



# Port Douglas Yacht Club Inc

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## Port Douglas Yacht Club Operations and Risk Management Plan

This Operations & Risk Management Manual provides information on the running of all Sailing Activities at the Port Douglas Yacht Club including issues of health and safety. It should be read by all members who are involved in any sailing activities at the Club.

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### Record of Review/Amendment

| Version     | Date       | By           | Description of Change            |
|-------------|------------|--------------|----------------------------------|
| 1           | 25/11/2015 | P. Chapman   | Full document review and update. |
| 2           | 22//2016   | M. Gwilliams | Full document review and update. |
| 3           | 17/01/2019 | M. Gwilliams | Full document review & update.   |
| 4 (Current) | 01/05/2021 | Carl Barnett | Full Document review & update.   |

## PREAMBLE

In recognising its duty of care Port Douglas Yacht Club Inc (PDYC) addresses the issues of risk management and liability arising through the involvement of PDYC in promoting and associating with the activity of sailing through the following three key principals;

- **Participation by invitation.** - Participation is only possible by, and wholly dependent upon, the specific and sole invitation from a ships master for a person to board a vessel. It is not in any way a general invitation from PDYC inviting a person to board a vessel or to attend the club in expectation of boarding a vessel.
- **Recognition of risk and responsibility.** - PDYC recognises the risk and responsibility associated with the activity and warrants that it has adequate public liability cover for that part of the activity conducted under its authority and on its premises.  
PDYC recognises that a person boarding a vessel does so at the sole invitation of the Ship's master and that by boarding a vessel that person is deemed to have left its premises at which point the risk and responsibility pass to the owner or ships master.
- **Supply of information.** – PDYC, to the best of its ability, ensures that all skippers and crew and participants and all vessels participating in all of its sailing activities have access to, understand and comply with all relevant laws, conventions and regulations listed herein.



## HEALTH & SAFETY SUMMARY

Port Douglas Yacht Club is committed to providing safe and healthy environment for members, instructors and volunteers and to ensuring the safety of members, visitors, students and contractors.

Port Douglas Yacht Club will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. Port Douglas Yacht Club will ensure its activities conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment and control of hazards at the Club.

Effective management of Health & Safety risks depends on the commitment and co-operation of all members, visitors, students and contractors. Port Douglas Yacht Club is committed to consulting with members, visitors, students and contractors in a meaningful and effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety and welfare.

Port Douglas Yacht Club expects members, visitors, students, and contractors to comply with its health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and course participants working under their direction.

Port Douglas Yacht Club is also responsible for providing a safe and healthy environment for its members, visitors, students and members of the public who enter the facilities.

Contractors working on Port Douglas Yacht Club premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of themselves and others.

**Safety is everyone's responsibility.**

\_\_\_\_\_  
Commodore

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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## **Part 1      GENERAL INFORMATION**

### **1.1      ABOUT PORT DOUGLAS YACHT CLUB INC (PDYC)**

The Club caters for keelboats, multihull yachts and various power boats. Learn To Sail, general sailing and yacht racing at the club is conducted in coordination with the laws, rules, regulations and guidelines of the following organisations, conventions and legislation for implementation of safety procedures;

- Australian Sailing
- Prescriptions and Special Regulations (SR) Australian Sailing
- The International Sailing Federation
- The 2021-2024 Racing Rules of Sailing (RRS) of the International Sailing Federation
- Maritime Safety Queensland
- Transport Operations (Marine Safety) Act 1994
- The International Regulations for Preventing Collisions at Sea, 1972
- International Convention for the Safety of Life at Sea (SOLAS)

The yachting season runs throughout the year with an extensive racing calendar of events from late January to early December and sunset sailing every Wednesday of the year, weather permitting. The activities are club racing, learn to sail, open regattas and short sunset cruises.

The following areas of the club are accessible to club members and the general public:

- Trailer and yacht parking/storage.
- Trailer and dinghy launching ramp (controlled by Douglas Shire Council).
- Parking areas and dinghy storage areas (controlled by Douglas Shire Council).
- Pontoon facility.
- Club house and grounds.

Port Douglas Yacht Club inc. employs a full-time manager plus full time and casual part time staff for the daily operation of the club and the kitchen facilities.

A management committee elected by the members is responsible for the overall operation of the club and the supervision of its employees and contractors.

The conduct of races is organised by the Management Committee, a principal Race Officer when appointed or the Rear Commodore, or any combination of these three.

All events are covered by a specific Notice of Race and Sailing Instructions which include Australian Sailing safety categories and any amendments for that event with safety issues brought to the attention of the competitors at race briefings prior to start times and posted on the club notice board.

The club is situated at 1 Spinnaker Close, Wharf Street, Port Douglas, Queensland and on Dickson Inlet off Trinity Bay on the Coral Sea and all sailing events are conducted in these waters.

The club may be contacted by phone, (07) 4099 4386 or email [pdy@portdouglasyachtclub.com.au](mailto:pdy@portdouglasyachtclub.com.au).

## **Part 2 SAFETY**

### **2.1 APPLICATION**

2.1.1 This safety management plan applies to vessels and crews participating in PDYC on water activities for all divisions (keel boats and multihulls) and to participation in the learn to sail keelboat program.

2.1.2 The sailing area includes waters of Trinity Bay and in the vicinity of

- South of latitude 16°22's
- West of longitude 145°35'e
- North of latitude 16°30's

2.1.3 Course areas are defined by PDYC depending on weather conditions and yachts participating in events and training at the briefing on the day of the event.

2.1.4 This plan does not apply to activities conducted outside the area defined by 2.2.2 or requiring higher levels of safety than Category 6 as defined by YA/AS Special Regulations – Safety.

### **2.2 LIMITATION**

2.2.1 Participation in any PDYC racing event shall be at the sole risk and responsibility of the vessel skipper.

### **2.3 GENERAL SAFETY OBLIGATIONS**

2.3.1 All participants are required to abide by General Safety Obligations on and off the course including:

- a) You must ensure your boat is safe.
- b) You must ensure your boat is properly equipped and crewed.
- c) You must ensure your boat is operated in a safe manner.

**(The Discover Sailing Centre Principal has the responsibility for this for the learn to sail Keelboat Program)**

### **2.4 REGULATION AND COMPLIANCE**

2.4.1 The following shall apply to all vessels and crew participating in racing:

- The Racing Rules of Sailing (RRS) 2021-2024
- YA/AS Special Regulations – Safety

2.4.2 **Learn to sail rules** and regulations will be covered in briefings at the start of each course. These include: all involved in the courses wearing lifejackets on water

2.4.3 The following shall apply to all vessels at all times:

- Transport Operation (Marine Safety) Regulations 2004
- International Regulations for the Prevention of Collision at Sea (COLREGS) 1972
- Directions issued by the Regional Harbour Master (RHM) Cairns.

## **2.5 BRIEFINGS**

2.5.1 A safety briefing Skippers and Crew will be held prior to each race.

2.5.2 Course information briefings will be conducted by the Rear Commodore or a person of their choosing.

## **2.6 RADIO COMMUNICATION**

2.6.1 All vessels participating in activities shall be required to maintain radio communications on

VHS Channel 72 and a listening watch on VHS Channel 16.

## **2.7 RESCUE AND SAFETY SUPPORT**

2.7.1 In the first instance all vessels shall use all means available including on board rescue and safety equipment to ensure the safety of all on board and affect repair and rescue if required.

2.7.2 All safety vessels are required to provide support for those participants **ONLY**. Additional safety vessels may be required to cover other events/activities occurring in the same timeframe.

2.7.3 PDYC shall provide a support vessel crewed where possible by two (2) people, to be deployed at the direction of the Rear Commodore.

2.7.4 It is the responsibility of safetyboat crew to check that the safety boat has the correct equipment and sufficient fuel and that everything is in working order. (Appendix G – Safetyboat Equipment List)

## **2.8 SUSPENSION**

2.8.1 Port Activity -The Regional Harbour Master Cairns or his delegate through VTS Cairns shall have control over all ships & can submit temporary suspensions including:

- All official, participating and rescue ships.
- Cancellation or moving the event if weather conditions are unsuitable.

## **2.9 LOCAL RESCUE PROCEDURES**

2.9.1 A safety boat skipper is responsible for assessing the circumstances pertaining to the vessel and crew and deciding if assistance is required.

2.9.2 If assistance is required the skipper or crew shall initiate notification by radio (VHS CH 16) in the following order:

- If a serious emergency exists, contact emergency services on “000” or VHS 16
- The Rear Commodore or race officer
- Adjacent vessels

2.9.3 The Rear Commodore will be advised, will monitor the situation, assist onshore services and coordinate PDYC support vessels if required.



## **Part 3 EMERGENCY**

For detailed Emergency Action Plan see Appendix H

### **3.1 FIRST AID**

- 3.1.1 Comply with YA/AS Special Regulations – Safety regarding first aid kits on all boats.
- 3.1.2 All skippers are to inform crew members the location of first aid kits.
- 3.1.3 First aid to be administered by appropriately qualified individuals with Accident/Injury Report Form completed in all. (Appendix I – Accident/Injury Report Form & Appendix J – List of Current First Aiders)
- 3.1.4 First aid kits are checked and replenished twice yearly by boat Skippers.

### **3.2 EMERGENCY**

- 3.2.1 Any Vessels skipper deciding that an EMERGENCY exists shall initiate emergency call procedures directly via the available emergency channels & then follow the Emergency Action plan (Appendix H).

### **3.3 EMERGENCY COMMUNICATION AND CO-ORDINATION**

- 3.3.1 The Event Office of the organising authority, Port Douglas Yacht Club, Spinnaker Close, Port Douglas is to be the co-ordination centre for communication and emergency response in the event of an emergency situation.
- 3.3.2 VHF channel 16 and 72 is to be monitored by all event participants and by the Event Office during the event.

### **3.4 EMERGENCY CONTACTS**

- Regional Harbour Master Cairns–VTS Cairns on VHF CH 16 then 12 or  
Phone: 4052 7400
- Port Douglas Coast Guard PH: 07 4099 5392
- Marine safety Queensland MSQ PH:4052 7400
- Emergency Services PH: 000
- Ambulance Cairns PH: 000
- Queensland Fire and Rescue PH: 000
- Port Douglas Police PH: 40871999 or Police Link PH: 131 444

### **3.5 FIRE PRECAUTIONS**

- 3.5.1 Vessels should be equipped with fire-fighting equipment as per the safety guidelines set out by Maritime Safety Qld.
  - 3.5.2 Smoking or naked flames are not permitted, unless in the specifically designated smoking area.
  - 10 3.5.3 Spare fuel should only be kept in the secure storage area.
-

### 3.6 REPORTING ACCIDENTS, INCIDENTS AND NEAR MISSES

Under the Transport Operations (Marine Safety) Act 1994, a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- material damage to a ship
- material damage caused by a ship's operations
- danger to a person caused by a ship's operations
- danger of serious damage to a ship
- danger of serious damage to a structure caused by a ship's operations.

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents. This information is gathered into reports by Safety Standards Branch, which produces two main reports each year: the annual Marine Incidents Report and the National Marine Safety Committee (Queensland jurisdiction) report.

#### How to report an incident

- [Maritime Safety Queensland – Guideline for Reportable Marine Incident](#)
- A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse. The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000.00)
- ☒ The report must be made on the approved form: [Marine Incident Report F3071](#) (Appendix K – Marine Incident Report Form)

### 3.7 VESSELS AND EQUIPMENT

- 3.7.1 PDYC is not responsible for the seaworthiness or the compliance with any safety regulations of its member's vessels and equipment.
- 3.7.2 PDYC recommends that all vessels participating in club organised events comply with PDYC Risk Management Code of Practice.
- 3.7.3 It is a condition of vessel entry into club events that they are insured, and that evidence of insurance currency has been sighted and recorded by PDYC at least annually.

## **Part 4      ADMINISTRATION**

### **4.1    RESOURCES AND PERSONNEL**

- 4.1.1 PDYC will ensure that its office bearers, staff and participating ships masters are fully conversant with the Operations and Risk Management Plan and given the necessary support to ensure duties can be safely and adequately performed.
  
- 4.1.2 PDYC will ensure that all personnel involved in club organised events have an adequate understanding of relevant rules, regulations, codes and guidelines. This to be achieved through regular training and awareness conducted by the Rear Commodore as the official responsible for on water activities under delegation from the Management Committee.

### **4.2      DOCUMENTATION**

- 4.2.1 PDYC maintains all documents and data which are relevant to the Operations and Risk Management Plan.
  
- 4.2.2 PDYC retains and maintains privacy on documentation and data.

### **4.3      VERIFICATION, EVALUATION AND REVIEW**

- 4.3.1 PDYC will carry out internal safety reviews to verify that activities comply with the Risk Management Plan.
  
- 4.3.2 PDYC and Australian Sailing will conduct annual evaluation of the Risk Management Plan and, where required, make amendments and instigate awareness of any changes for all parties involved.

## Part 5            **CODE OF PRACTICE**

### **5.1 PRACTICES RELATING TO MINORS**

- 5.1.1 PDYC does not promote the inclusion of minors in its sailing activities. A minor, for these activities, is considered to be a person less than 18 years of age.
- 5.1.2 A minor who participates in club organised sailing activities does so at the risk of the skipper and the parent or guardian of the minor.
- 5.1.3 Anyone who participates in the Learn to Sail Program will be provided tuition by an Australian Sailing qualified Instructor, who will also be a holder of a current working with children card (Appendix

### **5.2 PRACTICES RELATING TO ALCOHOL**

- 5.2.1 If the master of a ship authorises the consumption of alcohol on board, then established and appropriate practices to encourage a responsible attitude to the consumption of alcohol must be maintained.
- 5.2.2 The skipper must have a blood alcohol limit of less than 0.05, the same rules as on the road. The skipper is also responsible for the safety of the passengers and is responsible for their alcohol consumption.  

Skippers of recreational boats should also be aware that, when their boat is anchored, it may still be considered to be used for navigation, and the blood alcohol limit applies. The limit does not change unless the boat is securely moored in a marina, to a jetty or wharf or on a swing mooring.
- 5.2.3 The consumption of alcohol is **NOT ALLOWED** whilst conducting (instructors, coaches or volunteers) or taking part in (students/participants) the learn to sail Keelboat Program.
- 5.2.3 Copies of the Grievance, Refund & Privacy Policies can be found on the PDYC web site.

### **5.3 UV PROTECTION**

- 5.3.1 The Club encourages all visitors and members to follow positive sun-safe practices.

### **5.4 BEHAVIOUR**

- 5.4.1 The Club asks that:
  - The rights, worth and dignity of everyone is respected regardless of gender, culture, religion or ability
  - No bullying
  - No verbal or physical abuse
  - Disagreements should be handled in a calm manner
  - Participation, fun and enjoyment are encouraged

## **Part 6 RISK MANAGEMENT**

### **6.1 OBJECTIVES**

6.1.2 The objectives of the Risk Management Plan are to ensure safety at sea and ashore, prevention of human injury or loss of life and avoidance of damage to property and the environment, through the implementation of the Risk Management Plan objectives;

- (a) Provision of safe operational practices.
- (b) Establishment of safeguards against all identified risks.
- (c) Continuous improvement in safety-management skills of all personnel.
- (d) Preparing for safety related emergencies.
- (e) Complying with mandatory regulations, codes, guidelines and standards.
- (f) Continuous development and implementation of the Plan.

### **6.2 RISK IDENTIFICATION**

6.2.1 General risk associated with the activity of sailing includes but is not limited to;

- Medical - Asthma, Diabetes, Heart or Respiratory
- Hypothermia
- Sunburn, Sunstroke
- Hydration
- Collision between boats or submerged objects, or any other sea borne hazard
  
- Man Overboard
- Mechanical breakdown or gear failure
- Fire or explosion
- Person trapped by capsized boat, inside boat or tangled in rigging
- Launch ramp - Personal injury or equipment damage
- Refuelling
- Rigging areas
- Safety equipment and compliance checks
- Inclement weather

### **6.3 IDENTIFIED SAILING HAZARDS SPECIFIC TO THE SAILING AREA**

6.3.1 Specific risks associated with the sailing area include but are not limited to;

- Shallow water at very low tide through Dickson Inlet is a hazard for keelboats and there is very shallow water either side of the channel markers with the northern side sand flat frequently exposed at low tide.
- The approach to Four Mile Beach becomes shallow quite quickly and boats are advised to stay away from this area.
- To the south there is a grounding hazard on coral reefs close to the shore and further off shore adjacent to the Mowbray estuary. Boats are advised to stay away from these areas.
- Moray reef extends north and east of Dickson Inlet to approximately 145.461E and boats are advised to stay east of this longitude.

- Low Isles is surrounded by coral reef with dangerous underwater hazards to be wary of when rounding in either direction. •Snapper Island is surrounded by coral reef with dangerous underwater hazards to be wary of when rounding in either direction.
- Depending on tidal current and wind conditions special care should be exercised near Island Point. A sudden loss of speed and ability to manoeuvre may be encountered if venturing too close.
- An area known as the duck pond between Meridien Marina and Closehaven Marina was dredged in 2018 however care should be taken when entering this area as it may silt up again over time. Keelboats are advised to take extra care when entering this area.
- Be courteous and aware of other users of these waters particularly in and around the entrance channel and particularly at times when commercial traffic may increase.

#### **6.4 RISK AND RESPONSE**

Persons whom own or skipper participating vessels shall take part in the development of the risk assessment matrix along with other stakeholders.

**6.4.1 Table 1: Risk Assessment Matrix - On Water Risk and Response Assessment Tool**  
 Consistent with YA/AS Special Regulations PART 2 (June 2021-2024)

| Hazard  | Skipper of vessel   | Proposed action  |  |
|---|---|--|--|
|   |   | Escort / Rescue Craft / Coast Guard  | Race Officer or Committee  |
| Medical e.g. Asthma, Diabetes, Heart and Respiratory                              | Notify Rear Commodore / Race Officer of the incident/emergency on Channel 16 for assistance, medical advice or help.  | Take off severely affected crew. Notify race officer. Transfer of patient to another vessel only to be conducted by personnel experienced in this type of activity.  | Arrange for medical treatment as required.   |
| Hypothermia   | Wrap in blanket and/or dry clothing Keep shaded and hydrated. Call for assistance.  | Take person for medical treatment if required. If using a hypothermia blanket patient must be warmed before wrapping in the blanket. Notify Race Officer.  | Arrange for medical treatment as required.   |
| Sun burn  | Have suitable sun block on board available for all crew. If sun burn is serious treat as for burns, call for assistance.  | Assist as required.  |  |
| Dehydration   | Treat as for shock. Supply fluids if conscious. Call for assistance. Return to shore as soon as practicable.  | Assist as required, notify Race Officer.   | Arrange for medical treatment as required.   |
| Collisions and Injuries between boats and submerged objects, or any other hazard. | Notify Rear Commodore / Race Officer of the incident/emergency on Channel 16 for assistance, medical advice or help. Use flares if necessary.   | Give assistance as required. Take off injured crew if necessary. Where injuries are serious call Police and/or Ambulance or Rescue coordinator. Notify Race Officer. Personnel rescue first priority, boat salvage and retrieval second. | Set courses to separate classes where possible. Monitor situation. Coordinate rescue operation if required. Submit to professional service providers and continue to liaise with their leadership. |
| Mechanical breakdown or gear failure. Competing yacht or escort /rescue craft     | Jury rig repair if possible. Retrieve all lines and rigging if possible, Anchor if necessary. Call for assistance, use flares or hail if within range of nearest boat or shore.                     | Assistance as required. Remember crew are first priority. Escort or Rescue craft breakdown Call for assistance, use flares or hail if within range of nearest boat or shore.   | Monitor and coordinate rescue. Call for assistance from other power craft or yachts in area if necessary.  |
| Fire or explosion   | Issue life vests to crew members. Radio Mayday and call for assistance immediately. Use extinguisher if accessible and safe to do so. Use water if fire is neither Electrical nor Flammable liquid. | Assist in fire fighting. Take crew off if necessary. Notify race Officer. Call for medical help if required.   | Monitor situation coordinate any medical or emergency services if required.  |
| Person trapped by capsized boat, inside boat or tangled in rigging.               | Hail closest boat that must render assistance and immediately call on VHF if possible a rescue or escort craft to assist.   | Escort/rescue craft should in the case of a person still in a capsized yacht call for assistance. Cut rigging wire if required.  | Monitor situation coordinate any other rescue services required e.g. divers Police etc   |

6.4.2 Table 2: Risk Assessment Matrix - On Shore Risk and Response Assessment Tool

| Risk or Hazard  | Proposed action   |   | Race Officer or Committee  |
|---|---|---|--|
|   | Skipper of vessel   | Escort / Rescue Craft   |  |
| <p><b>Launching ramp</b> - Personal injury or equipment damage. Caused by careless movement of dinghies or trailers. Debris and slippery surface on ramp creating a slip or trip hazard. Crocodiles inhabit these waters.</p> | <p>Have a lookout while on the ramp. Conduct launch and retrieval preparations away from ramp where possible.</p> <p>Ensure you have adequate crew to assist launching and retrieval. Take care if wading around the boat of possible sharp objects in the water on the ramp. Always remember that crocodiles inhabit these waters.</p> |   | <p>Ensure visiting crews have adequate information on most suitable launching ramps and rigging areas.</p> <p>Warn of dangers as for <i>Yacht</i>.</p>   |
| Refuelling  | <p>If spillage does occur whilst refuelling clean up immediately.</p> <p>Make sure you have adequate fuel to cover the possible distances in case of equipment failure.</p>   |   |  |
| Rigging areas   | Care must be taken if rigging on road or near storage area of passing traffic, trailers, overhead power lines and other vehicles towing.  |   |  |
| Safety equipment and compliance checks.   | Owner/Skipper responsible for safety compliance to the category of the event.   | Safety/Rescue and escort craft to comply with safety categories for the duties they are performing. The club rescue craft should have an up to date register of safety equipment on board including a first aid kit, anchor and warp with chain attached. | Safety checks are important. Any craft that does not comply puts at risk not only themselves but others who may come to their assistance during a race.  |
| <b>Weather:</b> Stability or changeability of conditions over expected duration of event.   | Skipper of the vessel is to take note of weather forecast for duration of event or total time on the water. Be prepared and able to reduce sail if conditions require it.   | Monitor conditions and wave patterns constantly inform Race Officer of changes.   | Monitor weather conditions constantly. Coordinate with rescue craft and shore team. Keep track of yachts still racing and those clearing the finish and course areas. Delegate. Consider options of shorten course, postponement and/or abandonment. |



## Appendix A: Discover Sailing Centre – Instructor/Volunteer Induction Form

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Qualification: \_\_\_\_\_

Induction Date: \_\_\_\_\_ Inducted by: \_\_\_\_\_

### **Operations Manual**

- Nature of the Discover Sailing Centre Scope
- Roles and responsibilities
- Instructors Code of Conduct
- Student Protection Policy
- Working with Children Blue Card
- Complaints Process
- Communication processes

### **Health & Safety**

- Health & Safety Policy
- Responsibility of Instructor/Assistant
- Accident/Incident Reporting Procedure
- Emergency Action Plan

### **Other Issues**

- Security procedures
- Access to Keys
- Maintaining the Venues
- Obligations under the Safety Management Plan

### **Declaration**

I hereby certify that I have read the DSC Manual and I understand the obligations of me as an Instructor / Assistant Instructor / Volunteer as outlined.

Signature: \_\_\_\_\_

## Appendix B: Keelboat Fleet Checklist

The centre should have access to sufficient vessels in order to teach all courses for which it is recognised. These boats should be equipped so that it is possible to teach each of the relevant syllabi according to the conditions.

In order to deliver this program effectively and safely, only responsive, self-righting boats may be used. Normally these would be tiller steered small keelboats with internal ballast.

Provision should be made for teaching how to reef afloat. Boats must be suitably equipped (e.g. anchors, paddles etc.) for the operating area and comply with Marine Regulations.

The checklist below outlines additional areas that should be checked

| Keelboat Fleet |   |
|----------------|---|
|                | A minimum of one vessel per centre are capable of being reefed.   |
|                | Hulls are well maintained, in a good state of repair, watertight and with all fittings in good working order  |
|                | Cockpit is self-draining at all angles of heel, and hatches are above water when heeled 90 degrees  |
|                | Running rigging is well maintained and in a good state of repair.   |
|                | Standing rigging is well maintained and in a good state of repair.  |
|                | Rig is sufficient to run Symmetric and Asymmetric Spinnakers (for racing courses).  |
|                | All halyards are of sufficient length and in good condition.  |
|                | Sheets are also of sufficient length and appropriate diameter and material  |
|                | The rudder is in good condition   |
|                | Main, jib and spinnaker (where applicable) sails should be in serviceable condition for the courses on offer.   |
|                | At least one vessel is fitted with bowsprit and a pole  |
|                | Each vessel has a boathook  |
|                | Each vessel has mooring lines   |
|                | Each vessel has fenders (minimum of 2)  |
|                | Each vessel has oars/ paddles   |
|                | Each vessel has serviceable winches (if fitted)   |
|                | Each vessel has deck fittings, blocks, shackles (serviceable)   |
|                | Each vessel has 2 x stow buckets with lanyard   |
|                | Each vessel has an anchor and ground tackle as suitable with bitter end attached  |
|                | Each vessel has a bilge pump- (fitted or manual)  |
|                | Each vessel has a water resistant floating flashlight   |
|                | Each vessel has a sharp knife, sheathed, and fitted near cockpit  |
|                | VHF fixed or handheld radio, and frequency/distress call stickers (27MHz may be suitable in areas with no VHF coverage)   |
|                | Each vessel has lifebuoy fitted on transom with drogue if there is a suitable place to fit it   |
|                | Each vessel has a retrieval method of crew from water   |
|                | If an outboard is fitted, it must have with sufficient power  |
|                | If petrol is carried, it is stowed on deck in a suitable container  |
|                | If petrol is carried or a stove is fitted the vessel has a fire extinguisher/ fire blanket (as applicable)  |
|                | Gap is secured by lanyard (not polyester) and is replaced annually  |
|                | If lifelines are fitted they are made of uncoated stainless steel wire  |
|                | Each vessel has a medical kit stored in a waterproof container on board and includes:<br><i>Disprin; Disposable gloves; Crepe bandages; Band-Aids; adhesive tape; Antiseptic skin solution; Alcohol swabs, Solugel; Sunscreen 30+SPF; s/s Scissors; Safety pins; CPR mask or face shields</i> |

## Appendix C: Instructor Checklist

### Pre Course Duties

Instructors are responsible for;

- Overseeing rigging of vessels and ensuring each vessel is safe to launch/depart
- Discussing lesson plans with the Chief Instructor
- Ensuring all safety equipment is on each vessel they are responsible for
- Conducting training in the agreed training area
- Keeping track of each vessel and student throughout each session
- Ensure safety boats are fuelled and have all safety equipment prior to departing
- Conducting a radio check with the Sailing Office
- Upon leaving the harbour the Instructor should advise the Sailing Office to 'log out' their boat/s
- Organising all training tools
- Reporting any damage to boats and equipment
- Conducting training in accordance with AS syllabus

### Start of the Course

**Welcome** should be given to all students and parents and housekeeping such as;

- Location of area to be used for the course
- Location of facilities available
- Introduction of instructors

**Safety briefings** must be conducted each day, prior to sailing. They must include the following;

- Description & location of the safety equipment and its correct use
- Location of First Aid & identity of First Aiders
- Discussion of Sun Protection, proper hydration and the use of PFD's
- Discussion of the weather and any potential risks
- How to raise the alarm on water and on land
- Discussion of safe towing technique
  
- Enrollment Form completed or enrolled on line in MyCentre – use sign on sheets to confirm attendance
- Any medical, physical or emotional issues identified
- Any required Indemnity Forms etc signed by parent
- Payments received
  
- Theory session - description of topic
- Rigging boats session - description of how it will happen
- On water session - description of what will be covered, and how it will happen
- De Rigging session - description of how it will happen

### Conclusion of the Course

Should be the provision of;

- A debrief or feedback session
  - Issue of certificates (if at the end of the course)
  - Reminder about student pick up policy
  - Reminder of date of next lesson
-



### Be Responsible for your decisions

#### The Code

Be responsible for your decisions  
Show competency in your job  
Support your students and sailors  
Show good sportsmanship  
Behave professionally at all times  
Follow the Australian Sailing Anti-Doping Policy  
Be proud of your sport

Australian Sailing Instructors and Coaches are expected to act with integrity and objectively, and are personally responsible for the decisions that they make in the course of their engagement. They are to ensure that their decisions and actions contribute to a safe environment; free of discrimination and harassment.

#### Show competency in your job

Instructors and coaches bring appropriate skills and competencies to their areas of coaching practice and are expected to maintain and continue to develop these skills and competencies through an ongoing program of professional development and continuous improvement. They should, wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.

#### Support your students and sailors

Instructors and coaches should treat every student / sailor as an individual respecting the rights and worth of every person regardless of their gender, ability, cultural background or religion. They should:

- Help each person (official, student, sailor, athlete etc) reach their potential – respect the talent, potential, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback;
- Set appropriate training programs based upon the individual characteristics of the athlete;
- Make coaching decisions which take appropriate account of the individual athletes welfare;
- Ensure that all students/ athletes receive an appropriate level of attention and opportunities so that their time spent in any program is a positive experience.

Instructors and coaches should place the health, safety and welfare of athletes above all else.

#### Show good sportsmanship

Instructors and coaches should:

- Set a high standard of behaviour and approach towards all aspects of their job and to the spirit of Sailing;
- Respect the decisions of officials, coaches and administrators in the conduct of the sport; Display control and courtesy to all involved with Sailing;
- Operate within the rules and spirit of Sailing, promoting fair play over winning at any cost.

#### Behave professionally at all times

Instructors and coaches should:

- Ensure that any physical contact with a person is appropriate to the situation and necessary for the person's skill development;
- Be honest and do not allow your qualifications to be misrepresented; Not tolerate harmful or abusive behaviours;
- Encourage and support opportunities for people to learn appropriate behaviours and skills.

#### Follow the Australian Sailing Anti-Doping Policy

Instructors and coaches must adopt responsible behaviour in relation to alcohol and other drugs. They must abide by the Australian Sailing Anti-Doping Policy and ensure that athletes are aware of and understand that policy.

#### Be proud of your sport

Instructors and coaches should be proud of Sailing, show their pride through their actions and encourage and support opportunities for participation in all aspects of Sailing.

## Instructors and Coaches Code of Conduct [Individual Agreement Form]

*For accreditation or re-accreditation to the National Coach Accreditation Scheme (NCAS)/ National Officiating Accreditation Scheme (NOAS) must complete this form*

**TO: Australian Sailing**

I, \_\_\_\_\_ of \_\_\_\_\_ Full Name

\_\_\_\_\_  
Address  
Continued

am seeking accreditation / re-accreditation (please circle) for the following Australian Sports Commission (ASC) qualification:

| Level | Sport | Discipline (if applicable) |
|-------|-------|----------------------------|
|-------|-------|----------------------------|

1. I agree to abide by the Australian Sailing Code of Conduct overleaf.
2. I acknowledge that Australian Sailing may take disciplinary action against me if I breach the code of conduct. I understand that NSO's are required to implement a complaints handling procedure in accordance with the principals of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-accreditation from the National Coaching Accreditation Scheme/National Officiating Accreditation Scheme.

Please refer to the Harassment-free Sport Guidelines available from Australian Sports Commission or contact Australian Sailing, if you require more information on harassment issues.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(if under 18, parent/ guardian signature)

\_\_\_\_\_  
Date



**Australian Government**  
\_\_\_\_\_  
**Australian Sports Commission**





## Appendix G: Powerboat and Safety boat Fleet Checklist

Except in the case of heavy displacement craft, **kill cords must be fully functional and must be fitted and used at all times when under way**. A spare kill cord should normally be carried for emergency use.

Ideally both planing and displacement powerboats should be available. For power boating, the level of recognition will depend on the number and type of powerboats available, the availability of suitably qualified instructors, the type of water and the operating area of the centre.

Powerboats operating at sea must be maintained and operated to the same standards as safety boats and powerboats must carry the equipment list specified for safety boats with the exception of the towing bridle.

The provision of equipment to be carried in the safety boat on inland waters may be dependent on the operating area and should be addressed in the centre operations procedures.

The centre should ensure that trolleys/trailers are suitable for the craft and in a serviceable condition.

Boats must fully comply with Marine Regulations with regard to operation and equipment.

| Powerboat & Safety Boat Fleet |  |
|-------------------------------|--|
|                               | Are boats suitable for the courses offered and/or safety boat duties provided?   |
|                               | Are kill cords and switches fitted, serviceable and used at all times?   |
|                               | Do all boats have identification, and registration with Marine Safety Agency / AMSA?   |
|                               | <b>Required Equipment</b><br>(all items securely stowed)   |
|                               | - Anchor with chain or line  |
|                               | - Bilge pump (electric or manual) if boat has covered or closed underfloor bilges  |
|                               | - Bucket or Bailer (each with lanyard)   |
|                               | - Chart, map or chart section of local area (laminated or in waterproof map case)  |
|                               | - Compass (or hand bearing compass) if teaching any Powerboat Courses  |
|                               | - Distress Flares (hand-held Red x 2 & Orange smoke x 2; or NSCV requirements)   |
|                               | - EPIRB (beyond 2NM) 406mHz, in date, registered – ‘Dummy’ version if only required for teaching                             |
|                               | - Fire bucket (unless bucket already carried or bailer is suitable)  |
|                               | - Fire extinguisher Australian Standard compliant (in good condition and serviced annually)                                  |
|                               | - First Aid Kit, waterproof (minimum contents 2 of each: large wound dressings, medium wound dressings, triangular bandages) |
|                               | - GPS fixed or handheld (chart plotter also suitable) if teaching Powerboat Handling   |
|                               | - Knife, sharp (suitable for cutting spectra if providing safety boat cover)   |
|                               | - Lifejackets, serviceable, sufficient quantities, and suitable for activities and hours of operation                        |
|                               | - Navigation lights (as required under IRPCS), operational   |
|                               | - Paddles or oars  |
|                               | - Throwing line and/or towing line (towing line to suitable for safety boat cover provided)                                  |
|                               | - Torch, waterproof and buoyant  |
|                               | - Towing bridle (if safety boat cover or teaching safety boat operator), suitable strong points                              |
|                               | - VHF fixed or handheld radio, and frequency/distress call stickers (27mHz may be suitable in areas with no VHF coverage)    |
|                               | Engines are securely mounted and maintained  |
|                               | Throttle/gear change mechanisms positive and reliable  |
|                               | Outboard engines capable of being locked down or raised / tilted / trimmed   |
|                               | Outboard engines must not be capable of being started in gear  |
|                               | Fuel tanks must be securely fastened to boat   |
|                               | Steering mechanism free, and easy to use   |
|                               | Hydraulic steering system checked for leaks  |
|                               | Teaching Aids: dinghies and windsurfer are available (if providing Safety Boat Operator)                                     |
|                               | Teaching Aids: navigation tools, tide tables, whiteboard, dummy flares/EPIRB   |
|                               | Propeller guards (where fitted) are secure and serviceable – <i>recommended item only</i>                                    |



## Appendix H: Emergency Action plan

### EMERGENCY ACTION PLAN

#### In the event of an Emergency

##### If assistance is required:

- (If a serious emergency exists) contact emergency services on “000” using a mobile phone or VHS 16
- The Rear Commodore or race officer (OOD)
- Adjacent vessels

**The Commodore/Rear Commodore will be advised & will monitor the situation, assist onshore services and coordinate PDYC support vessels if required.**

- Remain & provide support and assistance as required by any authorities - coordinated by Incident Manager.
- Remain calm.
- Another safety boat should be called if the race officer, on-shore radio operator or Principal instructor cannot be raised.
- The coastguard should also be alerted if possible in an emergency.
- The person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to the club.
- If the injured person is a child then the On-shore officer or Principal instructor should attempt to contact their parent, guardian or next of kin.
- The injured person should be brought ashore by safety boat if possible for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The safety boat crews or instructors should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore. In this case, they may leave the group under the supervision and with safety cover.
- Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.
- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.
- Everyone should be aware that the persons attending the incident, instructor, the first aider or other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The Commodore or Principal instructor should prepare the appropriate forms to be completed by the safety boat crew, race officer, instructor, members of the group and other witnesses before they leave the club for the day. The accident must be recorded in the Accident and Incident Report (Appendix I).
- Following a serious safety problem it may be appropriate to abandon racing or training for the day.
- All media communication should be channelled through a designated senior officer of the club in possession of all the known facts and after due consideration. This should ideally be the Commodore or Secretary of the club. Following an inquiry into the causes, a systemic change may be required.

**In the event of a major incident**, the Race officer should inform the Commodore or Member of the committee immediately. **The Commodore or Committee member should then:**

- Obtain a statement from competent witnesses.
- Remove the involved parties and key witnesses from the club grounds to somewhere they can be talked to away from the media.
- Cooperate with police and other emergency services personnel.
- Don't hold a media conference, but decide who will talk to the media. Make a short statement.
- Don't allow well-meaning, but ill-informed members or instructors to make public comments.
- Keep a record of who has spoken to them or contacted them in regard to the incident.
- If the rescue services have been involved the media will have probably obtained some information from them.
- If there has been a fatality, the police will contact the club and inform the next of kin. Do not publicise the name of the casualty at all.
- Keep any relevant equipment such as lifejackets, logbooks, etc.
- When dealing with any major incident, it helps if:
  - paperwork is up to date with information, such as contact numbers for the next of kin.
  - boats and instructors comply with club safety policy and the AS's conditions of recognition.
- Report a marine incident to Maritime Safety Queensland.

### **Missing Person Procedure**

- If a sailor is reported missing, ask for:
  - Name & Age
  - Description (What they were wearing/ Where they were last seen/ Who they were with)
- Inform race officer, safety boat crew, on-shore radio operator, Principal instructor or nearest instructor or club official immediately you notice the person is missing.
- The Principal instructor, race officer or person who has been informed is to activate a search of club grounds, marina and waterways in the following way:
  - Safety boats and other vessels keep a look out and sweep the bay in a line.
  - Organise a group of adult volunteers to start searching for the missing person on shore and around the boat harbour.
  - Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search.
    - Inside the club house including toilets, bar, office, veranda and all other areas
    - The grounds of the club house, including all grassed areas, ramps and pontoons
    - The footpaths and parking areas adjacent to the club

- Waterways surrounding the club, which may be done with a safety boat and should take into account the direction of the tide and winds.
  
- If the person is not found within a reasonable period of time, contact the Police by dialling 000. Consider contacting the Coastguard.
  
- When the person is found:
  - Advise parents or guardian if they have been informed that the person was missing
  - Advise person in charge of the search
  - Advise all persons involved in the search
  - Advise the police if they have been informed.
  
- De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance.
  
- Complete an incident report in the *Accident and Incident Register*.

## Appendix I: Accident/Injury Report Form

| Details of incident (eg to a worker or visitor) and treatment                               |   |   |               |
|---|---|---|---------------|
| Date of incident  |   |   |               |
| Time of incident  | <input type="checkbox"/> am <input type="checkbox"/> pm   |   |               |
| Nature of incident  | <input type="checkbox"/> Near miss <input type="checkbox"/> First aid <input type="checkbox"/> Medical treatment/doctor |   |               |
| Name of injured person  |   |   |               |
| Address   |   |   |               |
| Occupation  |   |   |               |
| Date of birth   |   |   |               |
| Telephone   |   |   |               |
| Employer  |   |   |               |
| Activity in which the person was engaged at the time of injury                              |   |   |               |
| Exact site location where injury occurred   |   |   |               |
| Nature of injury – eg fracture, burn, sprain, foreign body in eye                           |   |   |               |
| Body location of injury (indicate location of injury on the diagram)                        |   |   |               |
| Treatment given on site   |   | Name of treating person   |               |
| Referral for further treatment?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Name of doctor or hospital  | WorkCover medical certificate received?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Attach copies |
| Injury management required?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>     | Notify return to work coordinator   | Name of return to work Coordinator  |               |
| Witness to incident (each witness may need to provide an account of what happened)          |   |   |               |
| Witness name  |   | Witness contact   |               |





## Appendix K: Marine Incident Report Form

Form [QE3071](#) to be downloaded from the Transport website. ( Keep copies ready in file)

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