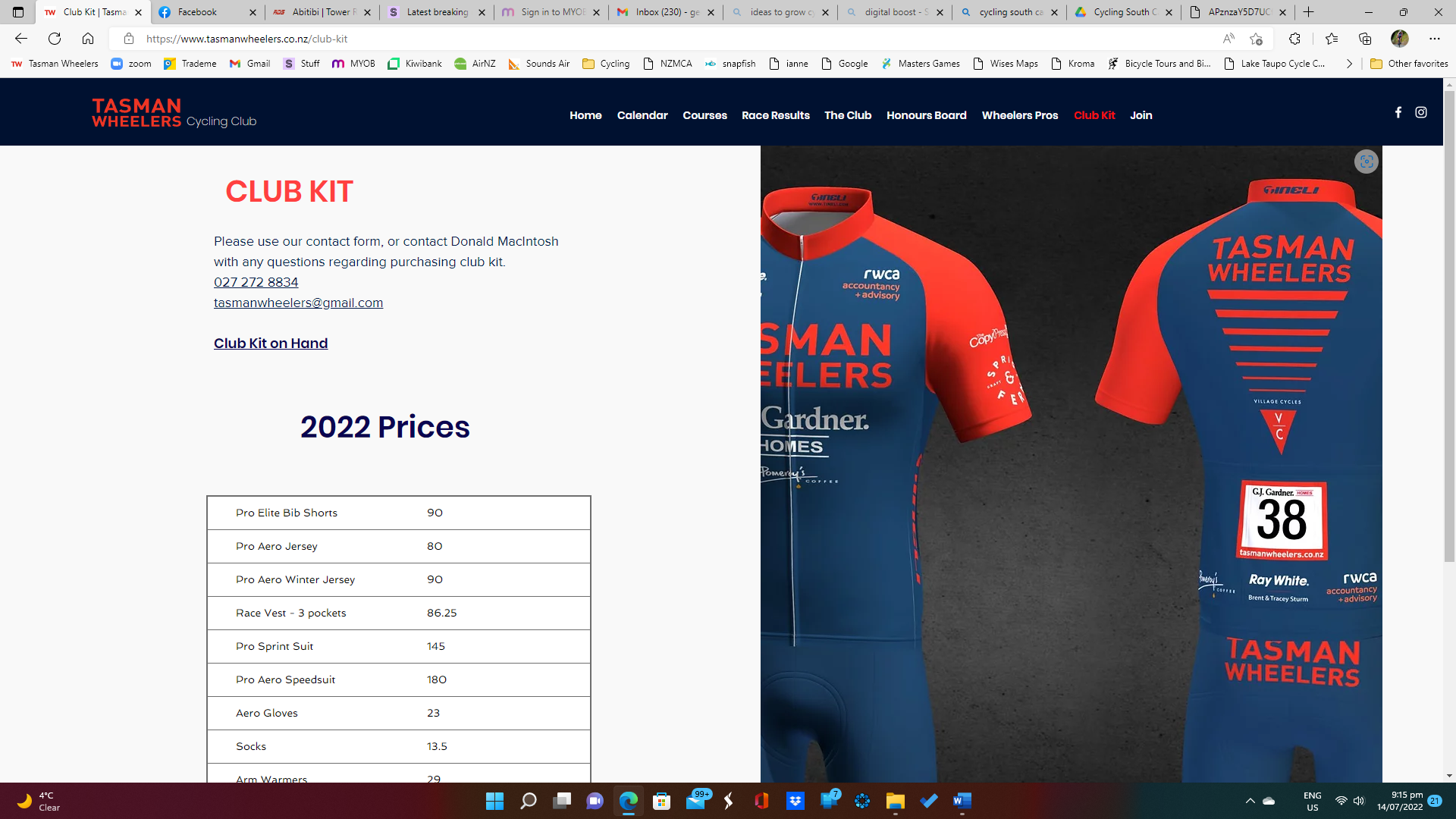
TASMAN WHEELERS

HEALTH & SAFETY PLAN



Adopted October 2024

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**Introduction**

“Tasman Wheelers is committed to providing & maintaining a safe environment for all personnel involved or associated with the sport of cycling operated by the Tasman Wheelers Club”.

It is the responsibility of all riders to compete safely, observe all road rules and follow the directions of race officials. Adherence to safe riding will reduce the risk of accident and injury. Cycling can be a dangerous activity and when things go wrong the consequences can be very serious. Riders need to be confident with group riding and riding pace lines. Pre-season safety sessions allow those less confident or new to the sport to practise these skills. Riders should also be familiar with the common hand signals used when riding in a group. These are noted later in this policy along with a number of websites relevant to safe racing.

Tasman Wheelers will comply with the requirements of the Health and Safety in Employment Act 2015 by providing and maintaining a safe and healthy environment for all riders.

The Club will take all possible steps to identify and evaluate hazards and to determine solutions to eliminate, minimise or isolate those hazards as part of the Risk Management Plan (RMP).

Road Cycle Racing is an action sport & inherently has risks that are accepted as part of sport. All known risks are noted in the Clubs RMP & this is available on the club website.

Safety and safe practices at all club events are not negotiable and failure by anyone to comply by the code of conduct or rules of the sport will result in the removal of such person from the event.

*WHEN PARTICIPATING IN OUR SPORT WE WILL Enjoy ourselves Ride within the rules of the sport. Respect officials and other volunteers. Respect all participants. Be gracious winners and dignified losers.  
 Ride hard but ride fair*

**HEALTH AND SAFETY POLICY:**

To support our Health and Safety policy statement we are committed to the following duties:

* Undertake regular, recorded risk assessment of all activities undertaken by the club.
* Create a safe environment by pu­tting health and safety measures in place as identified by the assessment.
* Ensure that all members are aware of and follow the club’s health and safety policy.
* Appoint a competent club member to manage and co-ordinate health and safety requirements.
* Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
* Comply with Race Traffic Management Plan’s [TMP’s] and Traffic Management Operative [TMO] requirements
* Course hazards of a permanent nature are to be added to all TMPs. i.e. SH6 Brightwater.
* Provide access to adequate first aid facilities and phone.
* Report any injuries/incidents or accidents sustained during any club activity on the Race Report Form completed at the conclusion of each race.
* Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**Duties of Race Manager**

* Take overall responsibility for the running of the race and the safety of everyone involved.
* Ensure all accidents, incidents or near misses are reported to the Health & Safety Officer for investigation.
* Brief riders on what to expect and what to look out for during the race.
* Sign the Race Report Form at conclusion of racing.

Race Managers Briefing will include the following:

* Course Details
* Identification of Hazards
* Safety procedures for the event in compliance with the “Code of Conduct”
* Road rules apply
* Responsibilities of Marshals  
  All riders are to adhere to directions of the Race Marshalls. The Stop/Go sign is for riders to observe not vehicles. All riders are to slow and stop when the Marshall extends a stop sign. If the road is clear the Marshall will extend the GO or SLOW sign.
* All incidents are to be reported to the Race Manager.
* New riders to be mentored

**Duties of Sign Manager**

* Ensure the club vehicle has sufficient fuel
* Ensure the club vehicle has all the signs and stands required to comply with the TMP
* Sign Manager and Assistant must wear a Hi-vis vest at all times.
* Lay out the race signs in accordance with the TMP
* Allocate Marshalls as required and brief the Marshalls on their duties, including the instruction they are to use Stop/Go paddles for riders only, not other traffic. They are not to stand on the road at any time.
* While setting out signs for the race take note of any potential hazards that might affect riders during the race i.e. road works, ice, loose gravel, potholes and report those hazards to the race manager.
* Sign the Race Report Form at conclusion of racing.

**Race Marshall Duties**

* All Marshalls will wear Hi-vis vests. Marshalls will deploy the Stop/Go sign as required, stopping riders when there are oncoming vehicles and deploying the GO/SLOW sign when the road is clear.

**Duties of Traffic Management Operative (TMO)**

* Ensure The Course set-up is compliant with the TMP with signs correctly located and Marshalls at designated intersections
* Complete the Race Report Form at the conclusion of the race and note any accidents/incidents.
* Take any other action necessary for rider safety

**Health & Safety General**

Tasman Wheelers own an AED device that is carried in the Club sign vehicle and there is a first aid kit in both vehicles.

The Club owns its own supply of signs and cones and hi viz vests to use for club races and to comply with TMP’s for each course.

**Emergency Contact details**

A copy of all members emergency contact details will be available at every race.

Members are responsible for ensuring their emergency contact details are correct and up to date. These details are requested on the club membership application form, if details change, please advise the club secretary of any amendments.

**Major Emergency Plan**

In the event of a serious incident the race will be abandoned:

* All Participants will be advised that the race has been abandoned and directed to proceed if able to the finish line.
* The Race Manager will inform Marshalls and other race staff of the decision to abandon.
* Race staff will assist in confirming the head count for all participants
* Relevant emergency services should be informed as soon as possible by those on the incident scene.
* The duty TMO will provide a full report of any major incident by completing the Accident Investigation Form to the Race Manager and the Management Committee to initiate any future actions that maybe required and for use if needed by any other organisation (i.e. Police or Waka Kotahi)
* Emergency contact details for all riders should be available for officials on race day if needed.

**Incidents on Race Day**  
  
Any accidents, incidents or near misses at a race no matter how minor should be reported to the Race Manager or Duty TMO and noted in the Race Report Form for the day and forwarded to the Health & Safety Officer.

Where a hazard is identified the Race Manager and/or the Duty TMO will decide if it can be eliminated, isolated or minimised with reference to the Race Management Plan and if it cannot they will decide to either change the course or stop the race.

**Club Health & Safety Personnel**

A Health & Safety Officer & Traffic Management Co-ordinator who will be appointed by the club management committee.

Traffic Management Personnel – the committee will also ensure a sufficient number of volunteers are trained and qualified to cover all races and events as required by law.

**Complaints Procedure:** (As per the Club Constitution).

8 DISPUTES RESOLUTION PROCEDURE

“Disputes” and “complaints,” “member” and “officer of the club” in this procedure are as defined in Clause 38 of the Incorporated Societies Act 2022. The principles of natural justice will be applied throughout this process including that the decision-makers are impartial and able to consider the matter without predetermined view.

1. If any member, officer of the club or the Club has a dispute or issue they consider needs addressing, they should in the first instance raise it with:
2. The Race Manager of the day if it relates to an event.
3. Any member of the Management Committee if it relates to misconduct or a breach of the Club’s Constitution, its bylaws or the Incorporated Societies Act 2022.
4. If the member, officer of the club or the club feels the response is unsatisfactory, then they may refer the issue to the Management Committee in writing or by electronic means.
5. The Club Secretary will immediately respond to the complainant informing him/her that it will be brought to the attention of the Management Committee and state a timeframe for the Management Committee to address the issue and suggest a resolution to it, or decide it does not warrant resolution.
6. A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
7. The member or officer who is the subject of the complaint has a right to be heard before the complaint is resolved or any outcome is determined.
8. The respondent must be fairly advised of all allegations concerning the complaint, with sufficient details and time given to enable the respondent to prepare a response.
9. The Management Committee may confer by electronic means in assessing the complaint without having to hold a special meeting if they think fit.
10. The Management Committee may impose penalties, including suspensions, as it deems appropriate.
11. As soon as an investigation is completed, a written report containing

the Management Committee's findings and penalties imposed, together with a summary of all evidence submitted, shall be signed by the President and submitted to the Club Secretary who will convey

the Management Committee’s decision/s to the complainant/s and the member/s or officer/s subject to the complaint.

1. The decision by the Management Committee will be considered final although the Management Committee may, at their discretion, consider:
2. Offering independent mediation
3. Calling a Special General Meeting if it decides the matter should be dealt with by the full membership of the Club.

**Code of Conduct**

The purpose of this Code of Conduct is to communicate the club’s expectations of behaviour to all members and non-members when either representing the club or participating in activities through which the individual could be associated with the club, undertaking duties for the club, attending events (racing, training or otherwise) arranged by the club and/or representing the club.

ALL members of the club who are also members of CNZ are bound by the Cycling New Zealand Code of Conduct. This comprehensive document can be found on the CNZ web site at [Cycling-New-Zealand-Code-of-Conduct-Updated-June-2021.pdf (cyclingnewzealand.nz)](https://www.cyclingnewzealand.nz/assets/CNZ/Resources/Organisation-Documents/Cycling-New-Zealand-Code-of-Conduct-Updated-June-2021.pdf)

**Code of Conduct -** Riders Responsibilities

1. Sign on before the designated time and attend race briefings.

2. Advise the race manager if they intend to withdraw or have withdrawn from a race.

3. Start on the handicap or in the grade given by the Handicapper.

4. Follow instructions given by race marshals, the handicapper, race manager and or the TMO.

5. If passed during a handicap race, join at the back of the passing group. In graded  
scratch races, if another grade catches, the rider being passed must not interfere with or contribute to the outcome of that grade’s race.

6. In handicap races riders are expected to share the pace making with their co markers.

7. When riding to and from Tasman Wheelers events observe safe road  
behaviours that neither endanger themselves or any other road users.

8. Comply with standard road rules and keep to the left-hand side of the lane.

9. Respect the rights of other road users.

10. Promote the safety of themselves and others by ensuring that their own equipment is roadworthy and safe to use.

11. Raise any issues they have with riders or the event with the Race Manager.

12. Must respect the confidentiality of information they receive in the course of fulfilling any duties for the club

13. Must keep a reasonable and safe distance from riders and or bunches when following or passing in a vehicle

14. Co-operate with the club on health and safety issues including adhering to the concussion protocols.

15. Become familiar with common hand signals used by cyclists to point out obstacles and dangers. Refer to the Tasmanwheelers Riders Handbook.

16. Do not interfere with or misuse anything provided for your health, safety or welfare.

17. Ensure new and junior riders are looked after and made welcome.

**Riders must not:**

1. Join a passing bunch in the middle of that bunch

2. Ride in a dangerous manner or in any way that compromises the safety of any riders, race officials or members of the public

3. Use threatening behaviour or abusive language to anyone including race officials,  
handicapper, committee members, volunteers, members of the public or fellow riders.

**Use of Social media**

Always act in a professional and constructive manner and use sound judgement before posting on the club’s social media pages. Be mindful when posting elsewhere on social media on cycling issues that you may be associated with the Club and do not use abusive or threatening comments.

**Sponsors**

Respect the contributions of the club’s sponsors and support them whenever possible.

**Concussion Guidelines**

The early management of concussion can improve long-term outcomes. If in Doubt seek medical aid as treatment is most effective when initiated early. Remember only 10% of concussions result in a loss of consciousness. Serious concussion injury may occur without the loss of consciousness. Early access to care reduces recovery time

ACC has produced a national guideline for all sports to use. This guideline has been adopted by Cycling NZ and should be observed by all riders whether riding in club races, socially or while training.  
  
National Concussion Guidelines

The Guidelines present an opportunity to improve the health outcomes and wellbeing for people who play community sport by introducing a standardised approach to managing concussion.

The key changes are:

(1) When an athlete suffers a concussion, they must be symptom-free for 14 days post-injury before a graduated return to play.

(2) They must complete a minimum period of 21 days away from full competition before clearance to return.

(3) Medical clearance must be obtained prior to return to play.

*It is the responsibility of the Tasman Wheelers Committee to manage and apply these guidelines*More information

Full details of the new National Concussion Guidelines can be viewed on the ACC website at. The policy noted a graduated return to sport protocol, concussion injury red flags and key information about concussion. Appendix One of the National Concussion Guidelines notes a graduated return to sport protocol over 6 stages.

[National Concussion Guidelines](https://www.acc.co.nz/assets/injury-prevention/ACC_CIS-Guidelines_Jan2024.pdf) at ([www.acc.co.nz/assets/injury-prevention/ACC\_CIS-Guidelines\_Jan2024.pdf](http://www.acc.co.nz/assets/injury-prevention/ACC_CIS-Guidelines_Jan2024.pdf))

**MEDICATIONS IN SPORT AND THERAPEUTIC USE EXEMPTIONS**

Club riders competing at elite level, at Nationals and UCI sanctioned events need to be aware of the rules around use of medications, therapeutic use exemptions and the use of supplements

Cycling New Zealand and its Member Organisations are committed to clean sport and wants to see clean athletes competing hard in clean competition, where the best competitors succeed. Clean athletes follow the anti-doping rules, know the health risks of doping, and value the high levels of integrity in sport in New Zealand.

Cycling New Zealand has adopted the NZ Sports Anti-Doping Rules, which means that the anti-doping rules apply to all Cycling New Zealand members, regardless of the level at which you compete.

The fastest way to understand how the sports anti-doping rules apply to you is to do [Clean Sport 101](https://drugfreesport.org.nz/what-we-do/education/e-learning/), Drug Free Sports New Zealand’s (DFSNZ) quick and easy to understand online course.

**To check whether a medication is permitted in sport, please visit the**[**Medication Check page**](https://drugfreesport.org.nz/medication-check)**on the DFSNZ website.**

If you’re competing at the top level, you may need to apply for a Therapeutic Use Exemption (TUE) before you take medication which contains a prohibited substance. [Check here](https://www.cyclingnewzealand.nz/assets/CNZ/Resources/Drug-Free-Sport/TUE-in-advance-FlowChart-Cycling.pdf) to see whether your level of competition means you need to apply for a TUE ahead of time.

[Global DRO](https://www.globaldro.com/Home) is an easy way to check the status of your medication against the WADA Prohibited List. Use this easy online tool to check every medication before you take it.

**Your health comes first. In an emergency, always get the treatment you need**.

*All the information you need about Drug use in sport, medications, supplements, testing and education can be found on their web site at* [*https://drugfreesport.org.nz*](https://drugfreesport.org.nz)

**WATER BOTTLE HYGIENE**

Hydration is an essential element for cyclists. We all carry water bottles on our rides. Without proper cleaning these bottles can be dirtier than a toilet seat and carry mould and bacteria that can give rise to very serious illness. Don’t underestimate the harm that can be caused by an unclean water bottle.

**Pandemic Response Plan**

A Pandemic Response Plan will be implemented as and when required.

**Date Adopted**

This policy was adopted on …………………………………………... 2024

President ………………………………

Secretary ………………………………….

**APPENDICES:**

**APPENDIX 1: Club Health & Safety Officer Position Description**

**CLUB HEALTH AND SAFETY COORDINATOR POSITION DESCRIPTION**

The Health and Safety Coordinator is responsible for overseeing the implementation of the Clubs Health and Safety Policy.

**Responsible to:**

The Health and Safety Coordinator is directly responsible to the President of the Club, Committee and its members.

**Responsibilities and duties:**

Develop in conjunction with the Committee the Club Health and Safety Policy

**Implement the Health and Safety Policy by:**

* Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist Procedure
* Keeping and maintaining the Registers of Hazards and ensuring they are readily available for inspection at all times
* Ensure all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
* Bring to the attention of the president/Committee any major health and safety issues on a regular basis
* Record all accidents, incidents and near misses using the Accident Investigation Form and report them to the Management Committee and to other organisations as necessary.
* Complete the Corrective and Preventative Action Form when indicated.
* The Health and Safety Coordinator will co-ordinate traffic management personnel and roster said personnel to club races
* Check the First Aid Kits at least annually
* Oversee the implementation of the strategies in the Health and Safety Policy
* Submit regular reports to the club committee.

**APPENDIX 2: Risk Management Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Text  Description automatically generated | | **HEALTH AND SAFETY** | | | | |
| **RISK MANAGEMENT PLAN FOR CLUB EVENTS** | | | | |
| Purpose and related documents | | Riders sign in sheet, code of conduct, health and safety plan, incident form, first aid injury form, hazard register, Corrective and preventative Action form [CAPA form], Emergency response form | | | | |
| # | Activity  Description | Hazard | Risk  C H M L | Control Measures | Further action required  By/When Person Responsible | |
| 1 | Race Participation | Accident/injury occurs while riders are racing | M | Riders wearing helmet/gloves, bikes maintained, marshals located at sites as per TMP, Riders attend race briefing, injuries/incidents recorded | Prior to & during event | Race manager  Marshalls  STMS |
| 2 | Concussion awareness | Not recognising symptoms of concussion | H | Race officials and riders to be aware of concussion awareness guidelines  Concussion awareness pocket card to be carried in First Aid kit | During events | Race day officials  All riders |
| 3 | Bad Weather | Weather events putting riders at risk during event | M | Monitor weather forecast prior to race, Participants advised of conditions prior to race. In event of weather deteriorating making riding dangerous a decision will be made by race officials to delay, defer or cancel the race | Prior to and during event | Event organiser, Race Manager & other helpers |
| 4 | Communication | Lack of communication between race officials and/or riders | L | Race Manager and sign manager to have means of communicating during race,  All riders to attend pre-race briefing | Prior and during event | All race officials |
| 5 | Notifiable Accident | Serious harm accident or incident | C | Call relevant emergency services  Abandon race, advise all riders and officials  Complete relevant accident/incident forms | After accident | Race Manager, TMO, Committee |
| 6 | Pandemic (Covid 19) | Community spread of Virus | As defined by MOH | Respond as required by MOH guidelines.  Pre event communication to riders of requirements & responsibilities. Check regularly for updates to guidelines | Prior to and during event | Race Manager, President,  Committee |
| 7 |  |  |  |  |  |  |

**Appendix 3: Corrective and Preventative Action Procedures**

The identification and management of risks is a key concept of good health and safety management. The Health and Safety Act (HSWA) 2015 places a duty to eliminate or minimise the risks to workers/volunteers so far as is reasonably practical.

Effective risk management supports this process, as is effective recording of the events that do, or could potentially, cause harm to workers/volunteers.

It is essential to pro-actively identify hazards with constant review of our courses and practices. Regular reports to the committee will ensure all hazards have been identified and appropriately assessed.

Once identified, each hazard must be assessed with emphasis on relating the severity of encountering the hazard against the likelihood of its occurrence. A Risk Assessment Matrix would be useful for this purpose.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Likelihood | Impact/Consequence | | | |
| Negligible | Minor | Moderate | Major |
| Rare |  |  |  |  |
| Unlikely |  |  |  |  |
| Possible |  |  |  |  |
| Very Likely |  |  |  |  |
|  |  |  |  |  |
|  | No remedial action required. Consider placing road cones to indicate hazard. | | | |
|  | Hazard should be at least minimised if isolation or elimination is not possible. | | | |
|  | Consider isolation of the hazard if elimination is not possible. | | | |
|  | Urgent action required. Preferred option is elimination. | | | |

If action is indicated, then we need to decide to either minimise, isolate or eliminate the  
hazard.

**REQUIRED HAZARD OUTCOME**

c **MINIMISED** (hazard exists but likelihood reduced)

c **ISOLATED** (Hazard exists but exposure reduced or removed)

c **ELIMINATED** (Hazard removed)

The final step would be to record the assessment and how it was arrived at it along with any needed actions in the Hazard Register.

Following the above procedure would ensure a rigorous evaluation of risks and avoid ad hoc decisions being made without due care and consideration for the consequences.

**FORMS**

FORM 1: Hazard Register (General Hazards associated with the sport of Cycling)

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard  Number | Hazard Description | Risk  Level | Controls |
| 1 | Injury or death to rider through collision with moving motor vehicles | Medium | Observing Road rules, race briefing prior to start, reminders i.e. keep to left. Provision of race marshals with high vis, Race comms systems, traffic management planning, provision of appropriate signage and race ID i.e. Cones, flags etc |
| 2 | Injury or death to rider through collision with other cyclists | Medium | Reminder in race briefing to ride safely and responsibly, maintain appropriate group riding skills, slower grades to give way to faster riders coming through |
| 3 | Injury of death to rider through collision/impact | Low | Pre-race inspection of race route. Identification of hazards i.e. road lane markers, concrete islands. Place cones, tape or marshals to highlight risk |
| 4 | Injury or death to rider through loss of traction, potholes etc | Low | Race briefing reminders. Don’t confuse ambition with ability. Identify any potential risks on the course |
| 5 | Injury or death to rider/spectators through environmental conditions. | Medium | Inform riders of weather conditions. Advise appropriate precautions, clothing, hydration, nutrition. Consider cancellation of event in adverse conditions i.e. high winds, heavy rain or foggy conditions with limited visibility. |
|  |  |  |  |

FORM 2: Hazard Register (Specific Course Hazards)

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard Description and Location | Risk  Level | Action Required | Date Approved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Event Name and Date |  |  |
| Race Managers name and signature |  |  |
| Traffic Management Operative Name and signature |  |  |
| Sign Manager Name and signature |  |  |
| Sign Assistant and Marshals Names |  | |
| Weather Conditions |  | |
| Traffic Conditions |  | |
| Observations Made:  Any Incidents  Accidents  Cyclists Misbehaviour  Complaints from Drivers  Angry/Abusive Drivers (Note licence plate or vehicle description)  Corrective Actions taken re course layout  Other - |  | |

**Form 3 Race Report Form**

**FORM 4: ACCIDENT INVESTIGATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TASMAN WHEELERS | | | EVENT: | |
| PARTICULARS OF ACCIDENT | | | | |
| Date: | Time: | | Location: | |
| DETAILS OF INJURED PERSON/S (if any) | | | | |
| NAME: | | | | Date of accident: |
| Ph No: | | Address: | | |
| Injury/s Description: | | | | |

**ACCIDENT DESCRIPTION**

**CAUSE/S OF ACCIDENT**

**Accident Level:** c Very serious c Serious c Minor

**Possibility of reoccurrence:** c Frequent c Occasional c Rare

Description of response/preventative action

**TREATMENT AND INVESTIGATION OF ACCIDENT**  
Description of Treatment given:

Accident investigated by: ………………………………… Date: ………………

**FORM 5: CORRECTIVE AND PREVENTATIVE ACTION FORM**

Initiator ………………………………. Date …………. Signature ……………………….

**SEVERITY OF POSSIBLE ACCIDENT**

 **SERIOUS** (Immediate action must be taken, significant impact health & safety)

c **MEDIUM** (Definite impact on quality/environment, Action must be implemented within one month

c **MINOR** (no significant effect, update relevant procedures as soon as possible)

**REQUIRED HAZARD OUTCOME**

c **MINIMISED** by suggested improvement (hazard exists but likelihood reduced)

c **ISOLATED** by suggested improvement (Hazard exists but exposure reduced or removed)

c **ELIMINATED** by suggested improvement (Hazard removed)  
  
ISSUE DESCRIPTION -

SUGGESTED IMPROVEMENT -

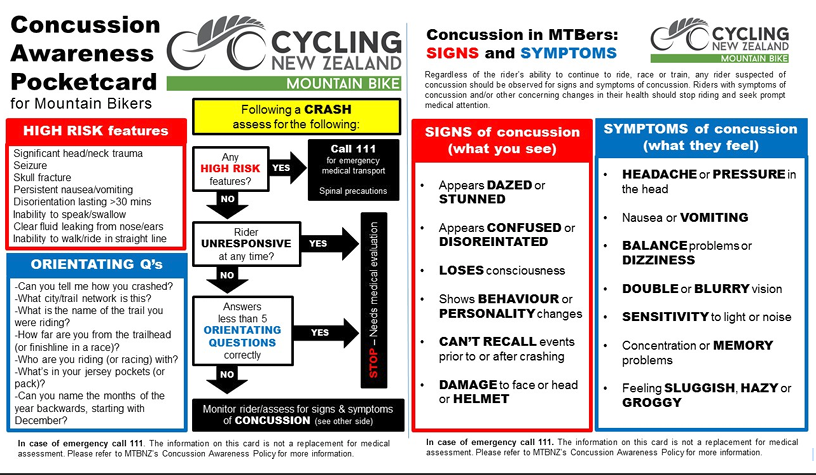
CLUB H&S Coordinator comment -

Person responsible for problem remediation………………………………………….  
  
Procedures/Rules Updated Y/N Date …………………

Has the cause of the hazard been addressed Y/N

Action Completed: Name ……………………………………. Date ……………………

Form 6: Concussion Awareness Pocketcard



**FORM 7: FIRST AID KIT INSPECTION**

