

Unit Safety Officer Job Description

Reports to the Unit Board/Committee

Purpose of the Position

To champion all aspects of Health and Safety as well as MOSS so that every volunteer returns safe home, every time. To promote and develop a strong culture of proactive safety and continuous improvement to ensure prevention of harm. Maintenance of the safety procedures and hazard management within the unit including MOSS requirements for unit vessels, CAA requirements for aircraft (where applicable), implementation of the National, Regional and Unit Health & Safety Policies where applicable, and reporting requirements in relation to all accidents and incidents to either; Maritime NZ /WorkSafe New Zealand) as the Regional Manager, Regional Operations Manager or other designated person/s as appropriate

Responsibilities

1. Advocate for and promote a strong safety culture within the unit
2. Maintain vessel documentation and liaise with the Regional Operations Manager to ensure that unit vessels are current in their certification.
3. Carry out regular system reviews as detailed within the Unit MOSS manual (Section 7).
4. Participate in, or contribute to, the induction of new Coastguard unit volunteers and provide appropriate Health & Safety and Hazard Identification information.
5. Ensure all faults or maintenance issues are reported and rectified in the Unit building(s), vessels, aircraft and all safety equipment, whilst managing the regular maintenance of vessels, aircraft and safety equipment within agreed budgets.
6. Undertake regular vessel and Unit Hazard Identification and mitigation and related record keeping as require by the Unit MOSS Manual (Section 4), VAULT CNZ HSMS and Health and Safety Policies.

Key Relationships

- Unit volunteer members
- Regional Manager, Regional Operations Manager and other regional staff
- Unit Training Officer
- Safety Officers in other Units
- Surveyor
- CNZ H&S MOSS Manager
- Maritime New Zealand

- WorkSafe New Zealand

Knowledge and Skills

1. The Unit Safety Officer must be someone who has a good understanding of the Maritime Operator Safety System (MOSS) and Health & Safety regulations and requirements

and is:

- Qualified to Health and Safety Rep level 1
- Interact and communicate well with others
- Work in a collaborative way with others to achieve required out comes
- Be well organised and methodical
- Be able to contribute sufficient time to the role

(Refer Annex A: for supporting information)