

Revision date: September 2020

Health and Safety Officer 2IC

Job purpose

The Health & Safety Officer 2IC (H&SO2IC) 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 minimise 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&SO2IC 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&S team's role then is to ensure that all applicants have filled out their forms adequately. The H&SO2IC supports the H&SO to be available to answer questions, and must be able to ascertain whether all potential risks have been identified and planned for. The H&SO2IC will print out each applicant's RAF and combine them into a book to be available at the festival. Once on site, the H&SO2IC 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 will be supported by other safety team volunteers to check the theme camp documentation both on and off site. The H&SO2IC supports the H&SO with 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&SO2IC communicates with relevant team leads to provide support and ensure we are fulfilling our responsibilities.

Key Responsibilities

Text

- Supports the H&SO to ensure compliance with the Health & Safety at Work Act 2015
- Maintains communication and information sharing throughout the H&S team according to [Kiwiburn's Organisational Structure](#)
- Reviews H&S documents, answers questions and provides advice
- Visually inspects theme camps and art installations onsite
- Supports training and supervising volunteers
- Keep teams informed of any key decisions that affect them

Working Relationships

- H&SO

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- Theme camps, artists, and other volunteers
 - Site Office
 - Site Manager
 - Event Manager

Time Commitment

- 3-6 hours per week in the months leading up to the event
- Be onsite for pre-event set up at least 1 to 2 days in advance
- A few hours each day onsite pre-event and during event

Necessary Qualities, Knowledge and Experience

- Working knowledge of the Health and Safety at Work Act 2015
- Familiarity with the various Kiwiburn teams and their functions
- Desire to serve the Burner community
- Regular access to a computer and internet
- Able to work collaboratively in a team with integrity and respect
- Strong communication skills, especially in an online environment
- Time management – work planning and ability to stick to deadlines

Desirable Qualities, Knowledge and Experience

- Existing relationship/s with Team Leads
- Experience as a Team Lead.