

INFORMATION SHEET



EQUIPMENT SAFETY PRINCIPLES

1 Purpose

The purpose of this document is to detail the requirements relating to Gymnastics Australia's (GA) National Affiliation Standard 12 on equipment safety principles and procedures.

2 Background

Gymnastics is committed to providing a safe environment and a high standard of service, for all members, participants and visitors. Key to this is the provision of quality, well maintained and up to date equipment for all programs within Clubs.

To this end, the following Principles have been formulated to ensure that only appropriate equipment is acquired, existing equipment is well maintained and replacement guidelines seek to ensure that equipment provided for use in all programs is of a high quality and standard.

3 Definitions

Equipment; refers to all physical items used within the normal programs conducted by the Club.

Acquisition; refers to the identification and taking possession (either through purchase, loan or donation) of equipment required for the conduct of the Club's normal programs.

Maintenance; refers to the upkeep, fixing or altering of equipment required for the conduct of the Club's normal programs.

Replacement; refers to providing new or alternative equipment for unsafe, damaged or old equipment that is required for the conduct of the Club's normal programs.

Equipment Safety Checklist; refers to the relevant checklist or approved App within your State.

4 Principles

All clubs should have an Equipment Policy in place outlining replacement, acquisition and maintenance of equipment. Checking procedures with defined roles and responsibilities and a staff induction/education program, should also be implemented.



Equipment Checking Procedure

It is recommended that checks be conducted prior to the commencement of any sessions utilising equipment. It should be the Coaches' responsibility to complete and sign off on these checks.

Monthly checks should be conducted by a senior staff member at around the same time each month. It should be the senior staff members responsibility to ensure that an approved equipment safety checklist or app is completed, identifying any new or removed equipment or equipment requiring repair. Committee run clubs should consider completing the monthly checks just prior to a committee meeting to allow for an up to date equipment report to be presented.

Quarterly checks using an approved equipment safety checklist or app should be conducted by two senior staff together and should be more comprehensive than a daily or monthly check. Safety and emergency procedures and broader venue checks, should also be completed at this stage.

Please note that the completion and submission of an Equipment Safety Checklist is a requirement of Club Affiliation. National Affiliation Standard 12 – *Completion and submission of an equipment checklist is required in accordance with the relevant State Association and approved app.*

Equipment may also require maintenance attention between scheduled inspections. Should a Coach, other staff members or athletes notice maintenance requirements between scheduled inspections the equipment requiring maintenance should not be used and removed from the immediate access area with clear signage to indicate it is out of action and not to be used until such time as the maintenance required has been completed.

The relevant equipment safety checklist or app should also be completed to record and report on the equipment requiring maintenance and to outline to steps to be taken to repair it.

In addition to this, as a mechanism of ensuring even wear and tear on equipment, it is the responsibility of the Senior Staff member to suggest regular rotation (where possible) of all landing surfaces within the gym access area.

Senior staff members should also be conversant with the life expectancies of all equipment within the gym. Scheduled replacement should occur on a regular basis to prevent the standard of equipment provided by the Club to diminish. Annual and long term replacement schemes/programs should be implemented and documented.

Staff Training/Inductions

Clubs are expected to provide a safe environment through appropriate training of staff, volunteers and members with respect to the set-up, pack-up, use and storage of equipment. As such, an equipment and venue education program detailing the training provided to club personnel to ensure they gain specific knowledge and skills regarding the equipment and facilities used to perform their tasks is required.

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The following points should be used as a guide when developing in-house training for the staff, volunteers and members, to ensure that the relevant information is covered when training Club personnel. WHS considerations should also be factored in.

- **Setting Up Equipment:**
Detail any special rules or considerations that apply when setting up equipment.
- **Packing Away Equipment:**
Detail any special rules or considerations that apply for packing equipment away.
- **Adjusting Equipment:**
Detail any special rules or considerations that apply when adjusting equipment.
- **Lifting / Moving Equipment:**
Detail any special rules or considerations that apply when lifting or moving equipment.

If the clubs feels that it doesn't have the expertise or knowledge to develop in-house training they should seek expertise and or organise external companies to come in and train the staff, volunteers and members.

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