



NORTH SHORE ROWING CLUB

Health and Safety Manual

August 2010

Version 1.0

Document Control:

Version No	Date	Updated by	Summary of Changes
0.1	4/7/08	Tamsin Brew	Initial Draft
0.2	4/8/08	Tamsin Brew	
0.3	31/8/08	Tamsin Brew	Updated emergency procedures, safety equipment location, boat shed equipment
0.4	6/10/08	Tamsin Brew	Updated emergency information & map. River map added. Safety audit checklist
0.5	24/10/08	Tamsin Brew	Policy statement added. Safety Audit section written. Hazard report form added in Appendix 7
0.6	23/11/08	Tamsin Brew	Updated Incident Report form Updated Visitor Information Card and map of river
0.7	16/01/09	Rebekah Hourigan	Suggested changes from research student (marked as track changes)
0.8	13/4/09	Tamsin Brew	
0.9	02/07/10	Jacqui Wilkinson	Rewrite style, appendices
1.0	18/8/2010	Jacqui Wilkinson	Copy editing, updating Coaching Boat Policy

Table of Contents:

1. North Shore Rowing Club Health and Safety Policy Statement.....	5
2. Emergency information, procedures, clubhouse and nearest hospital map.....	6 to 8
3. Risk Management Guidelines:	
a) capsize.....	9
b) swamping.....	9
c) person overboard.....	9
d) injured person.....	9
e) fuel spill.....	9
f) crush injuries.....	10
g) boat shed evacuation.....	10
4. Safety Audit.....	10
5. Incident reporting.....	10
6. Responsibilities:	
a) Club Committee.....	10
b) Rower.....	11
c) Coxswain/steersman.....	11
d) Coach.....	11
e) Coach boat driver.....	12
f) Trailer Drivers.....	12
g) Visitors.....	12
h) Contractors.....	12
7. Equipment:	
a) Boats: i) private.....	12
ii) club.....	12
b) Ergs and gym equipment.....	13
c) Safety equipment.....	13
d) Fuel.....	13
8. General Health and Safety.....	13
a) Vaccinations.....	13
b) Drug testing.....	13
c) First Aid.....	13
Appendices:	
Appendix 1 NSW Maritime Lighting Requirements.....	15
Appendix 2 Coach/participant ratios.....	16
Appendix 3 Navigation light, sounds and signals.....	17
Appendix 4 Guidelines for rescuing from a coach boat.....	18 - 19
Appendix 5 Boat handling.....	20 – 22
Appendix 5a Boat handling – East side of shed.....	23
Appendix 6 Safety on the Water.....	24
Appendix 7 Lane Cove river traffic map and hazards.....	25
Appendix 8 Safety at Regattas.....	26 – 27
Appendix 9 Coach Boat Policy.....	28 – 34
Appendix 9a How to launching a coach boat.....	35-36
Appendix 10 Coaching Junior Rowers Policy.....	37 – 38
Appendix 11 First Aid Bag contents.....	39
Appendix 12 Trailer Loading and Driving.....	40-41

Appendix 13 Floor plan of NSRC with exits marked.....	42
Appendix 15 NSRC Exercise Equipment list and care.....	43
Appendix 16 Hypothermia – cold - symptoms and dangers	44 – 45
Appendix 17 Hyperthermia – heat - symptoms and dangers.....	46 – 50
Appendix 18 Reminder to members re footwear – Notice format.....	51
Appendix 19 Example of Fuel Roster and Instructions.....	52
Appendix 20 Resuscitation Guide.....	53
Forms:	
Safety Audit Sheets (2 pages).....	55 – 56
Hazard Report (1 page).....	57
Accident/Incident/Damage Report (3 pages).....	58 – 60
NSW Maritime Collision Report (6 pages).....	61- 66
Visitor Information Card.....	67

1. North Shore Rowing Club Health and Safety Policy Statement

North Shore Rowing Club (NSRC) is committed to providing a healthy and safe environment. It will take all necessary action to identify, evaluate and control those factors in the Club environment that may affect the health and safety of:

- Members of NSRC
- Employees of NSRC
- Invitees and visitors
- Contractors and
- The public.

The NSRC Health and Safety Policy (the Policy) will be achieved by:

Club Committee

- Evaluating health and safety risks and taking action to eliminate, reduce or manage these risks,
- Implementing a health and safety program, including regular monitoring, in consultation with members of NSRC and
- Ensuring prompt action is taken on health and safety matters within the control of NSRC.

Members of NSRC

- Accepting and meeting their responsibilities for health and safety procedures as part of the above NSRC program
- Taking reasonable care for their own health and safety and that of others and
- Helping NSRC members maintain and improve a healthy and safe environment for everyone involved in the Club's activities.

This policy reflects the importance NSRC places on the health, safety and well being of its members and the community in general.

This Policy will be reviewed and signed off at the Annual General Meeting of NSRC. All members of the Club will be reminded annually of their obligations and the Policy will be posted on the NSRC website.

President
North Shore Rowing Club

Signed.....

Name.....

Dated.....

2. Emergency Information & Procedures

EMERGENCY SERVICES

Ring Triple Zero (000) for Fire, Police, Ambulance

When you contact the emergency services, the following information will be needed:

State the service you require: Fire, Police and/or, Ambulance

NSRC's location: South-east end of Mary St, Longueville.

Nearest crossroad, Stuart St

Access: Drive into Aquatic Park in Mary St, near the intersection with Stuart Street. Entry to the Club is via the steps at far end of car park.

Contact name: Your name

Club's phone number: (02) 9427 4693

Nearest Emergency Dept: Royal North Shore Hospital (see map overleaf)

First Aid box located in the kitchen

Other Useful Telephone Numbers:

Water Police Emergency Number - 1800 658 784

NSW Maritime: James Craig Rd, Rozelle Bay, NSW 2039. Tel 02 9563 8511

Environment complaints or questions - Environmental Services - 02 9563 8591 / 02 9563 8592

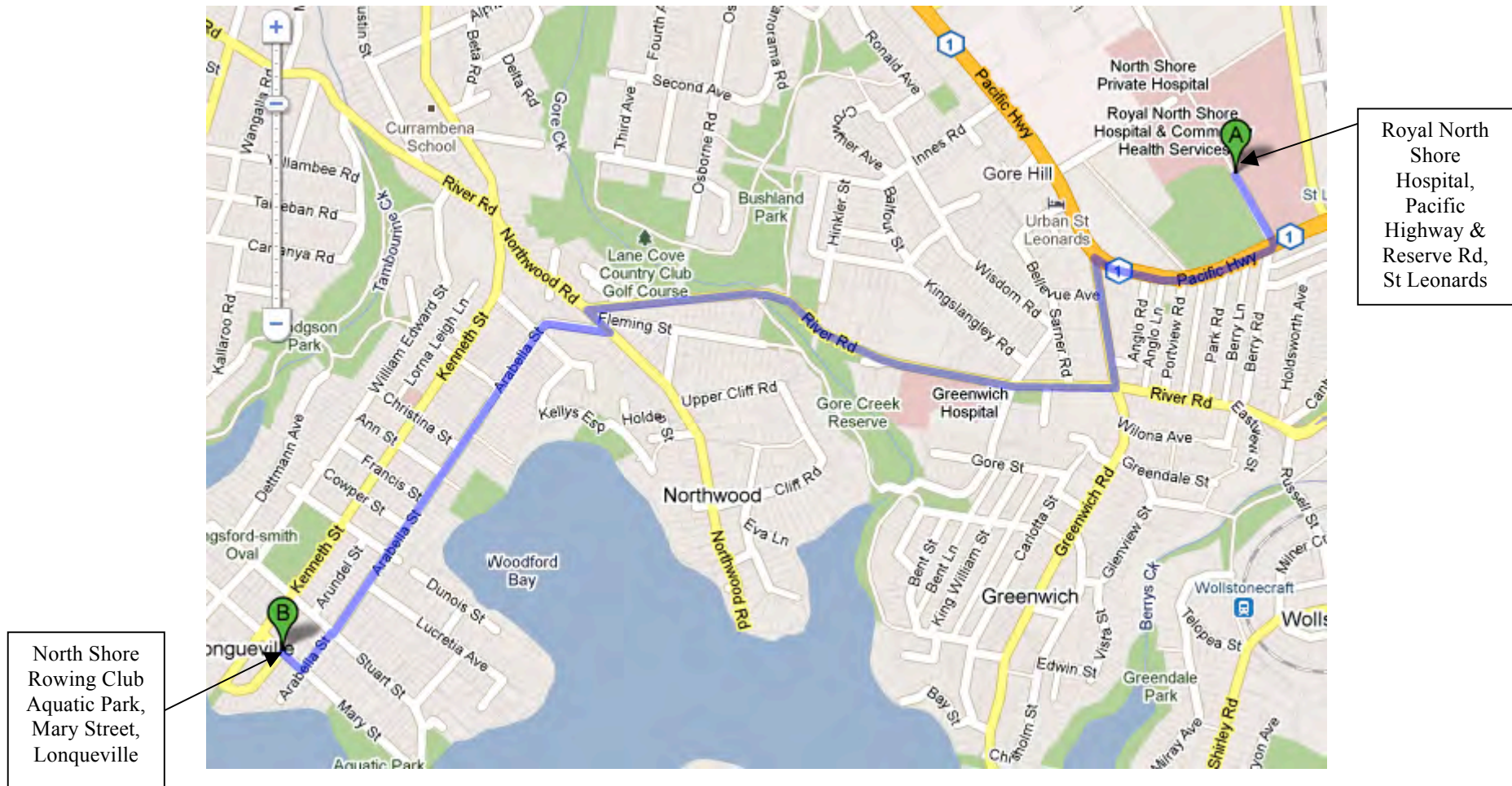
NSW Fisheries - Sydney - 02 9527 8411 Sydney Ferries - 131 500 Matilda Ferries – 9264 7377

Sydney Water - Service difficulties and emergencies (24 hours) - 132 090

For oil spills for inland waters -NSW Fire Brigade – 000

Location map: clubhouse and nearest hospital with emergency room

Nearest emergency department is located at Royal North Shore hospital, Pacific Highway and Reserve Road, St Leonards, NSW 2065



Safety Equipment Location:

Item	Location
First aid box	In kitchen - in black bag on shelf to left of white first aid box on wall
Life ring	Outside on pontoon, hanging on wall between the roller doors
Life jackets	In each coaching boat
Visual aids	Resuscitation – notice board on veranda Capsize drill – notice board on veranda
Life support procedures	Appendix 20 Notice board on veranda
Fire blanket	In kitchen
Flip chart for first aid	In Kitchen – inside black first aid bag on shelf
Personal Protection Equipment – overall - rubber gloves and safety glasses	In cage near sewerage pump On top of fuel storage cabinet
Fuel spill kit Fire extinguishers	On top of fuel storage cabinet Kitchen, veranda, ballroom, boat area, coaches room.

3. Risk Management Guidelines

Emergency Procedures:

- a) Capsize** - when a boat overturns and rower falls into the water. Any size boat can capsize.
- Unless it is unsafe, due to fire or explosions etc, stay with your boat.
 - You are then more visible and the boat is a flotation device
 - Get back into the boat if possible- either climb in or swim boat to shore then climb in.
 - Take account of tide/river flow if swimming to shore - swim with the tide.
- b) Swamping** - when boat stays upright but fills with water, due to washes, wakes or accident/collision.
- Boat undamaged & crew safe - bail water out and continue with row.
 - Boat sinking & crew safe - get out and swim with boat to shore.
 - Boat sinking & crew injured - quickly assess injury. If needed call for help, stay with boat.
- c) Person overboard** - due to collapse/illness or a serious crab.
- Stop rowing, then stop the boat, carefully go back to the rower. Assess their condition.
 - They can use the boat to hold on to. Get them back in if safe to do so.
 - If they are unconscious, without endangering the crew, keep their head above water.
 - Call for help.
- d) Injured person** - on or off water.
- Call for assistance, administer first aid if possible.
 - Use DRABC as a guide: D – Check for Danger,
R – Check for a Response
A – Clear any blockages in their Airways
B – Check for Breathing
C – Start CPR if they are not breathing
 - Person in the water – don't endanger yourself.
 - Can you reach them with using a rope, scarf, jumper etc?
 - Throw a flotation device to them, carefully tow them to shore.
 - Serious injuries - take to nearest landing if on water (NSRC pontoon, Riverview pontoon etc).
 - Continue with first aid and calling for help.
- e) Fuel spill.**
- Stop the spill immediately, if it's safe to do so.
 - Use the spill kit to mop up and control the flow. Stop it going into the waterways.
 - Store the waste in a sealed unit, then dispose of correctly – use waste contractor if large volume.
 - If a major spill call the Fire Brigade on Triple Zero (000)
 - If petrol on your skin, remove soiled clothing, wash the affected area with lukewarm water and soap for at least 10 - 15 minutes.
 - If you have petrol in your eyes, remove contact lenses, irrigate the affected eye with lukewarm water for at least 10 - 15 minutes.
- f) Minor crush injuries** - with riggers/oars/boats/against pontoon etc.

- Administer first aid - black first aid bag in kitchen.

g) Boat Shed Evacuation

- Fire – stay low and head to front door. **GET OUT AND STAY OUT.**
- Emergency exits are marked. Main exit from building is through front door towards beach. Evacuation point is the carpark at the top of the steps. Floor plan on notice boards. (see appendix 13)

4. Safety Audit

The Club conducts a Safety Audit on a monthly basis (Forms 1). The Audit is carried out by two Committee members and a Building Manager. Any risks requiring rectification are noted and recorded. For each hazard a Hazard Report Form (Forms 2) is completed and passed to the responsible member. Any urgency is also marked. Once the hazard has been corrected, the form is counter-signed by a member of the Committee. Completed Monthly Audits and Hazard forms are kept in the Monthly Safety Audit file. A copy is put on the Noticeboard.

5. Incident Reporting

The Club keeps an Accident and Damage Log that records the time, place and nature of any incident, including injuries to people, damage sustained to boats and names and addresses of those involved (Forms 3). The form should be completed, signed and returned to a member of the Committee within 14 days of the incident. Damage to a boat must be reported to the Boat Committee by:

- Writing on the ‘Damage’ whiteboard near the door way to the ballroom
- Give details of which boat, what was damaged and your name.
- If necessary quarantine the boat with a note on it –eg “Do not use – damaged/fin missing/leaking” etc.

Copies of the form are in the Accident/Incident Reports file at the Club and are also on the club’s website.

Incidents that involve another boat (rowing or otherwise) must also be reported to NSW Maritime (Forms 4). Give a copy to a Committee member with the Club form. Download them from <http://www.rowingnsw.asn.au/documents/waterways/vessel-incident-report-form.html>

6. Responsibilities

a) The Club Committee must:

- Assess and, where possible, reduce the risks in club activities (see also appendix 8 Safety at regattas).
- Provide safe premises and equipment for club activities on- and off-water.
- Implement Rowing NSW’s Code of Conduct and laws and any relevant Maritime rules.
- Provide the membership with training and guidance in safe practices.
- Review club practices and advice to members in the light of updated guidance from Rowing NSW and other relevant bodies.
- Ensure visitors are accompanied on the water by an experienced member until the visitor is deemed competent to be self sufficient.
- Ensure the club has appropriate insurance for all aspects of club activities, such as public liability, property insurances, etc.

- Pay particular attention to junior and beginner members – always to be accompanied by experienced member or coach.
- Provide members the opportunity to gain first aid and resuscitation training

b) The Rower (adults)

- Meet the Club's membership requirements, eg be able to swim 100m in light clothing
- Accept responsibility for their own actions, act without compromising their safety or other members and water users. (See appendix 4 Lane Cove River map)
- Assess the risks - own health, fitness level, and understand that racing competitively can mean 4 to 6 minutes of sustained, intense exercise.
- Assess weather conditions, crew competency, boat suitability and its condition. Base any decisions on those assessments.
- Actively respond to the Club's safety rules.
- Know how to respond to capsize/man overboard etc situations
- Wear more layers of clothes in winter, always carry water and use sunscreen in summer.
- Wear appropriate footwear on the pontoon, enclosed shoes are usually safer.
- Always keep a good lookout on the water, warn others of impending dangers
- Use lights as per the club rules (appendix 1)
- Advise coach of illness/injuries before the start of a coaching session
- Know the signs of hyperthermia and hypothermia and the dangers (see appendices 15 & 16).
- Junior rowers must always be under the control of a coach or an experienced rower

c) Coxes/steersmen

- Keep a good look out, look around behind and ahead of the boat.
- Learn and use simple, concise commands eg - 'row' to start rowing
 - 'easy oar' to stop rowing
 - 'check it hard' for an emergency stop
- Keep a good look out for swimmers – they are low in the water and easy to overlook
- Know and respect the rights of other water users eg fishermen and kayakers.
- Know your boats navigation rules and others on the water (see appendices 3 and 7)
- Find out about hazards in unfamiliar waters before you get there, especially weather and tide peculiarities
- Wear more layers of clothes in winter. Use waterproof outer wear.
- Securely attach 'cox boxes' (voice projection equipment) and radios to the boat – not the cox.
- Attach any deadweight carried for competition to the boat, not the cox.

d) The Coach

- Has an underlying responsibility for the safety of rowers in their charge (see appendix 2 for coach/rower ratio)
- Must possess a suitable coaching qualification or experience and, if working with juniors, must have made a declaration regarding Prohibited Employment. See <https://check.kids.nsw.gov.au>
- Follow the Coaching Junior Rowers policy (appendix 10)

- Must assess the risks of an activity before starting – take into account the ages, abilities, limitations etc of the rowers and the weather or unfamiliar waters etc.
- Ensure rowers are suitably dressed and adequately protected for the weather
- Should wear suitable clothes themselves
- Can use a coaching boat – see below.

e) Coach Boat Driver

- Must operate the coach boat as per the Coaching Boat Policy (appendices 9 & 9a)
- Be a financial member of NSRC and hold a current NSW Maritime Boat Licence. Or be a boat licence holder and be approved by the Committee.
- Maintain a good lookout for yourself and other water users
- Ensure the coaching boat has all its safety equipment before going out and has lights fitted if going out in the dark.
- Understand how to safely retrieve a capsized rower (see appendix 4)

f) Trailer Drivers

- Check there is adequate insurance cover in place before towing the trailer
- Check its been serviced and has current rego, good tyres/spare etc
- Ensure the load is tied down, with rear projection ‘flags’ attached
- If the load projects over 1.2 metre at the rear, attach the extension piece and lights.
- Use the RTA website and “Towing Trailers” for extra information, (see appendix 12)

g) Visitors

- Should make themselves known to a Club member.
- Are responsible for their own safety whilst visiting the shed

h) Contractors

- Committee to check they are suitably qualified and have appropriate insurances.

7. Equipment

a) Boats:

i) Privately owned boats

- Owners are responsible for maintaining their boats and the Club has no responsibility for damage to them.
- Owners are encouraged to buy property insurance for their boats.

ii) Club boats

- Before taking a boat out check it has no damage or holes.
- Check the bowball is securely fixed and any compartments are secure and water tight.
- Check riggers/swivels/gates/seat/stretchers are secure and operating freely
- Check shoes are tied to boat.
- Check steering is secure and working.
- Check oars for damage
- If any problems are found advise the Boat Committee and put details on the Damage whiteboard.
- For more info on boat handling see Appendix 5.

- For info on safety on the water see Appendix 6.

b) Ergometers, Leg Press and weights, swiss ball & sundry gym equipment

- Require an annual service and oiling. Members are encouraged to clean & wipe the ergs after use. The club supplied cloths and spray.
- Information about use: - in ergs room on notice board and attached to leg press
- Weights to be stored in the blue crates/boxes
- See further details in Appendix 14

c) Safety Aids

- NSW Maritime do not require rowers to wear life jackets or Personal Floatation Devices (PFDs)
- Life jackets are carried in the coaching boats for emergencies.
- Drivers of coaching boats are not required by NSRC to wear them. .
- A buoyancy ring is located on the outside of the shed, on the pontoon.

d) Fuel for Coaching Boats

- Fuel is collected in turn by volunteers (list on the fuel cabinet and the Notice board)
- Follow the fuel handling instructions at the service station – ie put jerry cans on the floor to refill to reduce the chance of static electricity discharge and fire.
- Collected fuel is stored in the fuel cabinet, inside the boat shed.
- It is then transferred as needed to the red coaching boat fuel tanks
- They are filled with a funnel, on the yellow spill tray – this is to catch any spills and allows the spill to evaporate.
- Gloves and safety glasses are on top of the fuel cabinet to avoid contact with the fuel
- The spill tray will be cleaning out when necessary.

8. General Health and Safety

a) Vaccinations

- Rowers should have up to date tetanus, hepatitis A and B
- River water may be contaminated - dress any cuts or abrasions
- Shower or wash, including clothes, after contact with the water.

b) Drug Testing

- Rowers are subject to drug testing at competition level - see www.asda.org.au for an up to date list of prohibited substances
- Masters rowers are allowed to take prescribed medicines, but may need to have a Doctor's letter confirming the need to take certain substances if they are technically banned.

c) First Aid

- The first aid kit is in the kitchen, on the left-hand side shelves, in a large black bag
- Monthly checks of its contents are part of the Audit, (see appendix 11 for list of contents).

APPENDICES

Appendix 1 – NSW Maritime Lighting Requirements

To comply with NSRC rules you must have 2 all round white lights on the stern and the bow that are visible between sunset and sunrise.

See an extract of the NSW Maritime rules issued 19/2/2008:

“3. HIGHER STANDARD OF LIGHTING REQUIREMENTS FOR ROWING/SCULLING/PADDLE CRAFT OVER FOUR METRES IN LENGTH

3.1 Despite the minimal lighting requirements set out in Rule 25 of the *International Regulations For Preventing Collisions At Sea* in relation to vessels under oars NSW Maritime is of the view that for safety reasons any such vessels that are greater than 4 metres in length should, in restricted visibility and between sunrise and sunset exhibit:

a) 2 all-round white lights, one attached to the vessel on or at the forward end and one attached to the vessel at or near the aft end.

b) A continuous white light is considered acceptable if it is visible in clear conditions from a distance of 1 kilometre

c) A flashing white light is considered acceptable if it flashes at least once per second and is visible in clear conditions from a distance of 1 kilometre

d) Notwithstanding 3.1a) it is conceded acceptable for a light to be masked so as not to interfere with the vision of the vessels occupants provided at least one light is visible from any direction.

4. COMPLIANCE WITH THIS CODE

4.1 NSW Maritime notes that although there is no specific legislative provision requiring rowers and paddlers to display light specified in Clause 3.1 above, failure to comply with this Code may be viewed by the Courts as evidence of poor seamanship or negligence.

5. RESPONSIBILITY OF ROWERS AND PADDLERS

5.1 NSW Maritime takes this opportunity to remind rowers and paddlers that although they must comply at all times, as a minimum, with requirements set out in the *Navigation (Collision) Regulations – NSW* and all other provisions contained in the Maritime Legislation, there is a general common law obligation upon them to do more than the minimum should the minimum not be sufficient to eliminate the risk of injury or damage.”

Appendix 2 - Coach/participant ratios

The coach/participant ratio should be decided by the coach for each session, based on a risk assessment of the factors outlined below. There is no specific guideline on the ratio (to avoid coaches being forced to accept a ratio they feel is unsafe on any particular day).

Participants	Number	Individual, group
	Ages	Junior, adult, masters

	Ability Level Learning Potential Range of ability, age, learning	Beginner, improver, advanced Learning difficulty, senior, young Wide, narrow
Coach	Qualifications Experience	Level 1, 2, 3 or 4 None, some, lots
Helpers	Number Level Qualifications	None, some, lots Inexperienced, experienced None, Coaching qualification(s)
Boats	Size Stability	1x, 2x, 4x (+/-), 2-, 4-, 4+, 8+, other Stable, unstable
Facilities	Coach's transport method	Foot, coxing, rowing, bike, tinnie, scull, other, proximity to boats coaching
Environment	Shape Length Stream/tide Wind Weather Light	Straight, bendy Pool, lake, canal, river, coastal water Still, fast, tidal, coastal Strength, direction Wet, cold, dry, warm, hot, humid, foggy Daylight, night, poor visibility
Other Users	Time of year Time of day	Winter, spring, summer, autumn, tourist, schools, fishermen, water skiers, yachts High, low, mid tide

Appendix 3 - Navigation lights, sounds and signals – reference

Introduction

The International Regulations for Preventing Accidents at Sea lay down a series of navigation and 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 the navigation channels.

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

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 www.maritime.nsw.gov.au/rec_boating/sbh.html

Appendix 4 – Guidelines for Rescuing from a Coaching Boat

In a rescue situation, a coaching boat driver's objectives are to:-

- To recover capsized rower without worsening their condition.
- To quickly and safely get any injured rowers to medical attention (or vice versa)
- Not become a victim him/herself.

Drivers should:

- Be aware of relevant water safety practices
- Be relevantly trained in boat handling, resuscitation and First Aid
- Have up to date in knowledge and skill
- Hold NSW Maritime Boat Licence
- Practice boat handling and rescue techniques regularly.
- Fix the “kill-cord” to themselves, so that the engine is disabled if driver and boat part company unexpectedly.

General Points

- Get in close, stop, go into neutral and preferably kill the engine, and speak clearly.
- Get the boat into the right position.
- When manoeuvring outboard powered boats in close quarters make sure that the correct helm is applied before engaging forward and reverse gear.
- Look in the direction of travel and check the way is clear.

Recovering from the water

When a rower needs to be recovered from the water, the following precautions must be observed:-

- The only time high-speed manoeuvres should be used is when making the approach to the scene of trouble or when taking injured rowers back to the landing stage.
- Any high-speed approach to the scene must make allowance for the safety of other river users.
- Use the klaxon or shout/whistle to alert other craft. Give way if need be.
- **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 provide buoyancy aid (life-ring or similar) to person in the water if needed.
- 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. Leaving the gear lever in neutral is not enough as it is easy to knock it whilst attempting to get the rower on board. If the speed of the current or other hazards make this precaution dangerous, then use the anchor to hold the launch in position.
- 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.

Coaching Boats Safety Equipment.

Before going afloat check:

- Personal buoyancy/life jackets – 1 per person, max of 3 people in NSRC boats
- Whistle
- Alternative means of propulsion (paddle)
- Anchor, chain and line
- Bucket, bailer or bilge pump
- Fuel

When afloat:-

- Keep a good look out at all times
- Don't overload your boat – no more than 3 people
- 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 your wash will affect others
- Look out for deteriorating weather conditions

Appendix 5 - Boat handling.

This is a basic guide to protect the Club's boats and make getting on and off the water easier, faster and safer for rowers.

1. Taking Boats off the Rack

- Place two slings and the correct oars on the pontoon. Handles must not hang over the last level of the pontoon as its easy to trip over them.
- Brief the crew to watch for both bow and stern and keep riggers clear of any boats above and below. (We have gouged boats with riggers in the past.)
- With the crew all on one side, call "Hands on, ready, lift" to move off the rack by holding the gunwales, not the deck, internal structure or riggers.
- Once the boat is off the rack, half the crew move to the other side of the boat, one at a time.
- Carry the boat out of the shed with the riggers vertical so they do not scratch any boat.
- Place boat in slings; make sure if an impellor is fitted it is not going to be squashed.
- Check feet settings, adjust and check that seats and slides are working correctly, and check all riggers are secure – check the nuts and bolts.
- Secure lights to the boat if it is, or will become, dark or foggy, as per Appendix 2
- Lift the boat off the sling and walk it down the pontoon, bow pointing upstream (towards Riverview and Figtree Bridge).
- Check the fin is clear of the pontoon before lowering into the water

2. Pontoon to water

- Priority is given to the crew about to leave the pontoon.
- Be mindful of all rowers - do not have incoming crews waiting for longer than 3 departures.

3. Getting into the boat

Important: Do not step onto the bottom of the boat as it's not made to take the full weight of the rower ... failure to step in the right place can damage the boat.

- If the boat has shoes fixed, then wear socks for health reasons
- Bow side place their oars in the gates and hold the boat. The oars should be placed in the riggers **parallel** to the boat, with the handles pointing to the stern.
- Hold the boat, don't stand on the riggers – it causes undue stress on the riggers and the boat.
- Stroke side then steps in together while bow side is holding the boat, and then ease themselves down onto the seat and so up the gates.
- Bow side gets into the boat together and carefully sits down.
- Same technique for doubles and pairs ie half the crew gets in at one time.
- Secure all oars in the gates.
- The boat is ready to push away from the pontoon - avoid using the oars to push away from the pontoon as it damages the oars

4. Handling different boats

a) Single Scull – follow the basic rules and in addition note:

- One person can handle a single, but if possible use another person to avoid damage to the scull or other boats.
- Sculler stands on the side that will be on the pontoon side of the boat.
- Place one hand on top of the boat/rigger and one under the hull – lift
- Ensure the fin is clear of the pontoon; gently place the boat in the water. Do not drop it!
- Place the pontoon side oar in the swivel at 90 degrees and close the gate
- Place the water side oar in the gate at 90 degrees.
- Hold both oars in the outside hand
- Place your free hand on the pontoon behind your bottom.
- Place the outside foot in the centre of the deck between the rails (no shoes).
- Lower yourself onto the seat.
- Change grip on the oars so the outside gate can be done up.
- Push off astern.

b) Quad/Double Scull – in addition to basic rules note:

- Ensure as you walk down the pontoon the bow ball points upstream
- Carry the boat to the water with 50% of the crew on each side.
- At the pontoon edge the ‘waterside’ crew cross under the boat, all now face the water. Place the boat in the water.
- Place the pontoon side oars in the swivels with the spoons pointing to the stem, close the gates.
- Place the water side oars in the swivels.
- Stroke gets in the boat and immediately fastens gate while the rest of the crew holds the boat.
- Move the boat along the pontoon (to the stern, so that stroke is moved off the pontoon) and repeat the procedure for other seats.
- Bow pushes off the pontoon.

c) Four/Eight – follow the rules as above for quads but note:

- Place the pontoon side oars in the gate with the spoons pointing to the bow.
- Place the water side oars in the gates.
- Bow side hold the boat while stroke side gets in doing up their gates immediately.
- Cox gets in.
- Stroke side takes bow sides oars in their left hand to stabilise boat as bow side gets in.
- Bow side pushes off, with the crew leaning away from the pontoon.
- Stroke side taps boat away from the pontoon.

- When the boat is sufficient distance out, stroke side passes the blades back to bow side.
- For Novice crews - Bow and 2 to row lightly away from the pontoon

5. Pushing off the pontoon

- Do not secure your feet into shoes until you are clear of the pontoon - if the boat rolls over it may be difficult to get out of the shoes.
- Row out of Yacht Bay, towards its western end carefully navigating the moored boats.

6. Returning to the pontoon

- Return via the Longueville Wharf/ Sailing Club at the end of the bay, travel inside the moored boats.
- The boat can approach at a slight angle to the pontoon. Although closer to parallel to the pontoon the better.
- All crew should pay attention to what is happening – failing to react to directions can mean the boat hits the pontoon and is damaged.
- Stern pair do the manoeuvring as the boat comes in - their oars fully extended for the longest period and they have more control.
- Bow side sweep oars should pass their oars forward to stroke side in front of them whilst leaning their weight out to stroke (the water) side.
- Once the crew has hand contact with the pontoon, bow side get out and hold the boat while stroke side get out.
- Stroke side carries the oars to the side of the pontoon, leaving room to walk the boat up.
- To lift a boat from the water, hold a strong point on the boat or both gunwales.
- Make sure the fin is clear of the pontoon. .
- Toss the boat if the crew is experienced or hold it up while half the crew go under to the other side.
- Carry the boat up the pontoon to the slings bearing in mind whether it is a ‘bow in’ or ‘bow out’ boat.
- Place the boat in slings, and wash inside and out with soapy water, rinse and towel dry.
- Damage or breakages must be recorded on the Repairs/Damage whiteboard on the veranda and advise the Boat Committee.

Appendix 5a Boat Handling – east side of shed

Boat Handling

Access to the water on the east side of shed:

Access to the water is difficult due to:

- Small, uneven rock steps, covered at high tide
- Obstacles - upturned dinghies and trees.
- Ferry wash and waves pushing boats back into the sea wall.
- Potentially dangerous broken glass or oysters shells.
- Small rock shelf partially covered at low tide.
- Limited lighting from the shed over the area pre-dawn.

Because the Club is concerned with members' safety the Club does not encourage use of this area to access the water.

Members who store their private boats outside the shed and use the beach access should consider having two people to launch a single and also consider wearing enclosed foot wear.

The Club's large boats (quads/fours) which are stored outside **should not** be launched from the beach. If launching there is the only option then crews must be aware of the same issues, and ensure they keep the sand out of the boat as much as possible as they step in, and must rinse the boat thoroughly before putting it away on the rack.

Boat Committee.Boathandling.doc.5

Appendix 6. Safety on the water

On water:

- The safety position - sit at half slide if possible with the oar handle held firmly in front of and against your knees. Do not let the oar(s) go loose.
- Making sure you are clear of all other boats, follow the cox's or coach's instructions.

Traffic flow:

- Stay on the correct side of the river (see map at appendix 7).

Turning:

- Turn only if it is safe to do so, turn a full right angle ... do *not* make a minor turn.

Stopping:

- When stopping be mindful of other crews. Do not stop directly in front of them, move to one side so that the crews can pass.

Overtaking:

- Overtaking crews have the right-of-way. Move towards the shore to allow them room to overtake safely.
- Coxed crews give way to crews without coxswain.

Emergencies:

- In coxed boats the coxswain is responsible for the safety of the boat and crew.
- Coxless boats - stroke takes this responsibility, with the help of bow.
- The cox or bow will take charge of procedures should a boat swamp – if the interior water reaches the gunwales.

Safety:

- The crew is responsible for themselves and their boat from when the boat is off the rack until it is returned to the rack.
- If opting to single scull consider going out with other rower, eg 2 singles together.
- When rowing or turning in waves, beware of currents/wakes from passing boats.
- If the approaching waves are higher than the gunwales the shell should be turned parallel to the wave.

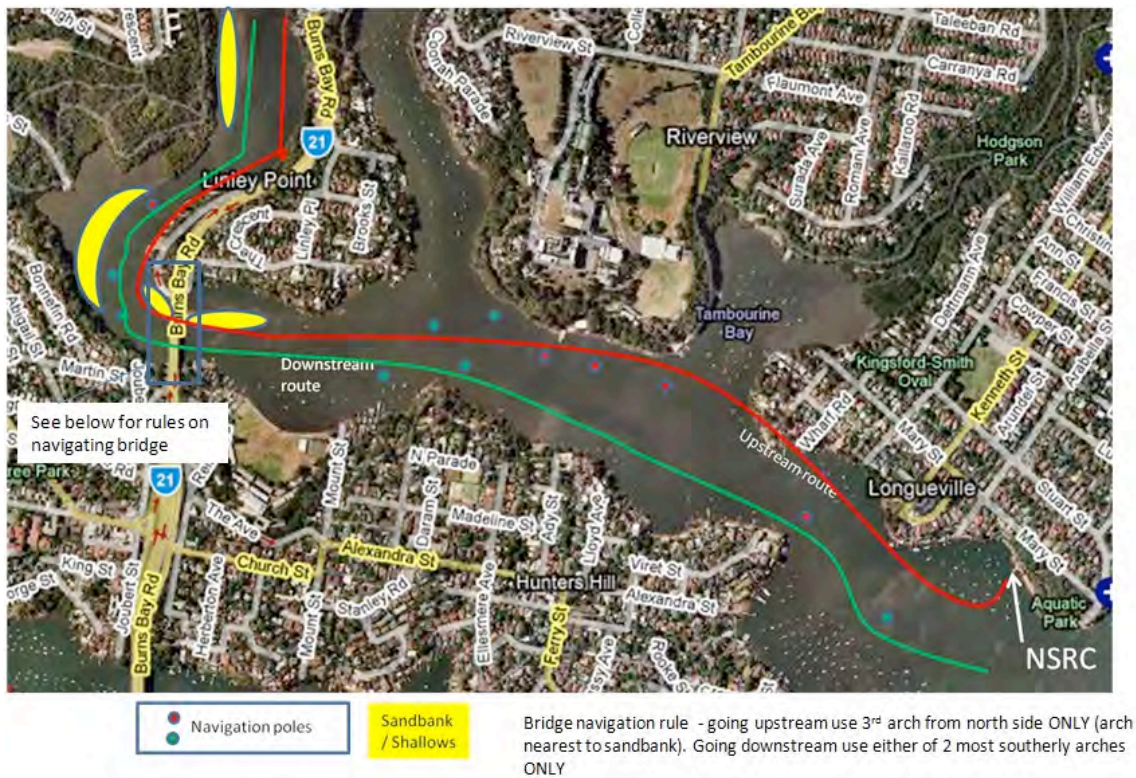
Weather:

- **Do not attempt to row in heavy fog or when there is lightning.**
- Be alert to changing weather conditions, for example, if the wind gets stronger. Should sudden wind changes occur, return to the club or to the nearest shore and wait for the wind to calm.
- Do not row in a fog unless visibility to shore is at least 100 m (as a guide, if you cannot see the green pole from the pontoon, it is not safe to go out).
- If a fog should set in all boats must move back to shore.
- Rowers should return to shore if there is lightning or thunder.

In the boat:

- Keep conversation to a minimum in order to be attentive to the coach and or cox at all times.

Appendix 7 Lane Cove River traffic map



This map shows the main obstacles on the Lane Cove River, sandbanks and shallows in yellow, navigation poles (most of which are unlit at night) and the correct side of the river for crews to be in. Rowers heading up stream towards the Figtree Bridge (and Burns Bay Road) stay on the right hand side of the river (marked with a red line), returning crews are to follow the green line. Note the areas where the lines come close together and keep an especially good look out for traffic coming in the opposite direction.

Appendix 8 – Safety at Regattas

General

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

All Regattas, processional and other affiliated events held under the Rules of the Rowing Australia, shall appoint a Safety Adviser to their Organising Committee. The duties of the Safety Adviser will be to:-

- advise on the observance of the Code
- carry out such risk assessments for the event as may be necessary
- prepare for distribution to officials and competitors, a Safety Plan setting out the procedures to be followed by competitors and officials in the case of accident and emergency and monitor its observance
- be responsible for ensuring that First Aid is readily available and that medical support is accessible to the regatta unless a separate Medical Adviser has been appointed

No regatta, processional race or other affiliated event shall take place without full and prior consultation between the organisers, the river or harbour authority as is appropriate, the police, ambulance services, life-saving and first aid organisations, so as to ensure that adequate safety measures are in place.

Where a Medical Adviser has been appointed, he/she shall be responsible for ensuring that medical support is accessible in the manner set out below.

Adequate means of rescue shall be provided. Where safety boats are employed, they 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.

The racing course shall, wherever possible, be marked with clearly visible buoys. Any navigation channel required for other waterway users must be similarly marked, as required and agreed with local navigation or similar authority. Notices warning other water users of the event and advising the actions expected of them, should be prominently displayed.

As a part of the Safety Plan, a diagram of the course and its immediate surroundings showing local hazards, traffic rules, launching and embarkation areas shall be prepared and circulated to competitors and officials. Important telephone numbers and the location of emergency, telephone, and First Aid facilities should also be prominently displayed.

The Safety Adviser shall have, and exercise, the authority to advise the suspension of racing, or practice activity should he/she believe the conditions unsafe for whatever reason.

Note: Regatta Medical Adviser:

Where a Medical Adviser is appointed, he/she will be responsible for ensuring that the following facilities are available:-

- a) A First Aid post in the boating area with easy access both to the water and to the road network.
- b) The recovery of casualties from the waterside to the First Aid post.
- c) Immediate access in the First Aid post to a suitably trained First Aider - during all hours that safety cover is being provided for the event. i.e., until all the participants are safely off the water.
- d) Resources on site to transfer casualties to hospital or to have made arrangements with local or voluntary ambulance station for an emergency response.
- e) Identify at least one hospital capable of receiving casualties and notify them of the event, its size and duration.
- f) Where possible it is recommended that a medically qualified doctor be on site to assist with dealing with casualties, accompanying seriously ill patients to hospital, assessing whether athletes are fit to compete (e.g. Rules of Racing 2.3.4) and to provide general medical support and advice.

It should be noted that qualified medical personnel, whose main occupation is in medicine, will not be covered by the Rowing Australia's insurance. However these persons will normally be covered by their own professional indemnity. They are advised to check that their voluntary duties at Regattas are notified to their medical union/society.

Appendix 9 Coaching Boat Policy and Operating Procedures

Coaching Boat Policy & Operating Procedures

Purpose of Coaching Boats

To provide coaches who are financial members of North Shore Rowing Club with the ability to train club members on the water.

Use of Coaching Boats

1. Coaching boats are only to be used for;
 - 1.1 Coaching, supervision and rescue of club members or local emergencies.
 - 1.2 Other specified occasions, with the express permission of the Boat Committee [Club Captain, Vice Captain or Boatmaster].

Boat Drivers

1. Club coaching boats are only to be driven by:
 - 1.1. Financial club members who hold a current NSW Maritime General Boating Licence. Or others persons holding a Licence who are approved by the Committee.
 - 1.2.1 Can demonstrate safe driving skills and operating procedures that are in accordance with Yamaha's "Owner's Manual"
2. Coaching Boat Drivers are responsible for;
 - 2.1 Operating the boat in a safe manner, in accordance with this policy and marine and environment protection regulations.
 - 2.2 Payment of any fines incurred by them for infringement of marine and environment protection legislation.
 - 2.3 Loss or damage to the boat, the motor or any of its equipment. The Club's boat insurance does not cover the outboard motor.

Coaching Boats & Safety Equipment

Our Coaching boats are 3.45 metre Blue Fin Aluminium Vee Bow Punts that are registered to carry 3 people. The NSW Maritime Registration number appears in 150mm Black letters toward the Bow on both external sides of the boat. The Annual Registration Label showing date of expiry is fixed on the outside left [Port] side of the boat. Each boat is equipped with the following safety gear to comply with NSW Maritime Regulations and general safety requirements;

- 2 x Aluminium Paddles marked with the boats Registration Number and fastened one to each side in purpose plastic holders.
- 1 x Steel Anchor with chain and 15 metres of rope tied to keel and stowed on the Anchor Shelf under the bow bulkhead.
- 3 x PFD Life Jackets marked with the Boat's Registration Number
- 1 x 5 litre Bucket with rope tied to floor is stowed behind the Driver's Seat.

Our 9.9 hp two stroke Yamaha motors are equipped with a Red Engine Stop Lanyard for stopping the boat in emergencies and a stainless steel wire rope to hold the motor to the hull. The serial numbers of the motor and the hull are both registered with Maritime at the time of registering the boat.

A one metre mooring rope is fixed to the bow and a 5 metre rope is fixed to the stern of each boat.

All safety equipment is to be stowed as indicated and not under any circumstance to be removed from its designated boat.

Boat Operating Procedures

1. Boat Reservations

- Coaches must reserve a Coaching boat for all morning training sessions. This is done by arranging with a member of the Boat Committee [Captain, Vice Captain or Boatmaster] to place their request on the ballroom whiteboard alongside the Registration Number of the allocated boat.
- A boat booked for a 5.30am training session must return to the Clubhouse by 7.00am unless there has been a prior arrangement made with the Boat Committee.
- If a boat is needed to move a racing shell to a Harbour regatta approval must be obtained from the Boat Committee in advance of the required date.
- The Boat Committee, or their nominee, will endeavour to advise Coaches at the earliest opportunity, should for some unavoidable circumstance, a boat not be available.

2. Fuelling Boats

- A Fuel Roster is posted on the Fuel Safe Cabinet in the boat shed. The roster nominates a coach who is responsible for buying fuel for the coming

week. A week starts on Sunday. The Roster operates on a 10-12 week rotation. All Coaches are expected to be part of this Roster. See the roster for details on how to buy the fuel.

- The following is the process used for filling boat fuel tanks;
 - Remove the red fuel tank from the Boat
 - Place it on the spill tray adjacent to the fuel safe cabinet
 - In the fuel safe cabinet (near the roller doors) are black containers of pre-mixed fuel.
 - Use a funnel for pouring the fuel from a black storage container into the boat's fuel tank.
 - Pour slowly and carefully so as to avoid splashing eyes or over filling. (Gloves and plastic gloves are available on top of the cabinet)
 - Replace all caps securely. If a storage container is empty leave cap off.
 - Return all storage containers to the fuel safe cabinet – empty or not.
 - Leave the funnel on the spill tray.
 - Wipe any excess fuel from the outside of boat fuel tank and return to its coaching boat.
 - Connect fuel lead to tank.

3. Coaching Boat Lights

- Coaches are responsible for ensuring, in accordance with NSW Maritime regulations that any coaching boat used by them before sunrise and after sunset displays an all round visible white light and red and green side lights.
- The Club will provide each coach a metre high PVC Mast fitted with a green & red torch. This pole is screw fitted to the purpose PVC mount bolted to the bow deck.
- Coaches are responsible for fitting their own white light or strobe to their mast, the replacement of all batteries and the safe keeping of the equipment.

4. Use of Megaphones

- Coaches are banned under Environment Protection Legislation from using power amplified megaphones or similar devices between midnight and 8.00 am. An infringement can result in a fine.

5. Launching Coaching Boats

- Check the registration number of the boat to ensure that you have the nominated boat.
- Check there is sufficient fuel in the tank for the planned time of use, plus some for a margin of safety and the fuel line is connected at both ends.
- Check to see that all safety equipment is stowed in the boat.

- Check to see the bung plug is screwed in from the outside of the boat. [Blue Fin bungs are fitted so that the bung plug is screwed from the outside to provide a watertight seal around the neoprene washer.]
- Ensure that the two engine clamp screws are screwed tightly.
- Ensure the motor is tilted up so that the propeller is up and out of the water when launched.
- Recruit an assistant for the launching – see Appendix 9a.
- Wheel the boat on its trolley stern first to the bottom of the ramp to a point about ½ metre from the end of the rubber belt. Use the assistant to help with this activity.
- Lift the bow of the boat to around waist height. **Lifting higher may result in damage to the Bung.**
- Have your assistant remove the trolley from under the boat. Lower the boat onto its keel.
- Return the trolley to the top of the ramp and store against the boat shed wall.
- Use help to slide the boat stern first carefully over the end of the ramp and pontoon into the water. **Avoid letting the boat slip or fall on the bung plug.**
- Use the front mooring rope to guide boat to the lee end of the pontoon. Tie the bow line, without slack, to the purpose cleat. If the boat is to be left for some time and/or is in danger of drifting under the ramp, use the stern mooring line to safeguard against the possibility. There are stainless steel rings fixed to the staging at the top of the ramp for this purpose

6. Starting Boats

- Standing, use the engine tilt lock lever to lower the motor into the water. Ensure the motor is fully lowered and locked into position so that it will not ride out of the water in reverse gear.
- Where possible sit on the driver's seat to avoid the risk of being thrown, or falling from the boat
- Ensure the motor is in neutral gear
- Ensure the flat plate key of the engine stop lanyard is under the red engine stop button.
- Pull out the choke if the engine has not been used for two or more hours.
- Turn the throttle control grip to partially open the throttle.
- Pull the recoil starter handle
- Push the choke in as soon as the engine starts.
- Ask somebody to untie the mooring lines
- Place the boat in gear and move slowly away from the pontoon
- Travel away from the pontoon in a westerly direction slowly through the moored boats to exit Yacht Bay.

7. General Driving

- Avoid travelling in shallow water particularly at low tide. There are numerous rocks, sand bars and other obstacles in the bays and in particular beyond Fig tree Bridge. Keep to the right hand side of the marked channel.
- If there is a need to beach the boat, stop the engine well out from the shore, lift the engine and propel the boat by paddle. We discourage the practice of beaching boats.
- Watch, particularly after rain, for floating logs and debris in the river. Slow the boat and steer away from these obstacles. If you must move logs from the river, drag them by rope or hand out of the channel. Leave logs for the Maritime Cleanup Barge.
- Show courtesy to scullers, rowers, coaches and other waterway users. Remember our coaching boats carry the club name on both sides.

In the case of an emergency, stop the engine by pulling the coiled red engine stop lanyard so that the end under the engine stop button comes free.

8. Towing Racing Shells

- Generally it is not good practice to tow racing shells. They are not designed or built for this practice.
- Under certain circumstances a racing shell may be towed to a harbour regatta, given advance approval by the Boat Committee. Under exceptional weather conditions the boat of a Junior crew may be towed home from a regatta without approval.
- If there is a need to tow a racing shell the following procedure should be adopted;
 - A shell may only be towed during daylight hours.
 - Only one racing shell should be towed at one time.
 - Use at least 20 metres or more of 10mm rope.
 - Tie one end to several strong hull supports back to the two seat. Where the rope passes over the sneak use a piece of light timber and cord. Tie the cord to the rope so as to stop the rope dragging and damaging the sneak.
 - The towing boat will need both a driver and an observer to control the tow rope.
 - Tie the loose end of the towing rope around the bow passenger seat of the coach boat.
 - It is the observer's role to watch the shell being towed and control the length rope so that the shell's bow is out of the water. The tow rope should be shortened or lengthened to allow the shell to ride on top of a wave just under its sneak

- The driver should not travel at a speed greater than 6 knots.

9. Docking

- When returning to the club pontoon, enter Yacht Bay from the Longueville Wharf end and follow the channel alongside the Sailing Club lockers.
- Reduce speed to around 4 knots and keep well out from the water's edge. Take care and avoid submerged rocks and the Sea Scout's slipway. There are several known submerged rocks off the beach.
- Steer for the east end or clubhouse side of the pontoon. About 20 metres from the pontoon put the engine into neutral and glide the remaining distance.
- If there is a strong wind from an easterly direction and the tide is in, steer well clear of the Pontoon and slowly circle to moor on the west end of the pontoon.
- Use the front mooring rope to tie the boat, with a short line to a pontoon or ramp cleat.

If a boat is to be moored for sometime, or is in danger of floating under the ramp, use the stern mooring line as well as the bow line. There are purpose stainless steel rings fixed to the staging at the top of the ramp for this purpose.

- Raise and lock the motor out of the water using the engine tilt lever.

10. Slipping and Storing Boats

- Coaches are responsible for ensuring that the boat they have been using is taken from the water. The exception is if another Coach is ready to immediately take the boat. Use the following slipping and storing procedure;
- Select a boat trolley.
- Ensure the engine is raised out of the water.
- Recruit your crew members to help lift the boat from the water.
- Untie the boat and use the bow mooring line to float the boat to the centre of the pontoon at the end of the rubber belt.
- Lift the bow from the water using an equal number of people on both sides and carefully slide up onto the rubber belt. Slide the boat so that it's stern is about ½ to a metre up from the bottom of the rubber belt.
- If the boat contains water remove the bung plug and drain. Replace the bung plug.
- Lift the bow of the boat to about waist height, [no higher to avoid damaging the bung] and place the trolley wheels under the blue triangle on the boat's hull.
- Wheel the boat to a place at the top of the ramp where it will not obstruct the movement of racing shells.

- Stow all paddles, ropes and PFDs in their allocated places.
- Remove all personal gear and place any rubbish in garbage can.
- Flush and remove any sand or debris from the bottom boat.
- Generally we do not flush motors if they are to be used the next day. Flushing is only required if a motor is not to be used for a week or longer. A set of 'ears' for flushing may be found hanging at the Fuelling Point.

Damage to Coaching Boats

- All damage, needed repair or missing equipment should be written on the Damage whiteboard.
- A written note should be made in the Club Diary noting the Boat Registration Number, the nature of the needed repair or equipment to be replaced and the Driver's name.
- Accidents on the water will require completing a NSW Maritime Report Form.

1. Appendix 9a - how to launch a coaching boat

Launching a Coaching Boat

2 people

step 1

- check it is the allocated boat
- check fuel tank
- check bung plug



step 2

- move the stern to the white ramp line
- lift bow to below shoulder height
- remove trolley
- lower boat

step 3

- lift stern to the pontoon edge
- lower and slide into water
- tie bow line on lee side of pontoon



Appendix 10 Junior rowing members policy

North Shore Rowing Club Incorporated

Coaching Policy - Junior Active Members

Our Coaching Mission

To train Juniors to row correctly and enjoy the sport.

Junior Member Criteria

1. Be a minimum height of 160 cm [5'3"].
2. A minimum age of 13 years.
3. Can swim 100 metres

Before Using Equipment

1. Parent or Guardian has signed a Membership Application Form and all Fees are paid.
2. Juniors have some theory and background to safely using and handling all Club equipment before going onto the water.
3. Coach has previously "booked" an unrestricted shell or sculls for the training session. Restricted boats are only to be used by prior arrangement with the Boat Committee [Captain, Vice Captain & Boatmaster].

Using Equipment

1. A Coach shall supervise Junior members at all times, including on the pontoon.
2. Junior Members shall observe the 'rules' of the river [i.e. keep to the right and use the designated exit from, and entry to the Club's pontoon] at all times.

Coaches

1. All Coaches of Junior Members shall be holders of the minimum of a current NCAS Level 1 [Rowing], have membership of the rowing NSW, have a NSW Maritime boat drivers licence and have satisfied the requirements of the National "*Working with Children Check*"
2. The Club requires Coaches to be conversant with and practice the Australian Coaching Council and Rowing Australia's "*Coaches Code of Ethics*".
3. All coaches must be physically capable of rescuing people from a capsized shell or

the water.

4. Before leaving the pontoon Coaches are to ensure that their charges are correctly attired for rowing, including socks, hat, sunglasses and have applied sunscreen
5. Coaches are responsible for the teaching and the continued use of safe boat and equipment handling practices
6. When coaching first year Junior Members from the pontoon Coaches must have access to a coaching boat or other means of rescuing a capsized person or crew.
7. While coaching first year Junior Members on the water, Coaches must be accompany each boat and have each sculler or crew member fully visible at all times.
8. Coaches will be held responsible for all damage to equipment by people under their tutelage and, in conjunction with the Boatmaster, the subsequent speedy repair of such equipment.

NSRC Committee 26 August 2003

Appendix 11 First Aid Bag Contents

Monthly audits check that the contents meet or preferably go beyond the minimum of:

Minimum requirements:-

- 1 x Triangular Bandage
 - 1 x Conforming Bandage 7.5cm
 - 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
 - 1 x Roll 'Micropore' Tape 2.5cm
 - 20 x Assorted Waterproof Plasters
 - 4 x Safety Pins
 - 1 x Pair Scissors
 - 4 x Alcohol-free Antiseptic Cleaning Wipes
- In a box clearly identified as 'FIRST AID'.

A list of contents should be permanently fixed to the inside of the box.

Optional Items -

- 1 x 'Resusci' Face Shield (Laerdal Medical Ltd.)
 - 1 x Pair Large Latex Gloves
 - 1 x Eye Pad
 - 1 x Eye Bath
 - 1 x Tube Antiseptic Cream
 - 2 x Sterile 'Melonin' Dressings 5cm x 5cm
 - 1 x First Aid Leaflet or Guidelines
- Spare supplies of frequently used items.

Appendix 12 Trailer Loading and Driving

Suggested email with explanatory note to be sent to all competitors before next regatta and again when the load map & boat allocation is issued.

Hi all,

Usually a large number of boats are needed for each regatta and to ensure a quick, easy and safe boat loading, can all competitors please note that they should be present at both the loading and unloading that take place at the shed. If you can not attend please advise your crew and the Boat Committee. (Members of racing crews who consistently don't show for both load/unload may find their race entries being refused.)

A 'loading map' for the trailer will be issued shortly but please note the following:

Regatta.....on.....

Boat loading is at.....on.....

Any members who come earlier please tick off, on the load map list, what is loaded so we don't forget a vital piece/rigger/oar etc.

Please note that.....is the Member in Charge of loading.
If you have any questions please check with them.

General loading reminders for crew:

- Wear practical clothes/shoes, you will get hot/dirty and have to climb in/on the trailer.
- Have the trailer clear of overhanging branches before you start to load.
- Be careful of boats' bow/stern as they go up the steps, carrying them overhead should ease this problem.
- The weight of the boats will shift as they are carried up, so be prepared.
- Deal with the above 2 problems by having enough people on each boat. The more the better.
eg single needs 2 people, double 3, quad/four needs 4 or 5, 1/2 an 8+ needs 5.
- Load the top shelf first, which needs probably 3 strong people (men?) on trailer plus others to pass the boats up.
- Larger quads and fours have their bow balls point towards the tow hitch
- Tie the boats down quickly and firmly.
- Leave the bottom outside boats until after oars and riggers have been loaded.
- Carry out the loading so as not to hurt yourself or others. Be aware of your physical limitations.

Boat Committee.boathandling.doc10

Boat Loading Member in Charge (MiC) Responsibilities and Check List

- Make a note of who is at boat loading (regular non-shows may receive penalties).
- Make a note of clothes/shoes being worn - eg we prefer enclosed shoes not thongs or bare feet.
- Most members aware of their own injuries/weaknesses so won't endanger themselves.
- Peer pressure can lead to things being done that are not safe – be vigilant
- Have the trailer clear of overhanging branches before loading starts.
- Appoint someone to tick off check list as items carried out of shed.
- Keep an eye on numbers carrying boats up steps and direct if necessary.
- More the better/safer/easier Eg single needs 2 people, double 3, quad/four needs 4 or 5, ½ an 8+ needs 5
- Load the top shelf first, which needs probably 3 strong people (men?) on trailer plus others to pass the boats up.
- Larger quads and fours have their bow balls point towards the tow hitch
- Tie the boats down quickly and firmly.
- Leave the bottom outside boats until after oars and riggers have been loaded

Boat Committee.boathandlingdoc11

Trailer Driving:

The Club Committee ensures that the trailer is serviced, has its rego papers and the electrics/lights work.

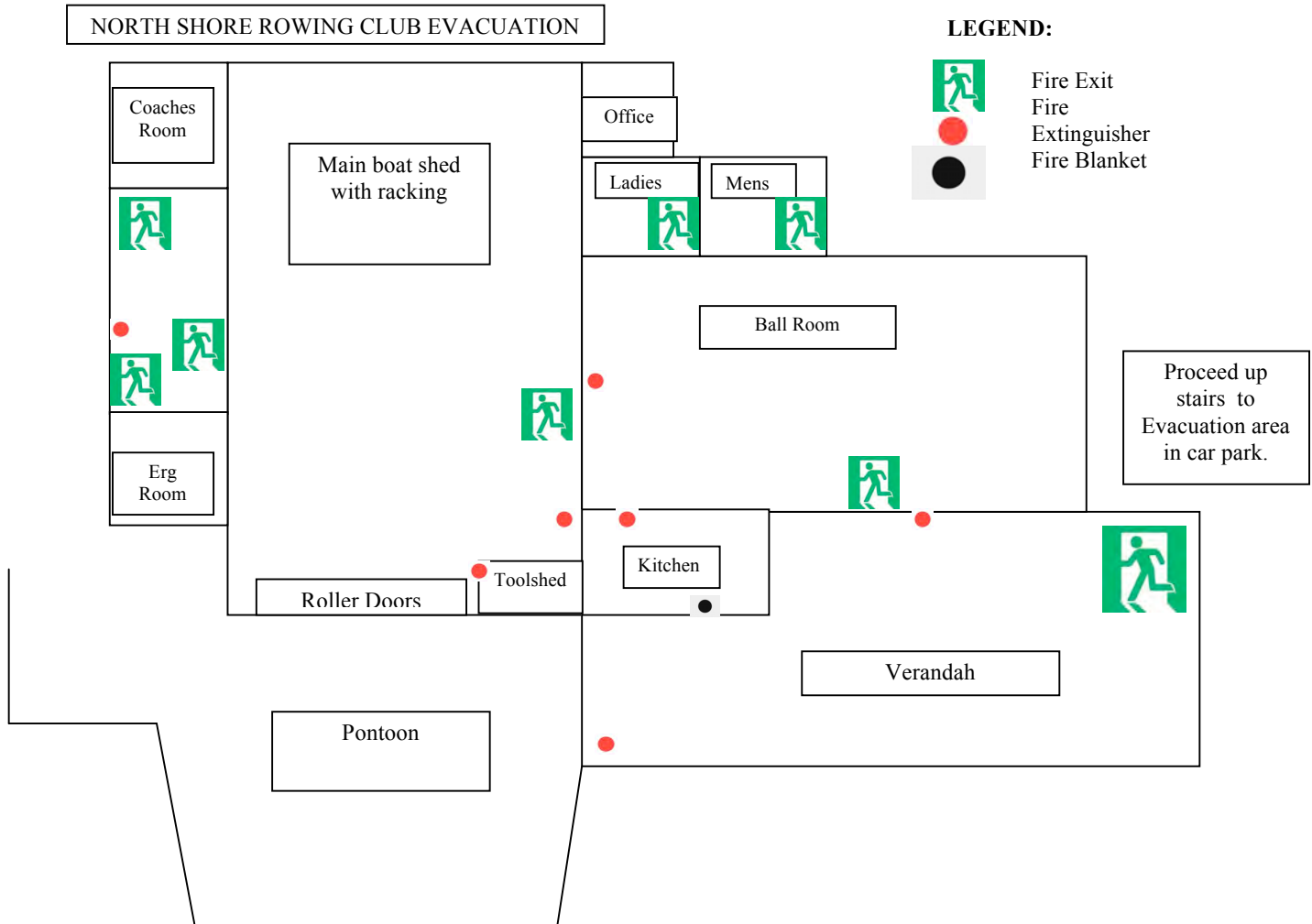
But when loading the trailer be aware that in NSW the boats or any part of the load may not project more than 1.2 metres over the end of the trailer. If the load projects more than that you will have to apply for a special permit.

For up to date information on trailers go to www.rta.nsw.gov.au and search for the vehicles standard information 5 (vsi 05).

If you are taking the trailer interstate, please check the regulations in that state.

The RTA website has more general information about trailer towing on a PDF called Towing Trailers – Things You Should Know. If you are not an experienced trailer driver, read this first.

Appendix 13 Floor plan of NSRC with Exits marked



Appendix 14 List of NSRC exercise equipment, care and maintenance

4 x Concept 2 Mark D PM 3 Rowing Machines: Serial No: 39993505, 200014529, 100000978, 20014580

Sportline Fitness Weight Bench and Weights

Parabody Leg Press and Weights Model No: 835209 Serial No: 080410001527.made by Parabody, 14150 Sunfish Lake Blvd, Ramsey. MN 55303. USA. Reg Number: OH-21225(MN)

4 x Don Oliver Dumbbells

Bosu Dome

Green Swiss Ball

Silver Swiss Ball

CARE AND MAINTENANCE OF EQUIPMENT

CONCEPT 2 MARK D (see www.concept.2.com for maintenance details.)

- Daily - Clean monorail top after use. Do not use acids, bleach or coarse abrasives.
- Weekly - Lubricate chain after 50 hours of use: 1 teaspoon of 20 weight oil. Wipe excess.
- Shock cord adjustment – use only shock cord available through Concept 2
- Flywheel opening and cleaning – every 250 hours of use. Vacuum if needed.

LEG PRESS WARNINGS

- Use only for intended purpose – do not modify machine
- Keep body and clothing free of all moving parts
- Inspect the machine before use. Do not use if it appears damaged. Do not attempt to fix a broken or jammed machine. Have repairs made by an authorized service technician.
- Do not let children near this machine

SWISS BALLS

- Keep pumped up regularly

Concept 2 ergs - Service and Repairs:

JTECH Services and Installations, PO Box 8215, Glenmore Park, NSW 2745

Gymjam Pty Ltd, PO box A111, Sydney, NSW 1235

National Fitness, 35 York Street, Kellyville, NSW 2155

Fitbiz, 1/398 Victoria Rd, Gladesville, NSW 2111

Appendix 15 Hypothermia - symptoms and dangers

Hypothermia - when the whole of the body has been chilled to a much lower than normal temperature, and can no longer maintain its heat. i.e., below 35 deg. C.

Symptoms and signs of hypothermia

The following are the most usual symptoms and signs, but not all may be present:-

- a) Unexpected and unreasonable behaviour possibly accompanied by complaints of coldness and tiredness.
- b) Physical and mental lethargy with failure to understand a question or orders.
- c) Slurring of speech.
- d) Violent outburst of unexpected energy and violent language, becoming uncooperative.
- e) Failure of, or abnormality in, vision.
- f) Twitching.
- g) Lack of control of limbs, unsteadiness and complaining of numbness and cramp.
- h) General shock with pallor and blueness of lips and nails.
- i) Slow weak pulse, wheezing and coughing.

Avoid hypothermia at all time. Dress to beat the cold – layers of clothing are more effective than one warm garment. The outer layer should be wind and waterproof. Look after the extremities, the head is a major source of heat loss and to reduce this loss, wear some sort of head gear.

Be alert to the warning signs of cold both in yourself and others. Coaches of masters, lightweights, beginners and juniors must be particularly aware of the risks to their charges in exposure to the cold. Exposed arms legs and head heighten the risk.

Sudden immersion in cold water can have a shock effect which can disrupt normal breathing, reducing even a proficient swimmer to incompetence. Confusion and an inability to respond to simple instructions will become evident.

If a person has fallen into cold water their body will lose heat rapidly. Even in a normal summer, the water temperature is rarely sufficient to avoid hypothermic conditions applying. To reduce heat loss, keep clothes on, except for heavy coats or boots which may drag the person down.

When hypothermia is suspected try to prevent the casualty losing more body heat and rewarm the casualty.

- a) Do not take or give alcohol in cold conditions. Alcohol accelerates heat loss as well as impairing judgement.
- b) Send for help. Hypothermia is a medical emergency whether the patient is conscious or unconscious.
- c) If conscious the victim should be actively rewarmed under careful observation.

d) If unconscious the victim must be got to medical aid as soon as possible. Apply first aid

A very dangerous situation is still present when a person who has been in the water for some time, is taken out. Further heat loss must be prevented. The victim must be protected against wind and rain as much as possible. Rewarming can be carried out by:-

- a) Wrapping the victim in a thermal/exposure blanket.
- b) Others placing their warm bodies against the victim
- c) Giving warm drinks (if conscious).

Appendix 16 Hyperthermia – symptoms and dangers

Vigorous exercise places some people at risk of heat illness. Even in cool weather, heat illness may occur in people exercising at high intensity for more than about 45 minutes. Heat illness may also occur with prolonged exposure to hot weather. The risk of heat illness is increased in hot and humid weather because:

- People may not be able to produce enough sweat for adequate cooling
- High humidity may prevent adequate evaporation of sweat.

Heat illness is not a trifling matter – if untreated, it can lead to the rare but life-threatening condition of heat stroke. In hot weather, we need to take more precautions, especially as we need to exercise or play sport regularly to stay healthy.

By understanding the causes of heat illness coaches and rowers can take common sense steps to enjoy sport and physical activity and minimise the extra risks arising during hot or humid weather. (For more details, download a copy of the Sports Medicine Australia Hot Weather Guidelines from www.sma.org.au)

How do you tell if someone has heat illness?

Heat illness occurs in strenuous sports, but may also occur in activities such as rowing with prolonged exposure to hot weather. Rowers should “listen to their bodies”. If they start to experience any of the following symptoms or signs they should stop immediately.

- Light headedness, dizziness
- Nausea,
- Obvious fatigue
- Cessation of sweating
- Obvious loss of skill and coordination/clumsiness or
- Unsteadiness
- Confusion
- Aggressive or irrational behaviour
- Altered consciousness
- Collapse
- Ashen grey pale skin

Heat illness in sport presents as heat exhaustion, but can lead to heat stroke which is rarer but it is a life threatening condition.

Heat exhaustion

Participants who collapse after exercise, are likely suffering post-exercise drop in blood pressure (postural hypotension), but some may have heat stroke.

Heat stroke

Those who show signs of altered mental function, loss of consciousness or collapse during exercise are likely suffering heat stroke. Rowers showing signs of confusion, loss of skill, loss of coordination or irrational behaviour should stop or be stopped from rowing.

Factors that increase the risk of heat illness include:

- High exercise intensity e.g. exercising close to personal capacity
- Lack of fitness (due to insufficient training that includes some at competition intensity and duration)
- Previous history of heat illness or heat intolerance
- Age over 65
- High air temperature and high humidity
- Low air movement/no wind,
- Prolonged exposure to hot conditions
- Too much clothing
- Lack of acclimatisation (due to lack of recent training in warm and humid conditions)
- Dehydration (inadequate water intake before exercise and during activity longer than 60 minutes)
- Illness and medical conditions (current or recent infectious illness, chronic health disorders)

What steps can be taken to minimise the risk of heat illness?

1. Acquiring adequate fitness and acclimatisation.

Excellent physical fitness arising from regular endurance training, and acclimatisation to heat from regular training in warm conditions, markedly increase heat tolerance.

Acclimatisation for sports activities requires at least 5 days of training in hot or humid conditions, progressing from moderate intensity and duration as acclimatisation develops. In summer, acclimatisation develops naturally as the weather becomes warmer and more humid.

2. Adjusting training and competition intensity to conditions

Exercise intensity in training should be appropriate to current fitness and weather; for example, moderate intensity and duration for pre and early season training of unconditioned athletes in warm weather. In conditions of increased risk, participants should be provided with opportunities to rest during training. In moderate risk conditions rowers might need to be rested for at least 10 minutes per hour. In high-risk conditions rowers might need to rest for at least 15 minutes in an hour.

This strategy could include shortening the whole session by the appropriate period of time. The benefits of rest breaks should be maximised by:

- Reducing clothing and resting in shade provided by trees, buildings or portable structures

- Assisting evaporative cooling, wetting the skin, applying ice packs also helps
- Drinking cool water or sports drinks.
- Rowers who feel unusually fatigued or who appear distressed should be withdrawn from the activity.

3. Timing of games or activity

Try to schedule training and competition that involving moderate to high intensity exercise to avoid the hottest part of the day between 11am and 3pm. Early morning or evening training reduces the risk of encountering stressful conditions.

4. Clothing

Clothing for strenuous exercise, and sport in warm conditions, should allow easy evaporation of sweat from the skin. It should be light coloured, light weight and loose fitting, and provide protection against the sun.

5. Modifying warm-up

In hot conditions, reduce duration and intensity of warm-up to minimise increase in body heat and temperature before competition.

6. Drinking (Hydration)

Substantial amounts of water are lost through sweating when exercising vigorously in the heat. During strenuous exercise rowers often replace only half their sweat losses, but they tolerate moderate levels of dehydration well.

To minimise dehydration, **drink about two cups of water in the 2 hours before exercising.**

During exercise lasting 60 minutes or longer, 2-3 cups (500-750 ml) of cool water or sports drink per hour are sufficient for most sports. Dehydration is rarely the sole cause of sports heat illness, but maintaining an adequate water intake assists temperature control. Carbohydrate and electrolytes in sports drinks help to maintain performance in endurance events. Water intake exceeding sweat loss in events lasting several hours can lead to the harmful condition of hyponatraemia (low blood sodium).

7. Heat waves, unusually hot weather and travelling

Extra caution needs to be taken during unseasonal heat waves or unusually hot or humid weather, or if travelling from a cool region to a hot or humid climate. In these circumstances rowers lack acclimatisation and are at increased risk of heat illness if they exercise at their cool climate intensity.

8. Other considerations

Age and Medical Conditions:

If you have recently experienced a high temperature, infection, diarrhoea, or vomiting you should NOT take part in strenuous exercise. People over 65 or who suffer from a variety of medical conditions, who are taking medication or who are pregnant may experience difficulties exercising in the heat. Examples include asthma, diabetes, heart conditions, epilepsy, overweight and obesity. Medication may also include those

purchased over the counter. If you are unsure of their effect, ask your doctor or pharmacist.

Treating Heat illness

Heat Exhaustion

Sports heat exhaustion is characterised by low blood pressure at the cessation of exercise. Victims suffer a faint-like collapse with ashen-grey skin. Those with heat exhaustion usually recover rapidly on lying down with legs raised. Because the difference between simple heat exhaustion and the high risk of heat stroke is not always obvious, rowers who have collapsed following strenuous exercise should be cooled as outlined below.

Heat Stroke

Heat stroke is when body temperature control is impaired. Heat stroke can lead to devastating injuries and is potentially fatal. The severity of complications of heat stroke increases with the duration of high body temperature. Immediate first aid is essential and life-saving. The aim is to lower body temperature rapidly.

Dehydration is rarely the sole cause of sports heat illness, but maintaining good hydration assists temperature control.

If a rower is exhibiting signs of heat illness take the following action:

- Remove from the boat at the earliest safe opportunity
- Lay the person down in a cool place
- Raise legs and pelvis to improve blood pressure
- Remove excess clothing
- Cool by wetting skin liberally and vigorous fanning (evaporative cooling)
- Apply ice packs to groin, armpits and neck
- Give cool water if conscious

Persons suffering from heat exhaustion usually recover rapidly with this assistance. If the rower remains seriously ill, confused, vomiting or shows signs of altered consciousness call ambulance immediately and seek medical help. If in doubt, treat for heat stroke.

Treat for heat stroke

Continue cooling. If available, cool in a shallow canvas/ plastic bath of iced water (5-10 minutes). If necessary cooling should continue during removal to hospital.

Hats and sunscreen

Wear well-vented broad brim hats and water-soluble sunscreen for sun protection. Caps do not provide adequate sun protection.

Children and Heat Stress

Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat; they look flushed, and feel hotter and more

stressed than adults. Overweight children are particularly disadvantaged exercising in warm weather.

Children seem to be effective at “listening to their bodies” and regulating their physical activity. For this reason, children should always be allowed to exercise at their preferred intensity. They should never be urged to exercise harder or compelled to play strenuous sport in warm weather. If children appear distressed or complain of feeling unwell, they should stop exercising. In warm weather wet sponging will make children feel more comfortable. Drinks should be provided for children playing sport.

Ambient Temperature °C	Relative humidity	Risk of Heat illness	Recommended management for sports activities
15 - 20		Low	Heat illness can occur in running Caution over-motivation
21 - 25	Exceeds 70%	Low - moderate	Increase vigilance Caution over-motivation
26 - 30	Exceeds 60%	Moderate - high	Moderate early pre-season training Reduce intensity and duration of play/training Take more breaks
31 - 35	Exceeds 50%	High - very high	Uncomfortable for most people Limit intensity, take more breaks Limit duration to less than 60 minutes
36 and above	Exceeds 30%	Extreme	Very stressful for most people Postpone to cooler conditions (or cooler part of the day) or cancel

Heat stress increases with increases in air temperature but be aware that there are not clear demarcations in risk between temperature ranges. At relative humidity levels above those indicated in the table, stress increases markedly. Department of Health and Ageing in association with Sports Medicine Australia brochure “Beat the Heat” www.sma.org.au

Appendix 18 Reminder notice for members' footwear/safety.

Safe footwear:

Look after your feet and ankles – wear safe footwear around the club

- thongs and slip-on shoes are easy to slip out of while carrying a boat.
- consider wearing enclosed shoes.
- **DON'T RUN**.....especially on the sloping ramp or in the ballroom.
- the black rubber (which is there for the tinnies) is slippery under some conditions. Take care when treading on it.
- report any protruding nails, loose bits of planking or splinters to a committee member (or fix them yourself).
- Look carefully when stepping down to the water.

We want to have a safe boathouse – let's help each other to make it safe.

Appendix 19 Example of Fuel Roster, Including Instructions

Coaching Boat Fuel Roster

2nd May to 7th November 2010

This Roster is to share the voluntary burden of fuel collection among the users. The Roster below designates a Coach or Regular Boat Driver to take charge of fuel collection for a week commencing on Sunday. (Coaches and Drivers are in the best position to manage this system and they can co-opt crews and others for a visit to collect fuel) If you are unavailable during your rostered week, please trade your week with another Coach or Regular Driver and alter the Roster on the Fuel Cupboard.

Follow the instructions on the service station bowsers when filling the jerry cans.

Please pay for the fuel at the service station, retain the docket and complete a Reimbursement Form available in the Forms file at the Club. Put it and the Fuel Receipt in the “In Tray” of the Treasurer’s Box fixed on the Verandah Wall. Your reimbursement cheque will be pinned in an envelope on the Club Notice Board.

<i>Week Commencing Sunday</i>	<i>Coach/Driver in Charge</i>	<i>Regattas</i>
2 nd May 2010	Justin Peters	NRRA Master Championships, Tweed River
9 th May 2010	Paul Tout	
16 th May 2010	Helen Ritchie	NSW State Masters, Grafton
23 rd May 2010	Geoff Wannan	
30 th May 2010	Sue Walter	Australian Masters, Perth
6 th June 2010	Sue Wannan	
13 th June 2010	Tony Wehby	








Please refer any queries to Jacqui Wilkinson wilkinj@bigpond.net.au 0409 074263


Thank you for helping to ensure our Coaching Boats are always in good working order.

Boatcomm.doc. 6.0

Appendix 20 Resuscitation guidelines.

Resuscitation

DANGER	Check for Danger		To self, others and casualty
RESPONSE	Check for Response		Ask casualty's name Gently squeeze shoulders
	No Response		Open mouth—look for foreign material
AIRWAY	Response Make comfortable, monitor signs of life		
	No foreign material		Leave on back Open airway
BREATHING	Foreign material in mouth		Recovery position Open and clear airway
	Check for Breathing		Look, listen, feel for breathing
CPR	NOT Breathing		Call 000 for an ambulance Give 2 initial breaths Check for signs of life
	Breathing Place in recovery position, monitor signs of life.		
DEFIBRILLATION	No signs of life Unconscious, not breathing, not moving		Start CPR, 30 compressions 2 breaths Continue CPR (30:2) until help arrives or casualty recovers
	Adult		
	Child		
	Baby		
	Apply defibrillator (if available)		Follow voice prompts



St John

Have you got your priorities right—Learn First Aid

Telephone: 1300 360 455 Website: www.stjohn.org.au

This is not a substitute for first aid training
© St John Ambulance Australia, March 2006

FORMS

Form 1 – Safety Audit Sheet

Page 1



North Shore N.C.
Monthly Safety Audit Checklist

Date of Inspection: _____

TO be completed by vide resident (or nominated committee member) every month on a date to be determined at previous month's inspection

		Yes	No	Action required	Who	When
Lighting	Glens I	<input type="checkbox"/>	<input type="checkbox"/>			
	Drainage eqy	<input type="checkbox"/>	<input type="checkbox"/>			
	External lights	<input type="checkbox"/>	<input type="checkbox"/>			
Floors	No slip, trips or fall hazards	<input type="checkbox"/>	<input type="checkbox"/>			
	Clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>			
Rooftops	No slip, trips or fall hazards	<input type="checkbox"/>	<input type="checkbox"/>			
	Clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>			
	Does it provide safety	<input type="checkbox"/>	<input type="checkbox"/>			
	Correctly signed	<input type="checkbox"/>	<input type="checkbox"/>			
	Has clear exit path personnel	<input type="checkbox"/>	<input type="checkbox"/>			
Telecom/Data cabling systems	Blocked or confined	<input type="checkbox"/>	<input type="checkbox"/>			
	Hygiene and safety	<input type="checkbox"/>	<input type="checkbox"/>			
	Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>			
	Adequate ventilation	<input type="checkbox"/>	<input type="checkbox"/>			
Fire equipment	In fabric fire and recording if drying facilities	<input type="checkbox"/>	<input type="checkbox"/>			
	Not obstructed	<input type="checkbox"/>	<input type="checkbox"/>			
	Correctly signed	<input type="checkbox"/>	<input type="checkbox"/>			
	Def lights working	<input type="checkbox"/>	<input type="checkbox"/>			
	Inspection tags present and clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>			
Power cables	Structural elements used	<input type="checkbox"/>	<input type="checkbox"/>			
	No debris with power piggy back pins	<input type="checkbox"/>	<input type="checkbox"/>			
	Good condition	<input type="checkbox"/>	<input type="checkbox"/>			
Tapping	Tapping	<input type="checkbox"/>	<input type="checkbox"/>			
	Appropriate notices visible in good condition	<input type="checkbox"/>	<input type="checkbox"/>			

Page 2

Work benches	Clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Surfaces are smooth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No sharp edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearance (incl. paths)	Go readily in the line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Blocked or unsteady	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All fixed in storage is placed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures	Emergency telephone not displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency procedure instructions available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency procedure instructions available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit	First Aid kit complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notice with First Aid kit location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice Board	Tidy and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part 9 list	Part 9 free of hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Part 9 in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Life ring on part 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Safety equipment in reaching boats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Boats stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire risk of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	hazards/instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telex phone	Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
no work in location:					

Inspected by: Name: _____ Date: _____
Signature: _____

Form 2 – Hazard Report Form



North Shore R.C

Date of Inspection: _____

Monthly Safety Audit - Hazard Report Form

Hazard Identified:

Date:

Time:

Location

Reported by:

Hazard Classification:

Requires immediate action (within 24hrs)

Requires action within 1 week

Requires action with 30 days

For long term resolution

Hazard Detail:

Give detailed description of hazard. Use sketch if necessary

Possible Remedies:

To be completed by Risk Assessment Committee

Rectified:

Yes/No

Signed off by:

Date:

(Committee Member)

Form 3 – Accident/Incident/Damage Report

Please complete this form to report any accident, collision or capsize and serious incidents involving injury to persons or damage to equipment. Retain a copy and ensure that a copy is handed to a member of the Committee within 14 days of the date of the incident.

(Continue on separate sheets wherever necessary.)

Name of club/regatta reporting the incident:-----

Name of contact person reporting the incident:-----

Your role at the club/regatta:-----

Address:-----

Phone:----- Work-----

Home-----

What clubs or third parties were involved?-----

Name and types of boat/s involved e.g. 8+, 4x, 2x, 1x, etc-----

Were the boats *(please tick)*

Training?

Travelling to/from a regatta

Racing?

At the boat shed

Just on an outing?

Boat loading/unloading

What was the time and date of the incident?-----

Where did the incident occur?-----

Signatures:

Your Name & Signature: -----

Officer of the Club: Name-----
(Name & Signature)

Signature-----

Date -----20-----

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

If attachments sent, how many sheets? Number of sheets
Have you completed a NSW Maritime Vessel Incident Report (see Appendix 4b)?
Have you returned the NSW Maritime Incident Report (retaining a copy for Club records?)

Officer of the Club: -----
(Name & Signature and date) -----

Form 4 - NSW Maritime Vessel Incident Form



VESSEL INCIDENT REPORT

(Reporting procedures required by NSW Marine Legislation)

To assist in completing this form, please refer to the Explanatory Notes at the end of this document.
 For further information and assistance telephone 13 12 56 (8:30am to 4:30pm) - 7 days a week.
 Please forward completed form to: Marine Investigations Unit, NSW Maritime, Locked Bag 5100,
 Camperdown, NSW 1450 or fax to (02) 9563 8899

Please answer the following Questions before completing the rest of the form by the appropriate box:

- | | | |
|--|--------------------------|--------------------------|
| <input type="checkbox"/> Do you believe that this incident involved any breach of the Marine Legislation? | Yes | No |
| <input type="checkbox"/> Was any person injured or killed? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Was there damage to any vessel? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Was there damage that affected any of the involved vessels' continuing ability to be safely used? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Was there damage to any other property? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Did any of the drivers involved leave the incident site without exchanging particulars? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Was any driver involved in the incident under the influence of alcohol or any other drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Was a commercial vessel involved? | <input type="checkbox"/> | <input type="checkbox"/> |

DETAILS OF INCIDENT

Date of Incident:	Time of Incident:	Area of Operation (Official Use Only)	Location	Incident Severity Rating (See Explanatory Note 1)
...../...../.....

DETAILS OF OPERATOR (MASTER) - VESSEL 1

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address
.....
.....

State..... Postcode.....

Telephone:
Private ()..... Business ().....

Mobile..... Facsimile ().....

Email.....

Qualifications and Experience
 Boat Licence (see Explanatory Note 2):
 Licence Type

Licence Number.....Expiry..... / .. / ..

Other (please specify).....

Certificate of Competency (see Explanatory Note 3) :
 Certificate Type

Certificate Number.....Expiry..... / .. / ..

AYF Qualifications Type:.....

Interstate State: (eg QLD)

International Country: (eg UK).....

Other (please specify)

Experience operating this type of vessel:

Under 20 hours 20 to 100 hours

100 to 500 hours Over 500 hours

DETAILS OF OPERATOR (MASTER) - VESSEL 2

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address
.....
.....

State..... Postcode.....

Telephone:
Private ()..... Business ().....

Mobile..... Facsimile ().....

Email.....

Qualifications and Experience
 Boat Licence (see Explanatory Note 2):
 Licence Type

Licence Number.....Expiry..... / .. / ..

Other (please specify).....

Certificate of Competency (see Explanatory Note 3) :
 Certificate Type

Certificate Number.....Expiry..... / .. / ..

AYF Qualifications Type:.....

Interstate State: (eg QLD)

International Country: (eg UK).....

Other (please specify)

Experience operating this type of vessel:

Under 20 hours 20 to 100 hours

100 to 500 hours Over 500 hours

WWW.SW1.L031.02014

DETAILS OF OWNER - VESSEL 1

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address

.....

.....

State..... Postcode.....

Telephone:

Private ()..... Business ().....

Mobile..... Facsimile ().....

Email.....

DETAILS OF OWNER - VESSEL 2

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address

.....

.....

State..... Postcode.....

Telephone:

Private ()..... Business ().....

Mobile..... Facsimile ().....

Email.....

DETAILS OF VESSEL 1

Vessel Name:.....

Commercial Vessel *(see Explanatory Note 4)* :

Vessel Type:.....

Survey/Permit Number:.....

Expiry Date:

Recreational Vessel *(see Explanatory Note 5)* :

Vessel Type:.....

Vessel Registration No.:.....

Expiry Date:

Hull Material *(see Explanatory Note 5)* :.....

Equipment Carried

Radio: Yes No

EPIRB: Yes No

PFD 1: No. on board No. used

PFD 2: No. on board No. used

PFD 3: No. on board No. used

People on Board

Adult: Female: Male:.....

*Children Female: Male:.....

*Children = less than 12 years of age

Other persons involved

Adult: Female: Male:.....

*Children Female: Male:.....

*Children = less than 12 years of age

DETAILS OF VESSEL 2

Vessel Name:.....

Commercial Vessel *(see Explanatory Note 4)* :

Vessel Type:.....

Survey/Permit Number:.....

Expiry Date:

Recreational Vessel *(see Explanatory Note 5)* :

Vessel Type:.....

Vessel Registration No.:.....

Expiry Date:

Hull Material *(see Explanatory Note 5)* :.....

Equipment Carried

Radio: Yes No

EPIRB: Yes No

PFD 1: No. on board No. used

PFD 2: No. on board No. used

PFD 3: No. on board No. used

People on Board

Adult: Female: Male:.....

*Children Female: Male:.....

*Children = less than 12 years of age

Other persons involved

Adult: Female: Male:.....

*Children Female: Male:.....

*Children = less than 12 years of age

DETAILS OF ENGINE - VESSEL 1 — Engine 1

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

VESSEL 1 — Engine 2

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

DETAILS OF ENGINE - VESSEL 2 — Engine 1

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

VESSEL 2 — Engine 2

Propulsion: Inboard Outboard Sterndrive

Fuel: Petrol Diesel

Other (Please specify):

Manufacturer H/power.....

DAMAGE TO VESSEL AND/OR PROPERTY

Vessel 1 - Damage

Lost Major Minor No Damage

Vessel \$Property \$.....

Vessel 2 - Damage

Lost Major Minor No Damage

Vessel \$Property \$.....

NATURE OF INCIDENT

Vessel 1

Operation at Time of Incident (see Explanatory Note 7):

.....

Type of Incident (see Explanatory Note 8):

.....

Contributing Factors to Incident (see Explanatory Note 9):

.....

NATURE OF INCIDENT

Vessel 2

Operation at Time of Incident (see Explanatory Note 7):

.....

Type of Incident (see Explanatory Note 8):

.....

Contributing Factors to Incident (see Explanatory Note 9):

.....

WEATHER AND WATER CONDITIONS

Weather	Water Conditions	Wind	Wind Direction	Visibility	Tide
<input type="checkbox"/> Clear	<input type="checkbox"/> Calm	<input type="checkbox"/> None	<input type="checkbox"/> N <input type="checkbox"/> NE	<input type="checkbox"/> Good	<input type="checkbox"/> Flood (in)
<input type="checkbox"/> Hazy	<input type="checkbox"/> Choppy	<input type="checkbox"/> Light (1>8kt)	<input type="checkbox"/> E <input type="checkbox"/> SE	<input type="checkbox"/> Fair	<input type="checkbox"/> Ebb (out)
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Rough	<input type="checkbox"/> Moderate (8>15kt)	<input type="checkbox"/> S <input type="checkbox"/> SW	<input type="checkbox"/> Poor	<input type="checkbox"/> Slack
<input type="checkbox"/> Rain	<input type="checkbox"/> Very Rough	<input type="checkbox"/> Strong (15>30kt)	<input type="checkbox"/> W <input type="checkbox"/> NW	<input type="checkbox"/> Darkness (Night Time)	
<input type="checkbox"/> Flood	<input type="checkbox"/> Strong Current	<input type="checkbox"/> Storm (Over 30kt)			

FATALITIES AND SERIOUS INJURY

Number of fatalities: Vessel 1.....Vessel 2.....Other.....

* Number of serious injuries: Vessel 1.....Vessel 2.....Other.....

* Number of minor injuries: Vessel 1.....Vessel 2.....Other.....

* Serious Injury = Hospitalisation, other than for observation * Minor Injury = First aid only given at site or at hospital

Details of Deceased and Injured Persons

Name	Address	DOB	Gender MF	Injury Type Fatal/Serious Minor	Role on vessel (see Explanatory Note 10)	Hospital
.....
.....
.....

ALCOHOL AND DRUG TESTING

Name	Address	Telephone	DOB	Gender MF	Role on vessel (see Explanatory Note 10)	Breath Test Analysis Result	Blood Analysis Result
.....
.....
.....

DETAILS OF WITNESSES

Name	Address	Telephone
.....
.....
.....

INCIDENT DESCRIPTION – Describe what happened (sequence of events) include failure of equipment. If diagram is needed, use grid sheet. Include any information regarding the involvement of alcohol and/or drugs in causing or contributing to the incident. Include any descriptive information about the use of PFDs (Lifejackets). List any witnesses who are prepared to give evidence).

PERSON COMPLETING REPORT (Please use **BLOCK** letters)

Name:	Telephone: Private ()
Address:	Business ()
.....P/Code:	Mobile
Signature:	Date...../...../.....

NSW Maritime Use Only

Area of Operation or Station (BSO or Police only):

Proposed further Action:

Incident requiring no further action:

- For information and recording only. Policy Unit to enter onto WALROS for incident Completed
- Legal to enter File complete. Completed
- Investigator's reasons why no further investigation required

.....

.....

.....

.....

.....

.....

.....

.....

Investigator's NameSignatureDate...../...../.....

EXPLANATORY NOTES

<p>Explanatory Note 1 – Incident Severity Rating</p> <ul style="list-style-type: none"> • Fatal Incident • Serious Injury • Vessel lost • Other vessel damage • Property damage only • No damage 	<p>Explanatory Note 2 – Boat Licence Type</p> <ul style="list-style-type: none"> • NSW General Boat Licence • NSW Young Adult Boat Licence • NSW PWC Licence • NSW PWC Young Adult Boat Licence • Other (please specify)
<p>Explanatory Note 3 – Certificate of Competency</p> <ul style="list-style-type: none"> • Coxswain • Master Class V • Master Class V Fishing/Skipper Grade 3 • Master Class IV • Master Class IV Fishing/Skipper Grade 2 • Master Class III • MED 3 • MED 2 • MED 1 • Local Knowledge • Harbour & River Certificate • Coxswain Pre-USL • Driver Pre-USL • NSW Certificate of Validity • Certificate of Service 	<p>Explanatory Note 4 – Commercial vessel Type</p> <ul style="list-style-type: none"> • Passenger vessel • Non passenger vessel • Fishing vessel (LFB) • Hire and drive vessel • Ferry • Houseboat • Commercial Sailing Boat • Other (please specify)
<p>Explanatory Note 5 – Recreational vessel type</p> <ul style="list-style-type: none"> • Cabin runabout • Motor Cruiser • Canoe/kayak • Houseboat • Inflatable • Open runabout • Paddle (Row) Boat • Personal Watercraft (Jet Ski) • Sailing Vessel • Other (please specify) 	<p>Explanatory Note 6 – Hull Material</p> <ul style="list-style-type: none"> • Aluminium • Ferro-cement • Fibreglass • Plywood • Steel • Timber • Other (please specify)
<p>Explanatory Note 7 – Operation at time of Incident</p> <ul style="list-style-type: none"> • Aground • At Anchor/Moored • Being Towed • Berthed • Drifting • Fishing • Fueling • Organised Competition/Aquatic Event • Towing a vessel • Underway • Waterskiing/aquaplaning/parasailing • Other (please specify) 	<p>Explanatory Note 8 – Type of Incident</p> <ul style="list-style-type: none"> • Capsizing • Close Quarter • Collision with vessel • Collision with fixed object • Collision with floating object • Collision with submerged object • Explosion/Fire – fuel • Explosion/Fire – non fuel • Fall overboard • Fall in vessel • Grounding • Hull splitting (structural failure) • Person hit by vessel/propeller • Sinking • Swamping • Unknown
<p>Explanatory Note 9 – Contributing Factors to Incident</p> <ul style="list-style-type: none"> • Excess Alcohol/Drugs • Excessive Speed • Fault of Equipment • Fault of Hull • Fault of Machinery • Hazardous Waters • Improper Loading • Lack of Judgement • No Proper Lookout • Overloading • Weather Conditions • Other (please specify) • Unknown 	<p>Explanatory Note 10 – Role on Vessel</p> <ul style="list-style-type: none"> • Crew • Master • Passenger • Skier • Observer • Swimmer

Form 5 – Visitors Information Card



At North Shore Rowing Club we welcome all visitors and new members, but we do have a responsibility to check that there is no reason that you know of that would prevent you from participating in the activity of rowing at this club. For that reason, we ask that you read the statements below and confirm that they apply to you by signing at the bottom.

As a visitor to North Shore Rowing Club, you confirm that:

1. You are able to swim a minimum distance of 100 metres in light clothing (this is a condition of Rowing Australia and the North Shore Rowing Club Inc).
2. You know of no medical reason that you can not participate in rowing and that doing so does not present a risk to yourself or others.
3. You are using North Shore Rowing Club, its facilities including rowing shells and related equipment at your own risk.
4. You acknowledge that whilst on North Shore Rowing Club premises, your person and property is at your own risk and not the responsibility of North Shore Rowing Club or its members.
5. You have been shown a map of the Lane Cove river and have had the rules of navigation explained to you.

In the event that you are not able to confirm any of the above statements, the Committee of North Shore Rowing Club will consider your particular circumstances before agreeing to you rowing at the Club.

Visitor's Name and Signature

Date

Club Member's Name and Signature

Date

Club Member to place completed form in 'In Tray' for retention of records