

# SANDY BAY ROWING CLUB

## ON-WATER SAFETY MANAGEMENT PLAN

Version 2.1, 8 November 2016

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### References:

- i. Minimum Guidelines for the Safe Practice of Rowing, FISA, 12 Dec 2005
- ii. On-Water Safety Guidelines – A practical guide for Rowing Clubs in Australia, Rowing Australia, May 2010, <http://www.rowingaustralia.com.au/wp-content/uploads/2015/02/on-water-safety-guidelines-2010.pdf>
- iii. Making Rowing Safer for all in Tasmania, Rowing Tasmania & Marine and Safety Tasmania, last updated August 2015
- iv. Other Rowing Tasmania safety resources
  - a. Rowing Safety Tasmania – “Making rowing safer in Tasmania” video
  - b. MAST Cold Water Immersion video
  - c. SBRC Incident Form
  - d. MAST Lights Requirement
  - e. Shoes and Bow Balls
- v. Sandy Bay Rowing Club Inc. Rules, By-laws and Management (Rules of Incorporation), last amended 23 July 2015
- vi. Rescue Boat Checklist and Rower Rescue Plan, Sandy Bay Rowing Club.

## Record of revisions

Latest version supersedes previous version in all respects.

Version 0.1 approved and published: October 2013

Version 2.0 approved December 2015. Amendments:

Hyperlink added to Reference i.

Reference iii modified to August 2015 update.

Reference v modified to 23 July 2015 amendment.

Comment added to *Introduction* noting specific guidelines for Club's principal activity location, Lower Derwent River.

Version 3.0 approved 8 November 2016. Amendments:

Additional hyperlinks added for website version

Notes added to reference iii

In reference iv, list of Rowing Tasmania (RT) circulars replaced by list of hyperlinked RT resources

Safety familiarization and Hobart Port and Lower Derwent safety requirements reiterated

Rower Rescue plan requirement added into Rescue Boat Checklist

## **Introduction**

Sandy Bay Rowing Club Inc. (“the Club”) considers personnel safety to be of paramount importance and seeks to uphold the safety principles, including guidelines and recommendations, published by FISA, Rowing Australia (RA), and Rowing Tasmania (RT) and seeks to fully comply with the requirements and recommendations of Marine and Safety Tasmania (MAST).

The Club’s Rules of Incorporation outline club management responsibilities including those of the annually elected Club Captain (“the Captain”). The Captain is assigned control of on-water activities and by the Club Rules assumes the role of “Safety Officer”. The management responsibilities included in the Club Rules include the following safety related responsibilities:

- At least once in each season to ensure that each and every member of the Club engaged in on-water activities has received up to date, rowing specific, safety training and safety briefings and information specific to the area where club rowing is conducted. Such training will include:
  - Recovery in the event of capsizing;
  - Hazards and remaining safe in the Club’s primary rowing area where shipping and significant recreational boating occurs.
  - safety requirements in and about the use of equipment and the use of motor boats.
- To ensure that the Club motor boats contain sufficient safety equipment and to ensure that drivers comply with the Marine Board Regulations.

Whilst the Club has adhered to good safety practices in the past, the Club recognizes the need for improving its safety management practices and compliance tools. We recognize the need for ongoing safety training, the better documentation and communication of applicable safety requirements and practices, the development of risk assessment tools, and auditing of compliance to the applicable safety requirements and approaches.

This document details the approach and activities to be undertaken by the Club, in forthcoming rowing seasons, to address safety of members on the water including improved documentation and communication of safety information and requirements to its coaches, boat drivers and rowers.

## **MAST and Rowing Tasmania safety requirements and guidelines**

The Club recognises that the Rowing Tasmania referenced documents have been developed to adapt the FISA and Rowing Australia guidelines to local requirements and conditions. We also note the joint approach to development of the recently circulated document, Making Rowing Safer for all in Tasmania, Rowing Tasmania & Marine and Safety Tasmania, August 2015 update, and the safety resources available on the Rowing Tasmania website.

The Club has adopted these referenced documents, as far as practical to our circumstances, for the purposes of managing the Club's on water safety. **Particular note is made of regulations and guidelines relating to hazards to and safe use of coaching boats and rowing shells in the Hobart Port area and Lower Derwent River, the principal location for the Club's activities.**

The materials provided by Rowing Tasmania and MAST will be used to educate and refresh members of safety requirements and safe behaviour. They will also be used as "checklists" for safety assessments and compliance auditing and safety action plans.

## Committee responsibilities

The Committee is responsible for ensuring that:

- i. The Club has a person undertaking the duties of a Safety Officer, usually the Club Captain, at all times.
- ii. The club has a fit for purpose Safety Management Plan in place.

## Club Captain (Safety Officer) responsibilities

The Club Captain is responsible for the following actions or activities:

- i. Registering as Safety Officer for the Club with Rowing Tasmania.
- ii. Ensuring that each school group within the Club appoints a "School Safety Officer" to assist with the Safety Officers responsibilities specific to the relevant group.
- iii. Keeping up to date with applicable safety regulations and guidelines.
- iv. Maintaining a plan and associated equipment for the rescue of crews or individual rowers, including rowers unaccompanied by a coach boat.
- v. Maintaining a noticeboard for displaying on-water safety requirements and safety practices
- vi. Distributing the Rowing Tasmania and MAST documents to the members via the Club Secretary and coaches and notifying members of any changes.
- vii. Preparing, in consultation with coaches, safety checklists for rowers, coaches and drivers.
- viii. Ensuring safety matters and education of rowers are discussed and dealt with at regular coaches 'meetings.
- ix. Undertaking on-water safety risk assessment and developing safety auditing checklists, conducting at least two audits each year and providing a safety audit report and action plan to the Club's Committee.
- x. Addressing equipment safety issues including prohibiting use of equipment not safe for use.

- xi. Addressing breaches of safety requirements.
- xii. Reviewing this safety management plan at least annually.

## **School Safety Officer responsibilities**

Each School Safety Officer is responsible for the following actions or activities:

- i. Assisting the Safety Officer in the execution of his/her duties particularly in respect of safety education of rowers, coaches and drivers, preparing safety checklists and dealing with safety breaches or equipment safety issues for the relevant school group.
- ii. Contribution to discussion and resolution of safety concerns at coaches' meetings.

## **Coach responsibilities**

Each coach is responsible for the following actions or activities:

- i. Assisting the Club's Safety Officer in the execution of his/her duties particularly in respect of dealing with safety breaches or equipment safety issues for rowers under the control of the coach.
- ii. Contribution to discussion and resolution of safety concerns at coaches' meetings.
- iii. Education of relevant rowers on safety requirements and the conducting of safety drills, with reference to the Rowing Tasmania / MAST recommendations for the rowing locality.
- iv. Briefing of rowers on forecast weather conditions and other safety issues prior to each on water session.
- v. Ensuring rowers are wearing appropriate clothing and sculls are fit for purpose, appropriately equipped with navigations lights.
- vi. Ensuring that details of the relevant rowers, (names, boat name/type, proposed direction of travel and return time) are recorded on the white board to be located on the external wall of the rowing sheds.
- vii. Reporting of safety issues relating to rowing equipment to the Safety Officer.

## **Rower responsibilities**

Each rower is responsible for the following actions:

- i. Ensuring his/her knowledge of and compliance with MAST regulations and recommendations for use of sculls included in the document "Making Rowing Safer for all in Tasmania", Rowing Tasmania & Marine and Safety Tasmania, August 2015 update".
- ii. Participation in safety briefings, safety drills and refresher sessions as designated by Safety Officers or coaches.

- iii. With reference to rower responsibility action i, maintain up to date knowledge regarding hazards and remaining safe in the Club's primary rowing area where shipping and significant recreational boating occurs.
- iv. Ensuring knowledge of forecast weather conditions and other safety issues prior to each on water session.
- v. Wearing appropriate clothing (including visibility requirements) and ensuring sculls are fit for purpose, appropriately equipped with navigations lights.
- vi. Recording the rower's name, boat name/type, proposed direction of travel and return time are recorded on the white board to be located on the external wall of the rowing sheds.
- vii. If the sculler is intending to row alone and train without a coach boat, notifying a responsible other of doing so and the details of the direction of travel on the water and expected time of return. It is also recommended that the rower carry a mobile phone in a water proof bag to potentially enable communication if difficulties arise.
- viii. Reporting equipment damage to the Club Captain, particularly where people safety is at risk.

## **Motor Boat Driver responsibilities**

Each motor boat driver is responsible for the following actions or activities:

- i. Ensuring his/her compliance with MAST regulations for use of powered coach boat including those noted in the document "Making Rowing Safer for all in Tasmania", Rowing Tasmania & Marine and Safety Tasmania, August 2015 update".
- ii. With reference to motor boat driver responsibility action i, maintain up to date knowledge regarding hazards and remaining safe in the Club's primary rowing area where shipping and significant recreational boating occurs.
- iii. Ensuring the coach boat is equipped with additional safety equipment for coach boats, as appropriate to the conditions.

## **Audit requirements**

The Safety Officer, or School Safety Officers, will conduct audits of safety practices and members' safety knowledge on at least two occasions during the rowing season. The audit will be conducted using an Audit Checklist (to be developed based on the requirements and recommendations in references 3 and 4(i)-(iv), modified as appropriate to the Club's specific circumstances).

The audit outcomes will be reported to the Committee and necessary actions determined by the Committee.

## **Safety Measures for Special Situation**

The Rowing Tasmania / MAST document, "Making Rowing Safer for all in Tasmania", Rowing Tasmania & Marine and Safety Tasmania, August 2015 update", requires rowing club safety management plans to cover the situation where scullers row alone and train without a coach boat.

The Club's safety requirements for this situation are covered earlier under Rower responsibilities: "If the sculler is intending to row alone and train without a coach boat, (the rower is responsible for) notifying a responsible other of intention to do so and the details of the direction of travel on the water and expected time of return. It is also recommended that the rower carry a mobile phone in a water proof bag to potentially enable communication if difficulties arise."

In this situation use of the designated white board and notifying a responsible other of the rowing session enables others to respond appropriately if the rower is overdue.

It is also the responsibility of the rower to make him/herself aware of the forecast weather and other potential safety issues relevant at the time.

## **Document Review**

This document is to be reviewed annually.

