



Health and Safety Plan



139-141 Varsity Parade
Varsity Lakes
Queensland 4227
Australia

Office: +61 7 5609 4441
Email: yvonne@oceaniaathletics.com
Website: <https://athletics-oceania.com/>

1.0 Policy

The Oceania Athletics Association Council are committed to the establishment and maintenance of the safe competition areas on which to carry out their events for the benefit of athletes, officials, spectators and administrators within that environment. It is the responsibility of the Oceania Athletics Association Council to implement this safety management plan. This policy relates to all events for which Oceania Athletics Association have full control and responsibility.

2.0 Introduction

Oceania Athletics competitions are conducted under the IAAF Competition Rules. Athletics events are considered high risk. Athletics events are generally carried out by athletes with some level of skill, though the degree of skill can vary considerably. Track and Field competitions take place in areas constructed of this purpose. Athletics equipment (throwing implements, throwing safety cages, hurdles, high jump bars and pole vault poles and bars) must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

Events must be sufficiently staffed by Technical Officials with suitably qualified officials in charge of the event.

It is key to the safety of all concerned that Technical Officials:

- Be fully briefed by the Competition Director/Meeting Manager before the start of each day of competition
- Assess the likelihood of danger/take appropriate action before the competition begins
- Remain alert and focused throughout the competition

Cross Country and Road Races are carried out in a non-stadia environment where other factors come into play. The principles for Stadia competition still apply, as do the Rules governing the sport.



3.0 Incident Reporting Form

Date	
Time of Incident	
Location of Incident	
Personal Details of Injured Person	<p>Name:</p> <p>Date of Birth:</p> <p>Sex: Female Male</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>
Support / Emergency Contact	<p>Name:</p> <p>Email:</p>
Injury / Effects Details	Nature of Injury:
Treatment	Treatment Given:
Description of Incident	Describe how accident happened:
Other Involvement	Were there any equipment, people or substances involved:
Damage	Was there any damage as a result?
Form Completed by	<p>Name:</p> <p>Signed:</p> <p>Date:</p>

3.1 Post Incident Notes – To be filled in by Health and Safety Manager

Prevention	How Can this be prevented in the future?
Hazards	Are there any other hazards identified as a result of this accident?
Action	What needs to happen next?

4.0 Summary of Safety Management Plan

This safety management plan endeavours to cover all situations that normally occur in an athletics competition. However, some situations may arise that are not covered by this safety management plan. If officials, volunteers, athletes discover situations that are not adequately covered by this safety plan, they are to notify the Competition Director and/or Meeting Manager immediately.

This Safety Management Plan has been prepared to provide the requirements necessary to actively manage safety. A Summary of those requirements are listed below

- To identify hazards
- To develop procedures, in conjunction with officials, volunteers and athlete. To eliminate, isolate or minimise each hazard
- To ensure those procedures are implemented
- To regularly monitor the competition area to ensure continuing implementation of these procedures and that these procedures are effective
- To ensure officials and athletes with the competition area are aware of these hazards
- To ensure officials and volunteers have appropriate training
- To ensure emergency procedures are established and those involved are clearly notified
- To ensure accidents are reported, investigated and any recommendation acted upon.

5.0 Basic Life Support Chart



6.0 Identifying Hazards

It is the responsibility of the Oceania Athletics Association Council that the environment in which an athletics meeting takes place is safe and complies with all relevant statutory provisions. To discharge this duty of care it is necessary to develop and implement a risk management strategy. Such a strategy must cover the welfare of all groups of people involved in the meeting including athletes, official's coaches, volunteers and spectators.

6.1 Definitions

Hazard – A hazard is something with the potential to cause harm to an individual. This can be an object, activity, substance or conditions. Examples of potential hazards at an athletic meeting include:

Objects – Throwing Implements, Athletic Equipment, running rail, running track, steeplechase water jump

Activities – running, jumping, throwing and walking

Substances – Water in the water jump, rain, hail,

Conditions – temperature, humidity, wind, lighting, level of light

6.2 Risk

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as below

Low – no or minimal likelihood of injury or harm

Medium – some likelihood of injury or harm

High – significant likelihood of injury or harm

6.3 Principles for developing a risk management strategy

- Risk Management strategy
- Collection and assessment of all relevant health and safety regulations
- Identification of hazards, those who might be harmed and how they might be harmed
- Risk evaluation (low, medium, high)
- Assessment of precautions and control measures
- Recording of findings
- Implementation of agreed precautions and control measures
- Review, and if appropriate, undertake a revision of the strategy

7.0 Details of the Safety Management Plan

Hazard Identification and risk evaluation

Figure 1.1 illustrates the hazard identification and risk evaluation procedure

Hazards

- Track surface and running rail
- Starting Blocks
- Hurdles
- Scoreboards, Lapboard, bell
- Break line
- Water Jump
- Electricity/photo finish cables
- Weather (extreme heat, cold, lightning)

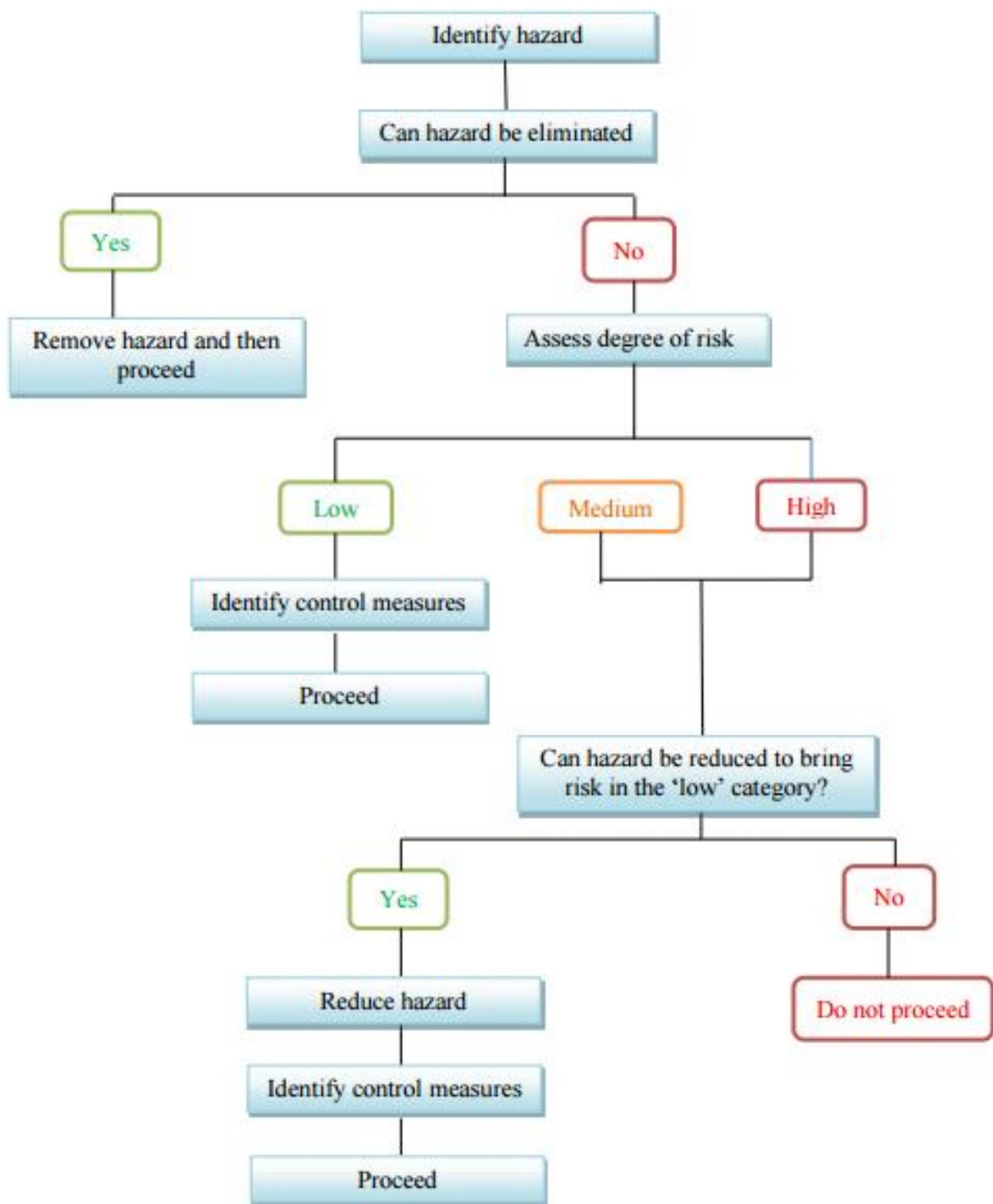
Field

- Scoreboards
- Run up areas and surrounds
- Take off boards
- Vault box
- Vaulting poles
- Standards and cross bars
- Landing pits
- Throwing circles
- Throwing cages
- Landing sectors
- Implements
- Electricity cables

General

- Level of light available
- Other athletes and officials (collision on the track and at field event sites)
- Warm up area

Figure 1.1 Schematic outline of the hazard identification and risk evaluation procedures



From the IAAF Competition Organisational Manual

Generic Risk Assessment – General

HAZARD	WHO / HOW AFFECTED	CONTROL MEASURES
Track	Athletes and Officials – Injury from slipping / tripping due to synthetic track that is damaged or worn out, or from objects on the track	<ol style="list-style-type: none"> 1) Inspect track regularly and ensure it is level, free of holes and adequately maintained 2) Sweep track regularly to remove debris 3) Encourage athletes to wear appropriate footwear
Officials and Other Athletes	Athletes – Injury from collisions with other persons	<ol style="list-style-type: none"> 1) Make an announcement prior to the start of each event that it is about to take place 2) Position Officials an adequate distance away from the start
Weather	Athletes and Officials – Injury from slipping on a wet synthetic track. Extreme heat, cold, lightning.	<ol style="list-style-type: none"> 1) Clean porous surface regularly to allow drainage 2) Inspect track regularly during meetings in wet weather 3) In case of heavy torrential rain, Thunder and Lightning and or extreme heat or cold stop the competition until lightning has passed the stadium.
Lighting conditions	Athletes – Injury from not being able to see other competitors, obstacles or dangers	<ol style="list-style-type: none"> 1) Ensure adequate lighting for meetings in hours of twilight or darkness

Additional points for Track Events

- 1) Areas of kerbing that have been removed to facilitate High Jump or Javelin should be placed in a safe area. They should be replaced immediately after the event is completed
- 2) Cones or flags used to mark the edge of the track must be carefully positioned so as not to cause a tripping hazard for athletes
- 3) Should there be a need for drinks to be provided during an event, the station should be positioned so as not to constitute a hazard to the competitors (i.e. put the station in lane 4 outwards)
- 4) The end of the running rail should be protected to avoid kicking with foot causing injury

Generic Risk Assessment - Track

HAZARD	WHO / HOW AFFECTED	CONTROL MEASURES
Starting Blocks	Athletes and Officials – Injury from slipping / tripping due to worn / poorly maintained blocks or incorrect positioning of blocks	<ol style="list-style-type: none"> 1) Inspect blocks regularly and ensure they are adequately maintained 2) Inspect blocks before use 3) Ensure blocks are firmly secured onto the track
Start	Athletes – Injury from collisions with other athletes encroaching on their lane	<ol style="list-style-type: none"> 1) Ensure blocks are correctly positioned in each lane 2) In Distance races ensure that the number of athletes does not exceed capacity of the facilities or the limits set by the relevant rules 3) Instruct athletes prior to the start of each race not to jostle or obstruct other athletes or impede their progress 4) In Steeplechase it is recommended that the first barrier taken in the race should be at least 5m in width
Kerb	Athletes – Injury from collisions with defective or improperly set-up hurdles	<ol style="list-style-type: none"> 1) Place sections of kerbing removed to facilitate Steeplechase, High Jump or Javelin in a safe area. They should be replaced after the event is completed.
800m Break Line	Athletes – Injury from collisions with other persons	<ol style="list-style-type: none"> 1) Ensure break line is clearly identified 2) Remind athletes prior to the start of the race of the relevant rule
Steeplechase Barriers (fixed and portable)	<p>Athletes and Officials – Injury from slipping on a wet synthetic track</p> <p>Officials, Ground Staff – Injury from incorrect handling / lifting of barriers</p>	<ol style="list-style-type: none"> 1) Inspect barriers regularly and ensure they are adequately maintained 2) Check uprights of barriers for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins) prior to use 3) Check top rail of barriers for secure fixings and that the surfaces are not damaged prior to use 4) Ensure barriers are correctly positioned

		5) Use safe manual handling practice when placing and removing barriers
Water Jump	<p>Athletes – Injury from not being able to see other competitors, obstacles or dangers</p> <p>Athletes, Officials – Injury from stepping on exposed taps or infection from contact with contaminated water</p>	<ol style="list-style-type: none"> 1) Inspect barrier and landing are regularly and it is adequately maintained 2) Check uprights and barrier for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjustable pins) prior to use 3) Check top rail of barriers for secure fixings and that the surfaces are not damaged prior to use 4) Inspect lining material on bottom of water jump for splits, bubbles etc. and repair any defects prior to use 5) Ensure water jump is full, i.e. water is level with the track surface and free from debris (keep the water jump empty except when in use) 6) Ensure water supply tap is concealed and covered 7) Clean and disinfect water jump when necessary 8) When the Water Jump is not in use the water jump pit should be covered

Generic Risk Assessment – High Jump and Pole Vault

HAZARD	WHO / HOW AFFECTED	CONTROL MEASURES
Run-up area (including track)	Athletes and Officials – Injury from slipping / tripping due to defective surface, or track kerbing being in the run way line	<ol style="list-style-type: none"> 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained 2) Clean run-up and area surface regularly to allow drainage 3) Place sections of kerbing moved to facilitate High Jump or other events in a safe area (replace immediately after the event is completed) 4) Encourage athletes to wear appropriate footwear 5) Pole Vault – ensure no obstructive check marks are placed on the runway 6) Pole Vault – Ensure that measuring tapes do not encroach on the runway
High Jump and Pole Vault Uprights	<p>Athletes/Officials – Injury from being struck by falling uprights</p> <p>Athletes – Injury from running into or landing on improperly set up or fallen up rights</p>	<ol style="list-style-type: none"> 1) Inspect uprights regularly and ensure they are adequately maintained 2) Ensure clamping screws are lubricated and easily adjusted prior to use 3) Ensure bases are stable and joined onto the uprights prior to use 4) Ensure cross bar supports face each other 5) Ensure uprights are properly positioned during warm up and competition 6) Pole Vault – Ensure winders and lower section of uprights are protected with foam or similar padding 7) Pole Vault – Ensure each upright base is secured
High Jump and Pole Vault Cross Bars	Athletes – Injury from splinters and sharp edges	<ol style="list-style-type: none"> 1) Ensure that only crossbars that conform to the IAAF rules and specifications are used 2) Inspect crossbars regularly and ensure they are adequately maintained 3) Ensure crossbars are undamaged and free of splinters prior to and during competition
Surrounds	Athletes – Injury from falling onto a hard surface or objects	<ol style="list-style-type: none"> 1) Ensure any hard surface within 2m of the sides and rear of the landing mats is covered with an impact absorbing material 2) Ensure no objects (such as scoreboards) are placed within 2m of the sides and rear of the landing mats 3) Be aware of any raised surface or objects around the landing area 4) Pole Vault – Ensure that the slope away from the box confirms to the IAAF rules and specifications
High Jump and Pole Vault Landing Mats	Athletes – Injury from defective, poorly maintained or incorrectly set up landing mats	<ol style="list-style-type: none"> 1) Ensure landing mats are correct size and otherwise confirm to the IAAF Rules and Specifications 2) Inspect landing mats regularly and ensure they are adequately maintained (with particular attention to impacted foam, tears and holes) 3) Ensure landing mat units are securely fastened together and are covered by an attached spike proof wear sheet prior to the start of competition 4) Ensure that when landing mats are placed on timber pallets or other objects, the relevant safety recommendations are followed 5) Ensure landing mat is covered with a waterproof cover to prevent rain ingress in wet weather

Weather	<p>Athletes – Injury from slipping on wet run up area</p> <p>Athletes – Injury from coldness and reduction in body temperature due to wet landing mat</p> <p>Athletes – Injury from hands slipping on poles, missing the landing mats (due to high winds)</p>	<ol style="list-style-type: none"> 1) Ensure run-up area surface is cleaned regularly to allow drainage 2) Sweep run-up area during competition to remove any excess water, grit or debris 3) Ensure landing area mat is covered with a waterproof cover to prevent rain ingress 4) Pole Vault – Avoid vaulting into the wind if possible 5) Pole Vault – Ensure that the athletes are competent enough to deal with the weather conditions
Lighting Conditions	Athletes, Officials – Injury from not being able to see event area layout, objects or other dangers	<ol style="list-style-type: none"> 1) Ensure adequate flood lighting for meetings in the hours of twilight or darkness
Warm-up / Competition	<p>Athletes – Injury from collision with other athletes</p> <p>Athletes, Officials – Injury from falling bar or falling onto bar</p>	<ol style="list-style-type: none"> 1) Supervise all warm-up and competition jumps 2) Ensure athletes whose approach runs conflict with other events are made aware of possible collisions 3) Ensure runway is kept clear when athletes are about to start their approach 4) Be aware of falling cross bar
Pole Vault Box	Athletes – Injury (and pole damage) due to defective box, box not flush with runway or incorrect back plate angle	<ol style="list-style-type: none"> 1) Ensure box conforms to IAAF rules and specifications 2) Inspect box regularly and ensure it is adequately maintained 3) When not in use the box should be covered
Poles	Athletes, Officials – Injury from pole breaking or falling onto officials	<ol style="list-style-type: none"> 1) Inspect poles regularly to check for damage 2) Prevent poles dropping onto hard surfaces 3) If possible, poles should be caught after each vault 4) Be aware of falling Poles

Generic Risk Assessment – Long Jump and Triple Jump

Runway	Athletes and Officials – Injury from slipping / tripping due to defective surface, or objects on the runway	<ol style="list-style-type: none"> 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained 2) Clean run-up and area surface regularly to allow drainage 3) Ensure no obstructive check marks are placed on the runway 4) Ensure that measuring tapes do not encroach on the runway
Take-off boards and blank boards	<p>Athletes– Injury from slipping, tripping on inappropriate or defective take-off/blank boards, slipping off top plasticine insert blanking boards</p> <p>Officials – Injury from lifting ill-fitting, insert boards and blank boards or use of incorrect lifting implements</p>	<ol style="list-style-type: none"> 1) Ensure that the take-off board, plasticine insert board conform to the IAAF rules and specifications. 2) Ensure that the insert boards are capable of being adjusted so as to be stable and level with the runway 3) Ensure the plasticine boards fit adequately without being too difficult to remove 4) Ensure that the board lifting implements are available and suitable for the purpose of lifting the boards 5) Clean off insert board recesses 6) Clean and grease adjustable bolts with recesses 7) Clean and grease adjustable bolts on insets.
Landing Area	Athletes – Injury from landing on compacted sand, extraneous objects or concrete edging of landing area	<ol style="list-style-type: none"> 1) Ensure that only sand that will not cause injury to an athlete will be used 2) Ensure that the sand is dug over prior to competition 3) Check that the landing area is free of dangerous extraneous material 4) Ensure that the edges of the landing areas are covers with an impact absorbing material 5) Ensure that the level of the sand is level with the runway and track surface 6) Ensure that there are no fixed barriers that could impede athletes exiting the landing area 7) Clean and disinfect sand when necessary

		<ul style="list-style-type: none"> 8) Ensure that the landing area is covered when not in use 9) Rakes and brushes used for levelling and cleaning should be kept away from the landing area and prongs of rakes should face the ground
Surrounds	Athletes – Injury from falling onto a hard surface or objects	<ul style="list-style-type: none"> 1) Ensure that any hard surface within 2m of the sides and rear of the landing area is covered with an impact absorbing material 2) Ensure that no objects (such as scoreboards) are placed within 2m of the sides and rear of the landing area 3) Be aware of any raised surface around the landing area
Warm-up/Competition	Athletes – Injury from collision with other athletes	<ul style="list-style-type: none"> 1) Supervise warm up before competition 2) Ensure runway is kept clear when athletes are about to start their approach
Lighting Conditions	Athletes, Officials – Injury from not being able to see event area layout, objects or other dangers	<ul style="list-style-type: none"> 1) Ensure adequate flood lighting for meetings in hours of twilight or darkness
Weather	Athletes, Officials – Injury from slipping on wet surfaces	<ul style="list-style-type: none"> 1) Ensure runway surface is cleaned regularly to allow drainage 2) Sweep runway during competition to remove any excess water, grit or debris

Generic Risk Assessment – Shot Put, Discus, Hammer

Circle	Athletes – Injury from slipping due to defective surface or materials in the circle; stepping on defective metal rim of circle or stop board (Shot Put)	<ol style="list-style-type: none"> 1) Inspect circle regularly to ensure it is level, free of holes, worn or damaged areas, that the metal rim has no protrusion or shards of metal and that it is adequately maintained 2) Ensure that circle is free of dirt, grit and standing water during competition (sweep if necessary)
Implements	Athletes, Officials – Injury from handling a defective implement or being struck by one	<ol style="list-style-type: none"> 1) Check implements before the event and at the commencement of each round to ensure they conform to the rules and are not damaged in such a way as to cause injury and are adequately maintained 2) Ensure holes in the sector are filled level with the ground so to avoid damage to implements and to prevent injury to officials
Weather	Athletes/Officials – Injury from slipping on wet surface	<ol style="list-style-type: none"> 1) Ensure circle surfaces is cleaned and drains are cleaned regularly to allow drainage 2) Sweep runway during competition to remove any excess water, grit or debris 3) Provide coir mats for wiping shoes in wet weather
Lighting conditions	Athletes, Officials – Injury from not being able to see event area layout, objects or other dangers	<ol style="list-style-type: none"> 1) Ensure adequate flood lighting for meetings in hours of twilight or darkness
Warm-up/Competition	Athletes, Officials – Injury from being hit by an implement	<ol style="list-style-type: none"> 1) Ensure the central throwing is roped off and access is controlled during the warm-up and competition 2) Supervise all warm-up and competition throws 3) Ensure each athlete throws in turn and from the runway only
Cage – Discus/Hammer	Athletes, Officials, Spectators – Discus/Hammer escaping due to defective, poorly maintained or improperly set up cage	<ol style="list-style-type: none"> 1) Ensure that cage is constructed and erected in accordance with the IAAF rules and specifications 2) Inspect cage regularly for damage to the net structure and ensure it is adequately maintained 3) Secure or ballast netting at ground level as appropriate 4) Ensure netting hangs vertically from gallows arms and is not tied to the uprights, particularly at the mouth 5) Check that netting tension, when erected, has sufficient retardation and minimal bounce 6) Ensure all Officials and Athletes maintain a safe distance from the netting 7) Ensure that gates, where fitted, are correctly positioned for each throw, including warm up trials

Generic Risk Assessment – Javelin

Runway	Athletes – Injury from slipping/tripping due to defective surface or objects on the runway	<ol style="list-style-type: none"> 1) Inspect runway regularly and ensure it is level, free of holes and adequately maintained 2) Clean runway surface regularly to allow drainage 3) Ensure that where track kerbing is in the runway line, it is removed whilst the event is in progress 4) Ensure no obstructive check marks are placed on the runway 5) Ensure that measuring tapes do not encroach onto the runway 6) Encourage athletes to wear appropriate footwear
Implements	Athletes, Officials – Injury from handling or being struck by a javelin	<ol style="list-style-type: none"> 1) Check javelins before the event and at commencement of each throw to ensure they conform to the rules and that they are serviceable, particularly the grip and profile
Weather	Athletes/Officials – Injury from slipping on wet surface	<ol style="list-style-type: none"> 4) Ensure runway surfaces and drains are cleaned regularly to allow drainage 5) Sweep runway during competition to remove any excess water, grit or debris
Lighting conditions	Athletes, Officials – Injury from not being able to see event area layout, objects or other dangers	<ol style="list-style-type: none"> 1) Ensure adequate flood lighting for meetings in hours of twilight or darkness
Warm-up/Competition	Athletes, Officials – Injury from being hit by an implement	<ol style="list-style-type: none"> 4) Ensure the central throwing is roped off and access is controlled during the warm-up and competition 5) Supervise all warm-up and competition throws 6) Ensure each athlete throws in turn and from the runway only

Additional Points for Throwing events

1. All Officials and Athletes in and near the competition area must be aware of the need for concentration at all times.
2. Practice throws are not allowed outside the circle and are only allowed when there are officials present at the competition site.
3. The implements must be returned by carrying and not throwing or rolling along the ground

These risk assessments have been taken from: IAAF Competition Organisational Manual – A Practical Guide.