

## Unit Safety Officer Job Description

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**Responsible to** the Unit Board/Committee

### Key Relationships

- Unit volunteer members
- Regional Manager and other regional staff
- Unit Training Officer
- Safety Offices in other Units
- SSM provider
- Maritime NZ

### Purpose of the Position

To manage the maintenance of safety procedures and hazard management within the unit including: SSM for unit vessels or CAA requirements for aircraft, implementation of the Health & Safety Policy and reporting in relation to accidents and incidents to either Maritime NZ or the Labour Department as appropriate, the SSM Company and the Regional Manager or other designated person.

### Responsibilities

1. Have a good understanding of the Safe Ship Management and Health & Safety regulations and requirements.
2. Maintain the Safe Ship Management documentation and liaise with the SSM provider to ensure that unit vessels are current in their certification.
3. Carry out regular system reviews per the SSM manual.
4. Participate in Induction of new volunteers to provide appropriate Health & Safety and Hazard Identification information.
5. Ensure that faults or maintenance issues are reported and rectified in vessels, aircraft and all safety equipment.
6. Manage the regular maintenance schedules of vessels, aircraft and safety equipment within agreed budgets.
7. Undertake regular Hazard Identification and mitigation and related record keeping per the SSM Manual and Health and Safety Policy.

### Knowledge and Skills

Ideally the Unit Safety Officer should be someone who can

- Interact and communicate well with others
- Work in a collaborative way with others to achieve agreed outcomes
- Be well organised and methodical
- Be able to allocate regular time to the role

## Supporting Information for Safety Officers

### What is SSM?

'Safe Ship Management' (SSM) is the name for a safety management system for commercial vessels. SSM is the way to ensure that the vessel and people on board stay safe. It was established by Maritime Rule Part 21 and is administered by Maritime NZ.

### How does SSM Work?

The underlying principle behind SSM is that safety on vessels is best achieved when the owners/skippers and crew of vessels take responsibility for safety.

Each vessel and its operation is different, so a customised approach for the particular circumstances of the vessel is believed to be more likely to deliver safety. A customised approach also makes sure that there is a paper trail that can be audited and checked.

The concept of SSM is made up of two fundamental parts:

Survey – inspections of the vessel and its equipment by a surveyor.

Audit – checking by a qualified person of the safety system documents, e.g. the SSM manual

### 10 Golden Rules of a SSM System

1. Get the basics right – it's your responsibility to design your vessel specific SSM manual and ensure it contains: vessel information and owner details; SSM policy and responsibilities; marine environmental policy; record of agreement verifying all on board have read and understood the system; SAR contact person details; SSM company membership.
2. Keep your ship safe – manual should contain: maintenance plan; service schedule; survey and audit schedule; safety equipment list; optional vessel equipment and machinery list.
3. Run a safe operation – safe working practices and procedures.
4. Manage your hazards – a hazard register with controls for significant hazards; accident register; visitor record; warning signage.
5. Prepare for emergencies: details on how you will deal with a variety of emergencies.
6. Provide induction, training and supervision for your skipper and crew – contain skipper and crew training records; passenger and/or visitor safety briefing information and procedures (visitors book).
7. Review your procedures regularly – hold the results of internal reviews and external audits. Key checklist and review form for document control, corrective actions records.
8. Fill in your logbook – two parts are your SSM manual and a logbook or suitable diary.
9. Keep all relevant paperwork in your SSM manual – keep all documents, certificates and papers in clear pockets inside your SSM manual.
10. Display your SSM certificate prominently on your vessel.

For more information contact your regional Operations Manager and read the SSM guide from Maritime NZ.

### Health & Safety

The Health and Safety in Employment Act 1972 describes a volunteer as any person who does not expect to be rewarded for work undertaken in their capacity as a volunteer and has not received any reward for this work.

If a volunteer does work on a regular and ongoing basis and the work is regarded as an integral part of the business or operation, those volunteers will be covered by certain parts of the Act, in particular the obligation to provide a safe work environment.

Section 3D of the Act requires that all practicable steps be taken to ensure health and safety of the volunteer while he or she is doing work activity. If an OSH Inspector is aware of a significant hazard that may affect the volunteer, the Inspector will request that steps be taken to eliminate, isolate or minimise the hazard as opposed to required steps to be taken. In summary, volunteers who are involved in sporting activities are still covered by the Act but the obligations to provide a safe environment under the Act are not enforceable.

Each unit should have a health and safety policy and maintain a Hazard Register in relation to shore operations and buildings etc that form part of the unit operations. CRV hazards may be included in the SSM documentation or with the H&S register.

Note that while a CRV is on land the Department of Labour is the body to report accidents to but once it is launched Maritime NZ must be advised of accidents.