



# Position Description

## Safety Officer

### Summary

Role is responsible for ensuring a safe environment during the festival. This is a 'hands-on' role during the festival and may require quick decisions and actions to ensure safety.

### Key responsibilities

- Check all festival venues for safety before the festival
- Ensure festival precinct and venues are safe environments for volunteers, performers and visitors
- Co-ordinate any action required to address safety issues during the festival.

### Skills required

- Awareness of safety issues including trip hazards, manual handling issues, road safety, crowd control
- Problem-solving and negotiation
- Ability to act decisively if required

### Tasks and timeline

Date	Tasks/deadlines
2 weeks before festival	Meet with Health and Safety Co-ordinator to discuss and safety concerns for the festival
During festival	Regularly monitor the festival precinct and all venues during the festival to check for safety issues Be on call to check and act on safety concerns from volunteers, performers and visitors
After festival	Report to NFFC Committee about safety incidents and concerns, make recommendations for future festivals.

## **Estimated time commitment**

Before/after festival: 2 hours

During festival: Present and available during entire festival

Meetings: Nil

## **Reports to**

Health and Safety Co-ordinator

## **Supervises**

Nil

## **Liaison with**

- Venue managers
- Volunteer co-ordinator

## **Resources required**

- Mobile phone
- Safety equipment as negotiated: Hazard tape, traffic cones? To be negotiated.

## **Documentation**

- Nil