



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

Hobsons Bay Yach Club Inc.



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1.1 Version Control

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1.2 Reviewers

Reviewer	Version

1.3 Glossary of Terms

Terms	Definition
AED	Automated External Defibrillator
ETA	Expected Time of Arrival
HBVC	Hobsons Bay Yacht Club
MOB	Man Over Board
NOR	Notice of Race
OH&S	Occupational Health and Safety
POB	Person on Board
PRO	Principle Race Officer
RO	Race Officer
SSI	Standard Sailing Instructions
VHF	Very High Frequency



2 Policy Statement.

The policy of the Hobsons Bay Yacht Club Inc. (HBYC) 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.

3 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.

4 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 two sections 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.

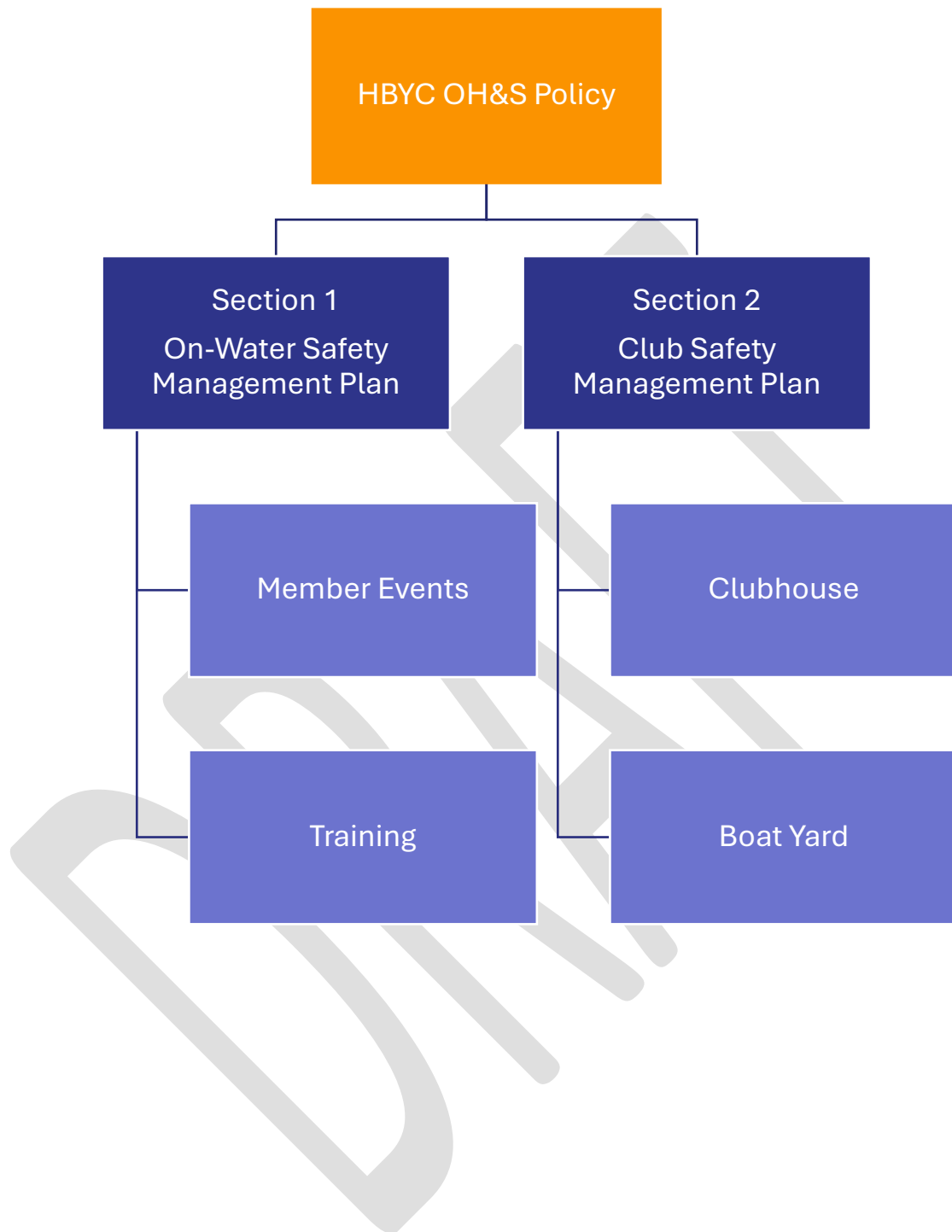
The Chairperson is to be nominated by the sub-committee

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.



5 HBYC OHE&S Structure





APPENDIX A. EMERGENCY CONTACTS

EMERGENCY SERVICES		MEDICAL		Manager, General Committee & Flag Officers		
Fire	000	Williamstown Hospital	9393 0100	Club Manager Scottie Biggers	0437 243 209	Master keys to all areas, Rescue Vessels,
Ambulance	000	Royal Children's	9345 5522	Yard Manager Leon Berry	9397-6393 0494 096 371	Yard Sheds, Clubhouse Gates
Police	000	Poisons Information	13 1126	Commodore David Gaylor	0408 449 832	Office, Club Rooms Rescue Vessel
Water Police – Ch 16	9399 7500	Parade Pharmacy	9399 9044	Vice Commodore Simon Hobbs	0421 044 669	Office, Club Rooms Rescue Vessel
Williamstown Police	9393 9555	YACHT CLUBS		Sailing Administrator Stephen Cheney	0407 178 041	
Coastguard/Search & Rescue (24/7)	9598 7003	Williamstown Sailing Club	9397 6987	Race Mobile Phone	0474 079 202	
Port of Melbourne –	9644 9777	Royal Yacht Club of Victoria	9397 1277			
SERVICES		Royal Melbourne Yacht Squadron	9534 0227	EMERGENCY OFFICERS		
Electricity/Gas - AGL	131 245	Royal Brighton Yacht Club	9592 3092	Past Commodore Jonathan Fryer	0432 384 211	
City West Water	132 642	Sandringham Yacht Club	9598 7444	Kevin LeNepveu EO	0419 880 759	
Telephone – Telstra	132 999			Gary Marks EO	0438 840 850	
Electrical Contractor Rod Langham	0408 573 314	DEFIBRILLATORS - 1 x Eastern End of Breeze Way in Yard - 1 x Main Hall in Club House FIRST AID KITS - Main Kit – In main hall - Juniors Shed - All Safety Boats - Bar, Kitchen - Office, Yard Shed				
Plumbing Contractor Ross Magor	0419 320 684					
EPA	9695 2777					
Parks Victoria	9393 9258					
Security Contractor (ADT Security)	131 005					



Section 1 - On-Water Safety Management Plan

Hobsons Bay Yach Club Inc.



1 Target Audience

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 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.

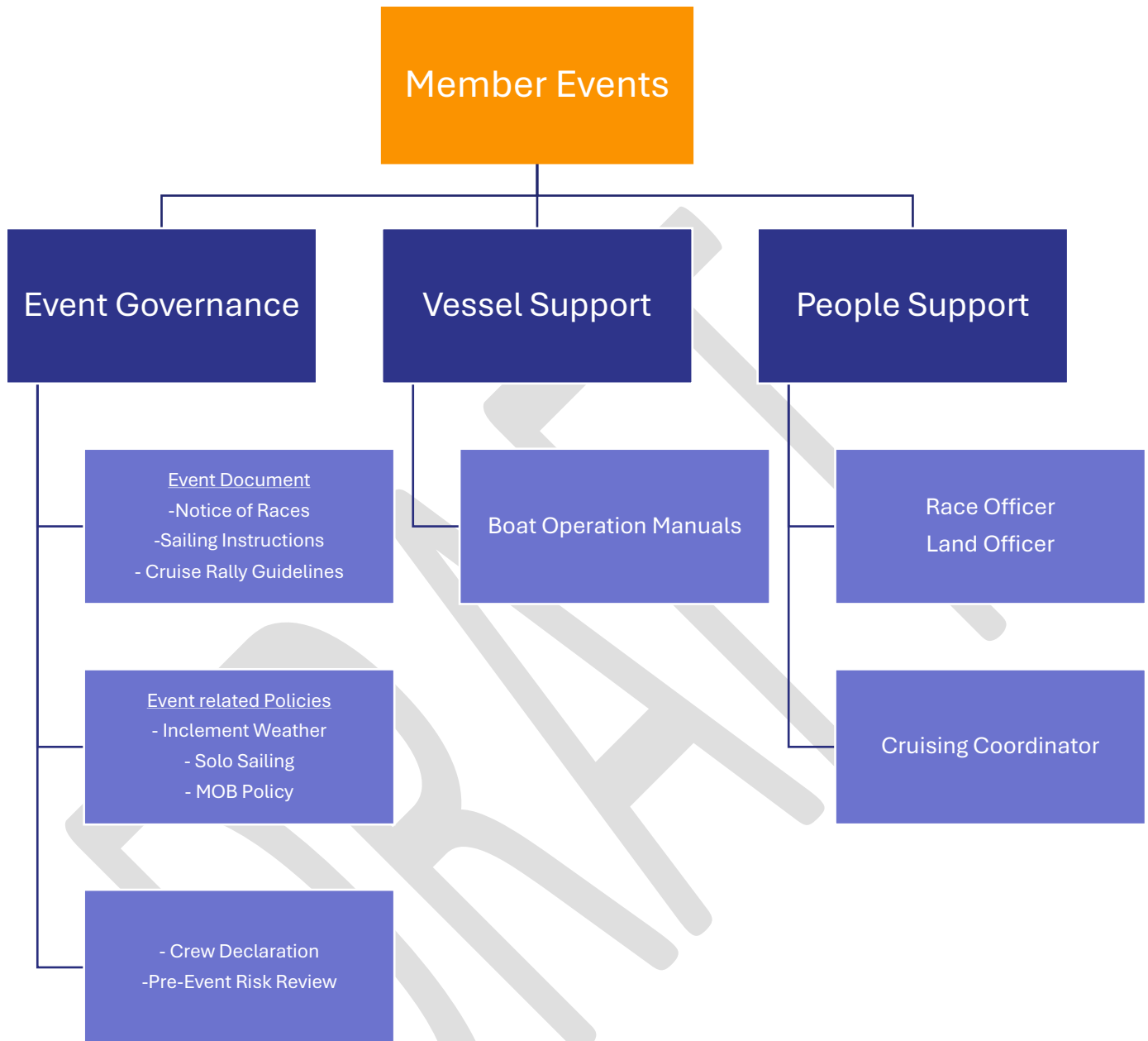
3 Emergency vs Non-Emergency Classification

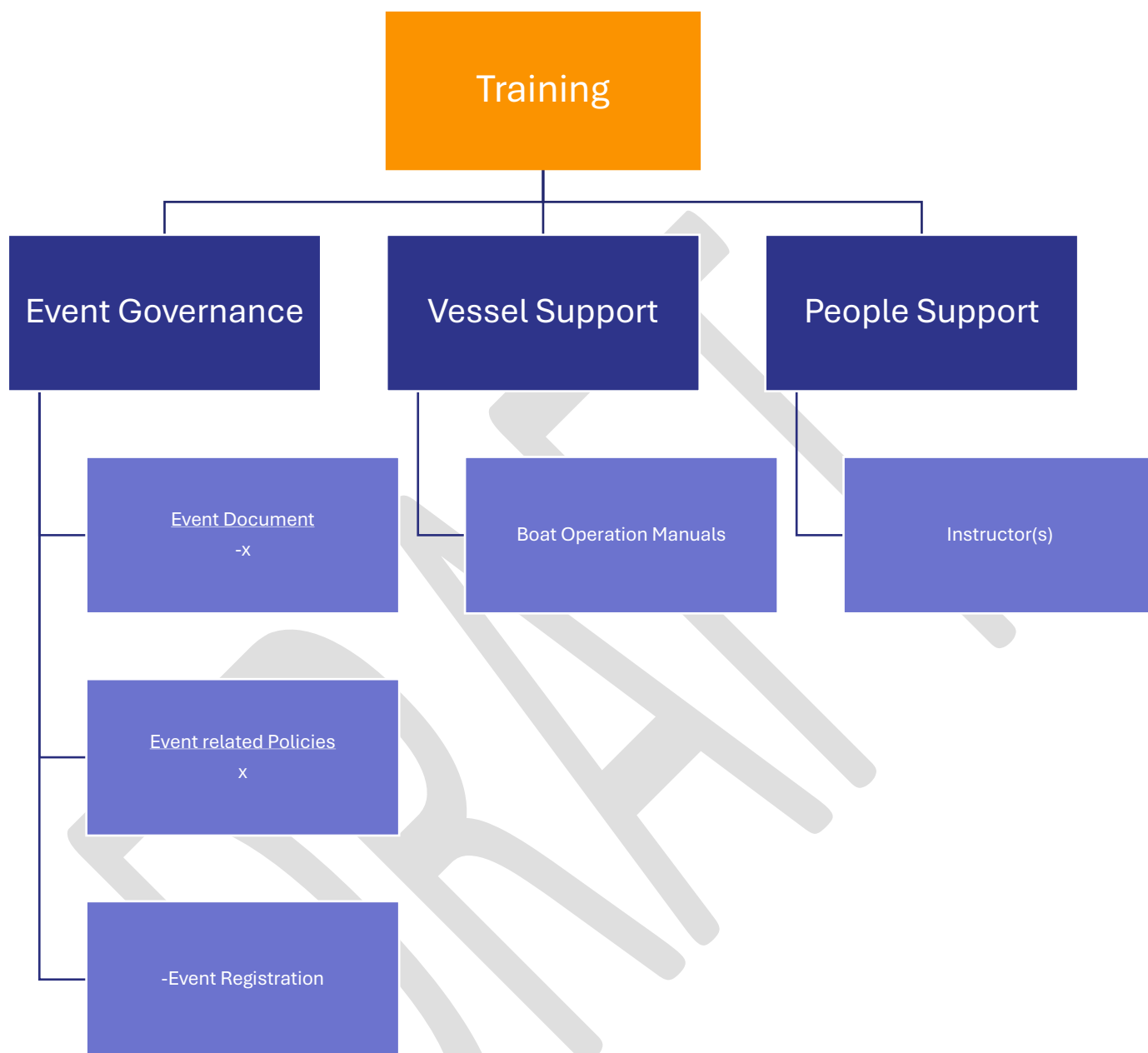
Emergencies involve situations where immediate assistance is needed due to imminent danger to life, health, or the environment, while non-emergencies involve situations where assistance is required but not under immediate threat. Examples of sailing emergencies include a vessel taking on water, a serious injury, or a fire, while a non-emergency might be a disabled engine in benign conditions or a minor injury.

	Emergency	Non-Emergency
Flooding	Boat sinking as a result of taking on water	Minor leak manageable with the bilge pump
Fire	Fire on board putting the crew and boat at risk	Small flame easily extinguished (stove fire)
MOB	MOB where the crew is seriously injured and/or cannot be retrieved	MOB in a manageable situation where the crew can be recovered safely
Collision	Collision with severe structural damage to the hull or serious crew injury	Collision with minor damage and/or minor/no crew injury
Loss of mast	Loss of mast with serious crew injury	Loss of mast with minor/no crew injury and boat under control
Loss of Power	Complete loss of engine power in critical areas	Temporary engine issues
Loss of equipment	Loss of vital equipment or gear impacting safety (rudder)	Loss of non-critical gear
Crew Injury / Medical emergency	Life threatening injury, Heart Attack	Minor injury (cut and/or bruises)



4 On Water Event Management Structure







4.1 Event Governance

4.1.1 Event Policy Documents

Event Policy Documents are available via the HBYC website.

- Inclement Weather Policy
- Solo Sailing Policy
- Man Overboard (MOB) Policy

<https://hbyc.org.au/rrs%2Fguidelines%2Fpolicies>

4.1.2 On Water Event Documents

All Event Documents for each event are posted on the HBYC website and available via the following link: <https://hbyc.org.au/race-documents>

For a race event they shall consist of the following:

- Notice of Race (NOR),
- Standard Sailing Instructions (SSI)
- Supplementary Sailing Instructions (event specific)

For a cruise event, they shall consist of:

- Notice of Rally
- Cruising Rally Instructions

4.1.3 Racing Event Condition of Entry

To participate in a Racing event, boats must comply with the following requirements:

Safety Audit	Provide a Safety Audit conducted by an independent HBYC auditor (self-audits are not permitted).
MOB Procedure	Submit an MOB procedure to the HBYC Office on a yearly basis.
MOB Drill	Submit a proof on on-water drill to the HBYC Office on a yearly basis.

4.1.4 Racing Event Risk Mitigation with Ports Victoria

Specific Risk Mitigations for each event are outlined and approved by Ports Victoria via the approved Aquatic Event Advice.

In general, they consist of the following:

- HBYC will have a 'Land Officer' (LO) based in the HBYC Race Room at all times during racing.
- The LO will monitor VHF race channel, Ch 16 and Ch12 at all times and be contactable via land line.
- Race Officer (RO) to call Melbourne VTS 1 hour prior to the event.
- RO to advise VTS of the course selected and start time for the event.



- Confirm with VTS that Committee boat is visible on AIS.
- Committee boat to have a dedicated mobile phone and Chart Plotter to monitor Commercial Shipping Traffic during the event.
- Committee Boat to advise the race fleet of any imminent commercial traffic prior to the start of the event
- Race Officer to delay the start of a race and/or race division if commercial traffic is imminent.
- Ch 12 to be monitored both from Land Office and Committee Boat during the event and advise race fleet of any imminent commercial traffic via VHF race channel if required.
- If the course selected crosses the Williamstown and/or Port Melbourne Channel during a race (post start), HBYC LO and/or RO to advise race fleet of any expected commercial traffic and to keep clear.
- Prior to the commencement of any event, the nominated Race Officer shall complete the following 'Race Officer Checklist'.

4.1.5 Passage Race – Sail Return

All returning boats following a destination/passage race returning on the event day shall text their intention and ETA of arrival in their Home Port or Safe Harbour within one hour of finishing their race.

A 'Return Sail Officer' will be nominated prior to the event

If a boat does not forward a text and is not noted as staying overnight, the LO should firstly try to call the boat and other returning boats on VHF 16 and/or the mobile number of the skipper available from the crew declaration.

If a boat does not confirm they are in Home Port 30min post their ETA, again call the boat on VHF 16 and/or the mobile number of the skipper available from the crew declaration.

If no contact made, a physically check if the boat has arrived at their Home Port will be required

If no contact call Vice Commodore and Club Manager

If post this check, a call to the Water Police (9399 7500) should be made to alert their attention

4.1.6 On Water Event registration

4.1.6.1 Racing

On water registration for racing events, as per the Race Documents shall comprise of the following

- On-line Crew Declaration via TopYacht
- Sail past stern of Committee Boat prior to the start of an event (except for pursuit races)

Once all boats have been 'signed on' by the Race Committee boat, this list shall be photographed and sent to the 'on duty' land Officer. This is important to ensure that all boats competing in the event are known to Race Management.

4.1.6.2 Cruising

On water registration for cruising events, as per the Cruising Rally Guidelines (available on the HBYC website) shall comprise of the following:

- Text to the Race Mobile including Name of Boat, number of POB, ETA.



4.1.6.3 Training

TBC

4.2 People Support

4.2.1 Racing

Role Descriptions for all race Management personnel are available via the HBYC website.

- Land Officer
- Race Officer
- Muster Boat
- Committee Boat Driver
- Sail Return Officer

<https://hbyc.org.au/start-boat-roster>

4.2.2 Cruising

- Cruising Coordinator

4.2.3 Training

- Lead Instructor
- Instructor
- Assistant Instructor



4.3 Vessel Support (Racing/Cruising/Training)

4.3.1 HBYC On-Water Assets - updates required

Committee

Primary Support Vessel for Keelboat events

- Description:
- Automated External Defibrillator (AED) - YES
- First Aid kit - YES
- MOB Procedure: YES?
- Operation Manual: YES

Shirley Freeman

Secondary Support Vessel for Keelboat events

- Description:
- Automated External Defibrillator (AED) - NO
- First Aid kit - NO
- MOB Procedure: YES?
- Operation Manual: YES

Jono

Primary Support Vessel for Dinghy events

- Description: White RIB with central console
- Automated External Defibrillator (AED) - NO
- First Aid kit - NO
- MOB Procedure: YES?
- Operation Manual: YES

RIB

Secondary Support Vessel for Dinghy events

- Description: Small red RIB
- Automated External Defibrillator (AED) - NO
- First Aid kit - NO
- MOB Procedure: NO?
- Operation Manual: YES

Esprit

Primary Vessel for Keelboat Training

- Description: S80 keelboat
- Automated External Defibrillator (AED) - NO
- First Aid kit - YES?
- MOB Procedure: YES?
- Operation Manual: NO

Pacers

Primary Vessels for Dinghy Training/Events

- Description:
- Automated External Defibrillator (AED) - NO
- First Aid kit - NO
- MOB Procedure: NO
- Operation Manual: NO



4.3.2 Club Boat Operation Manuals

Section to populate

5 Incident Management

5.1 Incident Coordination

5.1.1 Racing events

All on Water emergency procedures must be coordinated through the Principal Race Officer (PRO) or Race Officer (RO) or designated Land Officer (LO) nominated for the day on duty in the Race Office available via the Club's VHF working channel in the first instance.

The PRO/RO/LO 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.

5.1.2 Cruising events

All on Water emergency procedures must be coordinated through the Cruise Coordinator.

5.1.3 Training events

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



5.2 Initial Incident Procedure

Any emergency procedure involving HBYC must be recorded via a Radio Log sheet and by digital recording when possible.

First

- Confirm name of boat, issue and location
- Are people hurt?
- Is the boat serviceable?
- Do they need help and/or medical assistance?
- If required, broadcast to the race fleet to ascertain if there is a boat in the vicinity to assist
- Are they able to get to the closest 'safe harbour'

Second

- If there is potential concern, alert the Water Police that there could be an issue. Use landline and call 000.
- They would prefer to know before an incident gets 'out of control'
- For emergency situations such as serious injury or serious damage to boats such as holing and or grounding that may result in the loss of the boat or endangerment of life call 000 and ask for the Water Police.

Third

- Ask the boat to switch to VHF ch 67, mobile or other channel as directed by the Water Police. To allow monitoring of the situation without potential radio chatter from other competitors.

Fourth

- Alert the Race Officer and Land Officer in-charge/ Incident Manager of the incident. The Land Officer in-charge is to be the single point of contact with the authorities while the incident is in progress.
- The Race Officer is to continue to manage the remainder of the competitors including abandoning or shortening the race if deemed necessary.
- Both the Land Officer In-charge and the Race Officer are to attend the Race Room and as such are required to be on standby at all times during the race and within reasonable travel times of the HBYC club rooms.



5.3 Radio Procedures

5.3.1 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”

5.3.2 Distress Call – MAYDAY.

A distress message is used only when there is grave and imminent danger to a vessel. It has absolute priority over all other transmissions and may only be transmitted on the authority of the master or the person responsible for the safety of your vessel. The distress call ‘MAYDAY’ (spoken three times) should be used to indicate that vessel is in grave and imminent danger.

Distress Call

Distress signal (x3)	MAYDAY, MAYDAY, MAYDAY
Words "this is"	THIS IS
Station calling (x3)	MAPLE MS742, MAPLE MS742, MAPLE MS742

Distress Message

Distress signal	MAYDAY
Name/call sign	MAPLE MS742
Position	5 NAUTICAL MILES SOUTH OF FAWKNER BEACON
Nature of distress	SWAMPED AND SINKING, ESTIMATE FURTHER 10 MINUTES AFLOAT
Other information	SEVEN METRE HALF CAB WHITE HULL WITH BLUE AWNING
(if time permits)	THREE PERSONS ON BOARD EPIRB ACTIVATED OVER

(Safe Transport Victoria, n.d.)

5.3.3 Urgency Call – PAN PAN.

When a distress call is not fully justified, the urgency call ‘PAN PAN’ (spoken three times) should be used to indicate that a very urgent message follows concerning the safety of a vessel or person. The call details should be the same format as for a distress message except with the message beginning: ‘PAN PAN, PAN PAN, PAN PAN’.

(Safe Transport Victoria, n.d.)



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

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.

5.4 Illness/Injury

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.

5.5 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.



5.6 Crew Declaration Information Retrieval

In the event of an incident, Crew Information for each boat is available via the following process utilising the **'Race Computer' located in the 'HBYC Race Room'**.

5.6.1 HBYC Events

https://www.topyacht.com.au/db/kb2/admin_login.php

or via the TES 2 icon on the left of the computer screen.

Log into TopYacht	User Name	admin-hbyc
	Password	hbyc#9397
Select		Hobsons Bay Yacht Club Season 2024/2025
Select		'Club Menu' top right on screen
Select		'Crew Decs'
Select		Series/Race from drop down menu

The crew dec information is within 'Current Data'

5.6.2 PPNYC Events (combined clubs)

Log into TopYacht	User Name	ppnyctes
	Password	hKNG_^
Select		PPNYC combined clubs 2024
Select		'Club Menu' (top right of screen)
Select		'Crew Decs'/'
Select		Series/Race from drop down menu

The race would be within 'Current Data'

Each boat is listed, with one line per crew member with full contact details.

5.7 Medical and First Aid Services

Please refer to the Emergency Contacts Appendix.

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.



5.9 On-Water Incident Reporting

All emergency incidents involving HBYC must be reported on the *HBYC Incident Investigation Form*.

All serious incidents 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.

5.10 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.

5.11 Media

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



APPENDIX B. HBYC - ON WATER RISK REGISTER

B-1 Racing Events

Club Racing Events								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk	Treatment Controls	Residual Risk Rating	Further Treatment Control
Club Racing Events: <i>Pre-Race</i>	Wind	<ul style="list-style-type: none"> - Prediction of strength of wind. - Experience of entrants. - Course selection. 	C	3	H	<ul style="list-style-type: none"> - Check 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	<ul style="list-style-type: none"> - Wave height. - Wind vs tide. - Experience of entrants. 	C	3	H	<ul style="list-style-type: none"> - Check of BOM. - Personal observations by race officials. - Completion of race officer check list. - Appropriate course selection. 	D2 L	NO
	Entrants	<ul style="list-style-type: none"> - Number of entrants for each event. - Level of experience 	C	4	E	<ul style="list-style-type: none"> - Mandatory submission of Crew Declarations prior to each race including all POB details. - Confirmation of number of starters by race officials. - Allocated Land Officer. 	D2 L	NO



Club Racing Events								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk	Treatment Controls	Residual Risk Rating	Further Treatment Control
		and number of crew.				<ul style="list-style-type: none"> - Annual Independent Equipment Audit against AS requirements, - Annual race information nights. 		
	Shipping	<ul style="list-style-type: none"> - Ship movements in main shipping channel. - Ship movements in Station Pier channel. - Club reputation. 	D	3	M	<ul style="list-style-type: none"> - Annual submission of Aquatic Event Advice (AEA) notifications to Ports Vic. 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. - Race Officials to defer race start if required. - 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: <i>Conduct of Race</i>	Wind	<ul style="list-style-type: none"> - Wind strength. - Experience of entrants. - Course selection. 	D	3	M	<ul style="list-style-type: none"> - Continue to monitor BOM. - Maintain personal observations by race officials. - Abandon race at any time. - Shorten course if required. 	D2 L	NO
	Sea State	<ul style="list-style-type: none"> - Wave height. - Wind vs tide. 	D	3	M	<ul style="list-style-type: none"> - Continue to monitor BOM. 	D2	NO



Club Racing Events								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk	Treatment Controls	Residual Risk Rating	Further Treatment Control
		<ul style="list-style-type: none"> - Long standing southerly wind. - Experience of entrants. 				<ul style="list-style-type: none"> - Maintain personal observations by race officials. - Abandon race at any time. - Shorten course if required. 	L	
	Comm's	<ul style="list-style-type: none"> - Notification of entrants re shipping movements, weather, course changes or other issue. 	D	4	H	<ul style="list-style-type: none"> - RRS standards according to race category. - Dedicated Race VHF channel. - Committee vessel flags. - Committee vessel loudspeaker. - Land Officer duty in Race Room monitoring race. - Monitoring of returning vessels from Long Distance/Destination races. 	D2 L	NO
	MOB	<ul style="list-style-type: none"> - Safety equipment. - MOB procedure on board. - Ability to retrieve MOB. 	C	4	H	<ul style="list-style-type: none"> - Mandatory Single Handed race requirements. - HBYC Annual MOB training days. - Mandatory annual MOB practice. - Mandatory lodging of vessel MOB procedures. - DSQ for any non-compliance. 	D2 L	NO
	Personal injury	<ul style="list-style-type: none"> - Prevention of on-board incidents. 	D	4	H	<ul style="list-style-type: none"> - HBYC culture of safety. - Compliance with RRS re race category / safety equipment. 	D2 L	NO



Club Racing Events								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk	Treatment Controls	Residual Risk Rating	Further Treatment Control
		<ul style="list-style-type: none"> - Ability of rescue. - Ambulance access. 				<ul style="list-style-type: none"> - Rostered Land Officer duty. - HBYC Incident Management Plan. 		
Club Racing Events: Post Race	Entrants	<ul style="list-style-type: none"> - Ensure all race starters have finished course. 	E	4	M	<ul style="list-style-type: none"> - Mandatory submission of Crew Declarations for every race. - Cross check of finish sheet with entrants. - SI's requirement to notify race control if retiring from race. - Mandatory requirements of notification of returning vessels from Long Distance/Destination events and monitoring of returning vessels to home port by Land Officer. 	D2 L	NO



B-2 Organised Cruising

Organised Cruising								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
Organised Cruising Events: <i>Pre-Race</i>	Organisation 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
	Length of cruise							
	Participants	Identification Experience	C	3	H	<u>Cruise Entry Form</u> - Lodged with HBYC - Yacht details - Skipper and crew details including emergency contacts <u>Cruise Co-Ordinator</u> - 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: <i>Conduct of cruise</i>	Vessel seaworthiness	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 an Australia Sailing affiliated Club. <u>Cruising Event Instructions</u>	D3 M	NO



Organised Cruising								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						-Participating yacht complies with adequate safety equipment on board to at least Category 6 -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 seaworthy. Charts of area intended to sail shall be carried.		
	Conditions	Wind Sea state	B	3	H	<u>Cruising Event Instructions</u> - 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	C2	NO



Organised Cruising								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						conditions or the weather forecast is considered unfavourable -individual skippers make the final decision regarding whether to take their yacht to sea, or to remain at sea		
	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 most participants.	E2 L	NO
	Comms.	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 VHF Channel as agreed.	D2 L	NO



Organised Cruising								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						-Each participating yacht is to log on with the cruise coordinator prior to the start of a passage including number of POB and log off on completion of the passage when safely in port - pre cruise briefing to be conducted <u>Cruising Event Instructions</u> -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	Safety equipment Knowledge of use	C	4	H	<u>Cruising Event Instructions</u> -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	D3 M	NO



Organised Cruising								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						- individual skippers must ensure all crew wear their PFDs, harnesses and tethers when required Attend regular MOB training and demonstration days		
	Accidents	Personal injury Vessel damage	C	3	H	<u>Cruising Event Instructions</u> -Cancellation of cruise passages if gale warning issued or weather and sea state deteriorates during passage -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 -Cruise coordinator and deputy to render or arrange assistance as may be required -all entrants shall carry minimum liability insurance of \$10,000,000 HBYC Incident Management Plan Contact with Water Police or Coast Guard in emergency	D2 L	NO



Organised Cruising								
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> <p>Accountability of all yachts</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, temporarily or permanently and of their intentions prior to leaving</p>	D2 L	NO



B-3 TRAINING

Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
Pre Training	Wind	BOM Forecast. Local observations	C	3	H	<p>- Assess conditions. Is group able to handle conditions? If no, Abandon sailing for the day.</p> <p>No sailing on days with Strong wind warning or higher.</p> <p>No Dinghy training if average wind speed forecast is above 18kts.</p> <p>Powerboat training only to continue if lead instructor deems it safe to proceed based on sea state and visibility.</p>	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, commercial shipping, yachts, ferries 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.	D1 L	NO



Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						Consider activity and vessel e.g. capsizing recovery in dinghy vs. high-speed figure of 8 in powerboat.		
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: 12kts (Dinghies), 15kts (keelboats beginner courses) 18kts (keelboats intermediate and above courses) 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				Maintain proper lookout while underway, take extra care in vicinity of and when crossing either shipping channel.		
	Communications	Communication with rescue boats	D	4	H	Handheld VHS radios in each boat and back to radio in Shed.	D2 L	NO



Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
		once training is underway. Professional delivery of training. Other vessels in area				Lead instructor to have attendance list for the day on shore to check head counts. Use Australian Sailing Instructors Code of Practice. Lead Instructor to relocate or cancel training if sudden increase in other vessels in area		
	Capsize recovery / rescue boats	Persons in water. Persons trapped under boat.	C	3	M	Appropriate safety boats, equipment and ratios. PFDs worn on all boats at all times. Participants to be trained in capsize procedure early in program.	D2 L	NO
	Man Overboard	Person(s) in water Potential for Vessels underway and out of control	D	3	M	All PFDs to be worn on board at all times Dinghies Instruct participants how to enter and exit dinghies, proper movement through the boat and use of toe straps prior to leaving shore. 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.)		



Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						<p>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>		
	Personal Injury	Moving Booms slipping, cuts, bruises, lifting	C	3	M	<p>All boats to be rigged head to wind. 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>	D2 L	NO



Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						<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>		
	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	
	Boats and Equipment	Equipment failure. Boat stranded or sinking. Improper use.	C	3	M	<p>Boats to have condition logs. Regular service of rescue boats. Safety equipment on dinghies and rescue boats.</p> <p>Rescue boat drivers minimum Power boat handling qualification.</p>	D2 L	NO



Training								
Risk Category	Risk	Considerations	Likelihood	Consequence	Risk Rating	Treatment Controls	Residual Risk Rating	Further Treatment Control
						Kill cords to be worn at all times when underway on-board boats with engine fitted.		
	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



B-4 Risk Rating Definitions

B4-1 Likelihood scale

Almost Certain	A	Will probably occur, could occur several times per year.
Likely	B	High probability, likely to arise once per year.
Possible	C	Reasonable likelihood that it may arise over a five-year period.
Unlikely	D	Plausible, could occur over a five to ten year period.
Rare	E	Very unlikely but not impossible, once in 100 years.

(Australian Sailing, n.d.)

B4-2 Consequences

Catastrophic	5	<ul style="list-style-type: none"> • One or more fatalities. • Large scale environmental damage. • Significant reputational damage likely to attract ongoing adverse media attention.
Major	4	<ul style="list-style-type: none"> • 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	3	<ul style="list-style-type: none"> • 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	2	<ul style="list-style-type: none"> • Reversible temporary illness/injury requiring medical treatment. • Damage to equipment that requires repair before being operable. • Local reputational damage.



Negligible	1	<ul style="list-style-type: none"> • Minor injuries possibly requiring first aid. • Minor damage to equipment. • Minor environmental impact.
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(Australian Sailing, n.d.)

B4-3 Risk Matrix

E	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention. The activity related to this unwanted event can not take place until the controls have been approved by the Commodore or Vice Commodore, they are ALARP, 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 can not take place until the proposed controls have been approved by the 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 can not take place until the controls have been approved by the Sailing Manager/Regatta Manager/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.

(Australian Sailing, n.d.)



B4-1 Risk Level

			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	Negligible Minor injuries possibly requiring first aid. Minor damage to equipment. Minor environmental impact
			5	4	3	2	1
Likelihood	Almost Certain Will probably occur, could occur several times per year	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 five-year period	C	E	H	H	M	L
	Unlikely Plausible, could occur over a five to ten year period	D	H	H	M	L	L
	Rare Very unlikely but not impossible, once in 100 years	E	M	M	L	L	L

APPENDIX C. HBYC RACE OFFICER CHECKLIST



Race Officer. _____

Date. _____

Race start time. _____

VHF Channel. _____

Melbourne VTS on Duty Officer – 9644 9708 or 9644 9707

	Pre-Race	value	check
1	Review BOM forecast wind strength		
2	Review sea state (in metres)		
3	Access fleet's ability to handle the conditions. (Yes or No)		
4	Assess course area (Yes or No)		
5	Confirm shipping movements with Melbourne VTS on VHF Ch 12 - Advise Melbourne VTS of course selected for the day. - Confirm Start boat visible on AIS - Use Chart Plotter on Start Boat to view commercial traffic.		
6	Advise Water Police via VHF Ch 16		
7	Ensure radio contact with 'Hobsons Bay Base' on race channel		
8	Advise fleet via VHF race channel of shipping movement -		
9	Allow 30 minute period from start for all boats to cross Williamstown Channel – delay start if needed		
10	Monitor Ch 12, 16 and race channel at all times.		
11	Note all boats that have started the race.		
	During the Race		
12	Record wind strength on start line (in knots)		
13	Access sea state on start line and monitor BOM during the race		
14	If GALE WARNING issued during the race, abandon the race		
15	Log all entrants' communications during the race on the back of this sheet.		
	Post Race		
16	Check fleet retirements		
17	Contact boats if unaccounted		
18	Take photo of finish sheet and email to racing@hbyc.org.au		
19	Deliver 'finish sheet' to Race Room		

APPENDIX D. HBYC Land Officer Log Sheet



Name:

Race/Event:**Event Date:**[illegible]



APPENDIX E. HBYC Radio Log Sheet

Name:

Race/Event:

Event Date:

Time	Vessel Name	Vessel Location	Name of Radio contact	Nature of the call Emergency, advice...	Comments

APPENDIX F. HBYC INCIDENT/NEAR MISS INVESTIGATION FORM

DISTRIBUTION TO: COMMODORE, VICE COMMODORE, CLUB MANAGER, SAILING AND OHE&S SUB-COMMITTEES' PERSON COMPLETING INCIDENT REPORT AND PERSON 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 about an incident.

NAME OF PERSON CONCERNED:
Incident/near miss:
Short description of incident / near miss:
Area where incident / near miss occurred:
Date and 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		
Name/s	none other than those involved.	Contact number

<p>Full description of events</p> <p>(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)</p>
<p>.</p>

ANY OTHER COMMENTS:

Person completing Incident Report

Date

Signed.....

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;



DRAFT