

5101 – SESSION SAFETY BRIEFINGS PROCEDURE

5101.1 Purpose:

It is the policy of the BCC to continuously focus on the physical safety of its members, employees, contractors and guests. Among other proactive efforts in this regard, the BCC will periodically and concertedly remind the foregoing of the rules and procedures appurtenant thereto and their individual and collective responsibilities in this regard.

5101.2 Procedure Authorities:

Policy Reference: Code of Conduct

Procedure Authority: This Procedure is jointly owned by the Director of Risk and the Director of Health and Safety

Procedure Application: The Director of Leagues and the General Manager shall be responsible to ensure that the subject matter of this Procedure is adhered to.

5101.3 Special Requirements:

The subject matter and sub-components of the actual Safety Briefings are myriad and it shall be the responsibility of each Director, in accordance with his or her responsibilities, to ensure that the foundation of each and every element of the Safety Briefing is present, operable and properly documented for all activities within the BCC.

5101.4 Process:

1. The Director of Risk and the Director of Health and Safety shall review and reissue the Safety Briefing which is the subject matter of this Procedure semi-annually in September and December of each calendar year. The Director of Leagues and General Manager shall be notified of same.
2. The Director of Leagues shall notify each league or event convener of the requirement to deliver the Safety Briefing at the beginning of each league session or event and shall ensure that the convener is in possession of the latest iteration of the Safety Briefing.
3. The General Manager, at the beginning of each session, shall have on hand hard copies of the Safety Briefing and shall remind conveners of the requirement.
4. The League or Event Convener shall deliver the Safety Briefing prior to any movement on to the ice.
5. In the case of rentals, the General Manager shall deliver the Safety Briefing.
6. Following the delivery of the Safety Briefing, the Convener (or the General Manager as the case may be) shall sign and date the hard copy of the Safety Briefing, indicating its delivery. This copy is to be retained by the General Manager.
7. The Director of Leagues shall verify the foregoing file to ensure complete coverage and address noted deficiencies.

5101.5 Procedure Dates:

Procedure Authority Approval Date: Feb 2020

Procedure Review Date: Semi-Annually