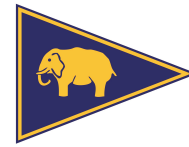


Saltspring Island Sailing Club

JOB DESCRIPTION



Safety Officer

Appointed by: Board of Directors

Term: one year, renewable

Responsible to: Rear Commodore

General responsibilities:

Responsible for monitoring the safety of Club facilities, including buildings, grounds and the marina and facilitating required safety measures.

Specific functions:

1. periodically inspect high risk locations for safety issues and provide a written report to the Rear Commodore and/or Vice Commodore;
2. periodically inspect and/or test safety equipment and provide a written report to the Rear Commodore and/or Vice Commodore;
3. arrange for annual certification of fire extinguishers and compliance with other regulated safety measures;
4. instruct members in the use of safety equipment and measures to take in response to urgent safety or emergency situations;
5. identify any safety concerns noted in the use of Club facilities by members or guests and report these to the appropriate Board officer;
6. monitor the general condition of Club facilities with regard to safety concerns and bring such concerns to the attention of the appropriate Board officer; and
7. communicate with the membership, as necessary, through signs and Club media with respect to safety hazards and precautions.

Date approved by the Board of Directors: October 2, 2012

Date of last review by the Board of Directors: _____