



Health and Safety Policy

PURPOSE

To provide a safe and healthy tennis club environment for all, including but not limited to members, guests, volunteers, instructors, coach(es), and staff. This policy encourages everyone to take a role in accident and/or incident prevention and provides an environment that fosters mutual respect and relationships free of abuse.

SCOPE

See Policy Against Violence, Harassment, Discrimination and Bullying and Workplace Hazardous Materials Information System (WHMIS) and Social Media Policies for details.

POLICY

The Kingston Tennis Club (KTC) is committed to keeping all people associated with the club safe, and to managing any accidents and/or incidents in a manner which minimizes harm to individuals and the club.

- Everyone involved with the KTC is encouraged to contribute to incident prevention by reporting to club manager, steward, camp director or KTC board director potential risks or hazards as soon as possible.
- The KTC will have first aid equipment (including an AED) and at least one first aid trained tennis instructors/pros, coach(es), and staff available on site during regular working hours, organized events and training sessions. The training must be by an accredited provider such as the St. John Ambulance's Emergency First Aid CPR-A & AED.
- In the case of an incident, instructors, coach(es) (staff and independent contractors), volunteers and/or staff will act on the side of caution and will seek medical assistance if necessary (call 911).
- KTC instructors, coach(es) (staff and independent contractors), volunteers and/or staff will utilize personal protective equipment when required (e.g., use of safety goggles or ear protection when mowing the lawn).
- Accidents, incidents and near misses which occur at the club will be documented on an KTC Incident and Injury Report Form located in Appendix 1 of the Steward Handbook. Filled out forms will be kept in the KTC Kiosk and will be reviewed each April and periodically throughout the season by the Facilities and Operations

KINGSTON TENNIS CLUB (KTC)



Committee with recommendations to the KTC Board as required to inform any necessary risk management strategies.

- The KTC is a smoke-free organization. As per the Rules of Conduct:
 - Smoking of any kind including vaping, e-cigarettes, is strictly prohibited anywhere at the tennis club.
 - No liquor or other alcoholic beverages are allowed on the courts.

BEST PRACTICES TO SUPPORT EVERYONE'S SAFETY

- Encourage all members, instructors, coach(es), volunteers and staff to adopt a health promotion approach to everyone's welfare including good warm-ups, hydration, sun (UV) protection, and injury management practices.
- Communicate policy contents to members through newsletters, emails and/or registration forms encouraging everyone to take a role in accident and/or incident prevention.
- Collect emergency contact details from members at Registration. This information will be held in a secure database and is to be used only in the case of an emergency. (Treasurer to include on Registration page)
- Keep a record of who amongst its instructors, coach(es), volunteers, and staff are First Aid qualified including the expiry date of their qualification. (Club Manager)
- Check maintenance dates on fire extinguishers and inform the relevant authority if action is required. Fire extinguishers are located in the main lobby and in the clubhouse (i.e., Wilson Room) by the patio doors. (Club Manager)
- Check and replenish first aid kits prior to season commencement and replace any out-of-date items, as required. First aid kits are in the KTC Kiosk and in the clubhouse by the kitchen. An AED device is available by the water fountain with back-up battery and pads held in the KTC Kiosk. (Club Manager)
- Conduct a safety briefing or sharing of documents (i.e., Club Manager or a qualified Board Member) at the start of the season for all KTC Board members, instructors, coach(es), volunteers, and staff, and include information on how to report incidents.
- Post an Emergency Procedure in the main lobby and in the clubhouse (i.e., Wilson Room) which includes gathering place on Court 6 by the gate should people need to evacuate the clubhouse.

KINGSTON TENNIS CLUB (KTC)



ROLES AND RESPONSIBILITIES

- The KTC Governance Committee will review this policy annually with recommendations to the KTC Executive and Board as necessary.
 - The KTC Club Manager will oversee implementation of the policy on a day-to-day basis.
 - The KTC Facilities and Operations Committee will provide oversight of the implementation of this policy to ensure compliance and provide advice as required.
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NOTES

- From the Canadian Centre for Occupational Health and Safety:
 - The term “incident” can be defined as an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.
 - The term "accident" is also commonly used and can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.
 - Some make a distinction between accident and incident. They use the term incident to refer to an unexpected event that did not cause injury or damage that time but had the potential. "Near miss" or "dangerous occurrence" are also terms for an event that could have caused harm but did not.
- As a “713940 Fitness and recreational sports centres”, the KTC falls under “Class 0 Leisure and hospitality” and is not mandated to provide Workplace Safety and Insurance Board (WSIB) coverage.