June 2020

COVID-19 Safety Coordinator

The COVID-19 Safety Coordinator will be your key resources and central point of contact for all matters COVID-19 for your organisation.

To assist organisations in appointing the right and most appropriately skilled person for this role, below is a list of the responsibilities for your COVID-19 Safety Coordinator:

- Complete the relevant Checklist by considering the actions set out in each checklist and implementing (or arranging to implement) relevant considerations in your organisation and documenting justifications for not undertaking particular actions.
- Oversee the development and implementation of the organisation's return to stations arrangements by documenting those arrangements in a COVID-19 Safety Plan.
- Periodically review the effectiveness of the COVID-19 Safety Plan for your organisation and amend, update or improve as necessary.
- Advise the committee/board of your organisation on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required.
- Assist your organisation (operationally) to safely ramp up activity through the three phases of the Australian government's "Roadmap to a COVIDSafe Australia" and as permitted by the relevant State or Territory government.
- Act as the contact point for your organisation's members and volunteers

[This job description has been taken from the Sports Australia's website https://www.sportaus.gov.au/return-to-sport#covid-19_safety_coordinator]