



Toronto Outdoor Club – 4th Safety Committee Minutes, Spring 2012

Date: March 29th, 2012

Time: 7pm –9pm

Attending: Ghanesh, Chuck, Dima, Linzi, Margaret

MINUTES OF SCHEDULED BUSINESS

1) Introduce new SC members for 2012

- Joining the SC are new members Dima, Linzi and Margaret

2) A brief discussion of the safety committee's mandate:

- understanding the specific roles and items the members of the SC can investigate as well as a longer term vision of how safety plays a vital role in organizers responsibilities and general club policy.
- briefly mentioning that we are also looking into developing a codes of ethics policy
- together with a safety policy and codes of ethics policy- the club will have a much clearer strategic vision process going forward.
- Safety policy wording to be presented and reviewed later in the meeting.
- The safety committee also acts as a mentoring process and platform for succession in the club structure and responsibilities.

3) Feedback and recommendations from the recent EC meeting:

- The club is looking into and will incorporate. SC agrees this is a good step.
- **Requirements for volunteership** – maintaining our current requirement to have new volunteers having participated in at least 5 outdoor events, attending 1 volunteer meeting and being sponsored for 1 formal volunteer training event. We are not requiring 2 sponsored events as proposed by Ghanesh.
As club policy, we are going to monitor the type and difficulty level of future events posted by new volunteers, requiring that a **graduated level** of complexity/difficulty is achieved. Specifically, new events posted by new volunteers(after their inaugural event) must achieve the following:
 - 1) have participated in a similar event, especially out of town and overnight trips at a D5 level or
 - 2) have another experienced TOC volunteer(who has taken part in a similar out of town/overnight) participate in this current event.
 - 3) In addition, all overnight events must include an event pre-meeting description to ensure event detail, gear, skill suitability are worked out prior to this trip.
- **Kids** - Requirements for transportation of kids shall be the responsibility of the parent rather than the TOC volunteer or TOC driver. Children requiring child seats must be driven in a parents car.

- **Site documentation** – discussion on how and where our safety policy (together with a codes of ethics policy) should be displayed on the website, with quick and easy access – not buried or scattered in various checklist documents or forum documentation. A consensus was reached that we should aim for a **safety policy page** containing related items; difficulty ratings, events checklists, required and recommended items, etc.
- **Mission Statement** - that we need to have our mission statement, codes of ethics policy and safety policy in one place. The EC needs to provide input as this item relates to an overall documentation and communication platform. The SC agrees that we currently do not have a specific place where such safety policy and requirements are outlined in an easily accessible manner.
- **Incident Report** – A discussion on what and where the incident report form is and a review of 1 recent incident. It was agreed by the SC membership that volunteers as well as **members** of an event all need to have the ability to fill out this report - as differing opinions and time/place of incident may mean certain individuals may not even be aware of an incident. Volunteers and members giving feedback provides maximum opportunities for transparency and corroboration of circumstances in such incidents. In addition, a detailed review of the recent incident provided an opportunity for discussion of a newly **revised incident report** for proposed by Ghanesh. – see below item #4.
- **Misc Items** – discussion on required and recommended items. The SC encourages the carrying and use of such items as whistle, flashlight, cell phone, first aid kit, etc. The SC **did not agree that it should be mandatory to carry such items** as it is currently not being adopted or enforced by all volunteers in a consistent manner. The SC committee agrees that until we can articulate exactly what events (and at what level) requires what items – **we can only make recommendations to volunteers**. A much more detailed discussion took place outlining the need for a review of difficulty level, required and recommended items as well as the various suggested checklists. To be followed up with again.

4) SC commentary on ICE TRAVEL – SC agrees with the EC that an all out ban is too severe, citing that we are an outdoors activity club and that risks, up to a certain point can be undertaken in unique circumstances. The SC does not think that the wearing of life vest minimizes the risks involved (fall, drowning) but suggest that hypothermia is the real danger to be avoided.

Specifically, the SC suggests that **ICE TRAVEL** be permitted where the following considerations are met:

- that ICE TRAVEL is not the *main component* on a winter outing and,
- that the organizer on an event involving ice travel have *significant experience(s)* in such conditions and/or,
- that a *second TOC volunteer is present* on such an event (with similar experience)
- that ice travel be permitted where on land hiking, snowshoe, camping, etc – requires the *need to travel on a known path* that is now become snow/ice covered.
- That the event be *screened by the safety coordinator*

5) Incident Report Form – to be posted to the website

an improved incident report form is proposed addressing the following:

- Where and When
- Cause and treatment
- Follow up and Prevention

6) Safety Policy

- see attached of proposed wording – to be posted to website

7) Checklists

- in progress, and needs to be addressed further along with other issues of seasonality and weather, required and recommended items, level of difficulty, transportation , etc

- Dima suggests a pull down menu option

Meeting concluded – Next meeting in the fall of 2012

Proposed agenda:

- Incident Report Form update/implementation
- Checklists
- Difficulty Rating System
- Event size, leader / participants ratio
- Religious exemption/clothing
- Other business

Thank you,

Ghanesh Das

Safety Coordinator

Event Coordinator

CC.

TOC Executive

Safety Committee Membership