



# *West Coast Gymnasts* <sup>Inc</sup>

## **OCCUPATIONAL HEALTH & SAFETY POLICIES**

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# *West Coast Gymnasts Inc*

## **HEALTH & SAFETY POLICY**

### **1.0 Policy Statement**

The well being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of West Coast Gymnasts. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, West Coast Gymnasts will place the safety and health of these parties foremost, ahead of property and equipment.

### **2.0 Purpose**

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of West Coast Gymnasts 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 athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner. West Coast Gymnasts will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

### **3.0 Definition**

- 3.1** Gymnast: Being a Club Member participating in an appropriate session, visiting gymnast in training or competition.
- 3.2** Health: Being the individual wellbeing of an athlete, volunteer, employee or spectator.
- 3.3** Safety: Being protected from the risk of harm or injury.

### **4.0 Application**

The Policy applies to all of West Coast Gymnasts' staff, members, visitors, contractors and volunteers. It also applies to all activities on and off West Coast Gymnasts' property; including competitions, displays, events and any other programmed activity outside of West Coast Gymnasts' grounds.

## **5.0 Responsibilities**

To enable West Coast Gymnasts and its athletes, volunteers, employees and spectators to comply with its Occupational Health and Safety Policy, West Coast Gymnasts undertakes to:

- 5.1** Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2** Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3** Provide the necessary training for volunteers and employees to perform their work in a safe and health manner.
- 5.4** Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5** Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

## **6.0 Policy Breaches**

West Coast Gymnasts has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. West Coast Gymnasts recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

- 6.1** Disciplinary action will be taken by West Coast Gymnasts against anyone who:
  - Is found to be in breach of this Policy;
  - Victimises or retaliates against a person who has complained of a breach of this Policy; &
  - Is found to have made a frivolous complaint.
- 6.2** The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

## **7.0 Confidentiality and Reporting**

West Coast Gymnasts' administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- a) Necessary as part of the disciplinary or corrective process; &
- b) Required by law.



# *West Coast Gymnasts Inc*

## **HEALTHY EATING POLICY**

### **1.0 Policy Statement**

West Coast Gymnasts acknowledges that healthy eating has an impact on our health, and that the provision of healthy foods will contribute to better health for all. We will ensure that a variety of healthy food choices are available at all training sessions, events and activities.

### **2.0 Purpose**

Healthy eating is a vital part of good health; lifestyle diseases such as heart disease, stroke, certain cancers, non-insulin dependent diabetes and obesity are major causes of death in Australia and are all associated with the food we eat.

### **3.0 Definition**

- 3.1.** Member; being a Club Member participating in an appropriate session, coaches, judges, volunteers &/or committee members.
- 3.2.** Healthy eating; eating appropriate portions of a variety of foods within the five food groups and avoiding foods that contain too much added fat, salt and sugar.

### **4. Rationale**

West Coast Gymnasts has a key role in the promotion of healthy lifestyles and practices and should be a public example of a healthy and progressive organisation. West Coast Gymnasts recognises that Healthy Eating plays a critical role in the physical and mental development of children and in the performance abilities of children and adults. West Coast Gymnasts needs to be a leader in promoting healthy lifestyles as it has contact with many young Members whilst they are forming their dietary habits.

### **5.0 Scope**

The Policy applies to all of West Coast Gymnasts' training, meetings, functions and events. It is inclusive of all members, gymnasts, officials and others taking part in West Coast Gymnasts' activities. West Coast Gymnasts

takes Healthy Eating seriously and will be strictly following the Policy in order to allow our members to develop and maintain healthy lifestyles.

## **6.0 Policy Education**

The Policy will be available in a hardcopy to all Members through inclusion in West Coast Gymnasts' handbook. It will be distributed to new members in the same manner. Every effort will be made by West Coast Gymnasts to provide relevant up-to-date information from National and State Government bodies on Healthy Eating.

## **7.0 Policy Compliance**

The following is the directive of West Coast Gymnasts' Healthy Eating Policy; West Coast Gymnasts will promote healthy eating by adhering to the following guidelines:

## **8.0 The Australian Guide to Healthy Eating**

A diet consistent with the Australian Guide to Healthy Eating recommends people consume a variety of foods across and within the five food groups and avoid foods that contain too much added fat, salt and sugar. The Guide aims to promote healthy eating habits throughout life, which will assist in reducing the risk of health problems in later life; such as heart disease, obesity and Type 2 Diabetes.

The Guide aims to encourage the consumption of a variety of foods from each of the five food groups every day in proportions that are consistent with the Dietary Guidelines for Australians. The five food groups are:

- Bread, cereals, rice, pasta, noodles.
- Vegetables, legumes.
- Fruit.
- Milk, yogurt, cheese.
- Meat, fish, poultry, eggs, nuts, legumes.

West Coast Gymnasts can play an important role in ensuring children eat well and stay active. It is expected that small amounts of unsaturated fats and oils will be consumed with breads and cereals but additional fats and foods such as cakes, biscuits, hot chips and sugary drinks should be consumed only occasionally.

The Dietary Guidelines for Children and Adolescents (2003) are:

- Children and adolescents need sufficient nutritious foods to grow and develop normally.
- Growth should be checked regularly for young children.
- Physical activity is important for all children and adolescents.
- Enjoy a wide variety of nutritious foods.

Children and adolescents should be encouraged to:

- Eat plenty of vegetables, legumes and fruits.
- Eat plenty of cereals (including breads, rice, pasta and noodles), preferably wholegrain.
- Include lean meat, fish, poultry and/or alternatives.
- Include milks, yoghurts, cheese and/or alternatives. Reduced-fat milks are not suitable for young children under 2 years, because of their high energy needs, but reduced-fat varieties should be encouraged for older children and adolescents.
- Choose water as a drink.

Care should be taken to:

- Limit saturated fat and moderate total fat intake. Low-fat diets are not suitable for infants.
- Choose foods low in salt.
- Consume only moderate amounts of sugars and foods containing added sugars.
- Care for your child's food.
- Prepare and store food safely.

<http://www.healthyactive.gov.au/internet/healthyactive/publishing.nsf/Content/eating>, Commonwealth Government, Aug 2006

[http://www.waschoolcanteens.org.au/pages/about/health\\_policy.pdf](http://www.waschoolcanteens.org.au/pages/about/health_policy.pdf), WA School Canteen Association, Aug 2006

West Coast Gymnasts will follow or ensure that caterers follow these requirements:

- West Coast Gymnasts will give preference to food companies/caterers that provide healthy alternatives, e.g. products registered under the Star Choice Food Registration Program or Heart Foundation's Pick the Tick Program.
- All paid staff and volunteers who provide catering on behalf of West Coast Gymnasts will receive food handler training commensurate with the level of activity performed, in accordance with the national Food Safety Standards.
- Caterers used for events must be able to provide a variety of healthy food choices
- Healthy food choices will be available at all events where food is available.
- Promotion of the enjoyment of healthy eating and the role of food in relation to health; via newsletters, announcements and other appropriate vehicles.
- Promotion of healthy food choices at events.
- Healthy food choices will be displayed more prominently than other foods.
- Healthy food choices will be priced competitively.

- Foods provided by West Coast Gymnasts will include those reduced in fat, sodium and sugar, be high in fibre and include a substantial amount of core foods, including fruit and vegetables.
- As part of West Coast Gymnasts' responsibility items that encourage unhealthy eating (e.g. deep fryers and high fat packaged snack foods) will not be provided for fund-raising purposes or awards.

The Healthy Eating Policy will be reviewed annually to ensure that the document remains current and practical to West Coast Gymnasts' requirements. The policy should be signed and dated by West Coast Gymnasts president and other relevant officials.

## **8.0 Confidentiality**

Breaches of this policy must be reported to West Coast Gymnasts' management within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond West Coast Gymnasts' management is not permitted.

## **9.0 Policy Outcomes**

Anticipated outcomes of West Coast Gymnasts' Healthy Eating Policy are as follows:

- Increased awareness of Healthy Eating;
- The types of foods to eat and those not to eat;
- Healthy members; &
- Education of members in this important area.



# *West Coast Gymnasts Inc*

## **HEAT POLICY**

### **1.0 Policy Statement**

West Coast Gymnasts' Heat Policy provides for a heat wise organisation. Although gymnastics is primarily an indoor sport we are not immune to extreme weather conditions, heat in particular. It is acknowledged that heat stress and similar aversions to hot weather are preventable and therefore a strategy will be implemented by West Coast Gymnasts to avoid such occurrences.

### **2.0 Purpose**

The object of this document is to prevent injury, and possible death, from heat illness in sport and activity by assisting members, officials, coaches and gymnasts to recognise and manage potentially dangerous heat situations.

### **3.0 Definition**

- 3.1.** Member; being a Club Member participating in an appropriate session, visiting or competing gymnast, coaches, judges, volunteers &/or committee members.
- 3.2.** Heat; measured as the ambient temperature.

### **4.0 Rationale**

Due to the sport of gymnastics being an indoor sport West Coast Gymnasts sees it as a responsibility to educate young people on the dangers of overheating and how to care for their bodies. By providing West Coast Gymnasts members and staff with a Heat Policy we are both protecting and educating them.

### **5.0 Scope**

West Coast Gymnasts is in operation during hot periods throughout the year and will be strictly following the Heat Policy in order to keep our members safe and healthy.

## **6.0 Policy Education**

The policy will be available in a hard copy to all members through its inclusion in West Coast Gymnasts Handbook. It will be distributed to new members in the same manner.

## **7.0 Policy Compliance**

The following is the directive of West Coast Gymnasts' Heat Policy. These guidelines are to be followed by all members at appropriate times and venues.

West Coast Gymnasts will prevent heat illness by adhering to the following guidelines:

### **7.1 Timing of Sessions**

All gymnastics sessions should be scheduled to avoid conditions where ambient temperature exceeds or is likely to exceed 36 degrees Celsius. In Australia gymnasts are likely to be exposed to their highest risk of heat injury in the months of December, January and February (this may vary in parts of the country). Early morning or night sessions minimise the risk of encountering unacceptable conditions at these times of year.

### **7.2 Acclimatisation**

If games or activities are to be conducted after long periods of cooler conditions, gymnasts should strive to be fully acclimatised prior to participation.

Physiological adaptations to exercising in the heat are rapid and can occur after 3-5 days in a hot environment. Full acclimatisation can take 10-14 days or longer.

### **7.3 Hydration**

The more gymnasts sweat, the more fluid they must consume to avoid dehydration. High levels of dehydration may increase the risk of heat stress. To diminish the risk of heat stress fluid should be consumed before, during and after activity. This should be heavily encouraged and monitored by coaches.

### **7.4 Gymnast rest**

In conditions of high risk gymnasts should be provided opportunities to rest. For ambient temperatures greater than 26 and less than 30 degrees Celsius, all gymnasts should be rested for at least 10% of the period they would normally participate.

For situations where the ambient temperature is greater than 31 degrees and less than 36 degrees Celsius, all players should be rested for at least 25% of the period in which they would normally participate.

The positive effects of rest breaks should also be maximised by employing the following strategies:

- Providing fans and ice packs; &
- Providing additional fluids to allow gymnasts to spray or douse themselves to assist cooling.

When temperature exceeds 36 degrees all sessions will be postponed or cancelled.

### **8.0 Children and heat**

At ambient temperature greater than or equal to 30 degrees Celsius, children have greater difficulty getting rid of heat than adults.

Regular and effective drinking practices should become habitual to young gymnasts before, during and after activity.

### **9.0 Additional information about children and heat**

West Coast Gymnasts has familiarised themselves with Sport Medicine Australia's Hot Weather Guidelines and Beat the Heat brochure. West Coast Gymnasts has purchased a dry bulb thermometer to measure ambient air temperature on-site to ensure local conditions are accurately measured.

The Heat Policy will be reviewed annually to ensure that the document remains current and practical to West Coast Gymnasts' requirements. This policy has been developed with information from the Sport Medicine Australia website: [www.sma.org.au](http://www.sma.org.au).

### **10.0 Confidentiality**

Breaches of this policy must be reported to West Coast Gymnasts' management within 14 days of any occurrence.

Breaches of this policy must be kept confidential and disclosure to any third party beyond West Coast Gymnasts' management is not permitted.

### **11.0 Policy Outcomes**

Anticipated outcomes of West Coast Gymnasts' Heat Policy are as follows:

- Increased awareness of Heat Illness and its dangers;
- Healthy members; &
- Education of members regarding safe participation in hot conditions.



# *West Coast Gymnasts Inc*

## **INFECTIOUS DISEASE POLICY**

### **1.0 Policy Statement**

West Coast Gymnasts acknowledges that a number of communicable diseases can potentially be transmitted during body contact by the transfer of body fluids from one person to another via broken skin or mucous membranes. The more serious include blood borne viruses such as hepatitis B, C and HIV. Other bacteria and viruses can be transmitted via saliva and other secretions from the nose and throat when water bottles and other similar articles are shared during sporting activities. Potential infections transmitted via this route include whooping cough, influenza and glandular fever. West Coast Gymnasts will ensure every step outlined in this Policy is undertaken to minimise the potential exposure to risk.

### **2.0 Purpose**

The purpose is to educate staff and gymnasts of the requirements and processes necessary to provide a safe and aware environment.

### **3.0 Rationale**

Due to the dynamic and physical nature of gymnastics, education and precautions are required to deal with cuts, abrasions and the potential spread of disease. West Coast Gymnasts recognises that infectious diseases can affect the performance abilities of children and adults.

### **4.0 Scope**

This Policy applies to all of West Coast Gymnasts' trainings, meetings, functions and events. It is inclusive of all members, gymnasts, officials and others taking part in West Coast Gymnasts' activities. West Coast Gymnasts takes infectious disease seriously and will strictly follow the Policy in order to allow our members to develop and maintain healthy lifestyles.

## **5.0 Policy Education**

This Policy will be available in a hard copy to all members through inclusion in West Coast Gymnasts Handbook and will be distributed to new members in the same manner. Every effort will be made by West Coast Gymnasts to provide relevant up-to-date information from National and State Government bodies on infectious disease.

## **6.0 Policy Compliance**

The following recommendations will reduce the risk of transmitting infectious disease:

### **6.1 Gymnasts**

- It is the gymnast's responsibility to maintain strict personal hygiene, as this is the best method of controlling the spread of infectious diseases;
- It is strongly recommended that if gymnasts are feeling unwell prior to training or an event, they should not participate; they should consult their General Practitioner;
- All gymnasts with prior evidence of a communicable disease are strongly advised to obtain advice and clearance from a doctor prior to participation; &
- The practice of spitting in common areas is NOT permitted.

### **6.2 Common Areas**

- It is West Coast Gymnasts' responsibility to ensure that the dressing rooms are clean and tidy; particular attention is paid to hand-basins, toilets and showers;
- Adequate soap, paper hand towels, brooms, refuse disposal bins and disinfectants will be available at all times;
- All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious and treated accordingly. Blood spills should be dealt with immediately;
- Sharing of towels, shaving razors, face washers, toothbrushes and drink containers should not occur;
- In all training areas, open cuts and abrasions must be reported to the coach and treated immediately. Any open areas on the skin should be cleaned thoroughly and covered with a protective dressing prior to further participation; &
- Gymnasts should supply their own labelled water bottles and any other equipment that has the potential to be contaminated with saliva.

### **6.3 Coaches and Judges**

- Coaches must report all open cuts and abrasions to staff at the first available opportunity; any open areas on the skin should be cleaned thoroughly and covered with a protective dressing prior to further participation;
- All contaminated clothing and equipment must be replaced prior to the gymnast being allowed to resume participation;

- If bleeding should recur, the above procedures must be repeated;
- If bleeding cannot be controlled and the wound securely covered, the gymnast must not continue participation;
- It is strongly recommended that if gymnasts or coaches are feeling unwell prior to the sporting event, they should not participate. They should consult the team doctor or their General Practitioner;
- Gymnasts or coaches who are unwell during or after a sporting event should not continue to take part in the event, unless cleared to do so by the team doctor or a General Practitioner;
- Gymnasts or coaches who have an open cut or ulcerating sore should be seen by a doctor and not take part in a sporting event unless cleared to do so by a doctor; &
- Coaches and judges should provide their own individually labelled water bottles and any other equipment that has the potential to be contaminated by saliva. These items must not be shared with another person at any time.

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#### **6.4 Education**

- There is an obligation upon West Coast Gymnasts to provide suitable information on the associated risk factors and prevention strategies against communicable diseases;
- Additional information may be obtained from team doctors or the Department of Health and Human Services' Communicable Diseases Prevention Unit;
- The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all players and ancillary staff; &
- Although hepatitis B vaccination is usually effective in raising immunity to hepatitis B, it provides no protection against other blood-borne diseases such as HIV. Vaccination must not result in any relaxation of hygiene standards.

#### **7.0 Confidentiality**

Breaches of this policy must be reported to West Coast Gymnasts management within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond West Coast Gymnasts management is not permitted.

#### **8.0 Policy Outcomes**

Anticipated outcomes of West Coast Gymnasts Infectious Disease Policy are as follows:

- Increased awareness of Infectious Disease;
- Increased awareness of the management of Infectious Disease;
- Healthy Club members;
- Education of members in this important area; &
- Reduction in incidence of infectious disease at West Coast Gymnasts.



# *West Coast Gymnasts Inc*

## **MANUAL HANDLING**

### **1.0 Policy Statement**

The Club's Manual Handling Policy provides for a health and injury free environment at all of The Club's facilities.

### **2.0 Purpose**

The Aim of The Club's Manual Handling Policy is to promote and maintain the health and wellbeing of staff, members, visitors, contractors and volunteers, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a risk management model as follows:

- Identify the hazardous manual handling tasks;
- Assess the risks;
- Control the risks;&
- Monitor the controls.

A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

### **3.0 Definition**

**3.1** Manual Handling is defined as "Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture."

**3.2** Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration;
- Handling live persons;&
- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

### **4.0 Scope**

The policy applies to all of The Club's staff, members, visitors, contractors and volunteers – especially on working bees. It also applies to all activities both on and off The Club's property, including competitions, displays, events and any other programmed activity outside of The Club's grounds.

## 5.0 Policy Compliance

Policy compliance will be facilitated through education, publicity, induction training and reiteration of the policy. Policy compliance requires the following:

- 5.1 Where possible, manual handling risks should be considered and designed out prior to any activity and/or purchasing of all goods to be used at The Club.
- 5.2 Undertake a process to identify all manual handling hazards in The Club. The process should involve all of The Club's staff:
  - 5.2.1 Look at injury records to see in which areas, and which tasks injuries are occurring;
  - 5.2.2 Consult with employees/volunteers at meetings about the tasks they carry out
  - 5.2.3 Formal observation of work practices
  - 5.2.4 In the Club, manual handling risks include, but are not limited to:
    - Moving equipment;
    - Carrying equipment;
    - Lifting gymnasts;
    - Spotting;
    - Restraining a gymnast;
    - Typing at a computer in an awkward posture;
    - Stretching to reach a gymnast or a high shelf or apparatus;
    - Standing on unstable platforms or apparatus;
    - Bending to adjust, move or distribute matting or apparatus close to or on the ground;
    - Moving computer and other office equipment;
    - Catching a falling gymnast;&
    - Climbing over or under apparatus or equipment.
- 5.3 The risk assessment should identify tasks with potential for having a hazardous manual handling component. The purpose of assessing the risk is to firstly establish if there is risk involved in the task and secondly to determine the level of risk: high, medium or low.
- 5.4 The risk assessment must take into account the following factors:
  - The force to be applied by the employee/volunteer;
  - The actions and movements involved (eg. Reaching up, forward, unbalanced or uneven lifting or carrying, awkward grip);
  - The range of weights handled;
  - The duration and frequency of the manual handling;
  - The time, and distance, over which an object is handled;
  - The availability of mechanical aids;
  - The layout and condition of the workplace environment (eg. Height of desks, restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven);
  - The work organisation (eg. Availability of people, flow of materials, lack of time);
  - The postural requirements imposed by manual handling (eg. Bending, twisting, stretching);

- The analysis of injury statistics relevant to manual handling;
- The age of the person carrying out the manual handling;
- The skill and experience of the person;
- The nature of the object being handled (eg. Size, shape, structure and material, animate or inanimate);&
- Any other factors considered relevant by The Club or the employees/volunteers. Need to consider the risks to staff returning from leave, teaching a new skill or in a new environment.

**5.5** Once the risk assessments have been conducted controls will be developed by The Club's management starting with tasks rated as high risk.

## **6.0 Policy Control**

**6.1** The Club's management will implement Manual Handling Risk Controls as follows:

**6.1.1** Redesign areas of risk to eliminate or reduce risks

**6.1.2** Change the workplace, systems of work and/or the object

**6.1.3.** Provide mechanical aids to reduce the risk and provide training in their use

**6.1.4** Training and education appropriate to each task

**6.2** For some manual handling tasks, a combination of the risk control methods (above) may be appropriate; however information, training and instruction will never be the sole or primary means of controlling the risks.

## **7.0 Responsibilities**

**7.1** The Club Management is responsible for the implementation of risk assessment, risk control and education and training.

**7.2** The Club's employees/volunteers are responsible for carrying out and conducting ongoing monitoring of manual handling risks and ensure the risk controls are:

- Being used correctly;
- Not increasing the risk of injury;
- Helping to reduce the manual handling risk;
- Not in need of further improvement;

## **8. Policy Breaches**

**8.1** A breach of this policy may include one or more of the following:

**8.1.1** An employee/volunteer manual handling an object in direct or indirect contradiction to the risk controls provided in Clause 6.

**8.1.2** A failure to assess or reassess identified areas for potential risks

**8.1.3** A failure to address identified risks within 30 days of assessment

**8.1.4** A failure to provide documentation supporting the process for assessment and risk control for any one or more areas of manual handling

**8.2** Breaches of this policy will be addressed in due process by The Club's management.

**8.3** All employees/volunteers are responsible for encouraging and enforcing the policy amongst visitors, contractors and gymnasts. Upon seeing a breach of this policy, the employee/volunteer are requested to ask the person involved to review their manual handling practices in-line with the risk controls (Clause 6). If this is ineffective, the employee/volunteer may request that the individual refrain from proceed with the task. This procedure may not be effective in some cases, as so a common sense approach is recommended.

## **9.0 Confidentiality and Reporting**

**9.1** Breaches of this policy must be reported to The Club's management within 24hours of any occurrence

**9.2** Breaches of this policy must be kept confidential and disclosure to any party beyond The Club's management is not permitted

## **10.0 Policy Outcomes**

Anticipated outcomes of The Club's Manual Handling Policy are as follows:

- Provision of a safer and healthier workplace environment
- Widespread awareness of the policy's purpose and rationale
- Promotion of The Club as a leading example of a health and progressive organisation



# *West Coast Gymnasts Inc*

## **Medications**

### **The Administration of Medications by Non-Medical Personnel**

All medications, including prescription and those available over-the-counter, can have serious side-effects. These side-effects may become a problem when the body is placed under the additional stress caused by physical activity. This Policy has been designed to assist individuals who do not have any medical training but may be asked to administer medications to an athlete. The Policy may also assist clubs or teams in determining the contents of their first aid kit.

### **RECOMMENDATIONS**

#### **General:**

Non-medical personnel should not dispense or recommend any prescription medications. However, over-the-counter medications may be recommended to relieve mild conditions. Medications must be used only as directed. Recommended doses must not be exceeded. The use of medications must be documented for future reference. With the exception of mild conditions and preventative asthma medications, drugs should not be used to allow a gymnast to compete when they would otherwise not be able to, i.e. where a serious injury or illness would have prevented their participation.

Using more than one drug at a time is dangerous. Be particularly wary of drinking alcohol while using medications. Medications should be kept in a safe place out of the reach of children. All medications should be used or removed from the first aid kit prior to their expiry date.

#### **Preparation:**

Pre-participation screening questionnaires should be used to identify members who require the use of medication. Emergency procedures for those using medications should be detailed prior to competition.

#### **Analgesics:**

It is generally safe to provide mild pain relief through the use of over-the-counter products as long as they are used according to directions. Paracetamol products are generally recommended over aspirin, which may slightly increase bleeding. Allergies to aspirin are also more common.

#### **Asthma:**

People with asthma should carry their own 'reliever medication' to all games and training sessions however it is often forgotten, especially by children. It is

therefore recommended that an asthma reliever medication and a spacer or mini-spacer is included in first aid kits for use by those with diagnosed asthma. It can be useful to keep a peak flow meter in the first aid kit and to regularly test people with asthma to determine their best peak expiratory flow rate (PEFR). A PEFR of at least 80% of the athlete's best value can be used to determine when the athlete should refrain from participation in vigorous exercise.

People with asthma may use pre-exercise preventative medication, however if this has been used and they are still having trouble breathing it is unwise to attempt exercise. If asthma develops during the activity the athlete should cease participation and use their reliever medication. If the medication reverses the asthma they may resume the exercise.

Each person with asthma should have a written "Asthma Action Plan" provided by their personal physician, which includes details about treatment for Exercise-Induced Asthma. This should be kept in the first aid kit so that the person administering can check and provide the prescribed dose quickly. Relievers are best used through a spacer, if available. Use one puff at a time and ask the person to take four breaths from the spacer after each puff. The usual dosage for reliever medications is two-four puffs; however each medication should be used according to directions on the packaging. After the first dose wait for four minutes, if there is no improvement, provide another dose. If there is little or no improvement, call an ambulance immediately (Dial 000). Keep providing four puffs every four minutes until the ambulance arrives.

The use of out-of-date asthma reliever medications has been associated with an increased risk of cardiac arrest. Therefore it is particularly important that these medications are removed from first aid kits prior to their expiry date. Asthma medications contain banned substances. Therefore most sports require that elite athletes with asthma provide written notification of their condition and their use of medications to their National Sporting Organisation. This should be done in writing prior to competition.

### **Undiagnosed Breathing Difficulties**

Non-medical personnel should not be involved in diagnosing asthma or initiating treatment. However in an emergency it may be useful to provide an asthma reliever to someone having difficulty breathing. The Asthma Foundation of WA recommends the following for a first attack of asthma:

If someone collapses and appears to have difficulty breathing, call an ambulance immediately (Dial 000);

Give four puffs of a reliever and repeat if no improvement;

Keep giving 4 puffs every 4 minutes until the ambulance arrives; &

No harm is likely to result from giving a reliever to someone who does not have asthma (National Asthma Council, 2001).

### **Anti-Inflammatories:**

Although some anti-inflammatories are available without prescription, a number of these over-the-counter products contain similar amounts of the

active ingredient as found in prescription drugs. It is important to be aware of potential side effects from the use of anti-inflammatories. These include dizziness, nausea and diarrhoea. Anti-inflammatories can cause major problems with stomach conditions. People with ulcers and gastro-intestinal irritations should consult their doctor prior to taking these medications. Ensure the athlete follows the directions on the packaging and does not exceed the recommended dose. Anti-inflammatories should be taken with, or immediately after food.

**Elite Athletes:**

Elite athletes may be subject to drug testing and should therefore check all medications including over the counter products as many contain banned substances. To check that a medication is permitted, call the Drugs in Sport Hotline on 1800 020 506.

**Education:**

Anyone responsible for administering medications should be trained in sports first aid or possess a current first aid certificate.

**Emergencies:**

Athletes taking any medications during exercise should be monitored closely and should be seen by trained medical personnel as soon as possible if they exhibit any serious side-effects.

<http://www.smawa.asn.au>,

Sports Medicine Australia (WA Branch), August 2006



# *West Coast Gymnasts Inc*

## **SMOKE-FREE POLICY**

### **1.0 Policy Statement**

West Coast Gymnasts' Smoke Free Policy provides for a healthy, smoke free environment at all West Coast Gymnasts' facilities. The Policy applies to all people within West Coast Gymnasts' facilities including employees, members, gymnasts, volunteers and visitors. This policy comes into effect as of 1st July 2006.

### **2.0 Purpose**

The aim of West Coast Gymnasts' Smoke Free Policy is to provide a smoke free environment for non-smokers and a pleasant, cleaner environment for all. The specific goals of the policy are to:

- 2.1** Reduce the health risks associated with smoking and exposure to environmental tobacco smoke.
- 2.2** Provide a healthier, cleaner and safer work environment.
- 2.3** Decrease the potential risk of litigation associated with discomfort or disease caused by environmental tobacco smoke in the workplace, thus avoid the potential costs associated with litigation.

### **3.0 Rationale**

- 3.1** West Coast Gymnasts has a key role in the promotion of healthy lifestyles and practices and should be a public example of a healthy and progressive organisation.
- 3.2** West Coast Gymnasts' recognises that passive smoking, which is exposure to Environmental Tobacco Smoke (ETS), can have detrimental health effects for non-smokers.
- 3.3** West Coast Gymnasts' has an obligation under the Occupational Health and Safety Act 1985, Section 21 – "To provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health".

## **4.0 Definitions**

- 4.1** Member; being a Club Member participating in an appropriate session, coaches, judges, volunteers &/or committee members.
- 4.2** Visitors; being spectators who are family and friends of Members, competing gymnasts and contractors and other work-related personnel.

## **5.0 Scope**

- 5.1** The Policy applies to all West Coast Gymnasts' facilities including buildings, vehicles and outdoor areas within West Coast Gymnasts' boundaries. The boundaries will be clearly marked with signs "Welcome to the Club's Smoke Free Environment - NO smoking beyond these signs". The policy applies to all people within the Club's facilities including employees, members, gymnasts, volunteers and visitors.

## **6.0 Policy education**

The following modes of communication ensure ongoing awareness:

- 6.1** Brochures will be available at all of West Coast Gymnasts' sites and will be located in reception areas. The brochure will also be included in all Staff Induction Kits and Member Registration Kits. All members will be informed of the Smoke Free Policy and provided with the smoke free brochure. The brochure will provide information about the policy and policy rationale. It will also provide information about:
- the risks associated with ETS exposure and smoking;
  - quitting methods and products; &
  - contacts for further information regarding the policy and quitting smoking.
- 6.2** Posters will be displayed around all of West Coast Gymnasts' sites.
- 6.3** Advertisements for West Coast Gymnasts' job positions, and tenders for contractors, will include a statement regarding the Smoke Free Policy.

## **7.0 Policy compliance**

Policy compliance will be facilitated through education, publicity, widespread promotion and reiteration of the Policy.

- 7.1** For staff, non-compliance will lead to the same disciplinary actions as for all other of West Coast Gymnasts' policies. All staff members in supervisory positions are accountable for enforcing the Policy amongst their staff.
- 7.2** Those staff that choose to smoke, may only do so in their designated breaks, provided they are not on West Coast Gymnasts' property
- 7.3** All staff members are responsible for encouraging adherence to the Policy.

- 7.4** All staff members are responsible for encouraging and enforcing the Policy amongst visitors. Upon seeing visitors smoking within the boundaries of any of West Coast Gymnasts' sites, staff members are requested to ask visitors to extinguish their cigarette. If this is ineffective, they may be requested to leave the site. This procedure may not be effective in some cases, and so a common sense approach is recommended.
- 7.5** All staff members are responsible for educating their members about the Smoke Free Policy and encouraging adherence to the Policy.

## **8.0 Confidentiality and Reporting**

- 8.1** Breaches of this Policy must be reported to West Coast Gymnasts' management within 14 days of any occurrence.
- 8.2** Breaches of this Policy must be kept confidential and disclosure to any third party beyond West Coast Gymnasts' management is not permitted.

## **9.0 Policy Outcomes**

Anticipated outcomes of West Coast Gymnasts' Smoke Free Policy are as follows:

- 9.1** Provision of cleaner environment for all people at the Club's venues.
- 9.2** Widespread awareness of the Policy purpose and rationale.
- 9.3** Promotion of West Coast Gymnasts' as a leading example of a healthy and progressive organisation.



# *West Coast Gymnasts Inc*

## **WORK SAFE SUN EXPOSURE PROCEDURE**

### **OBJECTIVE**

The objective of this gymnastics Work Safe procedure is to establish and maintain safe working procedures to protect the health and safety of all gymnastics employees and volunteers who are required to work outdoors in the heat and sun.

### **RESPONSIBILITIES**

#### **Managers & Supervisors**

- Ensure that site specific risk assessments are carried out and records maintained, where employees are required to work outdoors in the sun;
- Provide training and instruction for all employees and volunteers who are required to work outdoors in the sun; &
- Ensure that identified protective measures are resourced and utilised.

#### **Employees**

- Follow the safe working procedures implemented for work outdoors in the sun;
- Use the provided protective measures against ultraviolet rays when working outside; &
- Advise management if replacement of protective measures is required or additional protective measures are indicated.

### **FACTORS INFLUENCING SUN EXPOSURE**

The main factors that influence the risk of over exposure to ultra violet rays, resulting in adverse health effects are:

- Exposure to the sun;
- High air temperature;
- High humidity, which prevents sweat evaporation;
- Low air movement;
- Intense physical activity or high work load; &
- Clothing impairing air movement and sweat evaporation.

## **HEALTH EFFECTS OF SUN EXPOSURE**

Work in hot climatic conditions with sun exposure can lead to a number of health related conditions:

- Discomfort;
- Sunburn;
- Heat cramps;
- Heat exhaustion; &
- Heat stroke.

Employees and volunteers should be encouraged to report any signs of heat illness immediately to their supervisor or manager.

## **ACTIONS REQUIRED**

### **Organisation**

Acclimatisation to work outdoors in the sun may be required for people moving from a cool to a hot climate, eg. work arrangements where a person increases the hours of exposure over several days:

- Re-organise work so that outside work is done in the cooler parts of the day;
- Alternate periods of work in hot conditions with periods of work in cooler conditions
- Provide breaks in cooler areas during hot periods;
- Consider means to reduce the physical demands of work activities, eg. mechanical lifting devices instead of manual handling; &
- Erect temporary cover.

### **Clothing**

- Clothing should permit free flow of cooling air to allow for sweat evaporation;
- Clothing material should be made of predominantly natural fibre and have a loose weave;
- Long sleeved shirts and trousers are recommended for work outdoors to provide maximum protection from sun exposure;
- Wearing personal protective equipment (PPE) contributes to heat related problems, therefore consideration should be given to providing short rest breaks in a shaded area when PPE is required to be worn;
- Wide brimmed hats should be provided and where hard hats are required, sun shade extensions should be made available; &
- Tinted safety glasses should be worn.

### **Sunscreens**

- Sunscreens shall be used to protect any skin not covered by clothes (face, ears, back of neck, hands, legs, etc.);
- All sunscreens shall be of the 30+ broad spectrum type;
- To be effective, a sunscreen must be applied to clean, dry skin, 15 to 20 minutes before going into the sun. Sunscreen should be used only on

those areas of the body, which cannot be protected by clothing. Sunscreen shall be re-applied every two hours or as directed by the manufacturer;

- Zinc cream or other sun blocks may be applied to the lips and nose for extra protection.

### **Fluid Replacement**

- To avoid the risk of heat stress, easy access to cool drinking water shall be made available; &
- Employees should be encouraged to drink 100-200ml of water at frequent intervals to replace fluids lost in sweating.

### **Instruction & Training**

Induction and ongoing training for employees and volunteers who are required to work outdoors in the sun should include:

- Details of specific work arrangements;
- Health effects of sun exposure;
- Clothing to be worn and use of sun screens;
- Fluid replacement; &
- Early reporting of signs of heat illness.