

VARSITY GYMNASTICS & KINDY GYMNASTICS ACADEMY
OCCUPATIONAL HEALTH AND SAFETY
POLICY

Policy Statement:

The well being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of Varsity Gymnastics & Kindy Gymnastics Academy & Australian Active Kids Inc (VGA, KGA & AAK Inc) Every reasonable effort will be made to ensure a safe and healthy environment for all gymnasts, volunteers, employees and spectators.

To demonstrate commitment to this policy, VGC & KGA & AAK INC will place the safety and health of these parties foremost, ahead of property and equipment.

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of VGC & KGA & AAK INC to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of gymnasts, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

VGC & KGA & AAK INC will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

Requirements/Responsibilities:

To enable VGC & KGA & AAK INC and its athletes, volunteers, employees and spectators to comply with its Occupational Health and Safety policy, VGC & KGA & AAK INC undertakes to:

1. Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
2. Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
3. Provide the necessary training for volunteers and employees to perform their work in a safe and health manner.
4. Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
5. Utilize appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

PART A: SAFETY GUIDELINES

1. MEDICAL HISTORY FORM

It is important that gymnasts, coaches, managers, medical staff and Sports Trainers are aware of any medical conditions that may impact on a gymnast's participation. This includes, but is not limited to chronic infections, cardiovascular abnormalities, and musculoskeletal problems such as arthritis and medical conditions such as asthma, diabetes and epilepsy.

- A confidential 'Medical History Form' will be completed by all participants at enrolment each year (if under 18 years by their legal guardian/parent).
- Participants with pre-existing medical conditions will be encouraged to obtain suitable medical clearance prior to participation.
- Coaches/Team Managers/Sports Trainers will be responsible for making themselves aware of their players' medical history and of medications that individual athletes require eg Ventolin for asthma.
- All Medical History & injury record forms will be kept in a secure place (*as specified by Varsity Gymnastics Privacy Policy*). Our organisation will take reasonable steps to protect information that we hold against loss, misuse, modification, disclosure and from unauthorised access.
- Once personal information is no longer needed for any purpose, our organisation will take reasonable steps to destroy or permanently de-identify that personal information.

2. INJURY RECORDS

Monitoring all injuries at a club level is a useful way of identifying preventable hazards associated with the gymnastics or the gymnastics environment. By recording injuries, our clubs is better able to: 1) determine the most frequently occurring injuries and 2) take the necessary steps and initiate preventative measures to reduce their incidence. Injury records can also assist in providing information to our insurance company in the event of an insurance claim.

- An injury report form must be completed for every injury by the coach and attending first aider. (injury report form found on policies website)
- Injury record forms will be maintained by our club in accordance with our Privacy Policy.

- The responsibility for this at the VGC & KGA & AAK INC will be accepted by General Manager/Head Coach, Simone or Rod Nairn.
- Injury record forms will be reviewed and an analysis completed at the end of each year to identify any areas for prevention activities.

3. INJURY REFERRAL

Injury referral goes hand in hand with the initial management of injuries by the 'First Aider' and Coaching staff. Simple communication channels will be established with appropriate medical professionals to ensure injury treatment is available to all injured personnel to enable them to return to play swiftly and safely.

4. MODIFIED SPORT

Modified sports are a great way to introduce children and novices to our sport. Many sports in Australia have modified versions that enable more people to access sport through the club environment.

- Modified rules will be supported and endorsed for junior participants.
- Our club will support and provide modified rules for seniors and disabled participants.
- Appropriately modified equipment will be made available for these groups.

5. HEALTH

Good health is in the interest of all participants within our club environment. Our Policy and guidelines enables us to better deal with some of the many emergencies and potentially dangerous situations that may arise. This section also provides the club coaches and managers with direction in assisting individuals who may be at greater risk than the general population due to their physical condition or age.

5.1 Hydration

- Fluid replacement guidelines will be actively promoted through our club.
- Clean drinking water will be available at training and events.
- Each gymnast should have a water bottle with their name clearly marked upon it.

5.2 Healthy Eating

VGC & KGA & AAK INC acknowledges that healthy eating can have an impact on health, and that the provision of healthy foods will contribute to better health for all and encourage gymnasts to bring healthy snacks & drinks.

This policy will be reviewed annually to ensure it remains relevant to the club's needs. **General Actions:** VGC & KGA & AAK INC is committed to ensuring a healthy environment for all those associated with the organization and will ensure:

- ★ That caterers used for all events must be able to provide a variety of healthy food choices;
- ★ That healthy food choices will be available at all events;
- ★ The promotion of the enjoyment of healthy eating and the role of food in relation to health to members.
- ★ The promotion of healthy food choices at events;
- ★ That all traveling teams will be provided with only healthy food choices throughout the duration of the trip. A small amount of celebratory treats may be provided after the completion of the competition.
- ★ The club will endeavor to stay up to date on the latest in nutritional news corresponding to our sport.

The VGC & KGA & AAK INC undertakes to ensure the following healthy food choices will be available:

- Fresh fruit
- Water
- Food containing low amounts of fat or unsaturated fats will be provided.

5.3 Infectious Diseases

- The Sports Medicine Australia Infectious Diseases Fact Sheet procedures/recommendations will be strictly adhered to at all times (**see Attachment : Sports Medicine Australia Infectious Diseases Fact Sheet**).
- This fact sheet is available to all coaches, officials and gymnast.

- Participants that have contagious conditions such as chicken pox, measles, school sores, ringworm etc will not be permitted to enter their class until the condition is no longer at a contagious stage.
- Children displaying symptoms of influenza such as running nose, and bad cough will asked not to participate until it has cleared.
- The VGC & KGA & AAK INC will strictly adhere to the 'blood rule' guidelines as set out the above mentioned fact sheet.
- Sharing of water bottles will not be permitted.
- Our clubs staff will follow the Sports Medicine Australia Fact Sheet with regard to handling bleeding wounds.
- An emergency plan/procedures will be developed, documented and communicated to all of our members/coaches/administrators etc.
- In the case of an emergency the General Manager or in his absence, a delegated senior staff member will direct procedures.
- A telephone (a mobile telephone where practically possible) will always be accessible for emergencies. It is located in the administrations and coaches office...
- Emergency telephone numbers will be posted beside each phone. E.g. Ambulance, after hour's dentist and medical clinic.
- Emergency vehicles will be provided clear access to our venue at all times. The access area for emergency vehicles will be kept clear at all times. This is located at the side of the club closest to the football fields.
- Easy access for stretchers will be provided.
- All gymnasts, coaches, managers, officials, parents and patrons will be notified regularly about our emergency procedures.

5.4 Children in Sport

- The clubs guidelines on the participation of children in sport are based on the Children in Sport Guidelines produced by Sports Medicine Australia (SMA) and the Australian Sports Commission (ASC). Refer to Varsity Gymnastics Members Protection Policy and Child Protection Policy.

5.5. Pregnancy in Sport

- Our club policy on pregnant women can be found in our Members Protection Policy. Our club encourages female participants to seek medical consultation prior to participation whilst pregnant.

5.5. Alcohol Usage

- Our club/facility strongly discourages the consumption of alcohol before, during and immediately after participation.
- In the interests of the health, comfort and safety of all our patrons the VGC & KGA & AAK INC does not allow alcohol to be consumed on the premises or within 200m of the venue.
- Our organisation has an Alcohol. Go Easy Policy. For the latest information contact the Drug & Alcohol Services Council on Ph: 8274 3333

5.6. Drugs in Sport

"Drug" use in sport is a much wider issue than the use of legal or illegal substances for performance enhancement. Importantly, it also includes the safe use of medicines and social drugs (such as alcohol and tobacco) and the need to support elite athletes who are eligible to be drug tested, to ensure all drugs and substances they take are permitted.

Policies and procedures are in place to:

- encourage safe drug use practices
- promote alcohol & smoke-free environment
- address misuse of drugs or substances
- support elite athletes who are eligible to be drug tested

5.7. Smoke Free

For the health and safety of our participants and patrons our facilities are smoke-free, smoking is not permitted within 100m of our venue. In Qld it is a legislative requirement to be smoke-free where food is served.

Assistance is available for your organisation to go smoke-free. Contact the Anti-Cancer Foundation SA on Ph: 8291 4111 or Health Promotion SA Ph: 8226 6329.

5.8. Asthma Management

1 in 4 children, 1 in 7 adolescents and 1 in 10 adults suffer from Asthma. It is therefore important that our organisation is equipped to deal with this condition.

- Our organisation has Asthma First Aid trained personnel on hand at training and events.
- Asthma First Aid Kits are available to those trained in Asthma First Aid. The individual gymnasts are also asked to provide their own labelled asthma medication to be kept on the club premises at all times.
- Coaches are aware of the participants with Asthma and encourage these individuals to have up to date Asthma Management Plans.

References:

1. Safety Guidelines for Children in Sport - (Sports Medicine Australia and Australian Sports Commission publication).
2. Sports Medicine Australia Guideline: - Participation of the Pregnant Athlete in Contact and Collision Sports.
3. "The Pregnant Athlete and the Law" - available from State Departments of Sport and Recreation.
4. Drug and Alcohol Services Council "How to introduce an Alcohol Policy".
5. "Going Smoke Free – a policy guide for sporting and recreation organisations"
- Anti-Cancer Foundation of South Australia
6. "How to Become Asthma Aware- Guidelines for Sport, Recreation and Arts Organisations" - Asthma SA

6. SPORTS FIRST AID AND COACHES

First aid and immediate injury management are important in the prevention and treatment of injuries at the time they occur. In many cases the correct initial management of injuries can have serious consequences. The importance of having appropriate mechanisms for initial injury management is highly valued.

6.1 First Aiders and Coaches

- Each training session will have support personnel with at least a Senior First Aid Certificate.
- It is the responsibility of Varsity Gymnastics management to ensure the qualifications of the coaches and First Aid staff are up to date at the start of each year.
- The nominated first aider with each shift will maintain first aid records during that shift.
- A Qualified First Aider is present for all competition events.
- The role and responsibility of the Coaches and First Aider are attached to this plan
- The Coach/First Aider has been approved by our club as being an appropriate person to fulfill the roles and responsibilities, as set out in Attachment 6.
- The coach/First Aider will be expected to, and will act within, the limitations of their training, (as outlined ***in Attachment 6: Roles and Responsibilities of the Sports First Aider /Sports Trainer***).
- Our facility has a policy for the management of head and neck injuries.

6.2 First Aid Facilities

- The designated first aid area is inside the coach's office.
- The hygiene of this area will be the responsibility of the Senior First Aid Officer.
- Surgical gloves are provided for coaches, first aiders and other medical staff for the treatment of bleeding wounds.
- An appropriate procedure for the disposal of bloodied material and waste products will be followed (*see attached procedure for blood injury*).
- A first aid kit/supply cabinet meeting recommendations of the 'Queensland Ambulance' will be maintained at all times.
- The responsibility for the maintenance of the first aid supplies is the Senior First Aid Officer.

- Ice will be available at each training and competition, the person responsible for this will be Senior First Aid Officer.
- Emergency plan/procedures/telephone numbers will be displayed in the first aid area.

7. PHYSICAL PREPARATION

7.1. Warm Up, Flexibility and Stretching

- Participants of all ages and all skill levels will all be instructed in the appropriate warm up, stretching and cool down methods for gymnastics.
- Warm up and cool down, as specified, will be a requirement of all gymnasts prior to participation in training and gym activities.
- Stretching is incorporated in all warm up sessions.
- Failure by participants to participate in a thorough warm up prior to training or game activities due to late arrival, will require the participant to do a warm up activity, approved by the coach, before joining the rest of the class in their current activity or non participation in the class.

7.2. Skills

- Training in the skills of gymnastics will be provided at all training sessions.
- Training sessions will incorporate instruction or information on injury prevention specific to the technique/ skills of gymnastics.
- It is important that participants follow the instruction of their coach at all times.

7.3. Maturity or Body Type

- Common sense will be used with consideration being given to the age, size, body shape, sex, strength, skill and psychological maturity of the participants.
- The physical characteristics of the junior participant will be matched as closely as possible to the demands of the class they are being selected to participate in.
- Participants/coaches/managers will be made aware of specific gender issues in sport and physical activity including, but not limited to, body image, nutrition and associated health conditions.

8. COACHES AND OFFICIALS

8.1. Qualifications and Accreditation

- All coaches/officials (Referees, Umpires, Judges etc.) will be accredited to a minimum of Level 1 coach's accreditation.
- It is the coach's/official's responsibility to ensure their accreditation is kept current.
- Coaches/officials failing to maintain the currency of their accreditation will be required to update their accreditation as soon as possible or may face cessation of the ability to continue in that role.
- All coaches/officials will attend specified hours of update training relevant to their responsibilities every year. (6 for Lvl 1, 12 for Lv1 2 and 18 for Lvl 3)
- All coaches will be required to undergo a First Aid Certification through a recognized provider.
- Activities will be run in accordance with the VARSITY GYMNASTICS's Safety Policy and Guidelines and Members Protection Policy.
- Coaches, officials, supervisors and facility managers should make participants aware of safety issues. This will be achieved using a variety of methods including presentations, newsletters and pre-event addresses.
- Coaches, officials and supervisors will conduct themselves as positive role models by following our club's codes of behaviour.

References: Varsity Gymnastics Member Protection Policy

9. EQUIPMENT

Correct equipment is fundamental, whatever the sport being played. Unfortunately most equipment doesn't last forever. However, with the correct use, care and maintenance our club will ensure we get the maximum protection and benefit from these resources.

9.1. Equipment

- Only equipment that is approved by the General Manager/Head Coach will be used for training and competition.
- Gymnastics equipment will be maintained and checked prior to the start of each term by the Equipment Safety Officer.
- Where stated, equipment will be maintained according to manufacturer's guidelines or recommendations.
- When in use, the equipment will be inspected to ensure that it is in the correct position and properly secured where appropriate.
- When not in use the equipment will be properly stored safely and securely. The safe storage of such equipment will be the designated responsibility of persons rostered for 'pack up' on that day.

9.2. Protective Equipment

- Our club/facility promotes the use of protective equipment
- All participants will be dressed according to the safety dress code for our sport/activity. The dress code will incorporate relevant protective equipment.
- This safety dress code will apply during training and competition. The club uniform is visible and promoted to all gymnasts-skirts, jewellery and baggy t shirts are not permitted..
- All safety and protective equipment worn by gymnasts conforms to recommended safety or industry guidelines.
- The club can recommend mandatory protective equipment for its participants by providing details of recommended retailers, for gymnasts to purchase protective equipment- AMCO, Sylvia P.
- All protective equipment will be used for the purpose it was designed.
- It is the responsibility of the gymnast to ensure that all equipment will be properly maintained and stored safely and securely.

10. MANUAL HANDLING

In the sport and recreation industry, manual handling risks include:

- carrying stock and equipment
- setting up or cleaning equipment
- repetitive movements associated with instruction

Ways our club will aim to prevent hazards

Protect contractors

- Inform contractors of manual tasks requirements and check they have conducted risk assessments before carrying out tasks at our club.
- Check that contractors' work does not increase the risks associated with tasks conducted by our employee's (or vice versa).

Identify problems

- Look for problems when we introduce workplace changes or new equipment.
- Critically examine tasks if there are indications there may be a problem (for example, workers complain of discomfort).
- Investigate and analyse the factors contributing to manual tasks incidents or near misses – check for patterns such as repeated injuries with one task.

Assess problems

- Examine the task during normal work conditions.
- Consider seasonal variations and peak work periods.
- Talk to employees doing the task.
- Use checklists to analyse risk factors.
- Consider risk factors such as forceful exertions, awkward postures, repetition and vibration and decide which require solutions.
- Decide which tasks need the most urgent attention.

Control the risks

- Decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout and equipment).
- Provide mechanical aids.
- Identify changes that are possible immediately, and those that may take time to implement.
- Document our risk control decisions for each task assessed, and set timelines for changes.

- Trial the changes in consultation with workers before making them permanent.
- Provide training if new equipment is introduced.

Check effectiveness

- Investigate if risks have been reduced.
- Monitor employees feedback to see if other risks have arisen.

Review

- Check that the various control measures (if deemed necessary) have been put in place at the agreed times.
- Review incident reports in June and December of each year.
- Consult with employees and workplace health and safety representatives.
- Decide what can be changed or added to make manual tasks less risky.

Keep records

- Keep records of specifications of equipment and work processes, incident reports and action taken, maintenance records for equipment, and employee training.

(referenced from: The National Code of Practice of Manual Handling NOHSC (2005))

11. TRAINING ENVIRONMENT AND FACILITIES

As is the case for workplaces, our club has a responsibility to ensure the environment in which our sport takes place is as safe as possible. Many aspects of the physical environment are able to be controlled by our club whilst others such as weather conditions will be considered in the planning and timing of activities.

11.1 General

- Facility inspections are conducted daily by 'set up' staff.
- A system is in place to regularly update the staff regarding new activity hazards and safety measures, via regular communications from the General Manager/Head Coach.
- Formal facility staff induction incorporates a safety issues component.
- Portable signage is used to warn of temporary hazards. e.g. slippery floors

- Fire extinguishers are easily accessible and are regularly maintained / serviced.
- Facility structures and equipment comply with laws, regulations, rules and standards.
- There is a system in place for reporting of unsafe conditions/hazards and correcting them

11.2 Surfaces

- All training surfaces will be inspected prior to each training session by 'set up' staff.
- Any foreign debris or items which may cause harm or injury will be removed prior to the commencement of any activity.
- Training surfaces will be maintained and/or repaired to reduce the likelihood of tripping, falling and associated injuries.

11.3 Venues

- Lighting will be bright and regularly maintained in:
 - Training areas.
 - Change rooms/facilities.
 - Thoroughfares, entrances and corridors.
 - Car parks.
 - Emergency exit lights.
 - Outside the building/complex and in the carpark (for safety of patrons arriving and departing).
- Change rooms, including shower and toilet facilities will be cleaned after each period of use and kept in a clean and hygienic state. Shower facilities will be equipped with:
 - Hot and cold water.
 - Hot taps marked.
- Activities, in which landing/falling is anticipated, will have the landing area and surrounding areas adequately padded with safety mats or similar, where appropriate.

- Spectators will be adequately separated from gymnasts and the likelihood of collision with gymnasts by fencing or an appropriate barrier.
- Adequate space will be available between adjacent training areas to ensure there is no likelihood of collision between gymnasts in different training groups. Practical steps will be taken to minimize the chance of collision with non-participants.
- This facility aim to provide adequate ventilation and temperature control.
- Easy access to clean drinking water is provided.
- All facility entry/exit points are secure and free from hazards.
- Facility emergency exits have fire doors.
- Chemicals will be securely stored and safety signs installed according to laws, regulations, rules and standards.
- Emergency treatment procedures for chemical accidents will be displayed in the storage and first aid areas.

11.4 Environment and Weather Conditions

- Our club delegates/facility staff will be made aware of the factors that can contribute to heat illness. This includes provisions for:
 - Timing and re-scheduling of training sessions.
 - Adequate fluids for participants.
 - Additional or extended breaks for participants.
 - Adequate shading and air movement
 - The age of the participant.
- Our club/facility will develop and implement a policy which enables events to be postponed or cancelled due to storms, lightning or other adverse inclement weather. This includes the rescheduling of activities to be held outside the peak ultraviolet radiation times, (11.00am – 3.00pm daylight saving time) wherever possible.
- Shade or shelter will be routinely provided by:
 - Existing buildings, structures or trees.
 - Or portable shade equipment where appropriate/required.