

Safety Management Plan

of

RFDS Operation Pelican Inc.

June 2015

Authorised by: Bob Symons

Safety Management Plan

June 2015

Table of Contents

1.0	Scope	5
2.0	Definitions	5
3.0	Acknowledgements.....	5
4.0	Introduction.....	5
5.0	Governance	6
6.0	Overview of Safety Management Plan.....	6
7.0	CSAR Details.....	7
	7.1. Observance and Review.....	7
8.0	Marine Act and Regulations – Personal Flotation Devices (PFD).....	9
	8.1. Wearing of Personal Flotation Device (PFD)	9
	8.2. Personal Flotation Device (PFD) Exemption	9
9.0	Responsibilities for Safe Rowing	11
	9.1. Rowing Victoria’s Responsibilities.....	11
	9.2. Rowing Clubs/Schools Responsibilities	11
	9.3. Regatta Hosts/Organisers Responsibilities	12
	9.4. Individual Members Responsibilities	12
10.0	Safety Officer	13
	10.1. Safety Officer Checklist	13
	10.2. Safety Briefings	13
	10.3. RV Safety Advisor.....	13
	10.4. Breaches of SMP	14
11.0	Safety Audit.....	15
	11.1. Safety Audit Form	15
	11.2. RV Inspections	15
12.0	Risk Assessment	16
	12.1. What is Risk Assessment?.....	16
	12.2. Risk Assessor.....	16
	12.3. Risk Assessment for a Rowing Activity.....	16
	12.3.1. History – CSAR Incident Log Book.....	16
	12.3.2. Environmental Considerations	17
	12.3.3. Access to Water Considerations	17
	12.3.4. Visibility Consideration.....	17
	12.3.5. Damaged equipment.....	17
	12.4. The Participants	17
	12.4.1. Assessing Prior to Rowing.....	17
13.0	Safety Resources.....	18
	13.1. Safety Aids and Rescue Devices	18
	13.2. Personal Flotation Device (PFD).....	18
	13.2.1. Lifejacket.....	18
	13.2.2. Buoyancy Aid	18
	13.3. First Aid Kit	19
	13.4. Emergency Services Information	19
	13.5. Map/Signboard of Local Waterways Plan.....	19
	13.6. Emergency Plan	20
	13.7. Risk Assessment Advisory Board	20
	13.8. Visual Aids on Safe Practice	20
14.0	Boats and Equipment	21
	14.1. Boat Buoyancy	21
	14.2. Boat Equipment.....	21
	14.2.1. Bow Balls	21
	14.2.2. Fitted Shoes	21
	14.2.3. Oar & Scull Buttons.....	21
	14.2.4. Lights in Poor Visibility	21
	14.3. Boat and Equipment Usage – Checklist.....	22
	14.4. Boat and Equipment – Storage	22
	14.5. Boat and Equipment Usage – Maintenance.....	22
	14.6. Boat and Equipment – Transportation	22
15.0	Incident Reporting	23
	15.1. When Incidents Occur.....	23
	15.2. Content of Reports.....	23
	15.3. If the first Aid Rendered.....	23

16.0	Competency	24
16.1.	Competency Assessor	24
16.2.	Physical Condition & Medical Considerations	24
16.3.	Participants	24
16.3.1.	Participation Declaration/Agreement	25
16.3.2.	Single Scull Participants	25
16.3.3.	Supervision and Rescue Support	25
16.4.	Coxswains	25
16.4.1.	Steering the Boat	25
16.4.2.	Communication	25
16.5.	Coaches	25
16.5.1.	Coaching Equipment Requirements	26
16.5.2.	Coaching from a Boat	26
16.6.	Trailer Drivers	26
17.0	Safety at Regattas and other Organised Water Activities.....	27
17.1.	Medical Requirements	27
17.2.	Regatta Safety Officer.....	27
17.3.	Regatta Consultation	27
17.3.1.	Medical Officer	27
17.3.2.	Rescue.....	27
17.3.3.	Regatta Course	27
17.3.4.	Suspending Racing.....	28
18.0	Navigation, Sounds and Signals	28
18.1.	Sound Signals	28
19.0	Rescue Boats and Drivers	29
19.1.	Rescue Boat Drivers	29
19.1.1.	Communications	29
19.1.2.	Boat Handling Skills	29
19.2.	Rescue Boats	29
19.3.	Boat and Driver Checklist	29
19.3.1.	Before going afloat check:	29
19.3.2.	When afloat:	30
19.4.	Recovering Rowers from Water	30
20.0	Appendices	31
20.1.	Appendix 1 – Safety Audit Form	32
20.2.	Appendix 2 – Risk Assessment Matrix	35
20.3.	Appendix 3 – Competency Assessment & Supervision and Rescue Support.....	39
20.4.	Appendix 4 – Multi-Choice Safety Theory Assessment.....	40
20.5.	Appendix 5 – Incident Report Form	41
20.6.	Appendix 6 – Sample Membership Application Form.....	43
20.7.	Appendix 7 – Membership Declaration and Participation Agreement	44
20.8.	Appendix 8 – Risk Assessment Advisory Board	46
20.9.	Appendix 9 – Boat Usage Log.....	47
20.10.	Appendix 10 – Local Waterway Map	48

1.0 Scope

This Safety Management Plan (SMP) applies equally to affiliated Clubs, Schools, Associations, Colleges, Universities and Regatta Organising Committees (CSAR). It is expected that officer bearers of CSARs, Safety Officers and Coaches be familiar with the contents of their SMP and all members of the CSAR to be aware of how to access it.

The SMP through continual improvement should represent good practices for the management of hazards and safety issues. It is the CSAR's responsible to undertake this process of continuing improvement.

This SMP is to be used in concert with the waterway authority requirements such as Marine Safety Victoria, Parks Victoria, Local Governments and Harbour Masters.

This SMP serves as a template from which each CSAR will develop their own SMP specific to their operations, location, waterways and general environment.

2.0 Definitions

- “RV” means Rowing Victoria Inc
“RA” means Rowing Australia Ltd
“CSAR” means any affiliated Club, School, Association, College or University and any Regatta Organising Committee of a regatta approved by RV. This document applies equally to all bodies named above
“MSV” means Marine Safety Victoria
“FISA” means Fédération International des Sociétés d’Aviron (or International Rowing Federation)
“Rowing” means sweep and sculling. Where either sweep or sculling is specifically mentioned, the point of reference will be exclusive to that rowing type/discipline.
“SMP” Safety Management Plan

3.0 Acknowledgements

RV acknowledges and thanks the Steering Committee consisting of Dr Denis Bourke, Andrew Guerin, Chris O'Brien, David Deeble, Pat McNamara, John Whiting, Grant Cosgriff and Daniel Hutchinson who have contributed advice, guidance and comment in the development of this Safety Management Plan (SMP) template.

RV acknowledges the FISA document 'Minimum guidelines for the safe practice of rowing' as the basis for this SMP. For details visit FISA's website (www.worldrowing.com).

This SMP template has been developed in consultation with and approved by Marine Safety Victoria.

4.0 Introduction

Rowing Victoria (RV) has been established since 1876 and during this time RV and its member clubs have developed in such a manner that they have either formally or informally assessed the local risks involved in their activities and have evolved rules and safeguards in an attempt to reduce or eliminate these risks which have worked well.

However the growth of the sport, greater usage of waterways by other users, government regulation and community expectations have led to the need for a more formal approach to safety in the sport.

To deal with these changes, RV has created this SMP for CSARs to utilise in the development of their own Safety Plan with consideration to their local surroundings.

Each club and school must develop, at a local level, their own SMP to reflect the nature of the waterway, facilities and its members. The SMP considers the following in its design:

- Boats and oars are well-maintained and buoyant;
- Training and racing traffic patterns are established and documented;

This policy document applies to all CSARs and the development and implementation of an approved CSAR SMP is mandatory and will have differing impacts. For some CSAR this will be a formalisation of the existing practices, for others it will change the way in which they manage rowing within their club. In both cases the SMP will raise awareness of participant safety.

Drew Ginn wrote to RV in support of the SMP stating *“having rowed all around the world I can attest to the fact that rowing is a very safe sport. The RV SMP is an excellent document from both a management and practical viewpoint and must be rigorously implemented by the rowing community. Clubs and schools are continually seeking ways in which they can maintain a safe environment and this SMP will assist them to document more formally their rowing practices.”*

5.0 Governance

RV is recognised as the peak body for the administration and management of rowing throughout Victoria. As the peak body RV undertakes the liaison role with other peak bodies such as Sport and Recreation Victoria, Marine Safety Victoria, Parks Victoria, etc. This liaison is undertaken to represent the interests of the members of RV (that being all affiliated clubs, schools, associations, regatta committees, individuals).

In the role as the peak body, RV approves policy that governs the operations of the sport. These policies work in concert with any legislative requirements for the activities of RV and its members.

6.0 Overview of Safety Management Plan

Following is a step by steps summary of what CSAR are required to do to comply with this Safety Management Plan (SMP). The details of each step are contained through this document.

1. Appoint a Safety Officer (**page 13**)
2. Conduct a Safety Audit of operations, facilities & equipment (**page 15**)
3. Conduct a Risk Assessment of the CSAR’s operations and environment (**appendix 2, page 34**)
4. Comply with the requirements of this document.
5. Complete pages 7 and 8 of this template which outlines the operation, environment and requirements
6. Ensure members are affiliated and registered

7.0 CSAR Details

Nothing in these notes shall in any way limit the individual's responsibility for the outcome of their own actions.

It is critical that this document is read and understood before completing this section. By completing this section, fulfilling the requirements of rowing's SMP and having it approved by Rowing Victoria, this will become the CSAR SMP.

Once complete this SMP demonstrates how a CSAR is complying with the regulatory requirements and/or the conditions of any exemption that have been granted.

7.1. Observance and Review

CSAR's SMP must be readily available for all members to access, it must be displayed prominently at the CSAR's boathouse and include details of such things as local risk/hazards as identified by the risk assessment conducted by the CSAR.

Each CSAR must review and update their SMP on a regular basis or where required. RV will be responsible for reviewing and auditing the CSAR of each SMP.

CSAR Name: RFDS Operation Pelican Inc
Address: 4/53 Finch St
Suburb/Town: Malvern East State: Victoria Post: 3145
Tel (w): _____ Tel (m): _____
email: participate@murrayrowathon.com
website: murrayrowathon.com

CSAR Safety Officer: Bob Symons Mbl: 0412 256 344

RFDS Operation Pelican Inc. - Statement of Purpose.

1. The objective of RFDS Operation Pelican is to mobilise the rowing community to participate in fundraising for a selected charity or charities.

2. RFDS Operation Pelican, a non-profit organisation, will seek to do this by organising a rowing event which, by being different to the normal competitive structure offered by State rowing bodies and regatta organisers, offers participants an unusual rowing experience and the opportunity to raise funds for charity through individual or corporate sponsorship. Traditionally, the event has been an annual long-distance "rowathon" on the River Murray or the Darling River.

3. RFDS Operation Pelican's role is to present rowing event/s which are attractive to participants through features such as an unusual location, courses which are different to regular rowing events, a flexible structure which encourages participants to mingle and to tailor their level of involvement to suit a very wide range of rowing experience.

4. The activities undertaken by RFDS Operation Pelican to set up the event/s will include, but not be limited to:- course selection; liaison with volunteer and charitable bodies in the area local to the course who can assist in the staging of the event; publicising the event in the broad rowing community; managing the registration of participants and catering, timekeeping and other services on the day of the event; securing necessary permits and licenses and that appropriate insurance cover for the event and public safety arrangements are in place; reconciliation of monies raised by participants and from sponsors, and the remittance of all funds raised, less direct expenses and a small operational float, to the selected charity.

All rowers must comply with the SMP and be familiar with the various sections of the SMP, particularly in relation to safety and risk issues and actions required in case of an accident.

Participants in the regattas conducted by RFDS Operation Pelican Inc. are generally members of rowing clubs and have been assessed by those clubs for competency in rowing. If entrants are not current members of a rowing club they will be assessed by the Safety Officer according to the Competency Assessment (appendix 3) and Theory Assessment (appendix 4).

Boathouse Details: N/A

Name:

Address:

Suburb/Town: State: Post:

Training Waterway Details:

Name: Murray River between Coomealla Golf Club, Vic, and junction of Darling River and Darling River upstream to the 22 Km river marker at Pomona, NSW.

Type (i.e. lake, river): River

Description (i.e. open spans, tidal):

The rowing event takes place on one of several locations depending on the condition of the Murray and Darling Rivers.

1. On the Darling River commencing at Wentworth District Rowing Club (WDRC), rowing downstream to the junction with the Murray River then upstream on the Murray to Coomealla Golf Club under Abbotsford Bridge (full open span) returning to WDRC then rowing upstream on the Darling River under Wentworth Bridge (clear spans) for approximately 20 Km then back to WDRC.

All courses have marked areas of risk from fallen trees and low water as per published river charts.

8.0 Marine Act and Regulations – Personal Flotation Devices (PFD)

This section briefly outlines the Marine Act and Regulations that relates to the use of Personal Flotation Devices (PFD). Refer to www.marinesafety.vic.gov.au for specifications.

For the purpose of the following regulations “**Formal Training or Competition**” means training or competition conducted under the direction of an incorporated club, organisation or association that is affiliated with the respective peak body where supervision of participants and appropriate rescue services are provided, or under a Safety Management Plan approved by Marine Safety Victoria.

8.1. Wearing of Personal Flotation Device (PFD)

i. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids, are exempt from PFD wearing requirements specified in Regulation 232.

ii. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on the Yarra River between the Bolte Bridge and the mouth of the Yarra River are exempt from PFD wearing requirements specified in Regulation 232 providing:

1. communications have been established with Harbour Control prior to entering the area defined above and;
2. each occupant wears a PFD Type 1, 2 or 3 at all times or;
3. are accompanied by an inshore rescue boat or powered rescue craft in accordance with the specifications of Surf Life Saving Australia or;
4. are accompanied by an appropriate powered rescue craft carrying:
 - a. lifesaving appliances sufficient to support all persons that may be required to be rescued or;
 - b. PFD Type 1, 2 or 3 sufficient to support all persons that may be required to be rescued.

8.2. Personal Flotation Device (PFD) Exemption

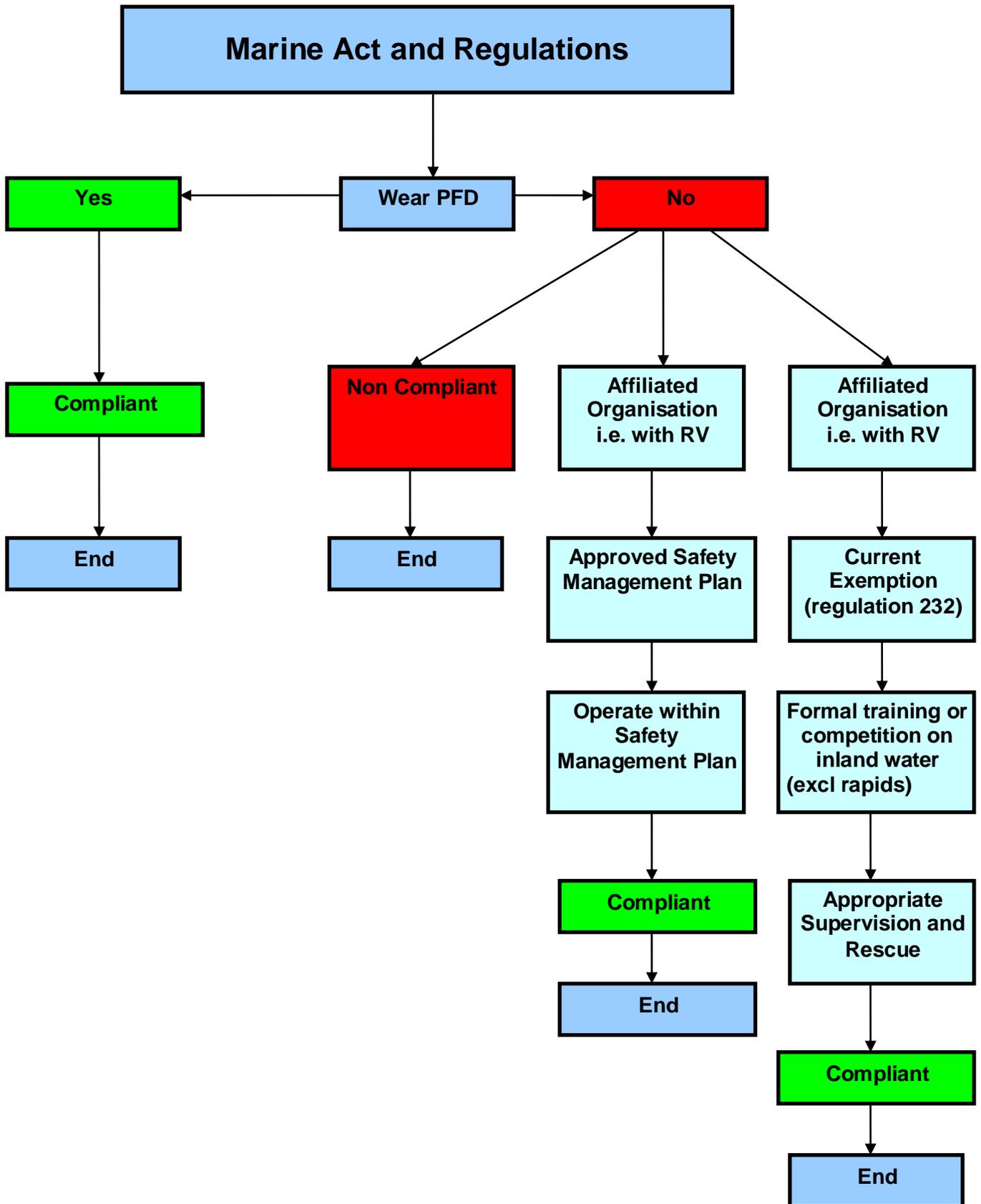
In reference to the wearing of PFDs there are a number of ways in which a rower can be compliant with the Marine Act and Regulations. Firstly by way of explanation if a rower is not affiliated with the respective rowing peak body then they must wear a PFD while operating their vessel.

- If a rower is affiliated and wearing a PFD you are compliant.
- If rower is affiliated and is not wearing a PFD they must be operating under either:
 1. A Safety Management Plan approved by Marine Safety Victoria; or
 2. The current exemption to regulation 232 which states that:

All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids, are exempt from PFD wearing requirements specified in Regulation 232.

If a rower is affiliated (with an incorporated club, organisation or association that is affiliated with the respective peak body) and are not operating under an approved safety management plan or the current exemption and are not wearing a PFD they are non compliant.

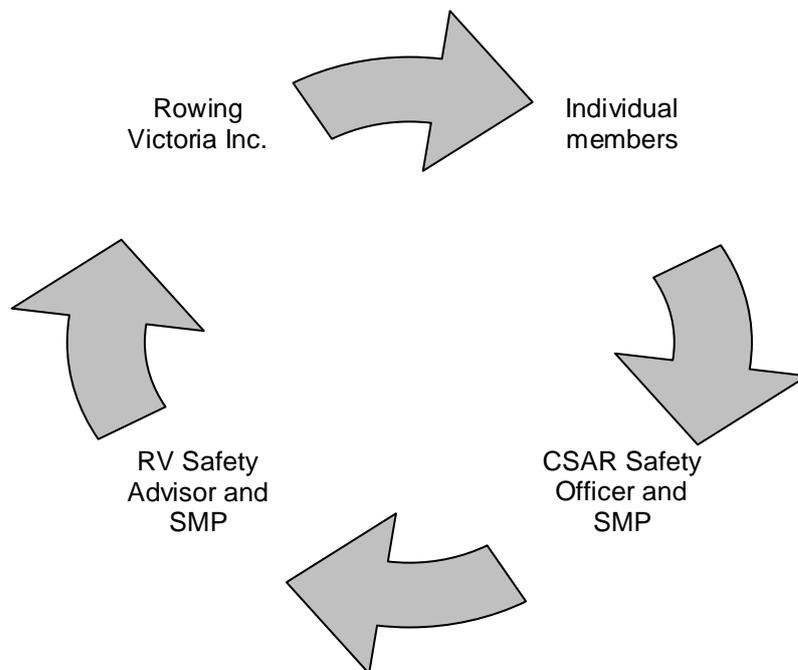
The flow chart below is an illustrative description of the Marine Act and Regulations that relates to the use of Personal Flotation Devices (PFD)



9.0 Responsibilities for Safe Rowing

All involved in rowing activities, whether that be on or off the water, has a responsibility for safe rowing. This section outlines the following:

- RV responsibilities
- Rowing Clubs/Schools responsibilities
- Regatta Hosts/Organisers responsibilities
- Individual Club Members responsibilities



9.1. Rowing Victoria's Responsibilities

RV has a responsibility to its members to operate in accordance with the regulatory obligations and in doing so it will:

- Maintain liaison with the various regulatory authorities relevant to this SMP.
- Provide guidance and rules to promote a safe environment for rowing.
- Monitor incidents and accidents to track trends, dangerous situations and practices.
- Provide advice and rule reviews based upon its findings.
- Educate its membership to provide a safe environment.
- Assist clubs/schools to assess risk and audit their compliance with this SMP.

9.2. Rowing Clubs/Schools Responsibilities

Rowing clubs/schools have a responsibility under this SMP to provide for the safety of their members/competitors and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria, and in doing so:

- Assess and reduce the risks involved in their activities to their members, participants, other water users and the general public.
- Provide safe premises and equipment (including vehicles and trailers), for their activities on both water and land.
- Actively implement the SMP and the Rules of RV.

-
- Provide their members with guidance and training in safe practices.
 - Review their practices and advice to members in the light of their experience and guidance and that from RV.

9.3. Regatta Hosts/Organisers Responsibilities

Regatta/event hosts/organisers have a responsibility under this SMP to provide for the safety of competitors in their regatta and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria, and in doing so:

- Assess and reduce the risks involved in their activities - to their participants, other water users and to the general public.
- Actively implement the SMP and the RV Rules.
- Review their practices and advice to members in the light of their experience and guidance and that from RV.

9.4. Individual Members Responsibilities

Individual Members have a responsibility to:-

- Act in a manner that will not compromise the safety of themselves, Club members, other water users and the general public.
- Assess risks and base their decisions on such assessments.
- Actively respond to their Club's SMP.
- Inform safety officer, coaches and other crew/Club members of any medical condition that may present a risk to themselves and/or their crew.
- In the case of juniors – parents have a duty to advise those in charge of any condition or circumstance that may impact on the safety of the junior or any club members

10.0 Safety Officer

CSARs are required to comply with this SMP, review their safety procedures on a regular basis as an agenda for its meeting (annually as a minimum) and appoint a Safety Officer.

The Safety Officer's primary responsibility is to advise members of the requirements of their SMP and observe, comply and implement these requirements. The Safety Officer shall advise its committee on matters relating to safe conduct on and around the water and the committee should consider any recommendations provided by the Safety Officer.

The CSAR Safety Officer is required to understand the relevant sections of the Marine Act 1988, the Marine Regulations 1999, the Vessel Operating and Zoning Rules for Victorian Waters and their CSAR SMP and their local waterways.

Disciplinary action needs to be taken in respect of any breach.

10.1. Safety Officer Checklist

Following is a checklist of the duties to be undertaken by a CSAR's Safety Officer:

- Be fully conversant with the CSAR SMP
- Conduct a safety audit (annually as a minimum) of the CSAR facilities, equipment and operation, towing of boats etc using the standard audit form (**appendix 1**)
- Assess the risks to the CSAR both on and off the water in accordance with the SMP (**appendix 2**)
- Implement recommendations of the risk assessment in accordance with the CSAR SMP.
- Maintain an incident log and complete incident forms (**appendix 5**).
- Maintain a display of safety information prominently at the boathouse.
- Report to the CSAR on day-to-day safety issues together with the results of a risk assessment and safety audit.
- Develop contacts with local river users group, or similar body, to assist in understanding and resolving areas of conflict between users.
- Establish and maintain contact with the RV Safety Adviser.
- Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly.
- Exercise authority, in conjunction with the CSAR personnel to suspend boating activities where the conditions are seen to be unsafe.
- Regattas hosts are required to make available to participants safety arrangements details and medical cover of the event they are conducting.

10.2. Safety Briefings

The Safety Officer shall conduct regular safety briefings (e.g. at conclusion of Annual and Half Yearly General Meetings) and ensure that new participants receive this information prior to commencing on-water activities.

10.3. RV Safety Advisor

RV's Safety Advisor is responsible for maintaining the SMP and for monitoring its observance. Breaches of the SMP, or unsafe practices which may bring the sport into disrepute, are to be referred to RV's Safety Advisor to recommend appropriate sanctions, or in turn referred to the RV CEO and/or Board.

In addition to filing accident and damage logs by the Safety Officer in point 5.8 of the SMP, Clubs and/or Safety Officers and Medical Advisers are encouraged to raise with the RV Safety Advisor any other material water safety issues.

10.4. Breaches of SMP

Breaches of the SMP are to be identified and advised to offenders:

- first instance verbally
- if no immediate correction is taken then in writing and specify a period for correction.

Clubs shall maintain their own disciplinary procedures for repeated infringements of the SMP.

Penalties may be imposed, either after a hearing by the RV Safety Advisor and CEO or, after appeal, by the RV Board. These penalties will be outlined in the RV Rules where appropriate.

11.0 Safety Audit

An audit to check a CSAR level of safety in its operations, facilities, equipment etc must be undertaken at least once a year by the CSAR's Safety Officer in conjunction with a risk assessment (**appendix 1**) of the CSAR's activities. The results and recommendations arising from an audit should be presented to the CSAR.

Where necessary, amendments must be made to a clubs SMP resulting from recommendation arising from the safety audit. These amendments should be minuted with completion dates recommended.

11.1. Safety Audit Form

The safety audit form provides a simple means of checking to what degree the requirements of the SMP are being observed and determines how the risks identified in the risk assessment have been addressed. Contact the RV Safety Adviser where clarification or advice on reducing particular risks is needed.

Safety Audit Forms are available for "self-audits" in this SMP template (**appendix 1**) and on www.rowingvictoria.asn.au. Additions to the audit form can be made to meet issues specific to each CSAR's situation under audit.

11.2. RV Inspections

Inspection of a CSAR's operations, equipment, facilities etc may be made from time to time by a representative of RV who shall be entitled to impose in writing corrective measures or suspension of activity wherever or whenever appropriate.

Refer to "14.3 Boat and Equipment Usage – Checklist" (**page 22**) for details

12.0 Risk Assessment

'Hazards are reduced by precautions/control measures, which when taken make the risk smaller'. As Clubs have developed over a period of time in a manner such that they have either formally or informally assessed the local risks involved in their activities and have evolved rules and safeguards in an attempt to reduce or eliminate these risks.

12.1. What is Risk Assessment?

Risk assessment is a process carried out to identify potential safety hazards and to ensure that each is properly understood. Further it is to check whether existing safeguards and emergency plans are adequate to reduce risks to a tolerable level, or whether more action is needed. Finally it is to highlight intolerable risks to determine steps to overcome or eliminate them. Risk in this context arises from the likelihood of an accident occurring as a result of a hazard.

Risk assessments are only worthwhile if action is taken on the findings. Assessments need to be carried out by competent persons with knowledge of the activities, and locations, being assessed.

12.2. Risk Assessor

As an assessor ask yourself the following

- What hazards exist?
- In the course of the activity being assessed who is at risk?
- How often does the risk occur?
- Is an accident likely or unlikely?
- How serious could the consequences be?
- What steps exist to prevent accidents?
- Could more be done to reduce the risk?

12.3. Risk Assessment for a Rowing Activity

This section enables an assessor to understand the consequence of the risks that are evident during rowing activity and what measures can be taken to reduce both the likelihood of incident and thus the consequence.

When developing a CSAR SMP it is necessary to use the risk assessment matrix (**appendix 2**) rating each of the activities that is to be held against the suggested hazard/risk list. It may be necessary to add to the hazard/risk depending on the local environment in which each assessment is undertaken.

As there are many different aspects of rowing, it is important to consider as many as possible, drawing in other parties with relevant knowledge to assess risks within their particular areas of expertise. Examples:

1. a **minor** event might be an incident occasioning material equipment damage.
2. a **moderate** event would be collision with minor injury to a person.
3. a **catastrophic** event could be a collision with serious injury to a person.

Incidents in rowing can occur so what are the hazards being referred to?

12.3.1. History – CSAR Incident Log Book

The Safety Officer should have access to a CSAR accident log book so they can develop an understanding of the CSAR's incident history. Items of note for the Safety Officer include

-
- Hazards that have been encountered in the past during boating activities
 - Recent changes to waterway that may add or remove hazards?
 - Relationship between waterways and boating activities
 - Supervised levels of rowers involved
 - Competency levels of the rowers involved
 - Time of day and year
 - Visibility
 - Water temperature

12.3.2. Environmental Considerations

- Weather conditions.
- Water temperature.
- Water obstacles and pollution.
- Water depth, turbulence and currents.
- Other vessel traffic.

12.3.3. Access to Water Considerations

- Is the bank shelved or vertical?
- Can casualties be recovered readily?
- Does road access exist?

12.3.4. Visibility Consideration

- Can all the activities be clearly monitored from the bank?
- Is there any history of accidents arising from lack of visibility?

12.3.5. Damaged equipment

Is a hazard to everyone, the user in the first instance and to those around who may be affected by it or who have been forced into a dangerous rescue.

Whilst a CSAR will develop and implement a SMP it is essential that the risk assessment is undertaken on a daily basis before each rowing activity. What are the variables today – wind, tide, waterway activities, rainfall, participant knowledge and skill, etc?

A CSAR must identify and document their control measures that will prevent a person drowning in the event of an unforeseen event.

12.4. The Participants

Considerations as to whether rowers are a hazard to themselves include:

- Can they swim and what tests are carried out to ensure they can?
- Are they properly clothed for the conditions they will encounter?
- Is the coxswain adequately protected against the elements?

12.4.1. Assessing Prior to Rowing

Before beginning any session, water or land based, a risk assessment process relevant to the activity should be undertaken. The assessment must take into account:

- Boat type
- Ages of participants
- Abilities and limitations of participants
- Water and weather conditions prevailing
- Facilities and equipment available

Refer to **page 24 (section 16)** on the requirements for participants and **appendix 3** for details on the Competency Assessment and Rescue Support Requirements.

13.0 Safety Resources

There are a number of requirements which CSAR will need to have in place in order to comply with its SMP, they include:

- Safety Aids and Rescue Devices.
- Personal Floatation Device (PFD).
- First Aid Kit.
- Emergency Services Information.
- Map/Signboard of Local Waterways Plan.
- Emergency Plan.
- Risk Assessment Advisory Board.
- Visual Aids on safe practice (where required).

13.1. Safety Aids and Rescue Devices

The SMP requires those involved in rowing (umpires, coaches, rowers, etc) to wear PFD as dictated by the Marine Act 1988 or Refer to the “exemption on the basis of risk assessment flowchart” on **page 10** of this document which relates to the options.

Where training takes place on exposed expanses of water, or where the risk assessment dictates, additional safety measures should be considered such as:

- Life-rings.
- Rescue lines/throw bags.
- Lifejackets/buoyancy aids.

13.2. Personal Floatation Device (PFD)

Personal Floatation Devices (PFD or Lifejackets and Buoyancy Aids), as dictated by the Marine Act 1988, must be worn by law or under this SMP by vessel operators (drivers) and their passengers whether involved in coaching, umpiring (officiating) or rescue duties.

The PFD must be of an approved design as stipulated in the Marine Regulations 1999. Refer to the Marine Safety Victoria website for details (www.marinesafety.vic.gov.au).

Observance of these requirements is obligatory, and notwithstanding the absence of injury or damage in para. 1.7, the CSAR or regatta safety officer will monitor their observance and advise on all material breaches, in writing, together with details of action to be taken, to the CSAR and the RV Safety Advisor.

All lifejackets and buoyancy aids should be checked regularly and in accordance with the manufacturer's instructions.

13.2.1. Lifejacket

Generally speaking a Lifejacket when fully inflated contain sufficient buoyancy to turn even an unconscious person into a safe, face upwards position within five seconds.

13.2.2. Buoyancy Aid

A Buoyancy Aid is worn to provide extra buoyancy to assist a conscious person to keep themselves afloat. It is designed to give as good a floatation position as possible, but it cannot be guaranteed to turn the body over from a face down position, because the buoyancy is less than that of a lifejacket and is distributed in a different way.

13.3. First Aid Kit

First Aid equipment must be readily available in a central and accessible location in every boathouse and as a guide, should contain the following items listed below.

- 1 x Thermal exposure blankets
- 1 x Triangular Bandage
- 1 x First Aid Leaflet or Guidelines
- 1 x Pair Scissors
- 4 x Safety Pins
- 1 x Pair Large Latex Gloves
- 1 x Conforming Bandage 7.5cm
- 1 x Roll 'Micropore' Tape 2.5cm
- 1 x Large Sterile Unmedicated Wound Dressing Pad
- 1 x Medium Sterile Unmedicated Wound Dressing Pad
- 2 x Sterile 'Melonin' Dressings 10cm x 10 cm *(or similar)
- 20 x Assorted Waterproof Plasters
- 4 x Alcohol-free Antiseptic Cleaning Wipes

This First Aid kit should only be used for trauma only. A list of contents should be permanently fixed to the inside of the kit and it should be checked and replenished regularly.

13.4. Emergency Services Information

A list of vital telephone numbers must be prominently displayed in every CSAR, boathouse and regatta secretary's office. The vital numbers are to relate to safety in general and appropriate to the locale.

Clear directions to nearest alternative telephone points must also be displayed and communication arrangements, internally and externally for emergency services be in place.

Call **000** for Fire, Police and Ambulance (112 is the international emergency number). Provide emergency service with the following schedule of information:

- Service required.
- Access and transport arrangements.
- Details to venue.
- Precise location.
- Contact name.

Telephone numbers for:-

- Doctors.
- Local Hospital.
- Local river or harbour police.
- Rescue services (if applicable).
- Relevant Navigation authority.

13.5. Map/Signboard of Local Waterways Plan

Clubs/Schools providing rowing facilities shall draw up and display a plan of the local waterway, drawing attention to the applicable navigation rules and any local interpretation required to accommodate particular hazards.

Instructions shall be displayed to cover any variation in normal procedures necessary to combat tidal currents, stream, wind or other climatic conditions particular to the area.

At every recognised rowing launch facility there shall be a map/signboard prominently displaying waterway training and regatta day traffic rules and emergency contact numbers.

The sign shall be a minimum of 1.0m x 1.5m and approved by RV.

13.6. Emergency Plan

The CSAR emergency plan needs to distinguish the levels of response needed for incidents. The emergency plan should outline the responsibilities and actions to be taken when an incident occurs and should include:

- Communication arrangements, internally and externally (emergency services).
- Access and transport arrangements.
- First Aid.

RV has created a generic Emergency Management Plan template for CSARs, it is located on www.rowingvictoria.asn.au .

13.7. Risk Assessment Advisory Board

Every person has a responsibility to view the risk assessment advisory board each time they row and update it as the current conditions dictate.

13.8. Visual Aids on Safe Practice

Visual Aids on safe practice, rescue and resuscitation techniques as may be provided by RV or by other organisations with the approval of RV, should be displayed prominently.

14.0 Boats and Equipment

All equipment used for rowing and coaching is required to be properly and regularly maintained to ensure that it is safe and adequate for its intended purpose and to ensure that it does not expose its users to danger.

It is the responsibility of individual CSAR members and CSAR to ensure that all equipment is safe for the purpose for which it is intended and that it complies with this SMP. Following are the areas covered in this section:

- Boat Buoyancy.
- Boat Equipment.
- Boat and Equipment Usage – Checklist.
- Boat and Equipment – Storage.
- Boat and Equipment Usage – Maintenance.
- Boat and Equipment – Transportation.

14.1. Boat Buoyancy

All new boats constructed after 1 April 2007 must carry a plate indicating the maximum average crew weight the boat can carry and support seated in the event of being swamped. A CSAR or individual purchasing a new boat must ask the manufacturer to supply this information.

Boats must have inherent buoyancy sufficient, together with their oars and sculls, to support a seated crew of the design weight in the event of being swamped with water. This means that when a boat is full of water with a crew of average weight equal to the design weight stated on the boat's production plaque, seated in the rowing position should float such that the top of the seat is a maximum of 5cm below the static waterline (*FISA Rules of Racing – Part IV - Boats & Construction - Rule 31, By-Law to rule 31 part 1.11*). Buoyancy compartments must be watertight to ensure effective operation.

Boats that are not inherently buoyant (non compliant with FISA rules of racing) must be retro fitted with devices that allow them to float as described in the previous paragraph.

14.2. Boat Equipment

14.2.1. Bow Balls

The bows of racing and training boats shall be properly protected. A solid ball of not less than 4 cm diameter made of rubber or material of similar resilience must be firmly attached to the bows.

14.2.2. Fitted Shoes

All boats where "fitted" shoes are employed must have effective heel restraints. These must be properly adjusted and in working order.

14.2.3. Oar & Scull Buttons

The "buttons" on oars and sculls must be secure and properly set.

14.2.4. Lights in Poor Visibility

At all times in poor visibility (i.e. after sunset and early morning) boats shall be fitted with white lights showing fore and aft and visible through 360 degrees, as required by the Marine Act.

There are special lighting arrangements for the Yarra and Maribyrnong rivers which are contained in the Vessel Operating and Zoning Rules for Victorian Waters refer to www.marinesafety.vic.gov.au for details.

14.3. Boat and Equipment Usage – Checklist

Before any outing is undertaken, equipment should be checked to ensure that it is in safe working condition. Checks should include but not be limited to the following:

- Check for hull damage, leaks etc
- Check that buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight
- Check that the bow ball is securely fixed and fully covers the bow of the boat in order that adequate protection is given to any person or object struck by the moving boat.
- The Bow ball check should also examine any fixing screws or bolts to ensure that they do not represent a further hazard in the event of accident.
- Check that outriggers, swivels, gates, seats and stretchers are secure and operating freely.
- Check that heel restraints are adequate, secure and effective (i.e. a rower can release their feet from the shoe without using their hands).
- Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order.
- Check oars for damage and ensure that “buttons” are secure and properly set.
- If, after risk assessment for a planned activity, it is judged that a boat, new or old, does not have sufficient inherent buoyancy, additional buoyancy should be added.

14.4. Boat and Equipment – Storage

Boats and equipment should be stored in an orderly fashion to minimise damage to persons or equipment.

14.5. Boat and Equipment Usage – Maintenance

Maintenance procedures should be in place where damage to equipment is notified to responsible member without delay and the damage repaired before the equipment is used again.

Damaged equipment must be “quarantined”, with the nature of the damage clearly marked, to ensure that it is not used by others unaware of its condition.

14.6. Boat and Equipment – Transportation

Ensure that the towing of boats is undertaken in safe manner and in compliance with the current VicRoads trailer regulations. The CSAR Safety Officer should conduct a safety audit at regular intervals considering the following points as a guide.

- Ensure that the Club has available copies of VicRoads publication ‘Transporting Rowing Shells’ as a reference document.
- Check that adequate insurance cover is in place. If the CSAR owns a tow vehicle it may be useful to have a photocopy of the current insurance certificate in a protective envelope in the vehicle.
- Ensure that a photocopy of the diagram on Load Projection is displayed in the boathouse.
- Check that the trailer has been serviced (and lubricated) on a regular basis in accordance with manufacturers’ recommendation and that the tyres are in good condition, including the spare.
- Ensure there are adequate ties and front/rear projection markers.
- Check that drivers are aware of the maximum load to be carried on the trailer together with the maximum load to be towed by their towing vehicle.

15.0 Incident Reporting

CSAR shall maintain an incident reporting log which is available for inspection upon request. An incident report form is available in **appendix 5** and on RV's website.

Keeping a log/record of incidents will assist both the CSAR and RV to identify trends from various regatta centers. The observation of trends and unforeseen incidents form a valuable part of any future risk assessment. Completion of this form is also a requirement of RV's insurers.

15.1. When Incidents Occur

All incidents involving injury or significant in nature shall be reported in writing in accordance with Section 20 of the Marine Act 1988 and a copy sent to the RV (**appendix 5**).

In the first instance action should be taken at CSAR level, more serious matters will be reviewed by the RV Safety Adviser.

The original to be retained at the CSAR and a copy forwarded the RV Safety Adviser.

15.2. Content of Reports

Recording accurate information is vital and should include but not be limited to:

- Time and Location.
- Names of crew members, boats and witnesses.
- A detailed summary of the nature of accident/incident.
- Injuries sustained.
- Damage sustained.
- Day-light, wind and stream conditions.
- A sketch showing boats, obstructions, direction of travel and stream.
- Statements by those involved and witnesses in other boats and on the bank.

15.3. If the first Aid Rendered

- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.
- Details of Hospitals, doctors or any other agency, involved.
- The report should be signed and dated by the Safety Officer and an Officer of the Club.

16.0 Competency

All those involved in rowing need to obtain a level of competency appropriate to their involvement in the sport whether that be as a participant (competitive or recreational rower), coxswain, official, coach or club/school member.

When obtaining the required competency proper instruction in the area of involvement which should be obtained. RV conducts training and education programs for coaches, officials and coxswains. Programs cover topics such as watermanship, technique and capsized recovery.

Junior and beginners should receive particular attention. Rowers, coaches and Safety Officers should be encouraged to become conversant with life saving and resuscitation techniques through attending recognised training courses.

In all activities each individual must consider their own safety and the safety of those around them. Individuals must accept responsibility for their own actions.

CSARs must implement a system which recognises people who have not reached the level of competency.

The section covers the following

- Competency Assessor.
- Physical Condition and Medical Consideration.
- Participants.
- Coxswains.
- Coaches.
- Trailer Drivers.

16.1. Competency Assessor

A CSAR's safety officer or coach can assess a rower's competency. Refer to **appendix 3** for the Competency Assessment and Supervision and Rescue Support.

16.2. Physical Condition & Medical Considerations

It is a participant's responsibility to notify the club safety officer of any condition which may affect their ability to be involved or which may increase their risk of accident/incident. This may include:

- Physical condition
- Disability
- Illness and/or medical condition

Avoidance must be the first consideration at all times in relation to potential medical issues. CSARs and coaches must be aware of any condition of a rower which may require special risk management.

16.3. Participants

Every rower (competitive and recreational) is required to undertake an assessment to determine their level of rowing competency. Refer to **appendix 3** for details on the Competency Assessment and Supervision and Rescue Support requirements.

From the required assessment a rower will obtain a competency rating which will in turn determine the level of supervision and rescue support required.

16.3.1. Participation Declaration/Agreement

A participation declaration/agreement must be signed upon membership of a club/school rowing program (refer to appendix 8 for an example).

16.3.2. Single Scull Participants

Single scullers must be supervised (both on and off the water) unless they have been assessed as being competent by their club.

16.3.3. Supervision and Rescue Support

A risk assessment by the Club Safety Officer/Coach will determine whether any additional measures are required (rescue, first aid, etc) whilst this person is on the water.

16.4. Coxswains

For a coxswain to be allowed to cox a crew they must obtain accreditation under RV's Coxswain Education program or be participating in a dedicated learn to row program conducted by an accredited coach. A coxswain must also satisfy a Safety Officer or coach that they are physically capable of coxing a boat and have adequate vision and hearing and that they meet the minimum swimming requirements.

16.4.1. Steering the Boat

Steering a boat is a highly responsible role. Coxswains must:

- Maintain a proper look-out by sight and hearing so as to make a full appraisal of the situation and of the risk of collision.
- Learn and use simple and concise commands for boat control both off and on the water. Be able to use them correctly, clearly and instructively.
- Understand and observe local navigation rules, and audible and visual signals given by others with whom the water is shared.
- When visiting unfamiliar water, take particular care to learn of local hazards, weather peculiarities, and local rules of navigation.
- Be conversant with safety and rescue arrangements available in the case of accident.
- Recognise and respect the rights and needs of other water users.
- Watch out for unexpected floating objects.
- Know and understand man-overboard drills.
- Report water hazards

16.4.2. Communication

Voice projection and radio communication equipment when carried in the boat, must be securely fixed to the boat, not the coxswain. Similarly in competition, deadweight must not be attached to or carried in the clothing of the coxswain.

16.5. Coaches

The coach has a responsibility for their rower's safety. Coaches should be aware of and take full account of the rower's capabilities and limitations, the limitations of their equipment, and the weather and water conditions that may be encountered when training. This awareness and overall assessment shall determine the safety requirements required during a given rowing session.

RV delivers Rowing Australia's National Coaching Accreditation Scheme (NCAS) as approved by the Australian Sports Commission for the education and training of coaches in Victoria. It is strongly recommended that all coaches gain an NCAS qualification before undertaking coaching.

16.5.1. Coaching Equipment Requirements

A Coach must carry with them at all times when coaching crews the following items:

1. a means of communication with the crew (2-way radio, megaphone);
2. a means of communication with the club/emergency service in case of emergency (Mobile phone, 2-way radio, etc); and
3. where deemed necessary, a throw bag for use in a rescue situation, or a life-ring/rescue tube where the competency rating or the rower/s are below 7 (**appendix 3**).

16.5.2. Coaching from a Boat

Where coaching is carried out from a boat, the coach, the boat driver and any other passengers, shall act in accordance with the Marine Act and it's regulations (i.e. wear approved lifejackets at all times if the vessel is less than 4.8m in length) and hold a current Boat Operators Licence.

Coaching boats and safety boats shall carry equipment (**page 29**) and safety aids as per the Marine Act 1988 and the Marine Regulations 1999 and the vessel operation and zoning rules for Victorian waterways and this SMP.

16.6. Trailer Drivers

The CSAR is to ensure that all members who transport boats either on cars or by towing a trailer are conversant with the requirements VicRoads for the safe and legal movement of boats by road.

17.0 Safety at Regattas and other Organised Water Activities

The primary consideration of every Race Official is to care for the safety of competitors, officials, other water users and the public at large.

17.1. Medical Requirements

Regattas that have large numbers of participants of varying degrees of competence must:

- Ensure that appropriate medical support is accessible.
- Ensure a First Aid Post and suitably qualified First Aiders, are available in the boating area with easy access both to the water and to the road network during all hours that safety cover is required for the event or activity (i.e. when rowers are off the water).
- Identify and notify local hospitals of events being held.

17.2. Regatta Safety Officer

All Regattas and other affiliated events held under the Rules of RV, shall appoint a Safety Officer to their Organising Committee. The duties of the Regatta Safety Officer will be to:

- Advise on the observance of the SMP
- Implement the control measures listed in the risk assessment for the event.
- Be responsible for making available to officials and competitors the Safety Plan which sets out the procedures to be followed by competitors and officials in the case of incident and emergency and monitor its observance

17.3. Regatta Consultation

No regatta or other approved event shall take place without full and prior consultation between the organisers, the river or water authority as is appropriate, and the relevant regulatory/rescue services (such as police, ambulance services, life-saving and first aid organisations) so as to ensure that adequate safety measures are in place.

17.3.1. Medical Officer

Where a Medical Officer has been appointed, they shall be responsible for ensuring that medical support is accessible in the manner set out below. Where a medical officer is not appointed it is the responsibility of the Safety Officer to liaise with Rowing Victoria prior to the activity and with the doctor/paramedic/first aid officers on the day.

17.3.2. Rescue

Adequate means of rescue shall be provided. Safety boats must be suitable for the task, be properly equipped and be crewed by persons trained in boat handling and rescue techniques. Provision for rescue shall be available throughout the event and during periods of authorised practice prior to racing commencing.

17.3.3. Regatta Course

The regatta course shall, wherever possible:

- Be marked with clearly visible buoys.
- Provide notices warning other water users of the event and advising the actions expected of them – prominently displayed at the regatta or circulated prior.
- Prominently display at the regatta or circulated prior, diagrams of the regatta course and its immediate surroundings highlighting local hazards, traffic rules, launching areas.
- Prominently display important telephone numbers and the location of emergency and First Aid facilities.

17.3.4. Suspending Racing

The Safety Officer/Referee shall have, and exercise, the authority to suspend racing, or practice activity should they believe the conditions are unsafe for whatever reason.

18.0 Navigation, Sounds and Signals

The International Regulations for Preventing Accidents at Sea lay down a series of sound signals to be used by the Masters of craft when about to change direction, there are also light and other signs used to indicate temporary or other hazards in navigational channels.

Set out below, with their meanings, is a selection of those signs and signals most likely to be encountered by rowers.

18.1. Sound Signals

- * I am altering my course to Starboard
- ** I am altering my course to Port
- *** My engines are going Astern
- **** I am doubtful if you are taking sufficient avoiding action

There are other signals and for more information, reference should be made to more extensive literature on the subject.

19.0 Rescue Boats and Drivers

For whatever purpose a boat is used drivers must be licensed as required by the Marine Act. The driver and other occupants of a water vessel shall act in accordance with the Marine Act and carry the relevant safety equipment as per the requirements of Marine Safety Victoria (e.g. bailer, paddles, lifejackets, etc).

Boats are often used for coaching, marshalling and rescue purposes. All RV sanctioned regattas have trained rescue crews and as such this is a guide to clubs and schools when undertaking activities beyond sanctioned regattas.

These guidelines are intended for boat drivers as an introduction to some of the principles of safety provision using powered boats. By accepting the role of rescue boat driver, the driver is taking on responsibilities towards others.

The primary aim of all rescue boats and drivers is the safety of all water users within their area of responsibility for the duration of the rowing activity. If the boat is being used in secondary duties such as marshalling or coaching, then these duties must give way to this primary aim of safety should the need arise.

19.1. Rescue Boat Drivers

The rescue boat driver should:

- Be aware of relevant section in the RV SMP.
- Be trained in boat handling, and where possible resuscitation and First Aid.
- Provide rescue facilities to the Club & School activities.
- Recover capsized rowers without worsening their condition.
- Quickly and safely get injured rowers to medical attention (or vice versa).
- Not become a victim themselves.

19.1.1. Communications

Due to wind, engine noises, movement of the boat etc the driver needs to be close, speak clearly and ideally stopped.

19.1.2. Boat Handling Skills

Boat handling skills need to be second nature so that the driver can concentrate on the task of rescue without having to think about how they are going to get the boat into the correct position.

19.2. Rescue Boats

The boats used for rescue should be:

- Quick, maneuverable and designed so as not to create an excess wash
- Have adequate capacity to be capable of carrying injured athletes back to the boathouse quickly and safely
- Properly equipped and well maintained.

19.3. Boat and Driver Checklist

The following is aimed at all water users. Although aspects may not seem relevant a boat and driver may be called upon to cover a wide range of different venues

19.3.1. Before going afloat check:

- Personal and boat buoyancy
- Alternative means of propulsion

-
- Anchor and chain
 - Bucket, bailer and bilge pump
 - Fuel, including reserve tank
 - First Aid kit
 - Fire extinguisher

19.3.2. When afloat:

- Keep a good look out at all times
- Don't overload boat
- Obey speed limits
- Keep to the right in rivers/narrow channels
- When crossing a channel, cross quickly at right angles
- Keep clear of swimmers, fishermen, canoeists, dinghy sailors and windsurfers
- Think how the boats wash will effect others
- Look out for deteriorating weather conditions

19.4. Recovering Rowers from Water

The following precautions must be observed when recovering a rower from the water:

- The only time high-speed maneuvers should be used is when making the approach to the scene of trouble or when taking injured rowers back to the landing stage.
- The final approach to the rower in the water must be made carefully and at low speed, in order to weigh up the situation and to avoid alarming the person in the water.
- On approach talk to the person in the water. Make sure they understand what you intend to do and what you want them to do.
- Approach from downstream/downwind, as appropriate, in order to maintain control over speed and steering.
- When bringing the rower aboard, the engine must be turned off so that no injury can be inflicted by the propeller blades.
- Should the rower require urgent First Aid treatment this should be applied before moving off. Where there are several rowers in the water, priority should be give to any injured or younger rowers.

20.0 Appendices

The appendices contain the following documents:

Appendix 1 – Safety Audit Form

Appendix 2 – Risk Assessment Matrix

Appendix 3 – Competency Assessment and Supervision & Rescue Support

Appendix 4 – Multi-Choice Safety Theory Assessment

Appendix 5 – Incident Report Form

Appendix 6 – Sample Membership Application Form

Appendix 7 – Membership Declaration and Participation Agreement

Appendix 8 – Risk Assessment Advisory Board

Appendix 9 – Boat Usage Log

Appendix 10 – Local Waterway Map

20.1. Appendix 1 – Safety Audit Form

Safety Audit Form

Each CSAR is required to complete a Safety Audit on an annual basis or as necessary.

CSAR: RFDS Operation Pelican Inc. _____

Address: 4/53 Finch St _____

City: Malvern East _____ State: Victoria _____ Post: 3145__

CSAR auditor: Bob Symons _____ Date of Audit: March 2014 _____

Position: President / Safety Officer _____

Tel (h/w): 0412256344 _____ Tel (m): _____

This check-list must be used for “self audit” by the CASR Safety Officers. Following completion it must be returned to the RV Safety Advisor as a means of measuring a member club’s compliance with the RV Safety Management Plan. The RV safety Advisor will review the audit and return a copy which specifies acceptance or remedial action.

Where a CSAR has not achieve full compliance, they will be asked to provide a reason for non-compliance and rectify immediately or within an agreed time period.

1.0 Safety Officer	
1.1 Has a person been appointed to act as Safety Adviser	X Yes <input type="checkbox"/> No
1.2 Is the Safety Adviser a member of the Club?	X Yes <input type="checkbox"/> No
1.3 Is Safety a regular item for review by the Club?	X Yes <input type="checkbox"/> No
2.0 Emergency Services <u>Managed by local RFDS</u>	
2.1 Is a list of vital addresses and telephone numbers for emergencies services clearly displayed	X Yes <input type="checkbox"/> No
2.2 Is the location of the nearest telephone clearly displayed	X Yes <input type="checkbox"/> No
3.0 Is there a fully stocked and readily accessible first aid kit. YES per local RFDS	
3.1 Is there a routine for regularly checking and replacing contents of cabinet	x Yes <input type="checkbox"/> No
3.2 Date of last check - ref RFDS	x Yes <input type="checkbox"/> No
4.0 Are the following available and ready to hand?	
4.1 Thermal/exposure blankets	X Yes <input type="checkbox"/> No
4.2 Lifebuoys	Yes <input type="checkbox"/> No
4.3 Throw bags (rescue lines)	Yes <input type="checkbox"/> No
4.4 Lifejackets/buoyancy aids	X Yes <input type="checkbox"/> No
5.0 Insurance	
5.1 Does your CSAR have Public Liability Insurance to cover its committee and members, third parties and the Safety Officer for a claim by a third party for damage or injury to property or persons on and off the water? RV insurance	X Yes <input type="checkbox"/> No
5.2 Does your CSAR carry Directors and Officers Insurance to cover its CSAR for indiscretion. RV Insurance covers members of RFDS Operation Pelican Inc	X Yes <input type="checkbox"/> No

6.0 Equipment		
6.1	Is there a person designated, or a system clearly identified, to ensure that all rowing equipment is kept in good order? Rowing Club responsibility	Yes <input type="checkbox"/> No
6.2	Is there a “quarantine” system by which unsuitable equipment is isolated to avoid its use? N/A Rowing Club responsibility	Yes <input type="checkbox"/> No
6.3	Is there a damage repair log? N/A Rowing Club responsibility	Yes <input type="checkbox"/> No
7.0 Navigation Rules		
7.1	Are rules for the safe use of local waters with supporting diagrams as necessary, including referencing danger spots, prominently displayed? Copies of Published river maps given to all crews.	X Yes <input type="checkbox"/> No
7.2	Is there a formal method of advising/instructing rowing members on the observance of local navigation rules, and of ensuring that they fully understand implications? Yes, at safety briefing	X Yes <input type="checkbox"/> No
7.3	Is there an accident log available for inspection at all times?	X Yes <input type="checkbox"/> No
7.4	Is a log of boats in and out and planned outing times available?	X Yes <input type="checkbox"/> No
7.5	In case of accident involving damage or injury, is a report sent to RV?	X Yes <input type="checkbox"/> No
8.0 Health & Safety		
8.1	Has swimming competency been obtained (refer to appendix 3)?	Yes <input type="checkbox"/> No
8.2	Does the Club request a statement from new members to confirm the absence of any medical or physical condition precluding heavy exercise? YES – rower indemnity form signed by competitors	Yes <input type="checkbox"/> No
9.0 Supervision		
9.1	Are your coaches registered members of the RV and in possession of a recognised coaching qualification? N/A	Yes <input type="checkbox"/> No
9.2	Are your coaches fully aware of their responsibilities to their charges and that they in turn are fully conversant with safety practices? N/A	Yes <input type="checkbox"/> No
9.3	Are coaching and safety launches fully equipped with safety aids?	X Yes <input type="checkbox"/> No
10.0 Local Conditions		
10.1	Do any particular hazards exist peculiar to the organisation or location and does a procedure exist to counteract them (as identified in risk assessment)?	X Yes <input type="checkbox"/> No

Non-compliance has been observed against the following item references

#	Rectification required	By when

Action Required:

- a) You are required to correct these non-compliances within _____ days/weeks
- b) Until such time as these non-compliances are corrected, no water based activities are to be undertaken from these premises.

RV Safety Advisor &/or Officer of RV

20.2. Appendix 2 – Risk Assessment Matrix

Risk Assessment

RFDS Operation Pelican Inc. Rowathon – Murray & Darling River 2015

Safety risk assessment for event

Using the matrix below, rate each of the activities that is to be held against the suggested hazard/risk list – this list is to be used as a guide only

I.		Consequence				
II.		Insignificant First aid	Minor Medical treatment	Moderate Hospitalisation	Major Single death/ multiple injuries	Catastrophic Multiple deaths
Likelihood	x	1	2	3	4	5
Almost Certain Event expected to occur	5	Moderate 5	Significant 10	High 15	High 20	High 25
Likely Event may occur	4	Low 4	Moderate 8	Significant 12	High 16	High 20
Moderate Event may occur once in 3 events	3	Low 3	Moderate 6	Moderate 9	Significant 12	High 15
Unlikely Event may occur once in 10 events	2	Low 2	Low 4	Moderate 6	Moderate 8	Significant 10
Rare Event occurs only in exceptional circumstance	1	Low 1	Low 2	Low 3	Low 4	Moderate 5

Risk Assessment

Consequences of a hazard occurring without control measures

Residual Risk Assessment

Consequences of a hazard occurring following implementation of control measures

<p>Hazard / Risk</p> <p>List all hazards below and/or use the provided list.</p> <ul style="list-style-type: none"> Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column. 	Likelihood	Consequence	Risk Rating (Multiply Like & Cons)	<p>Control Measure</p> <p>Please List Control Measures to be in place to reduce the risks identified.</p> <ul style="list-style-type: none"> Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required. 	Likelihood	Consequence	Risk Rating (Multiply Like & Cons)
<p>Collision</p> <p>Is there potential for a collision – vessel/vessel, vessel/structure, vessel/bank, vessel/person, fixed or floating object, overhead obstruction/wires, submerged object</p>	1	2	2	<p><i>Crews briefed before regatta of new risks; forward boats to alert other boats of traffic and or obstructions; escort boats to monitor other boats and obstructions. Scullers to keep forward eye on other traffic. In coxed boats, cox to keep forward eye for other boats with practice in perceived risky situations to call out warning to other boats and/or call check to crew.</i></p>	1	2	2
<p>Capsize</p> <p>Is there potential for capsize/swamping</p>	1	2	2	<p><i>All rowers are competent swimmers.</i></p>	1	2	2
<p>Person Overboard</p> <p>Is there potential for a person/s overboard, or swimmer in trouble.</p>	1	2	2	<p><i>All rowers are competent swimmers. Escort boats to assist if person overboard happens</i></p>	1	2	2
<p>Vessel Failure</p> <p>Is there potential for a catastrophic failure, (loss of steering or power) that may result in harm to occupants of vessel, other vessels or onlookers – consider speed of vessels</p>	1	1	1	<p><i>Specifications on boat construction; boat checks conducted prior to rowing. Power boats only operated by licensed personnel.</i></p>	1	1	1
<p>Fire</p> <p>Is there potential for a fire (consider refuelling locations and type/load of fuel)</p>	1	2	2	<p><i>Malfunction of out-board motors are unlikely. Boats and motors are operated by SES or competent operators.</i></p>	1	2	2
<p>Fall (from rowing activity) – see</p>	2	2	4	<p><i>Refer to Capsize and Person</i></p>	1	2	2

Capsize & Person Overboard Is there potential for an injury to a participant from a fall?				Overboard which are more relevant			
Impact – see collision Is there potential for an injury to a participant from an impact with a hard surface or structure?	1	2	2	<i>Crews briefed before regatta of new risks; forward boats to alert other boats of traffic and or obstructions; escort boats to monitor other boats and obstructions</i>	1	2	2
Propeller Crush Is there potential for an injury to a participant from a vessel's propeller?	1	4	4	<i>Motor stopped when pulling people from the water. Motor boats operated by licence personel</i>	1	1	1
Debris in water Is there potential for debris to be in water or remain in the water causing hazard to other participants, users or vessels	3	1	3	<i>Crews briefed before regatta of new risks; forward boats to alert other boats of traffic and or obstructions; escort boats to monitor other boats and obstructions. River flow assessed prior to rowing session. Coxes trained to be aware of and to avoid debris in the river.</i>	1	1	1
Failure of Rescue Service Is there potential that the rescue vessels may not reach those affected or be unable to affect a rescue for the potential number of people in the water at any one time	1	4	4	<i>In most cases other boats and escort boats are available to assist boats in difficulty on the river.</i>	1	2	2
Adverse weather Is there potential that the weather may impact on the safety of the training – consider – wind, wind direction, sea, swell, tide,	2	2	4	<i>Weather surveillance prior to regatta, no rowing if weather deemed to be of risk, in particular in flood and high current conditions after heavy rain.</i>	1	1	1
Poor visibility Is there potential for event to be conducted in low light/visibility, twilight or dark Consider requirement for navigation lights, impact on rescue	1	2	2	<i>Regatta only conducted in day light and visibility checked on the day. Regatta will be modified or cancelled if visibility deemed too big a risk.</i>	1	2	2
Black water- Due to storm water, turbidity Is there potential that the water turbidity, colour or available daylight might prevent seeing someone in the water or under the surface	1	2	2	<i>Regatta cancelled if conditions are judged to be poor. No single scull rowing in strong current conditions.</i>	1	1	1
Delay to event causing impact on exclusion zone Is there potential that the event may be delayed or run overtime, be late to start, or be required to pause for unanticipated activities? If so, what is the likely impact on safety of the event	1	2	2	<i>Regatta time can be shortened.</i>	1	2	2
Communication failure Is there potential that communication - with participants,	1	2	4	<i>Mobiles and short wave radio can be used for communication if required during regatta.</i>	1	1	1

with event marshals, safety boats, public, emergency services, other vessel operators may fail,							
Unregistered vessels or unlicensed operators Is there potential that unregistered vessels or unlicensed operators of powered vessels will occur	1	1	1	<i>Procedures are in place to ensure that officials and volunteers have appropriate training. Only licenced personel to drive motor boats.</i>	1	1	1
Failure to adequately brief participants, marshals and rescue services Is there Safety briefing - to participants?	2	2	4	<i>Briefing to regatta rowers given.</i>	1	2	2
Inadequate support/emergency services Are the emergency support services engaged to provide rescue appropriately trained for the activity, familiar with the area of operation, utilising appropriate vessels and equipment, and properly qualified	2	2	4	<i>All rowers briefed on safety procedures . Emergency services are present.</i>	1	1	1
Failure to raise emergency alarm Ability for participants, event marshals to raise alarm and implement appropriate response	2	2	4	<i>Rowing boats will be escorted by motor boats that have short wave radio communication.</i>	1	2	2
Additional							

20.3. Appendix 3 – Competency Assessment & Supervision and Rescue Support

Competency Assessment : Participants are members of rowing clubs and it is assumed that those clubs have assessed rower's competency.

The purpose of the assessment is to determine the supervision and rescue support required for each rower. The competency assessment needs to be undertaken by an accredited coach or a clubs safety officer.

	Competency	Competency Rating (place 1 in each competency once successfully achieved)
1.	Pass Multi-Choice Safety Theory Assessment (will test understanding of waterway regulation and safety management plan)	
2.	Swim 50 meters in cold water (or produce evidence obtaining Level E VicSwim or equivalent)	
3.	Safely Launch & Retrieve Boat (from beach, pontoon or staging)	
4.	Safely Enter and Exit a Boat	
5.	Able to keep boat stable in stationary position (the Safety Position)	
6.	Understand Blade Positions	
7.	Turning and Steering Boat	
8.	Stopping Boat	
9.	Row Boat Backward and Forward in Straight Line	
10.	Understand Capsize Recovery	
Overall Competency Rating		

Supervision and Rescue Support

Competencies 1 and 2 are required for all levels of supervision and rescue support.

Supervision and Rescue support 3 and 4 listed below are only allowable under the following conditions:

1. Once a risk assessment has been conducted and the condition are appropriate, and
2. The rower/s informs club personnel where they are rowing and their expected return time.

Competency Rating	No	Supervision and Rescue Support Requirements (supervision participation ratio)
0 – 2	1	An approved Personal Flotation Device (PDF) must be worn and be accompanied by a coach.
3 – 6	2	Coach must accompany boat in motorboat or on bicycle beside the boat
7 – 8	3	Rower must row with other boats
9 – 10	4	No Rescue Support Required

20.4. Appendix 4 – Multi-Choice Safety Theory Assessment

This is the theory assessment that all rower must complete as part of demonstrating their competency. The test can be conducted by an accredited coach or the club's safety officer.

Please circle the most correct response. A pass mark of 7 out of 10 is required.

1. Where should you obtain local waterway & marine traffic rules prior rowing? (1 mark)

- a) local police station
- b) local rowing club
- c) State Rowing Association
- d) any of the above

2. What is the correct course for your rowing boat to follow whilst traveling up stream on a river (orientation is as if sitting in the coxswains seat)? (1 mark)

- a) the deepest channel
- b) the right hand side
- c) the middle
- d) the left hand side

3. What is the ideal course for your boat to follow whilst travelling downstream (orientation is as if sitting in the coxswains seat)? (1 mark)

- a) the deepest channel
- b) the right hand side
- c) the middle
- d) the left hand side

4. What are the accepted Victorian regulations for the lighting of rowing shells before sunrise and after sunset? (1 mark)

- a) no lights are required
- b) flashing white light on the bow and flashing red light on the stern.
- c) constant white light on the bow and flashing white light on the stern.
- d) constant white light on the bow and on the stern.
- e) red port and green starboard light attached to the boat

5. What is the most stable position for a rower when stationary? (1 mark)

- a) at the catch (ready to start)
- b) safety position (blades flat on the water)
- c) at the finish (end of stroke)
- d) checking the boat

6. What is correct order for right of way between sailing, rowing & motor boats? (1 mark)

- a) motor, rowing, sailing
- b) rowing, sailing, motor
- c) sailing, motor, rowing
- d) whoever is there first

7. When is a rower exempt from wearing a PFD (1 mark)

- a) after completing a coaching course
- b) once deemed competent and club-school is compliant with their Safety Management Plan
- c) after completing Learn to Row program

The next three questions relate to the diagram the right.

8. Which is the port side? (1 mark)

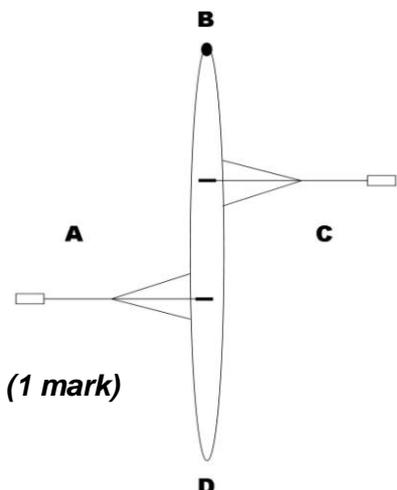
- a) A
- b) B
- c) C
- d) D

9. Which is the stroke side? (1 mark)

- a) A
- b) B
- c) C
- d) D

10. With reference to the front and back which end is the bow (1 mark)

- a) A
- b) B
- c) C
- d) D



20.5. Appendix 5 – Incident Report Form

Incident Report Form

Please complete this form to report any accident, collision or capsized. Retain a copy and, as required by the RV Safety Management Plan, send the original to the RV Safety Adviser (within 14 days) and retain a copy and place on file at your club (continue on separate sheets wherever necessary).

Name of club/school reporting the incident: _____

Person reporting the incident: _____

Role of person reporting: _____

Address: _____

City/Town: _____ State: _____ Post: _____

Tel (h): _____ Tel (m): _____

What clubs or third parties were involved?: _____

Types of boat involved (eg: 8x, 4-, 2+, 1x, etc): _____

Were the boats (please circle): Training / Racing / recreational

What was the time and date of the incident? _____ am / _____ pm ____/____/____

Where did the incident occur?: _____

Please give a full description of the incident; this should include weather, water, stream & tide conditions: _____

If at night or in conditions of poor visibility, what lights were being shown by all parties?

List any injuries sustained: _____

List any damage sustained to boat/s / property: _____

Add or attach any further comments or additional information you think could be useful, e. g. list of witnesses with addresses etc: _____

What further actions have been or will be implemented to avoid repetition of incident? (Use a separate sheet if necessary): _____

Please include or attach any additional details e.g. drawings/ diagrams/ photographs if these will enhance the description:

Draw/Place Diagram/Picture Here

Club member: Signature: _____ Date: _____

Club Safety Adviser Signature: _____ Date: _____

NOTE:

- Have you kept an original of this and retained on file?
- Have you sent a copy to the RV safety Advisor?

20.6. Appendix 6 – Membership Application Form

RFDS Operation Pelican Inc. Membership Application

NAME.....

ADDRESS.....

TELEPHONE: Home..... Work.....
Mobile..... Email.....

YEAR JOINED..... **DATE OF BIRTH**...../...../.....

MEMBERSHIP TYPE: (circle one) SINGLE ADULT / SINGLE SCHOOL AGE

ROWING EXPERIENCE

- Class 1: Registered RV competitor.....
- Class 2: Social Rower – can row competently in all types of boats.....
- Class 3: Novice.....
- Class 4: Beginner.....

Emergency Contact (Next of Kin/Spouse/Partner):

First Name: Surname:
Mob: Tel (h):

Membership Declaration And Participation Agreement

Please read the membership declaration and participation agreement over the page and once you understand the conditions sign and return with this form. If you are under the age of 18 years, this form must be signed by your parent/guardian.

20.7. Appendix 7 – Membership Declaration and Participation Agreement

Rower Declaration

Please read carefully before signing

In consideration of being accepted by RFDS Operation Pelican Inc. as an entrant in the **Flying Doctors Rowathon** (from here on referred as the “event”).

I UNDERSTAND:

- That competing in the event involves rowing on the Darling River and that I am aware that rowing on the river presents hazards that may cause or result in, but not limited to, death, serious illness or injury.
- That the event is physically and mentally demanding and that I should check with a qualified medical practitioner if in doubt of my ability to safely participate.
- That RFDS Operation Pelican Inc. is relying on my judgement that I have sufficient competence and experience to participate safely.
- That RFDS Operation Pelican Inc. insurance for the event does not cover me, my equipment or support crew.
- That by registering for the event I am permitting event organisers to contact me using the details provided for any event specific communications, including, but not limited to, SMS, email and mail outs.

I AGREE:

- To comply with all the rules of the event prescribed by RFDS Operation Pelican Inc. and any of its sponsors, officials, servants, volunteers and agents. For myself, my dependants, my heirs, executors or administrators I waive, release and discharge RFDS Operation Pelican Inc. , its sponsors and any of their respective officials, servants, volunteers and agents from and against all and any claims or actions which I (or persons claiming through or under me) may have against them or any of them with respect to death, injury or loss of any kind whatsoever suffered or incurred by me even if such death, injury or loss was caused by or contributed to by the act, default or omission (amounting to negligence or otherwise) of RFDS Operation Pelican Inc. , its sponsors and any of their respective officials, servants, volunteers or agents.
- That RFDS Operation Pelican Inc. reserves the right to alter the advertised course or cancel the event if conditions, in the opinion of RFDS Operation Pelican Inc., warrant, with no refunds being issued.
- To Co-operate fully with RFDS Operation Pelican Inc. and its sponsors during the event and at any function at the end of the event and to permit myself to be photographed or filmed (including video or television coverage) either alone or in association with RFDS Operation Pelican Inc. or its sponsors in any reasonable manner required by RFDS Operation Pelican Inc. or any of its sponsors.
- Many activities related to the event are likely to be filmed, taped, photographed or otherwise recorded. I grant RFDS Operation Pelican Inc. my irrevocable consent to publish, use (or refrain from using), assign, transfer or share, my name and details likeness and photograph, voice and any taped or recorded appearance or interview with me, in publishing, advertising, promoting or administering the event in any and all media worldwide, without further compensation or approval by me (except as may be prohibited by law).
- As a condition of entry I agree to complete and submit my medical details as part of my registration. I hereby declare that the medical information I provide is true and correct, and I release RFDS Operation Pelican Inc., its officials, servants, agents and sponsors from and indemnify them in consideration to any medical claims or demands I may incur in respect to

death, loss or injury of any kind sustained or suffered by me and arising out of or in connection with my participation in the event.

- I agree to receive and pay for medical treatment including transport by ambulance, which is considered by organisers to be advisable and which is provided to me at the request or direction of the organisers before, during or after the event.
- I have read and understand the above declaration and acknowledge that if, in the opinion of RFDS Operation Pelican Inc., I fail to comply with any of the above, I may be disqualified from the event.
- I agree to abide by all event rules and directions as stated in the declaration and upon literature and other materials distributed in connection with the event.
- I agree to have my mailing details recorded and used for future promotions by the event organisers.
- I agree the entry fees are non-refundable and are not transferrable.

<p>Please print CLEARLY using CAPITAL LETTERS</p> <p>Male _____ Female _____</p> <p>First Name: _____</p> <p>Surname: _____</p> <p>Date of Birth: _____</p> <p>Address: _____</p> <p>Suburb: _____</p> <p>State: _____</p> <p>PC: _____</p> <p>Ph: (H) _____ (m) _____</p> <p>Email: _____</p> <p>Signature of Entrant: _____</p>	<p>DECLARATION TO BE SIGNED BY PARENT OR GUARDIAN IF COMPETITOR IS UNDER 18</p> <p>I certify that I am the parent or guardian of:</p> <p>_____</p> <p>Who will be _____ years of age at the commencement of the event and that he/she has trained for and has my consent to participate in the event.</p> <p>Name: _____ (Please print)</p> <p>_____</p> <p>Signature of Parent / Guardian</p> <p>Contact Ph: _____</p>
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Please return signed forms before the start of the event.

Scan and attach to an email to participate@murrayrowathon.com or
 Mail to RFDS Operation Pelican Inc. c/- 4/53 Finch St Malvern East, 3145 or
 Crew captain to collect and hand deliver to organisers at Wentworth District Rowing Club
 between 5pm and 7pm Friday before the event or before 7am on the morning of the event.

20.8. Appendix 8 – Risk Assessment Advisory Board

Example of the risk assessment to be used at the beginning of each regatta.

Time and Date:				
Weather	Wind Speed	Low	Moderate	High
	Wind Direction (in relation to rowing course)			
	Chance of Rain	Low	Moderate	High
	Temperature	Low	Moderate	High
	Hyperthermia Risk	Low	Moderate	High
	Hypothermia Risk	Low	Moderate	High
Water Conditions	Clarity	Clear	Not Clear	
	Debris	Present	Not Present	
	Tide	Low	High	
	Flow / Current	Low	High	
Water Traffic	Rowing Boat	Low	High	
	Motor Boat	Low	High	
	Sail Boat	Low	High	

20.9. Appendix 9 – Boat Usage Log – N/A

Example of boat log planned to be used by

Time	Date	Boat Name	Crew members (all rowers and co must be listed)	Coach (if applicable)	Contact Mobile	Estimated time of return

20.10. Appendix 10 – Local Waterway Map

Ref PDF file. MRR Map