

## **JOB DESCRIPTION: SAFETY OFFICER**

**POSITION** The Safety Officer is an Officer. The office holder designate must first be an elected Director. The holder designate is then appointed to the office by a vote of the Board of Directors for a term of two (2) years.

**REPORTING** The Safety Officer reports to the President.

**DUTIES** The Safety Officer is responsible to:

- a) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Safety Officer or as may be assigned by the President or Board of Directors.
- b) Create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants in SOLL.
- c) Budget for and ensure first aid kits meeting SOLL standards are available for the spring and summer teams.
- d) Investigate, record and report safety related incidents (injuries, conduct) as required.
- e) Ensure all SOLL volunteers are screened pursuant to SOLL Police Records Check (PRC) Policy.
- f) Inventory equipment at the end of the season with the Equipment Manager and purge damaged and unsafe items from inventory.
- g) Submit a year-end written report to the President in advance of the SOLL Annual General Meeting. The report will be used in the preparation of the President's report to the AGM and it will be retained on file as an historical record.
- h) Perform such other duties as the President may, from time to time, direct.