



**Building Healthy Minds and Bodies since 1977**

## **5.0 HEALTH and SAFETY POLICY**

### **PURPOSE**

To ensure the safety of all employees, members, participants, athletes and visitors of Okanagan Gymnastics Centre (OGC).

### **POLICY**

Okanagan Gymnastics Centre (OGC) is committed to ensuring that all participants, athletes, coaches, volunteers, staff and management are provided a safe environment while at OGC. In order to pursue any activity at OGC, the risk of the activity must be managed. In addition to providing a safe environment, risk is managed through the use of insurance and through clear communication, warnings, consent forms and releases. This means having policies and standards that promote safe programs in a safe facility, overseen by qualified personnel and trained volunteers. At OGC there are two main areas of potential risk to consider:

1. Risk of accident/injury
2. Risk of legal action (lawsuit)

OGC shall develop, implement, and monitor an effective risk management and safety program designed to foster the spirit of competitiveness in the safest possible environment.

This policy includes the identification, assessment and effective control of risk. It is the responsibility of every OGC member, coach, official, volunteer, staff and board member to practice risk management and safety on a continuous basis.

At all times OGC and its employees are required to observe and comply with requirements of the British Columbia *Workers Compensation Act* and its regulations.

Everyone who undertakes, or has authority, to direct how other employee does work, preforms task and/or in charge of member training and coaching is under legal duty to take responsible steps to prevent bodily harm to that employee, member, or any other person, arising from the work or task.

OGC will provide regular communication on issues and concerns with regard to risk management and safety.

OGC management is responsible to:

- ensure that all OGC employees have been trained in order to comply with safe work practices and procedures;
- record and analyze information on injuries, illness, damage and loss occurring at OGC;
- assess accident trends and review overall safety performances;
- administer the OGC safety program;
- review all inspection reports on OGC equipment;
- identify infrastructure safety needs within OGC;
- ensure that corrective action has been taken whenever deficiencies are identified within OGC;
- assist with all safety seminars and training at OGC;
- ensure the minimum basic requirements are met for supervision within all programs at OGC;
- ensure safety is on the agenda for all individual and team meetings with team leaders or other staff at OGC;
- monitor all safety issues and hold OGC staff members accountable for their individual safety performance at OGC.

OGC employee's responsibilities:

- working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards;
- carry out work in a manner so as to not create a health or safety hazard to themselves or others;
- assist in the reduction and controlling of accident and illness producing conditions;
- report any incidents, near misses, injuries or illnesses;
- use the correct tools and equipment for the job;
- keep equipment in good working condition;
- use the required safety equipment where appropriate;
- report any/all defects in equipment;
- develop a personal concern for health and safety;
- suggest ways to eliminate possible hazardous situations;
- read, understand, and comply with all safe work practices and procedures;

OGC will also ensure the following:

- that all OGC coaches are appropriately trained and possess the proper certification for the level they are coaching;

- that all OGC coaches are first aid certified;
- that proper waivers, consent and release forms are in place as required;
- that safety procedures for the OGC facility are developed and implemented;
- that OGC staff, coaches and volunteers keep their work area (gym, offices, etc) clean and tidy at all times;
- a daily cleanup of the gym is mandatory and frequent clean up during the day is recommended;
- that work areas are arranged to allow for the safe movement of staff, coaches, participants, spectators equipment and materials at all times;
- that OGC athletes/ participants involved in gymnastics programs/competitions are supervised at all times by a NCCP (National Coaching Certification Program) certified coach at the appropriate level required. This applies to any training as well as at competitions. Supervision implies that a NCCP certified coach is able to oversee the entire class/group and is immediately accessible to anyone who needs him/her;
- provide a safe environment for all.

### **General Facility Safety Guidelines**

- OGC's facility must meet and maintain standards as dictated by the various regulatory bodies on a municipal, provincial and national basis. Specifically:
  - OGC must comply with local fire department regulations concerning firefighting equipment, fire safety plans, evacuation procedures, access routes, occupancy loads, etc.;
  - the lighting and the ceiling height should be adequate for the planned activity;
  - in the case of a power failure, all activities should cease immediately and the status/ condition of each participant is verified;
- the temperature should be within a comfort zone for the enjoyment, health and safety of the participants;
- any obstacles/ obstructions (walls, columns, etc.) representing a danger for the participant must be properly covered/ padded;
- there must be adequate (safe) space between any runways, dismount areas, high traffic areas and the walls;
- apparatus floor plates, anchors, hooks, etc. must be securely set up as per the specification provided by the equipment supplier;
- equipment must be stored in a safe manner when not in use;
- the facility storage areas must be locked when not in use. Storage areas should be clean, dry, neat and well lit. Proper storage techniques specific to each apparatus must be used.

### **Emergency Plan**

- an emergency action plan must be in place. The OGC emergency action plan should be clearly posted at OGC and communicated to all OGC staff;

- an emergency plan must take into account for OGC activities outside the regular OGC facility;
- there must be access to a telephone;
- emergency phone numbers and procedures must be prominently displayed;
- at least one person in the OGC gym must have first aid training while regular programs are in operation;
- any incidents must be recorded and reported immediately.

**APPROVED BY OGC BOARD OF DIRECTORS: September 23, 2015**