HEALTH & SAFETY COORDINATOR

JOB DESCRIPTION

(SAMPLE ONLY)

The Health & Safety Coordinator is responsible for overseeing the implementation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club’s Health & Safety policy.

The Health & Safety Coordinator is directly responsible to the President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club and members.

**Responsibilities and Duties**

The Health & Safety Coordinator should:

* Develop (as part of the club plan) in conjunction with the Health & Safety Committee the club Health & Safety Policy
* Implement the Health and Safety Policy by;
  + Managing hazards and remove / minimise / isolate hazards using the Hazard Identification Checklist
  + Ensuring all club members/management and other involved parties are aware of the Health & Safety Policy and how to adhere to the health and safety / emergency procedures
  + Bringing to the attention of the President any major health and safety issues on a regular basis
  + Reporting all major accidents to OSH (if required by law)
* Work with the Treasurer to develop a budget for implementing the Health & Safety Policy
* Oversee the implementation of the strategies in the Health & Safety Policy
* Submit regular reports to the club committee

**Knowledge and Skills Required**

Ideally the Health & Safety Coordinator is someone who:

* Can communicate effectively
* Is well organised
* Has a high level of attention to detail

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required of the Health & Safety Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Health & Safety Coordinator is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_term.