



HUNTER VALLEY  
FOOTBALL



Newcastle  
Football



## REGULATION H: 3.8 Equipment and Facility Safety Policy

### *Summary*

This Policy provide information about:

- **Regulation H – 3.8 Equipment and Facility Safety Policy**

that the Joint Zone Associations Competitions will operate under.

The Regulations, Procedures and Policies in conjunction with the Constitution and By-Laws of the Zone Association shall, with the approval of NSW Football and duly Registered with FA, apply from the date of approval and shall take precedence over any previous Regulations of the Zone Association.

Issued by the Joint Board of Directors of Macquarie Football, Newcastle Football, and Hunter Valley Football.

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## SPORTING EQUIPMENT AND FACILITY SAFETY POLICY

### 1 APPLICATION

The Zone Association has a concern for work, health and safety that is reflected in administration policies and procedures; it is committed to safety of sporting equipment and facilities.

Everyone has a right to be safe when working or volunteering in sport.

Work, Health, and Safety (WHS) laws require sport clubs to comply with the WHS Act and WHS Codes and Regulations.

This information is provided to assist clubs incorporate risk management and WHS into their club operations and understand and comply with WHS laws.

This policy has two aspects as its emphases – preventative measures and accident procedures.

### 2. PREVENTATIVE MEASURES

#### 2.1 DOCUMENTATION AND RECORD KEEPING SYSTEM

An effective documentation and record keeping system is crucial in any risk management system.

This documentation serves a dual function:

- a. it is an important part of a well-organised and planned sport that can lead to the development and delivery of safer activities.
- b. it provides, if regularly maintained, a written record of procedures followed and action taken, that can be relied upon at a later date and may serve as factual evidence in the event of a legal action.

#### 2.2 MAINTENANCE AND INSPECTION RECORDS

Maintenance and inspection reports for both facilities and equipment provide written confirmation of continuing efforts to maintain a reasonable level of safety and function that is required by the legal standard of care.

#### 2.3 ACCIDENT REPORTS

Detailed, comprehensive, and accurate reports of accidents provide documentary evidence regarding the exact circumstances of an injury and the emergency procedures followed.

#### 2.4 CONSENT FORMS

Informed consent forms provide documentary evidence that the participant understood and accepted the inherent risk of the sport of football and of the participant's obligation to exercise reasonable care.

#### 2.5 HEALTH/FITNESS EXAMINATION FORMS

The information that is provided in these forms will allow the Zone Association and/or Member Clubs to evaluate a player's medical eligibility for participation.

#### 2.6 PLAYER QUESTIONNAIRES

The issue and collection of a carefully constructed questionnaire can provide the Zone Association/Member Club with valuable information about the individual player's:

- skill level.

- physical and mental preparedness for the sporting activity.
- medical insurance coverage.

## 2.7 PUBLIC RELATIONS

Strong public relations are an extremely valuable tool for the Zone Association /Member Club to utilize – Team Officials, Match Officials, players, volunteers, parents, caregivers, and guardians accept the safety issue when they know that the Zone Association/Member Club is genuinely concerned for their health, safety, and general well-being.

## 2.8 PERSONNEL FOR IMPLEMENTATION

The Zone Association/Member Club must have competent personnel to properly implement the risk management system at all levels; otherwise, the best risk management system can be in place but will be of little value.

## 2.9 MAINTENANCE AND INSPECTION

One of the most important elements in a risk management system of facilities and equipment is the regular maintenance and inspection of the facilities and equipment.

A system of inspection with accompanying written records is essential.

There are three types of inspection required:

- a. **Informal inspection** – members of the Zone Association/Member Club shall be encouraged to identify and report any sub-standard conditions of equipment and/or facilities.
- b. **General inspection** – the responsibility for this general inspection shall be assigned to the Zone Association's/Member Club's grounds committee.  

The purpose of this general inspection is to systematize the identification of normal wear and tear and general deterioration of all equipment and facilities, leading to a systematic program of reconditioning or replacement before any player, Team Official, Match Official, or spectator injury occurs.
- c. **External inspection** – this involves bringing in qualified external inspectors who are competent and familiar with facilities and equipment for football.

## 2.10 WARNING

Warnings may be either a verbal warning or in the form of a warning sign.

The real essence of warnings is effective communication so that the player/user is knowledgeable about the nature of the risk involved.

For a warning to be effective it must be:

- a. obvious and direct,
- b. specific as to the risk, with a clear indication of the risk,
- c. clear and comprehensible, in a language that can be clearly understood, and
- d. highly visible, sufficiently large enough to be easily noticed and located at the point of the hazard where the potential risk exists.

### 3. ACCIDENT PROCEDURES

#### 3.1 EMERGENCY PROCEDURES

Advance preparation is crucial in the area of emergency procedures.

The Zone Association/Member Clubs shall identify all the potential emergencies to which the Zone Association/Member Club may have to respond and work out in advance the action plan for each type of emergency.

The Zone Association/Member Club must ensure that all personnel involved are made aware of the appropriate procedures and provided with the necessary training to carry out these procedures as given in the action plan.

#### 3.2 EMERGENCY EQUIPMENT

All required emergency equipment, such as cold packs, filled (and continually updated) first aid kit, Defibrillators or Automated External Defibrillators (AED), etc., shall be purchased, clearly labelled, and located where it can be accessed and used in an emergency.

Notwithstanding the provision of this equipment, it shall be used only to deal with an emergency situation by *suitably qualified personnel* pending the arrival of medical or ambulance assistance summoned to deal with the emergency.

#### 3.3 INSURANCE

Northern NSW Football and Gow-Gates provide basic level insurance cover for players and others participating in football and its associated activities, it is not all encompassing (this is necessary to keep the cost of insurance affordable for players) and does not seek to replace the need for private health and other insurances.

All individuals need to have a clear understanding of what are the terms of the insurance policy and the coverage of all reason of risk by the insurance policy.

whilst maintaining the affordability of registration.

Northern NSW Football remain committed to providing the football community with a first-class Sports Insurance Programme. However Northern encourages all players and officials to take out their own private health insurance and life insurance over and above the coverage provided under this plan.

The Northern NSW Football [Insurance Programme](#) website is provided so that Players & Club Administrators may have immediate access to the policy benefits and procedures of the insurance programme.

#### 3.4 EMERGENCY MANAGEMENT

The manner in which the Zone Association Member Club responds to player injury is crucial as the speed, efficiency and correctness of action can directly influence the amount of harm possibly suffered.

For personnel on the spot, knowing what to do in an emergency can be difficult; this is why the advanced planning, production, publication, and dissemination of information about dealing with an emergency situation is essential.

#### 3.5 FIRST AID

It is recommended that the Zone Association Member Club provides both access to a first aid kit and if possible, providing trained first aid (Sports Medicine or St Johns trained)

personnel at grounds during regular fixture matches in order that rapid response, pending the arrival of medical or ambulance assistance, can be made.

**a. FIRST AID KIT**

The first aid kit should provide basic equipment for administering first aid for injuries including:

- \* cuts, scratches, punctures, grazes, and splinters
- \* muscular sprains and strains
- \* minor burns
- \* major bleeding wounds
- \* broken bones
- \* eye injuries, and
- \* shock.

The contents of first aid kits should be based on a risk assessment.

Extra equipment may be needed at remote grounds, for example for breathing difficulties or allergic reactions.

The recommended contents of a typical first aid kit and information on extra equipment is provided in Appendix 1.

**b. LOCATION**

In the event of a serious injury or illness, quick access to the kit is vital.

First aid kits should be kept in a prominent, accessible location where they can be retrieved quickly.

All Officials must have access to first aid equipment.

First aid kits should be located in a centralised location such as the Facility's/Venue's Canteen) close to where there is a higher risk of injury or illness.

Emergency floor plans displayed at the facility/venue should include the location of first aid kits.

A portable first aid kit carried by the Team Manager/Official would be a good idea in the event a minor injury occurs to a player of the Team that they have a **duty of care** for.

**c. FIRST AID SIGNS**

Displaying well-recognised first aid signs will assist in easily locating first aid equipment at the facility/venue should a first aid situation arise.

**d. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

Providing an automated external defibrillator (AED) can reduce the risk of fatality from cardiac arrest.

While cardiopulmonary resuscitation (CPR) can prolong life, defibrillation is the only way to restore a heart with a fatal heart rhythm back to a normal heart rhythm.

You should consider providing an AED if there is a risk to players, Match Officials, Club and Team Officials at your facility/venue going into cardiac arrest, if there would

be a delay in ambulance services arriving at the facility/venue, or where there are large numbers of members of the public.

AEDs are designed to be used by trained or untrained people.

They provide audible step-by-step instruction on how to use them and how to perform CPR.

They can detect and will instruct whether defibrillation is appropriate.

Most AEDs will also keep records once they are activated including some vital signs and whether shocks have been recommended and administered.

They should be located in an area clearly visible, accessible, and not exposed to extreme temperatures.

They should be clearly signed and maintained according to the manufacturer's specifications.

e. **RECORD-KEEPING – ELECTRONIC ACCIDENT REPORT**

A Zone Association Member Club must report all accidents that may result in an Insurance Claim using the online form on the Zone Association website.

For procedures that are required to be followed, as a process of "Duty of Care":

- *Refer to Regulation A22.*

## **4.0 PRACTICAL GUIDELINES FOR EQUIPMENT SAFETY**

### **4.1 GENERAL**

The list of sound guidelines shall be utilized by the Zone Association/Member Club responsible for the provision of safe sporting equipment.

The guidelines are not intended to be inclusive of all those considered to be necessary in providing and maintaining safe sporting equipment but are intended as a general set of principles in providing and maintaining safe sporting equipment.

### **4.2 EQUIPMENT**

The Zone Association/Member Club shall, with respect to sporting equipment required for the sport of football:

- provide** adequate safety equipment that meets the standards considered adequate and usual in football,
- recognise** that a player is only expected to act in such a way that a reasonable person of the same age, intelligence and experience would act,
- instigate** immediate corrective action after notice of dangerous or defective conditions of equipment has been given,
- only** use equipment in accordance with its intended purpose,
- provide** adequate storage facilities for the storage of sporting equipment when not in use,
- purchase** quality football sporting equipment from reputable dealers who will guarantee their product,

- g. **designate** a person to be responsible for the regular inspection of and reporting on football sporting equipment and for the removal of defective and/or worn equipment from further usage,
- h. **keep** detailed written records of all injuries related to defective football sporting equipment,
- i. **withhold** the issue of second-hand football sporting equipment to junior or lower grade teams when that equipment has become worn and defective unless that equipment has been inspected and fully restored to proper usable condition,
- j. **avoid** purchasing experimental football sporting equipment unless such equipment has been thoroughly tested and safety approved,
- k. **keep up to date** in the latest developments of safety equipment available,
- l. **ensure** that the football sporting equipment fits the players,
- m. **do not** modify sporting equipment unless such modification is in accordance with the manufacturer's express instructions,
- n. **do not** let unprofessional persons repair football sporting equipment,
- o. **periodically** evaluate all football sporting equipment, with particular reference to its rate of wear and tear and its usefulness,
- p. **try to** purchase the best quality football sporting equipment that can be afforded,
- q. **encourage** players to check for common safety measures involving their football sporting equipment,
- r. maintain all pieces of football sporting equipment according to the manufacturer's guidelines.

## 5.0 PRECAUTIONS FOR FACILITY SAFETY

### 5.1 GENERAL FACILITY SAFETY

The Zone Association Member Club shall give careful attention to all sections in order to provide adequate and safe sporting facilities and shall:

- a. **if involved** in the designing of a facility, use recommended standards in the design stage; and have the plans reviewed by a safety officer and sports facility design consultant for potential safety danger spots,
- b. **do not** place glass surfaces, wires, poles, sprinklers, sharp or blind corners near areas where football activities will take place,
- c. **maintain** facilities at national or state standards in relation to facilities of a similar size or focus,
- d. **maintain** facilities in good condition,
- e. **inspect** facilities regularly, periodically, and thoroughly for any dangerous or potentially dangerous conditions and complete necessary repairs or modifications before the facility is used again,
- f. **recognise that**, whilst acknowledging that both players and spectators assume the risks inherent in football activity, they do not assume the risk of dangerous or defective conditions of facilities,

- g. **seek to provide** protective screening behind the goal nets since these are the areas that provide the greatest danger of being struck by the ball,
- h. **keep** playing fields free from all obstacles such as broken glass, holes, debris etc that could endanger the safety of players,
- i. **require that** players themselves be made to check for common safety hazards involving facilities or field surfaces,
- j. **ensure that** there are adequate toilet facilities for all people in attendance at the facility.
- k. **ensure that** all appropriate goal nets, goal posts, team benches and covers, corner flags (FIFA approved) and Match Official accommodation are maintained in a safe and adequate condition,
- l. **limit** the number of personnel on fields to prevent overcrowding,
- m. **ensure** reasonable medical care is available or easily accessible to deal with any injuries to players or spectators

## 5.2 CHANGING ROOMS

The Zone Association Member Club shall give careful attention to changing room facilities in order to maintain a safe, healthy environment and shall:

- a. **ensure** that adequate player space, especially for female players and seating facilities are provided,
- b. **provide** adequate space so that equipment can be laid out and trainers can assist players,
- c. **if involved** in the designing of a facility, seek to have a separate medical room containing appropriate medical equipment, storage facilities, wash basin and treatment couch(s),
- d. **have** showers and toilets designed appropriately giving clear and easy access to change and medical rooms,
- e. **ensure** that all areas are regularly cleaned, with a priority for cleaning immediately after use.

## 5.3 SURROUNDS OF THE PLAYING AREA

The Zone Association Member Club shall ensure that the surrounds of the playing area are maintained as a safe, healthy environment and shall:

- a. **make** emergency information kits easily accessible,
- b. **provide** for organized car parking in order to reduce inconvenience to players, Match Officials, or spectators,
- c. **locate** all equipment not required for the playing of football at a safe distance away from the playing area,
- d. **provide**, as a high priority, unobstructed access for emergency vehicles to the ground and the playing area.

## 5.4 PORTABLE GOALS

In the sport of football, the safety of everyone involved and playing both indoors and outdoors, remains paramount.

A mandatory safety standard for moveable soccer goals was first introduced in 2007 by New South Wales in response to deaths and injuries associated with the products in Australia and overseas.

As part of the harmonisation of state and territory consumer product safety regulation in preparation for the Australian Consumer Law, the Australian Government created a national mandatory safety standard in 2010.

The mandatory safety standard is set out in Consumer Protection Notice No. 28 of 2010 and commenced on 1 January 2011.

It is based on a voluntary Australian standard *AS 4866.1-2007 - Playing field equipment - Soccer goals - Safety aspects*.

It applies to moveable soccer goals that are free standing, designed to be moved for use in various locations, and weighing 28 kg or above.

The mandatory safety standard specifies design and construction requirements including requiring moveable soccer goals to have at least one 'anchor' point at each side of the rear ground bar; performance testing including a stability test and a static load test; and specifies a consumer warning label.

In conjunction with 'Australian Standard 4866.1-2007 Playing Field Equipment – Soccer Goals' regarding the manufacture, use and safe storage of goalposts and 'NSW Office of Fair-Trading Act 1987' we remind all Clubs and Associations of the requirements to abide by these applicable safety aspects regarding the use and storage of goalposts.

The Zone Association Member Club that utilizes portable goals (PG) i.e., any goal structure that is not permanently fixed in the ground, whether regulation size or smaller size for Mini-Roos must ensure the safety of that PG and the avoidance of injury or death for any person interacting with the PG in any way by:

- a. **following** the design brief and using the materials recommended by Standards Australia in the construction of any PG,
- b. **having** the anchoring equipment, including brackets, and staking pegs, permanently and securely attached to the PG frame so that these are readily available for use whenever the PG is relocated,
- c. **ensuring** that the PG is securely anchored at all times to prevent overbalancing even when put under stress; the anchoring method shall be the appropriate one, for the prevailing conditions, of the types listed in the Standards Australia document on PG,
- d. **showing** safety warnings on the frame of the PG, either by label or by direct painting on the frame, in contrasting colours to the frame itself.
- e. **The wording** in upper case lettering shall be a minimum of 2.5 cm high and in lower case lettering shall be a minimum of 1.25 cm high; graphic symbols may be used in addition to the wording.

The wording shall read:

**“WARNING – ALWAYS ANCHOR GOAL - NEVER CLIMB ON GOAL OR HANG ON CROSSBAR”.**

Unanchored goals can tip over causing serious injury or death.

- f. **storing** PGs either by disassembling and storing under cover if multipiece PGs or by chaining and locking together face to face and/or face to an immovable object if one-piece PGs,
- g. **inspecting** PGs before use and carrying out any maintenance or repair work needed to keep the PGs in safe condition,
- h. **utilising** Document HB227 – 2000/2003 ‘Portable Soccer Goalposts – manufacture, use and storage’ jointly published by Standards Australia and NSW Department of Fair Trading and issued by the Minister as the authoritative ‘guidelines’ on the use of PGs for football activities. **See Resources**

Prior to the use or erection of any portable goalposts, Member Club Officials are required to check the goalpost structure to ensure that it is secured or pegged down with a minimum of either 10 x 300mm stakes or, 12 x bags of sand or 10 x bags of cement and is safe for use.

It is essential that the structure’s stability and anchoring has been correctly established once erected or relocated and prior to commencement of any usage.

Therefore, please ensure that:

- **ALL** goalposts, whether fixed or portable, large, or small, are properly secured and anchored and are stable and safe for use **AT ALL TIMES**.

This includes the goals surface positioning.

- Portable goalposts must be pegged, pinned, or weighted down by the use of stakes, pegs, sleeves, chain anchors or appropriate weights such as sandbags or cement bags to prevent the structure from overbalancing or falling.
- Outdoor goalposts should be secured by one of the following formats and a minimum of three (3) anchor points in compliance with NSW Office of Fair Trading Act 1987 as follows:
  - \* Steel stakes or ‘J’ Hook style pegs. Sufficient stakes or hooks are required to support each goal taking the size of the goalpost into consideration.  
Minimum of 10 stakes for a full-size goal.
  - \* Anchors can fit over a ground bar with staking holes for steel pegs or spiral styled screws, which secure fully into the ground.
  - \* A semi-permanent or sleeved anchoring requires that the main support is a permanently secure base that is buried underground to connect the underground base to the goal.
- For both indoor goals and outdoor goals, where the ground surface cannot be penetrated, sandbags or counterweights should be used.

The number of bags required to support the structure should be adequate and relative to the size of the goal.

12 Bags of sand or 10 bags of cement for a full-size goal.

- Portable goalposts should **NOT** be left in place after use – they should be safely moved to a place of secure storage or chained appropriately to a fixed and non-moveable object when not in use.
- Metal or steel net hooks are not permitted on goalposts.  
In accordance with Australian Standard AS4866.1 goalposts must not be fitted with metal net hooks.  
Nets should only be secured by tape, Velcro, plastic net clips or another safer alternative.  
Net pegs should only be used to anchor a net and not to anchor any goal structure.
- Warning Stickers or a printed Warning Notice must be affixed to or printed on all portable goalposts in accordance with Australian Standard AS4866.1 – 2007 to warn of the dangers of portable goalposts.  
Children or adults should never be allowed to climb, swing, or play on goalposts or goal netting as it may cause severe harm, permanent injury or even death.
- Where possible all Member clubs and associations should complete the Joint Zone Association Goalpost Safety Compliance online form and submit to their respective Zone Association.

## RESOURCES:

Northern NSW Football: [Insurance Policy](#)

Volunteer Risk Management Toolkit [Volunteer risk management toolkit | NSW Government](#)

Canteen:

Finish with the Right Stuff [Home - FWRS Finish with the Right Stuff \(nsw.gov.au\)](#)

BBQ Safety [Barbeque fire safety - Fire and Rescue NSW](#)

Safe Portable Football Goals Guide

[Safe-soccer-goals-guide-keeping-kids-safe 0.pdf \(footballnsw.com.au\)](#)

Document HB227 – 2000/2003 ‘Portable Soccer Goalposts – manufacture, use and storage’

[Document HB 227-2003](#)

Moveable Soccer Goals – [ACCC Brochure](#)

## APPENDIX 1

### EXAMPLE OF CONTENTS FOR FIRST AID KITS\*

For most Member Clubs, a first aid kit should include the following items.

<b>Item</b>	<b>Quantity</b>
Instructions for providing first aid—including cardiopulmonary resuscitation (CPR) flow chart	1
Notebook and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves (nitrile is a latex-free rubber suitable for people with latex allergies)	5 pair
Gauze pieces 7.5 x 7.5 cm, sterile 3 per pack	5 packs
Saline, 15mL	8
Wound cleaning wipe, single 1% Cetrimide BP	10
Adhesive dressing strips—plastic or fabric, packet of 50	1
Splinter probes, single use, disposable	10
Tweezers/forceps	1
Antiseptic liquid/spray 50 ml	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage, 10 cm, for serious bleeding and pressure application	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape—2.5 cm wide roll	1
Safety pins, packet of 6	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing—Combine Pad 9 x 20 cm	1
Plastic bags—clip seal	1
Triangular bandage, calico or cotton minimum width 90 cm	2
Emergency rescue blanket for shock or hypothermia	1
Eye pad, single use	4
<b>Item</b>	<b>Quantity</b>
Access to 20 minutes of clean running water or, if this is not available, hydrogel 3.5 gm sachets	5 sachets
Instant ice pack for treatment of soft tissue injuries and some stings	1

Medication including analgesics like paracetamol and aspirin should not be included in first aid kits because of their potential to cause adverse health effects in some people including pregnant women and people with medical conditions like asthma.

The supply of these medications may also be controlled by drugs and poisons laws.

Players and Officials requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

However, Zone Association Member Clubs may consider including an asthma-relieving inhaler and a spacer to treat asthma attacks and epinephrine auto-injector for the treatment of anaphylaxis or severe allergies.

These should be stored according to the manufacturers' instructions and first aiders should be provided with appropriate training.

Some Zone Association Member Clubs venues may require extra items to treat specific types of injuries or illnesses.

These may also require your first aiders to have additional training.

*\*AS PER THE NSW CODE OF PRACTICE FIRST AID IN THE WORKPLACE JANUARY 2020*

## **APPENDIX 2**

### **STANDARD PRECAUTIONS FOR INFECTION CONTROL**

When providing first aid to an injured or ill person, first aiders could come into contact with blood or body substances.

These can transfer infections to the first aider or other people they treat.

First aiders should assume they could be exposed to infection and take standard precautions when exposed to blood and body substances to protect themselves and others from infection risk.

Standard precautions are work practices applied to all patients and their blood and body substances, regardless of their infectious status, to ensure a basic level of infection prevention and control.

Standard precautions include hand hygiene, use of personal protective equipment (PPE), handling and disposal of sharps and waste, cleaning techniques and managing spills of blood and body substances.

Providing first aid safely First aiders should wash their hands with soap and water or apply alcohol-based hand rub before and after administering first aid.

First aiders should also wear PPE, including disposable gloves, to prevent contact with blood and body substances.

Eye protection, a mask and protective clothing may also be necessary if splashes of blood or body substances are likely to occur.

You should establish procedures to protect first aiders and others from infection risk from the provision of first aid and contact with blood or body substances.

**Procedures could include:**

- \* proper hand hygiene practices
- \* how to handle and dispose of sharps
- \* how to clean surfaces and reusable equipment
- \* how to manage spills and soiled laundry
- \* how to handle and dispose of waste, and
- \* when to use PPE, for example using resuscitation masks for cardiopulmonary resuscitation (CPR).

First aiders should be aware of what to do if they have accidental contact with blood or body substances, a sharps injury or contact with a person known to have a contagious illness.

Any part of the body that comes in contact with blood or body substances should be washed with soap and water immediately.

Prompt medical advice should be obtained.

Where there is a risk of disease, first aiders should be offered vaccinations in line with the Department of Health Australian Immunisation Handbook.

## **APPENDIX 3**

### **CLUB CANTEEN SAFETY CHECKLIST**

*(Adapted from FNSW Form)*

This checklist has been developed to assist Clubs in addressing their hazard identification and reporting.

The checklist provides guidance only for the checking and identification of hazards and is not intended as a definitive list.

Clubs are encouraged to modify this document to suit their specific needs.

**Note:** *There will be hazards not mentioned on the checklists that will need to be identified and managed.*

<b>Club:</b>
<b>Venue:</b>
<b>Checked by:</b>
<b>Date Checked:</b>

<b>Fire Safety and Emergency Response</b>	<b>Action if Required (Tick ✓ if no action required)</b>
Safety rules, emergency information and evacuation routes are prominently displayed	
Alarm can be heard in this area (if applicable)	
Doorways, walkways, and evacuation exits kept clear and are at least 600 mm wide	
External exit doors can be opened from the inside without a key and emergency fire door exits are signed.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. E.g., extinguisher/s, fire blankets, fire hose/s.	
Emergency lighting operational if mandated.	
The facility has emergency isolation for gas.	
An approved first aid kit is readily available and stocked appropriately.	

<b>Management Procedures</b>	<b>Action if Required</b>
Safe operating procedures are displayed with all potentially hazardous equipment.	
Required personal protective equipment is available and in good condition.	

<b>Buildings</b>	<b>Action if Required</b>
Area is clean and tidy.	
There is sufficient space for each person to perform their work safely.	

Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.	
Walls, ceilings, and roofs are safe and in good condition.	
Steps/stairs/ramps are in a safe condition with a non-slip surface, and secure handrails where needed.	
Doors, windows, locks, and latches are in good condition and working order.	
Guarding ( <i>mesh</i> ) is fitted or signage in place for any fragile roof area/s.	
There is adequate ventilation.	
Fly screens are fitted to windows and doors.	
The sinks and drains are clear ( <i>i.e., not blocked</i> ).	
The lighting is adequate to work safely.	

<b>Furniture, Fixtures and Fittings</b>	<b>Action if Required</b>
All furniture is safe and in good condition.	
Light fittings/fixtures and ceiling fans are in good condition and working order.	
All bench surfaces in good condition ( <i>no cracks, damaged Laminex etc</i> ).	

<b>Storage</b>	<b>Action if Required</b>
Flammable material is stored and handled in a safe manner.	
Required resources and equipment are stored safely.	
Free standing shelves/cupboards are secured to ensure stability.	
Waste containers are readily available.	

<b>Hazardous Substances</b>	<b>Action if Required</b>
Current (within 5 years) material safety data sheets are readily available for any hazardous substances.	
Hazardous substances are stored and labelled appropriately.	

<b>Electrical</b>	<b>Action if Required</b>
Electrical equipment is in good condition and tested as required.	
Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water.	

All new power boards purchased will have an overload switch	
The area has Residual Current Device (RCD) protection.	
Stoves/cookers have an isolation switch.	
Electrical cables/cords are kept clear of walkways etc.	

<b>Plant</b>	<b>Action if Required</b>
Manuals are available for operating equipment and machinery.	
A maintenance register is in place for all equipment that requires regular maintenance.	
The moving parts of all equipment are guarded in accordance with the regulations.	
All machines are fitted with the appropriate safety signs and SOP's. (Standard Operating Procedures)	
No machinery or equipment is hazardous due to noise, fumes, or other factors.	

<b>Cold Rooms</b>	<b>Action if Required</b>
Cold room doors can be opened from the inside without a key.	
There is lighting and a light switch available in the cold room.	
The cold room/refrigerator is at the recommended temperature/s.	

<b>General</b>	<b>Action if Required</b>
Hazards such as sharps, glare, noise, fumes, or vermin been identified.	
Hand-washing facilities are available.	
All gas pipes are clearly labelled.	
All hot liquid containers have lids to prevent scalds.	
Heat resistant gloves/mitts are available.	
A fume extraction system is in place where required.	
Isolation valves are readily accessible and clearly labelled.	

<b>Other Issues</b>	<b>Action if Required</b>

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**APPENDIX 4****CLUB CANTEEN BBQ SAFETY REGULATIONS**

These regulations are issued in the interests of safety and risk management in the operation of Member club canteens, canteen work areas and BBQ's and the health, safety, and duty of care of staff and volunteers who work in club and association canteens and BBQ's.

The following regulations apply to all Joint Zones Associations Member clubs and branches:

*(Adapted from FNSW Form)*

## CANTEEN & BBQ SAFETY REGULATIONS

1. Persons working at a BBQ or in a canteen must be 16 years of age or over.
2. Entry to canteen work areas is restricted to persons aged 16 years and over.
3. Children under 16 years of age are not permitted to work or assist in canteens or BBQ's or be present in a canteen work area under any circumstances.

Should you have any queries regarding this policy please contact your Zone Association Administration

## - SAFETY NOTICE -

# Portable Goalposts Must Always be Safely Secured

Clubs and Associations must ensure the safe securing of portable goalposts when goal posts are in use and when stored. Securing goal posts is a mandatory requirement of Australian Standard AS4866.1-2007 and Product Safety Notices issued by the FA, ACCC, NSW Office of Fair Trading.

Since 1986, there has been 7 deaths in Australia and over 40 deaths worldwide that have occurred as the result of falling goal posts. (Source [productsafety.gov.au](http://productsafety.gov.au))

For the safety, health, and welfare of all participants it is vital that all clubs comply with the Australian Standard and safety notices by conducting regular safety checks on goalposts and monitoring their safe use, anchoring and storage.

Mandatory Goalpost Safety Standard AS4866.1-2007 and the ACCC Product Safety Notice requires that all portable goalposts weighing 28kg and over are **anchored with at least 10 stakes or 10 bags of sand or 12 bags of cement** to prevent them tipping over.

Goals must also be secured safely when not in use.

Unsecured goalposts can also tip over and cause injury or death when not in use.

Common practice is to chain and padlock the goals to a secure fixture or to each other to ensure they cannot tip over.

Safety notices and Standard information:

[Anchor, Check, Respect - ACCC](#)

[Goalpost Safety Brochure - ACCC](#)

[Moveable Soccer Goalpost - ACCC](#)



## Portable Goalpost Warning Stickers

All portable goals weighing 28kg and over must display a warning notice alerting of the dangers of climbing on goals, hanging on crossbars and goals tipping over.

If your club or association is purchasing portable goals, check with the supplier that the goals comply with the Australian Standard and ensure that the goals display the mandatory Australian Standard warning notice.

**⚠ WARNING ALWAYS ANCHOR GOAL NEVER CLIMB ON GOAL OR HANG ON CROSSBAR *Unanchored goals can tip over causing serious injury or death.***

For existing goals, the Association provides warning stickers free for all of its affiliated clubs and associations.

To order warning stickers for your goals, send your club name, contact name, postal address, and the number of goals to Email: [mfl@macquariefootball.com](mailto:mfl@macquariefootball.com).

Warning stickers can be purchased from Joint Zones Associations offices by schools and non-affiliated community groups.

## Net Hook Safety

Metal hooks have been banned on football goalposts in NSW since 2000 and are prohibited in accordance with the mandatory Australian Standard AS4866.1-2007. Metal cup hooks are unsafe and should not be on goals or be used to secure nets to goals as they can cause serious injury or death.

Net hooks have been responsible for several injuries in NSW, including a player who injured their knee when it struck a metal net hook on a goalpost and a school student seriously injured on a goal during school sport.

Injuries of this kind are not uncommon when metal hooks or nails are used to attach nets to goals, but these incidents are preventable when alternative safer net attachments are used.

## Net Attachments

### Prohibited

Metal net hooks on goalposts are prohibited and can cause serious injury or death.



C Hook X



J Hook X



Double J Hook X



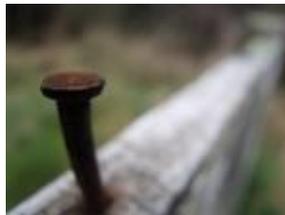
L Hooks on goal X



S Hook X



L Hook X



Nail X

## Alternative options

### Velcro net straps, net clips, and new types of net attachment systems



Velcro net straps



Plastic Net clips

Net Track System

*(Adapted from FNSW Goalpost Safety Notice – Updated 10 March 2017)*

Approved and Issued: February 2025

Assessment/Review: **January 2026**