



Health & Safety and Alert Officer

The Health & Safety of our members, the public and the community is very important. Lions International as a non-profit organisation, serving the community, takes Health & Safety seriously. It is our moral responsibility to ensure the safety of the community we serve, as well as that of our members. Therefore, it is important for each Club to nominate a H & S and Alert Officer.

Role and Responsibilities: Health & Safety (H & S)

As the H & S officer for your club, you are responsible for the following:

- Identify and remediate any H & S risks for each project, and record in the Action Safety Plan
- The plans are included in the Club business minutes for each project.
- The plans are available on the day of the project.
- All members and volunteers read and sign the plan on the day of the project.
- Ensure all projects have a Safety Action Plan.
- Ensure any venue utilised by the club for projects, meetings or Lion's functions is safe to be used.
- Ensure all venues have: First aid kit, Fire Extinguisher and a Defibrillator, and all exits are clear of obstacles.
- Ensure an Incident / Accident form is completed in respect to any H & S incident / accident or injury.
- Notify the District H & S Officer of all incidents/accidents and forward all completed forms.
- Liaise with the District H & S Officer in regard to all H & S matters.
- Share all information received from the District H & S officer with all Club members.

Alert: (Be Prepared)

- Ensure that all Club members are prepared in the event of a natural disaster.
- Ensure all club members have all the appropriate documentation required to be prepared.
 - *Personal safety checklist*
 - *Survival kit*
 - *Water storage*
 - *Emergency checklist*
 - *Earthquake safety advice*
 - *Wallet card*
- Encourage members to share the above documents / information with family and friends.
- Encourage members and their families to know their neighbours.
- Encourage members to ensure that they have identified a safe place to meet up.
- Liaise with the District H & S and Alert Officer in all matters relating to natural disasters.
- In the event of a natural disaster, you will be the person to inform the District Alert Officer and keeping the District Alert officer informed of updates.
- May need to work with other Club H & S and Alert officers in the event of a natural disaster.
- Share all information / correspondence received from the District Alert Officer with all club members.