



EQUIPMENT SAFETY: MAINTENANCE AND INSPECTION

Purpose of this document

The purpose of this Equipment Safety document is to establish clear guidelines and protocols for the safe handling, usage, and maintenance of equipment used in Strength in Me's program activities.

This document serves the following key purposes:

1. **Safety Compliance:** The equipment safety document ensures Strength in Me's compliance with relevant safety regulations and standards set forth by regulatory bodies. It outlines the necessary safety measures to protect participants, staff, and volunteers during program activities.
2. **Risk Mitigation:** By detailing safety procedures and guidelines for equipment usage of Equipment Safety, Maintenance, and Inspection, Strength in Me mitigates risks associated with equipment-related injuries or accidents promoting a culture of safety within Strength in Me program activities and reduces the potential of equipment-related incidents.
3. **Training and Education:** The document serves as a resource for training staff, volunteers, and participants on proper equipment handling, maintenance, and safety protocols. It provides clear instructions on inspecting and maintenance boxing and exercise equipment safely to prevent injuries.
4. **Maintenance Guidelines:** The equipment safety document outlines maintenance schedules, inspection procedures, and storage protocols ensuring that boxing and exercise equipment remains in good working condition prolonging the lifespan of equipment and reduces the risk of malfunctions or failures.
5. **Emergency Preparedness:** In the event of equipment-related emergencies or accidents, the document provides guidance on how to respond effectively and mitigate risks. It outlines emergency procedures to follow to ensure the safety of individuals involved in program activities.
6. **Accountability and Documentation:** The document establishes accountability for equipment safety within the Strength in Me organization by documenting inspections, maintenance activities, training sessions, and incident reports. It helps track compliance with safety protocols and identify areas for improvement.

Equipment Safety is crucial in promoting a safe and secure environment for Strength in Me's program activities prioritizing the well-being of participants, staff, and volunteers by emphasizing the importance of equipment safety and adherence to established guidelines.



Equipment Routine Inspection Process

The implementation of a Equipment Routine Inspection process is crucial to ensure the safety and well-being of participants, staff and volunteers. Conducting regular inspections plays a key role in identifying potential hazards, preventing accidents, and maintaining the quality and functionality of boxing and exercise equipment, fostering a secure and enjoyable environment for all involved in Strength in Me's program activities.

It is mandatory for all Program Staff and Volunteers to conduct a routine inspection of all equipment used in program activities to identify any signs of wear and tear, damage, or malfunction.

An [Equipment Safety Routine Inspection and Report](#) must be completed prior to the start of each program activity to comply to Health and Safety requirements for Equipment Safety.

1. **Equipment Routine Inspection Process:** Conduct routine inspections of all equipment used in program activities to identify any signs of wear and tear, damage, or malfunction.

Inspection Requirements for Boxing Equipment:

- 1) **Visual Inspections:** Complete visual inspections of all boxing equipment, including gloves, focus mitts, punching bags, and protective gear for any visible signs of wear and tear, such as fraying, cracks, dents, or tears in boxing equipment.
- 2) **Check Stitching and Seams:** Examine the stitching and seams of boxing gloves, focus mitts, and other protective gear. Ensure that all seams are intact and securely stitched to prevent any potential failures during use.
- 3) **Test Padding and Cushioning:** Test the padding and cushioning of boxing gloves, focus mitts, and other protective gear by pressing on them to check for consistency and firmness. Replace any equipment with compressed or deteriorated padding.
- 4) **Inspect Straps and Fastenings:** Check the straps, Velcro fastenings, and buckles on boxing equipment to ensure they are in good condition and securely fastened. Replace any damaged or worn-out straps to maintain proper fit and safety.
- 5) **Evaluate Impact Resistance:** Assess the impact resistance of punching bags and protective gear by gently striking them to ensure they can absorb impact effectively without showing signs of damage or deformation.
- 6) **Check for Proper Fit:** Ensure that all boxing equipment fits properly and securely with the user. Ill-fitting equipment can increase the risk of injury during training sessions.
- 7) **Conduct Functional Tests:** Test the functionality of equipment such as speed bags, jump ropes, and hand wraps to ensure they are working correctly and do not pose any safety hazards.
- 8) **Record of Inspection:** Detailed records of equipment inspections, noting any issues identified, repairs made, or equipment replaced for Health and Safety records retention for equipment condition and equipment and maintenance.

Inspection Requirements for Exercise Equipment:

- 1) **Visual Inspection:** Complete a visual inspection of each piece of exercise equipment for any visible signs of wear and tear, such as frayed cables, cracked surfaces, loose bolts, or rust. Pay special attention to high-stress areas and moving parts.



- 2) **Functional Testing:** Test the functionality of the equipment by using it as intended. Check for smooth operation, proper resistance levels, and any unusual noises or vibrations during use.
- 3) **Weight Verification:** For weight-related equipment, such as dumbbells, barbells, or weight plates, verify the accuracy of the weights using a calibrated scale. Ensure that the weights match the labeled values.
- 4) **Cable Inspection:** Inspect cables on resistance equipment for any signs of fraying, kinks, or wear. Check the cable tension and ensure that it is securely attached to the equipment.
- 5) **Padding and Upholstery Check:** Examine the padding and upholstery on plyometric boxes, benches, and other equipment for tears, rips, or signs of deterioration. Ensure that the padding is intact and provides adequate protection.
- 6) **Stability Assessment:** Test the stability of plyometric boxes, benches, and other equipment to ensure that they are secure and do not wobble or shift during use. Tighten any loose bolts or screws as needed.
- 7) **Lubrication and Maintenance:** Apply lubrication to moving parts, such as pulleys or hinges, to ensure smooth operation. Follow manufacturer recommendations for maintenance and cleaning procedures.
- 8) **Record of Inspection:** Detailed records of equipment inspections, noting any issues identified, repairs made, or equipment replaced for Health and Safety records retention for equipment condition and equipment and maintenance.

2. **Maintenance Schedule:** All boxing and exercise equipment must adhere to a maintenance schedule, including inspections, cleaning, lubrication, and repairs with detailed records of maintenance activities are to be retained in [Inspection Records](#).
 - 1) **15 minutes prior to the start of each program activity:** ensures that all equipment is in optimal condition for use, reducing the risk of accidents during training session.
 - 2) **Once per week prior to the start of the week:** performing weekly inspections allows for proactive maintenance, identifying and addressing any issues before they escalate.
 - 3) **After any Health and Safety Incident:** conducting inspections after any health and safety incident is essential to assess the equipment's role in the incident, take corrective actions, and prevent similar incidents in the future.
3. **Training and Education:** Training staff, volunteers, and participants on proper equipment handling, usage, and safety protocols are provided during orientation to ensure that all individuals using the equipment are aware of safety guidelines.
4. **Storage Protocols:** Storage protocols to protect equipment from damage, theft, or environmental factors are implemented to ensure equipment is properly stored in designated areas that are secure and easily accessible.
5. **Safety Checks:** Safety Checks are to be conducted on both programming equipment and personal equipment prior to each use. All staff, volunteers, and participants are to conduct safety checks on personal equipment to ensure that it is in good working condition. All equipment faults are to be addressed immediately and access to faulty equipment should be restricted until suitable repairs or disposals are conducted.



6. **Emergency Procedures:** Emergency procedures are communicated at orientation and posted on Health and Safety bulletin board in the event of equipment-related accidents or malfunctions to ensure that staff and volunteers are trained on how to respond to emergencies effectively.
7. **Documentation:** Detailed records of equipment inspections are retained and made available to all staff, volunteers, participants on the Health and Safety communications site under [Inspection Records](#), maintenance activities, training sessions, and any incidents related to equipment safety.

Equipment Incident Reporting and Response

In the event of an Equipment Malfunction is identified, staff, volunteers, and participants are to follow the incident reporting and response process for Equipment Incidents.

It is essential to report all equipment incidents to allow for the prompt identification and resolution of safety issues. Equipment Malfunction reports allows Strength in Me to address potential hazards before they lead to accidents or injuries, ensuring the well-being of participants, staff, and volunteers.

The structured Incident Reporting and Response process enables quick and effective action to be taken, such as removing faulty equipment from use, conducting repairs, or replacing items as needed as a proactive approach and to enhance the safety of all involved in Strength in Me's program activities.

Strength in Me is committed to maintaining a high standard of equipment quality and participant protection in all our boxing and exercise program activities.

For more information on equipment malfunction incident management procedures can be found on Strength in Me's Incident Management portal under [Equipment Malfunctions](#).

Equipment Malfunctions are incidents related to equipment malfunctions or failures, such as faulty sports equipment or safety gear, can pose risks to participants.

The categorization and severity are as follows:

Minor Incident: Minor incidents involve equipment malfunctions or failures that result in minimal or no harm to individuals or property. These incidents may include minor injuries, equipment damage, or temporary disruptions to recreational activities.

Moderate Incident: Moderate incidents involve equipment malfunctions or failures that result in injuries requiring medical attention, damage to equipment that affects the safety of participants, or disruptions to recreational activities that require intervention.

Major Incident: Major incidents involve equipment malfunctions or failures that result in serious injuries, significant damage to equipment or property, or disruptions to recreational activities that pose a significant risk to the safety of participants, staff, or volunteers.

Equipment Incident Reporting and Response Procedure:

1. **Identification of Equipment Incident:** The incident is identified through routine equipment checks and reported from staff or participants, or any other means of observation.
2. **Initial Assessment:** The Incident Response Team assesses the nature and severity of the equipment incident, including any potential safety hazards or impact on program operations.
3. **Notification:** The [Incident Report](#) is sent to the Director of Programming and Curriculum for investigation.



4. **Response Plan Development:** A Response Plan is developed, outlining the steps to be taken to address the equipment incident, including securing the area, assessing damage, and ensuring participant safety.
5. **Incident Mitigation:** Immediate actions are taken to mitigate the impact of the equipment incident, such as removing the equipment from use, providing alternative equipment, or implementing temporary solutions.
6. **Documentation:** A [Incident Report](#) with a detailed documentation of the equipment incident, response actions taken, and any relevant information is recorded for future reference and analysis.
7. **Communication:** Communication is key in incident response. Relevant stakeholders, including staff, participants, and management, are informed of the incident and the steps being taken to address it.
8. **Investigation:** A thorough investigation is conducted to determine the root cause of the equipment incident, identify any contributing factors, and prevent similar incidents in the future.
9. **Corrective Actions:** Based on the investigation findings, corrective actions are implemented to address any underlying issues, improve equipment maintenance procedures, or enhance staff training.
10. **Follow-Up and Monitoring:** The IRT follows up on the corrective actions taken, monitors the effectiveness of the response plan, and conducts regular reviews to ensure ongoing equipment safety and incident prevention within the program.

Ensuring equipment safety is essential to the well-being of everyone involved in Strength in Me's programs and activities. Proper maintenance, inspection, and usage of equipment are essential to prevent accidents and injuries in our work and play environments.

This Equipment Safety page serves as a hub for information, guidelines, and best practices related to equipment safety in the Strength in Me organization.

Strength in Me prioritizes equipment safety as our commitment to providing a safe and secure environment for all individuals involved in our recreational boxing and fitness program activities.