

SAFETY MANAGEMENT PLAN

Aim

1. The aim of this plan is to detail the mandatory minimum requirements to be in place for all sports for the KSSS competition. The following requirements are to be adopted by all Defence members coordinating or participating in the KSSS.

Supervision

2. All sporting teams and individuals are to be managed correctly. The requirements are as follows:

- a. each KSSS Sport Conducting Officer is to ensure that all teams participating during the competition have an affiliated team manager/coach proficient in the respective sport
- b. Planning and Conducting Officers for each individual sport are responsible for managing risk
- c. qualified First Aid members are to be present and must have current civilian qualifications or military first aid training.

Injury surveillance

3. **Team Manager.** The team manager/coach is to ensure that all injuries are recorded via Sentinel; the ARTC Safety Manager is to be assigned as the investigator for all injuries sustained during the KSSS. The team manager/coach is also responsible for the following:

- a. first aid is to be available at all times
- b. pre-participation screening of players prior to starting competition or training
- c. players are officially registered prior to participation
- d. administration support e.g. Transport, accommodation, rations are organised for participants
- e. providing the appropriate supervision and brief players on the Safety Plans and competition rules and conduct
- f. ensure players undertake proper and adequate warm-up procedures before each game. This should include gentle movement and mobility exercises, leg and shoulder stretches, back and torso stretches.

4. **Sport Planning and Conducting Officers.** The Planning and Conducting Officers for each individual sport are responsible for the following:

- a. first aid is to be available at all times
- b. experienced and accredited referees are available at all games
- c. equipment is checked, maintained and applicable to the sport

- d. venues are pre-booked and inspected for serviceability
- e. provide rules and conduct of competition to all officials, managers and players
- f. providing the appropriate supervision and brief players on the Safety Plans and competition rules and conduct.

Pre-screening

5. IOT plan a safe, beneficial and appropriate training program the coach must know the relevant medical history of all players and ensure that all players have a medical clearance, as the following conditions could be detrimental to a player's health:

- a. heart conditions
- b. diabetes
- c. blood pressure
- d. muscular or Skeletal problems
- e. asthma
- f. overweight
- g. prescribed medication e.g. blood thinners, antihistamines, ventolin, etc
- h. performance enhancing drugs (steroids).

During the game

6. All team managers/coaches and officials are responsible for the following:

- a. players **are not** to be under the influence of alcohol or drugs
- b. rings and jewellery including watches are to be removed or taped
- c. spectacles are to be removed, if possible wear contact lenses
- d. long fingernails and toenails are to be taped or trimmed
- e. earrings and body rings are to be removed
- f. clips and combs are to be removed from hair.

Protective sports equipment

7. The Team manager/coach and player must ensure that the correct protective equipment is worn. The following safety list can prevent new or re-occurring injuries:

- a. Mouth guards are mandatory. ADF members can obtain a free mouth-guard at their affiliated Dental Unit and they can help prevent the following injuries:
 - (1) a variety of dental injuries
 - (2) soft tissue injuries in and around the mouth

- (3) bone damage to the jaw.
- b. shin guards and ankle guards
- c. chest and shoulder pads
- d. protective headwear
- e. water polo caps. Caps not only identify team members but the ear guards will help to prevent a burst ear drum in the event of a ball hitting the side of a players head. Therefore caps with ear guards must be worn
- f. footwear, moulded or studded boots approved by governing body for AFL, Rugby League, Touch Football
- g. footwear, Netball footwear is to be suitable for wear on both indoor and outdoor surfaces. It should provide cushioning, support, and stability, and must maintain reasonable flexibility
- h. bandages and /or dressing may be worn to cover or protect any injury.

First aid requirements

- 8. Sports First Aid is an important injury countermeasure at sports competition and training. The following safety requirements are to be available:
 - a. medic or a qualified first aid member with first aid kit complete with gloves
 - b. ice packs
 - c. stretcher
 - d. emergency phone numbers for the civilian emergency services (000) are to be displayed and disseminated to all team managers
 - e. first aid kit - first aid kits are to be checked and refilled prior to arrival at ARTC as the medical centre at ARTC has no facilities to supply first aid stores.

First aid emergency response

- 9. In the instance of injury to competition participant the following actions are to occur dependant on the injury severity:
 - a. **PRI 1** – Call 000, and assistance given in immediate response by Contractor (TBC) until the arrival of civilian ambulance
 - b. **PRI 2** – Call 000, and assistance given in immediate response by Contractor (TBC) until the arrival of civilian ambulance
 - c. **PRI 3** – TBC.
- 10. All PRI 1 and 2 injuries are to be reported to the ARTC Duty Officer, Incident Manager and Safety Manager. Those determined to be Serious Injuries are to be reported to ComCare via phone at the early opportune time (within 24hr).
- 11. The OIC KSSS is to ensure all participants are comprehensively briefed WRT first aid responses whilst at ARTC.

Post injury/illness

12. It is important to treat, rest, and rehabilitate a player before returning to sport. The coach should educate players on the following:

- a. players must be made aware that they are to take responsibility to inform their coach of any current injuries or illnesses
- b. after an injury or illness, a player must provide a doctors or physiotherapist clearance prior to recommencing competition
- c. passive countermeasures such as strapping can assist in preventing recurring injury
- d. players should be prepared to stop playing immediately when a muscle problem/injury occurs.

Environment

13. Environmental conditions must be assessed prior to commencing and during the competition. The guidelines are as follows:

- a. hot or humid conditions:
 - (1) Conducting Officers are to operate a WBGT HSM throughout the duration of the competition
 - (2) fluids should be consumed regularly before, during, and after the game to prevent dehydration
 - (3) sun protection must be managed for outdoor sports
 - (4) competition is to cease during thunderstorms.
- b. cold conditions:
 - (1) observe players for the onset hypothermia
 - (2) avoid standing in exposed conditions for long periods of time
 - (3) competition is to cease during thunderstorms.

Referees and officials

14. The interpretation of the rules during matches is a key approach in the prevention of injury. The following regulations should be adhered to and in place:

- a. referees/officials are to be experienced and accredited
- b. set standards must be implemented regarding violence and foul play; and the appropriate sanctions must be applied for rule infringements.

Venues and sporting equipment safety list

15. The maintenance and safety of all playing venues and sports equipment are as follows:
- a. check the playing surface to ensure it is in reasonable conditions without potholes, obstacles or other objects likely to be a danger to players
 - b. for Water Polo check the pool to ensure it is in reasonable conditions without broken tiles or other objects likely to be a danger to players
 - c. clear all rubbish from surrounding area / sidelines e.g. broken glass, stones, lids from bottles/cans, etc
 - d. check that goal posts are secure and are adequately padded where required. Check for sharp edges that may be a cut hazard
 - e. for Water Polo check that goal posts can float and/ or are adequately secured so they will not come loose during play.
 - f. perimeter fences, spectators, vehicles, and unnecessary equipment must be away from the sideline/boundary and side of the pool
 - g. sports equipment must be checked for serviceability
 - h. the goal line, and other lines are to be clearly marked
 - i. balls must be correctly inflated.

Common injuries

16. The following is a list of common injuries that may be experienced in the sports conducted during the KSSS:
- a. **Head & Face.** Facial lacerations, fractures and concussions due to close physical contact between players and impact with playing surface or the ball
 - b. **Neck, back and spinal.** impact with other player or playing surface, commonly due to a result of poor playing or tackling technique
 - c. **Lower Body.** joint, tendon or ligament strain due to twisting motion or impact. Contusions due to impact with other players or playing surface. Soft tissue muscular trauma
 - d. **Upper Body.** joint, tendon or ligament strain due to impact or unnatural rotation/movement. Contusions due to impact with other players or playing surface. Soft tissue muscular trauma. Hand and finger lacerations and dislocations due to impact with other players, playing surface or the ball. Higher likelihood of shoulder pain with water polo players due to ball throwing and swimming/treading water.

RISK TOLERANCE SUMMARY

Objective/Mission: The ARTC 'K' series provides an excellent opportunity to foster competition and esprit de corps within the ADF.

Activity End State: Sport Series successfully conducted and all personnel return to unit without major injury or incident.

Course of Action Outline:

Activity Context / Wider Situational Awareness: Kapooka Sport Series consists of the playing of five modified / abridged sports; Australian Football, Rugby League, Touch Football, Netball, and Water Polo. The carnival will include the conduct of a post series function in Wagga Wagga.

Officer Planning the Activity:		<i>STP-L checked for updated profiles:</i> YES	
I	MARSTON (/CAPT)	8272279	
<i>Initials</i>	<i>Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Signature</i>
			<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Date</i>

Officer Authorising the Activity (OAA):	ENDORSED	OAA Risk Tolerance Thresholds
SJ JOBSON (COMDT ARTC/COL)	8244392	MISSION: - SUBSTANTIAL PERSONNEL: - SUBSTANTIAL RESOURCES: - SUBSTANTIAL REPUTATION: - SUBSTANTIAL ENVIRONMENT: - SUBSTANTIAL
<i>Initials Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	
<i>Transfer of Risks exceeding Tolerance has been confirmed? Yes / No</i>		
<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Signature</i>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Date</i>	

Officer Conducting the Activity:			
I	MARSTON (/CAPT)	8272279	
<i>Initials</i>	<i>Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Signature</i>
			<div style="border-bottom: 1px solid black; width: 100%;"></div> <i>Date</i>

Risks Exceeding OAA Risk Tolerance Thresholds

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event	Impact Category and Residual Risk Level	Risk Transfer Details
NONE				

Risks Inside OAA Risk Tolerance Thresholds

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event	Impact Category and Residual Risk Level	Risk Transfer Details
2.1	Physical Contact [Incorrect tackling technique or collusion may result in;]	PERSONNEL - Injury / Illness; Break / Fracture; Laceration; Concussion RESOURCES - Additional reliance on Medical Support	PERSONNEL - MEDIUM (12) RESOURCES - LOW (23)	
7.1	Faulty Equipment [During the conduct of the activity damaged equipment or PPE may result in;]	MISSION - Delay or Failure to complete activity PERSONNEL - Break / Fracture; Concussion; Injury / Illness; Laceration RESOURCES - Additional reliance on Medical Support REPUTATION - Adverse reputation to activity planning committee	MISSION - LOW (24) PERSONNEL - MEDIUM (13) RESOURCES - LOW (24) REPUTATION - LOW (24)	
12.2	Alcohol Consumption [Irresponsible consumption of alcohol during conduct of post competition activity may result in;]	PERSONNEL - Injury / Illness; Disciplinary / Administrative action; Civil infringement REPUTATION - Adverse Public Relations; Negative Media Coverage	PERSONNEL - LOW (23) REPUTATION - MEDIUM (15)	

13.1	Vehicle movement in vicinity of personnel [During the transportation of personnel for the activity, the close proximity of vehicle movement to personnel may result in;]	MISSION - Delay or failure to complete activity PERSONNEL - Death or serious personal injury; injury or disability RESOURCES - consequential damages, fines and penalties; Increased burden on emergency services; treatment, rehabilitation and compensation costs REPUTATION - Adverse media coverage; Adverse public relations; ComCare / Regulator reporting / Investigation; High Command Scrutiny	MISSION - LOW (22) PERSONNEL - LOW (17) RESOURCES - LOW (22) REPUTATION - LOW (19)	
11.1	Drowning [during conduct of the activity may result in:]	PERSONNEL - Death; injury/illness; DVA claims RESOURCES - treatment, rehabilitation and compensation costs; Unavailability of training resources REPUTATION - adverse public reaction; ComCare / Regulator reporting / Investigation / Inspection; diminished reputation of organising unit	PERSONNEL - LOW (18) RESOURCES - LOW (22) REPUTATION - LOW (19)	
12.3	Alcohol Consumption [After the activity individual operates a vehicle whilst under the influence of alcohol which may result in:]	PERSONNEL - Fatality; injury or disability REPUTATION - Adverse media coverage; Adverse public relations; ComCare / Regulator reporting / Investigation; diminished Unit reputation; High Command Scrutiny; Legal action	PERSONNEL - LOW (18) REPUTATION - LOW (19)	
6.1	Communicable disease [During conduct of the activity players that receive laceration injuries may be at risk of blood transfer which may result in;]	MISSION - Delay or Failure to complete activity PERSONNEL - Infectious disease; Long / Short term health implications RESOURCES - Additional reliance on Medical Support REPUTATION - Adverse Public Relations; Negative Media Coverage	MISSION - LOW (22) PERSONNEL - LOW (19) RESOURCES - LOW (25) REPUTATION - LOW (19)	

1.1	Climatic Conditions [During the conduct of the activity players may be exposed to increased heat which may result in;]	MISSION - Delay or Failure to complete activity PERSONNEL - Fatality; Heat exhaustion / stroke; Dehydration; Injury / Illness RESOURCES - Additional reliance on Medical Support REPUTATION - Negative Media Coverage; Adverse Public Relations	MISSION - LOW (24) PERSONNEL - LOW (20) RESOURCES - LOW (24) REPUTATION - LOW (20)	
8.1	Wet Surfaces [during conduct of activity causes a slip or fall incident/accident that may result in:]	PERSONNEL - Injury; longer-term injury or disability; MEC reclassification; Rehabilitation RESOURCES - treatment, rehabilitation and compensation costs REPUTATION - ComCare / Regulator reporting / Investigation / Inspection	PERSONNEL - LOW (20) RESOURCES - LOW (24) REPUTATION - LOW (24)	
14.1	Competitors Accommodation [During conduct of activity set up and movement through sited accommodation may result in:]	PERSONNEL - Injury / Illness RESOURCES - Additional reliance on Medical Support	PERSONNEL - LOW (20) RESOURCES - LOW (24)	
10.1	Failure to acknowledge or disclose medical or physical condition [prior to conduct of the activity failure to disclose medical or physical condition may result in:]	PERSONNEL - an exacerbation of injury; injury or disability; MEC reclassification; reduction in workforce and/or key skills availability; Rehabilitation RESOURCES - treatment, rehabilitation and compensation costs	PERSONNEL - LOW (20) RESOURCES - LOW (24)	
3.1	Repetitive upper and lower body activity [During the conduct of activity causes repetitive strain that may result in;]	PERSONNEL - an exacerbation of injury; fatigue; injury or disability; MEC reclassification; Rehabilitation RESOURCES - treatment, rehabilitation and compensation costs REPUTATION - ComCare / Regulator reporting / Investigation / Inspection	PERSONNEL - LOW (20) RESOURCES - LOW (24) REPUTATION - LOW (24)	

15.1	Inadequate handling of accidents/incidents [In the event of accident / incident inadequate handling / reporting may result in:]	PERSONNEL - Administrative and disciplinary action RESOURCES - consequential damages, fines and penalties REPUTATION - Adverse media coverage; Adverse public relations; ComCare / Regulator reporting / Investigation; High Command Scrutiny; loss of stakeholder confidence and engagement	PERSONNEL - LOW (24) RESOURCES - LOW (24) REPUTATION - LOW (20)	
9.1	Playing Surface [Inadequately prepared playing surface may result in:]	MISSION - Delay or Failure to complete activity PERSONNEL - Injury	MISSION - LOW (25) PERSONNEL - LOW (22)	
16.1	Mass Area Evacuation [During the conduct of the activity an event occurs which requires mass evacuation from the area which may result in:]	MISSION - Delay or failure to complete activity RESOURCES - Increased burden on emergency services; reallocation of resources REPUTATION - Adverse Media Coverage, Adverse public relations; diminished reputation	MISSION - LOW (22) RESOURCES - LOW (22) REPUTATION - LOW (25)	
4.1	Technical competence [During activity Incorrect / poor technique may result in:]	PERSONNEL - injury or disability RESOURCES - treatment / rehabilitation and compensation costs	PERSONNEL - LOW (23) RESOURCES - LOW (23)	
12.1	Alcohol Consumption [Irresponsible consumption of alcohol during conduct of competition may result in:]	PERSONNEL - Injury / Illness; Disciplinary / Administrative action REPUTATION - Adverse Public Relations; Negative Media Coverage	PERSONNEL - LOW (23) REPUTATION - LOW (23)	
5.1	Overuse / Insufficient recovery period [During the activity insufficient rest periods for players during and between matches may result in:]	PERSONNEL - Dehydration; Injury / Illness; stress fractures, compartment syndrome or other joint injuries RESOURCES - Additional reliance on Medical Support REPUTATION - Adverse reputation to activity planning committee	PERSONNEL - LOW (24) RESOURCES - LOW (24) REPUTATION - LOW (24)	

Risks Identified But Not Assessed

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event
NONE		

Facts and Assumptions

Description (Assumption/Fact)	Suggested/Method of Verification	Verified
NONE		

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PREFACE. This electronic tool and printable guidance forms part of a broader, standardised Defence risk management (RM) capability suite. This suite was developed to meet ComCare Enforceable Undertaking 2981 and is part of a continuous RM improvement process undertaken by the Chief of the Australian Defence Force (CDF) instantiated in 2007. The RM capability suite is developed to Defence specifications and is currently in use by the Australian Army and other Defence elements.

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