

**Policy Title:** Equipment Safety Policy

**Date of Issue:** January 2007

**Policy Coverage:** All Equipment and Facilities owned, hired, leased or borrowed by Jollettes Gymnastics

**Date of Review:** January 2007

**Controlling Body:** Directors

## **STATEMENT OF COMMITMENT**

The Management of Jollettes Gymnastics is committed to providing a safe environment through ensuring all facilities and equipment utilised are safe, well maintained and used according to their design, purpose and manufacture specifications. This will be achieved through:

- Carrying out regular equipment safety checks
- Implementation of an annual equipment acquisition, maintenance, replacement scheme
- Providing appropriate training to staff, volunteers and members with respect to the set-up use and storage of equipment

## **POLICY APPLICATION**

This policy applies to all equipment and facilities utilised by Jollettes Gymnastics for all activities associated with the club.

Core activities include:

- Administration
- General class training
- Conduct of competitions/events
- Holiday and school clinics
- Working bees
- Fundraising

## **POLICY COVERAGE**

Equipment and facilities includes those that are owned, leased, hired or borrowed by the club to carry out its activities regardless of the program, participant level and location of equipment or whether those involved are staff, members, volunteers or visitors.

## **REQUIREMENTS & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in club activities.

### **Directors**

- Ensure that appropriate equipment safety procedures are implemented
- Ensure that all staff/volunteers are provided with appropriate training
- Ensure that equipment maintenance/replacement is considered within the annual budget
- Ensure that any equipment maintenance/replacement is carried out in a timely fashion
- Provide appropriate induction to staff and volunteers on appropriate usage of equipment and club facilities.

### **Risk Management Representative**

- Ensure that regular equipment inspection checks are carried out once per month
- Monitor the day-to-day use of office equipment by all staff and members
- Check for safety prior to using any office equipment
- Remove any unsafe office equipment and alert the Directors of any equipment requiring maintenance/replacement

### **Head Coach**

- Ensure that regular gymnastic equipment safety checks are carried out once per month
- Monitor the day-to-day use of gymnastic equipment by all staff and members
- Check for safety prior to using any gymnastic equipment
- Remove any unsafe gymnastic equipment and alert the Risk Management Representative of any equipment requiring maintenance/replacement
- Educate and empower Assistant Coaches to utilise equipment in an appropriate manner

### **Assistant Coach**

- Monitor the day-to-day use of gymnastic equipment by all staff and members
- Check for safety prior to using any gymnastic equipment
- Remove any unsafe gymnastic equipment and alert the Head Coach of any equipment requiring maintenance/replacement.
- Educate and empower members to utilise equipment in an appropriate manner

### **Athletes/Volunteers/Visitors**

- Observe and comply with all health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any club official whilst on our premises

## **POLICY BREACHES AND CONSEQUENCES**

- The first breach of this policy by an individual will incur a verbal warning and a detailed explanation of the correct set-up, use or storage of the equipment (as required).
- The second breach of this policy by an individual will incur a written warning.
- If an individual breaches this policy for a third time, or if any breach results in criminal charges, the individual will be permanently excluded from further participation in any Jollettes Gymnastics activities. If the individual is a member of staff, this will include immediate termination of their employment contract.

## CONFIDENTIALITY & REPORTING

All records and reports relating to this policy and any breaches thereof will be forwarded to the Health and Safety Officer, who will ensure they are stored safely and securely. Names of individuals permanently excluded from participating in Jollettes Gymnastics activities will be forwarded to all Head Coaches. Any other information relating to any breaches of this policy, or action taken, will only be released when required by law or requested by the governing body (Gymnastics Australia).

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Nelleck Jol - Director

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Date

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### Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.