

## MSSC Maintenance & Safety Officer

The Safety Officer coordinates the first aid personnel and equipment at the club and maintains health and safety documentation.

Desirable Attributes:

### The Maintenance & Safety Officer should be:

- Someone who is around the club during training and match days
- Knowledge to maintain registers of courses, equipment, maintenance, stock etc.
- Can prioritise and coordinate activities for facility management
- Effective communicator dedicated to the club
- Familiar with the club's emergency plans including evacuation
- Familiar with all relevant rules and policies e.g. Health and Safety Policy



### Responsible to:

The Maintenance & Safety Officer needs to liaise with the Registrar, Coaches, Trainers, First Aid Representatives and reports to the Committee.

Specific duties include but are not limited to:

Tasks	Details
– Ensure that each team, game has a nominated First Aid representative with Level 2 First Aid	<ul style="list-style-type: none"><li>• Take details of first aid representatives and sight certificates of currency. Develop a data base with contact details.</li></ul>
– Promote first aid courses, responsible serving of alcohol courses, food safety and permits, Alcohol Licence requirements	<ul style="list-style-type: none"><li>• Roster First Aid Representatives for games where there is no suitable representative assigned to the team</li><li>• Seek details of Level 2 First Aid Courses prior to the season and promote to members.</li></ul>
– Canteen Fire Extinguisher annual check (Chubb/CFA)	<ul style="list-style-type: none"><li>• Ensure that fire extinguishers undergo their regular maintenance check.</li><li>• Ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure in the Canteen.</li></ul>
– Maintenance check of Canteen exhaust fan and equipment including electrical tagging of new equipment, Fridges, lighting	<ul style="list-style-type: none"><li>• Be active in assessing the overall safety of the facility.</li><li>• Order (with Treasurer), any stock required by club.</li><li>• Recruit members or externals (with Treasurer) to</li></ul>

- Freezers and Grounds equipment  
eg: bore, irrigation, lighting towers  
(council assets) mower etc
- Obtain stock as needed for the facility eg: toiletry items, light globes, fuel, tools, ladders etc.
  - Restock first aid supplies and check equipment and cleanliness of the treatment space
  - Keep a track of first aid supplies required through the season
  - Ensure that ground checks are undertaken at the start of match day
  - Report any known hazards to the committee
  - Record Keeping and File Relevant Records
  - Oversee Insurance cover with Club Assets
- undertake maintenance as needed and oversee work as necessary.
  - Alert committee of any major works or repairs required. In the case of expenditure required exceeding the Treasurer’s delegation the Treasurer will seek Committee approval.
  - Organise Working bees as required.
  - Sporting equipment comes under the responsibility of the Merchandise & Equipment Officer.
  - Check that safety equipment is in good condition e.g. defib, stretcher, padding. Check that the treatment area is clean after each match.
  - Restock first aid kits, including ice packs and check that supplies are in date.
  - Keep a book where first aid supplies used are noted and undertake regular checks.
  - Remind the coaches of the need to undertake a ground check prior to playing.
  - Ensure all incidents are reported in the Incident Book (alcohol or other) (in the canteen).
  - Collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (NB that consent is required) .
  - Collect Injury Report Forms and retain for 7 years.
  - Check items are covered by insurance in liaison with Treasurer (Elders and Assets Alpine Shire).