

Health and Safety Co-ordinator Pakenham Bowls Club

The Health and Safety Co-ordinator is responsible for providing the framework for the Health and Safety of all people using the Pakenham Bowls Club Facilities.

Responsibilities:

- Liaise with the board and develop a Club's Health & Safety Policy.
- Supervise and implement the Club's Health & Safety Policy.
- Identify any matters that come within the boundaries of the Club Health & Safety Policy.
- Report to the Board on any matters that require urgent attention.
- Liaise with the Green Supervisor regarding matters relevant to the Health & Safety policy.
- Liaise with the board to provide the necessary Health & Safety equipment.
- Ensure members and visitors are aware of items necessary to ensure we comply with the health & safety policy.
- Encourage members to keep a list of their medical needs with them while they are bowling.
- Encourage members to undergo Health & Safety training.
- Setup and supervise a Health & Safety development system.

First Aid Coordinator. Pakenham Bowls Club

The First Aid Coordinator is responsible for the First Aid services and equipment required at training, competitions and other club activities. The First Aid Officer must ensure all teams and playing, and training locations have adequate and fully stocked first aid kits and if necessary, defibrillators.

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- Supervise and implement the Club's Health & Safety Policy.
- Identify any matters that come within the boundaries of the Club Health & Safety Policy.
- Report to the Board on any matters that require urgent attention.
- Liaise with the Green Supervisor regarding matters relevant to the Health & Safety policy.
- Liaise with the board to provide the necessary Health & Safety equipment.
- Ensure members and visitors are aware of items necessary to ensure we comply with the health & safety policy.
- Encourage members to keep a list of their medical needs with them while they are bowling.
- Encourage members to undergo Health & Safety training.
- Setup and supervise a Health & Safety development system.

Prior to the season.

- Review the number of teams and players as well as the number of training and competition locations (for which the club is responsible) to determine both the amount of first aid kits and medical equipment required for the upcoming season.
- Assuming the club requires at least one first aid qualified person in attendance at all training and competition venues work out the number of people the club will need qualified in first aid for the upcoming season.
- Recruit people willing to undertake the role of first aid officers throughout the year.
- Co-ordinate access to First Aid training for those who require the training or refresher training.
- Undertake an audit of first aid equipment and first aid kits to determine if replenishments or repairs are required.
- Keep a register of who all first aid kits and medical equipment has been provided to and their contents.

During the season.

- Continually review the contents of the first aid kits, replenishing as required.
- Continually review club activities to ensure suitably qualified first aid officers are always in attendance at club training and competitions.
- Ensure safety procedures are being adhered to throughout the year (e.g. ambulance access protocols etc.).

Post season.

- Collect all first aid kits and medical equipment and review for completeness and functionality.
- Create a list of medical suppliers and what items are normally purchased from each, detailing any contractual terms or conditions.
- Provide an indication to the committee of the likely cost of replenishing and or replacing medical supplies and equipment for the following season.

Essential Skills and requirements:

- Hold appropriate First Aid qualification.
- Hold or willing to apply for a current volunteer “working with children” check (if required).
- Good organizational skills.
- Strong understanding of club activities, especially those with the potential for people to be injured or require first aid.
- Communicate effectively and possess good interpersonal skills.
- Maintain confidentiality on relevant matters.

End of year hand over.

Updating key documents.

- At the end of each year a key activity of the First Aid Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. They will also be required to update the register of first aid kits and medical equipment and where each item is currently being stored or located.

- The First Aid Coordinator should also update the list of medical suppliers, including contact details and any terms and conditions previously negotiated or agreed to.
- The updated Position Description, first aid register and list of suppliers must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming First Aid Officer.

- An important responsibility of outgoing First Aid Officer is to train, mentor and support the incoming First Aid Officer.