



Hobsons Bay Yacht Club Inc.

Occupational Health, Safety and Environmental Protection (OHE&S) Policy

Document control

Date	Version No.	Update Reason	Author	Approval date
28 th Apr'11	1	Initial Issue	K. Le Nepveu, CC.	
12 th Feb '14	2	General review	OHE&S Sub Comm.	
20 th Jan '16	3	New Club house extension	K.Le Nepveu, CC. & Vee Kinden, C. Mgr.	
14 th Jun'16	4	Amends's using YA guide	G. Mitchel, Gen. Comm.	
09 th Sept '20	5	Annual review & simplification	OHE&S sub Committee, Gen Committee.	
Nov 22	6	GC approved	RA	
Aug 23			RA MB	

Policy Statement.



OHE&S Policy

The policy of the Hobsons Bay Yacht Club Inc. is to ensure that the staff, contractors, members and their families and guests are provided with a working and recreational environment that is as far as practicable, a safe and environmentally friendly facility, that complies with the provisions of the Victorian OHE&S act and regulations. This policy is embedded into and complementary to the existing HBYC constitution, By-Laws and policies.

Page | 2 **Framework**

These policies and procedures comply as far as practicable in accordance with:

- Occupational Health and Safety Act, relevant Regulations and Codes of Practice
- The HBYC Constitution, By Laws and policies.

Policy scope and coverage.

The policy is approved by the General Committee and remains in force until such time that it is formally reviewed and reissued and is subject to an annual review by the OHE&S sub-committee and by the General Committee.

The policy incorporates 2 attached documents that ensure that the club is prepared to handle the innate risks of water sports and activities.

1. Club Safety Management Plan.
2. On-Water Safety Management Plan.

The Club operates an OHE&S sub-committee comprising of;

- Club Manager.
- Yard Manager.
- Minimum of 1 member of the General Committee.
- Minimum of 1 member of the House Committee.
- Minimum of 1 member of the Sailing Committee.
- Minimum of 1 member (any category)of the Club.

The Chairperson is to be nominated by the sub-committee

The sub - committee is to meet a minimum of twice per annum plus as required, to review immediate items of concern or incidences related to the safety and environmental aspects of the club and reports activities to the General Committee monthly meetings. A review of any reported OHE&S incidence or near miss is conducted by a minimum of 3 OHE&S members, to establish if Corrective Action is required.

All functions pertaining to the operation of the club yards, marinas and property are under the control and direction of the Club Manager and his/her delegates.

Attachment 1. Club Safety Management Plan.

Attachment 2. On Water Safety Management Plan.



HOBSONS BAY YACHT CLUB Inc.

On-Water

Safety Management Plan

(Emergency Response & Evacuation Plans)

Document Control

date	Version	Update reasons	Author	Date
10 th Nov. 2011	1	Initial issue	K. Le Nepveu	
20 th Jan 2016	2	New clubhouse ext.review	K. Le Nepveu (CC)/V. Kinden (CM)	20-01-2016
14 th June 2016	3	Requirem'ts using YA guide (Mar '14)	Georgie Mitchell (GC)	
Sept. 2020	4	Rewrite of On-water safety component	K. Le Nepveu (GC)/R. Austin (CM), Sailing Sub-Committee	
Aug 22	6	Training Accreditation	MB RA	
Nov 22	7	On water risk assessment update	SC	
Aug 23	8	Emergency Audit	MB RA	

Contents

1. Preamble
2. On-Water Safety



OHE&S Policy

3. Classification HBYC Keelboat Events
4. Emergency and Non-Emergency Situations
5. Emergency Procedures
6. Non-Emergency Procedures
7. On-Water Incident reporting
8. Radio Log Sheet
9. Incident review
10. Media

Appendix 1 Boating Risk Assessment Document

Appendix 2. Emergency Contact Details

Appendix 3: Radio Log Sheet template

Appendix 4 HBYC Incident Report template

1.0 Preamble.

This document is for all Race Officials and those members participating in boating activities at HBYC.

It provides information on providing emergency planning to provide a safe "On-Water" environment for all members, guests and contractors having due regard for both expected and unforeseen conditions, whilst they are on club premises and participating in club activities.

The manual does not address any safety activities on individual yachts that is involved in any incident, as these activities should be covered by their own safety manual prepared by the yacht owner /skipper which will cover the specific safety issues as they apply to each yacht, and required by the current edition of the Racing Rules of sailing (RRS).



2.0 On-water Safety.

2.1 The HBYC Risk Assessment Document (Appendix 1)

Covers the risks and guidelines for Race Officers, Race Volunteers and staff when managing incidents relating to on water events conducted by HBYC. A current version will be kept on the on vessel.

2.2 Peak Safety Authority for Water Based incidents.

The Victoria Water Police has prime responsibility for boating safety on Port Phillip. Other agencies such as the Volunteer Coastguard will act under the direction of the Victorian Water Police.

VHF emergency radio traffic is monitored and recorded by Marine radio Victoria (MRV) 24 hours per day, 365 days of the year.

2.3 Current Emergency Contact details (Appendix 2.)

A contact telephone list of the current emergency contact organisations, the Club General Committee and Flag Officers is included in Appendix 2.

3.0 Classification - HBYC Keelboat Races.

Conducted under the current version of the Australian Sailing (AS) Special Regulations part 1, for racing boats and recommended for cruising boats, section 1-6.

4.0 Emergency and Non-Emergency Situations / Classifications.

Emergency/Serious	Non- Emergency
Boat in imminent danger, boat sinking	Collision of boats with minimal damage and no injury to crew.
Loss of Life, threat to crew life, serious injury, crew having a medical episode	Loss of mast with no injury to crew and boat under control
Loss of mast with injury to crew	Injury to crew where the nature of the injury has been determined as not serious
MOB where crew not recovered or boat unable to assist with recovery	Loss of sails overboard or other equipment
Collision of boats where there is serious injury to crew and/or loss of life	Loss of motor or steering where boat is not in any imminent danger but may require assistance.
Fire on board	



5.0 Emergency Procedures.

RACING - All on Water emergency procedures must be coordinated through the Principal Race Officer (PRO) or Race Officer (RO) or Race Office on the Club's VHF working channel in the first instance.

TRAINING- All on Water emergency procedures must be coordinated through the Lead Sailing Instructor on the Club's VHF working channel in the first instance.

RACING - HBYC Privateer is the primary vessel and has an Automated External Defibrillator (AED) on board. An AED is also located on the wall in the HBYC Club House downstairs main hall.

TRAINING

Keelboat SAILING The primary vessel is the S80 Keelboat Course

Dinghy SAILING The Primary vessel is Jono – White RIB

Powerboat - The primary vessel is Shirley Freeman

5.1 Basic Procedure – Radio Call ;

Step 1. Identify yourself i.e “HBYC Race Control” or “Training vessel Esprit” and confirm with the caller the transmission has been received.

Step 2. Record the name, and call sign of the distressed vessel and location

Step 3. Determine and record the nature of the situation i.e. medical or damage assistance.

Step 4. Maintain contact by radio or telephone.

Step 5. In an emergency call “000”

5.2 Distress Call – MAYDAY.

MAY DAY repeated three times indicates that the vessel or person using it is threatened by grave and imminent danger and requests imminent immediate assistance. This is usually received on emergency channel 16 (or 67) and has priority over all other communications.

5.3 Urgency Call – PAN PAN.

PAN PAN repeated three times is used when person or vessel is NOT in grave or imminent danger but the use of this signal indicates that the person or vessel transmitting has concern with the safety of the vessel or person. It has priority over all other communications except those concerned with distress.

5.4 Receiving a Distress call (Mayday) or Urgency call (Pan Pan).

Refer to Marine Operators Handbook for correct procedures.

Note: HBYC may assist in a Distress (MAYDAY) or urgency call (PAN PAN) however it is the water police and / or Marine Radio Victoria (MRV) who will be the ones that will play the lead role in these situations.

Allow up to 10 seconds once a call is heard to see if the authorities have responded to such a call and if not to remain calm and concentrate is more important at this time in radio protocol.

5.5 Illness/Injury.



OHE&S Policy

Where there is injury to crew, the first priority for the crew is to determine if an ambulance is required and if attendance is required at the vessel or if the vessel is able to make the nearest port. If an ambulance or rescue boat is required, one of the crew/instructor on board the distress vessel should call 000 or Victoria Police on 1800 135 729 or call VHF 16, not the PRO/RO or Race office unless the boat is not in a position to make such a call. This is so all questions asked can be answered by someone who is with the injured crew member.

Once the nature of the injury has been determined and ambulance notified, the PRO/RO should then be notified.

The PRO/RO/Instructor may then direct the vessel to the ambulance meeting point which is normally Ferguson St. Pier or otherwise where appropriate or as instructed by emergency services. The Instructor PRO will call the Club Site Duty Officer or Club Manager to assist in the coordination of the emergency response plan, which includes coordination of staff, other members to meet and direct emergency services at the Yard gate or other areas if required.

If an ambulance is NOT required, determine the nature of support required and advise the PRO or Club Manager.

5.6 Rescue Assistance.

1. Determine the nature of assistance required. If in danger of the vessel sinking or has sunk, try to obtain location and identification of caller. Call for nearby vessel assistance.
2. Determine number of crew on board and their status.
3. HBYC is not a rescue organization but may provide rescue assistance either by club vessels on the water or by requesting assistance from other vessels in proximity of the incident
4. Advise the caller of any arrangements made and pass on any instructions.
5. Maintain contact via radio or phone,

5.7 Man Overboard (MOB) /Missing persons/Missing Boats.

The coordination of a **missing person or boat** must be transferred to the Victoria Water Police 93997500 or 000 or VHF 16. The PRO is to remain on standby until transfer is completed.

All Club Training vessels have available a MOB procedure and all crew have been informed by the instructor of its location prior to departure.

5.8 Towing.

In an emergency, the safety of Members, guests and contractors will always override the preservation of yachts, equipment and buildings, the priority is to eliminate risking lives, not to save boats or equipment

HBYC may provide a towing service for disabled vessels if a club boat with appropriately qualified members are available.

During club racing HBYC members may offer to tow vessel in distress – at their own risk.

6.0 Non-Emergency Procedures.

The PRO may delegate the management of non-emergency incidents to other club personnel while he/she attends to the race management.

The delegated person shall coordinate with the boat involved, other boats, race management and on shore staff to ensure that the incident is handled safely and efficiently.



OHE&S Policy

7.0 On Water Incident Reporting.

All emergency incidents involving HBYC must be reported on the HBYC Incident Report Form. (Appendix 4.)

All serious incidents (refer table 4.0) must also be reported to MSV as soon as possible.

As soon as possible after an Emergency is identified the PRO/Instructor or Duty officer are to contact the Vice Commodore or Club Manager and one other HBYC Flag Officer and advise of the relevant circumstances.

8.0 Radio Log Sheet

Any emergency procedure involving HBYC must be recorded via a Radio Log sheets and by digital recording when possible. (Appendix 3.)

9.0 Incident Review.

Any emergency incident requiring a review will be carried out initially by the Sailing and the OHE&S Sub-Committees' with reference to the Club Commodore.

10.0 Media

No comments are to be made to any media except via the Club Manager and only after consultation with the Club Commodore.



Appendix 1. BOATING ACTIVITY EVENTS

RISK ASSESSMENT

Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
Club Racing Events: <i>Pre Race</i>	Wind	Prediction of strength of wind. Experience of entrants. Course selection.	C	3	H	Check of BOM. If Gale warning race/event to be cancelled. Personal observations by race officials. Completion of race officer check list. Course selection to suit conditions. Annual HBYC training of volunteer race officials.	D2 L	NO
	Sea State	Wave height. Wind vs tide. Experience of entrants.	C	3	H	Check of BOM. Personal observations by race officials. Completion of race officer check list. Appropriate course selection.	D2 L	NO

Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
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OHE&S Policy

	Entrants	Identifying number of entrants for each event. Level of experience. Number of crew.	C	4	E	Mandatory submission of Crew Declarations prior to each race including all POB details. Observations of number of starters by race officials. Allocated boat driver. Race Start Sheets. Annual race information nights.	D2 L	NO
	Shipping	Ship movements in main shipping channel. Ship movements in Station Pier channel. Club reputation.	D	3	M	Submission of Aquatic Event Advice notifications to Nav Services for each event. Notification to VTS one hour prior to each race start. Advice from VTS regarding shipping movements. All entrants advised of current shipping movements. Ability of race officials to defer race start. Majority of HBYC Courses not crossing main shipping channel. Courses which do cross main channel restricted to a small area.	D2 L	NO
Club Racing Events: Conduct of Race	Wind	Wind strength. Experience of entrants. Course selection.	D	3	M	Continue to monitor BOM. Maintain personal observations by race officials. Abandon race at any time. Shorten course if required.	D2 L	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
	Sea State	Wave height. Wind vs tide.				Continue to monitor BOM.		



OHE&S Policy

		Long standing southerly wind. Experience of entrants.	D	3	M	Maintain personal observations by race officials. Abandon race at any time. Shorten course if required.	D2 L	NO
	Communications	Notification of entrants re shipping movements, weather, course changes or other issue.	D	4	H	RRS standards according to race category. Dedicated VHF channel for HBYC races. Committee vessel flags. Committee vessel loud speaker. Land Officer duty in Race Room monitoring race. Monitoring of returning vessels from Long Distance/Destination races.	D2 L	NO
	Man Overboard	Safety equipment. MOB procedure on board. Ability to retrieve MOB.	C	4	H	Mandatory Single Handed race requirements. HBYC annual MOB training days. Mandatory annual vessel safety audits. Mandatory annual MOB practice. Mandatory lodging of vessel MOB procedures. DSQ for any non compliance.	D2 L	NO



OHE&S Policy

Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
	Personal injury	Prevention of on board incidents. Ability of rescue. Ambulance access.	D	4	H	HBYC culture of safety. Compliance with RRS re race category / safety equipment. <i>Rostered Land Officer duty.</i> HBYC Incident Management Plan.	D2 L	NO
Club Racing Events: Post Race	Entrants	Ensure all race starters have finished course.	E	4	M	<i>Mandatory submission of Crew Declarations for every race.</i> Cross check of finish sheet with entrants. SI's requirement to notify race control if retiring from race. <i>Mandatory requirements of notification of returning vessels from Long Distance/Destination events and monitoring of returning vessels to home port by Land Officer.</i>	D2 L	NO

Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk	Further Treatment
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							Rating	Control
Organised Cruising Events: Pre Race	Organisation of cruise Length of cruise	Eligibility Destination Timing	D	3	M	<u>Notice of cruise</u> - Advertises pending cruise dates, number of legs and destinations - Rules and regulations - Cruise schedule - Nomination of cruise coordinator - Pre cruise briefing	D2 L	NO
	Participants	Identification Experience	C	3	H	<u>Cruise Entry Form</u> -lodged with HBYC -Yacht details -Skipper and crew details including emergency contacts Cruise Co-Ordinator - Participants required to log on with cruise coordinator prior to each leg, as schedule times during legs and at arrival at each destination.	E2 L	NO
Organised Cruising Events: Conduct of cruise	Vessel sea worthiness	Condition of vessel Equipment on board	C	3	H	<u>Notice of cruise</u> - Eligibility is to boats on the HBYC Yacht Register or on the Register of Australia Sailing affiliated Club <u>Cruising Event Instructions</u> -participating yacht complies with adequate safety equipment on board to at least Category 6	D3 M	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						standard of the R.R.S.		

						-Individual skippers must ensure that their yacht and all equipment including hull, spars, rigging, sails, anchor & warp and engine are all fully sound and thoroughly sea worthy. Charts of area intended to sail				
	Conditions	Wind Sea state			B	3	H	<p><u>Cruising Event Instructions</u></p> <ul style="list-style-type: none"> - cruise will not proceed from its starting port or subsequent overnight destination port if a gale warning has been issued for that day for those waters - cruise coordinator to monitor weather forecasts -all participants of cruise encouraged to monitor weather forecasts -cruise coordinator to formulate a fall back plan in the event the weather or sea state deteriorate during the days passage - a cruising event will not proceed if in the opinion of the cruise coordinator either the weather conditions or the weather forecast are considered unfavourable -individual skippers make the 	C2	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control		
						final decision regarding whether or not to take their yacht to sea, or to remain at sea				



OHE&S Policy

	Passage plan	Determined by whom Participant input Dissemination of plan	D	2	L	<u>Notice of Cruise</u> -outlines general cruise plan and passage destinations -identifies Cruise Coordinator <u>Cruising Event Instructions</u> -Cruise coordinator to formulate a daily sail plan -encourage all participants to have input - requires conformity to daily sail plan as proposed by Cruise coordinator and agreed by the majority of participants	E2 L	NO
	Communications	Briefings Radio requirements Radio schedules Alternate means	C	3	H	<u>Notice of cruise</u> - a VHF transceiver which is permanently installed and recommended to be DSC enabled must be carried -Recommended that a mobile telephone fully charged and switched on shall be at hand during all cruise transits -Radio schedules will be conducted on Channel 73 -Each participating yacht is to log on with the cruise coordinator prior to the start of a passage including number of	D2 L	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						POB and log off on completion of the passage when safely in port - pre cruise briefing to be conducted		



						<p><u>Cruising Event Instructions</u></p> <ul style="list-style-type: none"> -at least one person on board each yacht holds a Marine Radio Operators Certificate of Proficiency -log on and log off requirement for all participants -individual skippers must monitor VHF channels 16 and 73 prior to sailing and until logging off on completion of passage -be aware of times for radio schedules and be ready to supply position reports and any other relevant information when called 		
	Man Overboard	<p>Safety equipment</p> <p>Knowledge of use</p>	C	4	H	<p><u>Cruising Event Instructions</u></p> <ul style="list-style-type: none"> -individual skippers must ensure that all safety equipment is properly maintained and in date and that all crew are aware of the location and use of safety equipment and MOB procedures - individual skippers must ensure all crew wear their PFDs, 	D3 M	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						<p>harnesses and tethers when required</p> <p>HBYC regular MOB training and demonstration days</p>		
	Accidents	Personal injury				<p><u>Cruising Event Instructions</u></p>		



		Vessel damage	C	3	H	<p>-Cancellation of cruise passages if gale warning issued or weather and sea state deteriorates during passage</p> <p>-individual skippers must operate their yacht with care and in a seaman like manner observing the requirements of the International Regulations for Preventing Collisions at sea</p> <p>-Cruise coordinator and deputy to render or arrange assistance as may be required</p> <p>-all entrants shall carry minimum liability insurance of \$10,000,000</p> <p>HBYC Incident Management Plan</p> <p>Contact with water police or coast guard in emergency</p>	D2 L	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
Organised Cruising Events: Post Cruise	Each passage and post cruise	<p>Yachts participating in each leg</p> <p>Yachts retiring from a leg or entire cruise</p>	C	3	H	<p><u>Cruising Event Instructions</u></p> <p>-individual skippers must log on with the cruise coordinator prior to the start of a passage including number of POB and log off with the cruise coordinator on completion of the passage, when safely in port</p> <p>-advise the cruise coordinator if their yacht is leaving the cruise,</p>	D2 L	NO



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		Accountability of all yachts				temporarily or permanently and of their intentions prior to leaving		
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Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
Sail Training:								
Pre Training	Wind	BOM Forecast. Local observations	C	3	H	Assess conditions. is group able to handle conditions? If no, Abandon sailing for the day. No sailing on days with Strong wind warning or higher. No Dinghy training if average wind speed forecast is above 18kts. Powerboat training only to continue if lead instructor deems it safe to proceed based on sea state and visibility.	D2 L	NO
	Sea state	BOM Forecast. Local observations	C	3	H	As above	D2 L	NO
	Entrants	Identify who is participating and their skill level	C	3	H	Complete an attendance list and confirm up to date contact details for parents /guardians	D2 L	NO
	Vessel Traffic	Activity of other vessels, yachts ferries, flying boats etc. in proposed training area	D	3	M	Review racing calendar and local observations -if abnormal vessel traffic, consider postponement or relocation of training activity. Lead instructor to decide if there is sufficient space for training activity. Consider activity and vessel e.g. capsize recovery in dinghy vs. high speed figure of 8 in powerboat.	D1 L	NO
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk	Further Treatment



							Rating	Control	
During Training	Wind	Wind. experience level. location of training.	D	3	M	<p>Check actual wind strength and gusts in training area.</p> <p>Reef mainsails if wind strength exceeds: 12 (Dinghies), 15 (keelboats beginner courses) 18 (keelboats intermediate and above courses)</p> <p>No spinnaker training above 22kts</p> <p>Lead Instructor to decide if on water training to go ahead.</p>	D1 L	NO	
	Sea State	Wave or swell height. Difficulty at launching /retrieval ramps. Experience level.	D	3	M	<p>Check conditions in local area.</p> <p>Relocate Training to a sheltered area.</p> <p>Lead Instructor to assess if safe to continue with on water training.</p> <p>Abandon training if conditions exceed the ability of the participants.</p>	D1 L	NO	
	Vessel Traffic	Risk of collision				<p>Maintain proper lookout while underway, take extra care in vicinity of and when crossing either shipping channel.</p>			
	Communications	Communication with rescue boats once training is underway. Professional delivery of training. Other vessels in area	D	4	H	<p>Handheld VHS radios in each boat and back to radio in Shed.</p> <p>Lead instructor to have attendance list for the day on shore to check head counts.</p> <p>Use Australian Sailing Instructors Code of Practice.</p> <p>Lead Instructor to relocate or cancel training if sudden increase in other vessels in area</p>	D2 L	NO	
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Controls	Treatment	Residual Risk Rating	Further Treatment Control



OHE&S Policy

	Capsize recovery / rescue boats	Persons in water. Persons trapped under boat.	C	3	M	<p>Appropriate safety boats, equipment and ratios.</p> <p>PFDs worn on all boats at all times.</p> <p>Participants to be trained in capsize procedure early in program.</p>	D2 L	NO	
	Man Overboard	Person(s) in water Potential for Vessels underway and out of control	D	3	M	<p>All PFDs to be worn on board at all times</p> <p>Dinghies Instruct participants how to enter and exit dinghies, proper movement through the boat and use of toe straps prior to leaving shore.</p> <p>Keelboats Instruct participants on proper way to board and disembark from vessel, proper movement about the deck (bend knees, one hand for you one for the boat etc.) Safety briefing to include location and proper use of crew recovery equipment, as well as instructions to stop the boat and gain assistance if instructor overboard.</p> <p>Powerboats As Above, kill cord to be worn by operator at all times, engine in neutral when participants moving about the boat. Clear communication to all on board prior to acceleration, deceleration and high-speed maneuvers.</p>			
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Controls	Treatment	Residual Risk Rating	Further Treatment Control
	Personal Injury	Moving Booms				All boats to be rigged head to wind.			



OHE&S Policy

		slipping, cuts, bruises ,lifting	C	3	M	<p>Keep participants clear of booms during launch/retrieval (dinghies) . All participants wear shoes, sunscreen etc. First air kit available in shed. All Instructors to have first aid Qualifications.</p> <p>CONCUSSION</p> <p>Instructors to brief participants of the dangers of the boom before on water training.</p> <p>Training Drills should not include directly downwind training to lessen the risk of an accidental gybe.</p> <p>Instructors must encourage sailors to report concussions during training sessions.</p> <p>Instructors should without hesitation be able to return to shore and seek medical assistance if any participant is suspected to have concussion</p>	D2 L	NO	
	Launching retrieving Keelboats and power boats	Tug and crane required. Boats falling Risk of serious injury or damage	C	4	H	<p>Crane and Tug may only be used by trained operators.</p> <p>Spotters to be used when moving boats through yard</p> <p>Nobody not involved in lifting or moving to be in the area</p> <p>Where possible launch all boats prior to participants arriving to reduce risk.</p>	D3 M		
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Controls	Treatment	Residual Risk Rating	Further Treatment Control
	Boats and Equipment	Equipment failure.				Boats to have condition logs. Regular service of rescue boats. Safety equipment on dinghies and rescue boats.			



OHE&S Policy

		Boat stranded or sink. Improper use.	C	3	M	Rescue boat drivers minimum Power boat handling qualification. Kill cords to be worn at all times when underway on board boats with engine fitted.	D2 L	NO
	Working with children	Appropriate behavior from instructors and assistants.	C	4	H	All Instructors and assistants to have working with children check. Supervise use of toilets/showers etc.	D3 M	NO
Sail Training: Post Training	Participants	Check all participants back off the water.	D	4	H	Sign off sheet to be filled out by all participants Duty of care maintained until parent of guardian arrives (Junior training only). Perform head count when leaving and entering clubhouse. Record any injuries or concerns. Report significant injuries or issues to Rear Commodore.	D2 L	NO



Table 1: Likelihood Scale

Rating	LIKELIHOOD The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, once in 15 years





OHE&S Policy

Rating	CONSEQUENCE
5	CATASTROPHIC: One or more fatalities. Large scale environmental damage. Significant reputational damage likely to attract ongoing adverse media attention.
4	MAJOR: Permanent disabling injury. Injury to a member of the public. Vessels lost or damaged beyond repair. Significant environmental damage or likely to result in fine. Reputational damage with national media attention.
3	MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage. Environmental damage temporary/reversible. Short term adverse media attention.
2	MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable. Local reputational damage
1	NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment. Minor environmental impact.



		Consequence				
		Catastrophic One or more fatalities. Large scale environmental damage. Significant reputational damage likely to attract ongoing adverse media attention.	Major Permanent disabling injury. Injury to a member of the public. Vessels lost or damaged beyond repair. Significant environmental damage or likely to result in fine. Reputational damage with national media attention.	Moderate Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage. Environmental damage temporary/reversible. Short term adverse media attention.	Minor Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable. Local reputational damage	Insignificant Minor injuries possibly requiring first aid. Minor damage to equipment. Minor environmental impact
		5	4	3	2	1
Almost Certain Will probably occur, could occur several	A	E	E	H	H	M
Likely High probability, likely to arise once per year	B	E	E	H	M	L
Possible Reasonable likelihood that it may arise over a	C	E	H	H	M	L
Unlikely Plausible, could occur over a five to ten year	D	H	H	M	L	L
Rare Very unlikely but not impossible, once in	E	M	M	L	L	L



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E	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention. The activity related to this unwanted event cannot take place until the controls have been approved by the highest ranking person in the organisation (Commodore/ President/ Board) and they have been fully implemented.
H	High risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation. The activity related to this unwanted event cannot take place until the proposed controls have been approved by person within the organisation that is responsible for the activity (CEO or General Manager), they are ALARP and they have been fully implemented.
M	Medium risks that are likely to arise or have serious consequences requiring attention. The activity related to this unwanted event cannot take place until the controls have been approved by the Sailing/ Regatta Manager or PRO as relevant, they are ALARP and they have been fully implemented.
L	Low risks and low consequences that may be managed by routine procedures and other similar controls.

Appendix 2 : Emergency Contacts



EMERGENCY SERVICES		MEDICAL		Manager, General Committee & Flag Officers		
Fire	000	Williamstown Hospital	9393 0100	Club Manager Rod Austin	0477 522 750	Master keys to all areas, Rescue Vessels,
Ambulance	000	Royal Children's	9345 5522	Yard Manager John Erickson	9397-6393 0415 883 907	Yard Sheds, clubhouse Gates
Police	000	Poisons Information	13 1126	Commodore Paul Neilson	0410 659 525	Office, Club Rooms Rescue Vessel
Water Police	9399 7500	Parade Pharmacy	9399 9044	Vice Commodore Jonathan Fryer	0432 384 211	Office, Club Rooms Rescue Vessel
Williamstown Police	9393 9555	YACHT CLUBS		Race Officer Phone	0474 079 202	
Coast guard/Search & Rescue (24/7)	9598 7003	Yachting Victoria	9597 0066	Emergency Landline	TBA	
Port of Melbourne –	9644 9777	Royal Yacht Club Of Victoria	9397 1277			
SERVICES		Royal Melbourne Yacht Squadron	9534 0227			
Electricity/Gas AGL	131 245	Royal Brighton Yacht Club	9592 3092	Sailing Administrator Stephen Cheney	0407 178 041	
City West Water	132 642	Sandringham Yacht Club	9598 7444	Emergency Officer - EO		
Telephone – Telstra	132 999	Williamstown Sailing Club	9397 6987	David Judge EO	0417 526 438	
Electrical Contractor Rod Langham Footscray Electrical	9317-3949 0408 573 314	FIRST AID KITS DEFIBRILLATORS 1 x Eastern End of Breeze Way in Yard 1 x Main Hall in Club House				
Plumbing Contractor Ross Magor	9397 6666 0419 320684	Main Kit – In main hall (cupboard in hutch)				
EPA	9695 2777	Juniors Shed All Safety Boats		Kevin LeNepveu EO	0419 880 759	
Parks Victoria	9393 9258	Bar Kitchen		Gary Marks EO	0438 840 850	
Security Contractor (ADT Security)	131 005	Office Yard Shed		Past Commodore Tony Dawson	0413 485 577	

Appendix 3: Radio Log



Date:

Scribe:

Page | 30

Time	Vessel	Location	Name of Radio contact	Nature Of call Emergency, advice , other	Comments

Appendix 4: Incident Report Template

Hobsons Bay Yacht Club Inc.

Distribution To: Commodore, Vice Commodore, Club Manager, Sailing and OHE&S Sub-Committees'
Person completing Incident report and Person concerned.

Incident/Near miss investigation form

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Relevant members should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident.

NAME OF PERSON CONCERNED;
Details of the incident/near miss: Short description of incident / near miss:
Area where incident / near miss occurred:
Date of incident: Time of incident:

Details of the incident/near miss investigation
Name of injured person (if relevant): Injury sustained (if relevant):
Name of person who reported incident: Date of report:
Name of person completing this form:

Telephone number:

Date report completed:

Witness details

Page | 32

Name/s none other than those involved.

Contact number

Full description of events

(Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; who was involved e.g. member, visitor; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the member exposed to? What hazards may have contributed to the incident occurring? Attach photos if available)

ANY OTHER COMMENTS:

Person completing Incident Report

Date

Signed.....



INVESTIGATION RECOMMENDATIONS eg. new equipment, re-engineer, re-design work area, re-design club practices, review training standards, etc

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Page | 33

IMPLEMENTATION DETAILS including action taken, date implemented, responsible person, date for review
..... **WHAT, WHEN & WHO.**

--

Manager Signature;
Date;



HOBSONS BAY YACHT CLUB Inc.

Club Site

Safety Management Plan



Document Control

Page 35

Date	Version	Updates reason	Author	Approved by & Date
10 th Nov. 2011	1	Initial Issue		
20 th Jan. 2016	2	New Clubhouse inclusion 2016 review	Kevin LeNepveu, Club Captain Vee Kinden, Manager	Manager/Club Captain 20/1/16
14 th June 2016	3	Amendments for YA requirements using YA guide (Mar 2014)	Georgie Mitchell	
June 2020	4	Amended to suit club capabilities	Kevin Le Nepveu/Rod Austin	
Sept 2020	5	OH&S sub committee formed weekly meetings	Kevin Le Nepveu/Rod Austin OHE&S Sub-Committee Sailing sub-Committee	

Contents

1. Preamble
2. Site Safety and Emergency Procedures
3. Yard, Slipway and Hardstand Safety
4. Kitchen Use
5. First Aid
6. Defibrillators
7. Incident reporting
- 8.. Log Sheet

Appendix 1. Evacuation Plans including location of Fire safety equip and first aid kits

Appendix 2. Emergency Contact Details p29

Appendix 3. Hazardous and Dangerous Goods Register

Appendix 4. HBYC Incident Report template

Appendix 6. Incident report Checklist

1. PREAMBLE

This document provides information on Emergency Incidence Planning to provide a safe Club site, and environment for all members, guests and contractors, having due regard for both expected and unforeseen conditions whilst they are on club premises This procedure also supports the “On-Water” Safety Management Plan..

If the site, marina, or pier require evacuation for any emergency reason, the nominated assembly point is in the public car park outside the Club car park gate. Refer evacuation plans Appendix #1

2. Site Safety

2.1. Fire

2.1.1 Emergency Procedure: If a Fire has broken out on the site.

1. Establish exact location of incident and if there are any injuries.
2. Notify emergency services 000
3. Notify Club Manager or member of staff or Duty officer
4. Establish if the fire can be safely controlled with site equipment, only if you are trained in the correct use of the equipment.
5. Where there is an injury, determine if there is a trained first aid person available?
6. Notify all other people in the area and evacuate using the nominated evacuation exits
7. Maintain a Log of the Incident

2.1.2 Evacuation Procedure: If the site, marina or pier require evacuation.

1. The nominated assembly point is in the public car park outside the Club car park gate. Refer evacuation plans. Appendix #1
2. If the exit from the marina or pier is blocked, move to the end of the marina or pier and inform (000) of the need of evacuation via water will be required
3. Evacuation Maps are displayed around the clubhouse showing locations.
JE to provide Emergency number for Ferguson pier

2.1.3 Clubhouse Main Fire Alarm Panel and Emergency exits.

The Fire alarm system is NOT automatically connected to the Fire Brigade) it requires manual intervention and calling 000.



OHE&S Policy

Alarm System features;

1. Located at the front door of the clubhouse
2. Small red panel Break glass (bottom LH corner)
3. OR Open glass door with Key to gain access to the panel.
4. Unit has a public address facility for announcements.
5. 2 levels of warning sirens on manual selector switch.
Alert status, low tone continuous beeps. (For warning)
Evacuate status, loud high-pitched tone beeps (for building evacuation)
6. **Manual use of system**
 - a. Break small red panel glass and press RED BUTTON to active alarm
 - b. Call the fire emergency services on 000
 - c. Open door with key or break glass, open panel door, select switch for alert or evacuate mode.
 - d. Announce on public address microphone action required

2.1.4 Fire hydrants and hose reels Locations

A. Yards and Marina

Main Fire Water Supply Hydrant.

- behind office south end of building

Hose reels;

- South East corner of the **Clubhouse** (adjacent to the winch-house)
- South West corner of the yard shed
- North West corner of locker area.
- Several points along the Ferguson Street pier and the Northern Marina arm

Fire Extinguishers;

- Yard Managers office
- The separator pit collection point mid yard
- In the winch house
- With the oxy/acetylene set
- In all Club Boats
- First light stand at mast crane
- Each end of Breezeway

B. Club House

Hose reels;

- Inside the front door entrance
- In the marked cupboard adjacent to the lift on the top level.

Fire Extinguishers

- Main office
- Main Hall
- Kitchen
- Upstairs bar
- BBQ area

2.2 Electrical Supplies



OHE&S Policy

a) Electric Main switchboards locations

- Yard board is located in yard locker No 1A
- Clubhouse board is located inside the front office
- Sub board inside the Communications Room on lower level of clubhouse
- East end of Breezeway
- A frame entry to the Northern Arm- Marina

Page | 38

2.3 Natural Gas Supply

Main cut off valve is located at the front of the club on Nelson Place SW of the property.

2.4 Hazardous and Dangerous Goods – refer appendix #3

a). Hazardous substances, are substances that have the potential to harm human health. A list will be kept and maintained of all chemicals stored and used in the Club environs. A copy of the Chemical Safety Data sheet for each item listed will be available for emergency information and audit.

b) Dangerous Goods, are substances that may be corrosive, flammable, explosive spontaneously combustible, toxic, oxidizing, or water reactive. These goods can be deadly and can seriously damage property and the environment. Flammable materials, including paints, thinners, lubricants, petroleum fuels and LPG, stored in relatively small individual containers and are dispersed throughout the Club premises

2.5 Storage and Handling OF Hazardous and Dangerous Goods.

a) Segregation - Segregate of incompatible materials to prevent them mixing. (A distance of 1.5 meters should be sufficient in most circumstances).

b) Avoid sources of heat and ignition - Keep ignition sources away from flammable or combustible dangerous goods. Naked flames from direct fired heaters and any flames associated with maintenance work should be kept at least a 5 metre distance from any dangerous goods.

c) Spill control and clean up – Prevent any potential flow to other parts of the premises that could create a risk or reach any watercourse or property boundary. Keep equipment and materials for clean up at the premises to cope with spills. Immediately clean up any spills and leaks. Safely dispose of waste generated after cleanup of a spill or leak. The Liquid spill kit is located at the Separation pit point in the marked yellow wheelie bin in middle of the yard.

d) Decommissioning - ensure that any container or piece of equipment that has been used to store or handle dangerous goods and which is no longer required for that purpose, is cleaned free of dangerous goods or otherwise made safe. When disposing of hazardous and dangerous goods they must be done in the correct and safe manner as instructed. Note the club has an Oil Waste container.

e) Ventilation – Provide the areas in which hazardous and dangerous goods are stored and handled with adequate natural or mechanical ventilation sufficient to prevent the generation of a flammable or harmful atmosphere.

f) Lighting – Provide sufficient lighting to areas where dangerous goods are stored and handled to allow normal work to be undertaken safely.

g) Security – Secure storage areas for hazardous and dangerous goods against unauthorized entry. as well as in the Hazardous and Dangerous goods locker at the east end of the breezeway.

h) Personal Protective Equipment – Ensure PPE, appropriate to the goods being handled, is worn when people are handling dangerous and hazardous goods.

i) Access and egress – Don't store hazardous and dangerous goods where they could hinder escape from the building or area in the event of a fire spill or leak

3.0 Yard, Slipway and Hardstand Areas - refer Yard and Marina policies.

4.0 Kitchen Use. - refer to Kitchen Food and Safety Plan located in Kitchen



OHE&S Policy

5.0 First Aid Kits

- a) First aid in the workplace is defined as the provision of emergency treatment and life support for people suffering injury or illness at work. In the case of a head injury or other serious injury or medical condition call Emergency "000)
- b) HBYC will ensure staff and current race officers have the appropriate First Aid qualifications.
- c) First Aid Management is via the Club Manager or their designated representative will be called to attend any incident.
- d) First Aid Kits to be portable, accessible and regularly checked ensure they stocked correctly and up to date.
- e) **First Aid Kit Locations;**
- Clubhouse kitchen, bar area, office
 - Yard Manager Office
 - Junior Shed
- Refer evacuation plans Appendix #1
- f) The Club Manager to contact Work safe should the injury be serious.
- g) Stretcher/back board located east end of breezeway.

Page | 39

6.0 Defibrillators

- a) **Locations (2)** two defibrillators;
- Club house lower main hall
 - Yard Breezeway East End Wall – or if not there, it will be on Club Boat Privateer for club racing.
- Refer evacuation plans Appendix #1
- b) Batteries checked monthly, and serviced annually

7.0 Incident Reporting.

All incidents involving HBYC must be reported on the HBYC Incident Report Form. Appendix #5
As soon as possible after an Emergency incident is identified at least two **HBYC Flag Officers** and the Club Manager are to be contacted and advised of the relevant circumstances.

8.0 Log Sheets.

All extraordinary communications involving HBYC particularly the serious matters must be recorded via the emergency Log sheets and by digital recording when possible.

An incident check list sheet is available if required see appendix #6

9.0 Media

No comments to any media except via Club Manager and after consultation with Club Commodore

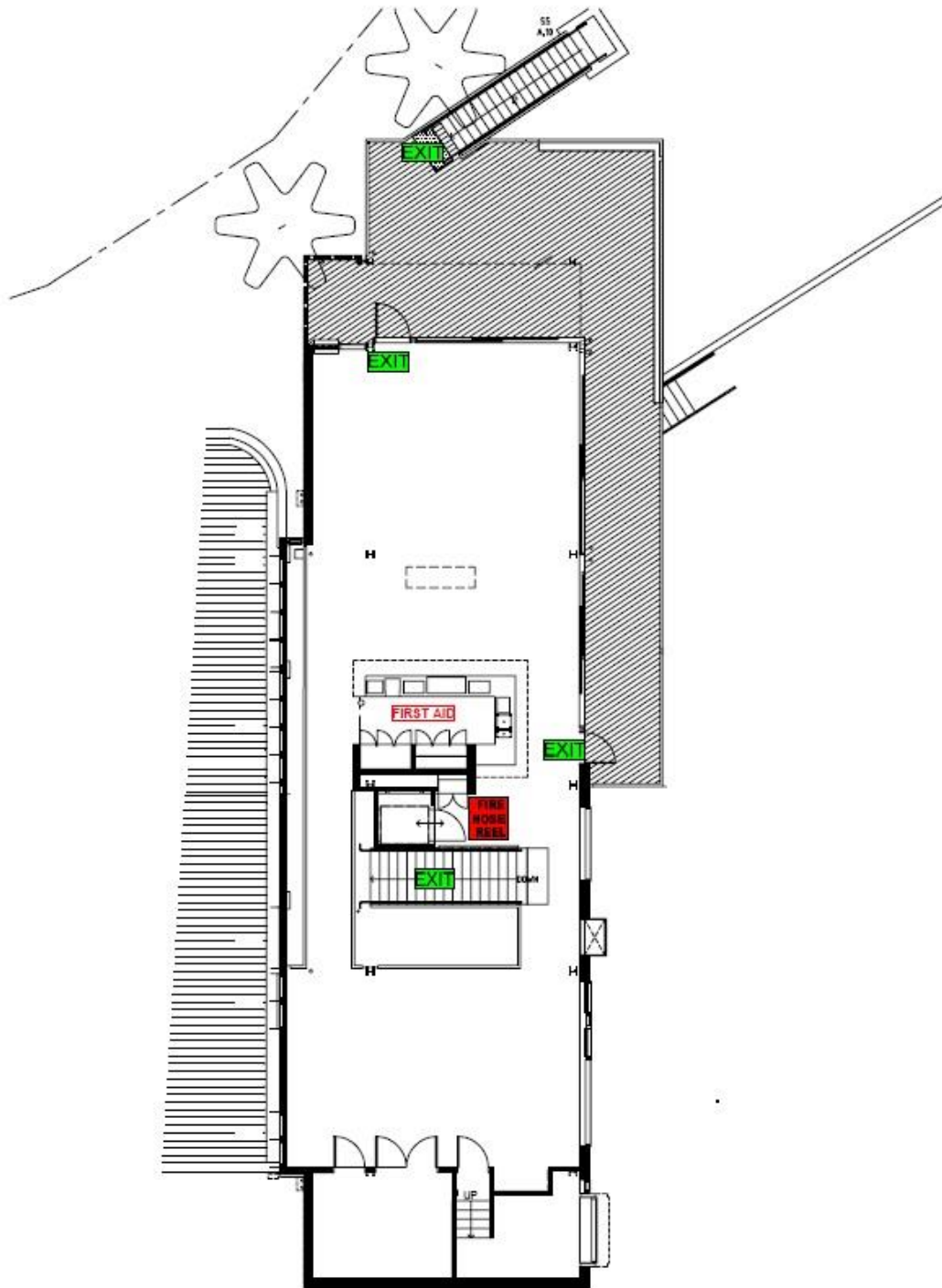
10 Incident Review

Any emergency incident requiring a review will be carried out initially by OHE&S Sub-Committees' with reference to the Club Commodore.

APPENDIX 1: Evacuation Plans



**EVACUATION PLAN
GROUND FLOOR**



**EVACUATION PLAN
1ST FLOOR**



OHE&S Policy

Appendix 3:

Hazardous and Dangerous Goods Register

Appendix 4:

Food and Safety Plan



OHE&S Policy

Appendix 5. Incident/Near miss investigation form

Distribute to; Commodore, OHE&S Sub-committee, Club Manager,
Persons concerned

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

Incidents should be investigated by people knowledgeable about the type of work involved at the time of the incident. Relevant members should also be involved in the investigation.

An incident /near miss investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to an incident.

NAME OF PERSON CONCERNED;
Details of the incident/near miss: Short description of incident / near miss:
Area where incident / near miss occurred:
Date of incident: Time of incident:

Details of the incident/near miss investigation
Name of injured person (if relevant): Injury sustained (if relevant):
Name of person who reported incident: Date of report:



OHE&S Policy

Name of person completing this form: Rod Austin, Club Manager
Telephone number:
Date report completed:

Witness details		
Name/s		Contact number
	none other than those involved.	

Full description of events
(Briefly describe what happened including the sequence of events, investigate scene of incident or near miss; who was involved e.g. member, visitor; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the member exposed to? What hazards may have contributed to the incident occurring? Attach photos if available)
.

ANY OTHER COMMENTS:

Person completing Incident Report

Date

Signed.....



OHE&S Policy

Office use only.....

INVESTIGATION RECOMMENDATIONS eg. new equipment, re-engineer, re-design work area, re-design club practices, review training standards, etc

IMPLEMENTATION DETAILS including action taken, date implemented, responsible person, date for review **WHAT, WHEN & WHO.**

Manager Signature;

Date;



OHE&S Policy

Appendix 6. Incident action checklist

Basic Specifications;

1. Act conservatively at all times. Take No risks.
2. Do not put yourself or others in danger by any actions.
3. People's safety comes before saving property actions.

Incident type	Actions (Be conservative at all times)	Yes	Time
Injury on site	1. Determine incident location.		
	2. Establish area is safe to approach. DO NOT approach if YOU consider it unsafe.		
	3. Tend injured person if trained first aid assistance is available.		
	4. Contact 000 for emergency assistance.		
	5. Arrange open access gates for emergency responders.		
	6. Consider if site evacuation is required, if so activate siren at clubhouse front door emergency panel.		
	7. Instruct everybody on site to gather at the collection point.		
	8. Establish log of events.		
Fire on site	1. Establish location of fire.		
	2. Establish if area is safe to approach. DO NOT approach if YOU consider it unsafe.		
	3. Contact 000 for emergency assistance.		
	4. DO NOT attempt to fight fire unless you are trained with club fire equipment. (fire reels)		
	5. Establish if there are any injuries.		
	6. Tend injuries if trained first aid assistance is available.		
	7. Arrange to open gates access for emergency responders.		
	8. Consider if site evacuation is required. If so activate site siren at the clubhouse front door emergency panel.		
	9. Instruct everybody on site to gather at the collection point.		
	10. Establish a log of events.		
Fire On Marinas	1. Establish location of fire.		
	2. Establish if there are any injuries		
	3. Tend injuries if trained first aid assistance is available.		
	4. Establish if access or getting off marina is safely possible.		
	5. If not, instruct personnel to gather at the water end of marina or pier.		



OHE&S Policy

	6. Contact 000 advise them a water evacuation is required.		
	7. DO NOT attempt to fight fire unless you are trained with club fire equipment. (fire reels).		
	8. Arrange to open gates access for emergency responders.		
	9. Establish a log of events		
Hazardous spills	1. Establish location of spill.		
	2. Establish if spill is safe to approach.		
	3. Establish if any injuries.		
	4. Tend injuries if trained first aid assistance is available.		
	5. Establish if club spill kits will contain spillage.		
	6. Contact 000 Emergency services.		
	7. Arrange to open gates access for emergency responders.		
	8. Consider if site evacuation is required, if so activate site siren at the clubhouse front door emergency panel.		
	9. Instruct everybody on site to gather at the collection point.		
	10. Establish a log of events.		