



Equipment Maintenance Process Policy

Trilogy Gymnastics

1. Purpose

The purpose of this policy is to ensure all gymnastics equipment is maintained in a safe, functional, and compliant condition to minimise the risk of injury and support a safe training environment.

2. Scope

This policy applies to:

All fixed and portable gymnastics equipment

Training, competition, and recreational equipment

All coaches, staff, and volunteers involved in equipment use or supervision

3. Responsibilities

Club Management

Ensure equipment meets relevant Australian Standards and manufacturer guidelines

Allocate responsibility for equipment inspections and maintenance

Maintain maintenance and inspection records

Arrange repairs, servicing, or replacement when required

Coaches and Staff

Conduct visual safety checks before each session

Report faults, damage, or hazards immediately

Remove unsafe equipment from use

Supervise athletes to ensure correct and safe equipment use

Athletes

Use equipment as instructed

Report any damage or unsafe conditions to a coach

Not tamper with or misuse equipment

4. Equipment Inspection Process

4.1 Daily / Pre-Use Checks

Before each session, coaches will visually inspect equipment for:

Stability and secure anchoring

Tears, cracks, loose fittings, or sharp edges

Excessive wear or damage

Cleanliness and correct mat placement

Any unsafe equipment must be removed from use immediately.

4.2 Scheduled Inspections

Formal equipment inspections will be conducted at least quarterly

High-use equipment may require more frequent checks

Inspections may be conducted by qualified staff or external providers

5. Maintenance and Repairs

Maintenance will be carried out in accordance with manufacturer instructions

Only qualified technicians or approved suppliers may carry out major repairs

Temporary fixes are not permitted for safety-critical equipment

Equipment that cannot be safely repaired will be replaced

6. Record Keeping

The club will maintain records of:

Equipment inspections

Identified faults or hazards

Repairs and servicing

Equipment replacement

Records will be retained in line with WHS and insurance requirements.

7. Equipment Storage

Equipment will be stored safely and securely when not in use

Portable equipment will be stacked and secured correctly

Access to equipment may be restricted when unsupervised

8. Incident Reporting

Any incident involving equipment failure must be reported immediately

An incident report must be completed

Equipment involved will be removed from use until assessed

9. Compliance

This policy aligns with:

Workplace Health and Safety (WHS) requirements

Child Safe Standards

Manufacturer specifications

Gymnastics Australia guidelines (where applicable)

10. Policy Review

This policy will be reviewed:

Annually

After any equipment-related incident

When new equipment is introduced

When standards or guidelines change