

RISK MANAGEMENT AND SAFE OPERATING PROCEDURES

Risk Management Procedures

The Sport, Swimming & Aquatics Unit has an obligation to develop policies and guidelines, procedures and practices in consultation with instructors to minimise risk. The Unit also has a responsibility to provide ongoing training. All instructors have a responsibility to maintain a safe working environment and to identify and report hazards.

The Instructor in Charge must make available (in a readily accessible position) a hazard identification/reporting sheet. (see pages 56 – 58 Swimming and Aquatics Handbook) Procedures should also be in place for dealing with the hazard.

Safe Entry Practices

Refer page 57 of Swimming & Aquatics Handbook

Diving

The Instructor in Charge MUST ensure that instructors have the appropriate qualification to teach diving. A minimum depth at which to teach students diving is 1.8m.

Compact Jumps –

a minimum depth at which to teach students compact jumps is 1.8m

Emergency Procedures

The development of an emergency procedure is a priority task for the Instructor in Charge. A chart of important steps needs to be prominently displayed where activities are to be held. *See example and important points to consider on Pages 56 - 61 of Swimming & Aquatics Handbook.*

Regular practice of Emergency Procedures

These must be conducted with your instructors and with each class at the commencement of each swimming block. It is important that all students know that this is a practice and are reassured if they show concern.

Students with disabilities who are involved in a swimming program during the full year will need to practice the emergency procedure at the commencement of each term.

Consult your centre about its own centre policies and advise the management when practicing emergency procedures

The following checklist must be completed at the beginning of each program and then signed and filed for future reference.

EMERGENCY CHECKLIST

	YES
Are all Instructing and teaching staff aware of emergency procedures?	[]
Is a first aid available and accessible?	[]
Does the first aid kit meet OHS&W standards?	[]
Do all staff know the location of the nearest useable phone?	[]
Is a copy of emergency procedures displayed in a prominent place.	[]
Are emergency procedures discussed with all students at the beginning of the first session?	[]
Do all students know the emergency signal?	[]
Did all classes practise the emergency procedure?	[]
Have emergency procedures been reviewed in the last year?	[]

Signed
Instructor in Charge

Date

EMERGENCY PROCEDURES

INTERNATIONALLY RECOGNISED CODES

CODE RED: FIRE/SMOKE

- CALL FOR HELP/ NOTIFY SUPERVISOR
- DO NOT PUT YOURSELF OR OTHERS AT RISK
- KNOW WHERE THE NEAREST FIRE EXITS ARE LOCATED
- KNOW THE EVACUATION PROCEDURE
- KNOW THE EMERGENCY TELEPHONE NUMBER
- KNOW THE LOCATION OF A FIRE EXTINGUISHER TO USE IN THE EVENT OF A FIRE

CODE PURPLE: BOMB THREAT

IF YOU FIND AN UNUSUAL PACKAGE/OBJECT

- CALL FOR HELP/ NOTIFY SUPERVISOR
- DO NOT TOUCH IT
- REPORT THE FIND
- EVACUATE THE AREA
- KEEP THE AREA CLEAR

IF YOU RECEIVE A PHONE CALL OF A BOMB THREAT

- KEEP THE CALLER TALKING, NOTIFY SOMEONE ELSE
- ASK SET QUESTIONS
- WHERE IS IT
- WHAT IS IT
- TRY TO ASCERTAIN: AGE, ACCENT, CALM, MALE/FEMALE, USE OF LANGUAGE

CODE BLACK: PERSONAL THREAT

- CALL FOR HELP/ NOTIFY SUPERVISOR (IF POSSIBLE)
- DO NOT PLACE YOURSELF OR OTHERS IN DANGER
- OBEY OFFENDERS INSTRUCTIONS
- STAY OUT OF DANGER
- BE DELIBERATE IN YOUR ACTION, DON'T MOVE SUDDENLY
- MOVE AWAY IF POSSIBLE
- OBSERVE DETAILS ABOUT OFFENDER TO REPORT

CODE YELLOW: INTERNAL EMERGENCY E.G.: GAS LEAK, CHEMICAL SPILL, OR STRUCTURAL DAMAGE

- CALL FOR HELP/ NOTIFY SUPERVISOR
- DO NOT PLACE YOURSELF OR OTHERS IN DANGER
- CALL FOR ASSISTANCE
- NOTIFY RELEVANT EMERGENCY SERVICE
- PREPARE FOR EVACUATION

CODE BROWN: EXTERNAL EMERGENCY: GAS LEAK, CHEMICAL SPILL, MAJOR STORM WARNING, MAJOR INCIDENT

- CALL FOR HELP/ NOTIFY SUPERVISOR
- DO NOT PLACE YOURSELF OR OTHERS IN DANGER
- CALL FOR ASSISTANCE
- PREPARE FOR EVACUATION

CODE ORANGE: EVACUATION

- SUPERVISOR SHOULD NOTIFY OTHER STAFF AND PERSONS
- EVACUATE STAFF, PATRONS, TO A DESIGNATED EXTERNAL POINT
- HEAD COUNT (IF YOU KNOW HOW MANY PEOPLE WERE INSIDE)
- GAIN PERMISSION TO RE-ENTER

CODE BLUE: MEDICAL INCIDENT/EMERGENCY

- CALL FOR HELP/ NOTIFY SUPERVISOR
- CHECK FOR DANGER
- RENDER ASSISTANCE –
- RESPONSE, TOUCH AND TALK
- AIRWAY BREATHING, LATERAL RECOVERY POSITION
- CIRCULATION, PULSE IN THE NECK

UNCONSCIOUS PERSON: LEAVE ON THEIR SIDE, ENSURE AIRWAY IS CLEAR, AND CALL AN AMBULANCE

DISORIENTATED PERSON AFTER A FALL, ASCERTAIN IF THEY ARE IN PAIN. IF THEY ARE NOT MOVING, BUT CONSCIOUS, ASSESS THE SITUATION TO DECIDE IF AN AMBULANCE IS REQUIRED

MINOR INJURY, ASSESS AND MANAGE WITHIN LIMITATIONS

IF YOU ARE NOT SURE, CALL AN AMBULANCE

DOCUMENT ALL INCIDENTS.

WHEN CALLING AN AMBULANCE:

SA AMBULANCE (000)

PROVIDE THE DETAILS ABOUT :

- TIME AND LOCATION OF INCIDENT
- CONDITION OF PATIENT/S, WHAT HAPPENED
- IDENTITY, AGE AND KNOWN MEDICAL CONDITIONS OF PATIENT/S (IF POSSIBLE)
- LOCATION OF PATIENT
- NAME OF SUPERVISOR/ CALLER
- OTHER INFORMATION AS REQUESTED
- TIME AMBULANCE CONTACTE

IF THE INJURED/ILL PERSON DOES NOT WANT TO TRAVEL IN AN AMBULANCE, THEY CAN EXPRESS THAT TO THE AMBULANCE OFFICERS (WE ARE NOT LIABLE IF WE CALLED THE AMBULANCE AND THE PERSON DOES NOT USE IT)

**STAY CALM, AND ACT IN AN ORDERLY MANNER
NOTIFY SUPERVISOR AND OTHERS IF NECESSARY OF THE
EMERGENCY
TACKLE THE EMERGENCY APPROPRIATELY WITHOUT CAUSING
INJURY TO YOURSELF OR OTHERS
IF NECESSARY, FOLLOW EVACUATION PROCEDURE**

REPORTING ACCIDENTS AND INJURIES

Recording Near Misses, Potential hazards

A record sheet MUST be made available to Instructors to record “near misses’ and potential hazards. This record sheet must be kept in an easily accessible place and should be monitored on a very regular basis. Instructors in Charge should assess any comments recorded and determine whether action should or can be taken to rectify the potential hazard.

Reporting Accidents and Injuries

If an instructor is injured while working in a department program an ED 155 must be completed. Instructions for the Lodgement of a Workers Compensation Claim is provided on following page.

If a student or teacher is injured while participating in a department program the Instructor in Charge should record details of incident and keep on file for future reference. It is the responsibility of the school to complete the ED 155. Any severe incident should be reported to the Manager Sport Swimming & Aquatics.

Workers Compensation forms can be obtained from most Post Offices and News Agencies.

Instructions for the Lodgement of a Workers Compensation Claim

When an employee sustains an injury during the course of their employment which results in loss of time and/or an expense, they are entitled to claim for workers compensation.

Forms required to make a claim

Accident Injury Report Form ED155

This form is to be completed to report all accidents, regardless of whether the injury results in a claim for workers compensation. It should be completed within 24 hours of the accident.

Accident investigation report form, ED165

This form must be completed for all accidents which result in a claim.

Worker Report Form

This form must be completed by the injured employee and signed by the Instructor in Charge and the Manager Sport, Swimming & Aquatics.

The green **Notice of work related** injury and the red **Claim for compensation** sections of this form must be forwarded to the Manager Sport Swimming & Aquatics. The blue Worker's copy is retained by the employee.

An Employer Report Form

This form must be completed and signed by the Instructor in Charge and the Manager, Sport Swimming & Aquatics.

(the signature of the Instructor in Charge validates the lodgement of the claim not the determination)

Workcover prescribed Medical Certificate

An official Workcover medical certificate must be provided in relation to all claims for workers compensation. An ordinary certificate of sickness is not adequate.

The Instructor in Charge is responsible for ensuring that all of the above forms are forwarded to:

The Manager, Sport Swimming & Aquatics Unit.

Workers compensation forms can be obtained from most Newsagencies.

Occupational health, safety and welfare considerations

It is the responsibility of all swimming and aquatic staff to adopt safe work practices.

Swimming and aquatic staff must protect themselves against the sun if they are required to work outdoors. Staff are required to wear sunscreen, sunglasses, broad brimmed hat and shirt.

The Instructor in Charge is responsible for ordering these items from Supply SA. An order book is provided for each centre and these orders can be sent or faxed to:

Supply SA Distribution
PO Box 549
ADELAIDE SA 5000
Phone: 1800 150 216
Fax: 1800 150 081
Or
9 – 11 Desmond Ave,
MARLESTON SA 5033

Order well in advance.

Please Note:

If instructors prefer to provide their own safety equipment, they may claim reimbursement by using a General Purpose Claim Form (ED 161). Full reimbursement is available for sunscreen, but there is a maximum payment of \$20 for sunglasses and \$10.00 for a hat.

Workplace hazards

It is the responsibility of the Instructor in Charge to ensure that the work place is safe and free from hazards. Hazard inspections must be carried out on a regular basis. Refer to P64 of S&A Handbook for further details.

Disinfecting Snorkel mouthpieces and masks

Refer p 64,65 of S&A Handbook

Bowel Incontinence

Refer p 65 of S&A. Handbook.