



Rationale

The OSGA (Ontario Senior Games Association) through its promotion of an active lifestyle for 55+ adults recognizes the need to promote safety and awareness in all areas of OSGA endeavors. This includes 55+ adults involved in both active and passive games as well as those involved in planning and conducting events and meetings. However, from time-to-time accidents will occur and in the interests of both preventing accidents and reacting to accidents establishes the following policy guidelines to assist those working with 55+ adults.

Policy Guidelines

1. All event organizers are encouraged to take a proactive approach to ensure game and meeting sites are safe by:
 - a. inspecting a site and removing or marking any possible hazards;
 - b. ensuring emergency phone numbers are on file at the site;
 - c. inspecting and ensuring all game equipment is in a workable condition and replacing items that are not in proper working order;
 - d. ensuring first aid equipment and personnel are on location;
 - e. ensuring all outside parking and walk areas are safe;
 - f. ensuring lighting and airflow is adequate;
2. From time-to-time conducting workshops to remind volunteers, staff and participants of the need to be safe.
3. Accidents, no matter where or when they occur, in relation to your event or meeting have to be of concern to the person in charge.
Be aware of the following:
 - a. if the person was injured on the way to or from the event or meeting;
 - b. if the person was injured at the meeting site prior to or following the event;
 - c. if the person was injured during the event.
4. If a person is involved in a situation likely to cause injury, assume it has caused an injury and act accordingly. Quite often the person will claim they are not hurt, as the person in charge, make sure.
5. Complete the OSGA EVENT INCIDENT REPORT in all cases where a person has been injured may or should have been injured or is likely to notice injuries later on.
6. Complete the EVENT INCIDENT REPORT (see schedule A) immediately while you have the injured party at hand. If the person leaves, it is difficult to get the information needed. Remember reports completed within 48 hours are considered evidence and reports completed after 48 hours are considered "heresy".
Incident reports are prepared in contemplation of litigation and are designed to assist in the defense of the problem, accident or claim. (Be accurate, clear and legible)



7. Copies of the completed Incident form should be kept on file by the District and the OSGA.
See attachment 1 for Incident Report Form.

8. Only those who have paid affiliation fees or signed a waiver form as a volunteer are covered by the OSGA insurance policy.. It is therefore incumbent on all district organizers to ensure all participants in games are registered with the OSGA as having paid OSGA Affiliation fees and have completed the appropriate **WAIVER FORM**. Attachment 2

Administration

This policy shall be administered by the OSGA President at any OSGA related meeting or event.

Policy Revised

2016 06 28

OSGA President

Gail Prior

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