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## Health and Safety Officer

**Responsible to:**

Club Chairperson

**Objective:**

Ensure the club is compliant with the Health and Safety at Work Act 2014 and Surf Life Saving Northern Region policies and procedures

**Reports to:**

Club Chairperson

**Internal Relationships:**

Club Chairperson

Club Lifesaving Officer

Club Patrol Captains

**External Relationships:**

Surf Life Saving Northern Region Club Development Manager

WorkSafe NZ

Safe365

**Key Responsibilities:**

* Ensure the club has sufficient health and safety systems
* Review and update health and safety system
* Regularly update and run reports in Safe365
* Ensure any member incidents and near misses are reported using the Accident Investigation Form and sending it to Surf Life Saving Northern Region within 7 days of the event occurring
* Educate the Club Committee and Patrol Captains of their Health and Safety requirements