

# Fencibles United AFC

## Health and Safety Role Description



Position	Treasurer
Reports to	The Board Chairperson and Fencibles Members
Location	Auckland (Fencibles United AFC)
Length of Appointment	12 Months

### Fencibles United AFC

Fencibles United AFC is one of the largest football clubs in New Zealand. We are based in Pakuranga/Howick, Auckland, New Zealand. We have a long history of serving and representing the East Auckland community. Our roots go back to Pakuranga Town AFC and Howick AFC. Fencibles is a forward thinking club with the desire to provide the best services possible to the game of Football on and off the pitch, at Community Level as well as High Performance.

The Board has a core responsibility to the Governance of the Club which in turns provides direction, accountability and support to all other committees and teams within the Club.

### Position Purpose

The Health and Safety Officer is an elected voluntary position that oversees the implementation of the Club's Health and Safety Policy.

### Responsibilities and Duties:

The Health and Safety Officer should:

- Develop (as part of the club/group plan) in conjunction with the Health and Safety Committee the club/group Health and Safety Policy
- Implement the Health and Safety Policy by;
- Manage 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 Chairperson any major health and safety issues on a regular basis.
- Report all major accidents to OSH (if required by law).
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy.
- Oversee the implementation of the strategies in the Health and Safety Policy.
- Ensure all activity, tasks and responsibilities align with the clubs Visions and Values.
- Support in the review of the related clubs policies and procedures.
- Respond to general duties as directed by the chair.
- Support and help maintain the online resources folders of the club.
- Following all aspects of the clubs Code of Conduct, signed Confidentiality Form and any other club policies, procedures as they relate.
- Meet all club reporting requirements as they become due or are requested.

## **Knowledge and Skills Required:**

- A good effective communicator.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the current Health and Safety Act and regulations associated to a Sports Club, vision and values, and rules of the club.