



KSTP EQUIPMENT SAFETY PROCEDURE

PROCEDURE NAME: KSTP Equipment Safety Procedure
DATE OF ISSUE: March 2021
DATE OF REVIEW: March 2022
CONTROLLING BODY: KSTP Management

Commitment	KSTP is committed to ensuring we are providing a safe environment at a high standard of service for all members, participants and visitors. This will be achieved by ensuring our equipment is well maintained and/or replaced. KSTP will keep a register.
Definitions	<ul style="list-style-type: none"> • 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 clubs normal programs. • Maintenance: refers to the upkeep, fixing or altering of equipment. • Replacement: refers to providing new or alternative equipment for unsafe, damaged or old equipment. • Equipment Safety Checklist: refers to the relevant checklist from Gymnastics NSW.
Principles	This document and our practices to ensure equipment at KSTP is in safe and working order is in line with Gymnastics Australia Equipment Safety Principles document.
Equipment Checking Procedure	<ul style="list-style-type: none"> • Safety checks will be conducted prior to the commencement of any session utilising equipment. All coaches at KSTP are responsible to check and report any issues immediately to Club Manager. • Monthly checks will be conducted the same time each month by Jack Hemmings, a senior staff member. It will be the responsibility of Jack Hemmings to ensure that the Equipment Safety Checklist document is kept up to date with new or removed equipment and equipment that is flagged for repair is done. • Quarterly checks will be done by two senior staff together and be more comprehensive than a daily or monthly check. • An Equipment Safety Checklist is a requirement at the annual Club Affiliation, National Affiliation Standard 12 – <i>Completion and submission of</i>

	<p><i>an equipment checklist is required in accordance with the relevant State Association.</i></p> <ul style="list-style-type: none"> • In the event a piece of equipment is found to require maintenance by a coach, other staff member or athlete, the equipment requiring maintenance will not be used and will be required to be removed and clearly marked that it is out of action until it has been fixed. It will then be noted in the log book what action was taken to repair the item. • To ensure even wear and tear on mats, regular rotation of landing surfaces will occur through the gym.
<p>Staff Training / Inductions</p>	<p>As part of the staff / volunteer training at KSTP, information on the correct handling of equipment will be discussed including.</p> <ul style="list-style-type: none"> • Setting up and packing up equipment • Adjusting equipment • Lifting or moving equipment <p>The importance of reporting equipment deemed to be a hazard to the Club Manager immediately will also be highlighted.</p>