



Occupational Health Nurse

Position Description

Our Vision: To become the world's most successful and sustainable grass-fed red meat company

Division: Operations

Reports to: Health & Safety Manager

Role purpose:

The Occupational Health Nurse is responsible for providing occupational health services, including first line injury treatment, rehabilitation and injury management, and health monitoring, to managers and staff, to ensure that short term injured employees are rehabilitated back to full health as quickly and efficiently as possible. This role will require the Occupational Health Nurse to follow set procedures as agreed under the accredited employer programme with ACC, ensuring legislative and company policy and procedures are adhered to.

Responsibilities include:

- Case Administration
- Injury Management & Health Monitoring

Key relationships

External:

Local medical providers
Case managers
Ministry of Business, Innovation and Employment

Internal:

Site Manager, Processing Manager, Engineering Manager, Health & Safety Manager, People & Capability Manager, and other leaders
Site support staff (Technical, Engineering and H & S)
Dunedin / Christchurch / Hastings production, marketing and support staff

Key responsibilities

Case Administration

- Administration, management and rehabilitation of work-related injuries in conjunction with Case Managers.
- All claimants receive information about making claims, rehabilitation, rights and responsibilities and review procedures.
- Documentation relating to case management is kept accurate, secure and confidential.
- Actions pending identified and forwarded to Case Manager for action or action as appropriate.
- Information required by Case Managers to make decisions on claims is presented in a timely and accurate manner.
- Complies with ACC Partnership Programme.
- Assisting the Health and Safety Co-ordinator to ensure the rehabilitation and injury cost reduction targets are achieved.

Injury Management and Health monitoring

- Occupational health service including serious first aid treatment provided that delivers health and safety programmes and services to employees, within the plant.
- All injuries are attended to effectively and efficiently in accordance with best practice occupational medicine
- Promotion and restoration of health, prevention of injury, and protection from work-related and environmental hazards is main focus.
- Liaise with Supervisors, Case Managers and claimants to ensure individual rehabilitation plans established and implemented, and that claimants comply, monitoring progress while on alternate duties.
- Monitoring and promotion of health and wellness and prevention of injury and illness in accordance with plant procedures.
 - Hearing tests
 - Health checks
 - Hazard impact
 - Drug and Alcohol testing (under Fitness for Work Policy)
- Doctor/plant relationship is maintained within budget.
- Supervisors and staff are made aware of their individual obligations under the Health and Safety in Employment Act.
- The Health and Safety Manager and Plant Manager are advised of all reportable plant accidents and injuries and subsequently investigated, and that injury management programmes are in place for all injured employees.
- Injuries and accident investigations reported to Health and Safety Manager on a weekly basis.
- Monitoring individual rehab plans and discussing actions with site doctor/s and third-party claims administrators to ensure the best outcomes for employees and company.

Other duties

- Other duties as directed.
- To complete such tasks and projects in a competent and timely manner in accordance with directions

Participate in:

- Safety legislation
- Risk Management
- Control of work place hazards
- Departmental audits
- Sickness absenteeism management

Competencies and professional expertise

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Keen attention to detail
- Accurate and energetic approach to business success
- A demonstrated knowledge of the legal and legislative compliance conditions and issues.
- Registered Nurse or registered Comprehensive Nurse or Registered Enrolled Nurse
- Computer literacy - proficiency in the use of Microsoft (Word, Excel, PowerPoint), Data bases, systems.



- Demonstrates excellent written, oral and interpersonal communication skills. A high standard of English.
 - Ability to understand and apply basic management account principles.
 - A good understanding of red meat sector business and government support for primary industry.
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Core expectations

Customer focus - Proven ability to take ownership of issues

Adding value – Contribute to cross-functional projects and strategic initiatives

Values and Strategy – Live the Silver Fern Farms values and strive to achieve our strategic goals

Other duties – Complete all reasonably requested tasks in a competent and timely manner

Health, Safety and Wellness

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
 - Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
 - Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately
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Acceptance

I accept the responsibilities outlined in this position description

Signature

Date

