

Example Role Description – Health and Safety Coordinator

Role:	Health and Safety Coordinator
Key Purpose:	The Health and Safety Coordinator's role is to ensure the organisations Health and Safety policies are followed. This includes hazard management, accident reporting, safety checklists and emergency procedures.
Reports to:	The volunteer is responsible to the President/Chairperson and committee
Connection points:	<ul style="list-style-type: none"> • Board/Committee • Organisation staff/volunteers • Organisation members
Key Responsibilities:	<ul style="list-style-type: none"> • Develop (as part of the organisations plan) in conjunction with the Health and Safety Committee a Health and Safety Policy • Implement the Health and Safety Policy • Managing hazards and remove/minimise/isolate hazards using the Hazard Register • Ensure all members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the Health and Safety emergency operating procedures • Bring to the attention of the President/Chairperson any major Health and Safety issues on a regular basis • Report all major accidents to WorkSafe NZ (if required by law) • Work with the Treasurer to develop a budget for implementing the Health and Safety Policy • Oversee the implementation of the strategies in the Health and Safety Policy • Submit regular reports to the organisation Board/Committee
Desired Knowledge and Skills:	<ul style="list-style-type: none"> • Has some knowledge and experience with Health and Safety and/or be willing to learn • Can communicate effectively • Is well organised • Has a high level of attention to detail
Estimated Time Commitment	<ul style="list-style-type: none"> • An estimate of XX hours per week (this will vary depending on the size of the organisation and the structure you have chosen to implement i.e. the number of Health and Safety Coordinators you have and the breakdown of duties) • The role holder would be appointed for a term of XX, however this is open to negotiation if desired