

Safety and Medical Emergency Policy

Statement:

The MRRC takes the health and safety of our members and volunteers seriously. The aim of the Club is to provide an environment which is as safe as possible for members and volunteers. This includes having a clearly documented plan that outlines the actions and processes that should be fulfilled in an emergency situation.

This document applies to all people involved with our club, including committee members, runners and volunteers and will be used in conjunction with other policy documents and materials the club uses to promote safe behaviours and practices.

Components of this Emergency Policy:

1. Prevention and Health promotion
2. Safety & Emergency Personnel
3. Emergency Communication
4. Safety & Emergency Equipment
5. Roles of Personnel
6. Medical Emergency Plan

1: Prevention and Health promotion:

- Where appropriate health and safety messages will be communicated to members prior to a run or via the Shoutout newsletter.
- Members need to take all reasonable precautions to ensure their own health and safety.

2. Safety & Emergency Personnel-

- There will be an overall Safety Coordinator for the Club and a Safety Officer for each town.
- The Group Leader and all first aid current members are suitable as emergency personnel.

3. Emergency Communication –

- Key contacts will be provided to all leaders at the start of each new running group.
- A contact list will be kept in the secure locker (or similar).
- In an emergency call 000 (or 112 if in limited mobile coverage).

4. Safety & Emergency Equipment-

- Portable first aid kits.
- A contents checklist will be provided for the first aid kits.
- Hi visibility vests
- Running lights
- Running route caution signs

5. Roles of Personnel

- All Leaders are required to have current First Aid and CPR certificates. These will be recorded on a data base and monitored by the Safety Coordinator.
- Where practicable the Group Leader will carry a First Aid kit on each run.
- It is the Safety Officer's role to ensure equipment is regularly checked and in date.
- If any first aid item is used the Safety Officer needs to be informed.
- Where reasonably practicable all Leaders will endeavour to promote the health and safety of the runners in their group.

6. Medical Emergency Plan:

Copies of the Medical Emergency Plan will be located in a secure locker, where available, and in the portable First Aid kits. The Medical Emergency Plan is a guide for any response to any medical emergency or injury. The Medical Emergency Plan should be enacted according to the following processes:

A: Chain of command/procedure.

- ✓ In an emergency the Group Leader will initially be in charge until emergency services arrive.
- ✓ The Group Leader will decide/delegate who will call the ambulance and who will meet the ambulance.
- ✓ The Group Leader or delegate will advise the Emergency Contact where the injury warrants this action.
- ✓ The Group Leader will record information about the incident using the injury recording form. Give a copy to the injured member and pass the completed form to the Safety Officer.
- ✓ The Committee will transfer the details on the form to the MRRC section of Sport Medicine Australia's 'Sports Injury Tracker' online site. See the MRRC Dropbox for access.
- ✓ Store the record here for seven years.
- ✓ The Group Leader or delegate will follow up with the injured person at an appropriate time.

B. Education, communication and information.

- ✓ Each Leader will be familiar with the Safety and Medical Emergency Policy through discussions and Leader Training.
- ✓ Where a medical condition is volunteered to the Club the relevant Leaders should be advised.
- ✓ Each Leader will notify the group of modifications or cancellation of runs in extreme weather conditions as per the club's Extreme Weather Policy.