

# DR 01 DOCUMENT REGISTER

Port Ohope Yacht Club

Doc no.	Document title	Document owner	Version no. and date
DR 01	Document Register	Safety Officer	v1, 9/6/16
DR 02	Patrol Boat Maintenance Log	Boat Captain	V1, 9/6/16
DR 03	Hazard Register	Safety Officer	v1, 9/6/16
DR 04	Training Register	Safety Officer	V1, 9/6/16
PR 01	Emergency Procedure - General	Safety Officer	V1, 9/6/16
SMS 01	Safety Management System	Commodore	v1, 9/6/16
SMS 02	Safety Objectives	Commodore	V1, 9/6/16
SMS 03	Crisis Management Plan *	Safety Officer	V1, 9/6/16
SMS 04	Documented Information	Safety Officer	v1, 9/6/16
SMS 05	Hazard Management	Safety Officer	v1 9/6/16
SMS 06	Incidents	Safety Officer	v1, 9/6/16
SMS 08	Patrol Boats - Policy	Safety Officer	v1, 9/6/16
SMS 09	Legal and Other Requirements	Commodore	v1, 9/6/16
SMS 10	Cancelling / postponing sailing	Safety Officer	V1, 9/6/16
SMS 11	Patrol Boats - Operation	Boat Captain	V1, 9/6/16
SMS 12	Activity Management Plan	Safety Officer	V1 9/6/16
SMS F1	Incident Report	Safety Officer	v1, 9/6/16
SMS F2	Patrol Boat Assessment	Boat Captain	v1, 9/6/16
SMS F3	Incident Report Register	Safety Officer	

## Version History

Title ID	Version	Status	Date	Author	Approved
DR 01	Original	Current	17/08/17	Wayne Holdt	Graeme Tee



# DR 03 HAZARD REGISTER

Port Ohope Yacht Club

Hazard #	Hazard	Significance Low/Med/High	Risk	Management strategy
1	Water	High	Drowning Hypothermia	<ol style="list-style-type: none"> <li>1. Wear buoyancy aids</li> <li>2. Wear suitable warm, windproof clothing</li> <li>3. Patrol boats on water during boating activities</li> </ol>
2	Wharf	Med	Injury	<ol style="list-style-type: none"> <li>1. Beware of tidal flows</li> <li>2. Mitigate through rescue boat on water</li> <li>3. Look out for fishing lines</li> </ol>
3	Spars	High	Injury, esp. to head and face area	<ol style="list-style-type: none"> <li>1. Take care when carrying booms and masts</li> <li>2. Rig boats head to wind</li> <li>3. Take care when moving around rigged boats</li> </ol>
4	Other water users e.g. waka ama, SUP, kayak, swimmers	Med	Injury/death	<ol style="list-style-type: none"> <li>1. Observe collision regulations</li> <li>2. Patrol boat skippers to observe speed restrictions and take care around other craft</li> <li>3. Understand and acknowledge that yachts, even while racing, do not always have right of way</li> </ol>
5	Boats - moving in and out of shed	Low	Injury	<ol style="list-style-type: none"> <li>1. Take care when moving boats - use spotters, ask for help</li> </ol>
6	Launching boats in waves (West End)	Low	Injury	<ol style="list-style-type: none"> <li>1. Help each other launch boats</li> <li>2. Launch at Western end of beach</li> </ol>
7	Public boat ramp	Low	Injury	<ol style="list-style-type: none"> <li>1. Take it slow on ramp</li> <li>2. Involve more people to help</li> <li>3. Slippery</li> </ol>

Hazard #	Hazard	Significance Low/Med/High	Risk	Management strategy
8	Patrol boat propellers	High	Injury/death	<ol style="list-style-type: none"> <li>1. Approach swimmers and boats slowly</li> <li>2. Approach capsized boats from upwind generally - drift down</li> <li>3. When near swimmers, put motor into neutral or switch off</li> </ol>
9	Vehicles - public car park	Med	Injury/death	<ol style="list-style-type: none"> <li>1. Supervise young children</li> <li>2. Look out for reversing vehicles</li> </ol>
10	Water Ski Lane	High	Injury/death	<ol style="list-style-type: none"> <li>1. Make everyone aware of the area that is outside normal sailing area</li> </ol>
11	Barbeque	Med	Injury	<ol style="list-style-type: none"> <li>1. Skilled operators only</li> <li>2. Make sure gas bottles are up to date</li> </ol>

Version History					
Title ID	Version	Status	Date	Author	Approved
DR 03	Amended	Current	17/08/17	Wayne Holdt	Graeme Tee

# DR 04 TRAINING REGISTER

Port Ohope Yacht Club

## Training Register

Name of Participants	Rescue Boat	Learn to Sail Coach Course	Race Coach Course	Race Management Course	Judges Course	Teams Racing Umpire Course	First Aid	VHF Course
Graeme Tee	28/09/2016	✓						✓
Adam Reid	25/09/2016							
Graeme Reid	28/09/2016							
Dave Bretton Rule								
Mark MacIntosh								
Ken Tarboton	28/09/2016	✓						

# PR 01 EMERGENCY PROCEDURE - GENERAL

## Port Ohope Yacht Club

### 1. Take control

- Assess the situation and communicate
- Ensure safety of responders
- Prioritise actions
- Delegate roles

### 2. Take action

- Remove person(s) from life-threatening environment

### 3. Treat

- Treat person(s) for injuries

### 4. Communicate

- Notify clubhouse and/or other support boats
  - Person In Charge to contact emergency services
  - Person In Charge to contact Commodore
  - Commodore (or someone so delegated) to initiate crisis plan - contact relatives, next of kin etc and media spokesperson(commodore)

### 5. Evacuate

- Package and transport person(s)

### 6. Stabilise

- Look after others involved in the emergency situation
- Debrief the situation with relevant persons
- Report and record

#### Version History

Title ID	Version	Status	Date	Author	Approved
PR 01	2	Current	17/08/17	Wayne Holdt	Graeme Tee

# SMS 01 SAFETY MANAGEMENT SYSTEM

Port Ohope Yacht Club

## PURPOSE

The purpose of the Safety Management System (SMS) is to provide Port Ohope Yacht Club with a framework for managing, measuring and improving our safety performance.

## SCOPE

### *In scope of SMS*

Nearly everything we do has some relation to safety. Therefore, the SMS covers all the boating-related activities that are carried out within the club operating areas and buildings by club members and those people under the control of the club.

- The main operating area is Ohiwa Harbour, the waters off West End, Ohope Beach and the Whakatane River, the Whakatane Bar and the waters around Whale Island.
- The building includes the clubhouse.

In addition, the SMS covers boating-related activities that are carried out away from the club, bearing in mind that there could be some overlap or jurisdictional issues with other agencies and organisations. Examples include:

- Transporting club equipment to regattas

### *Out of scope of SMS*

The SMS does not cover activities conducted by groups that have hired the club facilities, particularly the clubhouse.

We recognise that members of the public use the rigging areas around the club building. The SMS does not cover public safety, however, we will take all reasonable and practicable steps to ensure no foreseeable hazard could potentially injure someone.

## ROLES AND RESPONSIBILITIES

### **Commodore**

The Commodore is responsible for the SMS achieving its goal.

The Commodore (on behalf of the club) is committed to:

1. Ensuring that the importance of effective safety management, and of conforming to the SMS, is communicated to members, visitors and other interested parties.
2. Providing the resources to establish, implement, maintain and continually improve the SMS.
3. Requiring and reviewing regular reports on safety performance.
4. Ensuring operations comply with health and safety legislation, and that the SMS achieves its intended goals and objectives.

### **Safety Officer**

The Safety Officer is responsible for:

1. Coordinating the development and/or annual review of the SMS, in consultation with relevant persons.
2. Ongoing monitoring of the status of action items identified in the SMS, particularly in the Hazard Register.
3. Reporting to the Commodore and Committee on the achievement of safety objectives.
4. Keeping the SMS up to date.
5. Ensuring relevant parts of SMS are communicated appropriately internally and externally.

## Committee

The club Committees are responsible for reviewing the SMS in consultation with the Safety Officer and monitoring the implementation of any actions affecting the club.

### Club members

All club members are responsible for identifying potential safety issues and reporting them to the Safety Officer.

## PROCESS

### Develop and annually review the SMS in consultation with relevant persons

The development and/or review of the SMS must be based on:

1. Analysis of relevant data relating to identified hazards, and reported incidents.
2. A consultation process with committee members, club members and other interested parties.
3. A review of the club's legal and other requirements.

### Prepare a draft SMS and secure proper authorisations

Approval of the updated SMS must be sought annually from the Commodore and will be recorded in the revision history table.

### Publish the SMS

Print and display, or otherwise disseminate, relevant safety information to members, visitors, public and other interested parties.

Printed copy in clubhouse office and on POYC website.

**All club members and visitors are required to comply with the requirements in the SMS.**

**Everyone is encouraged to contribute to the success of the club and the continual improvement of the SMS.**

## APPROVAL

The SMS is approved by POYC Committee 5 September 2017

Signed:

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 01	Original	Current	17/08/2017	Wayne Holdt	Committee



# SMS 02 SAFETY OBJECTIVES

Port Ohope Yacht Club

	Objective	Actions	Indicator	Responsible
1.	Prevent injury	<ol style="list-style-type: none"> <li>1. Implement and continually improve SMS</li> <li>2. Communicate SMS requirements</li> <li>3. Competent people in safety-critical roles</li> <li>4. Fit for purpose equipment</li> <li>5. Correct decision-making on event days – 'go/don't go'</li> </ol>	No injuries in sailing season	Safety Officer
2.	Embed safety into club decisions, processes and activities	<ol style="list-style-type: none"> <li>1. Safety always on meeting agendas</li> <li>2. Safety briefings carried out before events</li> <li>3. Constantly review safety policies and procedures for relevance and accuracy and effectiveness</li> </ol>	Positive culture of safety discussion, reporting and analysis	Commodore
3.	Ensure all incidents are reported and recorded in accordance with Incident process	<ol style="list-style-type: none"> <li>1. Simplify processes</li> <li>2. Make forms available at clubhouse</li> <li>3. Inform members of reporting process</li> </ol>	Completed forms for each incident	Safety Officer
4.	Ensure all significant risks are reported and recorded	<ol style="list-style-type: none"> <li>1. Simplify processes</li> <li>2. Inform members of reporting process</li> <li>3. Active committee members</li> </ol>	Revisions and additions made to risk register Changes made to SMS at time of review	Safety Officer
5.	Compliance with legislative and other requirements	<ol style="list-style-type: none"> <li>1. Identify relevant legislation and other requirements</li> <li>2. Communicate requirements to relevant people</li> <li>3. Monitor compliance internally</li> </ol>	No negative compliance issues	Safety Officer

6.	Increase volunteer participation in safety-critical roles	<ol style="list-style-type: none"> <li>1. Simple registration process</li> <li>2. Provide VHF radios</li> </ol>	Patrol boats crewed with competent people for every event	Safety Officer Boat Captain
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Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 02	1	Current	17/08/17	Wayne Holdt	<i>Commodore</i>

# POYC SMS 03 Crisis Management Plan

## 1 Whole Fleet Emergency - foul weather

- In the event of danger to life the race will be abandoned and the rescue co-ordination will be done by the Race Officer (RO).
- The Race Committee Signal Boat will remain stationary or move to a more suitable position to co-ordinate with Yacht Club base to delegate roles. It will accept sailors on board and will tie boats up behind if necessary to speed up the process of ensuring everyone is accounted for.
- Rescue boats will, in the first instance, provide support. If necessary, request further assistance. When their area is clear seek advice from RO as to which area to cover.

## 2. Radio Blackout

- Deal with immediate emergencies in your area and visibility.
- Consider which is the quickest way to report your situation and actions - e.g. cellphone, another boat that may have communications or go to Start Boat.
- Continue to operate as per the above routine duties and emergency instructions

## 3. Crewless Boat

- Immediately communicate with RO (or Shore Base if an emergency has already been declared).
- Stop and scan everywhere. Check that the sailor is not trapped under the boat or under the sail.
- Consider the line of drift (wind and tide). Scan more carefully both ways on this line.
- Search upwind over a 60° triangle from the boat to a distance at least 200m. Patrol boat crew standing if possible.
- Once other boats arrive initiate a line abreast (20mtr apart) search from 200m downwind of the boat, then proceed to windward

## 4. Missing sailor at the end of the day i.e. not signed back in

- Onshore search.
- Yacht Club Base checks for the boat, trolley, results list and support team ashore.
- Call on water support team to check subject boat and sailor. Shore team contact a team mate/coach
- Patrol boats Official boats and support boats asked to remain on water. Report any relevant information as to whereabouts of the subject boat/ sailor  
If none: 5 min later Race Officer will call police and coastguard.

### Version History

Title ID	Version	Status	Date	Author	Approved
SMS 03	Original	Current	17/08/2017	Wayne Holdt	Graeme Tee

# SMS 04 DOCUMENTED INFORMATION

Port Ohope Yacht Club

## PURPOSE

The purpose of the Documented Information document is to ensure documented information is controlled, revised and issued with accuracy and relevance.

## DEFINITION

The term **documented information** covers policies, procedures, plans, forms, records, templates, and manuals whether electronic or paper-based.

It also refers to safety-related information on our website and in emails or e-letters.

## SCOPE

This process applies to all safety-related documented information generated and/or used by the club to ensure ongoing currency of all documented information used by club members and other interested parties.

The Safety Officer and Secretary are responsible for ensuring documented information is:

1. Readable, identifiable and traceable to the activity.
2. Periodically reviewed, and revised where necessary.
3. Signed off as adequate by the Commodore/Safety Officer.
4. Current and available at appropriate locations.
5. Adequately protected from unauthorised modification, deletion and publication.
6. Removed from circulation if obsolete, or clearly marked that it is not to be used.
7. Adequate for POYC requirements.

## PROCESS

1. Ensure all existing documents are reviewed each year.
2. Create new documents using the appropriate template.
3. Ensure the document contains the following information, where appropriate, in the relevant section of the document:
  - Document title – clearly stating what the document refers to
  - Purpose – summary of the intent of the document (unless obvious such as maintenance records)
  - Version history – as a footer in a table or text reference and to include:
    - Version title – full name or ID number
    - Version date
    - Version reference – original or revised
  - Author/reviewer – this will, in most cases, be the Safety Officer
  - Approver – this will, in most cases, be the Commodore
  - Any other data that will help identify the document and what version it is.

- 4. Documented information will be protected, where appropriate, by password or other access restrictions, or as a .pdf.
- 5. Documented information will be stored the POYC website and printed copy at clubhouse office.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 04	Original	Current	18/08/17	Wayne Holdt	Commodore

# SMS 05 HAZARD MANAGEMENT

Port Ohope Yacht Club

## PURPOSE

The purpose of the Hazard Management document is to set out the process for managing hazards in a systematic way.

## DEFINITION

A **hazard** is something that can cause harm or damage.

**Serious harm is defined** in **Schedule 1 of the HSE Act 1992** and includes fractures, laceration, crushing, loss of consciousness and burns.

## SCOPE

This process relates to the identification, assessment and control of hazards relating to all related activities at Port Ohope Yacht Club.

## PROCESS

### Identify Hazards

1. Discussion and brainstorming sessions with the relevant committee members to identify potential and actual hazards.
2. Determine where, when, why and how hazards could injure someone. Use the following sources to assist determination:
  - a. Personal observation
  - b. Maintenance safety inspections
  - c. Incident investigation
  - d. Comments from members, visitors or the public.
3. List identified hazards on DR 03 Hazard Register.

### Assess Hazards

1. Assess each hazard for significance – could the hazard cause serious harm?
2. If the hazard is assessed as significant, determine the control method.
3. Ensure all hazards identified are assessed with the assumption that there are no controls in place, or that controls will fail.

### Control Hazards

1. Decide whether to eliminate, isolate or minimise the hazard.
2. State the control method(s) and action.

### Monitor and Review Hazards

1. Monitor hazards constantly to provide on-going assurance the control methods are effective.
2. Review the Hazard Register on a yearly basis to evaluate the effectiveness of the existing controls in place, and evaluate whether any changes to our boating activities may impact the current assessment of identified hazards or introduce new hazards.
3. Evaluate the effectiveness of our hazard management as part of the scope of the internal review.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 05	Original	Current	17/08/17	Wayne Holdt	Graeme Tee

# SMS 06 INCIDENTS

Port Ohope Yacht Club

## PURPOSE

The purpose of the Incidents document is to ensure incidents are managed appropriately, conform to legislative and other obligations, and inform improvements to the SMS.

## DEFINITION

An **incident** is defined as an event that leads to an accident or has the potential to lead to an accident.

An **accident** is an event that results in death, injury.

## SCOPE

This policy applies to all incidents arising from our activities under the control of the club.

The focus is on harm to people, not damage or loss of property.

## RESPONSIBILITIES

All club members are responsible for responding to incidents that are within their competence, and then communicating the details of the incident to either the Safety Officer or another club Committee member.

Experienced club members are responsible for responding to on-water and off-water incidents.

The Safety Officer is responsible for overseeing the incident management process and reporting to the Committee.

The Committee is responsible for reviewing and analysing incidents to determine trends and any corrective actions needed.

## PROCESS

1. Incidents must be reported to the Safety Officer, or another Committee member, as soon as possible after situation is made safe.
2. Serious harm incidents must be reported to Maritime NZ through a two-step process:
  - a. Verbally as soon as possible to either landline 0508 222 433 or on VHF Ch.16
  - b. Online using [form](#) on Maritime NZ website.
3. Incidents, such as collisions resulting in damage to navigational aids, must be reported to the local harbourmaster.
4. Incidents must be recorded on SMS F1 Incident Report (unless already done so on Maritime NZ form).
5. Incident records will be stored in a folder in the clubrooms
6. Incidents will be investigated and reviewed to determine causes and any corrective actions needed. Changes, if warranted, will be made to the SMS and communicated to relevant persons.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 06	Original	Current	17/08/17	Wayne Holdt	Graeme Tee

# SMS 08 PATROL BOATS - POLICY

Port Ohope Yacht Club

## PURPOSE

The purpose of the Patrol Boats - Policy document is to set the expectations for the use of the club's patrol boats.

The Patrol boats are some of the most critical items held by the club. Without them we cannot operate our boating activities. They are valuable assets in their own right, expensive to run and maintain, and require careful handling.

The club currently has three Patrol boats:

*Alloy pontoon boat powered by a 25 horse powered Yamaha*

*Alloy dingy powered by a 15 horse powered Yamaha*

*Inflatable dinghy 15 horse powered Yamaha*

## POLICIES

1. We will use the Patrol boats for their primary purpose, that is, support and rescue, and not be distracted from this purpose.
2. We will comply with the relevant sections of the Maritime Transport Act 1994 and Maritime NZ guidelines, including the YNZ exemption.
3. We will follow the recommended Yachting NZ safety and maintenance guidelines.
4. We will ensure competent skippers and crewmembers operate patrol boats.
5. Skippers will be aged 15 years or over unless they are under the direct supervision of a person over the age of 15 years, who is in immediate reach of the controls. [Maritime NZ Rule Part 91.5]
6. Skippers will be responsible for ensuring the correct equipment is carried each time the boat is used.
7. Skippers will wear 'kill cords' where provided when boats are under power.
8. We will ensure the patrol boats, and the equipment they carry, are well maintained and relevant records kept.
9. Rescue Boat Ratio :

LTS	1:6
Coaching	1:8
Racing	1:10

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 08	Original	Current	17/08/17	Wayne Holdt	Graeme Tee



# SMS 09 LEGAL AND OTHER REQUIREMENTS

Port Ohope Yacht Club

## PURPOSE

The purpose of the Legal and Other Requirements document is to identify the legislation (including local bylaws), standards, codes of practice, guidelines, and similar information that are relevant to the safe management of our boating activities.

This information will be used to develop and improve the SMS, and will assist the club in meeting its various obligations.

## RELEVANT LEGAL AND OTHER REQUIREMENTS

	Document	Comment
1.	Maritime Transport Act 1994	<p>Although the club is not a workplace, there is no exemption to certain health and safety provisions of this Act. Volunteers are covered.</p> <p>In short, skippers are responsible for their actions and inactions (section 19), every person on a patrol boat must act safely (section 65), and vessels must be 'suitable for purpose'. There are also duties about incidents (sections 30-33).</p> <p>The patrol boats are exempted from Maritime NZ 'maintenance and survey' requirements because NPYC comes under the exemption granted to all Yachting NZ affiliated yacht clubs. This means the patrol boats do not have to be in a Safe Ship Management (SSM) programme administered by Maritime NZ.</p>
2.	Maritime Rules Part 91: Navigation Safety Rules	Sets basic navigation standards and includes wearing of PFDs, age limits, give way rules, wakes and access.
3.	Crimes Act 1961	<p>Section 155 Duty of persons doing dangerous acts - legal duty to have and to use reasonable knowledge, skill, and care in doing any such act.</p> <p>Section 156 Duty of persons in charge of dangerous things - legal duty to take reasonable precautions against and to use reasonable care to avoid such danger.</p> <p>Relevant but an unlikely prosecution – main point is to exercise care when operating patrol boats and any other equipment, or doing any other thing, that could endanger life.</p>
4.	Health and Safety in Employment Act 1992	Not relevant to POYC
5.	Yachting NZ Safety Regulations Part 1	<p>Applies to all racing centerboard yachts, open yachts and sailboards at all times – not just during racing.</p> <p>In short, sailors must wear buoyancy aids and be able to swim and tread water, boats must be sound and equipped, and trailers must be identifiable.</p> <p>Skipper responsibility is stressed.</p>
6.	Yachting NZ Club Safety Responsibilities Guide, Dec 2005	Recommended guidelines about general safety, running events, and manning and equipment of patrol craft.

7.	ISAF Rules of Sailing/Club NOR/Sis	Abide by the current rules of sailing and the Notice of Race and Sailing Instructions as issued.
8.	Building Act 2004 Building Code	Applies to the construction, alteration, demolition and maintenance of new and existing buildings. Ensure all buildings to code.
9.	Food Act 2014	Relates to food that is sold or traded. Comes into force in 2016. BBQ on deck likely to be excluded. Main point is to ensure food processes are safe – from purchase to storage to preparation and consumption to re-storage.
10.	Fire Service Act 1975 Fire Safety and Evacuation of Buildings Regulations 2006	Responsibility of POYC as building owner to take fire safety precautions in our buildings including documented emergency procedures, fire management equipment, fire safety information (available to everyone at the club), and implementing fire evacuation procedures. The club is required to have an 'approved evacuation scheme'.
11.	Local By-Law Harbour Regulations	Ski lane is for vessels towing skiers only. No other vessel should use the ski lane.  Restricted area for jet skis.

## PROCESS

The Safety Officer (in consultation with other club Committee members) will identify and list the relevant legal and other requirements.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 09	2	Current	17/08/17	Wayne Holdt	Graeme Tee

# SMS 10 CANCELLING / POSTPONING SAILING DUE TO WEATHER CONDITIONS

Port Ohope Yacht Club

## PURPOSE

The purpose of this document is to set out the process for deciding when sailing would be cancelled or postponed due to the weather conditions on the day of the event.

## SCOPE

This process relates to the sailing events under the control of a Race Officer. In most cases, the events will be the Sunday afternoon races and West End events, but may include other regattas or Saturday afternoon social sailing.

## RESPONSIBILITIES

1. Race Officer – ultimate responsibility for deciding whether to continue, cancel or postpone an event.
2. Safety Officer – support decision-making process with assessments and advice.

## PROCESS

### Assess

Weather conditions assessed through:

- a. Weather forecasts
- b. Whakatane weather station
- c. Observation – clubhouse and around sailing area
- d. On-water observation
- e. Discussion with relevant persons.

### Decide

Race Officer makes the decision to continue, cancel or postpone in consultation.

### Communicate

#### 1. Continue

Event proceeds as normal but additional safety precautions are implemented, such as extra support boats and crews, more frequent radio communication, advice given to less capable sailors, shortened courses, and so on.

#### 2. Cancel or postpone

Communicate as appropriate

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 14	Original	Current	18/08/2017	Wayne Holdt	Graeme Tee

# SMS 11 PATROL BOAT - OPERATION

Port Ohope Yacht Club

## PURPOSE

The purpose of the Patrol Boat Operation document is to ensure the Patrol boats are used safely and effectively.

## SCOPE

This procedure covers the:

1. Equipment to be carried
2. Skipper and crew requirements
3. Use of the patrol boats.

## PROCESS

### Equipment

1. The following equipment will be carried and/or worn:
  - Buoyancy aid for each person on board
  - Anchor, plus chain and warp
  - VHF radio or mobile phone
  - Shackle spanner
  - Tow rope (with bridle if needed)
  - Bailer or pumping system
  - Paddles
  - Knife(not on small Ribs)
  - Removed sailor indicators (orange danger tape)
  - First Aid – swab/tape
2. Boat Captain is responsible for ensuring boats are equipped and maintained to the required standard.
3. Safety Officer will carry out periodic inspections of equipment.

### Skippers and crewmembers

1. A competent skipper will operate the patrol boat. The skipper will be assisted by at least one other capable person acting as a crewmember. Exceptions to this are permitted - and include:
  - a. coaching
  - b. low speed manoeuvring and repositioning around jetty, ramp areas, beaches and so on
  - c. the committee boat
  - d. performance testing before or after servicing
  - e. in the small RIB – one person is sufficient.
2. Skippers and crewmembers will be dressed appropriately for the conditions, including a buoyancy aid.
3. Skippers and crewmembers are expected to get in the water to help sailors in difficulty.
4. Skippers will be trained, assessed and monitored by the Boat Captain as per **SMS F2 Support boat assessment**. Further development and/or re-assessment will be at the Boat Captain's discretion.
5. Training and assessment will be conducted in a range of expected conditions.

### Use

1. For organised club events patrol boats must be on the water with engines warmed up before the first sailing boat leaves the beach, and only after the last sailing boat is safely at the beach does the last patrol boat leave the water.

2. Patrol boat skippers will follow Maritime NZ regulations, local by-laws, YNZ sailing and racing regulations, and all POYC policies and procedures relating to patrol boat use.
3. **Race Officer** will run a briefing before support boats all depart on tasks and, if needed, a debriefing at the end of the on-water activities.
4. Patrol boats must be washed down after use, engines flushed - use isolation control to keep people away from propeller - and any mechanical, hull, equipment or other problems reported and recorded.
5. Reports should, in first instance, go to Boat Captain or, in that person's absence, to another Committee member.
6. Boat Captain is responsible for recording incidents or issues (**DR 02 Maintenance log or F1 Incident report**), initiating an action plan to resolve them, and ensuring they are resolved.

## ON-WATER COMMUNICATIONS - VHF RADIOS

POYC operates on **channel 21** and a radio check should be done with "Yacht Club Base" or RO with POBs - when transmitting hold radio out of wind – call person (or boat name) you want twice and your name (or boat name) once – use radio only when required. Ask ROs permission to leave the course for any reason. Ensure handhelds are returned on charge in the POYC base. VHF radios must be switched on and audible at all times when patrol boats are being used.

1. **Emergency procedure** (see Crisis Management Plan SMS 03)
2. **Fuel:** All POYC outboards are two stroke engines. Never leave shore unless tank is full (you never know how the day will go)
3. **Bungs:** Some boats do and some don't have bungs so always check
4. **Tube Inflation:** Inflatable's should be quite firm (most club ribs are underinflated)
5. **Clothing:** Inflatable's are wet boats and yacht racing is sometimes held in rough conditions where you cannot just come in when you want, so make sure you have good wet weather gear on board even on calm days.
6. **Manning:** Rescue boats would normally have two people aboard where volunteers are available a coach boat may only have one.
7. **Kill cord** always use the kill cord on the boats that are fitted with them, they have a piece of 2mm spectra and a Velcro strap to go around your ankle to allow you to move around the boat
8. **Stay out of commercial channels** - Reduce speed - "take early and substantial action to keep well clear".
9. **Launching Boat:** - Slipways – ramps (can be slippery) – don't unhook boat from winch until boat is in water (can roll off trailer)
10. **Retrieving Boat:** If in waves be sure not to get between the boat and the trailer when hooking up – In surf conditions it is safer to beach boat and winch on to trailer. Retrieve/Launch at western end of beach in waves.
11. **Laying Buoys:** If laying start pin trail buoy out behind boat holding onto the anchor, when in position drop anchor into water – when laying other marks run anchor to the bottom rather than throw the whole lot over at once.
12. **Retrieving Buoys:** Approach buoy from leeward of the buoy - Retrieve buoy and motor slowly to windward to ease the weight on the warp – in deep water use anchor puller – ensure warp is well clear of prop
13. **Assisting yachts in difficulty:** In flat water you can approach from windward of the yacht to assist, in swells or waves approach from the leeward side of the yacht.

14. **Boat full of water**, Ask sailor to bail as you tow if full of water.
15. **Sailor in Water**: When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.
16. **Yacht Capsized**, manoeuvre into a position where you can spot the sailor without too much disruption to others still racing.
17. **Towing**, when towing loop the tow line around the mast base once with the sailor holding the tail. When towing lift the centreboard up a bit, don't take them right out in case they capsize. **Note**: any boat with a broken rudder may need the centreboard fully up when towing. Pull yacht in close to the rib when approaching shore (so not to hit other boats when turning)
18. **Sailors signed off**: Radio sail number of boat you have in tow to yacht club or race committee  
**Removing sailor from boat** – in extreme conditions when a sailor is removed from their boat some sort of identification needs to be left attached to the boat (POYC uses orange or red danger tape)
19. **First Aid**: Where possible you should get an injured sailor to shore as quickly as possible.
20. **Engine flushing & wash down**. Club maintenance records & procedures.
21. **Incident**: Report any incident to the Safety Officer; incident forms are available from the Yacht club office.

### **Class specific rescue procedure**

**Optimist**: If inflatable is big enough remove centreboard and slide onto pontoons, derig and if in front of the console tie it down. All optimists should be fitted with their own painter (towline) – make yourself familiar with the mast clamps now mostly used on. Optis – If removing the rig in waves hold one foot on the boat to stabilise then remove the rig in one go – most Optis now have a loop tied in their painter approx 1mtr in front of the bow to link the next boat onto.

**Starling**: If inflatable is big enough remove centreboard and slide onto pontoons, Starlings do not have a tow line so you will need your own one (or use their mainsheet) ensure it is not too thick – you will need to loop the tow line around the mast once and let the sailor hang onto the other end – if no rig up loop around the bow handle and then back to the sailor.

If sailor is struggling to get boat up make sure they have released their kicker.

**Laser**: Same as starling except you would struggle to get it onboard a Rib, bow fairleads are strong enough to tow from.

**420**: will have its own tow line – centreboard up – get sailor to steer.

**Righting a multihull** The boat is likely to be upside down rather than on its side. If upside down:

First stand off some distance and check whether the sailor wants help or whether they can manage themselves. Position your boat to windward If they want help, it is likely they will have their own rope to pull the boat upright.

This should be attached to the leeward hull; it should pass around the leeward hull, across the boat and travel out to the rescue boat.

It may be necessary to extend the length of the righting rope with one from the rescue boat if they don't have their own.

It is best to attach the rope to the main beam just next to the leeward hull, passing it under the hull and around the outside.

Have the sailor sit on the windward hull by the main beam

Motor slowly to windward

Ease off the power as the mast and sail comes to the surface and the boat is now on its side.

The sailor may be able to stand on the hull in the water and pull the upper hull down to right the boat

If the sailor can't manage it, continue to motor slowly to windward. It is important to bring the boat up into the wind

If you try bringing it up with the wind it will merely capsize again.

Don't let the rescue boat get close to the catamaran as they are very fragile and a minor collision will put a hole in it.

Then that hull will sink and you will have a much bigger problem trying to recover it.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 13	2	Current	17/08/2017	Wayne Holdt	Graeme Tee

# SMS 12 ACTIVITY MANAGEMENT PLAN

Port Ohope Yacht Club

<b>Activity - Site</b>	Centreboard dinghy sailing – Inside Ohiwa Harbour and off the coast of Whakatane and Ohope						
<b>Activity Description</b>	Organised club sailing events, such as racing, coaching etc						
<b>Location</b>	Ohope/Whakatane						
<b>Parking</b>	Port Ohope						
<b>Grid Reference</b>	N/A	<b>Water</b>	taps	<b>Toilets</b>	yes	<b>Shelter</b>	yes - clubhouse
<b>Access Permission Required</b>	None required						
<b>Supervisor requirements</b>	Competent Race Officer Competent skipper as per POYC SMS 08 and POYC SMS 15						
<b>Participant competencies</b>	water confidence minimum.						
<b>Previous Incidents</b>	ref. SMS POYC Incident Register						
<b>Hazard ID / evacuation maps</b>	Ref DR 03						
<b>Emergency Response</b>	As per notes on reverse; ref. POYC SMS 07 and POYC PR 01						
<b>Other resources and notes</b>	POYC SMS						
<b>Specific Policies</b>	None						

The following identified hazards have been rated as significant and require management.

Site Specific Hazard	Management of Hazard
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Wave break at West End	Define and communicate to sailors – explain importance of timing launching and retrieval – Position patrol boats ready for assistance if needed Change operating area or halt activity depending on swell, wind and sailing ability				
Boat Ramp	Encourage collaboration and mutual assistance, especially for launching and retrieving patrol boats off the beach Boat ramp can be a slippery area				
The bar at the Whakatane River mouth	Communicate the purpose of the channel marks appropriately. Position patrol boats ready for assistance. Notify the Coastguard/Harbour Master				
Moored boats in harbour and the wharf, especially with a strong outgoing tide	Communicate and monitor Position patrol boats ready for assistance – be prepared to tow				
Car park and roads	Communicate importance of road safety Appoint beach supervisor for regatta days, particularly when lots of minors involved				
<b>Activity Specific Hazard</b>	<b>Management of Hazard</b>				
Water	Patrol boat crews monitor capsizes and other immersion events – ready to assist as required – field comms and response plans in place Buoyancy aids and appropriate clothing worn by all sailors and patrol/committee boat crew				
Approved by	date	Review in	3 months	from date of approval	signed

# SMS F1 INCIDENT REPORT

Port Ohope Yacht Club

*This form should be completed as soon as possible after the incident and passed to the Safety Officer.*

ID#: **Safety Officer to complete**

<b>1</b>	<b>Details of person reporting incident</b>	
Name: Role at time of incident: Skipper / Crew / Safety Officer / Committee Member / Witness / Other <i>(Please circle one)</i> Preferred contact 1: Preferred contact 2: Address:		
<b>2</b>	<b>Details of person(s) involved in the incident</b>	
Name: Phone no: Address:	Name: Phone no: Address:	Name: Phone no: Address:
<b>3</b>	<b>Details of boat/craft</b>	
Name of boat/craft/type:		
<b>4</b>	<b>Time and location information</b>	
Date of incident: Time of incident: Location of incident:		
<b>5</b>	<b>Environmental conditions</b>	
Visibility: Good / Fair / Poor Other factors: Sun strike / Fog / Rain / Hail or sleet / Dark / Change of light / Tide State of water: Calm (glassy) / Calm (rippled – 0-0.25m waves) / Smooth (0.25-0.5m waves) / Slight (0.5-1m waves) / Moderate (1-2m waves) / Rough (2-4m waves) / Very rough (4-6m waves) Wind force (knots): None / Light (4-10) / Moderate (11-27) / Near gale (28-33) / Gale (34-39) / Strong gale (over 40)		
<b>6</b>	<b>What happened? <i>Tick, highlight or circle one or more</i></b>	
<input type="checkbox"/> petrol or other harmful substance spill <input type="checkbox"/> flip / overturn <input type="checkbox"/> person overboard <input type="checkbox"/> collision <input type="checkbox"/> flooded <input type="checkbox"/> propeller entangled	<input type="checkbox"/> hit submerged object <input type="checkbox"/> steering gear failure <input type="checkbox"/> entrapment <input type="checkbox"/> structural failure <input type="checkbox"/> equipment failure <input type="checkbox"/> mooring line failure	<input type="checkbox"/> grounding <input type="checkbox"/> electrical power failure <input type="checkbox"/> explosion <input type="checkbox"/> near miss / close quarters <input type="checkbox"/> contact <input type="checkbox"/> propulsion failure <input type="checkbox"/> other – explain here:

<b>7</b>	<b>Was another boat/craft involved?</b>
<input type="radio"/> No <input type="radio"/> Yes Name (if known):	

<b>8</b>	<b>Description of incident</b>
If you need to write more, attach a blank sheet with details of what happened	

<b>9</b>	<b>Injury information for &lt;name&gt;</b>	
<b>Body Part Injured</b> (Indicate which side of the body, eg right or left) <b>Type of Injury:</b>	<b>Source:</b> <input type="radio"/> First aid <input type="radio"/> Hospital <input type="radio"/> Ambulance <input type="radio"/> Doctor (GP) <input type="radio"/> Hospital <input type="radio"/> Other	<b>Follow Up Treatment:</b>

<b>Declaration:</b> The above report provides a true and accurate account of the incident. Name (please print): Signature: Date:
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**Safety Officer to complete**

<b>10</b>	<b>Safety Officer's review</b>	
<b>What were the causative factors of this incident?</b>	<b>How can this incident be prevented from happening again?</b>	
New hazard identified: Yes      No Significant hazard:      Yes      No Eliminated      Isolated      Minimised Changes to SMS made: Yes      No Changes communicated: Yes      No Has regulator been notified? Yes      No Further investigation required? Yes      No	<b>Action summary:</b>	
<b>Report completed by: Name:</b>	<b>Signature:</b>	<b>Date:</b>

# SMS F2 PATROL BOATS - ASSESSMENT

Port Ohope Yacht Club

The following assessment requirements should be passed before any POYC club member is authorised to use the patrol boats.

Name of skipper being assessed:

Name of assessor:

Patrol boat used:

	Task	✓ / ✗	Any further action	Initialled	Date
1.	Pre-use checks - hull & engine condition; tube inflation; fuel system; trailer; bungs; on-board equipment				
2.	Launching and retrieving in various tide, wave and wind conditions				
3.	Starting procedures - cold; hot				
4.	Driving skills - gear shifts; manoeuvring; stopping; holding position; laying & retrieving marks				
5.	Driving skills - approaching & leaving boats; transporting & transferring people; rendering aid				
6.	Communication on water – VHF radio; voice (positioning); non-verbal distress signal				
7.	Towing - alongside; behind; multiple 'in line'				
8.	Emergency response – kill cord; MOB; first aid				
9.	After-use - engine cleaning and flushing; radios; fuel; marks; incident reporting and recording				
10.	Responsibilities – crew; racing; other water users; regulations; safety				

### **EMERGENCY PLAN**

#### **TAKE CONTROL**

Assess, contain and communicate situation (**CODE RED?**); prioritise actions; delegate roles; ensure safety of responders

#### **TAKE ACTION**

Remove person(s) from life-threatening environment

#### **TREAT**

Treat person(s) for injuries

#### **COMMUNICATE**

Notify clubhouse/committee boat; activate crisis plans

#### **EVACUATE**

Package and transport person(s)

#### **STABILISE**

Look after others involved; debrief; report and record

### **NOTES**

- Encourage attitude of helpfulness and consideration – launching and retrieval
- Cold water/temperature – ensure participants dressed appropriately
- Manage relationship with members of public, especially on beach

### **'CODE RED' EMERGENCY**

1. 'Code Red' called by responding patrol boat along with location
2. All stations keep listening watch and restrict/minimise radio chatter
3. Other patrol boats stand by to assist
4. Race Officer may initiate crisis plan – emergency services, Commodore, etc
5. Race Officer may stop, shorten or abandon racing for rest of fleet
6. Race Officer declares 'Code Red' cleared when emergency resolved