



Health & Safety Coordinator

Job Description

Primary Objective : To ensure that H&S regulations are adhered to, event risks are managed and all reasonable care is taken to protect competitors, contractors, staff, volunteers & public from injury or harm

Responsible to : Event Manager

Relationships: Event Secretary, Technical Delegate, Organising Committee

Key Responsibilities:

To ensure all records meet required standards

Ensure required form are completed at each event

Record all incidents at event

Ensure areas of concern are remedied

Ensure crisis management plan has been completed and circulated

Report to the DW Committee at each monthly meeting as to details of all incidents and action taken or required

Personal Requirements

- Good people skills
- Computer literate
- Good knowledge of current health & safety
- Attention to detail
- Good organisational & problem solving skills
- Patience & ability to stay calm in the face of adversity