RISK MANAGEMENT

To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. It is strongly recommended that every sport club develop, implement, and practice the following safety precautions:

- Emphasize safety during all club activities.
- Encourage all members of your organization to have a physical examination and to purchase personal health insurance prior to participation. The national associations governing some sports offer accident and liability insurance coverage. CRS does not provide medical or liability insurance coverage for sport club members.
- Review CRS emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the CRS personnel on duty immediately. If at an off-campus site, report the condition to the proper managing authority. NOTE: Do not use facilities or equipment if they appear unsafe. The club president or safety officer will make the final decision.
- Submit an Accident Report Form for injuries that occur to club members and others during any club event on or off campus. These reports must be submitted to the Assistant Director-Sport Clubs within 24 hours of the occurrence.

The Accident Report is a double-sided document. Be sure to flip it over and complete the other side!

This section MUST be completed so that CRS can acquire more information if needed.

Provide as much detail as possible and complete all sections. See below for more tips on completing an Accident Report.
Tips for filling out *Accident Report Form*:

- Fill out the form completely with ALL information.
- Be specific about how the injury occurred.
- What events led up to the injury?
- How was the person hurt exactly?
- Did it happen during the game, warm-ups, etc.?
- Did it happen during the normal course of the game?
- Was there a fight or altercation?
- Part of body injured, do NOT draw pictures. Please use descriptive terms.
- Give complete information on what aid was given. Who applied the ice? Was biohazardous waste created?
- Witnesses: If possible, get a witness that is not a sport club member. Indicate on the form what connection the witness has with the activity.
- Do not editorialize or indicate what you suspect the diagnosis to be.
- Please write neatly! NOTE: *Accident Report Forms* are legal documents which may be required in a court of law.

**PREVENTING DISEASE TRANSMITION** *(see Universal Precautions)*

While the risk of becoming infected while administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a sport club activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber, latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.
- Inside a CRS supervised facility, get a Facility Supervisor to clean all blood contaminated surfaces and equipment.
- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in the biohazard waste container located in the ERC. NOTE: Do not throw biohazard waste into any trash receptacle.
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time biohazard waste is created, it must be reflected in the *Accident Report Form.*