



TARGET RIFLE SOUTH AUSTRALIA INCORPORATED.

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ILLNESS, ACCIDENT & EMERGENCY POLICY

Rationale:

The Management of Target Rifle South Australia recognises that illness, accidents and emergency situations can occur at any time, without warning. Our sport has enjoyed an accident-free history, however, this is not a reason to be complacent about the future, nor the fact that emergency situations can arise at any time, especially given the fact that many of our members are aging and therefore could require emergency assistance.

Accordingly, the following policy devised by Target Rifle South Australia will apply immediately.

Aim:

This policy is to ensure a safe environment for our members and visitors. This policy applies to all members, administrators, officials, coaches, players and visitors of TRSA Inc.

Policy:

a) *Illness or Accident:*

- 1 In the event of minor accident, requiring nothing more than cleaning and a band-aid, first aid requirements will be found in the first aid kit located in the area near the toilet doors. Please include what items were used from this kit in your Incident Book report to ensure that supplies are replaced.
2. In the event of illness where a member or visitor has been taken home, or has returned home himself, please record this information in the Incident Book in case further reference is required to this occurrence.
3. In the event of serious illness or accident, IMMEDIATELY call for an ambulance DIAL 000 - and apply immediate first aid. DO NOT attempt to take the person to the hospital in your car, or in the car of another member. Do fill in all details of this in the Incident Book.

b) *Emergency*

- 1 In the event of fire, the smoke alarms may be set off. These alarms are not connected to the security system. Please:
 - i. Leave the building by one of the exits, and proceed to the nearest Emergency Evacuation Security area. See the Emergency Evacuation Procedure Plan.
 - ii. Call the Fire Brigade – DIAL 000.
 - iii. If you are near the source of the fire and can use an extinguisher on it, please do so, but do not attempt to do this if the fire has gotten out of control.
- 2 In the event of an emergency, the Range Official will direct members accordingly.

In the event of illness, accident or any emergency situation, the incident must be written into the Incident Book which will be situated in the foyer near the sign-in book.

IN THE EVENT OF ANY SERIOUS EMERGENCY E.G. IF AMBULANCE, FIRE BRIGADE OR POLICE ARE CALLED, THE CEO, PRESIDENT OR SECRETARY MUST BE NOTIFIED IMMEDIATELY.

PHONE NUMBERS FOR THESE OFFICERS ARE LISTED ON THE CONTACT LIST IN THE ADMIN OFFICE WINDOW.