



SAMPLE ROLE DESCRIPTION – SAFETY OFFICER

The safety officer coordinates the first aid personnel and equipment at the club and maintains health and safety documentation.

Desirable attributes:

The safety officer should be:

- around the club during training and match days.
- organised with computer skills and a regular email user.
- familiar with the club's emergency plans including evacuation
- familiar with all relevant rules and policies e.g. health and safety policy, mouth guard, blood rules

The safety officer needs to liaise with the team coaches, trainers, first aid representatives and reports to the committee.

Specific duties include but are not limited to:

Tasks	Details
<ul style="list-style-type: none">• ensure that each team/game has a nominated first aid representative with level two first aid qualifications.• promote first aid courses.• restock first aid supplies, check equipment and cleanliness of the treatment space.• keep a track of first aid supplies required through the season.• ensure that ground checks are undertaken at the start of game day.• report any known hazards to the committee.• recordkeeping and filing	<ul style="list-style-type: none">• take details of first aid representatives and sight certificates of currency.• develop a database with contact details.• roster first aid representatives for games where there is no suitable representative assigned to the team.• seek details of level two first aid courses prior to the season and promote to members.• check that safety equipment is in good condition including stretchers and padding.• ensure that fire extinguishers undergo a regular maintenance check.• check that the treatment area is clean and roster teams to clean this space after each game.• restock first aid kits, including ice packs and check that supplies are not expired.• keep a book where first aid supplies used are noted. Undertake a regular check.• remind the team managers of the need to undertake a ground check prior to playing.• actively assess the overall safety of the facility and ensuring that safety policies and procedures are adhered to, including having a suitable evacuation procedure.• collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (consent is required).• Collect injury report forms and retain for seven years

