

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Safety & Wellbeing Advisor – Hazardous Substances Management		
	DIRECTORATE	People and Culture	DEPARTMENT	Safety and Wellbeing
	REPORTING TO (operationally)	Safety and wellbeing manager	REPORTING TO (professionally)	Safety and wellbeing manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the whole of the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil Direct - Nil Indirect			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To actively support the management of hazardous substances across the DHB sites so that staff are safe To carry out health and safety advisory duties which include provision of technical advice about the receipt, storage, transport, use and disposal of all hazardous substances used by the DHB, development of systems and processes, advice on compliance and best practice and auditing of systems and processes in relation to hazardous substances To ensure that staff are trained and competent to respond effectively to emergency hazardous substance events To plan and implement all health & environmental monitoring related to staff safety and exposure to hazardous substances; this will be conducted in consultation with identified stakeholders; maintain records To provide safety and wellbeing guidance for all construction project work as required with special consideration given to hazardous substances use, transport within the site of, disposal and storage of. <i>To fit-test N95 respiratory device users as required</i> 			
KEY DELIVERABLES	<p>Management of hazardous substances support</p> <ul style="list-style-type: none"> Develop processes to ensure purchasing / receipt / tracking of hazardous substances is carried out safely within the DHB; this includes but is not limited to compressed gases, laboratory fixers, cleaning materials, sterilising fluids, gardening fluids such as roundup/petrol/oils, petro-chemicals and so on Develop SSWs to ensure clarity for staff in the use of hazardous substances including use / transport/ storage, disposal, and emergency response Create & maintain HazSubs and SDS registers which meet best practice guidelines [ISO45001:2018] and the relevant New Zealand regulatory authorities In conjunction with the S&W Advisor – [Audit] perform internal audits to ensure compliance Raise any variances to audits with the appropriate levels of management; work with staff to achieve compliance Develop robust processes and procedures for response to chemical spills; develop a skilled response team and ensure their practice is safe and effective – ensure all PPE and spill kits are fit for purpose and staff in the area know how to use same Provide safety guidance in the replacement of dangerous goods store (Hastings site) and other building matters as required; this must include reference to the nature of the chemical/substance, its classification, and risks to staff, others on our site, and to the community <p>Advice and training on compliance and systems</p> <ul style="list-style-type: none"> Develop and implement training of staff to ensure they understand the processes and SSW in relation to hazardous substances Provide technical advice to all staff, and project teams about all/any matters related to hazardous substances Ensure appropriate staff are competent in the management of chemical spills and manage spill kits replacement where required; this includes organisation and delivery of refresher training, and across all HBDHB sites <p>Auditing of systems and processes in relation to hazardous substances.</p> <ul style="list-style-type: none"> Carryout internal audits to ensure compliance. Prepare for and ensure compliance with external hazardous substance audits Raise any variances to audits with the appropriate levels of management, and enact corrective actions Develop processes which achieve certification to the ISO standards required and highlight any major issues to manager where non-compliance is not addressed <p>Team work and implementation</p> <ul style="list-style-type: none"> Undertake all required training to ensure a broad knowledge of health and safety is acquired Provide support across the team to ensure all work required to be done is covered Understand the requirements of other S&W roles and provide support where identified 			

HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> • Heads of Departments • All staff working in areas with hazardous substances • Health Service Managers and teams across HBDHB services • Occupational health nurses & physiotherapist • IPC team 	<p>EXTERNAL</p> <ul style="list-style-type: none"> • Regulatory authorities such as WorkSafe, the Environmental Protection Authority • Other DHBs • Privately run laboratories • Contractors [such as Air Matters] • Hazardous substance suppliers for all products • Training providers • PPE providers • National healthcare organisations including but not limited to NZ Occupational Hygiene Society • Ministry of Health
DELEGATION AND DECISION	<ul style="list-style-type: none"> • Makes decisions within scope of practice and competence level • Makes decisions within the policies developed by the organisation. • Maintains relationships with key managers of departments. 	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	IEA Step	
DATE	June 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> • Does not have budgetary or capex authority 	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Deals with a wide range of staff, across all activities, on every HBDHB site • Provides service to community healthcare providers as time/direction allows • Effectively managing time and prioritising workload to ensure work is completed within the agreed time; ability to work under constant time pressure 	

ESSENTIAL CRITERIA

Qualifications

- Bachelor's level chemical engineering (or equivalent)
- Workplace H&S diploma/degree (or equivalent)
- Health and Safety Certificate NZQA level 6 (or equivalent)

Experience

- Extensive experience working with chemicals/hazardous substances

Business / Technical Skills

- Effective document writing skills
- Knowledge about hazardous substances and their safe management
- Ability to develop safe systems of work and procedures for safe handling of chemicals
- Demonstrates an understanding of continuous quality improvement
- Can carry out audits in an impartial and robust manner
- Ability to develop tactics to address gaps in audits
- Can work across all levels within the business effectively

Key Attributes

- Can learn on the fly
- Effective communication skills
- Positive attitude with problem solving focus
- Has the ability to train individuals and groups in systems and processes
- Good team worker
- Able to show initiative while understanding professional boundaries

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role:

- General fitness as this is not a desk bound role

Vaccination status for role:

- Must have annual flu vaccination
- Must have full COVID-19 vaccinations as mandated by the Ministry of Health

DESIRABLE CRITERIA

Experience

- Previous health and safety work experience in a large complex environment
- Knowledge of the legislative or other external influences in health and safety affecting the health sector
- Chemical handling experience

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced auditing and policy writing skills



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.