**COVID-19 Safe Plan**

**Safety Coordinator**

**COVID-19 Safety Coordinator**

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

The Safety Coordinator will be responsible for liaising with other organisations and other relevant stakeholders in relation to your organisation’s response to COVID-19.

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

**COVID-19 Safety Coordinator Roles and Responsibilities**

* Documenting justifications for not undertaking particular actions above
* Oversee the development and implementation of the organisation’s return to operation arrangements by documenting those arrangements in a [COVID-19 Safety Plan](https://www.sportaus.gov.au/return-to-sport#covid-19_safety_plan).
* Use a checklist to ensure your Covid Safe Plan is comprehensive (ref “Simplified-Checklist-for-small-sporting-organisations” as an example of checklist)
* The COVID-19 Safety Plan should address:
  + Points of COVID-19 transmission risk;
  + Transmission controls;
  + Hygiene and behavior requirements;
  + Education and communication to relevant personnel.
* Periodically review the effectiveness of the COVID-19 Safety Plan for your organisation and amend, update or improve as necessary.
* Advise management and directors 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.