



## RISK MANAGEMENT AND SAFETY CHECKLIST

To demonstrate that your organization has an effective Risk Management Program in place, it should be able to answer **YES** to the following questions.

Does your Rugby League organization:	Yes	No
Have a documented Safety and Risk Management Program that identifies hazards, evaluates risks and controls risks?		
Ensure personnel / members are aware of the program and use it?		
Have documented policies and procedures in place, with all personnel aware of their existence, understanding them and using them?		
Have responsibilities defined in regard to safety and the management of risk e.g. specified in job descriptions?		
Include Safety and Risk Management on its Management Committee meeting agenda at least every three months?		
Report on discussions in regard to Safety and Risk Management in meeting minutes?		
Have a Safety and Risk Management position or responsibility included in its management portfolios?		
Make the identity of this Safety and Risk Management officer known to all members, inviting them to refer safety issues to that officer?		
Have management periodically evaluate the effectiveness of the Safety and Risk Management system through review meetings, statistics & incident reports?		
Effectively communicate risk and safety information through all levels of the sport e.g. newsletters, meetings etc?		

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	<b>Does your Safety and Risk Management program include the following YES/NO elements?</b>	<b>Yes</b>	<b>No</b>
Policies	Policies that address: physical/health hazards e.g. infectious diseases, climatic conditions, head injuries, non physical/health hazards e.g. member protection, discrimination, harassment, child protection, codes of conduct and complaints handling.		
Personnel	Appropriate procedures for the recruitment of coaches, officials, first aid staff etc. Procedures must address the following issues: Accredited personnel education/accreditation updating, job descriptions, codes of conduct, police checks for child protection, performance reviews.		
Participation	Appropriate guidelines regarding participation e.g. the use of waivers, children in sport, safeplay code, codes of conduct, protective equipment and rules of the game.		
Player Preparation	Appropriate practices in place in regard to preparing players for participation in Rugby League e.g. planning of programs, screening, pre-participation physical conditioning, skills training and supervision.		
Injury Management	Appropriate practices in place in regard to prevention, treatment and management of injuries. This should address the following issues: first aid plans and policies, first aid resources, emergency treatment e.g. spinal injuries, treatment facilities, injury referral, treatment administration, return to rugby league after injury, record keeping, data collection and usage.		
Facility / Equipment Safety	Periodic safety inspections of all facilities and equipment (with checklists). Must address the following: regular major inspections of all facilities and equipment, pre-activity inspections, compliance with standards, signage, lighting, fire, safety evacuation/emergency plans, disabled access, security equipment positioning, use of protective equipment, use of barriers and hygiene.		
Contracts	Awareness of and compliance with the terms of contractual obligations. Must address the following: contract administration, review of contracts prior to execution and complying with terms of contracts.		
Legislation and Standards	Awareness of legislation and standards to which the organization must comply. Must address the following: a compliance review program, complying with legislative requirements and legal advice sought where necessary.		

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