# HEALTH AND SAFETY COORDINATOR JOB DESCRIPTION EXAMPLE

The Health and Safety Coordinator is responsible for overseeing the implementation of the club’s Health and Safety Policy. This description assumes a fully volunteer organisation. If you have staff, this responsibility will lie with the staff, although there may still be a committee to help.

**Note:** that under the Health and Safety at Work Act 2015 the board/committee has some very clear responsibilities which cannot be delegated away.

## Responsible to:

The Health and Safety Coordinator is directly responsible to the board/senior management person.  
The Health and Safety Coordinator may chair/sit on the Health and Safety Committee.

## Responsibilities and duties:

Develop the club/group Health and Safety Policy (as part of the club/group plan), in conjunction with the Health and Safety Committee.

Implement the Health and Safety Policy by:

* managing hazards and removing/minimising/isolating hazards using the Hazard Identification Checklist
* ensuring all club members/staff/volunteers and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures
* regularly bringing any major health and safety issues to the attention of the board
* reporting all major accidents to WorkSafe (if required by law)
* working with the board to develop a budget for implementing the Health and Safety Policy
* overseeing the implementation of the strategies in the Health and Safety Policy
* submitting 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 half an hour per week, or larger clubs one hour per week, on club-/group-related duties.*