

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Workplace Health and Safety Officer

**Reporting to:** Operations Support Committee

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The Workplace Health and Safety Officer provides strategic guidance and leadership in support of any matters of workplace health and safety within Marcoola Surf Life Saving Club including providing assistance to Directors of the Board in relation to their roles.

### **Pre-requisites**

To be appointed to the position of Workplace Health and Safety Officer you must:

- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Be as a minimum a member of Marcoola Surf Life Saving Club and have be a holder of a current Workplace Health and Safety Certificate or equivalent qualification;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Assist in ensuring the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Workplace Health and Safety Officer**

- Ensure the Club's Health, Safety and Rehabilitation systems are up to date, implemented and monitored in all areas within the club;
- Work with other club officers to resolve any workplace health and safety issues in a competent manner; and
- Provide timely advice in matters of workplace health and safety.

## Responsibilities and Duties:

- Implement and oversee workplace and risk management procedures;
- Establish, implement and monitor injury reporting system;
- Conduct investigations of club workplace incidents;
- Establish, implement and monitor OHS education and training systems;
- Implement systems to review workplace stress and critical incidents;
- Implement rehabilitation and return to lifesaving procedures;
- As required, attend Safety Officers training courses;
- Be accountable to the Board of Directors, via the Operations Support Director and Operations Support Committee;
- Submit a written report at all Operations Support Committee Meetings;
- Be appointed by the Club Council from a recommendation submitted by the Board of Directors;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

## Skills and Experience

- Experience working in a volunteer organisation, preferably with surf lifesaving; and
- Experience working as a Workplace Health and Safety officer in industry.

## Personal Qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
1. President	Provide Strategic input to all functional areas of the club
2. Operations Support Director	
3. General Manager	

## Appointed Period

Appointed by the Board at the first meeting following the Annual General Meeting.