

Safety Management Plan

of

Mercantile Rowing Club



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13th September, 2010



Issue	Date	Author	Comments
1.0	31 st July, 2009	D.C. MacKinnon	Initial Edition
1.1	6 th September, 2010	D.C. MacKinnon	2010 Revision
1.1	13 th September, 2010	D.C. MacKinnon	Endorsed by Committee



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1.0 Scope

This Safety Management Plan (“SMP”) applies to Mercantile Rowing Club (“Mercantile”) wherever it operates, whether that be from its boatshed, at a training camp, or at regattas, either local or remote. It is expected that the Committee and coaching staff will be familiar with its contents and that all club members will be aware of how to access it.

This SMP will be continually revised to reflect good practices for the management of hazards and safety issues and the changing nature of the environment in which Mercantile operates.

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

2.0 Definitions

“FISA”	means Fédération Internationale des Sociétés d’Aviron (or International Rowing Federation)
“Mercantile”	means Mercantile Rowing Club
“PFD”	means Personal Flotation Device
“Rowing”	means sweep and sculling. Where either sweep or sculling is specifically mentioned, the point of reference will be exclusive to that rowing type/discipline.
“RV”	means Rowing Victoria Inc.
“SMP”	means this Safety Management Plan

3.0 Acknowledgements

Mercantile acknowledges the template prepared by Rowing Victoria, using input from FISA’s “Minimum Guidelines for the Safe Practice of Rowing” and in consultation with Marine Safety Victoria, upon which this SMP is based.

4.0 Introduction

Mercantile Rowing Club was established in 1880. Since that time it has either formally or informally assessed the local risks involved in conducting the sport of rowing and it has evolved its own rules and safeguards in an attempt to reduce or eliminate these risks.

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

5.0 Governance

Mercantile Rowing Club is an association incorporated under the *Associations Incorporation Act 1981* (Vic). It is affiliated with Rowing Victoria (“RV”), which is recognised as the peak body for the administration and management of rowing throughout Victoria. As the peak body, RV undertakes the liaison role with other peak bodies such as Sport and Recreation Victoria, Marine Safety Victoria, Parks Victoria, etc. This liaison is undertaken to represent the interests of the members of RV (that being all affiliated clubs, schools, associations, regatta committees, and individuals).



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

6.0 Overview of Safety Management Plan

This Safety Management Plan is designed to provide a basis for assessing the risks of rowing for Mercantile, and introduce measures to reduce these risks to acceptable levels.

7.0 Details

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

7.1. Observance and Review

The SMP must be readily available for all members to access and must be displayed prominently at the boathouse. It must include details of such things as local risks & hazards as identified by the risk assessment.

The SMP must be reviewed and updated on a regular basis or when required.

Name: Mercantile Rowing Club
Address: Boathouse 5, Boathouse Drive
Suburb/Town: Melbourne State: VIC Postcode: 3004
Tel: 03 9650 3044
website: www.mercantile.org.au

Safety Officer: Duncan MacKinnon

Purpose: Mercantile Rowing Club's mission is to foster the sport of rowing by providing the means by which athletes of all abilities can excel at the highest level.

Boathouse Details:

Name: Mercantile Rowing Club
Address: Boathouse 5, Boathouse Drive
Suburb/Town: Melbourne State: VIC Postcode: 3004

Training Waterway Details:

Name: Yarra River

Type: River

Description: Tidal river encompassing multiple bridges and bends, and used by significant numbers of rowing shells, as well as occasional recreational and professional boats.

List hazards as identified by the safety audit and risk assessment process as being "*significant*" and "*high*" risk (refer to Appendix 2 – Risk Assessment Matrix or preferably, Mercantile's separately-developed spreadsheet).

- Collision with bridges, other boats, bank, floating or submerged object
- Fall on slippery landing or grass



8.0 Marine Act and Regulations – Personal Flotation Devices

This section briefly outlines the *Marine Act 1988* (Vic) (as amended from time to time), the *Marine Regulations 1999* (as amended from time to time) and the “Notice of Exemptions from Carriage of Safety Equipment and Wearing of Personal Flotation Device Requirements for Recreational Vessels”, as gazetted 22nd February 2007, that relate to the use of Personal Flotation Devices (“PFD”). Refer to www.marinesafety.vic.gov.au for full details.

For the purpose of the regulations, “**Formal Training or Competition**” means:

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

8.1. Wearing of PFDs

- i. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on inland waters, not being formal training or competition of which any part is conducted on water forming rapids, are exempt from PFD wearing requirements specified in Regulation 232.
- ii. All operators and occupants of a rowing boat or canoe or kayak engaged in Formal Training or Competition on the Yarra River between the Bolte Bridge and the mouth of the Yarra River are exempt from PFD wearing requirements specified in Regulation 232 providing:
 1. communications have been established with Harbour Control prior to entering the area defined above; and
 2. each occupant wears a PFD Type 1, 2 or 3 at all times; or
 3. are accompanied by an inshore rescue boat or powered rescue craft in accordance with the specifications of Surf Life Saving Australia; or
 4. are accompanied by an appropriate powered rescue craft carrying the following equipment:
 - a. lifesaving appliances sufficient to support all persons that may be required to be rescued; or
 - b. PFD Type 1, 2 or 3 sufficient to support all persons that may be required to be rescued.

8.2. How this applies to Mercantile

Rowing Victoria has a Safety Management Plan approved by Marine Safety Victoria, and accordingly rowers are exempt from wearing PFDs as long as they are members of Mercantile or another club affiliated with their state’s peak body, e.g. Rowing Victoria, NSW Rowing or an overseas rowing body.

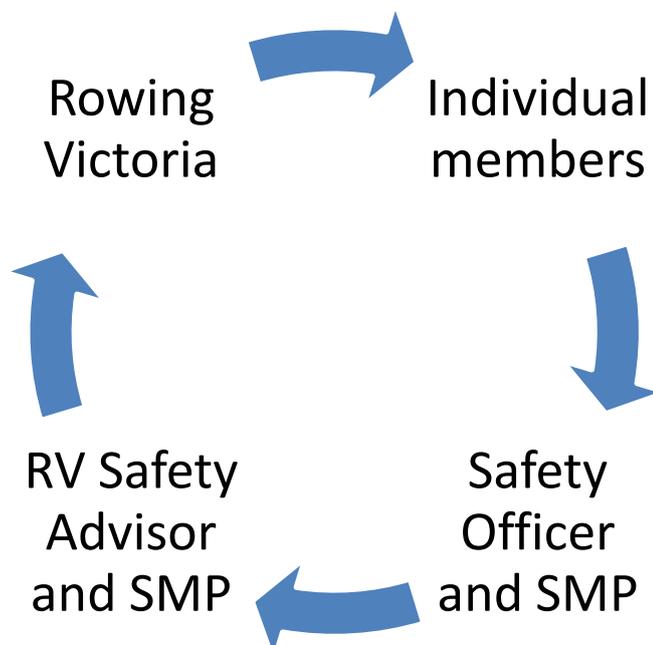
Rowers who are not members of Mercantile or a comparable club (whether locally, interstate or overseas) must wear PFDs when rowing.



9.0 Responsibilities for Safe Rowing

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

- RV's responsibilities
- Mercantile's responsibilities
- Individual Club Members' responsibilities



9.1. Rowing Victoria's Responsibilities

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

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

9.2. Mercantile Rowing Club's Responsibilities

Mercantile has a responsibility under this SMP to provide for the safety of its members and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria, and in doing so:

- Assess and reduce the risks involved in its activities to its members, participants, other water users and the general public;
- Provide safe premises and equipment (including vehicles and trailers), for its activities on both water and land;
- Actively implement the SMP and the Rules of RV;
- Provide its members with guidance and training in safe practices; and
- Review its practices and advice to members in the light of its experience and any guidance it might receive from RV.



9.3. Regatta Host's Responsibilities

When hosting a regatta, Mercantile has a responsibility to provide for the safety of competitors and ensure that they comply with the laws and regulations that govern the safe operation of vessels in Victoria, and in doing so:

- Assess and reduce the risks involved in its activities – to the participants, other water users and to the general public;
- Actively implement the SMP and the RV Rules; and
- Review its practices and advice to members in the light of its experience and any guidance it might receive from RV.

9.4. Individual Members' Responsibilities

Individual Members have a responsibility to:

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



10.0 Safety Officer

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

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

The Safety Officer is required to understand the relevant sections of the *Marine Act 1988*, the *Marine Regulations 1999*, the *Vessel Operating and Zoning Rules for Victorian Waters*, the SMP and be familiar with Mercantile's local waterways.

10.1. Safety Officer Checklist

The following is a checklist of the duties to be undertaken by the Safety Officer:

- Be fully conversant with the SMP;
- Conduct a safety audit (annually as a minimum) of Mercantile's facilities, equipment and operations using the audit form (**Appendix 1**);
- Assess the risks to Mercantile both on and off the water in accordance with the SMP (**Appendix 2**);
- Implement recommendations of the risk assessment in accordance with the SMP;
- Maintain an incident log and complete incident forms (**Appendix 5**);
- Maintain a display of safety information prominently at the boathouse;
- Report to Mercantile's Committee on day-to-day safety issues together with the results of a risk assessment and safety audit;
- Develop contacts with the local river users group, or similar body, to assist in understanding and resolving areas of conflict between users;
- Establish and maintain contact with the RV Safety Advisor;
- Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly;
- Exercise authority, in conjunction with the Head Coach to suspend boating activities where the conditions are seen to be unsafe; and
- When hosting a regatta, make available to participants details of safety arrangements and medical cover of the event being conducted.

10.2. Safety Briefings

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

10.3. RV Safety Advisor

The Safety Officer is responsible for filing accident and damage logs with the RV Safety Advisor and raising any other material water safety issues with the Advisor.



10.4. Breaches of SMP

Breaches of the SMP are to be identified and advised to offenders, in the first instance, verbally; and if no immediate correction is taken, then in writing, specifying a period for correction.

Repeated infringements of the SMP shall be brought to the attention of the Committee and appropriate disciplinary action taken. Continued infringements may incur penalties from RV.



11.0 Safety Audit

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

Where necessary, amendments must be made to the SMP resulting from recommendations arising from the safety audit. These amendments shall be minuted with completion dates recommended.

11.1. Safety Audit Form

The safety audit form provides a simple means of checking to what degree the requirements of the SMP are being observed and determines how the risks identified in the risk assessment have been addressed.

The most recently completed Safety Audit Form will be available from the Safety Officer.

Blank Safety Audit Forms are available at Appendix 1 for self-audits to be conducted.

Annually the Safety Officer will review the Safety Audit Form to determine whether changes are required to suit Mercantile's operations and environment.

11.2. RV Inspections

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



12.0 Risk Assessment

12.1. What is Risk Assessment?

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

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

12.2. Risk Assessor

An assessor must ask the following questions:

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

12.3. Risk Assessment for a Rowing Activity

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

When revising the SMP it is necessary to use the risk assessment matrix (**Appendix 2**), giving each of the activities to be conducted a likelihood and consequence before treatment. It may be necessary to amend the hazards & risks list as conditions change.

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

12.3.1. History – Incident Log Book

The Safety Officer must access the accident log book to develop an understanding of Mercantile's incident history.

Items of note for the Safety Officer include:

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



12.3.2. Environmental Considerations

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

12.3.3. Access to Water Considerations

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

12.3.4. Visibility Consideration

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

12.3.5. Damaged equipment

Damaged equipment is a hazard to users of the equipment and those around who may be affected by it or who may be forced into a dangerous rescue.

12.3.6. Daily Assessment

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

12.4. The Participants

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

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

12.4.1. Assessing Prior to Rowing

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

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

Refer to 16.0 Competence on page 20 on the requirements for participants and Appendix 3 – Competence Assessment & Supervision and Rescue Support for details on the Competence Assessment and Rescue Support Requirements.



13.0 Safety Resources

The following requirements must be maintained in order for Mercantile to comply with this SMP:

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

13.1. Safety Aids and Rescue Devices

The SMP requires those involved in rowing (umpires, coaches, rowers, etc.) to wear PFDs as dictated by the *Marine Act 1988*.

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

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

13.2. Personal Flotation Device (PFD)

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

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

Observance of these requirements is mandatory, and notwithstanding the absence of injury or damage, the Safety Officer will monitor their observance and advise on all material breaches, in writing, together with details of action to be taken, to the Mercantile Committee and the RV Safety Advisor.

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

13.2.1. Lifejacket

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

13.2.2. Buoyancy Aid

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

13.3. First Aid Kit

A first aid kit must be readily available in a central and accessible location in the boatshed. At a minimum, it must contain the items listed below.



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

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

13.4. Emergency Services Information

A list of vital telephone numbers must be prominently displayed in the boatshed. The vital numbers are to relate to safety in general and appropriate to the locale.

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

The Emergency Services Information notice must include, at a minimum, the following information:

“Call **000** for Fire, Police and Ambulance.

Provide the emergency service with the following schedule of information:

- Service required
- Nature of emergency
- Number of people involved
- Precise Location
- Contact name
- Contact telephone number

Telephone numbers for:-

- Doctors: Olympic Park Sports Medicine Centre, Olympic Boulevard (formerly Swan Street), Melbourne – 9427 0366
- Local Hospital: The Alfred Hospital, Commercial Road, Melbourne – 9276 3405 or Epworth Hospital, 34 Erin St, Richmond – 9426 6302.
- Water Police – 9399 7500 (24 hours).
- Parks Victoria – 13 1963.”

13.5. Map/Signboard of Local Waterways Plan

Mercantile shall display a plan of the local waterway, drawing attention to the applicable navigation rules and any local interpretation required to accommodate particular hazards.

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

13.6. Risk Assessment Advisory Board

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

13.7. Visual Aids on Safe Practice

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



14.0 Boats and Equipment

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

It is the responsibility of individual members and Mercantile to ensure that all equipment is safe for the purpose for which it is intended and that it complies with this SMP.

14.1. Boat Buoyancy

All new boats constructed after 1st April 2007 must carry a plate indicating the maximum average crew weight the boat can carry and support seated in the event of being swamped. Mercantile must ensure that new boats purchased for the club comply with this requirement, and request the manufacturer to supply this information if necessary. In addition, club members purchasing new boats must ensure that their boats comply with this requirement. Mercantile will have the right to refuse to store club members' boats manufactured after 1st April 2007 which do not comply with this requirement.

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

14.2. Boat Equipment

14.2.1. Bow Balls

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

14.2.2. Fitted Shoes

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

14.2.3. Oar & Scull Buttons

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

14.2.4. Lights in Poor Visibility

At all times in poor visibility (e.g. after sunset and early morning), boats shall be fitted with white lights showing fore and aft and visible through 360 degrees, as required by the *Marine Act 1988*.

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

14.3. Boat and Equipment Usage – Checklist

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

- Check for hull damage, leaks etc.;



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

14.4. Boat and Equipment – Storage

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

14.5. Boat and Equipment Usage – Maintenance

Damage to equipment must be notified to the Head Coach without delay and the damage repaired before the equipment is used again.

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

14.6. Boat and Equipment – Transportation

Towing of boats must be undertaken in safe manner and in compliance with the current VicRoads trailer regulations. The Safety Officer will conduct a safety audit at regular intervals considering the following points as a guide.

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



15.0 Incident Reporting

Mercantile shall maintain an incident reporting log which is available for inspection upon request. The incident report form to be used is available at Appendix 5.

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

15.1. When Incidents Occur

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

In the first instance action should be taken by Mercantile; more serious matters will be reviewed by the RV Safety Advisor.

The original will be retained by Mercantile and a copy forwarded to the RV Safety Advisor.

15.2. Content of Reports

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

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

15.3. If First Aid is rendered

If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given, along with the details of hospitals, doctors or any other agency, involved; and the report should be signed and dated by the Safety Officer.



16.0 Competence

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

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

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

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

Mercantile must recognise people who have not reached the necessary level of competence to carry out their rowing activities safely.

16.1. Competence Assessor

The Safety Officer or a Mercantile coach can assess a rower's competence. Refer to Appendix 3 – Competence Assessment & Supervision and Rescue Support for details.

16.2. Physical Condition & Medical Considerations

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

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

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

16.3. Participants

Every new rower (competitive or recreational) is required to be assessed to determine their level of rowing competence. Refer to Appendix 3 – Competence Assessment & Supervision and Rescue Support for details.

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

16.3.1. Participation Declaration/Agreement

A participation declaration/agreement must be signed upon joining Mercantile (refer to Appendix 7 – Membership Declaration and Participation Agreement for an example).

16.3.2. Single Scull Participants

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



16.3.3. Supervision and Rescue Support

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

16.4. Coxswains

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

16.4.1. Steering the Boat

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

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

16.4.2. Communication

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

16.5. Coaches

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

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

16.5.1. Coaching Equipment Requirements

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

1. a means of communication with the crew (2-way radio, megaphone);
2. a means of communication with the club or emergency service in case of emergency (mobile phone, 2-way radio, etc.); and



-
3. where deemed necessary, a throw bag for use in a rescue situation, or a life-ring/rescue tube where the competence rating of the rower is below 7 (Appendix 3).

16.5.2. Coaching from a Boat

Where coaching is carried out from a boat, the coach, the boat driver and any other passengers, shall act in accordance with the *Marine Act 1988* and its regulations (i.e. wear approved lifejackets at all times if the vessel is less than 4.8m in length) and the boat driver shall hold a current Boat Operators Licence.

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

16.6. Trailer Drivers

All members who transport boats either on cars or by towing a trailer are to be conversant with VicRoads requirements for the safe and legal movement of boats by road.



17.0 Safety at Regattas and other Organised Water Activities

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

17.1. Medical Requirements

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

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

17.2. Regatta Safety Officer

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

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

17.3. Regatta Consultation

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

17.3.1. Medical Officer

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

17.3.2. Rescue

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

17.3.3. Regatta Course

The regatta course shall, wherever possible:

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



17.3.4. Suspending Racing

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

18.0 Navigation, Sounds and Signals

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

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

18.1. Sound Signals

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

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



19.0 Rescue Boats and Drivers

For whatever purpose a boat is used, drivers must be licensed as required by the *Marine Act 1988*. The driver and other occupants of a water vessel shall act in accordance with the *Marine Act 1988* and carry the relevant safety equipment as per the requirements of Marine Safety Victoria (e.g. bailer, paddles, lifejackets, etc.).

Boats are often used for coaching, marshalling and rescue purposes.

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

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

19.1. Rescue Boat Drivers

The rescue boat driver should:

- Be aware of the relevant section in the RV Safety Management Plan;
- Be trained in boat handling, and where possible resuscitation and first aid;
- Provide rescue facilities to the rowing activities;
- Recover capsized rowers without worsening their condition;
- Quickly and safely get injured rowers to medical attention (or vice versa); and
- Not become a victim themselves.

19.1.1. Communications

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

19.1.2. Boat Handling Skills

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

19.2. Rescue Boats

The boats used for rescue should be:

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

19.3. Boat and Driver Checklist

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

19.3.1. Before going afloat check:

- Personal and boat buoyancy;
- Alternative means of propulsion;
- Anchor and chain;



- Bucket, bailer and bilge pump;
- Fuel, including reserve tank;
- First aid kit; and
- Fire extinguisher.

19.3.2. When afloat:

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

19.4. Recovering Rowers from Water

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

- The only time high-speed manoeuvres should be used is when making the approach to the scene of trouble or when taking injured rowers back to the landing stage;
- The final approach to the rower in the water must be made carefully and at low speed, in order to weigh up the situation and to avoid alarming the person in the water;
- On approach talk to the person in the water. Make sure they understand what you intend to do and what you want them to do;
- Approach from downstream or 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; and
- 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 given to any injured or younger rowers.



20.0 Appendices

The appendices contain the following documents:

Appendix 1 – Safety Audit Form

Appendix 2 – Risk Assessment Matrix

Appendix 3 – Competence Assessment and Supervision & Rescue Support

Appendix 4 – Multi-Choice Safety Theory Assessment

Appendix 5 – Incident Report Form

Appendix 6 – Sample Membership Application Form

Appendix 7 – Membership Declaration and Participation Agreement

Appendix 8 – Risk Assessment Advisory Board

Appendix 9 – Boat Usage Log

Appendix 10 – Local Waterway Map



20.1. Appendix 1 – Safety Audit Form

Safety Audit Form

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

Name: Mercantile Rowing Club

Address: Boathouse 5, Boathouse Drive

Suburb/Town: Melbourne State: VIC Postcode: 3004

Auditor: _____ Date of Audit: _____

Position: _____

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

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

Should Mercantile not achieve full compliance, it will be asked to provide a reason for non-compliance and rectify the non-compliance immediately, or within an agreed time period.

1.0 Safety Officer	
1.1 Has a person been appointed to act as Safety Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 Is the Safety Advisor a member of the Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 Is Safety a regular item for review by the Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.0 Emergency Services	
2.1 Is a list of vital addresses and telephone numbers for emergencies services clearly displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Is the location of the nearest telephone clearly displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.0 Is there a fully stocked and readily accessible first aid kit (cabinet)?	
3.1 Is there a routine for regularly checking and replacing the contents of the first aid kit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2 Date of last check	
4.0 Are the following available and ready to hand?	
4.1 Thermal/exposure blankets	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Lifebuoys	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 Rescue lines	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4 Lifejackets/buoyancy aids	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.0 Insurance	
5.1 Does Mercantile have Public Liability Insurance to cover its committee and members, third parties and the Safety Officer for a claim by a third party for damage or injury to property or persons on and off the water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2 Does Mercantile carry Directors’ and Officers’ Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.0 Equipment	
6.1 Is there a person designated, or a system clearly identified, to ensure that all rowing equipment is kept in good order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.2 Is there a “quarantine” system by which unsuitable equipment is isolated to avoid its use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.3 Is there a damage repair board?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.0 Navigation Rules	
7.1 Are rules for the safe use of local waters with supporting diagrams as necessary,	<input type="checkbox"/> Yes <input type="checkbox"/> No



including referencing danger spots, prominently displayed?			
7.2	Is there a formal method of advising/instructing rowing members on the observance of local navigation rules, and of ensuring that they fully understand implications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.3	Is there an accident log available for inspection at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.4	Is a board showing unaccompanied single sculls out on the river available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.5	In case of accident involving damage or injury, is a report sent to RV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.0	Health & Safety		
8.1	Has rowing competence been obtained (refer to Appendix 3 – Competence Assessment & Supervision and Rescue Support)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.2	Does the Club request a statement from new members to confirm the absence of any medical or physical condition precluding heavy exercise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.0	Supervision		
9.1	Are your coaches registered members of the RV and in possession of a recognised coaching qualification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.2	Are your coaches fully aware of their responsibilities to their charges and that they in turn are fully conversant with safety practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.3	Are coaching and safety launches fully equipped with safety aids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.0	Local Conditions		
10.1	Do any particular hazards exist peculiar to the organisation or location and does a procedure exist to counteract them (as identified in risk assessment)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Non-compliance has been observed against the following item references

#	Rectification required	By when

Action Required:

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

RV Safety Advisor &/or Officer of RV

Name: _____ Signature: _____ Date: _____

On the satisfactory completion of an audit a certificate of compliance will be provided.



20.2. Appendix 2 – Risk Assessment Matrix

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

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

The following examples can be used to guide assessment:

- an **insignificant** event might be grounding craft on an obstacle/landing;
- a **moderate** event would be collision with minor injury to a person/damage;
- a **catastrophic** event could be a collision with a motorised craft or a bridge involving immersion of more than one person and significant damage.

Below is a matrix which is to be used to rate the likelihood and consequence of an incident.

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

While the attached Risk Assessment Matrix can be used, it is preferred that the Safety Officer, or person conducting the assessment, do so using the separately-developed spreadsheet.



Risk Assessment Matrix – Continued

Risk Assessment Consequences of a hazard occurring without control measures				Residual Risk Assessment Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. <ul style="list-style-type: none"> Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories requires some form of Control Measure – next column. 	Likelihood(1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. <ul style="list-style-type: none"> Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required. 	Likelihood(1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)
Collision Is there potential for a collision – vessel/vessel, vessel/structure, vessel/bank, vessel/person, fixed or floating object, overhead obstruction/wires, submerged object?							
Capsize Is there potential for capsize/swamping?							
Person Overboard Is there potential for a person/s overboard, or swimmer in trouble?							
Vessel Failure Is there potential for a catastrophic failure, (loss of steering or power) that may result in harm to occupants of vessel, other vessels or onlookers – consider speed of vessels?							
Fire Is there potential for a fire (consider refuelling locations and type/load of fuel)?							
Fall Is there potential for an injury to a participant from a fall?							
Impact Is there potential for an injury to a participant from an impact with a hard surface or structure							
Propeller Injury Is there potential for an injury to a participant from a vessel's propeller?							
Debris in water Is there potential for debris to be in water or remain in the water causing hazard to other participants, users or vessels?							



Risk Assessment Matrix – Continued

Risk Assessment Consequences of a hazard occurring without control measures				Residual Risk Assessment Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. <ul style="list-style-type: none"> Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column. 	Likelihood (1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. <ul style="list-style-type: none"> Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required. 	Likelihood(1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)
Failure of Rescue Service Is there potential that the rescue vessels may not reach those affected or be unable to affect a rescue for the number of people in the water at one time?							
Adverse weather Is there potential that the weather may impact on the safety of the event – consider – wind, wind direction, sea, swell, tide?							
Restricted visibility Is there potential for event to be conducted in low light/visibility, twilight or dark? Consider requirement for navigation lights, impact on rescue.							
Black water Is there potential that the water turbidity, colour or available daylight might prevent seeing someone in the water or under the surface?							
Delay to event causing impact on exclusion zone Is there potential that the event may be delayed or run overtime, be late to start, or be required to pause for unanticipated activities? If so, what is the likely impact on safety of the event?							
Communication failure Is there potential that communication - with participants, with event marshals, safety boats, public, emergency services, other vessel operators may fail?							



Risk Assessment Matrix – Continued

Risk Assessment Consequences of a hazard occurring without control measures				Residual Risk Assessment Consequences of a hazard occurring following implementation of control measures			
Hazard / Risk List all hazards below and/or use the provided list. <ul style="list-style-type: none"> Consider: What can happen, how it can happen given a number of different circumstances, or in conjunction with another mishap. Consider the likelihood of it occurring. Multiply the likelihood score by the Consequence Score to determine the Risk Rating. Any Identified Risk Rating in the Moderate, Significant or High categories require some form of Control Measure – next column. 	Likelihood(1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)	Control Measure Please List Control Measures to be in place to reduce the risks identified. <ul style="list-style-type: none"> Consider - Do the controls address the risk effectively? Will the control be documented & communicated? Will the control be in operation & applied consistently? How will the control be enforced and what is the consequence of failing to abide by control mechanism? If the Risk Rating remains in the Moderate, Significant, or High categories, then additional control measures are required. 	Likelihood(1-5)	Consequence(1-5)	Risk Rating (Multiply Like & Cons)
Unregistered vessels or unlicensed operators Is there potential that unregistered vessels or unlicensed operators of powered vessels will occur?							
Failure to adequately brief participants, marshals and rescue services Is there Safety briefing - to participants, event marshals, emergency services, other?							
Inadequate support/emergency services Are the emergency support services engaged to provide rescue appropriately trained for the activity, familiar with the area of operation, utilising appropriate vessels and equipment, and properly qualified?							
Failure to raise emergency alarm Ability for participants, event marshals to raise alarm and implement appropriate response							
Motorboat systems eg. 12V/Batteries; engine, anchor, helm; crew station; safety equipment							
Additional 1							
Additional 2							



Appendix 3 – Competence Assessment & Supervision and Rescue Support

Competence Assessment

The purpose of the assessment is to determine the supervision and rescue support required for each rower. The competence assessment needs to be undertaken by an accredited coach or the Safety Officer.

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

Supervision and Rescue Support

Once a rower's competence has been assessed, suitable Supervision & Rescue Support Requirements must be provided, as set out in the following table.

The Supervision and Rescue Support Requirements set out for rowers with a Competence Rating greater than or equal to 7 are only allowable under the following conditions:

1. Once a risk assessment has been conducted and the conditions are appropriate, and
2. If boating in an unaccompanied single scull, the rower/s informs club personnel where they are rowing and their expected return time.

Competence Rating	Supervision and Rescue Support Requirements
0 – 2	An approved Personal Flotation Device (PFD) must be worn
3 – 6	Coach must accompany boat in a motorboat or on a bicycle beside the boat
7 – 8	Rower must row with other boats
9 – 10	No Rescue Support Required



20.3. Appendix 4 – Multi-Choice Safety Theory Assessment

This is the theory assessment that all rowers must complete as part of demonstrating their competence. The test can be conducted by an accredited coach or the Safety Officer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The next three questions relate to the diagram on the right.

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

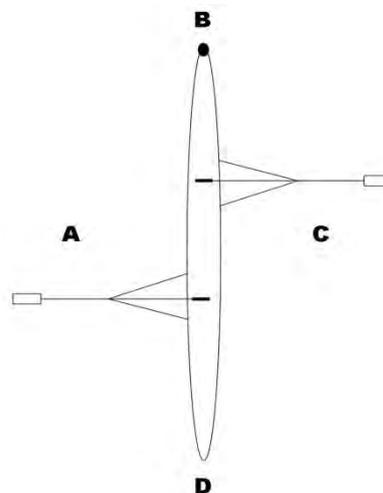
- a) A
- b) B
- c) C
- d) D

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

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

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

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





20.4. Appendix 5 – Incident Report Form

Incident Report Form

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

Name of club/school reporting the incident: _____

Person reporting the incident: _____

Role of person reporting: _____

Address: _____

City/Town: _____ State: _____ Postcode: _____

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

What clubs or third parties were involved?: _____

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

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

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

Where did the incident occur?: _____

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

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

List any injuries sustained: _____



List any damage sustained to boats or property: _____

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

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

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

Draw/Place Diagram/Picture Here

Club member Signature: _____ Date: _____

Club Safety Officer Signature: _____ Date: _____

NOTE:

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



20.5. Appendix 6 – Sample Membership Application Form

Rowing Club Membership Application

Membership Status (circle one):

New Renewal Upgrade

Category of Membership (tick one):

Senior Competitor Member
Junior Competitor Member
Non Competitive Member
Non Rowing Member

Personal Details:

First Name: Last Name:

Date of birth: (proof required for new applicants: i.e. birth certificate /drivers licence)

Gender (circle): Male Female Occupation:

Address:

City/Town: State: Postcode:

Mob: Tel (h):

Tel (w): Fax:

Email:

Postal Address (if different to above):

City/Town: State: Postcode:

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

Contact 1:

First Name: Surname:

Mob: Tel (h):

Contact 2 :

First Name: Surname:

Mob: Tel (h):

Membership Declaration And Participation Agreement

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



20.6. Appendix 7 – Membership Declaration and Participation Agreement

A Membership Declaration and Participation Agreement (MDPA) is required to be part of a club's membership application. The MDPA below is available from Rowing Victoria's website.

MEMBERSHIP DECLARATION AND PARTICIPATION AGREEMENT



MEMBERSHIP DECLARATION AND PARTICIPATION AGREEMENT FOR AUTHORISED ROWING ACTIVITIES
WARNING! THIS IS AN IMPORTANT DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS AND OBLIGATIONS. PLEASE READ IT CAREFULLY AND DO NOT SIGN IT UNLESS YOU ARE SATISFIED YOU UNDERSTAND IT.

1. For and in consideration of the **<insert CSAR Here - See Definitions>** and Rowing Victoria ("RV") granting me permission to attend and participate in rowing and as a condition of my membership and participation, I HEREBY AGREE to the terms and conditions set out in this document.

2. DEFINITIONS

- In this declaration:
- a) "Claim" means and includes any action, suit, proceeding, claim, demand, damage, cost or expense however arising including but not limited to negligence but does not include a claim against a Rowing Organisation under any right expressly conferred by its constitution or regulation.
 - b) "Indemnitees" means and includes the persons, organisations and bodies corporate whose names appear in Schedule 1.
 - c) "RV" means Rowing Victoria Incorporated.
 - d) "RA" means Rowing Australia Limited.
 - e) "State Controlling Body" (SCB) means a state or territory rowing association affiliated as a member of RA.
 - f) "CSAR" means any affiliated Club, School, Association, College or University and any Regatta Organising Committee of a regatta approved by RV.
 - g) "Rowing Activities" means performing or participating in any capacity in any authorised or recognised Rowing Organisation event, regatta or activity.
 - h) "Rowing Organisation" means and includes RA, SCB, CSAR and where the context so permits, their respective directors, officers, members, servants or agents.

3. MEMBERSHIP

By virtue of my home club membership I will be a member of RV. I acknowledge my membership will allow me to compete in any duly authorised rowing event in Australia and I acknowledge that I will be bound by and agree to comply with the constitutions, regulations and policies of these Rowing Organisations.

4. ACKNOWLEDGMENT OF RISKS, DANGERS & OBLIGATIONS

I ACKNOWLEDGE that:

- a) I am aware Rowing is a water borne activity that can be dangerous and that by engaging in any activity or duty authorised rowing event (whether as a competitor, recreational rower, coach, official or media) I take and am exposed to certain risks and dangers and am under certain obligations as follows:
 - i) that I may be injured, physically or mentally, risk death;
 - the risks of physical injury may include, without limitation muscle strain, fractures, ligament injury,
 - the risks of mental injury may include, without limitation, risk of serious psychological and psychiatric injury,
 - the risks associated with my attendance at or participation in rowing activities, without limitation, the risk that I may suffer harm as a result of collision, capsizing, gear failure etc.
 - ii) that my equipment may be damaged, lost or destroyed;
 - iii) that other competitors may row dangerously or with a lack of skill;
 - iv) that regatta and rowing venues and event conditions may be hazardous and may vary without warning or predictability;
 - v) that organisers, officials, landowners/venue operators and any agents or representatives of those in charge of event or rowing activity are frequently obliged to make decisions under pressure of time or events;
 - vi) that there may be no or inadequate facilities for treatment or transport of me if I am injured;
 - vii) that I have an obligation to myself and to others to act safely and within the rules and regulations of RV and its affiliated organisations;
- b) the Indemnitees do not make any warranty that the services at a regatta or rowing activity will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied;
- c) to the extent that any warranty is implied it is excluded to the full extent permitted by law;
- d) have voluntarily read and understood this warning and accept and assume the inherent risks in participating in the Event.

5. WARNING UNDER THE FAIR TRADING ACT 1999 (VIC)

Under the provisions of the Fair Trading Act 1999 (Vic) several conditions are implied into contracts for the supply of certain goods and services. These conditions mean that the supplier named on

this form is required to ensure that the recreational services it supplies to you are:

- rendered with due care and skill;
- as fit for the purpose for which they are commonly bought as it is reasonable to expect in the circumstances; and
- reasonably fit for any particular purpose or might reasonably be expected to achieve any result you have made known to the supplier.

Under section 32N of the Fair Trading Act 1999, the supplier is entitled to ask you to agree that these conditions do not apply to you. If you accept this form, you will be agreeing that your rights to sue the supplier under the Fair Trading Act 1999 if you are killed or injured because the services were not rendered with due care and skill or they were not reasonably fit for their purpose, are excluded, restricted or modified in the way set out in this form.

NOTE: The change to your rights, as set out in this form, does not apply if your death or injury is due to gross negligence on the supplier's part. "Gross negligence" is defined in the Fair Trading (Recreational Services) Regulations 2004. For the purposes of the clause 3, "the Supplier" shall mean and include the Indemnitees.

6. INDEMNITY AND RELEASE GIVEN TO RV AND CSAR

IN CONSIDERATION of the acceptance of me as a participant in rowing:

- a) I AGREE TO INDEMNIFY AND KEEP INDEMNIFIED to the full extent permitted by law the Indemnitees and each of them in the following manner:
 - i) that I participate in rowing at my sole risk and responsibility;
 - ii) that I accept the venues as they stand with all or any defects hidden or exposed;
 - iii) that I indemnify and hold harmless the Indemnitees, their respective servants, agents, officials and competitors against any actions, costs, losses or claims which may be made by me or on my behalf for or in respect of or arising out of my death or any injury loss or damage caused to me or my equipment whether caused by negligence, breach of contract or in any other manner whatsoever;
- b) I AGREE TO RELEASE to the full extent permitted by law the Indemnitees and each of them from all liability to me for any claim, loss, damage, cost or expense (whether arising under statute, from negligence, personal injury, psychological trauma, death, property damage or infringement of third party rights or otherwise) that arises as a result of any act, matter or thing done, permitted or omitted to be done by me or which is in anyway connected with my presence at or involvement in the Event and/or Rowing activity.
- 7. The release and indemnity provided by me in this declaration is in addition to, and will not in anyway limit the application of, the conditions of sale attaching to tickets, conditions of entry, conditions of credentials or any other applicable terms or conditions in respect of the Event and/or Rowing activity.
- 8. A term of this release and indemnity will not apply where the term contravenes the law of the relevant jurisdiction under which any legal action is legitimately taken however such terms are severable and do not invalidate the remaining terms.

9. COMPETENCY

I declare that I am competent for my involvement in rowing and if I am unable to meet the required competencies that I advise my CSAR that I can not meet the minimum standard.

10. MEDICAL

I declare that I am and must continue to be medically and physically fit and able to participate in any rowing regatta or associated rowing activity. I will immediately notify my CSAR which will provide RV in writing of any change to my fitness and ability to participate. I understand and accept the Rowing organisations and Indemnitees will continue to rely upon this declaration as evidence of my fitness and ability to participate.

11. I acknowledge and agree that if required, the Rowing organisations and Indemnitees (or any of them) may arrange medical or hospital treatment (including ambulance transportation) for me. I authorise such actions being taken by the Rowing Organisations and/or Indemnitees and agree to meet all costs associated with such action.

12. PRIVACY

I hereby consent to the collection of my personal information by RV and my CSAR in connection with my involvement in any properly

authorised rowing or rowing associated event and/or rowing activity and the use and disclosure of my personal information by RV to other agencies and officials associated with the event and/or rowing activity for the purposes of conducting and managing the event or rowing activity. I understand that I may gain access to my personal information held by RV and my CSAR.

13. PERSONAL HEALTH INFORMATION

I hereby agree with RV that in consideration for my membership and participation in events and/or rowing activities that RV and CSAR may receive, collect, store and use personal health information about me in the manner set out below:

- a) I ACKNOWLEDGE that:
 - i) If I am injured, become ill or die at or following the event and/or rowing activity the parties providing first aid activities at the relevant activity in addition to any hospital at which I am treated (together "my Carers") will have health related information about me in their possession, power and control relating to me which is subject to obligations imposed by the Privacy Act ("my Information") and the Privacy Act is intended to protect my personal information;
 - ii) RV and my CSAR wish to collect my Information for purposes that include their risk management programs, evaluating and improving the safety of RV and CSAR events and/or rowing activity and of the Meeting organisers and facility providers of RV permitted events, and generally to reduce the risks to persons engaged in rowing activities; and
 - iii) It is reasonable for RV and my CSAR to collect, store, use and disclose my Information in accordance with clause 4(a)(i) and in the manner set out in clause 4(b).
- b) IN CONSIDERATION of my membership and participation in rowing activity I consent and agree that RV and my CSAR:
 - i) may collect and store any of my Information, including obtain my Information from third parties including my Carers;
 - ii) may use any information collected in accordance with this clause for any purpose consistent with creating safer events and rowing activity and held by or in conjunction with RV and my CSAR;
 - iii) may disclose my Information to third parties provided such disclosure is reasonably intended to be used for the purpose of improving safety at events and/or rowing activity held by or in conjunction with RV or my CSAR provided any such information is held by RV or my CSAR in accordance with the RA Privacy Policy.
- c) I irrevocably authorise RV and my CSAR and hereby appoint RV and my CSAR as my lawful attorneys to collect from my Carers, and I hereby direct my Carers to provide to RV or my CSAR upon request being made by RV or my CSAR, any of my information including but not limited to any information concerning any incident or event causing or contributing to or resulting from any injury, illness or death to me, the details of any diagnosis and prognosis provided to me by my Carers (or any party with the knowledge of any of my Carers), and any other matter to the knowledge of my Carers that might reasonably be considered to be requested by RV or my CSAR for the purpose of improving safety at RV and CSAR events and/or rowing activity.

14. POLICIES AND REGULATIONS

I acknowledge, understand and agree that it is a condition of my membership and participation in the event and rowing activity that I agree to be bound by, and subject to, the rules, regulations and jurisdiction of RA and RV as amended from time to time. Copies of all RA and RV rules, policies and regulations are available from the RA and RV websites and or by contacting RA or RV direct.

15. All participants are bound by the RA anti doping policy and thus understand they may be subject to drug testing. Testing conducted by the Australian Sports Anti-Doping Authority (ASADA) is in accordance with the ASADA Act and the National Anti-Doping Scheme. This involves the taking of a sample (any human biological fluid or tissue whether alive or otherwise, or any human breath) for the purpose of detecting the use of a Prohibited Drug or Doping Method. Any participant infringing RA's policy or refusing a drug test may be disqualified or otherwise dealt with in accordance with the terms of the anti-doping policy.

NOTE:

A minor cannot complete this undertaking and declaration other than in writing with the endorsement of the minor's parent or guardian.

**SIGN
HERE**

16. EXECUTION

I, THE UNDERSIGNED STATE THAT I HAVE READ AND UNDERSTOOD THIS DECLARATION (INCLUDING THE WARNING, INDEMNITY AND RELEASE) AND AGREE TO THE TERMS AND CONDITIONS AS STATED.

NAME (PRINT): _____ SIGNATURE: _____ DATE: _____

17. THIRD PARTY INDEMNITY WHERE PARTICIPANT IS UNDER 18 YEARS OF AGE

I/WE _____ being the parents or guardians of the person named in Clause 16 (hereinafter called "the entrant") HEREBY ACKNOWLEDGE:

- a) I/we have read the whole of this document and understand it; b) I/we consent to the participation in the event and/or rowing activity; c) I/we are aware of the risks, dangers and obligations set out in Clause 4 above, AND d) I/we acknowledge that the participant is bound by and subject to the rules and policies of RA and RV, including, without limitation, the RA anti-doping policy.
18. IN CONSIDERATION of the participant being accepted as a participant in the event or rowing activity I/WE HEREBY INDEMNIFY AND RELEASE the Indemnitees in the same manner and to the same effect as if I/WE were the participants and agree to personally accept all terms and conditions and obligations set out in this declaration.

PARENT/GUARDIAN: _____ SIGNATURE _____ DATE: _____



20.7. Appendix 8 – Risk Assessment Advisory Board

This risk assessment advisory board is to be prominently displayed and viewed by each person before they go rowing. All rowers have a responsibility to update the advisory board as conditions dictate.

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



20.8. Appendix 9 – Boat Usage Log

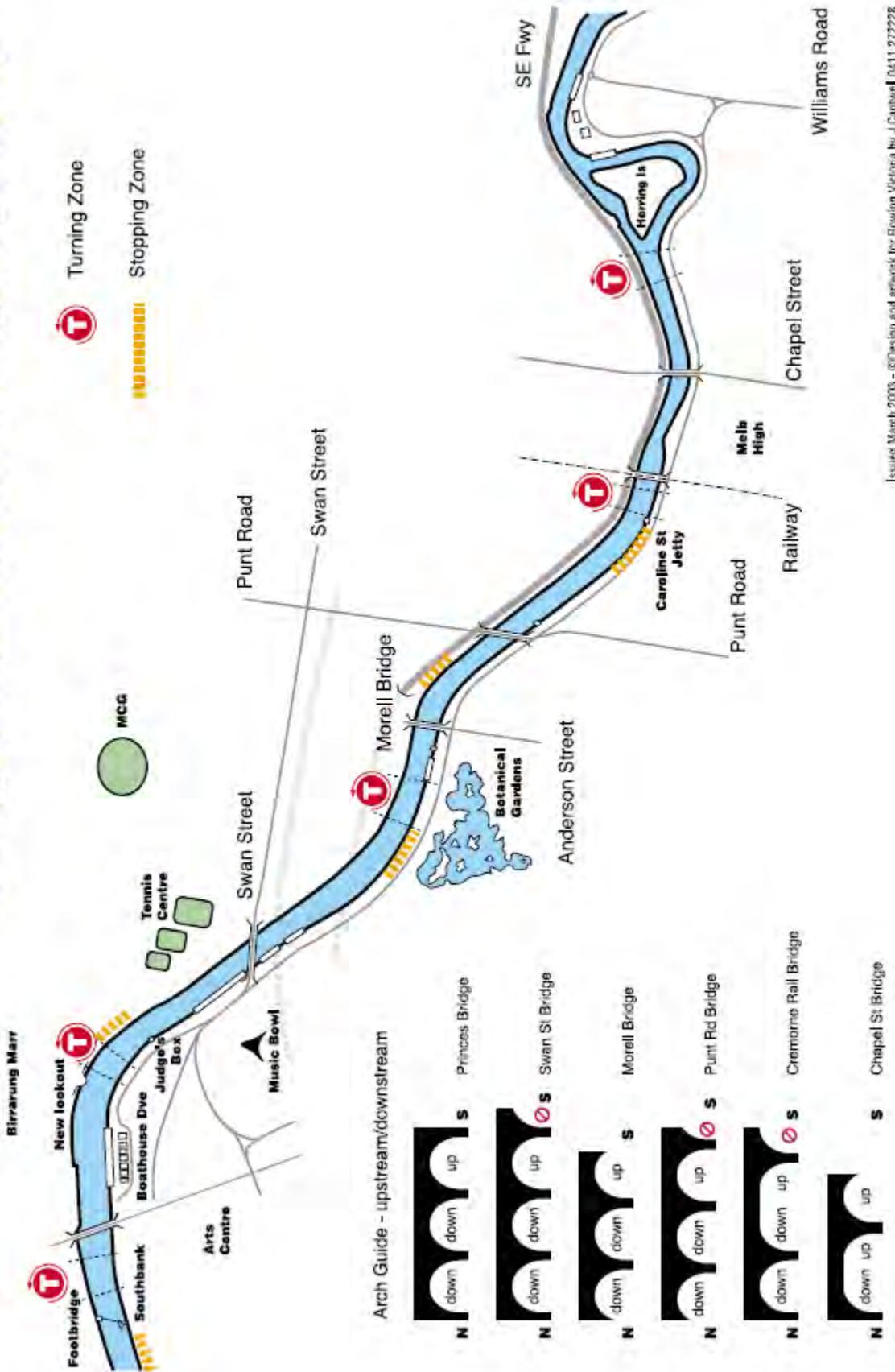
Following is an example of a page from a boat usage log.

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



20.9. Appendix 10 – Local Waterway Map

Rowing Victoria Yarra River Rowing Navigation Map



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