



# HEALTH & SAFETY BASICS

## SAMPLE TEMPLATE

### CLUB HEALTH AND SAFETY COORDINATOR POSITION DESCRIPTION

The Health and Safety Coordinator is responsible for overseeing the implementation of the Clubs Health and Safety Policy.

#### Responsible to:

The Health and Safety Coordinator is directly responsible to the President of the Club and it's members.

The Health and Safety Coordinator may chair the Health and Safety Committee.

#### Responsibilities and duties:

Develop (as part of the club plan) in conjunction with the Health and Safety Committee the club Health and Safety Policy

Implement the Health and Safety Policy by;

- Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist
- Ensure all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
- Bring to the attention of the president any major health and safety issues on a regular basis
- Report all major accidents to OSH (if required by law).
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
- Oversee the implementation of the strategies in the Health and Safety Policy
- Submit regular reports to the club/group committee.

#### Knowledge and skills required:

Can communicate effectively

Is well organised

Has a high level of attention to detail

#### *Time commitment required:*

The time commitment required as the Health and Safety Coordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Health and Safety Coordinator to spend only a half hour week or larger clubs one hour per week on club/group related duties.