> <p>To work with the H&amp;S Manager to develop and implement an organisation-wide contractor management strategy; this will include but not be limited to due diligence as well as the practical elements of contractor management such as access, inductions, competency tracking, and the permit-to-work system</p> <p>To maintain and update the H&amp;S page and all related H&amp;S documentation<sup>1</sup> in the Hub so that it reflects best practice according to WorkSafe guidelines; this includes but is not limited to making all documentation accessible and readable by the target groups</p> <p>Report on progress to the H&amp;S Committee regularly</p> <p>First responder to requests for information relating to:</p> <ul style="list-style-type: none"> <li>› writing of Safe Systems of Work (SSOWs)</li> <li>› inspection and monitoring</li> <li>› risk assessment of new equipment &amp;/or modified equipment, &amp;/or processes</li> </ul> <p>Provide administration support to the management of the H&amp;S Committee</p>	<p><b>How it will be measured (KPI):</b></p> <p>Up-to-date, timely, and consistent reports are available for EMT/Board/FRAC and H&amp;S committee as required</p> <p>Information is maintained and accessible</p> <p>Information management reflects WorkSafe guidelines</p>

<sup>1</sup> Health and safety policies, procedures, SSOWs, permits, RFP templates, letter heads, forms and so on

<b>HEALTH AND SAFETY compliance</b>	
<p><b>Tasks (how it is achieved):</b> Support the the health and safety management system to ensure that the HBDHB meets its duty of care under the HSWA 2015 and other related Law and Regulations</p> <p>Registers are updated/improved to evidence how the DHB meets its duties under the HSWA</p> <p>Maintenance of current H&amp;S resources/documentation/document control</p>	<p><b>How it will be measured (KPI):</b></p> <p>All registers current &amp; complete</p> <p>All stakeholders understand their obligations arising from the registers</p> <p>Compliance is tracked and reported upon</p>

<b>HEALTH AND SAFETY RISK MONITORING</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>Setting up central registers for annual related legislation reviews, certification/licensing /testing/calibration of equipment/monitoring, and training refresher implementation</p> <p>Communication about progress advised on H&amp;S page in the Hub</p>	<p><b>How it will be measured (KPI):</b></p> <p>Health and safety risks and mitigations identified, recorded and reported.</p> <p>Reports developed to monitor compliance with key aspects of health and safety.</p> <p>Register for legal compliance is completed and published. Reviewed periodically</p>

<b>ENGAGEMENT WITH KEY STAKEHOLDERS (INTERNAL &amp; EXTERNAL)</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>Managers and other staff receive appropriate advice and support to create good health and safety culture</p> <p>Provide assistance on health &amp; safety issues to managers and other staff.</p> <p>Develop and maintain effective communication with staff and external organisations.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Appropriate advice/support provided</p> <p>Evidence of assistance and advice provided on health and safety matters.</p> <p>Clear communication maintained with staff and external organisations.</p>

<b>PROFESSIONAL DEVELOPMENT</b>	
<p><b>Tasks (how it is achieved):</b></p> <p>Knowledge of relevant legislation with specific knowledge of the provisions of the Health and Safety at Work Act 2015 and associated Regulations and Approved Codes of Practice and Standards is maintained and updated.</p> <p>Perform such other duties as reasonably required by the manager in accordance with the conditions of the position.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Maintains and / or extends knowledge and skill base of relevant legislation.</p> <p>Attendance at education and training is evidenced. Performance review is completed annually.</p>

HEALTH & SAFETY	
<p><b>Tasks (how it is achieved):</b></p> <p>Ensures own and others safety at all times.</p> <ul style="list-style-type: none"> <li>Complies with policies, procedures and safe systems of work.</li> <li>Ensures that your actions or omissions, do not adversely affect the health and safety of other persons</li> <li>Complies with all health and safety policies and procedures</li> <li>Complies with reasonable health &amp; safety instructions given by HBDHB</li> <li>Cares for your own health, safety and well-being</li> <li>Is involved in health and safety through participation and consultation.</li> </ul>	<p><b>How it will be measured (KPI):</b></p> <p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>

### Key Competencies

CUSTOMER SERVICE	
<p><b>Tasks (how it is achieved):</b></p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p> <p>Has a sense of urgency and desire to complete work</p> <p>Wants to work with others to help whole team improve</p>	<p><b>How it will be measured (KPI):</b></p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>

ENGAGING EFFECTIVELY WITH MĀORI	
<p><b>Tasks (how it is achieved):</b></p> <p>Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori</p> <p>Is visible, welcoming and accessible to Māori consumers and their whānau</p> <p>Actively engages in respectful relationships with Māori consumers and whānau and the Māori community</p> <p>Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience</p> <p>Actively facilitates the participation of whānau in the care and support of their whānau member</p>	<p><b>How it will be measured (KPI):</b></p> <p>Accelerated health outcomes for Maori</p> <p>Evidence of positive feedback from Māori consumers and whānau, and colleagues</p> <p>Evidence of collaborative relationships with Māori whānau and community/organisations</p> <p>Evidence of whānau participation in the care and support of their whānau member</p>

## Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
<b>Engaging Effectively with Māori</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to engage effectively with Māori consumers (patients/families/whanau)</li> <li>▪ Demonstrates ability to apply the Treaty of Waitangi within the Service</li> </ul>
<b>Qualifications</b> (e.g., tertiary, professional)	Relevant qualification or experience in regards to H&S or high learning agility along with excellent IS skills
<b>Business / Technical Skills</b> (e.g., computing, negotiating, leadership, project management)	<ul style="list-style-type: none"> <li>▪ Excellent computing skills are absolutely essential</li> </ul>
<b>Experience</b> (technical and behavioural)	<p><b>Values &amp; Behaviours:</b> Shows commitment to, and demonstrates the behaviours of the organisation:</p> <ul style="list-style-type: none"> <li>▪ Ability to build constructive working relationships and work collaboratively with others</li> <li>▪ High standard of verbal and written communication skills</li> <li>▪ Critical thinking and problem solving skills</li> <li>▪ Ability to manage change</li> <li>▪ Goal setting and prioritising skills</li> <li>▪ Self-sufficient / independent</li> </ul>
Desirable	
Health and Safety tertiary qualification	

### Recruitment Details

<b>Position Title</b>	Health & Safety Coordinator
<b>Hours of Work</b>	80 hours per fortnight Permanent
<b>Salary &amp; Employment Agreement Coverage</b>	As per the Individual Employment Agreement (IEA) negotiated with the appointee.
<b>Date</b>	May 2019