



TRUST WAIKATO
WHIRITOA LIFEGUARD SERVICE
Kaitiaki o Whiritoa te Moana

Position Description: Health and Safety Director

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone's contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club's positive image in the community 	
Description	Responsible for ensuring the Health and Safety systems are up to date, implemented and monitored	
Reports to	<ul style="list-style-type: none"> ▪ Committee 	<ul style="list-style-type: none"> ▪ Club members
Relationships	<ul style="list-style-type: none"> ▪ Committee ▪ Club sub-committees 	<ul style="list-style-type: none"> ▪ Club members ▪ SLSNZ Club Development Officer
Desirable attributes	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Well organised ▪ Planning skills 	<ul style="list-style-type: none"> ▪ Knowledge of the Health and Safety at Work Act 2015
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Contribute to the development and implementation of the Club Strategic Plan 3. Contribute to the development and implementation of the Club calendar and budget 4. Be a role model for Club members 5. Ensure the Club Committee receives timely and accurate information 6. Respond to Club Committee correspondence in a timely manner 7. Attend all Committee meetings either in person or remotely 8. Report any significant risks or incidents to the Chairperson 9. Provide any important media information to the Chairperson 10. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Ensure the hazard identification and risk management process is maintained. 2. Ensure all near-miss incidents, injuries and illness and notifiable events are accurately reported and recorded 3. Oversee the compliance with all relevant legislation, standards, approved codes of practice and safe operating procedures are adopted. 4. Carry out investigations of Club workplace incidents 	