**Parish Volunteer WHS Coordinator Position Description**

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| **Position / Role:** | Volunteer Work Health Safety (WHS) Coordinator - Parish  |
| **Volunteers Name:** |  |
| **Date:** |  |

**Introduction:**

We would like to thank you for undertaking this important and necessary role in the Parish.

**WHS Responsibilities and Accountabilities:**

Refer to CSHWSA Procedure 12 – Responsibility, Authority & Accountability and Procedure 22 - Volunteers, [Procedures - Catholic Safety Health & Welfare SA (cshwsa.org.au)](https://www.cshwsa.org.au/procedures/)

**The Major Duties in this Role include:**

1. Assisting the Parish and the Parish Priest(s) with the implementation and maintenance of Catholic Church Work Health and Safety (WHS) Management System at the Parish (Policy and Procedures from Catholic Safety Health and Welfare SA).
2. Ensure that required tasks identified in the Annual WHS Task Schedule are completed on time. This may include the coordination of contractors and the delegation of tasks to other competent volunteers with assistance from the Parish Priest(s).
3. Assist the Parish Priest(s) with reporting and managing incidents on the Incident Reporting Database (Rapid).
4. Maintain a filing system of WHS related documentation/records.
5. *(Detail any other duties agreed in consultation)*

**The Qualification / Reasonable Expectations to Perform Work in this Role include:**

1. A relevant qualification and / or work experience in WHS.

You will be reporting to (***insert name of person the volunteer will be under the direction of*)** who will be available to assist you and provide direction where necessary. You will be located in **(*detail department/agency/location/site name*).**

Your hours of work will be negotiated between yourself and the person whom you will be reporting to.

**Resources:**

The Parish will provide whatever reasonable resources are needed for you to safely and competently undertake the role.

**Signed: Signed:**

**Date: Date:**

**(Volunteer) (Parish)**