

## **Extract from MSA Safety Policies and Procedures**

### **2.4 Club Responsibilities**

It is a requirement of affiliation that clubs adopt and practice the minimum safety standards detailed in the MSA National Safety Procedures Each club is required to:

- Provide up-to-date information to its members about the safety and first aid facilities (including emergency telephone) available at all pools used by the club in a Medical Emergency Response ;
- Encourage and assist swimmers in obtaining lifesaving awards;
- Record all incidents by completing an Injury Report Form immediately after an incident and forward a copy to the Branch Safety Co-ordinator, or if the Branch does not have a Safety Coordinator, to the Branch Secretary/Administrator/Executive Officer.

All MSA Clubs shall prepare a Medical Emergency Response Plan and support club members to train as outlined in the MSA Medical Emergency Response Procedures (available on MSA website).

### **2.5 Minimum Medical Standards**

No activity should proceed unless a person of the appropriate safety skill for the Category of event is present.

#### Category 1 – Club Activities

- Persons who hold a current First Aid Certificate and a current CPR certificate to Australian Resuscitation Council (ARC) Standards must be present, and a Medical Emergency Response Leader who is fully aware of the emergency procedures for the pool and familiar with the MSA National Safety Policy and Procedures
- Ensure that the First Aid area is clearly identified, fully equipped, and readily accessible.

#### Category 2 – Inter-Club Swim Meets

- Establish the requirements of Category 1; plus
- Ensure that a clearway exists for Ambulance access.

#### Category 3 – relates to State/National/International events

#### Category 4 – Open Water Event

- Appoint a suitable number of people who hold a current First Aid Certificate and a current CPR certificate to ARC Standards (eg St. Johns Ambulance, Nurse, Medical Doctor, Royal Life Saving Society, Surf Life Saving Association), and a Medical Emergency Response Leader who is fully aware of the emergency procedures for the location and familiar with the MSA National Safety Policy and Procedures.

# Mornington Peninsula Masters Swimming Club

## Injury Report Form

To be Completed by Session coach or Event Coordinator

Name and Address of Injured Person: .....

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Date, Day and Time of Incident: .....

Location of Incident: .....

Describe Nature of the Injury:

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Describe How the Injury Occurred:

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Were Centre Management Notified:      Y / N      Time:

Were Emergency Services contacted:      Y / N      Time:

Did Emergency Services attend:      Y / N      Time:

Was first aid provided:      Y / N      By Whom:

Name and Address of any witnesses to the Incident:

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Signature of Coach/Event Co-ordinator

Please send copy of this report to Mick Cummins, Club Safety Officer