

Grammar Juniors Rugby Football Club

HEALTH & SAFETY MANUAL



PURPOSE:

To provide a healthy and safe environment for players, volunteers, coaches and spectators.

POLICY:

Grammar Juniors Rugby Football Club (GJRFC) is committed to providing a safe, welcoming and diverse environment for its members, who visit the club's location at Shore Road, Remuera, Auckland.

To provide a safe environment, GJRFC shall identify and manage any hazards, and take all practical steps to mitigate any issues that could arise from rugby activities within the park that could impact on its' members.

Everyone involved within GJRFC is encouraged to contribute to accident prevention by reporting potential dangers or risks. Accidents, incidents and near misses will be documented in an accident register, which is located in the GJRFC Storeroom.

Procedures

- Healthy and Safety will be included as an agenda item on the regular GJRFC committee meetings.
- The GJRFC committee, in conjunction with the Health & Safety Representative will review these policies on an annual basis, prior to the commencement of the playing season.
- The Health and Safety manual is communicated and made available to club members.
- Member emergency contact details are kept private and in a secure database.
- A record of accidents, incidents and near misses is kept on the clubrooms premises and or recorded into the Risk Management system (player injury).
- The Hazard Identification register is regularly updated by the GJRFC Health & Safety Representative.
- Team kit and gear bags contain first aid kits, appropriate to age group.
- A First Aid Kit is available within the GJRFC clubrooms.



Rugby Specific Hazards

GJRFC recognises that the greatest risk of harm is to its rugby players. The physical environmental conditions, pre-season training, scrummaging, tackling and foul play are all significant hazards.

The **Rugby Smart programme** is a specific computer based training programme for all people involved in the game (coaches, players etc.). Refer to www.coachingtoolbox.co.nz/rugbysmart for more information.

Role of the Team Manager

- To ensure players are aware of any hazards or significant health and safety issues arising during the game, at training or on tour
- To ensure H&S inductions are undertaken each year with newly contracted players
- Participate in all health and safety issues / areas as required by the Club
- To be actively involved where required in the rehabilitation / return to play for injured players (if required)

Role of Coach

- To ensure all players are aware of the principles of Rugby Smart and any significant hazards related to their playing position(s) or role in the game
- To understand and implement the principles of Rugby Smart and monitor the performance of players
- To ensure players are physically prepared to meet the physical demands of the game and their respective position as referred to in Rugby Smart
- To adhere to safe training procedures
- To assist with the production and annual review of the hazard register in particular in relation to training environments

Incident & Injury Reporting

It is expected that injuries will be advised to the Club within 48 hours of occurring and supporting documentation supplied so the incident can be investigated.

Claim / Incident Reporting Process

Injury is suffered. The incident / accident is reported to the GJRFC H&S Representative and an Incident and Accident Notification form is completed. This must be completed for all incidents irrespective of how serious. Details of the injury are recorded into Risk Manager and followed-up on until the case is closed.



Post-game / Competition Review

- As part of the weekend post-game or competition assessment, any significant health and safety issues will be noted and action undertaken as necessary. Any serious injury issues will also be advised to the NZR. Completion of Injury reporting form for entry into Risk Manager.

On-Site Tournaments

Safety briefings are conducted at all tournaments and events held at the Club. Information on how to report accidents / incidents should be included.

- Emergency procedure checklist is posted around clubhouse.
- The accident register is maintained.

Definitions

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside the club) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

Hazard Identification is the process of recognising that a hazard exists and defining its characteristics.

Hazard Assessment is the overall process of determining whether a hazard is significant.

Significant Hazard means a hazard that is an actual or potential cause or source of:

- Serious harm; or
- Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.

Harm means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.



NZRU SERIOUS INJURY REPORT FORM FOR CLUBS

for
TEAM COACHES, MANAGEMENT & REFEREES



To be completed by medical person or team Manager then given to club H & S officer to be loaded into Risk Manager within 48 hrs

Serious injury reports must be completed for the following injuries:

- Any head or neck injury that requires the player to be transported directly from the ground to an emergency department, hospital or after hours medical centre
- Any injury that results in the admission of a player into hospital after a game
- Any injury that is expected to prevent a player from playing for a period of 8 weeks or longer
- Any Blue Card that has been issued

A: INJURED PERSON DETAILS

1. First Name: _____ 2. Surname: _____ 3. NZRU Player Registration Number: _____
 4. Date of Birth: ___/___/_____ 5. Male/Female _____ 6. Playing Position: _____ 7. Team & Grade: _____

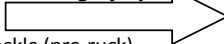
B: INJURY DETAILS

1. Date of Injury: ___/___/_____ 2. Time of Injury: ___:___ am/pm 3. Venue _____ 4. Match/Training (please circle one)

5. Type of Injury

Concussion
Blue Card
Fracture
Dislocation
Serious Joint
Other (specify)
Chest/Trunk

7. Event Causing Injury

Tackle 
 Post Tackle (pre-ruck)
 Scrum Engagement
 Scrum Collapse
 Lineout
 Ruck
 Maul
 Collapsed Maul
 Kicking
 Running
 Other (specify) _____

Tackle Specifics (please circle)

Was the injured player the **tackler/Ball carrier**?
 Was the tackle from the **front/side/behind**?
 How many players were involved in the tackle? **1/2/more**
 Was Foul Play involved? **Yes /No**

8. On-field Treatment Provider

Doctor
St Johns
Team Official
Referee Only
Other (specify) _____

9. Method of Leaving the Field

Ambulance
Stretcher
Other (specify) _____

6. Site of Injury

Head
Neck
Shoulder
Back
Arm
Thigh/Hamstring
Knee
Lower Leg
Other (specify) _____

10. Please provide a brief description of how the injury occurred:-

C: PERSON COMPLETING FORM INFORMATION

1. Name: _____ 2. Designation (referee, Coach, Manager etc) _____ 3. Phone/Mob: _____
 4. Email: _____ 5. Provincial Union: _____ 6. Club _____



GJRFC Hazard Register

Hazard Identification and Analysis

Action:

Hazard & Potential Harm:

Significant Hazard: Yes/No?

Eliminate: Yes/No

Isolate: Yes/No

Minimise: Yes/No

Controls required (including existing)

Person Responsible:

Date Of Action:

Completed By:



GJRFC Hazard Notification Form

Your Name:	Date:	Location:	Notification To:
Date Observed:			
Description of hazard including significance in your opinion:			
Describe any immediate action taken to mitigate:			
Your recommendations to control or eliminate the hazard:			
Signature of person notifying the hazard:			
Health & Safety Representative report and actions taken:			
Date entered into Hazard Register:			
Health & Safety Representative Signature:			

