

**South Auckland Rangers Association Football & Sports Club**  
**Club Rules Job Description**  
**Health and Safety Officer**

**Responsible to:**

- Board and President

The Health and Safety Officer is a voluntary position that is responsible for implementation, overseeing and compliance of the club's Health and Safety policy

**Responsibilities and Duties:**

The Health and Safety Officer should:

- Develop in conjunction with the Board, a club Health and Safety Policy
- Implement the Health and Safety Policy by:
  - Managing hazards and remove/minimise/isolate hazards using the Hazard Identification checklist
  - Ensure all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the Health and Safety/emergency procedures
  - Bring to the attention of the Board, any major health and safety issues on a regular basis
  - Maintain a club accident and injury register
  - Complete Monthly Health and Safety checks and update the H & S log book
- Ensure all Risk Analysis and Management (RAMS) is done prior to any event, tournament or activity that impacts the club or its members
- Oversee the implementation of the Health and Safety Policy and RAMS and that compliance of these are maintained
- In conjunction with the Facilities officer (or like position), ensure that all building warrant of fitness and Compliance needs is met
- Ensure all members and visitors are aware of any matters related to complying with our Health and Safety Policy
- Risk to members and visitors Health and Safety is minimised
- Regularly review and challenge club Health and Safety standards to ensure the ongoing safety of members and visitors
- Following all aspects of the club's Code of Conduct and any other club policies as they relate
- Meet all club reporting requirements as they become due or are requested
- Evaluate personal performance annually reporting to the Board and ensure succession of own position if applicable
- Review own position description to ensure accuracy and submit potential changes to the Board



***Updated October 2025***

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**Knowledge and Skills Required:**

- An understanding of Health and Safety requirements as they relate to the sporting environment
- Maintain appropriate knowledge and up skill as and when required to ensure compliance
- Can communicate effectively
- Well organised and can delegate tasks

**Position Held By:**

**Signature:**

**Date Signed.**



***Updated October 2025***