

## HEALTH AND SAFETY COORDINATOR JOB DESCRIPTION (SAMPLE ONLY)

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

*Responsible to:*

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

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

*Responsibilities and duties:*

- Develop (as part of the club/group plan) in conjunction with the Health and Safety Committee the club/group 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 estimated time commitment required as the Health and Safety Coordinator of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

*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.*