

CAMP OLAVE MANAGEMENT COMMITTEE HEALTH & SAFETY COORDINATOR – JOB DESCRIPTION

PURPOSE

- To ensure that the Camp Olave Management Committee (COMC) is represented where and when required, and maintains current health and safety standards, as they are presented per the Girl Guides of Canada, Safe Guide requirements.
- To represent COMC health and safety interests and act as an advisory liaison for Camp Olave stewardship related to matters such as
 - local water and fire advisories
 - emergency response and management updates and protocols per environmental hazards, which change based on annual knowledge gained
 - Sechelt Fire Department, and Roberts Creek Fire Department activities, and
 - Vancouver Coastal Health (VCH).

RESPONSIBLE TO

- Members of the COMC
- All users of Camp Olave

TERM OF OFFICE

- Selected annually and appointed by the COMC

QUALIFICATIONS

- Knowledge of the Girl Guides of Canada current Safe Guide requirements for youth camping and recreational activities occurring at Camp Olave – expectation is this position would remain current with any Safe Guide amendments as they are published.
- Knowledge of regulatory bodies governing health and safety issues for group camping facilities and outdoor recreation activities.
- Ability to research and present findings for health and safety protocols pertaining to group camping facilities and outdoor recreation activities
- Member in good standing with Girl Guides of Canada

RESPONSIBILITIES

- Ensures COMC is providing a safe and healthy environment for
 - staff (this does not include WorkSafeBC)
 - volunteers, and
 - campers.
- Stays current with annual GGC Safe Guide updates, which includes
 - updating and posting current Emergency Response Plan (SG.4) forms, and
 - advising the waterfront staff of Safe Guide updates, and ensuring they are familiar with the Girl Guides of Canada, Safe Guide Swim Tests and Boating PFD Check Verification (WA.2) form requirements.
- Attends local meetings related to health and safety.

- Ensures that any reports with requirements are completed, such as the Sunshine Coast Regional District's Reception Centre Inventory form, and the VCH Facility Enteric Childcare Outbreak Inspection Report, if required.
- Makes health and safety recommendations to the COMC based on the resources available to them.
- Maintains an annual calendar of site inspection dates, that are preplanned or need to be organized annually, such as inspections of the fire alarms, fire hydrants, and fire extinguishers.
- Supports staff and volunteers who require guidance and interpretation of Safe Guide's policies, procedures, and regulations.
- Responds to camper issues if a health issue breaks out at the camp, and protocols need to be put into place immediately, such as mouth disease, or norovirus.
- Trains and coordinates safety actions and emergency response plans with the onsite staff.
- Develops working relationships with the local emergency response, fire department, VCH, and any others required, and maintains contact information.
- Establishes full camp evacuation plans, that includes use of muster stations, evacuation routes, and local emergency response and transportation resources.
- Establishes evacuation grab and go bags.
- Establishes and maintains a central safe needle disposal system.
- Establishes an infirmary area should a camper need to be isolated.

Special note of what this is not

A staff role. Staff may act as the liaison to facilitate a tour of the site, if required. But staff are not to make decisions for the COMC, or be put into the position of being the middle man in communication between the COMC and the external health and safety body.