



JOB DESCRIPTION:

Safety Team

ROLE:

- 1 (one) or more persons to support the work of the Safety Officer as selected and directed by the Safety Officer and the Committee.
 - Primarily, to assist to conduct vehicle safety inspections.

RESPONSIBILITIES:

- To report to the Safety Officer
 - Any safety concerns within the CLROC
 - All findings or concerns from vehicle safety inspections
- Maintain an overview of CLROC practices and procedures regarding safety and report any issues of concern to the Safety Officer in the first instance and/or to the committee.
- Be prepared for and attend General meetings to assist with vehicle safety inspections.
 - Vehicle safety inspections
 - Are required by: New members seeking full/family membership – See 'New Member Process' Document. OR Existing members after any vehicle modifications which would affect towing/recovering.
 - Check vehicles to ensure adequate recovery points and recovery gear as per CLROC guidelines/regulations.
 - Upload photographs taken of vehicle inspections to the Safety Officers OneDrive.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- May be asked to assist with the members training programme as required.

AUTHORITY:

- To pass/fail vehicles at safety checks and on spot safety checks – in discussion with the Safety Officer.
- To inform individual club members where their safety practices are below club requirements.
- To prevent a vehicle participating on a Club trip if considers the vehicle does not meet CLROC's safety requirements. This must be carried out in conjunction with the Trip Leader and the Safety Officer notified as soon as able.

SKILLS REQUIRED:

- Understanding of good engineering/safety practices
- Communication/people skills

EQUIPMENT PROVIDED:

Documents:

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

email: clroc.secretary@gmail.com

- Access to view vehicle safety inspection record – Held on OneDrive (NB future project 2021) and maintained by the Safety Officer
- Recovery points specifications guidelines (NB future project 2021)

NOTE: SAFETY OFFICERS AUTHORITY

- The Safety Officer maintains the final say on vehicle inspections.
- The Safety Officer is responsible for updating the vehicle inspection record.

The Safety Officer can be contacted at: clroc.safety@gmail.com

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.