

Safety Supervisor

Questions?

Check out the volunteering section of the event website:

christmaslunchinthepark.com.au/volunteer

Or send us an email:

christmaslunch@missionaustralia.com.au

Your brief

Anything process and safety is your game! Experienced in OHS or Risk Management, you have a keen eye for detail and love an operation that is safe and ticks the compliance boxes. You are the checking eyes of the event, whilst the Event Manager is steering the ship. You will not only monitor implementation of safe practices around the site but will also coordinate a team of 8 keen and eager Environmental “Elves” who keep the scene clean. You are an important cog in the event wheel!

Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard and radio before reporting to the Event Manager for briefing.

Event timings

Please refer to the event schedule.



Leadership
experience
preferred



Active



Indoors/
outdoors

As a Safety Supervisor, your contribution is to....

- Support our clients’ and volunteers’ enjoyment of Christmas Lunch in the Park, through the provision of high-quality OHS supervision.
- Familiarise yourself with the site, event plans and processes prior to the event day which includes attending a pre event site visit and briefing.
- Conduct a pre-event site risk audit on the morning of the event and report any issues to the Event Manager.
- Provide a warm welcome and briefing for the Environmental Elves team allocated to you.
- Support your volunteer team and address any of their concerns or queries on the day.
- Rectify any minor safety or site cleanliness issues utilising your custom event kit and team of helpers.
- Ensure the cleaning roster and required regular checks and paperwork are being completed on the day.
- Coordinate volunteer lunch breaks to ensure all mouths are fed (including your own!)
- Resolve any issues reported by your team members where possible and refer matters to Event manager or contractors (e.g. Security, St John’s Ambulance first aid station, Covid Safety Marshals) where relevant, to ensure safe and successful outcomes for all.
- Monitor the event site for any risks or potential hazards (e.g. trip hazards, electrical hazards, illnesses, injuries, emotional guests, etc) and refer to the relevant staff or contractor as appropriate (e.g. Security, SJA). **Refer any unsafe or COVID-19 concerns to St John Ambulance, Covid Safety Marshals or Security immediately.**
- **Enjoy the day and share your joy with others!**