



CODE OF CONDUCT

CACOY CANETE DOCE PARES WORLDWIDE (CCDPW) CODE OF CONDUCT (CoC)

Policy Statement

- 1.1 The Cacoy Doce Pares Worldwide (CCDPW) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe environment for participating in martial arts activities.
- 1.2 Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, sexual abuse and neglect.
- 1.3 This Code of Conduct (CoC) conveys a message to all CCDPW members, and prospective members, responsible for martial arts activities, particularly those involving members who are minors or from at risk groups within society, about minimizing risk exposure of these members. All CCDPW members, particularly age managers, coaches, officials, coaches, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members.
- 1.4 The abuse of minor and at risk demographic groups in society members, by other members or external sources, is not acceptable. The CCDPW encourages all incidents of such abuse, as described in this policy, to be reported immediately to the appropriate authorities.
- 1.5 The CCDPW has established a protective procedure for handling inappropriate behaviour by a CCDPW member or external influence.
- 1.6 The CCDPW Equity Policy also should be referred to when addressing issues relating to harassment of a CCDPW member by another member or outside sources.
- 1.7 The CCDPW (Cacoy Canete Doce Pares Worldwide) Code of Conduct (CoC) has been drafted to outline the guidelines and core values of the CCDPW as an organization and to provide direction and guidance to its members to include organization office bearers, instructors, students and affiliates
- 1.8 This document outlines what is acceptable behaviour and what is unacceptable behaviour within the CCDPW. The document also highlights the CoC complaints procedure and process as well as the role of the CCDPW Executive complaint investigation and review process and procedure as well as highlights the options for action.
- 1.9 The CCDPW Executive Leadership Committee (ELC) continues its support of the development of specific procedures and processes for addressing CCDPW member protection, in accordance with CCDPW Policies and the laws of that country.

Chuck Canete
Chairman
Cacoy Canete Doce Pares Worldwide

August 2019

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1.0 General

- 1.1 The CCDPW (Cacoy Canete Doce Pares Worldwide) Code of Conduct (CoC) has been drafted to outline the guidelines and core values of the CCDPW as an organization and to provide direction and guidance to its members to include organization office bearers, instructors, students and affiliates. A description of CCDPW member is as follows:
 - 1.1.1 CCDPW Office Bearer is an individual within the organization who holds a position of management who is responsible for a specific management function within the organization.
 - 1.1.2 CCDPW Instructor is an individual who has passed the grading requirements of the CCDPW organization and is responsible for teaching the art of the CCDPW.
 - 1.1.3 CCDPW Student is an individual undergoing training and instruction in the art of the CCDPW.
 - 1.1.4 CCDPW Affiliate is an individual who is not an office bearer, instructor or student who supports the goals, objectives, activities and events of the CDP WF.
 - 1.1.5 CCDPW Affiliated Club is a club that is a member of the CCDPW and agrees to abide by the constitution and by-laws of the CCDPW and its policies, procedures, processes and systems in the promotion of the CCDPW art, sporting events and activities.
- 1.2 This CoC document is supported by CCDPW policy, procedure, processes and systems and is to be read in conjunction with those said policies, procedures, processes and systems. This document is designed to ensure the CCDPW provides a professional, safe and secure training environment compliant to the organizations guidelines and core values throughout its affiliated clubs. Furthermore, the CoC ensures that the organization is managed in a professional, transparent manner ensuring due process and attention towards the achievement of the combined goals and objectives of the organization and its individual members.
- 1.3 All members of the CCDPW including, students, Instructors, office bearers of the organization and affiliates are obliged to familiarise themselves with the content of the CoC so that the core values of the CCDPW are understood. Furthermore, the CCDPW CoC is to be read in association with the following CCDPW supporting policies, procedures, processes, and systems:
 - a. CCDPW Constitution and Bi Laws (To be written)
 - b. CCDPW Mission Statement
 - c. CCDPW Member Protection Policy
 - d. CCDPW Child Protection Policy
 - e. CCDPW Equity Policy
 - f. CCDPW Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
 - g. CCDPW Risk and Waiver/Indemnification Forms
 - h. CCDPW Medical Information Declaration and Release Forms
 - i. CCDPW Risk Management Policy
 - j. Occupational Health and Safety Procedures

Note: The above documents are contained as annexes to the CoC

2.0 Acceptable Behaviour

2.1 Acceptable Behaviour within the context of the CCDPW Code of Conduct for all CCDPW members and affiliated clubs includes but is not limited to the following:

(a.) Respect the rights, dignity and worth of every human being. Do not engage in any activity or behaviour which goes against the following values:

(1.) Acceptable behaviour is applicable and appropriate for every CCDPW member within the context of the activities, events, communication, marketing and operation of the CCDPW in relation to the organisation and fellow members including their families.

(2.) Acceptable behaviour is also applicable to members of the CCDPW when dealing with persons outside of the organization and the wider public.

(3.) As a member of the CCDPW the actions and behaviour of the CCDPW Member should be compliant to this CoC and the CCDPW member is to treat everyone equally regardless of sex, ethnicity, sexual orientation, disability or religion.

(4.) As a member of the CCDPW, show respect, common courtesy and humility to all you should meet regardless if they are an office bearer, instructor, student, affiliate, family member and the wider public.

(b.) Be a positive role model for the Organization. This includes organization office bearers, instructors, students and affiliates. Acceptable behaviour in maintaining a role model includes but is not restricted to the following:

(1.) As a Member of the CCDPW treat people with respect and openness.

(2.) As a Member of the CCDPW train diligently while being considerate of others.

(3.) As a Member of the CCDPW ensure that your communication is appropriate, respectful, not offensive or derogatory at all times to and about other members and affiliates of the CCDPW. This includes the following:

i. When speaking.

ii. All written communication to include:

a. Hard copy.

b. Email.

c. SMS texting.

d. Social media platforms.

(c.) Be Fair, Considerate and Honest With Fellow Members and Clubs:

(1.) Safety comes first.

(2.) Control your personal ego.

(3.) Remember humility in training and your interaction with others.

(d.) Be Professional In and Accept Responsibility for Your Actions:

(1.) Display high standards of language, manners, punctuality, attitude and integrity.

- (2.) Display behaviour that does not bring the organization into disrepute to include control, respect, dignity and professionalism to all involved in the organization, the martial art, sporting events and activities or events that promote the organization. This includes other members, sporting opponents, instructors, coaches, officials, administrators, the media, parents and spectators and representatives of other styles and members of the wider public.
- (e.) Continue the development of the CCDPW style.
- (1.) Improve and maintain your current skills, ability, knowledge and appreciation of the CCDPW system, the art and martial arts through continual performance appraisal and ongoing training.
 - (2.) Continually develop your personal attitude.
 - (3.) Every member regardless of rank needs to assist other members in their CCDPW growth and development.
 - (4.) Every member must strive to train with members of equal or higher rank to ensure constant personal development.
- (f.) Comply With the Core Values and Guidelines of the CCDPW.
- (1.) Whether it be interaction with CCDPW office bearers, instructors, students, other members, affiliates and clubs within the CCDPW, the guidelines of national and international bodies governing the CCDPW should be followed.
- (see Annex for By-Laws and Constitution – document needs re-writing)*
- (2.) Conduct is compliant to the rules and spirit of this martial art and competitions promoting Sports Eskrima and the art of the CCDPW and the legal compliance requirements as defined by participating CCDPW members and clubs in their nation.
- (g.) Ensure physical contact is:
- (1.) Appropriate to the situation.
 - (2.) Necessary for the development of knowledge, experience, training skills and techniques.
- (h.) Refrain from any form of personal abuse towards members and the wider public:
- (1.) The abuse of an individual is an offence under the legislation of many nations it is not tolerated within the CCDPW.
 - (2.) The CCDPW requires all affiliate clubs and their membership to be compliant with their nations legislative requirements.
 - (3.) Verbal, physical and emotional abuse.
 - (4.) Be alert to any forms of abuse directed towards members of the CCDPW.
- (i.) Refrain from any form of harassment towards students or other instructors:
- (1.) Harassment is an offence under the legislation of many nations it is not tolerated within the CCDPW.
 - (2.) The CCDPW requires all affiliate clubs and their membership to be compliant with their nations legislative requirements.
 - (3.) Gender, ethnicity, sexual orientation, disability or religious harassment.

- (4.) Be alert to any forms of harassment directed towards members of the CCDPW.
- (j.) Maintain a safe and secure environment for training, event/activity and competition:
 - (1.) The OH & S requirements for the safe and secure conduct of sporting activities and events is mandatory including those which involve martial arts. CCDPW requires all affiliate clubs and their membership to be compliant with their nations legislative OH & S and Insurance requirements.
 - (2.) Ensure compliance to equipment, facility and training safety standards and OH & S regulations of your local affiliated club and national body.
 - (3.) As appropriate each affiliate club is to be compliant with their nations insurance requirements

Note: sample OH & S document is contained at Annex L

- (k.) Show concern and caution towards sick and injured members:
 - (1.) Support members training using modified training programs as a result of an injury or disability where appropriate.
 - (2.) Uphold all aspects of the CCDPW constitution, by-laws, policy, procedure, processes and systems.

(Constitution and By-Laws Document under construction)

- (m.) Compliance to all CCDPW administrative guidelines:
 - (1.) Payment of all administrative fees and payment schedules as communicated to affiliate clubs by the executive of the CCDPW.
 - (2.) Compliant to all CCDPW administrative directions.
 - (3.) Members will be compliant to CCDPW confidentiality requirements as appropriate.
- (n.) Compliance to all CCDPW guidelines and core values, integrity and legal conduct:
 - (1.) The CCDPW, its guidelines and core values do not condone or support issues of conflict of interest, corruption, immoral behaviour or breaches of legislation.
 - (2.) Members are expected to refrain from any incidents and or issues of conflict of interest, corruption, immoral behaviour or criminal acts or inappropriate behaviour as defined within the CoC.
 - (3.) Members conduct or acts that corrupt or motivate any CCDPW decision-making process on behalf of personal interest, prejudice and or gain or impacts the reputation of the CCDPW will not be tolerated by the CCDPW Executive.
 - (4.) At all times members will maintain the highest levels of integrity in the conduct of all CCDPW affairs.

3.0 Unacceptable Behaviour Members and Affiliated Clubs of the CCDPW

- 3.1 The CCDPW does not condone or encourage unacceptable behaviour that adversely impacts an individual or organization, is an immoral or illegal act and tarnishes the reputation of the CCDPW. Instances of unacceptable behaviour include but are not restricted to the following:

- (a.) Violent or abusive behaviour.
- (b.) Vilification of any kind.
- (c.) Harassment or intimidation, sexual or otherwise.
- (d.) Bullying.
- (e.) Endangerment.
- (f.) Dishonesty including but not limited to, the making of false claims and or statements, falsifying rank and or achievements, promotion of Cacoy Doce Pares as another style.
- (g.) A criminal offence under the legislation of a nation is not tolerated within the CCDPW. Where appropriate members of the CCDPW are encouraged to report criminal offences to the authorities
- (h.) Is under investigation for a criminal offence under the legislation of a nation. In such a situation the said CCDPW member is to be suspended from training and association with the organization and its affiliated clubs until the satisfactory conclusion of the investigation including any other associated litigation and or legal hearing into the said matter where the said CCDPW member is cleared of any allegation.
- (i.) Malicious gossip, discrediting or disparaging remarks either spoken or written including but not limited to other individuals, schools, martial arts styles, discrediting fellow practitioners or affiliates of the CCDPW.
- (j.) Is part of a civil litigation and proceeding under the legislation of a nation where the CCDPW membership, organisation and its reputation can be adversely impacted. In such a situation the said CCDPW member and or members are to be suspended from training and association with the organization and its affiliated clubs until the satisfactory conclusion of such civil proceedings including any other associated litigation and or legal hearing into the said matter are concluded.

4.0 The Code of Conduct Complaints and Arbitration Procedures - General

- 4.1 The CCDPW executive considers the management of complaints made in respect to the organization, Code of Conduct (CoC), Member Protection Policy (MPP), Child Protection Policy (CPP) and breaches of and non-compliance to CCDPW policy, procedures, processes and systems as a serious matter.
- 4.2 The registering of a complaint is a serious matter and the CCDPW Executive will investigate all reported complaints in a committed and professional manner. All complaints will be managed in a discreet, confidential, objective and unbiased manner ensuring that all parties are assured a transparent due process managed to establish and review facts based on complaint investigations, analysis of evidence, investigation findings and recommendations including the delivery of final decisions by the CCDPW Executive.
- 4.3 It is of great concern to the Executive of the CCDPW that all parties to a complaint, especially the complainant and the accused receive the benefit of "Due Process" and any ensuing investigation is unbiased and transparent. It is also acknowledged that certain complaints lodged may involve criminal investigation and proceedings and or civil litigation. Under these circumstances the legitimate authorities of member clubs national legal processes and agencies will take precedence.
- 4.4 All CCDPW members on joining the organization will sign a registration document stating that they have read, understand and will comply with all CCDPW Policy, Procedures, Processes and systems including the CoC.

5.0 The Process for Addressing a Complaint

5.1 The following procedure outlines how to manage complaints of suspected instances of unacceptable behaviour and noncompliance:

5.1.1 Any member accused of breaching any of the CCDPW policy, procedures, processes and systems to include but not restricted to the CoC, The MPP, the CPP and other documents as applicable is to be reported to the Executive Board of the CCDPW in writing. The written complaint is to include a detailed description that outlines clearly all known facts supported by appropriate evidence pertaining to the complaint and the accusations made. Evidence can include but is not restricted to written and signed statements by either the complainant or witnesses, other forms of documentary evidence either hardcopy or digital to include medical reports, insurance claims, Emails, SMS's and or screen shorts of social media and digital platforms.

Note:

1. It is pertinent for any investigating team to understand and be aware that any provided screenshots of digital information may be inadmissible as evidence if it constitutes an illegal act against a member clubs national legislation including breaches of that nation's criminal code. I.E. malicious slander and or defamation and or cybercrime, etc.
2. Furthermore, it is noted that where evidence submitted that includes screenshots of digital information that the parties involved may be requested to submit their phones and or digital devices for forensic investigation by the CCDPW investigating team or will be required to submit to such requests by the relevant authorities of that clubs national law enforcement organizations as appropriate and if under investigation for a breach of that nations criminal code.

5.1.2 The CCDPW Executive Board will decide upon the ensuing course of action for addressing the reported breach of the CCDPW CoC or any other relevant policy. This is to include as appropriate depending on the circumstances if a breach is also a breach of any nations criminal code. If the breach constitutes a criminal offence the CCDPW Executive Board is to ensure they have confirmed if such a breach has been reported to the relevant and appropriate authorities for further investigation and proceedings by that nations respective law enforcement agencies as appropriate. If such a breach has not been reported to the relevant law enforcement agencies the CCDPW Executive is to ensure they understand fully the reasons why not. In such circumstances that a nations law enforcement agencies will take prominence in any required investigation the CCDPW will take appropriate action based on that law enforcement agencies ongoing investigations and or proceedings.

5.1.3 The Executive Board will notify the accused CCDPW member in writing where the accused member will be advised that a complaint has been made against them and that an investigation by the CCDPW Executive will be initiated.

- I. The accused CCDPW member shall be afforded the rights of natural justice during the course of the investigation where the CCDPW Executive Board shall enact appropriate monitoring and modification of the accused member's activities in martial arts and compliance to the policy, procedures, processes and systems of the CCDPW.
- II. The CCDPW Executive is to ensure that the accused member understands the complaint and the accusations against them and that such understanding is recorded by the CCDPW Executive Board Investigation Team. The Accused member will be given a copy of the complaint and all supporting information and statements.
- III. The accused member has a right and will be given the opportunity to respond to the complaint including the availability to provide all relevant information, statements, documentary and digital information. All information and evidence supplied by both

the complainant and the accused is to be used and recorded in the investigation. The CCDPW Executive is to ensure that any investigation has recorded all opportunities for both the complainant and the accused to respond during the course of any investigation. All interviews of both the complainant and the accused should be carried out at a meeting, teleconference or video conference where a minimum of two members designated as investigators, appointed by the CCDPW Executive Board, will carry out and record all interview processes as an element of the wider investigation.

IV. The parents/legal guardians of any member who are making a complaint and the minor is identified as a suspected victim of abuse will be encouraged to contact the Executive Board for advice on professional support services.

5.1.4 The CCDPW Executive will appoint appropriate, relevant and suitably qualified members of the organization to conduct the investigation. That person or group of people given the responsibility to investigate a case will collect, collate and analyse all available information, data and evidence that clearly outlines the position of the claimant and the accused and establishes and confirms the accuracy of the complaint and any defence and or mitigating circumstances presented by the accused. The investigation will be conducted compliant to the requirements of the Burden of Proof and Due Process.

Note: Burden of Proof

For the purposes of the CCDPW the **Burden of Proof** is meant as the obligation to present evidence on the subject of a breach of the CCDPW CoC and other policies, procedures, processes and systems to prove or disprove a disputed fact to a level of Substantial likelihood. This usually means proving much more than a 50% chance of liability or guilt.

If the breach is also a criminal offence under the legislation of the CCDPW member's nation then the legislative guidelines for a criminal case will apply.

Note: Due Process

For the purposes of the CCDPW **Due Process** is the requirement where the CCDPW Executive will respect all rights of both the claimant and the accused that are owed to them during the investigation process relative to a complaint being made concerning a breach of the CoC and other CCDPW policy, procedures, processes and systems.

5.1.5 On completion of the investigation the CCDPW investigation team will provide an investigation report comprising all information, evidence and data, the investigation teams' findings and final recommendations to the Executive of the CCDPW for review and a final decision as specified by the Executive on a case by case basis.

5.1.6 In some instances if a complaint also includes a breach or potential breach of legislation which warrants the police of a relevant CCDPW club's nation being informed such as a criminal act the CCDPW Executive will confirm that the relevant authorities have been notified. If those authorities have not been notified the CCDPW Executive will advise the relevant member club to provide all relevant investigation information at their earliest convenience and pass the investigation onto the relevant authorities as appropriate.

5.1.7 After the review of the investigation findings, conclusion and recommendations a decision will be made concerning the options for action.

NOTE: The Member Protection Policy and the Child Protection Policy should be read in conjunction with the CoC as it highlights in detail actions involving issues of a possible criminal nature.

6.0 CCDPW Executive Complaint Investigation Review

- 6.1 A review of all information, data, evidence and investigation findings and recommendations will be conducted by the ELC of the CCDPW. A CCDPW Review and Arbitration Committee will be appointed for the CCDPW ELC to review complaints and investigations. The CCDPW Review and Arbitration Committee is responsible to decide on what appropriate action to respond to the complaint.
- 6.2 The CCDPW Executive Review and Arbitration Committee will comprise five (5) members appointed by the CCDPW ELC. The committee is empowered to appoint suitably appropriate, qualified and experienced CCDPW members regardless of rank, grading or title to conduct a fair, impartial and transparent investigation into all the facts, conditions and issues surrounding the complaint.
- 6.3 On completion of the investigation and presentation of the investigation, its findings, recommendations and conclusion the CCDPW Executive Review and Arbitration Committee will review the investigation coming to a decision concerning Options For Action.

7.0 Options For Action

7.1.1 Codes of Conduct can only be effective if there is a disciplinary and administrative process to support them. It is essential that the CCDPW ELC is fair and consistent displaying due process and transparency at all times. In the consideration of options for action the CCDPW ELC must take into consideration the following:

7.1.1 The CCDPW Has a Right To:

- (a.) Expect that its members comply with its code of conduct and other associated CCDPW policy, procedures, processes and systems.
- (b.) Expect all CCDPW members including minors to maintain standards of appropriate and reasonable behaviour.
- (c.) Take appropriate action if any CCDPW members breach the Code of Conduct or CCDPW policy.
- (d.) Expect all CCDPW members to undertake appropriate corrective training when advised to.
- (e.) Expect all CCDPW members not to abuse other CCDPW members physically, sexually or emotionally.
- (f.) Take the appropriate action in the event of accusations and the conclusion of the appropriate investigative action.
- (g.) Acquire police checks as appropriate relating to convictions in relevant areas, of any CCDPW member or anyone dealing with a youth or an at risk member of society.
- (h.) Conduct any investigation, disciplinary and administrative action compliant to the legislative requirements, ongoing criminal investigations and proceedings as conducted by the legal authorities of a member club in that club's nation.

7.1.2 CCDPW Members Including Minors Have The Right To:

- (a.) Be safe
- (b.) Be listened to
- (c.) Be respected

- (d.) Privacy
- (e.) Take calculated risks in a protective environment
- (f.) Train in an inclusive environment
- (g.) Be referred to professional help if needed
- (h.) Be protected from abuse by other CCDPW members or outside sources

7.1.3 CCDPW Instructors and Coaches Have The Right To:

- (a.) Have access to ongoing training and information on all aspects of leading/managing minors, particularly CCDPW member protection.
- (b.) To support in the reporting of suspected abuse.
- (c.) Access to professional support services as appropriate.
- (d.) Be protected from abuse, false claims and accusations, etc. by CCDPW minors, other adult members, parents and affiliates.

7.2 Options for action include but are not restricted to the following:

- 7.2.1 The issuing of a verbal warning by the CCDPW Executive. In such an instance the CCDPW ELC will maintain a record of such a warning being issued.
- 7.2.2 The issuing of a written warning by the CCDPW Executive. In such an instance the CCDPW ELC will maintain a record of such a warning being issued.
- 7.2.3 The exclusion from training and access to CCDPW membership benefits and facilities for a specified period of time. In such an instance the CCDPW ELC will maintain a record of such action undertaken.
- 7.2.4 The exclusion from CCDPW events and activities for a specified period of time. In such an instance the CCDPW ELC will maintain a record of such action undertaken.
- 7.2.5 The expulsion of the member from the CCDPW organization. In such an instance the CCDPW ELC will maintain a record of such action undertaken.
- 7.2.6 A decision to pass the matter to the relevant authorities in cases that are of a criminal nature and consequence. In such an instance the CCDPW ELC will maintain a record of such action undertaken.

CCDPW Constitution and Bi Laws (To be written)

CACOY CANETE DOCE PARES WORLDWIDE (CCDPW) MISSION STATEMENT (MS)

It is our mission to continue the development, propagation and teaching of the core principles and values that SGM Cacoy Cañete researched, developed and taught during his lifetime of training, fighting and championing the Filipino Martial Arts.

We recognize the practicality, utility, combat effectiveness, beauty and value that his system of Eskrima, Eskrido and Pangamot brings to the World Martial Arts lexicon.

As such we pledge to further develop, propagate and teach these arts, always mindful of the core principles that the late SGM Cacoy Cañete researched in his lifetime.

The CCDPW ELC and HQ will maintain the core library of all written, filmed and otherwise recorded lessons as laid down by SGM Cacoy Cañete during his lifetime and furthermore, pledge to maintain the standards and principals in the teaching curriculum to ensure that grading's/ranking's continue to be of a uniform high standard for all ranks.

The CCDPW ELC and HQ will maintain a family tree of all recognized instructors, students, clubs and organizations that are affiliated with CCDPW to guard against unethical or misleading & false representations of SGM Cacoy Cañete's teachings. Using the vehicle of Classes, Seminars, Training Camps and official HQ endorsed events such as Championships, Hall of Fame and other gatherings we will share, develop and propagate the Art, Sport and Combat aspects of the CCDPW worldwide - for the betterment of all people everywhere and to promote unity, brotherhood/sisterhood in his name.

Chuck Canete
Chairman
Cacoy Canete Doce Pares Worldwide

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CACOY CANETE DOCE PARES WORLDWIDE (CCDPW) MEMBER PROTECTION POLICY (MPP)

Policy Statement

- 1.1 The Cacoy Canete Doce Pares Worldwide (CCDPW) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe environment for participating in martial arts activities.
- 1.2 Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, sexual abuse and neglect.
- 1.3 This Member Protection Policy conveys a message to all CCDPW members, and prospective members, responsible for martial arts activities, particularly those involving members under 18 years of age, about minimizing risk exposure of these members. All CCDPW members, particularly age managers, coaches, officials, coaches, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members.
- 1.4 The abuse of youth members, by other members or external sources, is not acceptable. The CCDPW encourages all incidents of such abuse, as described in this policy, to be reported immediately to the appropriate authorities.
- 1.5 The CCDPW has established a protective procedure for handling inappropriate behaviour by a CCDPW member or external influence.
- 1.6 The CCDPW Equity Policy also should be referred to when addressing issues relating to harassment of a CCDPW member by another member or outside sources.
- 1.7 The CCDPW Executive Board continues its support of the development of specific procedures and processes for addressing CCDPW member protection, in accordance with CCDPW Policies and the laws of that country.

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- 6.0 Options For Action
- 7.0 Action on Abuse Reported Directly to the CCDPW
- 8.0 CCDPW Rights and Responsibilities Matrix

1.0 Key Policy Features

- 1.1 Cacoy Canete Doce Pares Worldwide (CCDPW) Member Protection Policy Statement, CCDPW Code of Conduct, Protective Measures for CCDPW Coaches, Rights and Responsibilities and Procedures for Addressing Protection Breaches.
- 1.2 The CCDPW Member Protection Policy (MPP) has been drafted to outline the guidelines and core values of the CCDPW as an organization and to provide direction and guidance to its members to include organization office bearers, instructors, students and affiliates. A description of CCDPW members is as follows:
 - 1.2.1 CCDPW Office Bearer is an individual within the organization who holds a position of management who is responsible for a specific management function within the organization.
 - 1.2.2 CCDPW Instructor is an individual who has passed the grading requirements of the CCDPW organization and is responsible for the teaching the art of the CCDPW.
 - 1.2.3 CCDPW Student is an individual undergoing training and instruction in the art of the CCDPW.
 - 1.2.4 CCDPW Affiliate is an individual who is not an office bearer, instructor or student who supports the goals, objectives, activities and events of the CDP WF.
 - 1.2.5 CCDPW Affiliated Club is a club that is a member of the CCDPW and agrees to abide by the constitution and by-laws of the CCDPW and its policies, procedures, processes and systems in the promotion of the CCDPW art and sporting events and activities.
- 1.3 This document is supported by CCDPW CoC, policy, procedure, processes and systems that ensure the CCDPW provides a professional, safe and secure training environment compliant to the organizations guidelines and core values throughout its affiliated clubs where the organization is managed in a professional, transparent manner that ensures due process and attention towards the achievement of the combined goals and objectives of the organization and its individual members.
- 1.4 All members of the CCDPW includes, students, Instructors, office bearers of the organization and affiliates who are obliged to familiarise themselves with the content of the CoC so that the core values of the CCDPW are understood. Furthermore, the CCDPW CoC is to be read in association with the following CCDPW supporting policies, procedures, processes, and systems:
 - (a.) CCDPW Constitution and Bi Laws (To be written)
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Note: The above documents are contained as annexes to the CCDPW Code of Conduct.

2.0 CCDPW Member Protection Policy and the Code of Conduct

- 2.1 CCDPW endorses the organization's Code of Conduct (CoC) for CCDPW members, and the CCDP MPP is to be read in conjunction with the CoC. This policy is applicable for those responsible for conducting, managing or administering activities involving CCDPW members under the age of 18, and/or similar policies as endorsed by the CCDPW.
- 2.2 All members of the CCDPW which includes, students, Instructors, office bearers of the organization and affiliates are obliged to familiarise themselves with the content of the Member Protection Policy (MPP) so that the core values of the CCDPW are understood.
 - 2.2.1 As a CCDPW member, you should meet the following requirements concerning your conduct during any CCDPW sanctioned activity.
 - (a.) Respect the rights, dignity and worth of others.
 - (b.) Be fair, considerate and honest in all dealings with others.
 - (c.) Be professional in, and accept responsibility for, your actions.
 - (d.) Make a commitment to providing quality service.
 - (e.) Be aware of, and maintain an uncompromising adherence to, CCDPW standards, rules, regulations and policies.
 - (f.) Operate within the rules of martial arts including national and international guidelines that govern martial arts.
 - 2.2.2 The CCDPW expects all members, and affiliates who include supporters, advisors and associates to abide by the CCDPW CoC which upholds the principles and values of the organisation and this MPP. CCDPW members should recognise that at all times they have a responsibility to a duty of care to all CCDPW members, Specifically:
 - (a.) Understand the possible consequences if you breach CCDPW's Member Protection Policy or Code of Conduct.
 - (b.) Immediately report any breaches of the CCDPW Member Protection Policy or Code of Conduct to the appropriate authority.
 - (c.) Refrain from any form of abuse towards others.
 - (d.) Refrain from any form of harassment towards others.
 - (e.) Provide a safe environment for the conduct of the activity in accordance with relevant CCDPW policy.
 - (f.) Show concern and caution towards others that may be sick or injured.
 - (g.) Be a positive role model.

A CCDPW Team Manager/Instructor will:

- (a.) Agree to abide by the CoC.
- (b.) Be responsible for the overall welfare and well-being of team members and officials when traveling with a team.

- (c.) Maintain a 'duty of care' towards team members and accountability for the management of the team.
- (d.) Have a sound knowledge of CCDPW policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- (e.) Foster a collaborative approach to the management of the team.

A CCDPW Coach or Official will:

- (a.) Agree to abide by the CCDPW CoC.
- (b.) Be responsible for matters concerning the coaching, training and development of CCDPW members.
- (c.) Maintain a 'duty of care' towards others and accountability for matters relating to training and competition.
- (d.) Have a sound working knowledge of CCDPW policies, rules and regulations and coaching techniques.
- (e.) Ensure that any physical contact with others is;
 - (1.) Appropriate to the situation
 - (2.) Necessary for the person's skill development
- (f.) Provide a safe environment for training and competition.
- (g.) Be a positive role model for members within the CCDPW.

A CCDPW Administrator/Director/Officer will:

- (a.) Agree to abide by the CCDPW CoC.
- (b.) Be fair, considerate and honest with others.
- (c.) Operate within the rules of the CCDPW.
- (d.) Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- (e.) Resolve conflicts fairly and promptly through established procedures.
- (f.) Maintain strict impartiality.
- (g.) Maintain a safe environment for others.
- (h.) Show concern and caution towards others.
- (i.) Be a positive role model for others.

3.0 Protective Measures for CCDPW Coaches/Officials

- 3.1 For the purposes of this policy, the word 'youth' refers to a CCDPW member or person up until the age of 18 years. CCDPW coaches/officials are those members who undertake the delivery or supervision of martial arts activities in their capacity as team managers, coaches, officials, administrators, and like positions. These are responsible positions in the organisation and

each coach/official must adopt these risk minimization measures to protect themselves from misconceptions about their behaviour in performing their designated roles.

- 3.2 Risk Minimization Measures, do not engage, or allow others to engage, in any of the following:
- (a.) Abusive initiation ceremonies
 - (b.) Inappropriate undressing/ dressing in front of members including youths
 - (c.) Invading the privacy of members including youths while showering or toileting
 - (d.) Photographing members including youths while undressing/ dressing, showering or toileting
 - (e.) Sleeping in closed quarters with youths without a second adult representative, parent etc.
 - (f.) Aggressive, physically distressing or sexually provocative activities
 - (g.) Sexually suggestive comments about or to a member including a youth
 - (h.) Inappropriate or intrusive touching of a member including a youth
 - (i.) Joking, ridiculing, rejecting, isolating, or taking the 'Mickey' out of a member.
- 3.3 While many of the above points may not be legally actionable, they are against the principles and value of the CCDPW and guarded against in the CCDPW CoC. Coaches should maintain an open door policy when conducting briefings, meetings and assemblies of members. Invite all members including youths, parents, friends and other coaches to participate, particularly when performing interviews, transporting members and conducting excursions. Male and female adults, coaches or parents must accompany youths when undertaking martial arts activities away from home and especially overnight. Treat all members with respect and dignity. Be mindful of your language, tone of voice and body language. Address the problem not the person. Let members know that when they are difficult it is their behaviour that is 'not OK' and the member 'is OK'. Foster teamwork and group cohesion between coaches allowing for the ability to point out inappropriate attitudes and behaviour by members of the team. Do not tolerate abusive or inappropriate behaviour – deal with it immediately.
- 3.4 Encourage members - don't pressure them. Be mindful of each individual's capacities for martial arts activities and protect them from pressure to participate. Respect youth member's privacy. Expect them to respect yours. Do not become involved in excessive attention seeking behaviour, physically or sexually, by a youth. Be mindful of the very needy youth and redirect their attention to martial arts activities.
- 3.5 Maintain your status as a ROLE MODEL to youths and other adults. Be friendly, courteous and kind. Don't abuse your position. Always set a good example in dress, behaviour, language etc. Mixed teams of coaches supervising martial arts activities provides for a healthier environment for coaches and youths. Remember - the inappropriate behaviour of one coach reflects on all of CCDPW's coaches. UNDERSTAND CCDPW POLICIES on member protection and grievances, and respect them. For more information on risk management information contact a member of the CCDPW Executive Board. The Code of Conduct Complaints and Arbitration Procedures located in the CCDPW CoC is an excellent resource for a basic understanding of how to deal with Complaint issues within the CCDPW.
- 3.6 This list of risk minimization strategies is not exhaustive but is designed to be a guide for CCDPW members to uphold the values and principles of the organization.

4.0 CHECKLIST FOR CCDPW MEMBERS WHERE ABUSE IS SUSPECTED

- 4.1 Use the following guidelines should you or any other member suspect abuse:

- 1 You have suspicion on reasonable grounds:
 - (a.) When a youth tells you they have been abused.
 - (b.) When someone else tells you a youth has been abused.
 - (c.) A youth tells you they know someone who has been abused (often they are referring to themselves).
 - (d.) You observe a member's behaviour and/or injuries etc., and your knowledge of the members, leads you to suspect abuse.
 - (e.) You observe a member's abuse of another member.
- 2 If you suspect a youth or adult CCDPW member has been abused follow these procedures:
 - (a.) Ensure the person is safe (if they are in your care).
 - (b.) Maintain the safety of other members in accordance with CCDPW Regulations and the Code of Conduct.
 - (c.) Obtain and document the following information to provide to the CCDPW Executive Board representative designated as liaison on member protection issues:
 - (1.) The person's name, age and address;
 - (2.) Your reason for suspecting abuse (i.e. observation, injury, information);
 - (3.) Your assessment of danger posed to the person including information pertaining to the alleged perpetrator;
 - (4.) What arrangements, if any, exist for the immediate protection of the person;
 - (5.) What involvement, if any, other agencies have in dealing with the suspected member protection issues.
- 3 Make direct and confidential contact with the CCDPW Executive Board. They will be able to advise you on such issues as parental involvement, police involvement, medical treatment, and the CCDPW's position. Remember, if in doubt, seek immediate advice.
- 4 In the event that you suspect abuse by someone who is not a CCDPW member (e.g. family member, club visitor) advise the CCDPW Executive Board to seek appropriate advice.

5.0 Procedure for Addressing Suspected Inappropriate Behaviour

- 5.1 The following procedure outlines how to manage suspected instances of inappropriate behaviour:
 1. Ensure all members are aware of the CCDPW Member Protection Policy, the Code of Practice for CCDPW Instructors and the CCDPW Code of Conduct when joining the organization.
 2. Any person suspected of breaching any of the CCDPW Member Protection Policy and Code of Conduct is to be reported to the Executive Board of the CCDPW. All known facts and suspicions are to be confided.
 3. Anonymous claims of abuse or breaches of the above Code and policies are to be taken seriously and immediately reported to the CCDPW Executive Board for investigation.

4. If the issue involves suspected abuse then:
 - V. The person reporting the suspected breach will advise the Executive Board immediately on being made suspicious and declare all available details.
 - VI. The Executive Board will decide upon the ensuing course of action for addressing the reported breach of the CCDPW's Member Protection Policy.
 - VII. The Executive Board will notify the suspected CCDPW member in writing where the suspected member will be advised that an inquiry will be instigated.
 - VIII. The suspected CCDPW member shall be afforded rights of natural justice during the course of the investigation where the Executive Board shall enact appropriate monitoring and modification of the suspected member's activities in martial arts and compliance to the policy, procedures, processes and systems of the CCDPW.
 - IX. The suspected member will be given the opportunity to respond to the complaint. This should be carried out at a meeting, teleconference or video conference where two members, appointed by the Executive Board, will carry out an interview.
 - X. The parents/legal guardians of any member identified as a suspected victim of abuse will be encouraged to contact the Executive Board for advice on professional support services.

6.0 Options For Action

- 6.1 The following guidelines are to be used as a measure by the CCDPW for addressing CCDPW member protection issues:
 - (a.) Report the matter to the relevant welfare services, children's services or child protection agency.
 - (b.) Report the matter to the police and preferably, the child protection units, as appropriate.
 - (c.) The suspected victim and other family members shall be asked to approach their local GP to obtain a referral to professional support services and medical specialists.
 - (d.) The GP can contact the Executive Board for advice of the name of an appropriate specialist known to the CCDPW.
 - (e.) Raise the suspension and/or cancel the perpetrator's membership. Informing other martial arts organizations of such action to guard against future application for membership.
 - (f.) Check periodically to ensure the former member is having no further contact with members of the CCDPW.
 - (g.) Periodically follow up on the victim's progress after initial counselling and that they have access to available care.

7.0 Action on Abuse Reported Directly to the CCDPW

- 7.1 In the event that suspected abuse of a CCDPW member is reported in the first instance to the Executive Board of the CCDPW then the following actions are to occur:

- (a.) The CCDPW Grievance Officer/ Harassment Contact Officer is to conduct a preliminary investigation and report confidentially to the CCDPW Executive Board as to whether abuse is suspected.
- (b.) If abuse is suspected the Executive Board will report the matter immediately and confidentially to the respective government organization responsible for investigating the matter in accordance with this policy and procedures.

8.0 CCDPW Rights and Responsibilities Matrix

7.1 The CCDPW organization and its members, youth and adults, reserve certain basic rights and with those rights certain responsibilities. Listed below are some of these rights and responsibilities.

8.1.1 CCDPW Members Including Youths Have The Right To:

- (a.) be safe
- (b.) be listened to
- (c.) be respected
- (d.) privacy
- (e.) take calculated risks in a protective environment
- (f.) an inclusive environment
- (g.) be referred to professional help if needed
- (h.) be protected from abuse by other CCDPW members or outside sources

8.1.2 CCDPW Members Including Youths Are Responsible For:

- (a.) Showing respect to both youth and adult CCDPW members
- (b.) Keeping themselves safe
- (c.) Accurately reporting inappropriate behaviour or risky situations for CCDPW members

8.1.3 CCDPW Coaches Have The Right To:

- (a.) Have access to ongoing training and information on all aspects of leading/managing youths, particularly CCDPW member protection
- (b.) To support in the reporting of suspected abuse
- (c.) Access to professional support services
- (d.) Be protected from abuse by CCDPW youths, other adult members and parents

8.1.4 CCDPW Coaches Are Responsible For:

- (a.) Fostering teamwork and mateship to ensure the safety of youth CCDPW members in their care
- (b.) Using appropriate team management behaviour
- (c.) Responding to CCDPW youth members' statements concerns about alleged abuse
- (d.) Ensuring that the rights and responsibilities of CCDPW youth members is enforced

- (e.) Reporting suspected abuse to the appropriate authority
- (f.) Not abusing CCDPW members physically, sexually or emotionally
- (g.) Maintaining confidentiality about sensitive information as designated by the appropriate authority

8.1.5 The CCDPW Has a Right To:

- (a.) Expect that it's members comply with its code of conduct
- (b.) Expect all CCDPW youth members to maintain standards of reasonable behaviour
- (c.) Take appropriate action if any CCDPW members breach the Code of Conduct or CCDPW policy
- (d.) Expect all CCDPW members to undertake appropriate training when advised to
- (e.) Expect all CCDPW members not to abuse other CCDPW members physically, sexually or emotionally
- (f.) Take the appropriate action in the event of accusations
- (g.) Acquire police checks relating to convictions in relevant areas, of any CCDPW member or anyone dealing with youth

8.1.6 The CCDPW Is Responsible For:

- (a.) Helping to provide a safe environment for all members
- (b.) Providing ongoing training and information for CCDPW members and promoting its policy and procedures on child protection
- (c.) Facilitating open discussions on child protection issues
- (d.) Providing support to CCDPW members who report accusations of abuse
- (e.) Treating suspected abuse information confidentially
- (f.) Taking the appropriate action if CCDPW members breach the standards of reasonable behaviour or policies and regulations

**CACOY DOCE PARES WORLD FEDERATION
(CCDPW)
CHILD PROTECTION AND SAFETY
POLICY AND PROCEDURES (CPSPP)**

Policy Statement

- 1.1 The Cacoy Doce Pares World Federation CCDPW is committed to providing an environment that is safe and protective for children to participate in Martial Arts and Self Defence. The CCDPW will not abide any loss of 'duty of care of children' under the care, responsibility and instruction of any instructor or coach in our chosen discipline.
- 1.2 The CCDPW will not abide in the criminal act child sexual maltreatment that occurs when a child [defined as a person under the age of 18 years] has been exposed or subjected to sexual behaviours or acts that are exploitative and /or inappropriate to his or her development years. Such activities can involve a wide range of sexual activities, which exploit children, some of which includes forcing, tricking, bribing, threatening or pressuring a child into sexual activity.
- 1.3 This Child Protection Policy clearly conveys a message to all CCDPW members and any prospective members responsible for Martial Arts and Self Defence instruction particularly those involving CCDPW members under the age of 18 years that Child Protection is about the implementation of procedures and good practices that will minimization risk to children. All managers, coaches, instructors, trainers and management personnel carry the responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years (youth).
- 1.4 The abuse of youth CCDPW members, by neither other CCDPW members nor any external sources is not acceptable. The CCDPW encourages all incidents as described above to be reported immediately to the appropriate authorities.
- 1.5 The CCDPW will make available, where possible, the means to expand the educational aspects of its members for the increased and ongoing protection of their youth participants.

Chuck Canete
Chairman
Cacoy Doce Pares World Federation

August 2019

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- 2.0 The 'Hands On' Instructor/Coach/Trainer Will
- 3.0 Any Official, Referee, Administrator Will
- 4.0 Sensible Safeguards
- 5.0 Rights and Responsibilities
- 6.0 Training Safeguards and Procedures

1.0 Compliance to the CCDPW Code of Conduct

The CCDPW endorses its Code of Conduct (CoC) and the compliance to the CoC. The following Child Protection and Safety Policy and Procedures (CPSPP) are for those responsible for activities involving persons under the age of 18 years. As a CCDPW member you should strive to meet the following requirements in regard to your conduct in any dealings with any persons less than 18 years of age.

1.1 The Instructor will:

- (a.) Agree to abide by the CCDPW CoC.
- (b.) Be responsible for the overall welfare and well-being of all their CCDPW members and all officials when working or traveling as a group.
- (c.) Maintain a 'duty of care' towards all CCDPW members as well as accountability to the ongoing welfare of their members.

1.2 The 'hands on' Instructor/Coach/Trainer will:

- (a.) Agree to abide by the 'CCDPW CoC'.
- (b.) Be responsible for the all matters, including Safety, concerning instruction.
- (c.) Coaching, training and development of all CCDPW members.
- (d.) Maintain a 'Duty of Care' towards students and accountability for those associated matters.
- (e.) Relating to safety, training and competition.
- (f.) Ensure that any physical contact with others is:
 - i. Appropriate to the situation
 - ii. Started only after all safety considerations have been explored and met
 - iii. Necessary and appropriate for the person's skill development
- (g.) Provide a safe learning environment for all training and competition

1.3 Any Official, Referee, Administrator will:

- (a.) Agree to abide by the CCDPW Code of Conduct
- (b.) Be fair, considerate and honest with others
- (c.) Operate within the rules and regulations outlined by the CCDPW
- (d.) Be professional and outstanding in their actions, your language, presentation,
- (e.) Maintain manners and punctuality
- (f.) Resolve conflicts fairly and promptly through all established procedures
- (g.) Maintain strict impartiality
- (h.) Maintain a safe environment for everyone
- (i.) Show concern and caution for the welfare of others

2.0 The 'Hands On' Instructor/Coach/Trainer Will:

- (a.) Agree to abide by the 'Code of Conduct'
- (b.) Be responsible for all matters, including Safety, concerning the instruction, coaching, training and development of all members
- (c.) Maintain a 'Duty of Care' towards others and accountability for the matters relating to safety, training and competition.
- (d.) Ensure that any physical contact with others is:
 - i. appropriate to the situation
 - ii. completely necessary and appropriate for the person's skill development
- (e.) Provide a safe learning environment for all training and competition

3.0 Any Official, Referee, Administrator Will:

- (a.) Agree to abide by the code of conduct
- (b.) Be fair, considerate and honest with others
- (c.) Operate within the rules and regulations outlined by the CCDPW
- (d.) Be professional and outstanding in your actions, your language, presentation,
- (e.) Maintain manners and punctuality
- (f.) Resolve conflicts fairly and promptly through all established procedures
- (g.) Maintain strict impartiality
- (h.) Maintain a safe environment for everyone
- (i.) Shown concern and caution for the welfare of others

4.0 Sensible Safeguards

4.1 The safeguards below apply to those CCDPW members who undertake the delivery and supervision of youth activities in their capacity, whatever that capacity may be, Instructor, Manager, Coach, etc. All safeguards and procedures listed below are presented on the basis of 'risk minimization' measures. These measures can help protect CCDPW members from any misconceptions about their behaviour in performing their designated roles.

1. Do not engage, or allow others to engage in any of the following:
 - a. Abusive initiation ceremonies
 - b. Sleeping in close quarters with youths without having a second adult representative or parent, etc.
 - c. Aggressive, physically distressing or sexually provocative activities
 - d. Sexually suggestive comments to a youth or about a youth.
 - e. Inappropriate or intrusive touching of a youth

2. Maintain an open door policy when conducting briefings, meetings and assemblies of CCDPW members. Invite all youths, parents, friends and other leaders to participate, particularly when performing interviews, transportation of CCDPW youth members or orchestrating a tournament.
3. Male and female adults and parents, must accompany youths on any activities away from home, especially overnight

5.0 Rights and Responsibilities

- 5.1 The CCDPW organization and its members, youth and adults, reserve certain basic rights and with those rights certain responsibilities. Listed below are some of these rights and responsibilities.
- 5.2 Youths Have The Right To:
 - (a.) be safe
 - (b.) be listened to
 - (c.) be respected
 - (d.) privacy
 - (e.) take calculated risks in a protective environment
 - (f.) an inclusive environment
 - (g.) be referred to professional help if needed
 - (h.) be protected from abuse by other CCDPW members or outside sources
- 5.3 Youths Are Responsible For:
 - (a.) Showing respect to both youth and adult CCDPW members
 - (b.) Keeping themselves safe
 - (c.) Accurately reporting inappropriate behaviour or risky situations for youth CCDPW members
- 5.4 CCDPW Coaches Has The Right To:
 - (a.) Have access to ongoing training and information on all aspects of leading/managing youths, particularly CCDPW member protection
 - (b.) To support in the reporting of suspected abuse
 - (c.) Access to professional support services
 - (d.) Be protected from abuse by CCDPW youths, other adult members and parents
- 5.5 CCDPW Coaches Are Responsible For:
 - (a.) Fostering teamwork and mateship to ensure the safety of youth CCDPW members in their care
 - (b.) Using appropriate team management behaviour
 - (c.) Responding to CCDPW youth members' statements concerns about alleged abuse

- (d.) Ensuring that the rights and responsibilities of CCDPW youth members is enforced
- (e.) Reporting suspected abuse to the appropriate authority
- (f.) Not abusing CCDPW members physically, sexually or emotionally
- (g.) Maintaining confidentiality about sensitive information as designated by the appropriate authority

5.6 The CCDPW Has a Right To:

- (a.) Expect that it's members comply with its code of conduct
- (b.) Expect all CCDPW youth members to maintain standards of reasonable behaviour
- (c.) Take appropriate action if any CCDPW members breach the Code of Conduct or CCDPW policy
- (d.) Expect all CCDPW members to undertake appropriate training when advised to
- (e.) Expect all CCDPW members not to abuse other CCDPW members physically, sexually or emotionally
- (f.) Take the appropriate action in the event of accusations
- (g.) Acquire police checks relating to convictions in relevant areas, of any CCDPW member or anyone dealing with youth

5.7 The CCDPW Is Responsible For:

- (a.) Helping to provide a safe environment for all members
- (b.) Providing ongoing training and information for CCDPW members and promoting it's policy and procedures on child protection
- (c.) Facilitating open discussions on child protection issues
- (d.) Providing support to CCDPW members who report accusations of abuse
- (e.) Treating suspected abuse information confidentially
- (f.) Taking the appropriate action if CCDPW members breach the standards of reasonable behaviour or policies and regulations

6.0 Training Safeguards and Procedures

6.1 The safeguards and procedures below apply to those CCDPW members who undertake the delivery and supervision of youth activities in their capacity, whatever that capacity may be, Instructor, Manager, Coach, etc. All safeguards and procedures listed below are presented on the basis of 'risk minimization' measures. These measures if instigated can help protect CCDPW members from any seeming loss of 'Duty of Care'.

6.1.1 The Instructor

Any person in a sporting supervisory role to youth should firstly understand that their position is one of trust. Apart from their Martial Arts capability that person must have at least the knowledge of the sporting/physical requirements as well as the skills to manage under 18's, by way of some basic qualification e.g. 'Coaching Accreditation and or instruction Scheme' or any similar effective qualification and or training.

Any person in a sporting supervisory role to youth should also have an ambulance/first aid knowledge and qualification e.g. a St. John's Ambulance Senior Certificate. It is the Instructor/trainer/coach's responsibility to ensure all qualification remains in force.

6.1.2 The Youth

Any Instructor/trainer/coach must be very aware that all under 18's have the right:

- (a.) to feel safe
- (b.) to be listened to
- (c.) to be respected
- (d.) to take calculated risks in a controlled environment
- (e.) to the availability of immediate first-aid or medical assistance
- (f.) to have a clean safe environment in which to train

In view of these basic rights the Executive Board of the CCDPW has implemented a series of procedures that will again minimize risk for under 18's and indeed all CCDPW members.

6.1.3 Registration and Medical History Procedures

The CCDPW employs a procedure whereby all members' particulars are known and recorded including the member's name, their parent's or legal guardian's names, parent's or legal guardian's address and phone numbers, emergency numbers and the best time to contact. Furthermore, the CCDPW utilizes a medical questionnaire signed by the parent's or legal guardian to include a full medical history, medical insurance details and physician details and emergency contacts.

6.1.4 Incident Recording Procedures

The CCDPW has documentation in compliance with occupational health and safety requirements where any obvious sickness, diseases, infections, sprains, strains, blood, injuries, accidents or medication given, aspirin, bandages or medical advice given to CCDPW members is recorded. The documentation includes the date, CCDPW members name and action taken and follow up made.

6.1.5 Training Area

The CCDPW training area provides easy access to the following:

- (a.) Change areas, toilets, water, soap and clean towels.
- (b.) Have drinking water available BUT always encourage children to have their own.
- (c.) A sensible staffing ratio. Children need special attention and the younger they are the lower the student ratio to instructors. The following guide is employed by the CCDPW for Instructor to student ratio:
 - 1 to 10 for 4 to 6 years
 - 1 to 15 for 7 to 14 years
 - 1 to 20 for 15 to 18 years
- (d.) Knowledge of emergency fire procedures and exits
- (e.) A telephone

- (f.) Good ventilation or some temperature control
- (g.) Clean appropriate flooring
- (h.) Clean appropriate equipment
- (i.) Any glass or mirrors are shatterproof
- (j.) Safe electrical fittings and other switches and controls
- (k.) A functional first aid kit specific for sports related injuries

6.1.6 Training Equipment

The CCDPW has ensured that all training equipment is appropriate for the intended age group and the activities conducted. CCDPW members are encouraged at all times to have and maintain their own equipment where applicable. Any shared equipment provided is in good condition, safe, clean, washed regularly and stacked away when not in use.

CACOY DOCE PARES WORLD FEDERATION (CCDPW) EQUITY POLICY (EP)

POLICY STATEMENT

- 1.1 The Cacoy Canete Doce Pares Worldwide (CCDPW) is committed to the encouragement of diversity and equity while eliminating discrimination for all of its members and is dedicated to providing a safe training environment for participating in martial arts activities that is representative of all sectors of society.
- 1.2 Training activities conducted by CCDPW instructors, assistant instructors or other members of the CCDPW that do not comply with this policy, is not acceptable. The CCDPW encourages all such incidents as described in this policy, to be reported immediately to the Executive Board of the CCDPW.
- 1.3 The CCDPW Executive Board continues its support of the development of an inclusive organisation that supports equity and diversity through CDP WF Policies, procedures, processes and systems and the laws of the countries where CCDPW martial arts are practiced.

Chuck Canete
Chairman
Cacoy Canete Doce Pares Worldwide

August 2019

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- 2.0 The Policy's Purpose
- 3.0 The Organisation Is Committed To

1.0 General

- 1.1 The Cacoy Canete Doce Pares Worldwide (CCDPW) is committed to encouraging equality and diversity among our CCDPW Members, and eliminating unlawful discrimination.
- 1.3 The aim is for CCDPW members to be truly representative of all sections of society and for each member to feel respected and able to give their best.
- 1.4 The CCDPW is also committed against unlawful discrimination of CCDPW members or the public

2.0 The policy's purpose

- 2.1 The purpose of the policy is to provide equality, fairness and respect for all CCDPW members as per the following considerations:
 - 2.1.1 Not unlawfully discriminate because of the Equality Act 2010 (Australian Legislation) protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
 - 2.1.2 Oppose and avoid all forms of unlawful discrimination including but not restricted to benefits, terms and conditions, dealing with grievances and discipline, sanction and expulsion from the organization, selection for promotion, training or other developmental opportunities

3.0 The Organisation Is Committed To

- 3.1 Encourage equality and diversity in the CCDPW.
- 3.2 Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all CCDPW members are recognised and valued.
- 3.3 This commitment includes advising CCDPW Executive, Office Bearers and Instructors and Coaches and all other members about their rights and responsibilities under the equality policy. Responsibilities include members conducting themselves to help the organisation provide equal opportunities and prevent bullying, harassment, victimisation and unlawful discrimination
- 3.4 All CCDPW members should understand they, as well as the CCDPW can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their activities with the CCDPW, against fellow CCDPW members and the public.
- 3.5 The CCDPW takes complaints seriously of bullying, harassment, victimisation and unlawful discrimination by fellow CCDPW members, affiliates, family members, the public and any others in the course of the organisation's activities.
- 3.6 Such acts will be dealt with as misconduct under the organisation's policy, procedures, processes and systems and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to expulsion from the CCDPW.
- 3.7 Further, sexual harassment may amount to an expulsion from the CCDPW and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 (Australian Legislation) – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

CACOY DOCE PARES WORLD FEDERATION (CCDPW) CLASS CONDUCT, MANAGEMENT, COACHING AND PHYSICAL TRAINING CONSIDERATIONS, RULES AND GUIDELINES

POLICY STATEMENT

- 1.1 The Cacoy Canete Doce Pares Worldwide (CCDPW) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe training environment for participating in martial arts activities.
- 1.2 To maintain a safe training environment lessons of instruction must be well structured, facilitated, and monitored ensuring that students obtain the best instruction possible to enhance their performance while minimizing the potential for injury.
- 1.3 This Class Conduct, Management, Coaching Points and Physical Training Rules and Guidelines Policy conveys a message to all CCDPW members, and prospective members, responsible for martial arts activities, including those involving members under 18 years of age, about minimizing the risk exposure of these members. All CCDPW members, particularly instructors, assistant instructors, age managers, coaches, officials, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members including disabled members and those with injuries.
- 1.4 Training activities conducted by CCDPW instructors, assistant instructors or other members of the CCDPW that do not comply with this policy, is not acceptable. The CCDPW encourages all such incidents as described in this policy, to be reported immediately to the Executive Board of the CCDPW.
- 1.5 The CCDPW Executive Board continues its support of the development of specific procedures and processes for addressing CCDPW member protection, in accordance with CCDPW Policies and the laws of that country.

Chuck Canete
Chairman
Cacoy Canete Doce Pares Worldwide

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PART ONE – CLASS CONDUCT AND MANAGEMENT

1.0 General

- 1.1 The CCDPW endorses the following policy for CCDPW members, particularly those responsible for conducting, managing or administering activities involving CCDPW members as endorsed by the CCDPW.

2.0 Conduct of a Lesson

- 2.1 For instruction to be understood by participant's instruction must be well planned prepared and conducted. Martial Arts training is a physical skill that a CCDPW member can only learn by practical application. Therefore there is an onus on instructors to be able to demonstrate the practical skills themselves in a manner that a student can easily assimilate.
- 2.2 The level of instruction needs to ensure that all participants are included ensuring that the participant is able to receive the maximum benefit from the training provided. In this case instructors need to ensure that they are satisfying the instructional requirements and match the physical ability of the participant including those with disabilities, injuries and a medical condition.

3.0 The Learning Outcome

- 3.1 All instruction must be based on a clear understanding of the performance required from students as a result of that instruction. A learning outcome specifies the performance required of students, under what range of variables they will perform and what assessment criteria they are to achieve.
- 3.2 Examining the learning outcome is the first step in preparing a lesson plan. The learning outcome is the learning target for the period of instruction. Examination of the learning outcome should tell an instructor the following:
 - a. Performance Criteria: The required outcome expected to be performed by the participant as a result of the period of instruction, e.g. 'Apply Counters to Pistol Holdups'.
 - b. Range of Variables: Defines the boundaries within which the performance criteria apply.
 - c. Assessment Criteria: Assessment Criteria set out the required conditions and outcomes, which govern the assessment of whether or not a learning outcome has been achieved by the participant.
 - d. Teaching Points: The learning outcome also details the teaching points that are to be covered during a period of instruction.

4.0 Conduct of a Martial Arts Lesson

- 4.1 The method of instruction for a Martial Arts Lesson is similar to that of any skills lesson. The lesson consists of three parts:
 - a. The introduction,
 - b. The body, and
 - c. The conclusion.

- 4.1.1 Introduction: The aim of the lesson introduction is to prepare participants mentally and physically for the period of instruction. The introduction sets the scene for learning. The introduction should include the following:
- a. Attendance Check: The instructor will usually conduct an assessment of the class attendance checking class composition. There is a requirement for the instructor to be familiar with all their students in particular level of experience, fitness, and state of health such as injuries, etc. The instructor can then do a final analysis of the training composition for that lesson.
 - b. Positioning of Participants: The instructor should position participants to conform to the class layout that is required. Different techniques require the instructor to vary the instructional layout. The emphasis is on the ability of the participants to see the actions of the instructor and the instructor to see the actions of the participants. There are several common methods for positioning participants however the instructor needs to remain flexible ensuring that all participants have the best opportunity to view any demonstrations at all times even if the instructor must direct students to move:
 - (1) Two of more ranks of participants either:
 - i. Facing each other, or
 - ii. Facing the same direction,
 - (2) In files,
 - (3) In a semi-circle, and
 - (4) In pairs conducting individual practice
 - c. Allocation of Training Aids (Weapons, Equipment and Materials): The instructor indicates weapons, equipment or materials that are to be used as training aids by participants during instruction. Any rules for using these items should be detailed.
 - d. Safety Precautions: The instructor should supervise the conduct of safety precautions if required. These precautions should be conducted in accordance with CCDPW policy and procedures as applicable. Any additional precautions to be adhered too during the period of instruction should be detailed at this time. The following safety precautions are to be adhered to by instructors when conducting a Lesson:
 - (1) Instructors are to check all equipment if used during the conduct of the lesson for serviceability prior to a period of training.
 - (2) At the commencement of any period of training the instructor is to supervise the conduct of weapon safety precautions if required. These precautions should be conducted in accordance with the relevant CCDPW policy and procedures where applicable. Any additional precautions to be adhered too during the period of instruction should be detailed at this time.
 - (3) The instructor is to ensure that mats if used are correctly laid and free of obstructions or if using an outdoor training area ensure that the outdoor training area is prepared and is free of sticks rocks or any injurious objects and environmental and other local conditions have been considered.
 - (4) Participants are to:
 - i. Remove watches, neck chains and any other jewellery
 - ii. Remove or tape over rings,
 - iii. Remove all articles from clothing,

- iv. Remove all articles from equipment if worn (including all hard objects),
 - v. Have closely trimmed finger and toe nails, and
 - vi. Ensure personal hygiene is maintained including the cleanliness of training uniforms.
 - vii. Long hair is to be tied back.
 - viii. Ensure that you have made provision for students with a disability including those in wheelchairs etc.
- (5) Warm up exercises and stretching is to be conducted by participants prior to commencing physical activity. Instructors are to ensure participants do not cool down between physical activities. Warm down exercises are to be conducted by participants after physical activity.
 - (6) On the command 'Stop!' or 'Steady!' all participant's actions are to cease immediately.
 - (7) Participants are to be reminded to exercise controlled aggression during all training activities. Instructors must continually remain vigilant to control uncontrolled activities where students focus is not on technique or skill.
 - (8) To prevent undue injuries in training due to the enthusiasm and vigor of a training partner participants on the receipt of a technique are to signal to their training partner by tapping them once the pressure of a lock, strangulation or choke becomes painful but not before it has been applied.
 - (9) If thrown or propelled to the ground a participant is to remain motionless until tapped twice by their training partner executing the technique to indicate that they has completed the technique. The same applies to techniques involving weapons or where a participant has been placed in a position by another executing the technique.
 - (10) Weapons utilized as training aids are to be placed in a designated area where they will not cause injury to participants when not in use.
 - (11) When countering an attack where a weapon is used participants are to maintain control of the weapon at all times.
 - (12) When using firearms or replicas of firearms for training participants are to keep the index finger outside the trigger guard when using pistols and rifles to prevent possible injury.
 - (13) Participants are not to be overzealous with their attacks especially when using weapons.
 - (14) Instructors are to supervise all practical work closely and constantly; a class is never to be left unsupervised.
 - (15) Instructors are not to let participants get ahead of instruction during the teaching stages of a lesson.
 - (16) Instructors are not to mismatch participants when allocating training partners.
- e. Conduct Warm Up Exercise: Warm up exercises and stretching is to be conducted prior to the commencement of the body of the lesson to prepare the body for the physical activity required during the lesson. Warm up exercises must be appropriate for the lesson, e.g. if the lesson is about locking techniques concentrate on warming up the joints.

Warm Up Exercises are just that they do not include physical fitness training. Physical fitness training can be included but only after the conclusion of appropriate Warm Up Exercises.

- f. Revision: Revision is a warm-up for a period of instruction. Participants are practiced in skills in which proficiency is a prerequisite for the instruction being presented. Revision assists in preparing participants for new learning. Revision must be applicable to the lesson, e.g. it is not necessary to practice all breakfalls if only side breakfalls are to be executed during the lesson.
- g. Approach: In the approach the instructor tells the participants what they are to learn, why they should learn it and the assessment criteria they are to achieve by the end of the period of instruction. The two elements of the approach are as follows :
 - (1) Reason For Learning: The instructor tells the participants WHAT they are expected to learn and WHY the new learning is important. An explanation of how the new learning should arouse interest and promote the desire to learn.
 - (2) Statement of Objective: The instructor tells the participants what the ASSESSMENT CRITERIA are that they are to achieve by the end of the period of instruction. An explanation of the assessment criteria sets a learning target for participants to aim for.

4.1.2 Body of The Lesson: The body of a lesson consists of teaching stages and practice stages. Teaching stages transfer new learning, and practice stages reinforce the new learning through repetition of the newly learned knowledge and skills.

- a. Teaching stages: The sequence of a teaching stage is as follows:
 - i. Open the stage,
 - ii. Present information,
 - iii. Confirm the stage,
 - iv. Close the stage and
 - v. Link to the next stage
- b. Demonstration Performance Methods: In the conduct of the lesson the teaching stages make use of what are called Demonstration Performance Methods. These are combinations of instructor explanations and demonstrations, and participant activity. The Demonstration Performance Method used during lessons are as follows:
 - i. A complete demonstration followed by,
 - ii. Demonstration,
 - iii. Explanation, and
 - iv. Practice (acronym – CDDEP).
- c. Open The Stage (Complete Demonstration): The instructor introduces the learning points of the stage. This introduction orients the participants to the content of the stage. This is done by giving a complete demonstration of the technique to be taught. All demonstrations must be of a first class standard. The instructor should conduct their own initial demonstrations to establish their own knowledge and credibility.
- d. Present Information (Demonstration and Explanation): The instructor presents the information by demonstrating and explaining the skills to be learned. The mental picture combined with memory will set the standard that the participant believes must be achieved. The following should be considered:

- i. A demonstration must be perfect. If a mistake is made, admit it and carry out a correct demonstration.
 - ii. Assistant Instructors (AIs) must be thoroughly rehearsed so as not to contradict the instructor.
 - iii. Participants must be in a position where they can observe all movements.
 - iv. If necessary, divide techniques into step by step demonstrations, i.e. by stages.
- e. Practice: In the practice step participants learn by doing. During this step of the stage participants execute the movements of the physical skill. The instructor gives feedback on participants' performance and guidance on how to improve performance. Participants practice until the instructor is satisfied. Participants should have their performance confirmed before the next teaching stage is presented. Later practice stages should raise the level of performance and confirm all teaching stages.
 - f. Confirm the Stage: The instructor confirms what has been learned in the teaching stage. Confirmation takes the form of one last performance of the movements being taught.
 - g. Close the Stage: The instructor summaries the key points of the stage and asks if there are any questions.
 - h. Link to the Next Stage: The instructor explains how the learning of the first stage relates to the next stage. Once again, participant thinking is organized and directed in order to promote learning.
 - i. Practice Stage: Practice Stages reinforce the learning of all the teaching stages through the supervised repetition of newly learned knowledge and skills. During all practice stages, the instructor must provide feedback and encouragement to participants. Practice stages take the form of:
 - j. Controlled Practice: The instructor tells the participants what the practice is to be and they practice in progressive stages, on command of the instructor.
 - j. Supervised Practice: The instructor tells the participants what the practice is to be and they practice without further information being given, under the supervision of the instructor or AIs.
 - k. Final Practice (Final Confirmation): Time will very often not allow the instructor to check each participant. Where participant individual practice is conducted, e.g. counters to attacks, AIs should conduct or assist with final confirmation.

4.1.3 Fault Correction: Both the instructor and AIs are responsible for fault correction. The AI's role during a lesson is to assist the instructor to coach and fault correct participants. Instructors should brief AIs on the common faults that they can expect to see during the lesson prior to its conduct. Instructors can also reinforce the correct techniques that the participants are to carry out by explaining the main points in a loud voice that the entire class can hear during practice. This also acts as a reminder to the AIs and allows them to quickly identify faults. There are two types of faults, each of which has a sequence for fault correction:

- a. Common Faults: These are faults that do not breach safety. To correct a common fault nominate the fault, pause, nominate the participant or participants at fault and correct the fault.
- b. Safety Faults: These are faults that breach safety or are a dangerous practice. Upon observing a safety fault the instructor or AI is to give the command 'Stop?', all participant activity should cease immediately. Nominate the participant or students at fault, nominate the fault, correct the fault and continue the practice.

- 4.1.4 Coaching: Martial Arts is a physical skill that a participant can only learn by practical application. If a participant is having significant difficulty learning a technique they may have to be given personal coaching by an instructor. Coaching may require the instructor to demonstrate the technique on the participant, the participants training partner or another instructor. Demonstrating on participants should be kept to a minimum as it reduces their practice time. A separate mat area should be used for coaching participants that are unable to keep pace with instruction so as not to interfere with the remainder of the class where possible.
- 4.1.5 Conclusion of a Lesson: The conclusion of a lesson provides final confirmation that learning has been absorbed. Elements of the conclusion are as follows:
- a. Clear Up Doubtful Points: The instructor asks participants if there are any final questions. This ensures that participants are clear about what they have learned before they are assessed.
 - b. Test of Objective: The test of objective is based on learning outcomes, which measure what participants have learnt during a period of instruction. It normally takes the form of a practical assessment. In order to keep participants working so that they may get maximum practice, Als can conduct final confirmation while the instructor conducts the objective test simultaneously. In this way the instructor can personally check each participant. The separate matted area that was used for fault correction earlier should be used to examine individuals or pairs while the remainder of the class continues with individual practice on the main mat area if possible. After the test of objective, the instructor provides positive and constructive feedback. Participants must be told the standard that they have achieved. A test of objective can be conducted by:
 - i. Working with each participant, e.g. unbalancing;
 - ii. Assessing participants in pairs, e.g. counters to attack;
 - iii. Assessing participants in class formation, e.g. punching/kicking; and
 - iv. Having the participant complete the technique on the instructor or AI, e.g. throws.
 - c. Summary: The instructor consolidates all the new learning in a summary of key points.
 - d. Statement of relevance: The instructor summarizes the reason for learning. This reinforces in the participant's minds the relevance of the new learning to their ability to perform.
 - e. Safety Precautions: If applicable to the period of instruction, final safety precautions should be carried out. This emphasizes correct habits when handling weapons and equipment.
 - f. Preview of Next Instruction: The instructor previews the next instruction, which will occur on the subject, which has been taught. The instructor then reminds the students of the next period of the training program and nominates the time, location, instructor and dress for the lesson.
 - g. Warm Downs and Dismissal: The lesson is complete when warm down exercises are conducted and the instructor finalizes the bow out process.

5.0 Rehearsal of the Instruction

- 5.1 The conduct of rehearsals is the final step in the development of instruction. Rehearsal involves the instructor and the AI conducting the instruction prior to its delivery to the participants.

If possible rehearse with a fellow instructor present so that they can provide feedback on timings, the standard of your demonstrations, the class layout and the overall delivery of the lesson. Ask yourself have you achieved the learning outcome? If there is insufficient time for a full rehearsal, rehearse demonstrations as a minimum requirement.

2 Prepare the Location

- 2.3 Instruction is to be conducted so that techniques can be perfected. The floor area of an indoor training venue should be large enough to allow class formations to move when conducting kicking and punching practice. There is to be a gap of at least one and a half meters (double arms interval) between individuals and walls. An indoor training venue should also have a high ceiling enabling the unhindered use of weapons and to allow unimpaired throwing techniques.
- 6.2 Instructors are to prepare the training venue prior to rehearsal or just before the delivery of instruction. Interlocking foam mats or Tatami mats are to be used to cushion falls when training indoors. All mats are to be checked prior to the conduct of instruction to ensure that they have been correctly laid, will not slip on the floor and that they are free of injurious objects. The matted area should ideally be large enough to allow participants to practice techniques in pairs without interfering with others.

3 Dress and Equipment

- 7.1 Dress for instruction is to be a martial arts training Gi or loose fitting and comfortable gym clothing. Participants are to be barefoot when training on mats.
- 7.2 In some forms of training specialized equipment such as protective armor and Helmets may be worn. Remember that there are particular safety precautions to be adhered too when this form of dress is worn. Body armour and helmets are not to be worn during lessons where new techniques are to be taught.

8.0 Class Participation

- 8.1 Participants are to be kept working throughout the lesson. No technique can be practiced too many times. If a break is necessary, it is to be controlled by the instructor. Participants should not be allowed to 'cool down' during a lesson.

9.0 The Instructor and Assistant Instructor

- 9.1 There should be an instructor/participant ratio of not greater than 1:24. This ensures there are sufficient instructors to supervise all participants during practice.
- 9.2 An instructor must be in good physical condition. The Instructor must display intense enthusiasm, vigor and leadership qualities. This will inspire the best efforts of the participants. The Instructor must be approachable at all times. Instructors should be able to demonstrate all techniques correctly and instinctively and have knowledge greater than the level to be taught. Instructors must be able to develop a rapport with the participants and be able to communicate clearly.
- 9.3 The AI, as the name implies, is to assist the instructor during the conduct of a lesson. The AI should never contradict the instructor. If the AI believes that an error has been made by the instructor the AI should bring this up after the lesson or surreptitiously so as not to damage the instructor's credibility before the participants. Such errors can then be rectified during a further practice or revision period.

PART II - COACHING CONSIDERATIONS

10.0 General

- 10.1 The instructor needs to ensure the sound application of coaching principles to achieve the best learning outcomes and benefit for the students. Thorough preparation is necessary as well as a sound understanding of the individual students, aspirations, abilities and weaknesses. The instructor always must be aware of their student's abilities and limitations including medical conditions.

11.0 Create a Positive Learning Environment

- 11.1 Considerations for the development of a positive learning environment include the following:
- a. Learn participant's names quickly.
 - b. Smile at all times.
 - c. Praise and encourage participants.
 - d. Answer questions. If you don't know the answer be honest and say so but find out the answer and pass it on later.
 - e. Be patient.

12.0 Set Achievable Goals

- 12.1 Considerations for the establishment of achievable goals are as follows:
- a. Keep the level of skill you are trying to develop in mind.
 - b. Keep the training challenging.
 - c. Use progressive goals (the building block principle).

13.0 Vary the Training Session

- 14.1 Training sessions need to be varied to achieve the following:
- a. Have equal opportunities for participants
 - b. Use individual, pair and group practice.
 - c. Consider non-competitive self-paced practice.
 - d. Co-operative team practice
 - e. Supervised practice with guided instruction
 - f. Free practice.

15.0 Teach One Skill at a Time

- 15.1 Teach one skill at a time or one section of a skill at a time.

16.0 Demonstrate

- 16.1 Demonstrations should be of the highest standard and follow the following considerations:
- a. A picture paints a thousand words.
 - b. If you can't demonstrate a technique, choose an instructor that can.

17.0 Involve All Participants in The Training

- 17.1 The instructor needs to involve all students within the training. The following considerations apply:
- a. Ensure that you spread your attention among all your students
 - b. Do not concentrate your attention upon favourites

18.0 Provide Instant Feed Back

- 18.1 The instructor must provide feedback to their students, considerations are as follows:
- a. Answer questions clearly and concisely immediately
 - b. If you do not know an answer to a question, find out and then inform the participant as soon as possible

19.0 Use Your Voice Well

- 19.1 It is important that an instructor can communicate, the following considerations apply:
- a. Do not shout or yell unnecessarily.
 - b. Encourage participants.
 - c. Try to have as much one on one communication as possible.
 - d. Don't talk too much.

20.0 Remember the Golden Rules

Do Not:

- (1) Conduct fitness training (e.g. push-ups and sit-ups for warm ups) unless proper warm up exercises have been completed first.
- (2) Abuse or shout at participants.
- (3) Swear in front of participants.
- (4) Set unrealistic goals.
- (5) Encourage bad behaviour.
- (6) Use a table of participants' performance to encourage competition.

- (7) Over match participants.

Do:

- (1) Encourage and praise participants.
- (2) Have fun yourself, as it is infectious.
- (3) Wear correct training uniform and protective equipment when required.
- (4) Prepare and rehearse your lesson before getting on the mat.
- (5) Encourage fair play.
- (6) Encourage good habits.

Participants enjoy:

- (1) Improving their skill level.
- (2) Using the skills taught.
- (3) Having a good relationship with their instructor/coach
- (4) Being part of a team or select group.
- (5) Competing and trying to win.
- (6) Challenging and exciting training.
- (7) Being with friends.
- (8) Defeating other participants.
- (9) Receiving recognition.

21.0 Coach's Responsibilities

21.1 The responsibilities of coaching and the coach, trainer, instructor are as follows:

- a. Provide a safe training environment.
- b. Ensure training is adequately planned.
- c. Ensure that participants are evaluated for injury and incapacity prior to attempting training.
- d. Participants should not be mismatched; if this occurs direct supervision must be applied.
- e. Only use safe and proper equipment for training.
- f. Participants must be warned of the inherent risks of the training.
- g. Training must be closely supervised.
- h. Know First Aid.
- i. Develop clear, written rules for training and general conduct.

- j. Keep adequate records.

PART III – PHYSICAL TRAINING

22.0 General

- 22.1 Martial Arts training may include periods of concentrated and at times seemingly demanding physical activity. At times this physical activity may result in a limited time for recovery from muscle soreness and minor injuries that may occur as part of any concentrated physical activity. It is for this reason that participants undergo a physical assessment prior to commencing training by the instructor to ensure that they are physically capable of undertaking the training. Unlike a normal physical training period, physical training periods conducted as an element of martial arts training are not designed to maintain or develop a trainee's level of fitness. They are designed to prepare participants for martial arts instruction.

23.0 Physical Training Periods

- 23.1 Physical training periods are designed to arouse participants, preparing them both physically and mentally for the coming training. The period is not to include exercises designed to develop skills or endurance. The period should be fun and is not to be physically demanding. Warm-up exercises, developmental stretching and games should form the basis of a physical training period.

24.0 Punishment Physical Training

- 24.1 Physical training is never to be used as a form of punishment. Physical training should be used to develop fitness, strength, develop personal confidence and self-esteem.

25.0 Warm-Ups, Stretching and Cool-Down

- 25.1 Studies at the Australian Institute of Sport have produced overwhelming evidence that correct warm-up and cool-down exercises greatly increases the efficiency of the athlete. This is achieved by preparing the body for physical activity, reducing muscle soreness and fatigue, and mentally preparing the trainee for training and reducing the incidence of injuries. It is therefore essential that a sensible program of warm-up and cool-down exercises are carried out prior to and at the completion of each lesson. The most important periods for the conduct of warm-ups are:
 - a. The first period of a day's training,
 - b. The period immediately following lunch, and
 - c. The first period of an evening when the temperature tends to drop
- 25.2 A martial arts lesson is to include:
 - a. Warm-up,
 - b. Stretching, and
 - c. On completion of the lesson a short cool-down.
- 25.3 Warm-Up Exercises: Warm-up exercises should be thoroughly planned and reviewed prior to the lesson after considering the participants' physical and mental condition. It is important that the instructor always ensures that exercises are designed to prevent injury, not to cause them. Warm-up exercises before lessons should also be fun. It is essential to keep the participants' spirits high during physically concentrated training of this type.

- 25.4 Stretching: Stretching should only be conducted once a light exercise has been completed that has increased blood flow to the limbs. An indication that the body is warm enough to commence stretching is a light sweat. Stretching exercises conducted prior to commencement of the lesson are not to be aimed at simply increasing participants' flexibility but to prepare them for the following instruction. Participants will experience an increase in their flexibility as a by-product of stretching exercises conducted over a period of time.
- 25.5 Cool-down Exercises: Cooling down exercises are equally as important as warm-up exercises. In the same way that a warm-up prepares participants for a lesson cool-down exercises are designed to return a participant back to a normal temperature with a settled heart rate and mental state. The purpose of cool-down exercises is to stop blood pooling in the large muscles and assists muscles to remove waste products more effectively. It is also a time to reflect on what has been taught during the lesson. Take full advantage of this.

26.0 The Use of Games

- 26.1 Games that involve all members of the class are useful tools for conducting warm-ups. They should not be physically demanding and should involve the major muscle groups of the body. Team games are good for motivation, the relief of stiffness and help to increase the heart rate for physical activity. However it is essential that the games are:
- a. Safe and conducted in a safe training environment,
 - b. Appropriate to the program,
 - c. Suitable for the time available.
 - d. Do not detract from the main lesson,
 - e. Answer a need, and
 - f. Are suitable for all participants
- 26.2 Some suggested games are:
- a. Chinese boxing,
 - b. Sawing,
 - c. Front Support Wrestling,
 - d. Back to Back Seated Arm Wrestle,
 - e. Indian Leg Wrestle,
 - f. Chinese Get-up,
 - g. North/South/East/West Run,
 - h. Circle Chase
 - i. Line Tug-of-War, and
 - j. Poison Ball

27.0 Mental State of Participants

- 27.1 The mental state of the participants is of equal concern as their physical state. The instructor should work hard to lift the state of mind of participants by applying a positive approach and encouraging or praising participants when required. Sometimes humour can be used to revitalize the participants' state of mind. The use of humour is encouraged but not to the detriment of participants. Jokes directed at individuals or that are sarcastic, demeaning or take away a participant's dignity are not to be used.

28.0 CCDPW Instructor Code of Ethics

- 28.1 All CCDPW instructors are encouraged to comply to the following instructor code of ethics in their conduct and representation of the CCDPW:
1. Respect the rights, dignity and worth of every human being
 - (1.) Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion
 2. Ensure the athlete's time spent with you is a positive experience
 - (2.) All athletes are deserving of equal attention and opportunities
 3. Treat each athlete as an individual
 - (1.) Respect the talent, developmental stage and goals of each individual student
 - (2.) Help each student reach their full potential
 4. Be fair, considerate and honest with students
 5. Be professional in and accept responsibility for your actions
 - (1.) Language, manner, punctuality, preparation and presentation should display high standards
 - (2.) Display control, respect, dignity and professionalism to all involved with the sport/martial art--this includes opponents, coaches, officials, administrators, the media, parents and spectators
 - (3.) Encourage your athletes to demonstrate the same qualities
 6. Make a commitment to providing a quality service to your students
 - (1.) Maintain or improve your current coaching and instructional qualifications, accreditation and experience
 - (2.) Seek continual improvement through performance appraisal and ongoing coach education
 - (3.) Provide a training program that is planned and sequential
 - (4.) Maintain appropriate records
 7. Operate within the rules and spirit of your martial art or sport
 - (1.) The guidelines of national and international bodies governing your sport or martial art should be followed
 8. Any physical contact with athletes should be:

- (1.) Appropriate to the situation
- (2.) Necessary for the students skill development
9. Refrain from any form of personal abuse towards your students
 - (1.) This includes verbal, physical and emotional abuse
 - (2.) Be alert to any forms of abuse directed towards your students from other sources whilst they are in your care
10. Refrain from any form of harassment towards your students
11. Provide a safe environment for training and competition
 - (1.) Ensure equipment and facilities meet safety standards
 - (2.) Equipment, rules and the environment need to be appropriate for the age and ability of the students
12. Show concern and caution towards sick and injured athletes
 - (1.) Provide a modified training program where appropriate
 - (2.) Allow further participation in training and competition only when appropriate
 - (3.) Seek medical advice when required
 - (4.) Maintain the same interest and support towards sick and injured students
13. Be a positive role model for your sport, martial art and students Instructors should...
 - (1.) Be treated with respect and openness
 - (2.) Have access to self-improvement opportunities
 - (3.) Be matched with a level of instructing appropriate to their level of competence

29.0 CCDPW Member Code of Ethics

- 29.1 All CCDPW members are encouraged to comply to the following code of ethics in their conduct and representation of the CCDPW:
 1. Respect the rights, dignity and worth of every human being
 - 1.4.1.1 Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion
 - 1.4.1.2 Respect your parents and elders at all times
 - 1.4.1.3 Show respect and humility to all you should meet especially your instructors and senior members
 2. Be responsible to ensure that your time spent in training is a positive experience
 - (1.) Pay attention to the direction and teaching of your instructor
 - (2.) Be diligent in your training, concentrate, and remain focused

- (3.) Do not disrupt the class in so doing endangering the safety of others, being disrespectful to your instructor and embarrassing yourself
 - (4.) Practice in your own time and develop your own mental and physical ability
3. Treat each person as an individual
 - (1.) Respect the talent, desire to learn, and goals of each individual in the class
 - (2.) Help each person reach their full potential
4. Be fair, considerate and honest with fellow students
 - (1.) Safety comes first
 - (2.) Control your personal ego
 - (3.) Remember humility in training
5. Be professional in and accept responsibility for your actions
 - (1.) Language, manner, punctuality, attitude and integrity should display high standards
 - (2.) Display control, respect, dignity and professionalism to all involved with the sport/martial art--this includes opponents, coaches, officials, administrators, the media, parents and spectators
6. Make a commitment to yourself
 - (1.) Maintain or improve your current skills, ability and develop your personal attitude
 - (2.) Seek continual improvement through performance appraisal and ongoing training
7. Operate within the rules and spirit of your martial art or sport
 - (1.) The guidelines of national and international bodies governing your sport or martial art should be followed
8. Any physical contact with fellow students should be:
 - (1.) Appropriate to the situation
 - (2.) Necessary for training skills development
9. Refrain from any form of personal abuse towards fellow students
 - (1.) This includes verbal, physical and emotional abuse
 - (2.) Be alert to any forms of abuse directed towards other members of the CCDPW
10. Refrain from any form of harassment towards fellow students
11. Maintain a safe environment for training and competition
 - (1.) Ensure that you comply to equipment and facility safety standards
12. Show concern and caution towards sick and injured members
 - (1.) Support members training using a modified training program as a result of an injury or disability where appropriate
13. Be a positive role model for your sport and martial art

- (1.) Treat people with respect and openness
- (2.) Train diligently while being considerate of others

CCDPW Membership Registration and Risk and Liability Release

**CACOY CANETE DOCE PARES WORLDWIDE
(CCDPW)**

MEMBERSHIP REGISTRATION AND RISK AND LIABILITY RELEASE

FOR PARTICIPATION IN ALL CCDPW ACTIVITIES

Family Name:		First & Middle Name:	
Date of Birth:		Address:	
Age: years, months			
Work Number:	Home Number:	Mobile Number:	
Work Email:		Personal Email:	
Emergency Contact:		Emergency Phone:	
Emergency Contact Address:			
Class Enrolling in:		Previous Martial Arts Experience, Type/s, years in training, rank/s:	
Senior: Junior:			

IMPORTANT NOTE: BEFORE SIGNING, READ THE FOLLOWING STATEMENTS CAREFULLY. DO NOT SIGN UNTIL YOU FULLY UNDERSTAND THE STATEMENT AND THE RISKS OF PARTICIPATING IN ANY OF THE ACTIVITIES OF THE CACOY CANETE DOCE PARES WORLDWIDE (CCDPW) IF YOU HAVE QUESTIONS, DO NOT HESITATE TO ASK THE EXECUTIVE BOARD MEMBERS AND OR INSTRUCTORS OF THE CCDPW AND THE INSTRUCTORS OF THE AFFILIATED CCDPW CLUB BEFORE SIGNING. IF A MINOR, A PARENT OR LEGAL GUARDIAN MUST READ, FULLY UNDERSTAND AND SIGN ON YOUR BEHALF.

I, the participant _____ (Age if a minor:), or the parent(s) and or legal guardian(s) of the minor participant named in this document, and any and all heirs, executors, and next of kin in consideration for being allowed to observe or be permitted to enter for any purpose any restricted area (here in defined as any area wherein admittance to the general public is prohibited) and or participate in any way in training, seminars, social function, competition, or any other activity or function including travel to and from an activity hereby RELEASE, FOREVER DISCHARGE, AND AGREE NOT TO SUE, the CCDPW. This includes any affiliated martial arts organizations, clubs or individual Instructors the officers and advisors of the CCDPW or said affiliated organizations or individual Instructors, and all its members, employees and officers, other students, sponsoring agencies, sponsors, advertisers, managers, promoters, and if applicable, owners, and / or lessors of premises used to conduct the martial arts training, seminars, activities, competition events or programs, and premises. This further includes event inspectors, underwriters, consultants and others who give recommendations, directions, or instructions to engage in risk evaluation or loss control activities regarding the martial arts facility or events held at such facilities and each of them, their directors, officers, agents, employees, all for the purposes herein referred to as the "Releasee". This includes but is not limited to liability for any damage to, or loss of personal property, any sickness, any and all injury, disability or death from whatever source arising out of or relating to negligence or alleged to be caused in whole or in part by the negligence of the Releasees or otherwise. This includes legal entanglements, imprisonment, loss of money, etc., which might occur during my involvement and participation in the training, activities and competitions of the aforementioned organizations and or individual Instructors. I ALSO HEREBY WAIVE ALL SUCH CLAIMS WHICH I HAVE NOW OR MAY HEREAFTER HAVE AGAINST ABOVE ORGANIZATIONS OR PERSONS, HOWEVER CAUSED. I have read and understood the above.

Initial here: _____

Your signature below agrees to the following: I acknowledge that I am acquainted with, know, understand, and appreciate the dangers and risks of my physical being, when I participate in physical activities connected and associated with the CCDPW. I also am of the appropriate motor coordination skill level and physical condition to undertake the rigors or participate in the above mentioned club. I am aware that activities which include various martial arts techniques have the potential to be dangerous and are physically demanding, and by their very nature, carry with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Some of these involve levels of physical contact and striking both unarmed and with weapons, strenuous exertions employing strength using various muscle groups. Some involve quick movements involving speed and change of direction, and others involve sustained physical activity which places stress on the cardiovascular system. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death. I understand that the social and economic losses and/or damages, which could result from these risks and dangers described above, could be severe. If I have any doubts regarding my fitness, medical or physical condition, I will seek medical advice. I have made a careful decision and assert that my participation is voluntary and that I am willing to accept all risks, known and unknown and reasonably foreseeable, and assume full responsibility for my participation and all such risks. I have read and understood the above.

Initial here: _____

In respect to participation in any or all activities associated with the CCDPW the participant and the parent(s) and or legal guardian(s) of minors herein referred to as the "PARTICIPATING PARTY" are cautioned and advised to visit the CCDPW or affiliated CCDPW club facility/facilities and speak with an Instructor or member of the Executive Board to assess and inspect the facilities and review safety procedures and equipment to be used prior to participating. If he or she believes anything is unsafe, the PARTICIPATING PARTY should immediately advise the Instructor or member of the Executive Board of the CCDPW of such condition and refuse to participate. In addition the PARTICIPATING PARTY acknowledge that they have been advised and are aware of and where applicable agree to instruct minor participants that prior to participating in any martial arts activity or event, that if the participant including a minor at any time, feels that anything is UNSAFE, they will immediately take all precautions to avoid the unsafe area and REFUSE TO PARTICIPATE further. Furthermore, the PARTICIPATING PARTY acknowledge, are aware, agree and understand that they alone are fully responsible for their personal behavior and conduct when participating in CCDPW activities. The PARTICIPATING PARTY acknowledge that any injury, illness, disability, death, loss or damage of property or legal consequence resulting from their personal behavior including negligence in whole or in part and or criminal acts is their sole legal responsibility. I have read and understood the above.

Initial here: _____

I understand and expect to have instruction in various martial art techniques and receive training needed for basic self-defense but realize such techniques cannot be successfully employed in every situation and that proficiency can only be achieved through a combination of continued practice, exercise, good judgment, and natural ability. While receiving such instruction and participating in training, seminars, competitions, and other CCDPW activities, I agree to comply to any and with all direction provided by the Instructors, designated Assistant Instructors and the rules, policies and procedures as the stated and customary terms and conditions for participation as outlined by the CCDPW. If, however, I observe any unusual significant hazard during my participation, I will remove myself from participation and bring such to the attention of the nearest Instructor or CCDPW official immediately as per the CCDPW Health and Safety procedures pertaining to participation in activities, training classes, observation, and use of facilities, premises, or equipment. I also accept that if I believe anything is unsafe, I will immediately advise the Instructor or Executive Board of the CCDPW or competition or seminar officials of such condition and refuse to participate. I understand and agree that, if at any time, I feel anything to be UNSAFE, I will immediately take all precautions to avoid the unsafe area and REFUSE TO PARTICIPATE further. I have read and understood the above.

Initial here: _____

Additionally, I understand that if I drive my own vehicle, I am responsible for my actions as well as providing proper insurance. I understand that the CCDPW and any affiliated or associated organization and or individual Instructor, other students, sponsoring agencies, sponsors, advertisers, and if applicable, owners, and / or lessors of premises is not responsible for the safety of personal vehicles, nor does it or they provide insurance. I also understand that personal medical insurance is not provided for and I am personally responsible for obtaining proper personal insurance coverage for training, seminars, social, competition, or any other activity or function including travel to and from an activity. I have read and understood the above.

Initial here: _____

I hereby grant the CCDPW permission to utilize still and motion pictures of me participating in training, my likeness for use by television, films or printed media and informational documentation either hardcopy or electronic to further the aims of the CCDPW and release them from any and all claims in its use. Additionally any support provided by me either financially or otherwise is done so with my full acceptance and understanding that such support is given willingly in return for instruction and other benefits provided by the CCDPW. Any such support will be used to obtain and or maintain equipment and training facilities, participate in competitions and seminars and where applicable support Instructors. Similarly I understand and accept that from time to time as a member of the CCDPW I will willingly support CCDPW activities as defined by the Executive Board of the CCDPW. Any additional costs to the support described that are associated with the CCDPW and or affiliated martial arts organizations including but not restricted to grading fees, martial arts system body and organizational fees, seminar fees, travel expenses, etc., are my personal responsibility and will not be paid for by the CCDPW unless previously outlined before a specific activity by the Executive Board. I further understand that to participate in activities associated with the CCDPW that I will be required to purchase items required for training to include appropriate clothing and equipment as outlined by the Executive Board of the CCDPW. I have read and understood the above.

Initial here: _____

I agree for myself and my successors, that the above representations and agreements are contractually binding, and not mere recitals. I agree that my failure or refusal to sign other such agreements or releases shall in no way affect the validity of this agreement, nor revoke or cancel any of the terms of this claim or bring any suit in violation of this agreement. I or any of my successors shall be liable for the expense (including legal fees) incurred by the other party or parties defending against such claim or suit. This agreement may not be modified orally. Furthermore, I expressly agree that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. On behalf of the participant individually and in the case of a minor, the undersigned partner(s) and/or legal guardian(s) for the minor participant executes this Waiver and Release. If, despite this release, the participant or the parent(s) and/or legal guardian(s) make a claim against any of the Releasees, they will reimburse the Releasee for any money which has been paid to the participant, or in the case of a minor the undersigned partner(s) and/or legal guardian(s) on his behalf, and hold them harmless. I have read and understood the above.

Initial here: _____

I understand that I am liable for prompt payment of fees and costs for training which I am enrolled, whether complete or not. I also understand that the Executive Board of the CCDPW reserve the right to reject my application or cease provision of any further instruction should my character and conduct be outside the principles, policy, rules, regulations and guidelines of the CCDPW. I also agree never to use the knowledge I have been taught while training in the CCDPW outside of the CCDPW except in self defence. I have read and understood the above.

Initial here: _____

I HAVE CAREFULLY READ THIS FORM AND FULLY UNDERSTAND ITS CONTENTS INCLUDING THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND MY RIGHT TO SUE. I AM AWARE THIS IS A RELEASE OF LIABILITY, A WAIVER OF CLAIMS, AN AGREEMENT NOT TO SUE, AND A CONTRACT BETWEEN MYSELF AND THE CCDPW, ANY AFFILIATED MARTIAL ARTS ORGANIZATIONS OR INDIVIDUAL INSTRUCTORS, AND FOR THE BENEFIT OF OTHERS DESCRIBED HEREIN, I ACKNOWLEDGE THAT I AM SIGNING THE AGREEMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND **INTEND BY MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY** TO THE GREATEST EXTEND ALLOWED BY LAW. I HAVE READ AND UNDERSTOOD THE ABOVE.

Participants Signature: _____ Date: _____

Printed Name: _____

Parent or Legal Guardian's Signature: _____ Date: _____

Printed Name: _____

**CACOY CANETE DOCE PARES WORLDWIDE
(CCDPW)**

MEDICAL QUESTIONNAIRE AND RELEASE

CONTACT DETAILS

Name: _____

Date of Birth: ____/____/____ Age: _____

Address: _____

Phone: _____ Email: _____

MEDICATION CURRENTLY TAKEN: _____

Amount: _____ Frequency _____

IN CASE OF EMERGENCY NOTIFY:

Contact Name: _____ Relationship: _____

Emergency Phone Number: (____) _____

Parents/Legal Guardian Name _____ Phone: _____

Home Address: _____

Name of Physician: _____ Phone: _____

Address: _____

Date of Last Physical Examination: ____/____/____

Name of Dentist/Orthodontist: _____ Phone: _____

Health Insurance Policy: _____

Health Policy Number: _____ Contact Number: _____

Contact Address of Health Provide: _____

Contact Phone Number: _____

NOTE: All participants are responsible to maintain health insurance through either family, group, or individual plans.

HEALTH HISTORY: To the best of your knowledge, check off all health conditions below, which you have contracted in the past three years. Frequent Ear Infections		Poison Ivy		Hay Fever	
Convulsions		Insect Sting		Chicken Pox	
Hypertension		German measles		Asthma	
Mononucleosis		Diabetes		Measles	
Bleeding/Clotting Disorders		Epilepsy		Hepatitis	

List Any Operations or Serious Injuries (include approximate dates):

List Any Disability or Chronic or Recurring Illness (include approximate dates):

Indicate Any Further Health Related Information that should be known by the CMAA Executive board:

IMPORTANT: THE FOLLOWING MUST BE COMPLETED FOR PARTICIPATION

I acknowledge and attest that the above details and health history is correct to the best of my knowledge. I hereby give permission to the medical personnel selected by the Instructor at hand, to order X-rays, routine tests and treatment for me in the event that my indicated emergency contact person cannot be notified in an emergency, I hereby give permission to the physician selected by the Instructor, to authorize ambulance support, hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for me. This form may be photocopied for use.

Signature: _____ Date: _____

Signature of participant or Parent/Legal Guardian of Minor

**CACOY CANETE DOCE PARES WORLDWIDE
(CCDPW)
RISK MANAGEMENT POLICY
(RMP)**

POLICY STATEMENT

- 1.1 The Cacoy Canete Doce Pares Worldwide (CCDPW) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe training environment for participating in martial arts activities.
- 1.2 To maintain a safe training environment there is a need to develop and use a robust Risk management Policy (RMP) ensuring that CCDPW members obtain the best instruction possible in a safe and secure training environment.
- 1.3 This Risk Management Policy conveys a message to all CCDPW members, and prospective members, responsible for martial arts activities, including those involving members under 18 years of age, about minimizing the risk exposure of these members. All CCDPW members, particularly instructors, assistant instructors, age managers, coaches, officials, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members.
- 1.4 Training activities conducted by CCDPW instructors, assistant instructors or other members of the CCDPW that do not comply with this policy, is not acceptable. The CCDPW encourages all such incidents as described in this policy, to be reported immediately to the Executive Board of the CCDPW.
- 1.5 The CCDPW Executive Board continues its support of the development of specific procedures and processes for addressing CCDPW member protection, in accordance with CCDPW Policies and the laws of that country.

Chuck Canete
Chairman
Cacoy Canete Doce Pares Worldwide

August 2019

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1.0 Preamble

1.1 This Policy document is the agreed Risk Management Policy of the Cacoy Canete Doce Pares Worldwide (CCDPW). It is to be used in conjunction with the following CCDPW documentation:

- (a.) CCDPW Constitution and Bi Laws (To be written)
- (b.) CCDPW Code of Conduct
- (c.) CCDPW Mission Statement
- (d.) CCDPW Member Protection Policy
- (e.) CCDPW Child Protection Policy
- (f.) CCDPW Equity Policy
- (g.) CCDPW Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
- (h.) CCDPW Risk and Waiver/Indemnification Forms
- (i.) CCDPW Medical Information Declaration and Release Forms
- (j.) CCDPW Risk Management Policy
- (k.) Sample Occupational Health and Safety Procedures

2.0 Understanding Risk Management

2.1 Risk: The Australian/New Zealand Standard on Risk Management AS/NZS 4360:2004 defines "risk" as "the chance of something happening that will have an impact on objectives".

2.2 Risk Management: The Australian/New Zealand Standard on Risk Management AS/NZS 4360:2004 defines "risk management" as "the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects."

3.0 Risk Assessment Process

3.1 The risk assessment process includes the following:

- (a.) Establish context & Identify Risks: establishing the risk context and undertaking a risk audit to identify risks against that context.
- (b.) Analyse & Evaluate Risks: summarizing the risks, examining the common links and then taking into account the likelihood and severity of the risks, analysing, evaluating and rating the risks to identify risk management priorities. Whether there are any existing controls in place and their effectiveness should also be assessed.
- (c.) Treat Risks: the consideration and development of a number and variety of actions and other responses to the risk assessment. For example, low priority risks may just be accepted and monitored whilst other high priority risks will require the development of a specific risk management action plan.
- (d.) Monitor & Review: regular monitoring and review of the plan against set timeframes.

4.0 Considerations

Duty of Care: Providing a reasonable standard of care for those to whom you provide a service and, in the provision of that service, to protect them from harm.

Negligence: The failure to exercise appropriate standards of care to minimize the potential risk of harm to others. This harm can include physical, emotional and financial injury. A more martial arts orientated definition would be that negligence is a failure of an instructor to perform the duties that a sensible and reasonable instructor would perform to minimize harm to his or her students and those with whom he is associated in the performance of his duties as an instructor. In martial arts as in any field, negligence is the omission of proper attention and the avoidance or disregard of duty from heedlessness, indifference or wilfulness.

5.0 Insurance

5.01 Understanding Insurance as part of Risk Management, Insurance is a Risk Transfer Tool it is the responsibility of all CCDPW members to provide their own personal insurance for all CCDPW activities:

- (a.) Is Reactive rather than Proactive i.e. it reduces the impact of the risk when it occurs.
- (b.) Risk Management should be proactive – focusing on reducing the chance of the risk occurring in the first place.

5.02 An instructor must ensure that CCDPW members participating have in place appropriate levels of personal insurance and have completed all Liability Waiver documentation.

5.03 The CCDPW must ensure that the venue owner holds appropriate building “Venue Public Liability” (see below for definition).

6.0 Public Liability Insurance.

6.01 Types of Insurance Affecting Martial Arts training that CCDPW members need to be aware of and decide on include the following:

Public Liability – protects the insured against claims of negligence in respect of bodily injury or property damage arising out of the operation of the insured i.e. the teaching of martial arts:

Additional Venue Public Liability – may be required to cover claims in respect of bodily injury or property damage arising out of occurrences not directly related to the activity e.g. a student slipping on a wet floor in a shower after the class has finished. This type of occurrence may not necessarily be covered under normal Public Liability insurance held in relation to the conducting of martial arts training.

Product Liability – may be included in a Public Liability policy and protects the insured against claims resulting from products sold or supplied, such as food, drinks, equipment and clothing.

Professional Indemnity – covers individuals against claims of negligence in respect of bodily injury or property damage when there has been error, omission or neglect by the individual in the process of giving advice or instruction, or the carrying out of their professional duties.

Personal Accident – offers protection against loss of income if a person is unable to work through sickness or accident. May include medical benefits and lump sums to dependents in the event of death.

Property Contents – covers the contents of the building owned or leased by the insured against such things as theft, accidental breakage of glass or other goods, damage to electrical appliances.

Building Insurance – covers the building owned or leased by the insured against such things as fire, lighting, riot or civil commotion, storm or tempest, rain water damage (flood water damage is often excluded).

Travel Insurance – provides cover against losses arising during travel (e.g. flights to an international competition) due to cancellation of flights, loss of baggage, personal injury sustained during travel.

6.02 Duty of Disclosure is defined as follows:

- (a.) The legal obligation to disclose every matter that you know, or could be reasonably expected to know, that will be relevant to the insurer's decision whether to insure and, if so, on what terms.
- (b.) Duty of disclosure does not require disclosure of matters which:
 - i. The insurer knows, or ought to know, as an insurer
 - ii. Are common knowledge.
 - iii. Diminish the risk.
- (c.) Failure to comply with the Duty of Disclosure provisions may result in the insurer refusing payment of a claim. To do this the insurer must show that the client's failure to disclose meant the insurer entered into a contract that it would not have otherwise entered.

6.03 Insurance Policy Checklist

- (a.) What is covered?
 - i. Is it Public Liability, Professional Indemnity, Personal Accident?
 - ii. If Public Liability, is Product Liability included?
- (b.) What is excluded?
 - i. For example, does the cover for Public Liability extend to the whole venue or just the martial arts training area?
- (c.) Who is covered?
 - i. For example, is it just you as head instructor, or are all instructors for your school covered under the one policy?
- (d.) When are you covered?
 - i. What is the period of cover e.g. 1 Jan XXXX to 31 Dec XXXX?
 - ii. Are social events covered?
 - iii. Are inter-club competitions held at your school covered?
- (e.) Where are you covered?
 - i. Many policies will exclude incidents that occurred in the USA or Canada. This will be relevant to overseas events.

- ii. Most policies will only cover proceedings commenced in the country of origin of the policy. The two aspects to be considered are:
 - 1. Where the litigation commenced; and
 - 2. Where the incident occurred.
- (f.) What is the level of cover?
 - i. Is the Public Liability cover \$5,000,000 or \$10,000,000?
 - ii. Is the cover per claim, or total claims during the policy period? This is particularly relevant where multiple instructors are covered under the one policy.
- (g.) What is the excess?
 - i. Is the amount reasonable considering the type of claim that may be made under the policy?
- (h.) Is it a "claims made" or "occurrence" policy?
 - i. "Claims made" policy is one for which claims will only be accepted where the claim is made within the period of the insurance and for events that occurred during the period.
 - ii. "Occurrence" policy will cover any incidents that occur within the insured period, regardless of when the claim is made. This type of policy is normally much more expensive as insurers must maintain funds to cover claims that could occur many years after the incident.

7.0 Mandatory Minimum Qualifications – Staff/Officials

7.1 Definitions:

Instructors: An Instructor is a person who has final authority/management over the conduct of the class. An Instructor will:

- i. Be Accredited. An Instructor is recognised as an Accredited CCDPW Instructor if he/she:
 - 1) Is an accredited instructor with the National Coaching Accreditation Scheme (administered by the Australian Sports Commission) or other similar national coaching body administered by the government of a nation, or
 - 2) Is an accredited instructor with the Cacoy Canete Doce Pares Worldwide.
- ii. Be a signatory to the CCDPW Code of Practice
- iii. Be a signatory to the CCDPW Instructors Code of Ethics
- iv. Be a signatory to the CCDPW Risk Management Policy
- v. Have completed suitable levels of training and attained a Martial Arts Instructor qualification as recognized by the CCDPW.

Assistant Instructors: An Assistant Instructor is a person who will assist an instructor in the management and conduct of a class. An Assistant Instructor will:

- i. Be a Signatory to the CCDPW Code of Practice
- ii. Be a signatory to the CCDPW Risk Management Policy

8.0 Class Supervision

8.1 CCDPW class supervision is to ensure at all times that CCDPW members participate in safely conducted activities within a suitable training environment relevant to the training activity undertaken and in consideration of the ability of all the participants including those with disabilities, injuries and medical conditions. The following guidelines will apply:

- i. A CCDPW approved instructor to student ratio of 1: 24 will be adopted.
- ii. When teaching persons under the age of 18 years at least one other adult person will be present at all times.
- iii. CCDPW, visiting and or guest Instructors, CCDPW Instructors and Assistant Instructors will adhere to the following:
 1. CCDPW Constitution and Bi Laws
 2. CCDPW Code of Conduct
 3. CCDPW Mission Statement
 4. CCDPW Member Protection Policy
 5. CCDPW Child Protection Policy
 6. CCDPW Equity Policy
 7. CCDPW Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
 - (l.) CCDPW Instructor Code of Ethics
 - (m.) CCDPW Member/Student Code of Conduct
 8. CCDPW Risk Management Policy
 9. Occupational Health and Safety Procedures
 10. CCDPW Risk and Waiver/Indemnification Forms
 11. CCDPW Medical Information Declaration and Waiver Forms

9.0 Approved Waivers/Understanding of Risk Contracts

9.1 The CCDPW waiver and medical information documents will be signed by all students or CCDPW members prior to attending classes conducted by CCDPW instructors that are signatories to this Policy.

10.0 Hazard Management

10.1 Hazard Management is any procedure, policy, rule or action that has as its function the reduction or removal of any risk that may be associated with the conduct of CCDPW martial arts classes. This would include but not be limited to:

- i. Instructors will ensure that the training area is clear of any dangerous and/or sharp objects that may present a risk of injury.

- ii. Instructors will have access at all times to a fully equipped Sports Injury first aid kit.
- iii. Instructors will have access to medical provider emergency numbers at all times.
- iv. Instructors at all times will have access to CCDPW members and students emergency contact numbers and medical information at all times.
- v. CCDPW members and other students training must comply with the following:
 - a. Do not wear jewellery or watches during training.
 - b. Have closely trimmed finger and toe nails.
 - c. Persons with long hair are to ensure that it is tied back and is secure.
 - d. Persons training are to ensure that their personal hygiene is maintained and appropriate for the training conducted.
 - e. All persons must ensure that training uniforms are always clean and in a serviceable condition before training.
 - f. No person is to use personal training equipment for CCDPW activities until it has been inspected and approved for use by a CCDPW Instructor.
 - g. All persons training must adhere to the directions of the Instructor/Assistant Instructor.

11.0 Sparring Standards

11.1 Definitions:

- i) Sparring: is where two or more practitioners engage in the motions or semblance of fighting, using any part of the body or a weapon, without the landing of heavy blows that might otherwise cause bodily harm, with the intention of safely training the practitioners in the use of various fighting techniques.
- ii) Free-Sparring: is sparring where the use of fighting techniques by one or more of the practitioners is not predetermined or advised. The purpose of free- sparring is to test a practitioner's ability to respond spontaneously and effectively to unforeseen fighting techniques.
- iii) Controlled-Sparring: is sparring where the motions of fighting are predetermined and known to each participant with the intention to drill the practitioner's ability to utilize one or more specific fighting techniques. Control-sparring includes any specified attack-defence routines being practiced by two or more practitioners to develop the skill of the practitioners in executing the technique.

11.2 Free-Sparring Restrictions:

11.2.1 The following restrictions to Free-Sparring apply:

- i. Practitioners with less than 20 hours training time in controlled-sparring may not participate in free-sparring.
- ii. Children aged less than 15 years may not participate in free-sparring unless directly supervised by an Instructor or an Assistant Instructor or a CCDPW member delegated to supervise such an activity.

11.3 Sparring Supervision

11.3.1 The following considerations apply in the Instructor supervision of sparring:

- i. For both free-sparring and controlled-sparring, the ratio of Accredited Instructors to practitioners must not exceed 1:24.
- ii. Free-sparring: In addition to the provisions for sparring in general, one CCDPW recognized instructor/assistant instructor with a Senior First Aid certificate must be present to supervise practitioners engaging in free-sparring. Practitioners must be closely monitored to check on their physical and mental state.

11.4 Protective Equipment

- 11.4.1 All participants in free-sparring must wear safety equipment as specified under "Approved Safety Equipment"

11.5 Participant Matching

- 11.5.1 Free-sparring participants must be matched according to age, height, weight, maturity, skill levels and experience.
- 11.5.2 Deliberate mismatching in free-sparring is only permissible where one of the participants is an Accredited Instructor/Assistant Instructor, or CCDPW member directed and monitored by the Instructor where the intention is to provide controlled coaching or skills development.

11.6 Sparring Rounds

- 11.6.1 Free-sparring may not be conducted where the sparring rounds are of a duration greater than 2-minutes.
- 11.6.2 Free-sparring may not be conducted where the rest breaks between sparring rounds are of a duration less than 1-minute.
- 11.6.3 The number of rounds that a practitioner is required to participate in must be adequately controlled and reflect the level of skill or experience of the practitioner as well as physical fitness and endurance.

12.0 Approved Safety Equipment

12.1 General provisions concerning CCDPW approved safety equipment are as follows:

- i. Must be proprietary based i.e. not home-made
- ii. Must be maintained in good working order, preferably to manufacturers Standards
- iii. Must be regularly cleaned with proper attention to hygiene

12.2 The following safety equipment must be worn or used by CCDPW participants involved in free sparring as directed by the CCDPW Instructor as relevant to the activity being conducted:

- i. Mouth-guard
- ii. Head-guard
- iii. Torso-guard
- iv. Sparring or boxing gloves
- v. Groin-guard (where kicks are allowed)
- vi. Shin-guards (where kicks are allowed)

- vii. Other body protection equipment as applicable to the training conducted
- viii. Focus-Mitts and kick shields are to be worn or used when a practitioner is acting as a foil for punching drills.
- ix. Throwing/Grappling Mats must be used for all activities involving the practice of throws, wrestling, submission holds; including where such activities are included in sparring.
- x. Appropriate instruction in the correct and safe use of any equipment supplied must be provided before the equipment is to be used

13.0 Use of Weapons

13.1 The following guidelines are applicable for the use of weapons in any CCDPW activity and training session:

Definitions:

Real Weapons: Any item designed or used or usable for inflicting bodily harm. Real Weapons include:

Class A: Any metal item with a sharp edge or point, such as a sword or knife

Class B: Any metal item with a blunt edge or point

Class C: Any wooden item with a sharp edge or point

Class D: Wooden items not having a sharp edge or point and which are capable of causing damage through impacting, such as weapons commonly known as bo, jo, hanbo, bokken, and short sticks (such as used in Kali or Arnis/Eskrima)

Safety Weapons: Any commercially available item, normally made of rubber, plastic or foam designed to resemble or approximate the look of a Real Weapon but so constructed to disable or reduce the damaging function (e.g. cutting or impacting) of the weapon.

Prohibited Weapons: Any weapon listed as prohibited under legislation. Where a weapon is both a Real Weapon and a Prohibited Weapon, the restrictions listed for both categories apply.

13.2 Restrictions on Real Weapons relating to CCDPW training are as follows:

- i. No Class A Real Weapons may be used in training unless under strict supervision by the Instructor in a controlled training environment.
- ii. No Real Weapon of classes B, C and D may be used in free-sparring unless closely supervised by an Instructor qualified and experienced to do so and utilizing appropriate safety equipment or padding. (Refer Sparring Standards for definition of "free- sparring" and "controlled sparring".
- iii. No Real Weapons of classes B, C and D may be used for controlled-sparring by any practitioner with less than four (4) hours training in the use of the weapon.
- iv. Real Weapons of classes B, C and D may be used for:
 - (1) Controlled-sparring; or
 - (2) The solo implementation of predetermined patterns (such patterns being commonly referred to as forms or katas);
- v. When Real Weapons of classes A, B, C and D are used, a safety zone surrounding the practitioner(s) must be maintained. The safety zone is defined as being a minimum

distance from surrounding persons of the length reachable by any of the practitioners when holding the weapon plus one meter.

13.3 Restrictions on Prohibited Weapons relating to CCDPW training are as follows:

- (a.) Prohibited Weapons may not be used unless the practitioner holds relevant licensing under the system administered by the government of the country where the activity is occurring.
- (b.) No Prohibited Weapon may be used in free-sparring irrespective of the skill of the participants involved or the use of safety equipment or padding.

14.0 Health Risk Minimization

- 14.1 An appropriate Pre-Participation Questionnaire approved by the CCDPW must be completed by all participants prior to training.
- 14.2 Persons are responsible to advise the Instructor if suffering from any injury or medical condition, either permanent or temporary, which may be adversely affected by certain types of training. i) Examples of this may include blood pressure problems and cardiac disorders, neck, knee and back injuries, diabetes and asthma.
- 14.3 Persons with the above or like conditions must secure a medical certificate clearly stating that the person is able to participate in martial arts classes and whether there are any restrictions or conditions applicable.
- 14.4 Hygiene principles will be applied at all times with wet areas and ablutions being properly maintained, suitable hand soap dispensers and hand towels being available and training equipment and mats being cleaned on a regular basis
- 14.5 Persons must not train if they are suffering from the flu or other viral infections that may be passed onto other persons.
- 14.6 Persons must not attend training under the influence of alcohol or illegal drugs.
- 14.7 Smoking is not allowed in the training area or immediately adjacent to the training area and or facility.
- 14.8 Persons training must give proper attention to personal hygiene and exhibit clean grooming; and ensure that fingernails and toenails are trimmed and clean.
- 14.9 Persons with a cut or bleeding injury must cease training immediately and receive appropriate first aid. Re-joining the training session will not be allowed until the instructor has deemed that is safe to do so. The procedures for dealing with cuts or bleeding injuries are as per the guidelines of Senior First Aid.
- 14.10 Training equipment, that has the potential to harbor disease, will not be shared – examples of equipment fitting this description would include but not be limited to:
 - a. Focus mitts
 - b. Training gloves
 - c. Groin guards
 - d. Mouth guards.

15.0 Policy Compliance Checks

15.1 Policy compliance checks will be conducted as per the CCDPW Occupational Health and Safety Policy.

16.0 Prohibited Activities

16.1 The following activities are prohibited:

- i. Throwing of not suitably trained persons on an unmated surface.
- ii. Use of live blades (Class A weapons) without suitable supervision.
- iii. Exercises described as dangerous by the Executive Board of the CCDPW.
- iv. Use of visiting or guest instructors who have not been briefed on CCDPW Occupational Health and Safety, Instructor Code of Conduct, CCDPW Code of Practice and other CCDPW policy and procedures relevant to the maintenance of a safe training environment.
- v. Providing instruction to a CCDPW member or visiting student or trial membership participant who has not signed a liability waiver/contract and who has not completed medical information/waiver documentation.
- vi. Sparring outside matching guidelines either as outlined by the Instructor or if not correctly monitored by the Instructor.
- vii. Instruction/sparring outside the guidelines or directions of the Instructor.

The following document is a sample OH & S Policy and Procedures document provided by the Combined Martial Arts Academy An affiliate of the Cacoy Doce Pares World Federation



COMBINED MARTIAL ARTS ACADEMY



HEALTH AND SAFETY POLICY AND PROCEDURES

**Last Update:
April 18, 2006**

Graha Simatupang Tower 2CD 1st floor, Jl. TB. Simatupang kav. 38, Jakarta 12540



DOCUMENT AMENDMENT MANAGEMENT POLICY

GENERAL

- All members of the Combined Martial Arts Academy are to read and fully comply with the guidelines and regulations outlined in this policy.
- All members of the Combined Martial Arts Academy are to read and fully comply with the processes and procedures outlined within this document.

AMENDMENT PROCEDURE

- No amendment will be made to this document without prior approval from the members of the Combined Martial Arts Academy Executive Board.
- All amendment details will be executed and such amendment action registered in the amendment record register located on the first page of this document.
- All members of the Combined Martial Arts Academy responsible for the maintenance and update of this document are to ensure that all documentation has been updated as per all changes made.



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SECTION 1 - GENERAL

1.1. Health and Safety Policy

1.1.1 The Combined Martial Arts Academy (CMAA) is committed to providing and maintaining a healthy and safe training environment for all its members, and any other persons who may be affected by its activities as regulated in the Republic of Indonesia Manpower Act No. 1, 1970 and Manpower Act No. 13, 2003. The overall responsibility for ensuring implementation of this policy lies with the CMAA Executive Board.

1.1.2 The CMAA recognizes that health and safety is an essential function during training, competition, and seminar or any other CMAA activity or function and continually strives to improve, update and adapt to maintain a safe training environment.

1.1.3 The successful implementation of this policy requires the full support and active co-operation of all members of the CMAA. This statement applies to all premises and activities within the control of the Academy. In order to achieve this aim, the CMAA has the following key objectives:

- (1) To ensure the health and safety of all members whilst at the premises of the organization;
- (2) To provide adequate control of the health and safety risks arising from the activities conducted at the premises of the organization;
- (3) To prevent accidents and cases of ill-health;
- (4) To maintain a safe and healthy environment;
- (5) To monitor, review and revise this policy and its implementation as necessary at regular intervals to achieve the health and safety goals of the organization.

1.1.4 In order to support its Policy, the CMAA will:

- (1) Develop, implement, maintain and improve the Health and Safety Policy and Procedures of the organization;
- (2) Specify Positive Performance Indicators, set objectives, regularly review performance and recognize excellence;
- (3) Maintain an incident reporting system that allows analysis of losses or potential losses and facilitate the dissemination of any recommendations to prevent recurrence of incidents in the organization;
- (4) Conduct regular audits and inspections of facilities and training sessions, and where applicable, other facilities not under the direct control of the Combined Martial Arts Academy but utilized by them for specific activities or functions from time to time as necessary;
- (5) Consult with Combined Martial Arts Academy members on matters affecting their health and safety;
- (6) Maintain clear procedures for action to be taken in the event of an emergency;
- (7) Identify hazards (the potential for harm), assess the risks (the likelihood of that harm being realized) and manage those risks; and
- (8) Ensure that identified members, and others are competent to conduct their specified tasks, are adequately informed of identified risks, and where appropriate, receive the relevant information, instruction, training and supervision required to maintain a safe and healthy training environment.

1.2. Management

1.2.1. Combined Martial Arts Academy Members and Executive Board Commitment

Members of the Executive Board, instructors/assistant instructors, other designated office bearers and or officials, persons empowered by the Executive Board of the Combined Martial Arts Academy, and members at all levels of the organization are responsible for identifying and managing the risks associated with the health and safety of CMAA members, and the protection of the organization's tangible and intangible assets. In this case, the Executive Board:

- (1) Communicate and support Health and Safety Policy statements at every level within the organization;
- (2) Establish an effective organization and allocate sufficient resources to support and maintain the CMAA's Health and Safety Policy and Procedures.



- (3) Clearly define, document, communicate and exercise Health and Safety responsibilities, authorities and accountabilities at all levels.
- (4) Demonstrate the commitment of the Executive Board through active and visible participation in the Health and Safety processes.
- (5) Establish clear goals, objectives, and targets for CMAA's Health and Safety Policy and Procedures, and use them to evaluate performance.
- (6) Review and make necessary corrections to the CMAA's Health and Safety Policy and Procedures.

1.2.2. Responsibility

The overall and final responsibility for Health and Safety issues reside with the members of the CMAA's Executive Board. The day-to-day responsibility for ensuring this policy is put into practice is delegated to the appointed Safety Officer within the organization.

1.2.3 Procedures

The Safety Officer is responsible for identifying risks and threats through the conduct of regular risk assessments within the CMMA training facilities or venues used by the organization for training, seminars, events, and or functions. The Safety Office is to report the findings to the Executive Board by using hazard Reporting Form HS-01. These findings are to be discussed within 7 (seven) days after the findings have been presented to the Board. If immediate action is required the Safety Officer must conduct a Risk Assessment using the HS-02 Checklist promptly and eliminate the hazard if possible as recorded in Form HS-03.

1.2.4 Audit Records

- Form HS-01: Hazard Report Form
- Form HS-02: Hazard Assessment Checklist
- Form HS-03: Hazard Identification, Risk Assessment & Risk Control



SECTION 2 – COMMUNICATION AND TRAINING

2.1. Communication

2.1.1. Health and Safety Communication

In order to evaluate and manage risk, there must be an effective communications system to ensure relevant and up-to-date information is circulated throughout the CMAA organization. Health and Safety communication will be conducted by the following:

- (1) Effectively communicate Health and Safety Policy and Procedures throughout the Academy by displaying them on areas which are accessible to all members;
- (2) Implement a system that allows timely notification to members of newly identified hazards, risks, procedural changes or equipment changes initiated by audits, inspections, or incident investigations;
- (3) Ensure every member has access to Health and Safety information;
- (4) Ensure the documentation needed to maintain the safety is accessible and current;
- (5) Implement processes that encourage and permit effective communications on Health and Safety issues;
- (6) Members of Executive Board, Safety Officer and all Academy members are to hold regular meetings minimum of once every two months to identify and discuss Health and Safety issues, performance and improvement plans.

2.1.2 Procedure

- (1) A list of health and safety information will be developed and maintained, and made available to members and visitors. This list will identify the type of information, its source, the means of distribution, and the frequency of updating (Refer to form HS-04).
- (2) Health and Safety Meetings will be held once every two months. Two monthly meetings will be used as a forum to consult with members about proposed changes to the environment, processes or practices that could have safety and health implications.
- (3) New issues raised at meetings are to be noted in the meeting minutes (refer to HS-05) and followed up by the Safety Officer.

2.1.3 Responsibility

The responsibility for the execution of health and safety procedures is the Safety Officer who must report all activities, findings, and requirements to the Executive Board of CMAA.

2.1.4 Audit Records

- Form HS-04: Health and Safety Information Distribution Log
- Form HS-05: Health and Safety Meeting Minutes Form

2.1.5 Health and Safety Committee (HSC)

The following are the tasks of the Health and Safety Committee:

- (1) Assist in developing, monitoring and reviewing Health and Safety Policy and Procedures to implement a continuous improvement approach to health and safety;
- (2) Assist in developing systems to ensure consultation occurs on all issues relating to Health and Safety Policy and Procedures;
- (3) Consider any proposed changes to the environment that may affect the health and safety of members;
- (4) Review accident reports and follow up actions. Make recommendations as appropriate;
- (5) Examine health and safety inspection and audit reports and recommend actions where necessary;
- (6) Discuss reports and information supplied by Academy members, visitors and other external sources and recommend actions where necessary;
- (7) Consider and discuss reports by members and any outstanding health and safety issues. Recommend actions where appropriate;
- (8) Facilitate the development and conduct of training programs in health and safety and monitor effectiveness of training programs;



- (9) Ensure health and safety standards are considered when new equipment are purchased or new procedures developed;
- (10) Contribute to development of annual health and safety improvement plan;
- (11) Oversee the overall approach to health and safety at the Academy.

2.1.6 HSC Members

The Health and Safety Committee consists of all members of the Academy's Executive Board, Instructors, and all available members of the academy.

2.1.7 Roles of HSC Members

2.1.7.1 Chairperson

- (1) Schedule meetings and inform members;
- (2) Prepare agenda and other documentation relevant to each meeting;
- (3) Invite Officer(s), presenter(s), etc;
- (4) Guide the meeting through the agenda;
- (5) Ensure all have an opportunity to speak;
- (6) Ensure the committee stays within its charter;
- (7) Review and approve minutes of meetings.

2.1.7.2 Secretary

- (1) Perform the role of Chairperson in his absence;
- (2) Keep committee records;
- (3) Report on the status of recommendations;
- (4) Prepare the minutes and distribute minutes;
- (5) Assist chairperson as required.

2.1.7.3 Committee Member

- (1) Attend meetings as scheduled;
- (2) Prepare for meetings by reading circulated material prior to meeting;
- (3) Consult with other members prior to any meeting and report results of the meeting back to members;
- (4) Communicate concerns, which may affect policies and procedures;
- (5) Set an example and promote Health and Safety;
- (6) Be interested and motivated to take an active role in the Health and Safety committee and in implementing actions in the area;
- (7) Participate in the development, implementation and monitoring of the Safety and Health Policy and Procedures;
- (8) Assess and monitor Health and Safety priorities;
- (9) Assist in resolving Health and Safety issues referred to the committee.

2.1.8 Safety Meetings

The CMAA is to conduct two-monthly Health and Safety Meetings discussing all health and safety related issues. The Health and Safety Meetings will be held every first Tuesday for the months of February, April, June, August, October, and December. Safety meetings will be attended by all members of the Executive Board, Safety Officer and other members of the CMAA HSC.

2.1.9 Action

Any recommendation arising from the committee will be made by consensus of members.

2.1.10 Agenda

A meeting agenda will be prepared by the chairperson and will be attached to the announcement board no later than one (1) week prior to the meeting. The agenda is based on form DH-06. It will list the matters to be discussed, members required to attend, and time and date of the meeting.



2.1.11 Meeting Minutes

The Secretary will take minutes (Refer to HS-05) of each meeting. The Chairperson will sign the minutes. The Safety and Health Committee will determine a Secretary at the first meeting. The Safety officer will record and display the minutes of the Health and Safety information board within 72 (seventy two) hours after the meeting. The minutes will include the following details: meeting time, date and location of meeting, members present and absent, items discussed, what action is to be taken by what date and by whom.

2.1.12 Responsibility

The Safety Officer is responsible for the conduct of all ongoing requirements as identified in the HSC meetings.

2.1.13 Audit Records

An auditable record of all meetings will be maintained using Form HS-05: Health and Safety Meeting Minutes Form.

2.1.14 Health and Safety Information Dissemination

All Safety information will be disseminated to all members by posting the information on a Bulletin Board and by an Email Newsletter. The CMAA's Health and Safety Policy is displayed in the training facility issued by the appointed Safety Officer.

2.1.15 Procedure

- (1) A list of organizational safety and health information will be developed and maintained, and made available to members and visitors. This list will identify the type of information, its source, and the means of distribution and the frequency of update (Refer to form HS-04).
- (2) All new information and Safety Meeting minutes will be displayed on a Bulletin Board highlighting the frequency of update.

2.1.16 Responsibility

The Safety officer is responsible to undertake the maintenance of this procedure.

2.1.17 Audit Records

- Form HS-04: Health and Safety Information Distribution Log

2.2 Safety Induction Training

Supervision of new members and visitors will be arranged/undertaken/monitored by the respective instructor controlling the training period and or activity. That person is responsible for ensuring that CMAA members and visitors at the training venue are safe and provided with relevant health and safety information.

2.2.1 Purpose

To set out the management processes for the briefing and induction of new members and visitors to CMAA facilities and or activities.

2.2.2 Definitions

The following definitions apply:

- (1) Instructor: A person suitably qualified, experienced, and who is approved by the Executive Board of the CMAA in the particular subject being taught.
- (2) Member: A person who has joined the CMAA to participate in classes and other activities.
- (3) Visitor: A person who is present at a CMAA facility or activity who is not a member of the CMAA to either observe CMAA activities or who wishes to participate on a one off basis in CMAA activities or training.



- (4) Guest: A person who has been invited to participate or observe CMAA activity by an Instructor or member of the Executive Board of the CMAA or who has been invited by a CMAA member who has previously obtained approval from an Instructor or the Executive Board of the CMAA.

2.2.3 Procedures

2.2.3.1 New Members

A New-member health sheet (Refer to HS-06) is to be completed by new members prior to commencement of any martial arts training. The Safety Officer or assigned instructor is responsible for providing Safety Induction briefings and training to new members. A New-member health and safety sheet (Form HS-06) is to be completed and recorded in the members administration file.

2.2.3.2 Members

Members to include Instructors are to complete a training attendance register (Refer to HS-08) on every occasion that they attend training. This register is to be supervised by the Instructor for that period of training who is to initial the attendance records at the completion of each training period ensuring that all members who participated have been recorded.

2.2.3.3 Visitors

Visitors are to sign a "Visitor Log" (Refer to HS-09) at the site. Visitors are to be met by the attending Instructor and briefed as to the general safety requirements of the CMAA. Visitors are to be either accompanied on site by a member of the CMAA or monitored at all times. The Instructor on site is responsible for the visitors' safety whilst the visitor is at a CMAA facility.

2.2.4 Responsibility

The Safety officer is responsible to liaise with the Executive Board and the CMAA Instructors for the maintenance of all HS procedures.

2.2.5 Audit Records

- Form HS-06: New-member health sheet
- Form HS-08: Member Training Attendance Register
- Form HS-09: Visitor Log



SECTION 3 - ASPECT AND IMPACT MANAGEMENT

3.1. Risk Assessment

Risks can be minimized through hazard identification and consistent application of management strategies. Risk Management is to be conducted by:

- (1) Systematically identifying hazards and risks associated with the environment and the operations within the CMAA;
- (2) Quantify identified risks in terms of likelihood and consequence. Risks will be managed to acceptable levels through the application of design, preventive and protective measures;
- (3) Identify and communicate personal protective equipment (PPE) requirements to affected members, visitors, and guests. Suitable PPE must be available, and personnel appropriately trained who are required to use it;
- (4) Develop, implement and monitor hazard identification strategies to ensure they function effectively;
- (5) Develop and implement procedures to manage hazards and reduce risk to environmental exposures that cannot be eliminated;
- (6) Implement purchasing standards so the potential health and safety consequences of using equipment and materials are understood prior to them being introduced to use;
- (7) Implement, where appropriate, health-monitoring systems to ensure timely detection of health risk effects arising from environmental conditions;
- (8) Ensure regulatory compliance requirements are understood and monitored.

3.1.1 Purpose

The objective of this procedure is to describe the process whereby the CMAA Executive Board and members of the CMAA how to conduct hazard inspections and take actions to prevent injuries/illnesses. The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure Executive Board accountability and the commitment of all personnel to reduce or eliminate hazards.

3.1.2 Procedure

- (1) Formal hazard inspections will be undertaken:
 - i. Weekly visual inspection of the location by the Safety Officer, Instructors and members.
 - ii. Special inspections by members of the Executive Board, if required.
- (2) All members will be provided with induction and refresher training in the process of "spot the hazard", "assess the risk" and "make the changes".
- (3) An inspection calendar will be prepared each year by the CMAA Safety and Health Committee. Completion of each inspection will be recorded on the calendar, which is to be maintained by the Safety officer. A copy of the calendar will be provided by the Safety officer to the Executive Board and Instructors regularly:
 - i. The Hazard Assessment Checklist (form HS-02) will be used for three monthly inspections.
 - ii. A copy of the reports of each completed Hazard inspection (including the Action plan) will be submitted by the Safety officer to the CMAA Safety and Health Committee.
 - iii. All members will have access to the Hazard inspection reports.
 - iv. The process will be reviewed annually by the CMAA Safety and Health Committee.

3.1.3 Responsibility

The Safety officer is responsible for the conduct of this procedure.

3.1.4 Audit Records

- Form HS-02: Hazard Assessment Checklist



3.2. Hazard Identification, Risk Assessment & Risk Control

3.2.1 Purpose

These procedures describe the method by which all hazards will be identified, assessed for risks and appropriate control mechanisms put into place.

3.2.2 Definitions

Hazard is anything that has the potential to cause injury or illness (to members, visitors or members of the public) or damage to property. A hazard can be related to a physical state or a practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to persons or property.

Risk means the likelihood of injury, illness or damage to persons or property arising from exposure to any hazard.

Risk Assessment is the process of determining the likelihood of an injury, illness or damage to persons or property.

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control measure does not introduce new hazards, and that on going effectiveness of the control is monitored.

The Hierarchy of Control is:

- (1) Elimination of the hazard.
- (2) Substitution e.g. of the equipment or substance.
- (3) Isolation e.g. distance or enclosure.
- (4) Engineering controls e.g. guarding.
- (5) Administrative controls e.g. supervision, training, written instructions, job rotation.

Personal protective equipment. Provision of protective equipment should always be the last control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

3.2.3 Risk Assessment Team (RA-team)

An RA team consists of the CMAA Health and Safety Officer, the CMAA Executive Board and CMAA Instructors who undertake the risk assessment on identified hazards within the organization. Other persons with specialized skills may be included (if required).

3.2.3.1 Procedures

- (1) The process of identification of hazards takes place through:
 - i. General hazard inspections and hazard inspection reports;
 - ii. Incident reports;
 - iii. Hazard report (verbal or written) from members;
 - iv. Health and Safety Committee.
- (2) Any proposal for purchase or modification of equipment or processes must be accompanied by a hazard identification and risk assessment;
- (3) Any potential hazard should be notified to the CMAA Safety and Health Officer through a Hazard Report (form HS-01). If the Safety officer can't remove the hazard immediately, a Hazard identification, risk assessment and control report (form HS-03) is prepared according to this procedure;
- (4) The CMAA Safety and Health Committee plans for the identification of hazards through (proactive) general and specific hazard inspections;
- (5) Once a potential hazard has been reported or changes proposed, the Assessment Team (RA-team) is to conduct the action without delay. The RA-team should consist of the relevant Safety and Health Officer and the CMAA Instructors. Other members or persons with specialist skills may be included. RA-team members must be trained to perform the task;
- (6) The RA-team should consult with relevant members when conducting the hazard identification and risk assessment. The RA-team should determine whether a hazard exists;



- (7) The RA-team forwards the report of the risk assessment to the CMAA Executive Board within 1 week. The report includes a draft action plan with recommended action, by whom and by when. Short-term actions will be implemented by the Safety officer in consultation with the CMAA Executive Board;
- (8) The CMAA Executive Board will forward the risk assessment report (including a draft action plan) to the CMAA Safety and Health Committee within 1 week of receiving that report. The Committee may recommend additional actions;
- (9) The Safety officer and CMAA Executive Board will implement short, medium and long term control measures where appropriate, based on the hierarchy of control;
- (10) The CMAA Executive Board arranges for the RA-team to review the implemented control measures within 1 week of their introduction to ensure that they are appropriate (refer to form HS-09: Control Review). Further reviews of implemented control measures take place through regular hazard inspections. If controls are not appropriate the RA-team recommends changes to the CMAA Executive Board. The Safety Officer and CMAA Executive Board implement any modifications to the controls;
- (11) The CMAA Executive Board forwards the full risk assessment report (including all changes, action plan and review) to the CMAA Safety and Health Committee.

3.2.3.2 Responsibility

The responsibility for this process rests with the CMAA Executive Board

3.2.3.3 Audit Records

- Form HS-01: Hazard Report Form
- Form HS-03: Hazard identification, risk assessment and control report
- Form HS-09: Hazard Control Review

3.3 Prohibitions

3.3.1 Alcohol And Other Drugs

3.3.1.1 Purpose

The objective of the CMAA alcohol and other drugs procedure is to ensure that no alcohol or other drugs are involved in CMAA training, demonstration and or competitive events. The objective will be achieved through a three-tiered approach:

- (1) Prevent breaches of CMAA policy through provision of information and conduct of education;
- (2) Management of hazards through introduction of procedures for dealing with affected persons;
- (3) Provision in the strategy for the return of affected members.

3.3.1.2 Procedure

The use of alcohol and other drugs when involved in training activities, seminars, competitions, etc is not condoned by the CMAA. Such use is counter productive to the training aims and objectives of the CMAA and presents a very real risk of personal injury to those who are under the influence as well as to others. These procedures cover every person including CMAA Executive Board, Instructors, members, as well as visitors, whilst on the premises. There will be no discrimination between members in the way in which they will be treated under the proposed policy and procedures.



3.3.1.3 Responsibility

The responsibility for this procedure rests with the CMAA Executive Board, Safety officer, and Instructors

3.3.1.4 Audit Records

N/A

3.3.1.5 Consumption of Alcohol or Drugs

No one is allowed to consume, be under influence of or have in their possession, any alcohol or other drugs of any kind at CMAA training, demonstration and or competitive events.

3.3.2 Report of Hazards, Harm to Health

It is the responsibility of Instructors to monitor all members of CMAA. It is the responsibility of CMAA members to contact the Safety officer or Instructor if they observe another member who appears to be under the influence of alcohol or other drugs. Should it be necessary to take medication prescribed by a medical practitioner or non-prescribed legal drugs, the CMAA member must abide by any warnings issued with these drugs and inform the Instructor on his/her use prior to training.

3.3.3 Under the Influence

Where it is believed that a CMAA member is under the influence of alcohol or other drugs and they may be displaying some or all of these visible signs:

- (1) Lack Of Coordination
- (2) Slurring Of Words
- (3) Unusually Excitable Or Hyperactive
- (4) Vomiting
- (5) Slow Reaction
- (6) Blurred Vision.

It is the role of the Instructor or the Safety officer to approach the impaired person and inquire why their behavior is different than usual. If the person is aggressive or appears unpredictable, more than one person should be involved in the initial approach, which should be quietly assertive – not aggressive, argumentative or threatening. The safety of the person and those in close proximity must be maintained. Any person allegedly under the influence of alcohol or drugs is to be sent home ensuring that they do so without causing injury to themselves or any other person. The Instructor or Safety officer is required to report the incident to the Executive Board. The investigation will take place the next available time by the Safety Officer. The person must be given the opportunity to respond and have their own representative present at all meetings if requested. Confidentiality will be respected at all time.

3.3.4 Evaluation of this procedure

The CMAA Executive Board together with the Safety Officer and the Health and Safety committee will be responsible for regular evaluation and updating of the CMAA's procedures concerning Alcohol and Drugs within the CMAA. It is the responsibility of the Safety Officer to ensure that the material regarding the program is readily accessible to all CMAA members and new CMAA members are advised of its nature and existence during the induction program.

3.3.5 Disciplinary Action

Being under the influence of alcohol or other drugs is a serious misconduct and presents a real risk to the members of the CMAA considering the type of training conducted. Disciplinary action will be the responsibility of the Instructor under the guidance of the CMAA Executive Board. Where a CMAA member is found to be under the influence of alcohol or other drugs the member will be given a warning. This warning will clearly state that if a repeat of the same or similar incident occurs their membership will be terminated. If the CMAA member is found to be under the influence of alcohol or other drugs for a second time,



the person's membership to the CMAA will be terminated. Summary dismissal is at the discretion of the CMAA Executive Board. The CMAA member will face summary dismissal after the first instance in the event of serious assault, threatening, verbal abuse, harassment of another CMAA member or third party, causing severe damage to the premises or property, violating safety rules, training rules or any other operating procedures of the CMAA or any criminal activity.

3.3.6 Responsibility

The responsibility for the management of this policy rests with the Executive Board of the CMAA.

3.4 Smoke Free Area

No smoking is permitted within the CMAA training facility or directly outside a CMAA facility by CMAA members. CMAA members, visitors, and guests are only allowed to smoke outside training facility in a designated area identified by the Instructor.

3.4.1 Purpose

The CMAA is responsible to provide a safe and healthy environment. To support this responsibility the CMAA is committed to a smoke free environment. This coincides with health and safety legislation and current medical evidence with regard to both the harmful nature of cigarette smoking, passive smoking and reflects changing community attitudes to smoking.

3.4.2 Definitions

Enclosed area: an area that has permanent or temporary ceiling or roof and walls, sides or other vertical coverings.

Designated smoking area: an area in which a person may smoke. This area should be an open area and it should be arranged so that tobacco smoke from the area does not enter any other part of the building.

3.4.3 Procedure

All CMAA members, Executive Board, Instructors, visitors, and guests must refrain from smoking in the premises. This means that smoking will not be allowed under any circumstances in the following areas:

- (1) All enclosed training area
- (2) Corridors and storerooms
- (3) Toilets

All persons are required to comply with this policy.

3.4.4 Disciplinary Action

Instructors should advise persons, who do not comply with the policy that smoking is not allowed.

3.4.5 Information and signs

No Smoking signs are to be placed in the training facility.

3.4.6 Responsibility

Responsibility for this policy lies with the Executive Board, Safety Officer, and Instructors

3.4.7 Audit Records

N/A



3.5 Safety And Warning Signs

3.5.1 Purpose

Determine safety and warning sign requirements and display safety and warning signs in all relevant areas. These procedures are applicable to all permanent and temporary signs with a safety, health or environmental focus.

3.5.2 Procedure

- (1) Each Instructor, in conjunction with the Safety and Health Officer, will assess the area(s) under their control to determine what safety signs should be displayed and where the signs should be placed. This process will also cover the requirements for any temporary signs (Refer to Form HS-10: Safety and warning sign assessment);
- (2) In assessing the need for safety signs the Safety officer will liaise with the Executive board to ensure that safety and warning signs:
 - i. are uniform,
 - ii. comply with legislative requirements;
- (3) Other persons with specialist skills may be consulted to ensure that the Safety sign assessment complies with legislative requirements;
- (4) Each Safety officer will be responsible for maintaining the standard of signs in the area(s) under their control;
- (5) Regular Academy inspections must include a check on the adequacy of signs with a safety, health or environmental focus.

3.5.3 Responsibility

The responsibility for this task rests with the CMAA Safety officer

3.5.3 Audit Records

- Form HS-10: Safety and warning sign assessment

3.6 Purchasing

3.6.1 Purpose

The CMAA has a responsibility for the safety of all members at CMAA training areas. These procedures deal with how safety and health is addressed when equipment and materials are purchased.

3.6.2 Procedure

- (1) The potential safety and health hazards associated with the purchase of equipment or materials are to be evaluated prior to placing a purchase order;
- (2) The person requesting the item must - so far as possible - complete the Pre-purchase checklist (form HS-11) and forward it to the CMAA Executive Board.
- (3) The CMAA Executive Board completes the Pre-purchase checklist in consultation with the Safety officer. Purchase specifications should include:
 - i. Detailed product specification, description, instruction manual, etc. of the item, including reference to relevant legislation;
 - ii. Risk assessments according to form HS-02;
 - iii. Any other specific safety and health requirements or information identified from the Pre purchase checklist should be included in the purchase specifications.
- (4) Depending on the situation (e.g. if there are safety or health hazards in regard to the purchase or if practices change) the CMAA Executive Board should also consult with the Safety and Health Committee, members and/or other relevant parties. After consultation, the CMAA Executive Board approves the purchase;
- (5) Prior to the use of new equipment or materials the CMAA Executive Board must provide information and training on the safe use of the item, the safety and health effects and the control measures put in place;



- (6) Repeated purchases of the same item may be covered by one form, the original Pre-purchase checklist of that item;
- (7) All new items are to be checked upon receipt by the CMAA Executive Board to confirm that they meet the purchase specification;
- (8) Evaluation of safety and health issues in regard to new plant, equipment or substances will take place through regular Hazard inspections.

3.6.3 Responsibility

Responsibility for this procedure lies with the CMAA Executive Board

3.6.3 Audit Records

- Form HS-11: Pre-Purchase Checklist



SECTION 4 - PERFORMANCE MONITORING

4.1. Health and Safety Audits

4.1.1 Purpose

The purpose is to determine whether the Safety and Health Policy and Procedures have been properly implemented and maintained and whether the CMAA has met the performance objectives set by the CMAA Executive Board; and review Safety and Health Policy and Procedures by the CMAA Executive Board and Safety Officer to ensure its continuing suitability and effectiveness in satisfying CMAA policy and objectives.

4.1.2 Procedure

4.1.2.1 Audit

Regular internal audits of the Safety and Health Policy and Procedures are necessary to determine the following:

- (1) Whether the system has been properly implemented and maintained, and
- (2) Whether the CMAA has met the performance objectives set by the CMAA Executive Board in consultation with the Health and Safety committee.

The Safety officer is responsible for performing internal audits. The coordinator uses a documented method to ensure the consistency of the audit process and its outcome. The Safety officer will plan for internal audits on a yearly basis. The audit frequency should be reviewed annually. The CMAA Executive Board will use the results of the internal audits for the Safety and Health Policy and Procedures Review.

4.1.2.2 Review

The CMAA Executive Board will conduct a review towards the Safety and Health Policy and Procedures every 12 months. The review should include the following:

- (1) An evaluation of the suitability of the Health and Safety policy;
- (2) Review of Health and Safety objectives, targets and Health and Safety performance indicators;
- (3) Findings of internal audits;
- (4) Evaluation of the effectiveness of the system and the need for changes in the light of:
 - i. changing legislation
 - ii. changing expectations and requirements of interested parties
 - iii. changes in the activities of the CMAA
 - iv. changes to the structure of the CMAA
 - v. advances in science and technology
 - vi. lessons learned from health and safety incidents
 - vii. reporting and communication
 - viii. feedback from CMAA members.

4.1.2.3 Responsibility

The responsibility for this process rests with the CMAA Executive Board.

4.1.2.4 Audit Records

N/A



4.2. Health and Safety Inspection and Compliance Audit

4.2.1. Facilities, Purpose

To ensure that appropriate CMAA facilities are provided for CMAA members.

4.2.1.1 Definitions

Appropriate Facilities - *Equipment, amenities and training area provided for the comfort of CMAA members as determined in accordance with the location and conditions.*

4.2.1.2 Procedure

The Safety officer will make a written assessment of CMAA facilities every 12 months. Form HS-12: Area Assessment will be used for the assessment and decisions will be made about:

- (1) Drinking water
- (2) Suitable air quality
- (3) Suitable toilet facilities
- (4) Arrangements for people who are injured or become ill
- (5) Suitable training area
- (6) Suitable protective equipment
- (7) Appropriate Lighting
- (8) Suitable facilities for personal belongings, if required,
- (9) Suitable facilities for changing clothes, if required.

The assessment is to be forwarded to the CMAA Executive Board and the Safety and Health Committee with any recommendations for improvement.

4.2.1.3 Responsibility

The responsibility for this task lies with the Safety officer

4.2.1.4 Audit Records

- Form HS-12: Area Assessment

4.2.2 Fire Protection, Purpose

To ensure that appropriate CMAA facilities are provided for CMAA members.

4.2.2.1 Procedure

The Safety Officer will monitor the fire protection equipment inspection conducted by the building management. Form HS-12: Area Assessment will be used for such monitoring. The monitoring consists of inspection towards the following:

- (1) Fire Extinguisher
- (2) Smoke Detectors and Alarms
- (3) Sprinkler
- (4) Hydrant

4.2.2.2 Responsibility

The responsibility for this task lies with the Safety officer

4.2.2.3 Audit Records

- Form HS-12: Area Assessment
- Form HS-13: Fire Extinguisher Check Log



4.2.3 Emergency Lamp

Emergency lamps are checked and maintained by the Building Management as planned / coordinated with the Safety officer.

4.2.3.1 Purpose

To ensure that the emergency lamps are functional in case of an emergency

4.2.3.2 Procedure

Safety Officer will monitor the emergency lamps inspection conducted by the building management. Form HS-14: Emergency Support Assessment Checklist is used for the monitoring.

4.2.3.3 Responsibility

The responsibility for this task lies with the Safety officer

4.2.3.4 Audit Records

- Form HS-14: Emergency Support Assessment Checklist

4.2.4 Emergency Exits

Escape routes and exits are to be checked by the Safety officer on the second week of each month.

4.2.4.1 Purpose

To ensure that the emergency exits are accessible and safe to use for all CMAA members

4.2.4.2 Procedure

The Safety Officer will make a written assessment of facilities required by CMAA members every six months. Form HS-14: Emergency Support Assessment Checklist is to be used for the assessment regarding:

- (1) Accessibility
- (2) Obstacles
- (3) Floor slipperiness
- (4) Railings
- (5) Heat endurance/resistance
- (6) Smoke exhaust

4.2.4.3 Responsibility

The responsibility for this task lies with the Safety officer

4.2.4.4 Audit Records

- Form HS-14: Emergency Support Checklist



4.2.5 First Aid Equipment

4.2.5.1 Purpose

These procedures outline the first aid arrangements and equipment available at the CMAA to ensure that emergency treatment is provided for persons suffering injury or illness whilst training. They also cover the first aid treatment of non-CMAA members who may visit the area.

4.2.5.2 Definitions

First Aid arrangements and equipment- includes first aid kits and contents, first aid rooms and equipment and the number of persons trained in first aid.

4.2.5.3 Procedure

- (1) The Safety officer will perform a first aid assessment of the area(s) of responsibility;
- (2) The assessment team will use form HS-15: First Aid assessment report to:
 - i. identify and assess risks through examination of previous injuries and/or illnesses;
 - ii. determine the appropriate first aid facilities and training required;
- (3) The results of the first aid assessment will be discussed in the Safety and Health Committee;
- (4) The Safety officer will check first aid equipment monthly and keep a record of these checks using the inspection record HS-16: First Aid Kit Content Checklist;
- (5) The Safety officer will ensure that all first aid treatment and injuries are recorded in a First aid/accident report book (Form HS-17). Minimum information to be recorded in the First aid/accident report book is name, date, cause and nature of injury, first aid treatment and a short description of the accident. The First aid/accident report book will be kept next to every First aid kit. Near misses and property damage must be recorded in the "Accident and Incident Investigation Form" form (HS-18).
- (6) The Safety officer will review the first aid system every year.

4.2.5.4 Responsibility

The responsibility for this task lies with the Safety officer

4.2.5.5 Audit Records

- Form HS-15: First aid assessment report
- Form HS-16: First Aid Kit Content Checklist
- Form HS-17: First aid/accident report book
- Form HS-18: Accident and Incident Investigation Form

4.2.6 Electricity

4.2.6.1 Procedure

- (1) An assessment of Electrical Safety will take place through regular Hazard Inspections (form HS-02: Hazard Assessment Checklist);
- (2) The Safety officer in coordination with the building security will arrange regular testing and tagging of all equipment, extension cords and residual current devices;



4.2.6.2 Responsibility

The responsibility for this task lies with the Safety officer.

4.2.6.3 Audit Records

- Form HS-02: Hazard Assessment Checklist

4.3 Evaluation & System Compliance

Periodic review and measurement of existing Health and Safety Policy and Procedures, and compliance with that system is critical in identifying unmanaged risks. The effectiveness of the procedures is determined by measuring a combination of leading and lagging indicators. Evaluation and System Compliance are implemented by:

- (1) Implementing regular reviews of Health and Safety policy, objectives and management systems to ensure they remain current, relevant and complete;
- (2) Measuring, evaluating and reporting compliance with the Health and Safety Policy and Procedures on a regular basis;
- (3) Establishing, communicating and using key performance measures and reporting standards for ongoing performance evaluation.



SECTION 5 - INCIDENT REPORTING AND EMERGENCY RESPONSE

5.1. Reporting

5.1.1. Hazard Reporting

5.1.1.1. Purpose

These procedures describe how CMAA members report hazards and near misses. The Hazard Report applies to the reporting of any safety and health issues other than personal injury (the Incident form is to be used for this purpose). The procedures apply to all CMAA members, contractors or visitors.

5.1.1.2 Definitions

Hazard - potential to cause injury or damage.

5.1.1.3 Procedure

- (1) The CMAA Executive Board and the Safety officer will ensure that the Hazard Report Forms are available to all members;
- (2) If there is an immediate risk of injury or illness, a member will take action to make the area safe, ensuring their own safety is not jeopardized and immediately report the hazard to their Instructor. The Instructor then conveys the information to the Safety Officer. Reporting member(s) and Instructors are required to fill out HS-01: Hazard Report Form which is to be provided to the Safety Officer.
- (3) On the receipt of the report, the Safety Officer will:
 - i. Take action to remove the hazard immediately if possible;
 - ii. Take action to prevent members being exposed to the hazard;
 - iii. Forward Hazard Report to the Executive Board within 1 day of receiving the report;
- (4) The CMAA Executive Board will forward all Hazard Reports to the Safety and Health Committee;
- (5) Copies of Hazard Reports are to be filed at each location under "Hazard Reports".
- (6) The CMAA Executive Board is to ensure that an explanation of these procedures is included in the induction for new CMAA members;

5.1.1.4 Responsibility

The responsibility for this task lies with the Safety Officer

5.1.1.5 Audit Records

- Form HS-01: Hazard Report Form

5.1.2. Injury / Incident Reporting & Investigation

5.1.2.1 Purpose

These procedures describe the internal and external incident reporting and recording requirements of the organization, and the procedures for accident/incident investigation. They specify who does the reporting, recording and investigating of incidents, and what forms must be completed.

5.1.2.2 Procedure

- (1) All first aid treatments and injuries must be reported in the First aid / accident report book that is located next to the First aid kit (form HS-17, see for further information procedures First Aid section).



- (2) All incidents where a person is injured or could have been injured (near miss), or damaged property must be reported through the Accident and Incident Investigation Form (Form HS-18).
- (3) The Safety Officer will notify the CMAA Executive Board immediately by phone of any loss time injury or injury/incident where medical treatment is required.
- (4) Page 1 and 2 of the "Accident and Incident Investigation Form" form (Form HS-19) is to be completed (as detailed as possible) by the member and immediate Safety Officer within 12 hours of the injury or incident.
- (5) Page 3 of the "Accident and Incident Investigation Form" form (Form HS-18) is to be completed by the Safety officer in conjunction with the injured person. The Safety Officer will be involved in the incident investigation (contributing factors and preventative measures).
- (6) It is the responsibility of the Safety Officer to ensure that copies of the completed form are provided to the CMAA Executive Board within 24 hours of the time of the injury or incident.
- (7) The Safety Officer will file all completed Form HS-19: Injury/Incident Reports and Investigation Forms.

5.1.2.3 Responsibility

The responsibility for this task lies with the Safety officer

5.1.2.4 Audit Records

- Form HS-17: First aid/accident report book
- Form HS-18: Injury/Incident Reports And Investigation Form

5.2. Emergency Planning, Preparedness & Response

5.2.1. Emergency Procedure

5.2.1.1 Purpose

To provide the emergency control structure and directions which will prevent injury to CMAA members, visitors and members of the public or premises in the event of an emergency. The procedures also aim to minimize damage to the CMAA's equipment and property.

5.2.1.2 Procedure General

Emergency procedures cover the following incidents:

- (1) Evacuation
- (2) Fire
- (3) Accident
- (4) Earthquake
- (5) Bomb Threat
- (6) After Hours

5.2.1.3 Development of Emergency floor plans

The CMAA Executive Board in conjunction with the Safety Officer will develop an emergency plan.

5.2.1.4 Review of Emergency Procedures and Inspections

The Emergency Procedures and Emergency information for bulletin boards must be kept up to date and reviewed for each area by the CMAA Executive Board in conjunction with the Safety Officer. The CMAA Executive Board, and/or Safety Officer will review the Emergency procedures and display Emergency Information every 6 months. All Instructors and the Safety Officer will continually monitor risk in order to minimize the potential of an emergency. Hazard inspections, emergency support inspections, and facility inspections will take place in accordance to the respective procedures. As part of the hazard inspection the Safety Officer and Instructors will identify and assess emergency situations, hazards and relevant



controls such as servicing of fire fighting equipment, condition of protective training equipment and mats, etc.

5.2.1.5 Display of information

- (1) Emergency information and Standard Emergency Orders will be displayed in all relevant areas and on all notice boards.
- (2) The emergency procedures and the plans should be simple but effective.

5.2.1.6 Emergency control team

The CMAA Executive Board is responsible for the establishment of an emergency control team. The responsibilities of the emergency control team are:

(1) Chief Warden

- i. Oversee and support the activities of all other Wardens.
- ii. Assist Safety Officer with development and review of emergency management procedures.
- iii. Determine training for all personnel.
- iv. Co-ordinate drills and exercises.

In case of an emergency:

- i. Attend to the emergency control point.
- ii. Communicate with Area Wardens and ascertain the nature and scope of the emergency.
- iii. Ensure the appropriate response has been conducted.
- iv. Ensure that the emergency services have been notified.
- v. Brief the incoming emergency services and respond to their requests.
- vi. Stop people from entering the building or area.
- vii. Initiate evacuation of affected areas if necessary.

(2) Deputy Chief Warden

- i. Perform the role of Chief Warden in their absence
- ii. Assist Chief Warden in conducting their tasks

(3) Area Warden

- i. Determine the nature of the emergency and raise the alarm:
- ii. Contact the emergency services:

Police	:	112
Fire Brigade	:	113
Ambulance	:	118

- iii. Notify the Chief Warden.
- iv. Operate the fire alarm (if applicable).
- v. Evacuate personnel from immediate danger area to a safe location.
- vi. Co-ordinate the attack on fire if safe to do so.
- vii. Communicate with Chief Warden giving details of:
 - (a) present situation
 - (b) whether evacuation is warranted
- viii. If evacuation is required, check all areas including offices, toilets, change rooms, etc. Closing all doors after check.
- ix. Before leaving area, report evacuation complete to Chief Warden, then proceed to assembly area and count if members are complete.

(4) Assembly Area Marshal

- i. Ensure all evacuees are in the designated evacuation point
- ii. Conduct head count based on the CMAA Member Training Attendance (Refer to HS-07)
- iii. Notify the Chief Warden if any evacuees are not in the designated evacuation point



5.2.1.7 Identification of Wardens

Wardens can be identified in that they are the class Instructors and Assistant Instructors

5.2.1.8 Training

The emergency control team will receive training regularly in their appointed duties. Emergency personnel will be trained in the use of fire extinguishers and all CMAA members will be regularly briefed in emergency procedures.

5.2.1.9 Responsibility

The responsibility for this task lies with the Safety officer

5.2.1.10 Audit Records

- Form HS-19: Emergency Support Contact Details List
- Form HS-07: CMAA Member Training Attendance

5.2.2. Evacuation

5.2.2.1 If you discover an emergency:

- (1) Attract the attention of other people in the immediate area. Do not shout or cause panic.
- (2) Raise the alarm by contacting your Area Warden/Instructor or another member of the Emergency Control Team listed in this document. For after normal hours see the "After hours" section.
- (3) Carefully describe :
 - a. The location of the emergency
 - b. The type of emergency (e.g. fire, bomb threat, etc.)
 - c. Your name and phone / mobile number
- (4) Wait for instructions from your Area or the Chief Warden/Instructor.

5.2.2.2 Responsibility of CMAA Members:

Each CMAA member has a responsibility to familiarize themselves with their location and be aware of:

- (1) The most direct means of exit from the building or area;
- (2) The nominated assembly area for the building or area
- (3) The location of any portable fire fighting equipment within the building or area

5.2.2.3 Fire, if you discover a fire:

- (1) Raise the alarm by contacting your Area Warden/Instructor or another member of the Emergency Control Team listed in this document. For after normal hours see the "After hours" section.
- (2) State the exact location of the fire and provide information on:
 - i. The type of the fire i.e. bright flame, smoldering, amount of smoke.
 - ii. The extent of the fire i.e. large, small, medium.
 - iii. The material, which is burning or smoldering i.e. papers, cardboard, liquid.
 - iv. People who are injured, unconscious or have a disability.
- (3) Wait for instructions from your Area Warden/Instructor.
- (4) Be ready to evacuate – subject to supervision and in an orderly manner.
- (5) Close all doors and windows before you leave (if possible).
- (6) Take vital personal belongings with you (if possible).
- (7) Switch off machinery, computers etc. (if possible).
- (8) Isolate heating, power supply (if possible).



- (9) Proceed to the designated assembly area.
- (10) Listen to the instructions of the Wardens/Instructors.
- (11) Notify Wardens/instructors of any specific information.

5.2.2.4 Accident, in the event of an accident

- (1) Check for any threatening situation and control if safe so. Do not enter an unsafe area. If possible switch off any electrical equipment, which is dangerous or has the potential to cause further accidents/injuries.
- (2) Remain with the casualty unless there is no other option.
- (3) Contact (or ask another person to contact) the First Aider and the Area Warden/Instructor (or another member of the Emergency Control Team) listed in this document. For after normal hours see the "After hours" section.
- (4) Notify the ambulance on '118 if not already done and designate someone to meet them.
- (5) Make the victim comfortable and commence first aid if qualified and safe to do so.
- (6) Do not move any casualties unless in life threatening situation. Stem blood flow, keep casualties warm and make him or her comfortable.
- (7) Provide support to first aid or ambulance if required.

All CMAA members in need of medical attention will be referred to the following hospitals:

Hospital	Address	Phone	Fax
Global Assistance and Healthcare	Jl. Pattimura No. 15, Kebayoran Baru Jakarta 12110	+62-21- 725.8115 +62-21- 725.7962	+62-21-725.7961
SOS International	PT. Asih Eka Abadi, Jl. Puri Sakti No 10, Cipete, Jakarta 12410	+62-21-750.6001 +62-21-750.5980	+62-21-750.6002
Pondok Indah Hospital	Jl. Metro Duta kav. UE, Pondok Indah, South Jakarta 12310	+62-21 750.3522	+62-21-750.2324 +62-21-769.9033
Fatmawati Hospital	Jl. RS Fatmawati, Cilandak, South Jakarta, 12430	+62-21-766.0552	+62-21-769.0123
Marinir Cilandak Hospital	Jl. Raya KKO Cilandak, Pasar Minggu	+62-21-780.5415 +62-21-780.5296	+62-21-781.2764

5.2.2.5 Earthquake, In the event of earthquake:

- (1) If you are inside, do not evacuate the building unless instructed by an Area Warden or Chief Warden/Instructor. Stay away from windows and glassed areas.
- (2) If you are outside, stay away from buildings, power lines, poles and trees.
- (3) Shelter under a table, desk or doorframe or other protection against falling debris.
- (4) Do not light cigarettes, lighters, etc. These can create explosions, as there may be flammable fumes from damaged containers or gas mains.
- (5) In instructed to evacuate stay away from buildings, power lines, poles and trees while making your way to your designated assembly area.

5.2.2.6 Bomb Threat

5.2.2.6.1 If you find a suspicious object:

- (1) Do not touch the object, clear the area and prevent other CMAA member from going near the object.
- (2) Do not panic, go to the nearest phone and raise the alarm by contacting your Area Warden/Instructor or another member of the Emergency Control Team listed in this document. For after normal hours see the "After hours" section.



- (3) Contact the Police on "112" if not already done by a member of the Emergency Control Team.
- (4) Wait for advice from Emergency Control Team / Police and leave doors and windows open

5.2.2.6.2 If you receive a bomb threat telephone call:

- (1) Endeavour to obtain as much information as possible about the threat:
 - i. Location of bomb – which building.
 - ii. Type of package
- (2) If possible engage the caller in conversation allowing a trace to be made on the call

Do not hang up!

- (3) Raise the alarm by attracting the attention of another CMAA member or a person who should:
 - i. Raise the alarm by contacting the Area Warden/Instructor or another member of the Emergency Control Team listed in this document. For after normal hours see the "After hours" section.
 - ii. If you are in a building with a main Switchboard: advise The Switchboard operator the extension number so that the line can be held open for trace purposes.
- (4) Complete as much as possible of the bomb threat checklist (Refer to HS-21)
- (5) If asked to evacuate, follow the evacuation instructions:
 - i. Be ready to evacuate – subject to supervision and in an orderly manner.
 - ii. Open all doors and windows before you leave (if possible).
 - iii. Take vital personal belongings with you (if possible).
 - iv. Proceed to the designated assembly area.
 - v. Listen to the instructions of the Wardens/Instructors.
 - vi. Notify Wardens/Instructors of any specific information such as specific location, any people who are injured, unconscious or have a physical disability.

5.2.2.6.3 After Hours, If you discover an emergency (fire, bomb threat, etc.)

- (1) Raise the alarm by contacting the Chief Warden/Instructor on their mobile phone.
- (2) Contact the Emergency Services if necessary

Police	:	112
Fire Brigade	:	113
Ambulance	:	118
- (3) Evacuate your area through the nearest safe exit to the assembly area.
- (4) Be familiar with area maps and signs.
- (5) Make sure everyone in your area has been evacuated.
- (6) Evacuate any people with physical disabilities or injuries to a safe place in a manner that does not harm them.
- (7) Seek assistance and follow instructions of Emergency Services personnel.



SECTION 6 - DOCUMENTS AND FORMS

All documents and form used in the Combined Martial Arts Academy Health and Safety Policy and Procedures are listed below:

Form #	Remarks
HS - 01	Hazard Report Form
HS - 02	Hazard Assessment Checklist
HS - 03	Hazard identification, risk assessment & control
HS - 04	Health and Safety Information Distribution Log
HS - 05	Health and Safety Meeting Minutes Form
HS - 06	CMAA New-member health record sheet
HS - 07	CMAA Member Training Attendance
HS - 08	Visitor Log
HS - 09	Hazard Control Review
HS - 10	Safety and warning sign assessment
HS - 11	Pre-Purchase Checklist
HS - 12	Area Assessment
HS - 13	Fire Extinguisher Check Log
HS - 14	Emergency Support Checklist
HS - 15	First aid assessment
HS - 16	First Aid Kit Checklist
HS - 17	First aid/accident report book
HS - 18	Accident and Incident Investigation
HS - 19	Emergency Support Contact
HS - 20	Bomb Threat Checklist
HS - 21	Training Area Assessment
HS - 22	Training Conduct Assessment



HS-01 HAZARD REPORT

Hazard Reported by:	
Full Name	: _____ Date / Time _____

Hazard Reported to	
Full Name	: _____ Date / Time _____

Description of Hazard		
Likelihood	Consequence	Description:
<input type="checkbox"/> Almost Certain	<input type="checkbox"/> Catastrophic	
<input type="checkbox"/> Likely	<input type="checkbox"/> Major	
<input type="checkbox"/> Possible	<input type="checkbox"/> Moderate	
<input type="checkbox"/> Unlikely	<input type="checkbox"/> Minor	
<input type="checkbox"/> Rare	<input type="checkbox"/> Insignificant	

Reporter
<div style="text-align: center;">(Signature)</div>

(To be filled out by the Safety officer)

Hazard Assessment Conducted by:	
Full Name	: _____ Date / Time _____

Safety Officer
<div style="text-align: center;">(Signature)</div>



HS-02 HAZARD ASSESSMENT CHECKLIST

Inspection Information	
Inspector : _____	Date/Time : _____

Checklist Item	Condition			Level of Risk			Remarks
	Yes	No	N/A	High	Medium	Low	
Floors and walkways							
1. Oil, grease and other spills cleaner up immediately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floors kept dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Entry and walkways kept clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. No electrical leads or hoses across walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Walkways clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Unobstructed vision at intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting							
7. Adequate illumination for each task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Good natural lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Good light reflection from walks and ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. No glare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Light fittings clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Emergency lighting and exit signs operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area							
13. Glare from windows and light fittings minimized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Air conditioning maintained regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Non slip floors, walkways and stairs clear of obstruction and leads, suitable training area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical							
16. No broken plugs, sockets, or switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. No frayed or damaged leads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Portable power tools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. No temporary or permanent leads or extension leads on floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rubbish							
20. Bins located at suitable points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Bins emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Oily rags, combustible or flammable rags and refuse kept in covered containers or bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Waste regularly cleaned up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Checklist Item	Condition			Level of Risk			Remarks
	Yes	No	N/A	High	Medium	Low	
First Aid							
24. First Aid Kits appropriate and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Easy access to first aid kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Emergency numbers displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Accident Report Book maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire							
29. Extinguishers clearly marked, in place, regularly serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Clear exits and "exit-signs" in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Adequate pointers to fire exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Fire alarm system working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Emergency evacuation procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Regular drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Members capable in using fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage							
36. Material stored in racks and bins whenever possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Storage layout designed to minimize lifting problems (between knee and shoulder)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Easy access for people and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Floors around racking or shelves clear of rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. General condition of racks (stable, bolted in floor or wall) and pallets (not broken)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling							
41. Repetitive reaching above shoulder or out from the body minimized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Lifting from ground level or above shoulder level avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Limited frequent handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Enough space for free movement while doing task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Floor surfaces non-slip and level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector
(Signature)



HS-03 HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONTROL

Information of activity			
Site / Location :		Identified by :	
Date :		Time :	

Risk Analysis Matrix – Level of Risk					
Identified Hazards	Risk Assessment			Risk Score E x L x C	Risk Level
	Exposure (E)	Likelihood (L)	Consequence (C)		

Exposure (E)		Likelihood (L)		Consequence (C)		Risk Score
Continuously	10	Almost Certain	1.0	Catastrophic	20	E: > 20 H: > 10 M: 3 – 10 L: < 3
Frequently	6	Likely	0.6	Major	10	
Occasionally	3	Possible	0.3	Moderate	5	
Infrequently	2	Unlikely	0.1	Minor	2	
Rarely	1	Rare	0.05	Insignificant	1	

Legend:

- E** : Extreme/Significant Risk; immediate action required; must be managed by Executive Board with a detailed plan, Safety immediately.
- H** : High Risk, Executive Board attention needed; detailed research and planning by Executive Board.
- M** : Moderate Risk: Executive Board responsibility must be specified; managed by specific monitor or response procedure
- L** : Managed by routine procedures; unlikely to need specific allocation resources.

Hierarchy of Risk Controls		
<p>“Elimination” is a permanent solution and should be attempted in the first instance. “Substitution” involves replacing the hazard or environmental aspect by one of lower risk. “Engineering Control” involves physical barriers or structural changes to the environment or process. “Administrative Control” reduces hazard by altering procedures and providing instruction. “Personal Protective Equipment” is the last resort or temporary control.</p>		
Recommended Risk Control		
Details of Action to be Taken		
Actions Completed		
Action by:	Authorized by	Date Completed
(Signature)	(Signature)	



UTAMAKAN
KESEHA
TAN DAN

HS-05 HEALTH AND SAFETY MEETING MINUTES FORM

Attendee's Name	Signature

Result:



HS-06 CMAA NEW-MEMBER HEALTH RECORD SHEET

Contact Details	
Name	: _____
Date of Birth	: _____ Age : _____
Address	: _____ _____
Mobile Phone #	: _____ Residence Phone # : _____
Emergency Contact	
Name	: _____
Relationship	: _____ Emergency Phone# : _____
Parents/Legal Guardian's Name	: _____ Phone# : _____
Address	: _____ _____
Medical Condition	
Medication Currently Taken	: _____
Amount	: _____ Frequency : _____
Glasses	: <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, state your visual level _____.
Phobia	: _____
Medical Information	
Physician's Name	: _____ Phone# : _____
Date of Last Physical Examination	: ____/____/____
Name of Dentist/Orthodontist	: _____ Phone# : _____
Health Insurance Policy	: _____
Health Policy Number	: _____ Contact Number : _____
Contact Address of Health Provider	: _____ _____



NOTE: All participants are responsible to maintain health insurance through either family, group, or individual plans.

HEALTH HISTORY: To the best of your knowledge, check off all health conditions below, which you have contracted in the past three years.

<input type="checkbox"/> Frequent Ear Infections	<input type="checkbox"/> Poison Ivy	<input type="checkbox"/> Hay Fever
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Insect Sting	<input type="checkbox"/> Chicken Pox
<input type="checkbox"/> Hypertension	<input type="checkbox"/> German measles	<input type="checkbox"/> Asthma
<input type="checkbox"/> Mononucleosis	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Measles
<input type="checkbox"/> Bleeding/Clotting Disorders	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Hepatitis

List Any Operations or Serious Injuries (include approximate dates):

List Any Disability or Chronic or Recurring Illness (include approximate dates):

Indicate Any Further Health Related Information that should be known by the CMAA Executive board:

IMPORTANT: THE FOLLOWING MUST BE COMPLETED FOR PARTICIPATION

I acknowledge and attest that the above details and health history is correct to the best of my knowledge. I hereby give permission to the medical personnel selected by the Instructor at hand, to order X-rays, routine tests and treatment for me in the event that my indicated emergency contact person can not be notified in an emergency, I hereby give permission to the physician selected by the Instructor, to authorize ambulance support, hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for me. This form may be photocopied for use.

Signature: _____ Date: _____

Signature of participant or Parent/Legal Guardian of Minor



HS-08 VISITOR LOG

Ser	Date	Time		Visitor's Name	Address & Ph. #	Visitor ID Type & Number	Visitor Signature
		In	Out				



HS-09 HAZARD CONTROL REVIEW

Hazard Control conducted by:	
Full Name : _____	Date / Time : _____

Description of Hazard Control Review		
Nature of the Hazard	Hazard Control is satisfactory	Date
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	
	<input type="checkbox"/> Yes; Date for next review	
	<input type="checkbox"/> No; Date for Hazard Identification & Control	

<p>(Signature)</p>



HS-10 SAFETY AND WARNING SIGN ASSESSMENT

Assessment Information	
Site Assessed :	Date / Time :
Assessors Information	
Name :	Signature :
_____	_____
Name :	Signature :
_____	_____

Permanent Signs		
Sign	Location	Special Requirements

Temporary Signs required for area

Sign prompt list	
Permanent signs	Temporary signs
Dangerous goods	Gas – Keep Clear
Directional warning signs	No Smoking – No Flames
Exit signs	Workers Ahead
Personal Protective Equipment	Speed warning
Speed restrictions	Stop
Entry restrictions	Slow
Fire equipment	Cones
Fire extinguisher	etc
No smoking	
etc	



HS-11 PRE-PURCHASE CHECKLIST

General Information	
Description of item to be purchased	:
Suggested Supplier	: _____ _____
Person requesting purchase	: (Name & Signature) _____
Person authorizing purchase	: (Name & Signature) _____
Date this checklist completed	: _____ _____

Consultation Requirements	
Consult with the following person(s) prior to the purchase of equipment, materials, or substances that possess hazard.	
Name & Signature	Date
Safety Officer :	
Safety Committee :	
Others (please specify) :	
Others (please specify) :	



General Safety	
Movement around facility	:
Access and egress	:
Maintenance	:
Housekeeping: cleaning, removal of debris	:
Warning signs	:
Electricity	:
First Aid equipment	:
Emergency/evacuation requirements	:
Public safety	:
Instruction, information and training about safe use	:
Noise	
Noise level available from supplier	:
Noise level < 85 dB	:
Academy Noise Assessment	:
Flammable Goods	
Storage near other flammable goods or materials	:
Procedures for storage and handling	:
Gas cylinders secured (by a chain)	:
Lighting	
Monitoring of lighting levels required	:
Temperature	
Monitoring of heat/cold required	:
Personal Protective Equipment	
Body Protector	:
Protecting Gloves	:
Head Protection	:
Face Protection	:
Safe Instruction	:
Other Requirements relevant to Safety	
	:
	:
	:
	:
	:
	:



HS-12 AREA ASSESSMENT

Issue	Assessment and Action	Name & Dept.	Date	Remarks
Suitable air quality				
Suitable toilet facilities				
Suitable washing facilities				
Where necessary, suitable facilities for changing clothes				
Suitable facilities for eating				
Drinking water				
Arrangements for people who are injured or become ill				
Seating				
Suitable Training Spaces				
Lighting				
Access and egress for disabled				
Suitable facilities of personal belongings				
Suitable protection from adverse weather conditions				
Suitable protective equipment relevant to the training				
Others, please specify				



HS-13 FIRE EXTINGUISHER CHECK LOG

Location	Type	Pressure	Recharge Due Date	Owner	Check Date	Checked by	Remarks
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	<input type="checkbox"/> Over pressured <input type="checkbox"/> Normal <input type="checkbox"/> Low					



HS-14 EMERGENCY SUPPORT CHECKLIST

Assessment Information	
Date / Time : _____	Assessor : _____

Emergency Stairs	Yes	No	Remarks
1. Steps firm	<input type="checkbox"/>	<input type="checkbox"/>	
2. Anti-slips treads	<input type="checkbox"/>	<input type="checkbox"/>	
3. Firm handrails	<input type="checkbox"/>	<input type="checkbox"/>	
Inside the area			
4. Floors kept dry	<input type="checkbox"/>	<input type="checkbox"/>	
5. Entry and walkways are clear from any obstacles	<input type="checkbox"/>	<input type="checkbox"/>	
6. No electrical leads or hoses across walkways	<input type="checkbox"/>	<input type="checkbox"/>	
7. Walkways clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	
8. Unobstructed vision at intersections	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Exit			
9. Clear exits and "exit-signs" in place	<input type="checkbox"/>	<input type="checkbox"/>	
10. Adequate pointers to emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	
Other Supporting Elements			
11. Emergency lighting and exit signs operable	<input type="checkbox"/>	<input type="checkbox"/>	
12. Regular drills	<input type="checkbox"/>	<input type="checkbox"/>	
13. Chief Warden, Deputy Chief Warden, Area Warden, and Assembly Marshal have been appointed.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Emergency evacuation procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	
15. Assembly Area have been appointed	<input type="checkbox"/>	<input type="checkbox"/>	
16. Emergency Evacuation Checklists are available	<input type="checkbox"/>	<input type="checkbox"/>	



HS-15 FIRST AID ASSESSMENT

General Information	
Site assessed	:
Maximum distance to first aid	:
Number of floors	:
Access between floors	:
Number of members	:

Nature and severity of risks		
Type of Hazard	Existing Hazard	Severity of Risk
Manual Handling	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Cuts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Burns	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Slips, Trips, and Falls	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Exposure to weather	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Others (please specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Others (please specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

Location of Facility	
Nearest Hospital	:
Travel time to medical service	:

Numbers and Locations of first aid boxes	
Number of first aid boxes	:
Locations of first aid boxes	:

Outcomes of Assessment	
Contents of the First Aid Kit	:
Training required for member	:
Knowledge on reporting requirements	:

Assessor's Name	Signature	Date / Time



HS-17 FIRST AID / ACCIDENT REPORT BOOK

Injured person details	
Full Name	: _____

Accident details	
Date of injury	: _____ Time : _____
Site of accident	: _____
Cause of injury	: _____
Nature of injury	: _____
Incident/accident description: _____ _____	
Witness(es) information – if any:	
Full Name	: _____
Office Phone	: _____ Mobile Phone : _____
Signature:	: _____ Date / Time : _____
_____ _____	

First aid details and follow up	
First aid medical treatment: _____ _____	
Ceased to exercise: <input type="checkbox"/> Yes <input type="checkbox"/> No Date : _____ Time : _____	
Remarks: _____ _____	
Action Taken to prevent same/similar accident to reoccur: _____ _____	
Injury/Incident report and investigation form completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, person carrying out the investigation : _____	
Signature: _____ _____	



HS-18 ACCIDENT AND INCIDENT INVESTIGATION

Particulars of Person(s) involved		
Name (of injured person) : _____	Contact Number : _____	
Particulars of Other Parties involved or witness(es) to incident		
Full Name : _____	Contact Number : _____	Witness <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name : _____	Contact Number : _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name : _____	Contact Number : _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 1 – Location, Task, and Supervision		
1. What was the exact location and time of the incident?		
2. What specific action was the person performing when the accident/incident occurred?		
3. What had the person been instructed to do a specific task?		
4. Who had instructed the person to do the specific task?		
Investigation Team Recommendations:		
To be conducted by: _____		
Section 2 – Personal Protective Equipment		
5. Which personal protective equipment was in use?		
6. What personal protective equipment should have been used?		
Section 2 – Personal Protective Equipment (continued)		



7. Was suitable personal protective equipment provided?

8. Was the personal protective equipment used properly?

Investigation Team Recommendations:

To be conducted by: _____

Section 3 – Hazard Identification and Safety Procedures

9. Was a risk assessment undertaken prior to commencing the specific task?

10. What risk controls were recommended in the hazard identification?

Investigation Team Recommendations:

To be conducted by: _____

INVESTIGATION TEAM		
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date



HS-19 EMERGENCY SUPPORT CONTACT

Emergency Control Team	Role	Contact Details
Glen Gardiner	Chief Warden (Senior Instructor)	0811811498
Carl Webb	Deputy Chief Warden (Instructor)	0811715722
Drew Lambert Andreas Stokowy John Brindley Jeff Tuttle	Area Warden (As Directed)	0811802906 08174702985 0818718924 0818704759
Drew Lambert Andreas Stokowy John Brindley Jeff Tuttle	Assembling Area Marshal (As Directed)	0811802906 08174702985 0818718924 0818704759

EXTERNAL EMERGENCY SERVICES

EMERGENCY SERVICES	CONTACT DETAILS
POLICE	112
FIRE BRIGADE	118
AMBULANCE	113
SOS INTERNATIONAL PT. Asih Eka Abadi, Jl. Puri Sakti No 10, Cipete, Jakarta 12410	+62-21-750.6001 +62-21-750.5980
GLOBAL ASSISTANCE AND HEALTHCARE Jl. Pattimura No. 15, Kebayoran Baru Jakarta 12110	+62-21- 725.8115 +62-21- 725.7962
PONDOK INDAH HOSPITAL Jl. Metro Duta kav. UE, Pondok Indah, South Jakarta 12310	+62-21 769.2272 +62-21-765.7525
FATMAWATI HOSPITAL Jl. RS Fatmawati, Cilandak, South Jakarta, 12430	+62-21-766.0552
MARINIR CILANDAK HOSPITAL Jl. Raya KKO Cilandak, Pasar Minggu	+62-21-780.5415 +62-21-780.5296



HS-20 BOMB THREAT CHECKLIST

Person Receiving the Call <i>Nama Penerima Telepon</i>	
Date and Time of Call <i>Tanggal dan Jam Penerimaan Telepon</i>	

Caller Identity / Identitas Penelpon	Origin of Call / Asal Sambungan Telepon
<input type="checkbox"/> Male / Pria <input type="checkbox"/> Female / Wanita <input type="checkbox"/> Adult / Dewasa <input type="checkbox"/> Juvenile / Anak-Anak Estimate Age / Umur Kira-Kira :	<input type="checkbox"/> Local / Lokal <input type="checkbox"/> Long Distance / Interlokal <input type="checkbox"/> Booth / Telp. Umum <input type="checkbox"/> Internal / Intern <input type="checkbox"/> Unknown / Tidak Diketahui
Voice Characteristic / Karakter Suara	Accent / Logat Bicara
<input type="checkbox"/> Loud / Nyaring <input type="checkbox"/> Soft / Lembut <input type="checkbox"/> Deep / Dalam <input type="checkbox"/> Raspy / Serak <input type="checkbox"/> High Pitch / Tinggi <input type="checkbox"/> Slurred / Ditelan <input type="checkbox"/> Other / Lain-lain.....	<input type="checkbox"/> Local / Lokal <input type="checkbox"/> Regional / Daerah <input type="checkbox"/> Foreign / Asing <input type="checkbox"/> Other / Lain-lain.....
Speech / Cara Bicara	Grammar / Tatabahasa
<input type="checkbox"/> Fast / Cepat <input type="checkbox"/> Slow / Lambat <input type="checkbox"/> Nasal / Sengau <input type="checkbox"/> Lisp / Datar <input type="checkbox"/> Distinct / Jelas <input type="checkbox"/> Distorted / Kacau <input type="checkbox"/> Fluent / Lancar <input type="checkbox"/> Stammering / Gagap <input type="checkbox"/> Other / Lain-Lain.....	<input type="checkbox"/> Excellent / Prima <input type="checkbox"/> Good / Bagus <input type="checkbox"/> Fair / Sedang <input type="checkbox"/> Poor / Jelek <input type="checkbox"/> Confusing / Kacau <input type="checkbox"/> Other / Lain-Lain.....
Manner / Sopan Santun	
<input type="checkbox"/> Angry / Marah <input type="checkbox"/> Calm/ Tenang <input type="checkbox"/> Deliberate / Tenang <input type="checkbox"/> Emotional / Emosional <input type="checkbox"/> Coherent / Masuk akal <input type="checkbox"/> Other / Lain-Lain.....	<input type="checkbox"/> Rational / Rasional <input type="checkbox"/> Irrational / Mengacau <input type="checkbox"/> Righteous / Bijak <input type="checkbox"/> Laughing / Tertawa <input type="checkbox"/> Incoherent / Tidak Masuk Akal
Background Noise / Suara Latar Belakang	
<input type="checkbox"/> Factory / Pabrik <input type="checkbox"/> Trains / Kereta Api <input type="checkbox"/> Music / Musik <input type="checkbox"/> Typing / Mesin Ketik <input type="checkbox"/> Airplanes / Pesawat <input type="checkbox"/> Party / Pesta <input type="checkbox"/> Sea / Laut <input type="checkbox"/> Weather / Cuaca	<input type="checkbox"/> Machinery / Mesin <input type="checkbox"/> Animals / Binatang <input type="checkbox"/> Quiet / Sepi <input type="checkbox"/> Crowded / Ribut <input type="checkbox"/> Office / Kantor <input type="checkbox"/> Street / Jalan <input type="checkbox"/> Other / Lain-Lain.....
Exact Words of The Caller / Kata-Kata si Penelpon Setepatnya	
Details of the Device / Rincian Dari Bom	
When will the device go off? <i>Kapan bom akan meledak ?</i>	
Where is it located? <i>Dimana bom tersebut diletakkan ?</i>	
What does it look like ? <i>Ciri-ciri bom tersebut ?</i>	
What type of device is it ? <i>Jenis apakah bomb tersebut?</i>	
Why did you place the device? <i>Mengapa anda memasang bom tersebut ?</i>	
Who are you? <i>Siapakah anda ?</i>	



HS-21 TRAINING AREA ASSESSMENT

Design and Placement			
Ser	Statement	Option	Remarks
1	Sharp edges are protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Concrete construction is protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Iron construction is protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Glass-based construction is protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Metal-based construction is protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Metal tools are protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Wooden tools are protected and/or minimum of 1.5 meters from the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Safe-walking area is available around the training area.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Safe-walking area is minimum of 50 cm wide.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mattress			
Ser	Statement	Option	Remarks
8	Slippery.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Most likely to cause scrape on falls.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Small objects exist on the mattress.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Marks exist on the edges.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Sufficient space for movement.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

HS-22 TRAINING CONDUCT ASSESSMENT

Warm-Up and Stretching			
Ser	Statement	Option	Remarks
1	Warm-up/stretching is conducted before every training session.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Sufficient warm-up/stretching time.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Appropriate warm-up/stretching before specific training material.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New Members			
Ser	Statement	Option	Remarks
1	Instructor provides additional attention to new members.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	New members are briefed before the training starts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Program			
Ser	Statement	Option	Remarks
1	Training material is scheduled.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Training material is scheduled in gradual difficulty level.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Main Lesson			
Ser	Statement	Option	Remarks
1	Sufficient spacing among participants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Preliminary lessons are retrained before more advanced training material.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Reckless participants are warned and, if neglected, are given disciplinary action.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal Protection			
Ser	Statement	Option	Remarks
1	Appropriate Personal Protection is provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Appropriate Personal Protection is worn properly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cooling Down			
Ser	Statement	Option	Remarks
1	Cooling Down is conducted after every training session.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2	Sufficient cooling down time.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	_____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	