

## **Safety and Risk Management Officer**

*Important information: This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your club.*

The Safety and Risk Management Officer is responsible for the coordination of risk management, safety and health matters for all players, supporters, officials, members and visitors.

### **Responsibilities**

- ✓ Create and maintain the club's Risk Management Plan encompassing all the activities of the club
- ✓ Ensure that all club participants are aware of their responsibilities under the club's Risk Management Plan
- ✓ Continually monitor club activities to identify and minimise risks
- ✓ Ensure playing, training and social facilities are continually monitored prior to each session to identify any unsatisfactory risks
- ✓ Be actively involved in the planning and development of new club social, sporting and fundraising activities to ensure there are no unacceptable risks
- ✓ Be the focal point for all health and safety enquiries
- ✓ Induction of new team members, coaches and officials to safety and health aspects of the club and operations

### **Essential Skills and requirements**

- ✓ Strong understanding of all club activities
- ✓ Ability to review activities and facilities from a risk minimisation perspective
- ✓ Communicate effectively and possess good interpersonal skills
- ✓ Maintain confidentiality on relevant matters
- ✓ End of year hand over
- ✓ At the end of each year a key activity of the Safety and Risk Management Officer will review and revise their position description to ensure it continues to reflect the requirements of the role. They should also review and update the Club's Risk Management Plan.
- ✓ The updated Position Description and Risk Management Plan must be provided to the Club Secretary prior to the Annual General Meeting each year.
- ✓ Induction of the incoming Safety Officer
- ✓ An important responsibility of outgoing Safety and Risk Management Officer is to train, mentor and support the incoming Safety and Risk Management Officer.
- ✓ The estimated time commitment required as the Safety Officer is XX hours per week.