

Job Title: Safety / Risk Management Manager	Club Name: WAMASC
Reports to: Executive Committee	Revision Date: 7/5/17

Position Overview

The Safety / Risk Management Officer is responsible for the coordination of safety and health matters for all members and visitors.

Responsibilities and Duties

- Create and maintain the club's Risk Management Plan encompassing all the activities of the club
- Ensure that members observe and follow established health guidelines
- Ensure hazards are kept to a minimum and actioned promptly
- Ensure all patrons comply with the Constitution and Bylaws of both the MAAA and WAMASC
- Advise Executive on environmental and safety matters, laws and regulations affecting the club
- Be the focal point for all safety enquiries
- Induction of new team members, coaches and officials to safety and health aspects of the club operations and facility
- Review WAMASC and MAAA policies to ensure OH&S compliance
- Review WAMASC Risk Assessment data sheet 6 monthly

Knowledge and skills required

- 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
- Ability to organise and delegate tasks
- Attend OH&S Training
- Understanding of OH&S Act & Regulations
- Understanding of budget compliance

I acknowledge the requirements placed upon me by this Position description.

Name: _____

Signature: _____ Date: _____

Witnessed By Secretary: _____ Date: _____