

PROGRESS TRACKER

Chapter 3
 SIRXWHS001 – Work safely

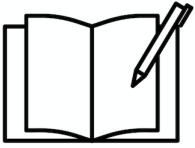


STUDENT NAMES		Quick Learning Engagement - Choose your sport	3A Inquiry Task – Code of Conduct for Coaches	Quick Learning Engagement – Equipment risk assessment	Quick Learning Engagement – Mandatory PPE requirements	3B Inquiry Task – Safety Data Sheets	Quick Learning Engagement – Hierarchy of Controls for Manual Handling	Quick Learning Engagement – Learn to recognise online abuse in sport	3C Inquiry Task – Online safety in sport	Quick Learning Engagement – Proactive communications and safety messaging	Reflection Bank - SET A	Quick Learning Engagement – Recognising potential emergencies	3D Inquiry Task – Emergency Action Plan (EAP)	3E Inquiry Task – Incident report	Quick Learning Engagement – Example: Critical incident response guidance	3F Inquiry Task –Key Principles of Emergency Response	Reflection Bank - SET B	Road Map to Success
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3A INQUIRY TASK

Code of Conduct for Coaches

This task requires you to carry out some research using the internet to source an example of a sporting organisations' **Code of Conduct** (or similar) that is provided as guidance material for coaches to work safely in a specific sport.

Aim to find a code of conduct, or safe work practice guide that is specific to coaches working for a sporting organisation that is based in Australia.

What is the name or type of sport that you have identified?

Baseball

What is the name of the sporting organisation?

Baseball Victoria (BBV)

What is the name of the document or source?

Baseball Victoria: Coaches code of conduct

Provide an example of the sections that relate to promoting workplace health and safety?

I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.

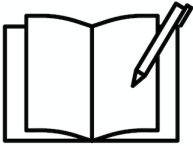
I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.

I will not use bad language, nor will I harass players, officials, spectators or other coaches.

I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

Provide a link to the source.

<https://baseballvictoria.com.au/wp-content/uploads/2023/09/Baseball-Victoria-Coaches-Code-of-Conduct-2023.pdf>



3B INQUIRY TASK

Safety Data Sheets

This activity is designed to assist you in becoming familiar with accessing, reading and understanding the critical information within a SDS that is provided for a product that requires all users of that product to follow safety precautions.

- Using the internet, choose one of the following products and aim to find a publicly available SDS: (most of these are published in PDF format)
 - Hand sanitiser (alcohol based)
 - Acetone (commonly used as a nail polish remover, paint stripper and cleaning product)
 - Isopropyl alcohol (commonly used as a cleaner, specifically lenses and glasses)
 - Chlorine (used for the treatment of water in pools and spas)
 - Or you may choose your own product used in a sport that you know of and you wish to learn more about safe handling, use, storage and precautions.
- Once you have found a SDS for the product you have chosen, have a read through and provide a response for each of the following areas:
- What is the name of the product? (include the chemical name/s)

Chlorine: SODIUM HYPOCHLORITE Solution 8 -12.5%.
- What is the main identified risk? Or risks, if more than one?

Causes severe skin burns and eye damage.

May cause respiratory irritation.

Very toxic to aquatic life.

Contact with acids liberates toxic gas.
- What are the safe use procedures?

Do not breathe dust/fume/gas/mist/vapours/spray.

Wash thoroughly after handling.

Avoid release to the environment.

Use only outdoors or in a well-ventilated area.

Wear protective gloves/protective clothing/eye protection/face protection.
- Do the safe use procedures require the wearer to put on any specified PPE?

Yes

Eye Protection - face shield, chemical goggles or safety glasses.

Hand Protection - Vinyl gloves.

Footwear - Safety boots in industrial situations is advisory.

Body Protection - Clean clothing or protective clothing should be worn, preferably with an apron.

- How should it be stored when not in use?

Store under cover in a suitable, light-resistant, labelled, tightly closed containers, in a dry, clean, cool, well-ventilated place away from sunlight.

Cannot be stored indefinitely. May decompose forming gaseous products, especially when stored over long periods.

Store and transport in an upright container. Close containers in such a way to enable internal pressure to escape (e.g. excess pressure valve).

Store away from incompatible materials.

Store away from flammable, combustible and reducing substances, acids, alkalis, food and feedstuffs.

Store away from sources of heat or ignition.

- How is any leftover or unwanted product to be disposed of?

Dispose of contents/container to an approved waste disposal plant.

Whatever cannot be saved for recovery, or recycling should be disposed of according to relevant local, state and federal government regulations.

- Is it considered flammable? If yes, what are the firefighting measures if it does ignite?

Yes, can be flammable and/or produce gases if it comes into contact with other specific substances. Use extinguishing media most appropriate for the surrounding fire. This product contains a substantial proportion of water therefore there are no restrictions on the type of extinguishing media which may be used.

- What are the first aid measures in the event of an accident or emergency with this product?

IF SWALLOWED: rinse mouth.

Do NOT induce vomiting.

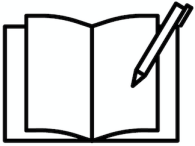
ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse.

IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Immediately call a POISON CENTRE or doctor/physician.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

- Provide a link to your source SDS.

<https://www.chemsupply.com.au/documents/ST0441CH6G.pdf>



3C INQUIRY TASK

Online safety in sport

Visit the page provided by eSafety 'Online safety for coaches and officials'

<https://www.esafety.gov.au/communities/sport/coaches-and-officials>

There you will find a section dedicated to 'Online safety examples for coaches and officials'

- Read each of the provided examples and choose one that you connect most with.
- Click on the + symbol to find out what to do and how to deal with each situation.
- Provide your chosen example situation as well as the recommended eSafety course of action.

Example chosen:

"I'm receiving unwanted text messages from a player questioning my decisions. What can I do?"

What to do:

In this situation, it's best to reach out to your sport organisation for support. As the messages are coming from a member, they may take action under sport policies.

You might also consider:

Collecting evidence. Take screenshots and record what has happened, in case you need to make a report.

Reaching out to the person who sent the messages, if you feel comfortable to do so. Message them privately and tell them their behaviour is not OK.

REFLECTION BANK



SIRXWHS001 – Set A

- A. What are the two aspects of a sporting participants 'health' is a coach responsible for protecting and supporting?

Physical health and mental health.

- B. What is the name of the workplace health and safety Act that is in place for organisations that employ workers in the state of Victoria?

Occupational Health and Safety Act 2004 (Vic)

- C. What is the name of the workplace health and safety Legislation that organisations employing workers in the state of Victoria must abide by?

Occupational Health and Safety Regulations 2017

- D. List three or more key safety responsibilities of a sports coach.

Provide a safe environment.

Manage risks.

Maintain proper equipment.

Provide adequate information, instruction, and supervision.

Ensure that their actions and the work environments are free from discrimination, harassment, and victimisation.

Understand all OHS procedures.

Consult with HSRs as required.

Report all hazards, incidents and near misses.

- E. Fill in the blanks: When commencing work in any new organisation in a sports coaching (or assistant coach) role, it is your [***responsibility***] and [***priority***] to ensure that you learn about all of the inherent [***dangers***] of the sport and the safety regulations that are in force.

- F. What are the three main areas of consequence if there is a failure to observe OHS laws or work policies and procedures?

The legal consequences.

The professional and organisational consequences.

The impact on individuals.

- G. Fill in the blanks: A sporting organisation manages and maintains OHS regulatory [***compliance***] through the development and implementation of specific [***policies***] and [***procedures***].

- H. When a coach carries out an equipment inspection procedure, what are the three safety aspects that equipment is being checked for?

Condition, functionality and suitability.

- I. What does it mean for a coach to conduct a pre-session PPE check?

Before every training session or game, the coach must visually check that all participants are wearing the required mandatory PPE.

- J. What are the key policy and procedural areas where a sporting organisation can address their workplace safety risks for hazardous substances?

Education and awareness

Safety Data Sheets (SDS)

Personal Protective Equipment (PPE)

First aid response

- K. Fill in the blanks: In fitness, some of the most common manual tasks causing injuries are from general free weight activities, from [**overexertion**] and strenuous, unnatural [**movements**].

- L. Identify three or more factors that can increase the risk of injury from a manual handling task that should be assessed.

Force: How much weight or resistance is involved?

Posture: Does it require awkward postures (bending, twisting, reaching, prolonged standing)?

Repetition/duration: Is the task repeated frequently or for extended periods?

Distance: How far does the load need to be moved?

Environment: Is the surface uneven, slippery, or cluttered? Is there enough space? Are there temperature extremes?

- M. What does the term SOP stand for as a type of 'administrative' control?

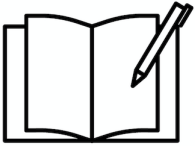
Safe operating procedure.

- N. Provide a brief explanation of what a 'Zero tolerance' approach to bullying and harassment means.

A zero-tolerance approach to bullying and harassment means that the behaviour is deemed unacceptable and will not be tolerated under any circumstances, whether it occurs in person, online, or through any other means of communication.

- O. What a reportable near miss?

An unplanned event that did not result in injury, illness, or damage but had the potential to do so.



3D INQUIRY TASK

Emergency Action Plan (EAP)



Watch the video 'Emergency Action Plan Training Video: Prepare for Workplace Emergencies' by GotSafety (YouTube 4.24min)

<https://youtu.be/8WnTg6TNR98?si=lenlgnqRPKDdZH9> to see an overview of what an EAP is, why it is important and how it provides a structured approach to managing an emergency response in the workplace.

Once you have watched the video, provide a response to the following questions:

- What are the three key components of an EAP?

Clear procedures for reporting a fire or emergency.

Specific evacuation route assignments and exit procedures.

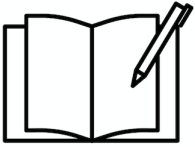
Checking that everyone is accounted for post-evacuation.

- Explain the roles and responsibilities in an Emergency.

Some employees handle critical tasks before evacuating.

Procedures for rescue and medical duties.

Identifying personnel who can provide more information.



3E INQUIRY TASK

Incident report

Read the scenario of a sporting incident.

Junior Soccer Training

During an after school junior soccer training session on Thursday 12th June 2025, eight-year-old Leo was participating in a passing drill. As he quickly changed direction to receive a ball, his foot landed awkwardly on a slightly uneven patch of turf. Leo immediately twisted his ankle, cried out, and fell to the ground, clutching his leg.

Coach Emily, who was supervising the drill nearby, quickly blew her whistle to stop play. She calmly approached Leo, assessing the situation to ensure no further immediate danger. Leo was visibly distressed and in pain, indicating his left ankle was the problem. Coach Emily immediately called for her assistant coach to bring the first-aid kit and to ensure the other children remained calm and away from the immediate area. She reassured Leo while gently assessing his injury to determine its severity, noting swelling was already beginning. Emily went to the freezer to grab the first aid ice pack and applied this to the swelling and advised the assistant coach to call Leo's parents.

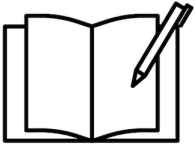
When one of Leo's parents arrived to collect him, coach Emily advised that he may benefit from paracetamol for some pain relief and noted that if the swelling to the ankle does not subside within 24 hours, to attend a doctor or medical clinic.

Acting in the role of 'Coach Emily' complete the incident report form as provided by the soccer club.

INCIDENT REPORT FORM	
Participant's name	Leo
Age of participant	8
Date/time of incident	Thursday 12th June 2025, 4pm
Witnesses	Assistant coach Other teammates
Name and position of person completing this form	Coach Emily

Description of how and where the incident occurred	<i>Soccer training drill, on the school oval. Leo had quickly changed direction to receive a ball and landed awkwardly on the ground.</i>
Body part(s) injured	<i>Left ankle</i>
Type of injury/injuries	<i>Immediate swelling, isolated to the left ankle area.</i>
Description of first aid administered (if applicable)	<i>Applied ice to the swelling.</i>
Please identify any hazards that contributed to this incident occurring	<i>A slightly uneven patch of turf</i>
Other notes (not mandatory to be filled in)	<i>Advised Leo's parent on arrival to collect him that he may benefit from paracetamol for pain relief and that if the swelling does not subside, to attend a doctor or medical clinic within 24 hours.</i>
Did emergency services attend the scene?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Signature	<i>Emily</i>
Date report completed	<i>13/06/2025</i>





3F INQUIRY TASK

Key Principles of Emergency Response

Match each of the provided key principles for responding to an emergency to their descriptions.

Key principle	A, B, C, D, E or F?	Description
Stay calm	F	A. Accurate records are vital for investigation, legal compliance, and learning.
Act decisively	E	B. Every incident, even a near miss, is an opportunity to enhance safety.
Work within your training	D	C. Ensure information being conveyed is accurate, timely, and reaches the right people.
Communicate clearly	C	D. Do not exceed your level of competence.
Document everything	A	E. Hesitation can worsen outcomes.
Learn and improve	B	F. Panic can escalate a situation. Take a deep breath and focus on the steps.

REFLECTION BANK



SIRXWHS001 – Set B

A. Fill in the blanks: When it comes to 'potential' emergencies, a coach should have an in-depth understanding for their specific sport which shall incorporate:

- a clear understanding of the [**risks**]
- the preventative [**measures**] to take (controls)
- the organisation's emergency [**response**] plan, including first aid protocols
- [**communication**] procedures.

B. How can a medical emergency such as hypothermia occur in sport?

Prolonged exposure to cold water or cold weather, leading to a dangerous drop in body temperature.

C. How can a medical emergency such as heat stroke or heat exhaustion occur in sport?

Prolonged exertion in hot conditions without adequate hydration.

D. How can a medical emergency such as a head injury or concussion occur in sport?

Collisions with other players, falls, or impact with equipment.

E. Fill in the blanks: Monitoring and reporting changing weather and other environmental conditions involves:

- Continuous real-time [**monitoring**] of environmental conditions such as fire activity and changing weather.
- Pre-defined "stop-go" criteria or [**triggers**] for suspending or cancelling the event based on escalating risks.
- Mandatory reporting of any changes in conditions that increase risk, with clear lines of accountability for [**action**].

F. What do the letter EAP stand for?

Emergency Action Plan

G. What is the purpose on an EAP?

A comprehensive EAP is crucial for effective emergency response. It includes communication protocols, evacuation routes, assembly points and designated first aid areas.

H. What emergency services are accessible by calling the number 000?

Ambulance, Fire, Police

I. List three or more triggers for an emergency evacuation.

Fire
Gas leak/Hazardous substance spill
Structural damage
Severe weather
Security threat
Widespread medical emergency.

J. What are the two main aspects of sweeping and leading during an emergency evacuation?

Doing a headcount
Reporting any missing persons.

K. Respond with True or False, for each of the following statements:

- A coach has a responsibility to look for, read and understand the emergency evacuation diagram for each of the venues they are working at. **True**
- For minors, contact parents and carers promptly to notify them of the emergency event. **True**
- A post emergency debrief meeting is not used to identify areas for improvement. **False**
- Internal incident report forms are only required if the incident is determined as 'notifiable' and has to be reported to an external authority. **False**

