

Post: PO Box 1047 Hunters Hill NSW 2110 Street: 49 Gladesville Road Hunters Hill NSW 2110

Tel: (02) 9879 6777

**Show Safety Officer Position Description**

# Reports to: Show Secretary Financial delegation: Nil

**Key Accountabilities:**

* Support the development of “Name” Show’s WHS policies and programs
* Ensure Annual show’s risk management plan is updated and provide to the Show Secretary one month prior to show dates
* Advise and instruct the Show committee via the Show secretary

on various safety-related topics (noise levels, use of machinery etc.)

* Conduct risk assessment and advise on preventative measures
* Review existing policies and measures and update according to legislation
* Initiate and organise WHS training of employees and executives where required
* Inspect show ground and the work of personnel to identify issues or non-conformity (e.g. not using protective equipment)
* Oversee installations, maintenance, disposal of substances etc
* Liaise with Showman's guild WHS Office
* Liaise with any special attraction exhibitors for main show ring e.g. fireworks, Car/ motorcycle demonstration for special safety precautions
* Regular walk-throughs of all show areas and sideshow alleys
* Stop any unsafe acts or processes that seem dangerous or unhealthy
* Record and investigate incidents to determine causes and handle worker's compensation claims
* Prepare reports on occurrences and provide statistical information to Show secretary

# Physical Aspects of Safety Officer:

Physical aspects of the position include but are not limited to the following:

* Constant standing and walking throughout shift
* Frequent lifting and carrying up to 10 kg's.
* Occasional kneeling, pushing, pulling, lifting
* Occasional ascending or descending ladders, stairs and ramps

Updated January 2024

ABN: 69 150 951 670 President: Jill Chapman