



## Position Description - draft

**Title:** Occupational Health & Safety Officer

**About:** Ensure the safety of members and public.

**Reports to:** President

**Responsibilities:**

- Ensure that the Club premises and activities therein, along with equipment use are compliant with government, regulations to ensure safety of members and public.
- Advise the Management Committee on matters relating to the health and safety of the Club
- Preparation for Management Committee approval of policies and procedures relating to occupational health and safety.
- Undertake any agreed task assigned by the President or the Management Committee.
- Be prepared to attend as far as possible, all Property Committee meetings of the Club.
- Prepare an annual report.

**Committees:**

- Be a member of the Property Committee

**Qualifications:**

- Be a member of Whale Beach Surf Life Saving Club Inc.
- Be an Active, Reserve Active or Life Member.

**Skills:**

- Good understanding of club culture and operations.
- Ability to work unsupervised and be self-motivated.

**Date:** 7 July 2016