

Scarboro Surf Lifesaving Club

Job Description – Safety Officer



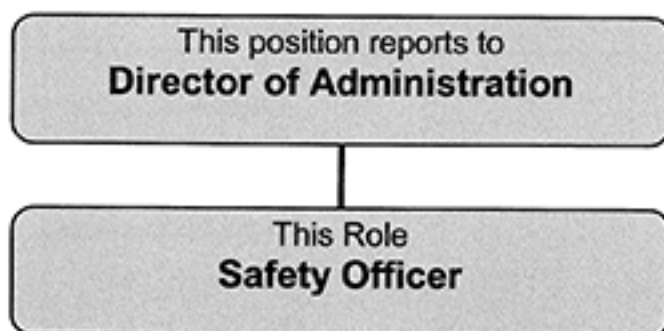
1. Position

Safety Officer

2. Position Purpose

Responsible for the coordination of safety and health matters for all Members and visitors

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

- Ensure that Members observe and follow established safety guidelines
- Ensure Hazards are kept to a minimum and actioned promptly
- Advise Executive on environmental and safety matters, laws, and regulations affecting the Club
- Be the Club focal point for all safety enquiries
- Representative of the club at surf life saving state and national safety/risk management forums
- Induction of new members to safety and health aspects of the Club operations and facility
- Review Club policies to ensure OH&S compliance

6. Primary Accountability Performance Measures

Communicating	Matters concerned with safety, health and risk management are conducted in a professional and efficient fashion
Meetings	Attend Club meetings as required
Safe Environment	Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
Budget	Submits a budget

7. Required Competencies

- Ability to organise and delegate tasks
 - Attend SLSWA OH&S Training
 - Understanding of OSH Act & Regulations
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
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