

# Swimming Taranaki Incident Form

The purpose of this policy is to ensure that all practicable steps are taken to ensure that a safe and healthy working environment is established and maintained, and that we comply with the requirements and obligations contained in the Health & Safety at Work Act 2015 in the areas of:

- First Aid and primary care following accidents.
- Identification and management of work place hazards.
- Respond to 'Notifiable Injuries, Events and or Incidents'.
- Duty to keep records.
- Ensuring safe and healthy work practices.

Swimming Taranaki endeavour to:

- Control and mitigate all significant hazards.
- Be proactive in planning/implementing procedures for new hazards and potential emergencies.
- Provide health and safety training, resources and supervision.
- Investigate all reported incidents.
- Have maintained procedures for all members and volunteers.
- Ensure at least one trained first aider with a current certificate attend all Swimming Taranaki events where event venue staff are not available.
- At the commencement of each Swimming Taranaki event, Health and Safety information is provided to attendees including highlighting emergency exists and reminders to follow staff instructions in the event of an emergency.

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### RESPONSIBILITIES

1. Clubs are responsible for health and safety at meets and other events organised by clubs.
2. In general terms, managers of pool facilities have primary responsibility for health and safety for events held at their facilities, eg: in terms of water and air quality, spectator safety, changing and showering facilities etc.
3. ST shall maintain:
  - Hazard Register: a record identifying all hazards that pose a risk of harm to one or more individuals where onsite venue does not allow.
  - Incident Register: a record of all incidents of harm or near misses associated with an event organised by ST.
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4. ST roles and responsibilities for health and safety are:
  - a) H&S Coordinator, appointed by ST Board each year:
    - Receive reports of hazards and incidents and report these to ST Board with recommendations on how any hazards can be isolated, minimised, eliminated and mitigated.
    - Maintain the hazard register and incident register by recording all reports received and the action to be taken to address and hazard.
    - Liaise with ST Technical Committee, ST Board and Club committees on health and safety matters.
  - b) Event Manager of swim meets will be appointed by ST Board:
    - Maintain familiarity with this policy, hazard register and the incident register.
    - Prior to the start of an event:
      - Liaise with the pool facility staff to confirm evacuation procedures, discuss how hazards can be eliminated, avoided or minimised.
      - ST Administrator should where possible, include information from the facility in the meet programme.

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- Advise the Meet Director of health and safety information to be included in the briefing of club managers and officials.
  - Advise the Announcer of health and safety information to be announced over the PA system.
  - Prior to the start of a meet:
    - Identify any new hazards for the pool and surrounding venue and in conjunction with facility manager (where appropriate), devise an action to isolate, minimise, eliminate or mitigate the risk associated with each hazard.
    - Advise team managers and officials about evacuation procedures and any noteworthy or unusual hazards pertaining to that meet including actions to be taken to address those risks.
    - Appoint person(s) to monitor adherence with the warm up procedure.
    - During the meet, monitor and enforce compliance with measures to minimise risk.
  - After the meet:
    - Where a new hazard or incident is the responsibility of the venue, obtain a copy of the relevant report and submit it to the ST Health & Safety Coordinator.
    - Where a new identified hazard is the responsibility of ST, complete a hazard report and submit it to the H&S Coordinator and to the venue manager where appropriate.
    - Where a new incident is the responsibility of ST, complete an incident report whenever there is an incident of harm or near miss at an ST event, submit the report to H&S Coordinator.
- c) Team Managers:
- Advise the Meet Director of any swimmers who have special circumstances that may expose that swimmer to a higher level of risk than other swimmers and agree with the Meet Director on measures to be taken to minimise that risk.
  - Ensure that club members are familiar with, and comply with, health and safety rules and procedures pertaining to each meet.
  - Advise the Meet Director of any club member who is not complying with health and safety rules and procedures at a meet and who, in doing so, is potentially putting themselves or others at risk of harm.
- d) Coaches:
- Advise the Team Manager of any swimmer who has special circumstances that may expose that swimmer to a higher level of risk than other swimmers who in turn will then advise the Meet Director.
- e) Swimmers, Officials, Parents and Spectators:
- Take responsibility for their own safety and well-being
  - Comply with all rules and procedures specified in the programme or as advised by facility staff, meet director, ST Board & Staff, club manager or coach.
  - Advise the meet director of any significant hazard that does not appear to be adequately addressed and that poses a risk of harm.



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f) ST Board & H&S Coordinator

- Receive hazard and incident forms from the H&S Coordinator and decide on actions to isolate, minimise, eliminate and mitigate the associated risks.
- Advise on ways to improve management of health and safety at swimming events including possible amendment's to this policy.
- Take overall responsibility for health and safety of swimmers, officials, coaches, parents and spectators at events organised by ST.
- Ensure that this policy is published and distributed to ST Member Clubs, officials and coaches.
- Review of all H&S related reports and amend policies and procedures as necessary to provide for a safe environment at all ST events.

<b>Particulars of Incident:</b>		
Date:	Time:	Location
<b>Type of Incident</b>		
<input type="checkbox"/> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Environmental <input type="checkbox"/> Notifiable Event		
Reported By:		Phone
<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		Email
<b>The Injured Person:</b>		
Name:		Address:
Occupation:		
Age:	Phone:	
Was a Drug and/or Alcohol Test performed <b>Y/N</b>		Result:
Length of Employment:		<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
<b>Witness/s</b>		
Name:		Phone:
<b>The Incident:</b> Describe what happened (space overleaf for diagram )		
<b>Nature of Injury:</b> What part of the body is affected and how:		
<b>Property Damage:</b> What damage was caused and how:		
<b>Analysis:</b> What do you think caused or contributed to the incident?		



## Incident Record

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<b>Prevention:</b> <i>What action has been taken to prevent a reoccurrence?</i>	
Have all preventative actions been reviewed by management and completed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager Sign:	Date completed:
<b>Treatment:</b>	
A&E/Hospital:	Doctor:
Type of treatment provided:	
<b>Notification and Investigation (WORKSAFE PHONE: 0800 030 040 (24 hours))</b>	
WorkSafe advised by:	Date/Time:
Investigation conducted by:	Date/Time:
Hazard/Risk Register updated by:	Date/Time:

**In the event of a notifiable event, an Incident Investigation must be completed and submitted to WorkSafe**



Swimming Taranaki Hazard Register

Hazard	Potential harm	Significant hazard Yes/No	Eliminate	Isolate	Minimise	Action proposed	Completion	Frequency of monitoring
Wet Floors	Slipping, falling.	Yes			✓	Put up signage, put up cones or tape to limit access to the area.	✓	Ongoing

Injured Persons name:	
Event:	
Date of treatment:	
Time of treatment:	
Person giving first aid:	
Nature of injury:	
Treatment provided:	