



## **Canadian Fencing Federation Policy on Occupational Health and Safety**

### **Preamble**

The Canadian Fencing Federation (hereafter referred to as the CFF) is committed to ensuring a safe and healthy environment for all members of the CFF community and recognises that its managers and those in authority in training and competitive environments have primary responsibility for providing and maintaining an environment that is safe and without unnecessary risks to health, by the support of Occupational Health and Safety (OH&S) policies for all.

### **Purpose**

1. This policy describes how the CFF will implement its commitment to occupational health and safety. It specifically details the key actions and procedures required to meet this commitment, the responsibilities of the Board of Directors and the Executive Director and employees, and the special role and functions of the health and safety representative in ensuring the health and safety of all members of the fencing community.

### **Scope and Applicability**

2. The CFF accepts primary responsibility for ensuring a safe and healthy environment for all members of the CFF community. To achieve this outcome, the CFF will introduce an occupational health and safety system which provides for identification and assessment of hazards and risks, consultation, education and monitoring of the work environment in compliance with local and applicable legislation.

3. This policy applies to all the CFF participants as defined below

## Definitions

4. The following definitions are presented in the context of the CFF Policy on Occupational Health and Safety:
  - a. CFF Participants: Without limiting the reach of the policy, CFF participants for the purpose of this policy are defined as:
    - i. All individual athletes, or those eligible for nomination to, or forming part of, any team participating in sport competitions over which the CFF has jurisdiction;
    - ii. All persons working with those teams or athletes, including coaches, medical and paramedical personnel, and other support persons;
    - iii. CFF employees and persons under contract with the CFF;
    - iv. All fencing coaches certified and/or recognised by the CFF;
    - v. All fencing officials and referees certified and/or recognised by the CFF;
    - vi. All CFF license-holders (and their parents, grandparents and/or guardians if minor);  
and
    - vii. Members of the CFF Board of Directors, officers of the CFF, staff members of the CFF, committee members and volunteers working for or serving with or on behalf of or appointed by the CFF.
  - b. Occupational Health and Safety Legislation: Federal, provincial, territorial or municipal legislation that regulates the health and safety of any workplace and that establishes minimum standards for safe and healthy practices in a workplace.
  - c. Workplace: for the purposes of this policy, a workplace is defined as a place of employment, a sporting venue or other location where the CFF sanctions events, training sessions or other activities.

## Roles and Responsibilities of Management

5. A workplace health and safety representative appointed by the Executive Director shall:
  - a. Encourage all employees, license holders and volunteers and all those associated with fencing in Canada to fully support injury and illness prevention, and damage to fencing equipment owned, operated or leased by the CFF.
  - b. Assist coaches, referees, athletes and volunteers to identify and assess hazards in fencing venues as well as office settings.

- c. Consult with professional and amateur staff to eliminate or control these hazards.
- d. Investigate workplace injuries, accidents or illnesses, including injuries occurring during competitions and training.
- e. Liaise with the Executive Director to resolve workplace health and safety issues.
- f. Remain well informed about workplace health and safety performance.
- g. Undertake inspections of competitive and training venues to ensure that health and safety standards are met as required by law.
- h. Undertake inspections of all CFF designated work spaces to ensure that health and safety standards are met as required by law.

### **Role of the CFF Participants**

6. Because of their regular involvement in fencing events including competitions and training, license holders of the CFF have the most detailed knowledge of the safety processes and the potential hazards inherent in the sport in fencing.

7. While injuries to athletes, coaches, volunteers and others engaged in the sport of fencing may occur as part of the sport, it is nevertheless important to identify and eliminate potential hazards. The CFF will therefore encourage all those associated with fencing to report any matters in respect of health and safety to the senior representative on site or the health and safety.

### **Occupational Health and Safety Awareness**

8. The CFF will ensure that all its employees, athletes, coaches, officials and volunteers have a sound knowledge and awareness of the principles and practices of health and safety.

9. To achieve this outcome, the CFF will:

- a. Inform all new employees and volunteers of the CFF's health and safety policy as part of their induction process.
- b. Provide funds for staff to attend occupational health and safety awareness training courses as is deemed appropriate by the Executive Director.
- c. Provide funds for the health and safety representative to attend regular training courses.

## **Procedures for Identification and Assessment of Hazards and Risks**

10. The CFF expects all of its staff, athletes, coaches, volunteers and others associated with fencing to take an active role in identifying situations with the potential to cause harm or injury during training or competitions. The CFF will assist all participants to identify potential hazards by:

- a. Encouraging all members of the CFF community to be aware of relevant codes of practice as they relate to health and safety in sports.
- b. Ensuring lessons are learned when an incident has occurred so as to prevent similar or other incidents occurring in the future.
- c. Establish a robust communications plan related to occupational health and safety.
- d. Reporting incidents to the appropriate regulatory body, including, for example, Sport Canada or any provincial organisation governing health and safety standards.
- e. Ensuring that a report is prepared after an incident, which identifies any issues indicating a lack of a safe system or the need for more attention to the way health and safety is managed. If deemed necessary, this report is to be presented for review by the appropriate programme committee or the Board of Directors.

## **Procedures for Elimination and Control of Hazards**

11. Where a potential hazard has been identified, the health and safety representative, the senior fencing representative present or the Executive Director may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the license holders of the CFF concerned. Such remedial actions are to be detailed in the incident report.

12. Where an accident has occurred, the health and safety representative, in consultation with the Executive Director will take the following actions:

- a. Ensure any injured person receives first aid or medical treatment.
- b. If equipment is involved, check for damage or long term wear to determine the cause or long or short term affects.
- c. Initiate an investigation into the incident.

- d. Prepare reports for submission to insurance or other regulatory bodies, as required by provincial, territorial or federal law.

### **Responsibilities of CFF Participants**

13. While the Executive Director and the Board of Directors accept primary responsibility for ensuring a safe and healthy working environment for all CFF participants, the participants are expected to assist in ensuring that the health and safety management system operates effectively. All participants are expected to take reasonably practicable steps to:

- a. Use appropriate safety devices, safeguards and equipment provided in the interests of health, safety and welfare of CFF participants.
- b. Co-operate in all activities aimed at prevention of workplace accidents, injuries and illnesses;
- c. Report unsafe or defective equipment and work arrangements to the health and safety representative or the Executive Director.
- d. Report all accidents, injuries and illnesses occurring training or competitions or whilst travelling to or from the events to the health and safety representative or the Executive Director.
- e. Where an incident or a near-miss has occurred, a participant will immediately complete an incident report.
- f. Where an injury has occurred, the employee will complete, as soon as possible, a workplace injury and disease recording form, a sample of which is included as Annex A.

### **Review and Approval**

14. This policy is to be approved by the Board of Directors of the CFF and shall be reviewed on a regular basis, as and when required.

Recommended for Approval:



\_\_\_\_\_  
Brad Goldie  
President, Canadian Fencing Federation

\_\_\_\_\_  
May 23, 2018

\_\_\_\_\_  
Date

Approved by the Board of Directors, 23 May 2018

### Accident or Injury Report Form

Name: \_\_\_\_\_

Participant type (athlete, official, employee, etc): \_\_\_\_\_

Location of accident or injury: \_\_\_\_\_

**INJURY DETAILS**

Date of accident: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_

Medical Treatment required:

\_\_\_\_\_

<b>Nature and extent of injury</b>			
Part of body injured	<input type="checkbox"/> Head <input type="checkbox"/> Eyes <input type="checkbox"/> Neck	<input type="checkbox"/> Trunk <input type="checkbox"/> Arm <input type="checkbox"/> Leg	<input type="checkbox"/> Multiple <input type="checkbox"/> General <input type="checkbox"/> Unspecified
Nature of injury	<input type="checkbox"/> Sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Multiple <input type="checkbox"/> Contusion	<input type="checkbox"/> Laceration <input type="checkbox"/> Concussion <input type="checkbox"/> Dislocation <input type="checkbox"/> Other	<input type="checkbox"/> Burn <input type="checkbox"/> Superficial <input type="checkbox"/> Amputation
Type of incident	<input type="checkbox"/> Flying object <input type="checkbox"/> Struck by <input type="checkbox"/> Caught in	<input type="checkbox"/> Manual handling <input type="checkbox"/> Poisons <input type="checkbox"/> Temperature	<input type="checkbox"/> Electricity <input type="checkbox"/> Fall <input type="checkbox"/> Other
<b>Describe the events leading up to the injury and how the injury occurred (witness or injured person's statement).</b>			