

Health and Safety Manager

Job purpose

The Health & Safety Officer (H&SO) is one of Kiwiburn's more serious positions as we must ensure compliance with New Zealand's Health & Safety at Work Act 2015.

While reviewing and requiring H&S paperwork by applicants may seem tedious, Kiwiburn must ensure that if a serious accident were to occur, we can prove that we have taken all practical steps to minimize risk. In addition to protecting Kiwiburn Inc, committee members and participants from legal action, this also protects the District Council and Fire Service staff who have a degree of trust in us and sign off on permits accordingly.

The H&SO position starts in September when registrations for theme camps and art installations usually begin. As theme camps and art installations sign up, our Art & Theme Camp Liaison sends a packet of information to each applicant which includes a Health & Safety Letter, and a Risk Assessment Form (RAF) and Key. Each applicant must file a RAF to the H&SO for review before they can be placed at the festival.

The H&SO's role then is to ensure that all applicants have filled out their forms adequately. The H&SO is available to answer questions and must be able to ascertain whether all potential risks have been identified and planned for.

The H&SO will print out each applicant's RAF and combine them into a book to be available at the festival. Once on site, the H&SO needs to visually inspect each theme camp and art installation that was deemed to have any potential hazard and sign-off on their paperwork.

The H&SO officer will be supported by other safety team volunteers to check the Theme Camp documentation both on and off site. The H&SO is responsible for training and supervising these volunteers.

Prior to the event beginning, the Site Office will be responsible for the build crew H&S documentation. During the event the Event Management team and Site Managers will file any official reports needed. The H&SO should communicate with relevant team leads to provide support and ensure we are fulfilling our responsibilities.

Necessary Qualities, Knowledge and Experience

The potential H&SO must:

- Be knowledgeable about the [Health and Safety at Work Act 2015](#)
- Have good internet access
- Be on-site for pre-festival set up at least 1 to 2 days in advance.

Time Commitment

- 3-6 hours a week in the months leading up to the event.
- A few hours each day on site pre-event and during event.

