



Club Safety and First Aid Officer Position Description

The Safety and First Aid Officer of the **Greenvale Tennis Club** is responsible for coordinating the first aid personnel and equipment at the club and maintain health and safety documentation.

Desirable Attributes

The Safety and First Aid Officer should:

- Have experience in Health and Safety operations
- Be an excellent communicator
- Have the ability to lead in Health and Safety, guiding the committee and club into cases of best practice
- Be around the club during training and match days
- Be familiar with the club's emergency plans, including evacuation
- Have a strong understanding of procedures and policies along with their importance e.g. Health and Safety policy, First Aid policy
- Be organised with computer skills
- Hold or willing to apply for a current volunteer's Working With Children Check or State equivalent

Responsibilities

The general responsibilities of the Safety and First Aid Officer may include, but are not limited to the following responsibilities:

Documenting and Reporting

- Be responsible to the recording and filing of any injury or incident reports
- Report any known hazards to the committee
- Collect injury report forms and keep on record for a minimum number of years as per the club's constitution
- Update key health and safety documents
- Keep a track of first aid supplies required through the season

Operational

- Be the focal point for all health and safety enquiries
- Restock first aid supplies and check equipment and cleanliness of the treatment space
- Lead the club to ensure that they meet the minimum requirements to comply with local, state and national health and safety guidelines.
- Organise any required training for committee or volunteers around First Aid
- Ensure the court checks are undertaken at the start of match day

General duties

- Provide updates on the club's health and safety status as required

If at any stage the Safety and First Aid Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Safety Officer is 1 hour per week.