

Importance of accurate record keeping

As an organisation, affiliated club or affiliated ride, it is imperative to keep records of members, entrants, voluntary workers and incidents.

Ride organisers, club secretary's and the like change on a regular basis, if an incident was to occur either causing injury to a rider, spectator or voluntary worker, the Insurer would require proof from you to verify either the person injured or being sued was a member, rider or voluntary worker at the time of the incident.

This incident however, may have occurred 4 years ago!

Were you around then, and if so will you remember..... ?

When put into practice it should form part of your risk management

In our everyday lives, we face risks and we make judgements about whether we will accept these risks. For example, every time we sit behind the wheel of a motor vehicle, we accept that there is a chance of being injured in an accident, but we make a conscious decision that the benefits outweigh the risks and involuntarily perform risk management procedures i.e lookout for other vehicles, travel at legal speed limit, wear a seat belt, to minimise any risk.

However, organisations that invite people to participate in their activities have a responsibility to ensure these activities are free from risk of injury and are as safe as reasonably possible. This responsibility is expressed in legislation such as the "Trade Practices Act" as having a "Duty of Care". It is very important that this duty of care is taken seriously and that you do all that is possible to make sure you comply with this duty.

Risk Management is all about identifying those risks associated with your activities which may result in injury to another person or damage to their property. It is then the process you put in place to either remove the risk or minimise the risk to an acceptable level.

People who are injured due to the alleged negligence of the ride organisers have in some cases many years to submit a claim against you and take legal action.

Not being able to identify persons involved in an incident or witnesses many years down the track could result in the closure of your club or even the Association !

In addition to this Occupational Health and Safety Legislation varies from state to state and the club or Association need to be aware they are not in breach of this in respect to general record keeping practices and accident recording and notification.

A matter is best defended when you can show a consistency for record keeping.