

# CASUAL EVENT SAFETY OFFICER DUTY STATEMENT

VENUES WEST

AWARD CLASSIFICATION	VWGA, Level 4	ANZSCO	599912
DIRECTORATE	Venue Management	BRANCH	Sports and Events
LINE MANAGER	Venue Coordinator/Venue Supervisor	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	Regular outside normal business hours and weekend works is a requirement of this role.		

## ABOUT THE DIRECTORATE

The Venue Management Directorate is responsible for the activation of VenuesWest's self-managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation and entertainment.

## ROLE RESPONSIBILITIES

*VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

### Event Safety

- Monitors high-risk activities associated with the bump in and out of production and events to maintain workplace safety including:
  - Monitoring work conducted by workers engaged for event activities, including bump in and out.
  - Reporting unsafe behaviours and conditions to the Venue Supervisor/Coordinator for follow up with contractors or Hirers
  - Reporting/ documentation of issues or concerns
  - Assisting in checking licences and qualifications to perform work.
- Identifies and reports hazards or risks to workers and the public including conducting inspections, preparation of reports and conducting roaming controls of the venue.
- Ensures all contractors are correctly signed in through the contractor management system prior to commencing work.
- Monitors/enforces correct and appropriate use of PPE, where necessary
- Verifies that bump-in staff are adhering to the relevant Safe Work Method Statements (SWMS) for the scheduled task.
- Assists in the documentation of WHS incidents and hazards through CAMMs.
- Reviews event risk assessments and other relevant documentation in line with the event plan and ensures that controls are implemented and updated accordingly.
- Reports incidents and accidents; assisting in incident notification process.
- Proactively endeavours to resolve issues quickly and effectively.
- Develops positive safety relationships with key event stakeholders to ensure effective communication.
- Directs workers to stop works as appropriate.
- Advises workers on all WHS matters.

## ABOUT THE PERSON

The following **essential** capabilities are to be addressed in the context of the responsibilities of the position:

1. Experience in delivering safety services with a sport, recreation, hospitality or entertainment environment.
2. Understanding of contemporary and emerging WHS and emergency management issues.
3. Sound knowledge of Workplace Health and Safety legislation and regulations including Codes of Practice and Standards.
4. Ability to work autonomously and as part of a team.
5. Strong interpersonal skills to manage disputes, stop works as appropriate and minimise disruption to services.

## QUALIFICATIONS / CERTIFICATIONS

### ESSENTIAL

- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement
- Certificate IC in Workplace Health and Safety

## ABOUT THE VENUESWEST WAY

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



*We champion dreams*



*We deliver safely*



*Together we win*



*We act like owners*



*We celebrate success*

## POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Peter Bauchop**  
Chief Operating Officer

**Date JDF Approved**

11 January 2018