

Jets Gymnastics Club Occupational Health and Safety

Purpose: *This document aims to set a foundation for a safe and healthy environment for all members, staff, and visitors at Jets Gymnastics (Jets).*

Scope: *It applies to all individuals involved in Club activities, including members, employees, coaches, gymnasts, volunteers and visitors (Club personnel).*

Responsibility: *Safety is everyone's responsibility. All Club personnel are expected to adhere to safety guidelines and report hazards. Jets is committed to creating a culture that promotes safety in every aspect. Safety underpins everything we do.*

Obligations

As an employer Jets must ensure its responsibilities under the *Occupational Health and Safety Act 2004 (Vic)*, the *Occupational Health and Safety Regulations 2017*, the *Equipment (Public Safety) Regulations 2017* and the *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)* (collectively **WH&S laws**) are met.

These include:

- taking reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition and facilities for the welfare of all Club personnel;
- providing ways to consult with our workers to be informed about and involved in health and safety issues at work;
- providing information, instruction, training and supervision needed to make sure that all Club personnel are safe from injury and risks to their health and safety;
- conducting regular workplace inspections; and
- ensuring WH&S laws apply equally to physical and mental health.

Our Commitment

Jets is committed to all Jets workplace activities being carried out safely and with all reasonable, practicable measures taken to remove (or at least reduce) risks to the health and safety of Club personnel and anyone else who may be affected by our operations. Jet is committed to ensuring it complies with WH&S laws and applicable Codes of Practice and Australian Standards.

Jets aims to provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect our workers' physical and mental health, safety, and wellbeing.

Jets will engage and consult with all workers and others involved with the business to ensure hazards are identified and the risks associated with them are removed or reduced to the greatest degree possible.

Jets has a culture and environment where workers and others involved with the business are encouraged and supported to raise health and safety issues and help reduce and manage them.

Managers will:

- be accountable for maintaining a workplace that is safe and without risk to physical and mental health
- implement health and safety policies and procedures
- undertake training so that you are knowledgeable about your OHS obligations and responsibilities
- provide necessary supervision with regard to employee health and safety
- consult with employees about any matter that affects health and safety

Employees will:

- take reasonable care for their own health and safety and that of their workmates and gymnasts
- observe health and safety procedures
- undertake training so that they know about their OHS obligations and responsibilities
- comply with any reasonable directions (such as safe work procedures and uniform) given by management for health and safety
- co-operate with their supervisors and managers to achieve a workplace that promotes health, safety and wellbeing
- adhere to safety including child safe practices

Members, visitors and contractors must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy and procedures

General Health and Safety Guidelines

- Risk Management
- Training and Competency
- Equipment and Facility
- Emergency procedures
- Health and Hygiene
- Reporting and communication
- Review and Improvement
- Implementation

Risk Management

Regularly assess and manage risks associated with gymnastics activities and the use of equipment. Proactive measures will be taken to ensure that risk is mitigated and will analyse activities based on probability and severity.

Staff Training and Competency

Ensure all coaches and staff are adequately trained and hold relevant qualifications. This includes first aid training and safeguarding certifications.

Before employment staff must provide reference checks and Working with Children Checks. Before taking their own classes all staff require 30 hours of supervised training and online Jets training alongside this with a supervisor before taking their own class.

To assure competency of coaches the Internal Jets Training framework includes online and face to face workshop learning required regularly and ongoing. Additionally, all staff require Gymnastics Victoria (GV) and Gymnastics Australia (GA) qualifications. Level 2 First Aid is required to be renewed every three years and CPR updated annually. Additional ongoing training is conducted once every three months in centre following internal training framework.

Programming & Gymnast Safety

Jets follows its own unique levels system for classes. This model follows an internal skill matrix for setting programming between testing competencies. Gymnasts are tested once every three months for skill competency which is correlated with lesson plans to safely progress gymnasts through skills. Programming accounts for age, training load, skill level, repetition, strength and quality required to safely learn higher level skills. We use the colours as identifiers of skill level meaning coaches can safely identify gymnast competency.

All programming including Sweet Peas, GymZone, NinjaZone and Squad is developed by experts in childhood development and are reviewed regularly and reviewed quarterly and in the event of accidents to mitigate risk.

Equipment and Facilities

Jets prides itself on going above any beyond industry and world standard in the layout of facility. We follow the GA National Facility Guidelines in with each gymnastics club. Jets follow required *Equipment set up guidelines* which includes spacing, layout, equipment type, and matting requirements.

Every centre is fitted with 300mm thick matting that is fixed in place between all apparatus. Additional safety matting is used to enhance safety. Centres conduct regular maintenance and safety checks which include daily checks in high risk areas, full facility assessment and reporting is required once every three months and in the event of an accident. Jets uses "Safety Culture" a risk management platform for all

equipment and facilities. This reporting system is shared across all locations and the facility management team are closely monitoring for trends with a rating system prompting checks based on risk. All facility and equipment risk is reported to head office.

Emergency Procedures

Every centre keeps a well-stocked first aid kit accessible and require all staff to be first aid trained (guide for high-risk workplaces is one first aider to 10 staff).

1. In the event of an accident, our staff will stop their class use first aid & CPR training to assess the incident.
2. In the case of a serious accident coaches will phone 000 and remain with the child following instructions of ambulance officer. (Coach to notify family after)
3. If emergency help is not required staff will administer first aid and have another coach supervise the class if safe to do so.

Suspected spinal injuries- Keep the person in a stable position (this may mean manually holding their head in place), not moving them, treating them for shock, keeping them warm, and following any instructions 000 give.

Serious accident involving apparatus- Close the area until review is completed by centre manager or senior leadership place the apparatus involved as out of order and cordon off the area. If immediate danger facility management may decide to remove the risk and decommission the area.

Emergency Evacuation- In the event of an emergency our team will follow an evacuation plan. We maintain an up-to-date emergency plan, including evacuation routes and assembly points. We regularly train staff on emergency response procedures.

Management, Reporting and Investigation

Jets follows a clear procedure for dealing with injuries, including reporting and investigation to prevent recurrence and improve practices. After an accident staff will do the following steps.

1. Accident report forms are required to be filled out any time first aid is administered this includes a parent copy with information on care and follow up referral to a doctor as well as insurance access. To be signed by the parent/guardian.
2. Incident reporting is required in the event of a serious accident or risk – reporting to centre manager is required for any serious accident. Incident report to be filled out by staff attending and one witness if applicable. The people to be contacted in order of priority are:
 - Staff > Centre Manager
 - Centre Manager > General Manager
 - General Manager > CEO
3. Work safe are notified under the reportable incidence requirements.

4. Families are contacted within 24 hours of the accident to maintain communication and ensure support is provided.
5. Investigation post incident:
 - Centre manager and leadership team to assess facility, programming, coaching and competency.
 - Senior leadership to assess facility, programming, coaching and competency.
 - Senior leadership to report and check in with the family in accordance with below.
- 5.1 An assessment of ongoing medical sports medical and related support services needs to be conducted and provided to individuals as required. A cooperative approach as how best to support the individuals is imperative.
- 5.2 Consideration should be given to staff members who have been involved in an incident. In particular, the provision of adequate leave given the unique demands of the work, and assistance with any increased workload should be provided. Access to EAP is provided and check in follow ups with HR.
- 5.3 A post-incident evaluation of the operational procedures provided in response to the incident should be conducted.
- 5.4 Consideration should be given to any ongoing media activities that occur in relation to the incident with families, staff and gymnasts.
- 5.5 Particular attention should be paid to maintaining relationships with those who provided assistance in the handling of the incident. There should be acknowledgement for the support provided.
- 5.6 An annual review of the Critical Incident Plan should be conducted.

Health and Hygiene

Jets promotes regular handwashing and cleanliness among members and staff, especially after using equipment. We clean and sanitize equipment and common areas regularly to prevent the spread of infections.

Reporting and Communication

Jets encourages the reporting of hazards, incidents, and near misses and maintains an open-door policy for concerns regarding health and safety.

Jets will regularly communicate safety updates and reminders to Club personnel. Safety is a feature of each weekly management team meeting and reporting is encouraged by all staff, members and children.

Mental health and well-being

Jets is dedicated to ensuring a culturally safe environment for all children and members, respecting their diverse needs and unique identities. Jets' commitment includes maintaining a professional atmosphere that is free from discrimination and harassment, treating all individuals with the utmost respect and dignity. Jets provides an environment where mental health and wellbeing is the first priority. Jets acknowledges the importance of psychological safety in recreation and participant wellbeing being a state of social, emotional and mental wellbeing and not just physical health.

Review and Improvement

Jets will review this policy annually and following significant incidents to ensure its effectiveness and relevance. Jets will seek feedback from members and staff to identify areas for improvement.

Policy Approval and Implementation

This policy will be reviewed and approved by Jets annually. All Jets activities will be conducted in accordance with this policy.

Policy authorised by:

Name: Tim Green

Position: CEO

Date: 17/01/2024

Next Review date: January 17th 2025

References:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017

Workplace Injury Rehabilitation and Compensation Act 2013

Critical Incident Policy- Gymnastics Australia

GA – National Facility Guidelines