

Health & Safety Coordinator

Purpose

The Health and Safety Coordinator is responsible for the implementation and overseeing of the club/society's Health and Safety Policy.

Responsible To

The Health and Safety Coordinator is directly responsible to the President, as well as the members of the club/society. The Health and Safety Coordinator may chair the club/society's Health and Safety Committee.

Responsibilities and Duties

- Develop (as part of the club/society plan) in conjunction with the Health and Safety Committee the club/group Health and Safety Policy.
- 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.
- Implement the Health and Safety Policy by;
 - Manage hazards and remove/minimise/isolate hazards using a Hazard Identification Checklist.
 - Ensure all club members/officers and other involved parties are aware of the Health and Safety Policy and how to adhere to Health and Safety Emergency Procedures.
 - Bring to the attention of the president any major Health and Safety matters on a regular basis.
 - Report all major Health and Safety accidents to WorkSafe.
- Submit regular reports to the club/society committee.

Knowledge and Skills Required

- Well organised.
- Can communicate effectively.
- Has a high level of attention to detail.
- Proactive.