



## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Hygienist
<b>Cluster / Business Unit / Division</b>	High Reliability / WHS / Human Health Monitoring
<b>Section or Unit:</b>	Nuclear Safety, Security and Stewardship
<b>Classification:</b>	Band 6
<b>Position Description Number:</b>	PD-1554
<b>Work Contract Type:</b>	Professional
<b>STEMM/NON-STEMM:</b>	STEMM

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### POSITION PURPOSE

The primary objective the Occupational Hygienist is to ensure potential health and safety hazards at ANSTO are identified, evaluated and controlled by effectively communicating, implementing and managing occupational health and hygiene programs aimed at achieving desired business and regulatory outcomes.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Occupational Hygienist reports to the Leader, Human Health Monitoring and is a member of the High Reliability team. The High Reliability team provides a wide range of safety and environmental services for the organisation, as well as a range of external services to government and commercial clients. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships. In addition, the team provides specialised services related to radiation protection and emergency response and preparedness on a commercial basis or in the National interest.

This role will work with workers, individuals, line management and contractors to address day-to-day occupational hygiene matters across a range of areas and activities including offices, workshops, laboratories, construction sites, production and instrument facilities and projects. The role may also be involved in undertaking occupational hygiene activities with external clients and may have interactions with regulatory bodies such as Comcare.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Ensure ANSTO meets its legal/regulatory obligations in respect of occupational hygiene and that management and the workforce are aware of these requirements.
- Evaluate contractor performance by ensuring Principal Contractor occupational health and hygiene management system documentation and work practices compliant with regulatory requirements.
- Review asbestos removal control plans, safe work method statements, asbestos in air monitoring results, and clearance certificates to ensure adherence to WHS Regulation and codes of practice.
- Support the development of internal Business Management System documentation and ANSTO Safety Management System documentation pertaining to Occupational Health and Hygiene.
- Ensure implementation of occupational health and hygiene monitoring services for individuals identified with a significant risk to health from exposure to hazards such as noise, dust, chemicals,

hazardous materials, metals, heat, non-ionising radiation, NORM and emerging hazards e.g. nanomaterials, using a risk-based approach.

- Qualitative and quantitative health risk assessments to drive compliance with Legislative requirements and evaluate effectiveness of control.
- Recommend key control methods (considering the hierarchy of control) for occupational health risk reduction.
- Provide input to Human Health Monitoring Leader and Occupational Health Centre to identify those workers requiring Health Monitoring (e.g. Biological monitoring, audiometry, functional etc).
- Development and implementation of occupational health and hygiene training programs including respirator fit testing and hearing fit testing.
- Provide SME advice as part of the Safety Reliability Assurance (SRA) process, HAZOP, audits, risk assessments, emergency response, event investigations and their review.
- Initiate and manage the development and implementation of projects, within the Occupational Hygiene and Personal Dosimetry Services and/or Radiation Protection Services and/or Work Health and Safety.
- Perform calibration of Occupational Hygiene Laboratory sampling equipment and required maintenance and either organise.
- Occupational hygiene exposure record keeping (e.g. Cority, ANSTO Hazards Register), data management and report writing in an accurate and timely manner.
- Behaviour must reflect the ANSTO Values and their leadership should engender an inclusive environment for all staff.
- Fulfilling WHS responsibilities as specified in AG-2362 of the ANSTO WHS system.
- Any other reasonable and related additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position works within a framework of legislation, international guidance, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the WHS Strategy, the Radiation Protection strategy, RPS strategic operational objectives, and WHS and RPS Business Management Systems provide the context for the position;
- The position is fully accountable for the accuracy, integrity and quality of the content of measurement and exposure reduction advice provided to staff and managers and is required to ensure that decisions are based on sound evidence and accurate interpretation of measurements. At times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Human Health Monitoring Leader and RPS Manager or WHS Manager on complex, sensitive or major issues that may have a significant impact on ANSTO, the customer group or High Reliability;
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

- Maintain currency of knowledge with respect to Occupational Hygiene and relevant legislation and codes of practice, including establishing and fostering professional networks in order to access and share information.

- Production and review of procedures to be incorporated into the divisional Business Management System. Ensuring that procedures reflect best and/or actual practice and are compliant with the relevant regulatory requirements and standards.
- Identify resource requirements through an understanding and awareness of future operational requirements, future site developments, forthcoming regulatory requirements and current / future staff competencies.
- Ensure the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines.
- Optimise customer service, response times, delivery efficiencies and maintain confidentiality of sensitive information.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager, Work Health and Safety	<ul style="list-style-type: none"> <li>• Receive guidance and direction;</li> <li>• Provide expert, authoritative and evidence based advice;</li> <li>• Staff engagement and quality recruitment;</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals;</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives.</li> </ul>
Manager, Radiation Protection Services	<ul style="list-style-type: none"> <li>• Receive guidance and direction;</li> <li>• Provide expert, authoritative and evidence based advice;</li> <li>• Staff engagement and quality recruitment;</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals;</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives.</li> </ul>
Leader, Human Health Monitoring	<ul style="list-style-type: none"> <li>• Receive guidance and direction;</li> <li>• Escalate issues, keep informed and provide regular updates on key projects;</li> <li>• Work cooperatively and exchange of information to achieve work plans and goals;</li> <li>• Staff engagement and quality recruitment;</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals;</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives.</li> </ul>
WHS Advisor – Occupational Hygiene	<ul style="list-style-type: none"> <li>• Provide leadership, guidance and support;</li> <li>• Set performance requirements and manage performance and development;</li> <li>• Engage to monitor trends, performance and progress against the agreed team objectives plan and evaluate further support which may be required to ensure delivery against the plan.</li> </ul>
High Reliability Team members	<ul style="list-style-type: none"> <li>• Receive expert advice and analysis on all radiation protection, occupational hygiene and work health safety matters and staff issues;</li> <li>• Encourage and contribute to group decision making processes, planning and goals;</li> <li>• Collaborate and share accountability and resources;</li> <li>• Negotiate and resolve conflicts.</li> </ul>

ANSTO Radiation Services	<ul style="list-style-type: none"> <li>• Work closely to support commercial agreements with external stakeholders;</li> <li>• Provide expert advice and analysis on all personal dosimetry matters.</li> </ul>
NSTLI/ Nuclear Stewardship	<ul style="list-style-type: none"> <li>• Liaise with ANSTO laboratories to leverage current and emerging technology and best practice in detection, identification and measurement for operational use.</li> </ul>
ANSTO undertakings	<ul style="list-style-type: none"> <li>• Provide specialist guidance and advice on occupational health, hygiene and wellbeing;</li> <li>• Promote awareness of WHS system and raise awareness of work health and safety issues to ensure compliance with regulatory requirements.</li> </ul>
<b>External</b>	
Other Occupational Hygiene professionals, contractors, etc	<ul style="list-style-type: none"> <li>• Collaborative working practices.</li> </ul>
Senior Commonwealth and State/Territory personnel	<ul style="list-style-type: none"> <li>• Collaborative working practices.</li> </ul>
COMCARE	<ul style="list-style-type: none"> <li>• Reporting and responding to requests.</li> </ul>
ARPANSA	<ul style="list-style-type: none"> <li>• Reporting and responding to requests.</li> </ul>
International bodies (AIHA, HSE, IAEA, ICRP etc)	<ul style="list-style-type: none"> <li>• Collaborative working practices.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Leader, Human Health Monitoring
Collaborative Interaction	Health Physicists Occupational Hygienists Dosimetry Technicians / Assistants WHS/ RPS Manager
Direct Reports	WHS Advisor, Occupational Hygiene
Indirect Reports	The position provides leadership and guides clients that perform potentially hazardous roles.

<b>Special / Physical Requirements</b>	
Location:	Primary: Lucas Heights. Secondary: Camperdown/Clayton. Working in different areas of any ANSTO campus as needed.
Travel:	May be required travel to ANSTO sites from time to time. Some travel nationally and internationally for conferences and potential collaborations with other occupational hygiene and personal dosimetry services.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Intermittent requirement to enter confined spaces, work at heights and awkward/restricted spaces Lifting/carrying of monitoring/ sampling equipment Driving Public speaking Wearing personal protective equipment (Tyvek, Tight Fitting Respirators, etc) for the handling of hazardous and/or radioactive materials

Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance (potentially up to Negative Vetting 1).

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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### ORGANISATIONAL CHART

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### KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree, or equivalent in Occupational Hygiene, or related discipline in engineering or science;
2. Certified Occupational Hygienist of the Australian Institute of Occupational Hygienists or ability to achieve in timely manner;
3. Extensive experience working in a professional capacity in the field of occupational hygiene; experience with respirable & inhalable dust, noise, non-ionising radiation, NORM, and hazardous materials would be highly regarded;
4. A strong understanding of legislation and national/international standards pertaining to occupational hygiene, radiation protection;
5. Detailed knowledge of the principles of occupational hygiene and ability to analyse, interpret and effectively manage monitoring data, and make appropriate recommendations;
6. Experience with Cority and Chem Alert would be desirable but not essential;
7. Experience conducting earplug fit tests using Veripro, and respirator fit tests (both Portacount and/or 3M Qualitative Hood Fit Testing) would be desirable;
8. Possesses current NSW driver licence;
9. Competent computer skills in Microsoft, including Word and Excel with highly developed analytical/problem solving skills;
10. White Card/Confined Space Entry/Working Safely at Heights desirable;
11. Excellent verbal and written communication skills, including reporting writing;
12. Strong customer focus with emphasis on the management of client relationships.
13. Experience in leading and mentoring of staff.

### VERIFICATION

Line Manager		Delegated Authority	
Name:	Carmen Naylor	Name:	Ralph Blake
Title:	Leader, Human Health Monitoring	Title:	WHS Manager
Signature:	carmens	Signature:	rpb
Date:	23/08/2022	Date:	13/11/2023