

# PIRATES SOFTBALL CLUB WA INC

## JOB DESCRIPTION FORM

### SAFETY OFFICER

The Safety Officer is responsible for the safety and wellbeing of all members of Pirates Softball Club WA Inc

#### **Responsible to :**

The Safety Officer is directly responsible to the President and members of the Pirates Softball Club WA Inc.

#### **Responsibilities and Duties :**

The Safety Officer should:

- Hold a valid senior first aid certificate
- Be familiar with the injury reporting policies and procedures of Pirates Softball Club WA Inc of Perth Softball League and of Softball WA
- Be familiar with the Club's Safety Policy and ensure that it is implemented as and when required
- Promote and arrange first aid courses for members of the club
- Work with the Equipment Officer to ensure that all equipment owned and supplied by the Club is of a safe standard, is used for the manner in which it is intended and is maintained in a manner that enhances safety
- Works with the Equipment Officer to ensure stocks of first aid supplies are maintained and that they provide each coach with a fully stocked first aid kit
- Assist any injured player with their injury when they are in attendance
- Assess whether the injured player is best transported by ambulance or by an ordinary vehicle
- Assist any injured player with completion of insurance and injury reporting forms
- Review the club's Safety Policy annually and upon commencement of the newly appointed position

#### **Knowledge and Skills Required :**

Ideally the Safety Officer is someone who:

- Well organised
- Self motivated
- Able to keep good records
- Able to work in a logical and orderly manner
- Has basic financial skills
- Possesses first aid skills

#### **Estimated Time Commitment Required :**

The estimated time commitment required as the Safety Officer of Pirates Softball Club WA Inc is an average of 1 hour per week. The Safety Officer is appointed for a maximum term of 15 months