

Scarboro Surf Life Saving Club

Job Description – Safety Officer



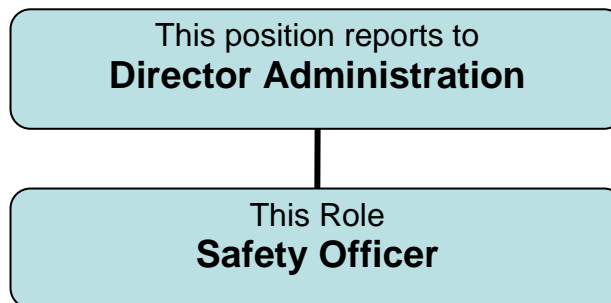
1. Position

Safety Officer – V090620

2. Position Purpose

Responsible to the Director Administration for the coordination of safety and health matters for members and visitors within the Club

3. Key Relationships



4. Approved at Board meeting 9/6/2020

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.



6. Major Responsibilities

- Ensure that members observe and follow established safety guidelines and procedures
- Report to the Board on any and all hazards and breaches of safety identified in the Club
- Inform the Board on environmental and safety matters, laws and regulations affecting the club
- Be the focal point for members for reporting of all hazards, breaches of safety, and safety enquiries generally
- Annually develop and submit for approval, a budget for the provision of resources to develop, maintain and implement safety guidelines and procedures
- Liaise with Club officers on the implementation of safety guidelines and procedures
- Represent the Club in all external meetings and forums on safety matters
- Comply with SLSWA, City of Stirling and State OS&H laws, regulations and policies as applied to the Club
- Comply with the Club's constitution and policies and directions of the Board
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7. Primary Accountability

Members are informed of safety guidelines and procedures	Budget for resources developed and submitted for approval in a timely manner
Hazards and breaches of safety as identified are reported to the Board	Meetings attended and reports submitted as and when required
City of Stirling building regulations are complied with	Club policies and directions of the Board complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of OH&S laws, regulations and policies as applied to the Club
 - Understanding of the Club's constitution and policies
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