



SAFETY OFFICER JOB DESCRIPTION

Every club has the responsibility to appoint a member as a Safety Officer whose duty is to coordinate the implementation of an appropriate safety program in accordance with local water safety guidelines, the RA 'On- water Code of Conduct and Safety Guidelines.

The Safety Officer should:

- Know what constitutes an incident or 'near incident' and why and how to report them.
- Keep the members informed of incidents and 'near incidents' by ensuring a current list of incidents (no names), together with action points, are prominently displayed to promote member awareness.
- Monitor regularly the RA Incident Reporting System and communicate to the club and committee the results and actions taken.
- Advise the Club Committee on the results of the data reviewed at regular intervals to determine strategies to prevent or reduce the likelihood of a reoccurrence.
- Ensure the reporting of all incidents and 'near incidents' to the State Safety Officer and local marine authorities if required under the local waterway safety procedures.
- Any safety audit undertaken by the Safety Officer is to be presented to the Committee for noting prior to being passed onto any regulatory body i.e. Rowing Tas.
- Ensure an Annual Safety Audit is conducted and delivered on time to the State Safety Officer.