

# Position Description

## HEALTH & SAFETY OFFICER

SNOWPLANET LIMITED

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### Organisational Statement:

Snowplanet ([www.snowplanet.co.nz](http://www.snowplanet.co.nz)) is an indoor real-snow destination, offering a unique snow sports experience only 20 minutes north of Auckland. The following diagram presents its internal vision and mission.

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#### Vision:

Our principal objective	To be Auckland's favorite leisure destination
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#### Mission:

What we need to do to get there	Sharing awesome snow experiences 365 days a year
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The following values must be embodied by all Snowplanet team members for the achievement of our mission:

- Passion for snow
- Friendly service with a difference
- Commitment to having fun together
- Listen and improve
- Desire to share the experience
- Providing a safe, clean and appealing environment

### Role:

Your role exists to ensure that Health & Safety is implemented and ingrained into the culture of the organisation.

The ability to work closely with department heads and team members will be a pre-requisite, as will the ability and desire to work with the GM to develop new ideas to improve.

Honouring Snowplanets values is an essential requirement of all roles as we work with our customers:

- Passion for snow
- Friendly service with a difference
- Commitment to having fun together

- Listen and improve
- Desire to share the experience
- Providing a safe, clean and appealing environment

## Key Result Areas:

### Health & Safety:

#### *Responsibilities*

- Facilitate risk identification
- Maintain the accident register
- To identify and research the practicable steps available to eliminate, isolate, or minimise risk.
- To assist with accident investigations as per policy and associated documentation.
- To ensure staff induction, for new staff, is effective in relation to Health & Safety
- Educate staff about hazard identification and reporting.
- To liaise with Department Emergency Wardens to ensure emergency procedures are in place and practised as necessary.
- Organise the OHS committee and ensure regular meetings are held.
- Review risks, and stories reported in Hasmate
- Coordinate the yearly SGS audit/certification
- Actively question any unsafe working practices and provide operational improvements
- Report any risks, hazards, near misses or accidents to line manager and in writing via our Snowplanet Communication App.
- Know what to do in the case of emergency.

#### *Key Performance Objectives*

- To foster positive health and safety management practices in the workplace

#### *Key Performance Indicators*

- Hazard management
- Accident/Incident management
- Training, Education and Promotion including quarterly staff awareness activities.
- Emergency Procedures
- Number of accidents

### Other:

#### *Responsibilities*

##### Communication

- Effectively communicates relevant information to colleagues.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

##### Other

- Maintain a clean and tidy and safe working environment, demonstrating consistently high standards
- Participate in training, learning activities and professional development as required.
- Comply with all Snowplanet company policies and procedures
- Perform any other duties as requested within your range of competency by Snowplanet

## Reports to:

General Manager

## Key Reports:

None

## Key Number:

NPS and Service Rating of Ticket Desk, Restaurant and Rental

## Key Qualities:

- Very good interpersonal skills
- Approachable
- Effective organisational skills
- Excellent communication skills
- Basic computer skills
- Organised & able to multi task
- Good under pressure
- Team player