



ROLE TITLE: SAFETY OFFICER

Role Overview:

The Safety Officer is responsible for developing, implementing, and monitoring health and safety policies, procedures, and practices within IFAF. This role requires strong knowledge of health and safety regulations, risk assessment methodologies, and the ability to promote a culture of safety and compliance throughout the organization.

Key Responsibilities:

1. Policy Development and Implementation:

- Develop, review, and update health and safety policies, procedures, and guidelines in compliance with relevant legislation, regulations, and industry best practices.
- Ensure that health and safety policies are effectively communicated to all members, clubs and other relevant stakeholders.
- Monitor and enforce compliance with health and safety policies and procedures, taking corrective action as necessary to address non-compliance or unsafe practices.

2. Risk Assessment and Management:

- Support Members and Clubs with risk assessments of Club Grounds and facilities, equipment, and activities to identify potential hazards and assess associated risks.
- Support Clubs with course sign off and ensure proper guidelines are followed and inspections carried out and signed off.
- Develop risk mitigation strategies and control measures to eliminate or minimise identified risks, working collaboratively with relevant stakeholders.
- Monitor the implementation of risk control measures and review their effectiveness to ensure continuous improvement in safety performance.

3. Training and Awareness:

- Provide information and support on health and safety matters for members and clubs ensuring that they are equipped with the knowledge and skills to work safely.
- Promote awareness of health and safety issues through communication channels such as meetings, posters, newsletters, and training sessions.
- Encourage a proactive approach to safety by empowering members and clubs to report hazards, near misses, and safety concerns promptly.

4. Incident Investigation and Reporting:

- Investigate accidents, incidents, and near misses to determine root causes and contributing factors, and develop recommendations to prevent recurrence.
- Maintain accurate records of all incidents, injuries ensuring compliance with reporting requirements and data protection regulations.
- Analyse incident data to identify trends, patterns, and areas for improvement, and make recommendations for corrective action to prevent future incidents.

5. Regulatory Compliance:

- Ensure compliance with all relevant health and safety legislation, regulations, codes of practice, and standards applicable to IFAF's operations.



- Liaise with regulatory authorities, inspectors, and auditors during inspections, audits, and investigations, providing documentation and information as required.
- Keep abreast of changes in health and safety legislation and industry standards, and update policies and practices accordingly to maintain compliance.

Note: It is essential for the Safety Officer to collaborate closely with other departments and stakeholders to integrate health and safety considerations into all aspects of the organisation's activities and operations.