

**SAFETY MANUAL 2019**

I certify that I have read and will abide by the Safety Manual of Black Mountain Rowing Club

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| **Signature** | **Name** | **Date** |
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**PREAMBLE**

This Safety Manual and the underlying policies and procedures that underpin it, applies to Black Mountain Rowing Club (BMRC) and its assets wherever operated by BMRC members.

BMRC is an incorporated association under the [*Associations Incorporation Act 1991*](http://www.legislation.act.gov.au/sl/1991-31/current/pdf/1991-31.pdf) (ACT). An effect of incorporation is to limit liability. However, office bearers, ordinary committee members and all other club members run the risk of incurring personal liability if a breach of duty by them causes personal injury or damage to property.

BMRC, through the Club’s Committee (the Committee), is responsible for having appropriate safety standards to ensure the safety and wellbeing of members. Club members are equally responsible for maintaining a safe environment at all times on, and off the water.

All club members and invited guest rowers (including learn to row participants and members of other clubs) should read, and be cognisant with, this Safety Manual prior to rowing at BMRC.

Rowing Australia, in concert with State Associations (including Rowing ACT), developed a number of policies to assist rowing clubs and the rowing community to enhance safety. Rowing ACT has adopted these policies. All members of Rowing ACT are required to comply with these policies:

* [Safe On-Water Code of Conduct](http://www.rowingaustralia.com.au/ra-on-water-safety-code-and-guidelines/) The Code outlines in the expectations of safe use of waterways and the relationships that exist between users of those waterways.
* [On-Water Safety Guidelines](https://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CBwQFjAAahUKEwjY0aHQvNTIAhXm5qYKHS66CD4&url=http%3A%2F%2Fwww.rowingaustralia.com.au%2Fwp-content%2Fuploads%2F2015%2F02%2Fon-water-safety-guidelines-2010.pdf&usg=AFQjCNHxXJ_-sPByin7r54iv_Pzp39z85w&sig2=jsNRAVkLWwjJUpJWM6NXVg&bvm=bv.105814755,d.dGY)– A Practical Guide for Rowing Clubs in Australia

Legislation concerning those rowing in the ACT includes:

* [The Lake Act 1976](http://www.legislation.act.gov.au/a/1976-65/current/pdf/1976-65.pdf)
* [Lakes Ordinance 1976 | National Capital Authority](https://www.nca.gov.au/national-land/lake-burley-griffin-management/legislation-and-policies-relating-lake-burley-griffin-1)

**SAFETY POLICY**

All water sports are potentially dangerous. Club members and invited guests are obligated to comply with legislative, relevant sports bodies and Club safety requirements. Each member is responsible for their own safety, for reporting any hazards and incidents, and for maintaining a safe environment for others around them - both on and off the water.

1. BMRC, through the Committee, will maintain its affiliation with Rowing ACT to maintain:
2. ongoing insurance coverage under the [Australian Rowing National Insurance Program](https://welcome.willis.com/rowing/default.aspx) for:
	1. public & products liability
	2. professional indemnity
	3. personal accident
	4. management liability
	5. cyber liability & private protection
3. Marine Hull / Rowing Scull insurance for Club boats - Private boat owners are able to come under this scheme for a fee, or arrange their own boat insurance.
4. The Committee may, in accordance with the [BMRC Constitution](http://www.bmrc.org.au/wp-content/uploads/2013/04/BMRC-Constitution-9-September-2009.pdf), appoint an individual (Safety Officer) or group (Safety Sub-Committee) to assist and advise the Committee on the implementation of appropriate safety procedures.
5. Where the Committee appoints a Safety Officer or Safety Sub-Committee, they will report to the Committee at least quarterly and more frequently if required. In the absence of a Safety Officer, the Club Captain will fulfil the function. Reports should cover:
	* 1. compliance with BMRC Safety Procedures
		2. identification of additional hazards
		3. recommendation of additional controls
		4. any other safety issues including those arising from Incident Reports.
6. Club members and invited guests will contribute to the maintenance of a safe environment at all times on and off the water. Club members and invited guests will:
7. read (and then comply with) this Safety Manual before using club facilities or equipment for the first time, and
8. comply with other safety information and directions issued from time to time by the Club through the Committee.
9. This Safety Manual and associated documents will be made available at the Club and on the Club’s website.

**SAFETY PROCEDURES**

1. **EMERGENCY CONTACTS**

A list of emergency contacts is available on the Club’s Safety Notice Board and in all club tinnies. Members and guests are advised to make a note of these numbers and may carry a mobile phone in a water proof case on and off the water in the case of an emergency.

**2) BOATS & EQUIPMENT**

Club safety audits will be carried out regularly by the club Safety Officer and/or Club Captain using the [Rowing Australia Safety Assessment Checklist](http://www.rowingaustralia.com.au/about_ra_policies_on-water-safety.shtm) and checking that equipment complies with criteria required by the Rowing Australia [Rules of Racing](https://www.rowingaustralia.com.au/ra-rules-of-racing-and-related-by-laws/) as follows:

(All rowers should check that their boat complies with the below checklist before going out onto the water and take remedial action as appropriate)

1. **Bow balls**

The bows of all boats must be fitted with a solid white ball, with a minimum diameter of 4 cm. The bow ball must be firmly affixed to the bow of the boat such that it does not significantly deflect if a side force is applied.

1. **Quick release** shoes

The foot stretchers, shoes or other devices holding the feet of rowers in all boats must allow rowers to get clear of the boat without delay. Each shoe device must be independently restrained such that the heel will not lift more than 7 cm from where it is tied down.  Where laces, Velcro or similar materials must be opened before the rower can remove their feet from the shoe device, these must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

1. **Blade thickness**

The edges of blades, measured:

3 mm from the outer edge of the blade for oars, must have a minimum thickness of 5 mm throughout, and 2 mm from the outer edge of the blade for sculls, must have a minimum thickness of 3 mm throughout.

1. **Coxswain’s seat**

The opening of the coxswain’s seat must be at least 70 cm long and it must be as wide as the boat for at least 50 cm. The inner surface of the enclosed part must be smooth and no structure of any sort may restrict the inner width of the coxswain’s section.

1. **Bungs**

All boats should be sealed/fitted with bungs so that, in the case of a capsize, the interior of the boat remains watertight.

**3) INCIDENT REPORTING**

Members who witness or are involved in an on-water incident or ‘near incident’ must report the incident to the BMRC Captain & Safety Officer as soon as possible by completing a [Rowing ACT Incident Report Form – PDF](http://rowingact.org.au/rowing-safely/rowing-act-incident-report-form-pdf-2/) available on the Rowing ACT website.

Information may also need to be reported to the Water Police and insurance agencies.

Rowing Australia & Rowing ACT defines an on-water incident or ‘near incident’ as an event causing or involving:

1. the loss of a person from a boat
2. the death of, or grievous bodily harm of a person caused by a boat’s operations
3. a collision or near miss with a boat
4. the loss, or presumed loss, or abandonment of a boat
5. the stranding of a boat
6. a capsize or swamping of a rowing boat in winter (1 May to 30 September)
7. a capsize or swamping of a coaching boat at any time
8. material damage to a boat
9. danger to a person caused by a boat’s operations
10. danger of serious damage to a boat
11. danger of serious damage to a structure caused by a boat’s operations.

All incidents (as defined above) require the following:

1. be reported within 24 hours to the Club Captain in person, by phone or by email

2. the person reporting the incident to complete the [Rowing ACT Incident Report Form – Word Doc](http://rowingact.org.au/rowing-act-incident-report-form-ms-word/) (available on the Rowing ACT website) and provide to the Club Captain

3. the Club Captain shall submit the form to the Club President for final sign off and forwarding to Rowing ACT, copying in the Club Safety Officer for information and action as required

4. the crew involved, and/or witnesses to the Incident will provide any additional information requested. The Club President will request this or Club Captain who will consider advice provided by the Safety Officer.

All Incidents will be an agenda item at Committee meetings to consider:

1. safety implications and actions needed
2. whether an insurance claim is applicable, including recouping out of pocket expenses from the crew involved.

The Incident Report Procedures and Incident Report Forms are available on the Club’s Safety Notice Board and Rowing ACT website.

**4) MINORS (UNDER 18 YEARS OF AGE)**

The parent or guardian of a minor is responsible for ensuring that they comply with this Safety Manual.

Minors are not permitted to row without a coach, their parent/guardian or similar. Exceptions may be made with the agreement between their coach and the Club Captain, and with written permission from their parent/guardian. Coaches of minors are required to hold a Working with Vulnerable People card issued by the ACT Government.

Parents/guardians are responsible for supervising non-rowing children while on Club premises.

**RISK MITIGATION PROCEDURES**

Key safety issues to the club and its members are death or serious injury rising from club activities. Their risk factors include, but are not limited to:

On water Hazards

Members should be aware of the hazards they may encounter while on the lake and must:

1. familiarise themselves with the National Capital Authority’s [Watercraft Safety Traffic Flow Guide](https://www.nationalcapital.gov.au/attachments/article/2739/Lake-Burley-Griffin-Safety-Traffic-Flow-Guide.pdf)which includes instructions for navigating under the two bridges on the Lake, and rules for overtaking
2. be familiar with [ACT Regatta Reverse Traffic Flow](http://rowingact.org.au/wp-content/uploads/2014/07/ACT-Regatta-Reverse-Traffic-Flow.-V-16-11-2011.pdf)
3. maintain a proper look out to avoid collisions, and take corrective action (such as shouting a warning), noting:
	* 1. other boats
		2. pontoons, pylons and poles in the water, safety buoys and beacons
		3. anchored vessels, sailing boats (which have right of way over all ‘powered’ boats)
		4. bridge pylons, jetties at Reconciliation Place
		5. submerged rocks, shallow water
4. Follow Rowing ACT’s recommendation of ‘rowing discouragement’ in the following Dangerous Weather Conditions:
	* 1. heavy rain when accompanied by wind
		2. hail
		3. heavy fog, where visibility is less than 1000m, – if fog closes in on you while out on the lake, make your way to the nearest shore & follow that slowly back to the shed, or to the nearest safe spot out of the traffic flow
		4. strong wind conditions
		5. storms and/or thunder & lightening, or
		6. rowing alone, without a coach or another crew between May-September.
5. Comply with lighting requirements prior to sunrise or after sunset, or under poor light conditions. All boats must have at least one all-round white light (continuous or flashing at least once per second) that is visible in clear conditions from a distance of at least 1000m, attached to the bow of the boat. It is preferable for a further light to be on the stern of the boat.
6. Comply with National Capital Authority lake closure instructions.

If other hazards are identified these should be reported to the Club Captain immediately. These include but are not limited to debris in the lake following heavy rain, and water level fluctuations.

Off water Hazards

Members should also be aware of hazards around the shed such as fishing hooks on the pontoons, broken glass and safety hazards caused by nearby trees. Where possible, members should remove the hazard. Where this is not possible, hazards should be reported to the Safety Officer or Club Captain.

Safety advice

Members must understand their responsibilities for safety as rowers, bow, cox, coaches, tinnie drivers:

**All rowers, coaches and tinnie drivers are obligated to:**

1. understand and comply with this Safety Manual
2. understand and take action to mitigate against risks posed by common on water and off water hazards
3. be familiar with Lake Burley Griffin *Traffic Flow Guide* and the *ACT Regatta Reverse Flow*
4. be vigilant for other craft including kayaks, motor and sailing boats and other rowers
5. not row in cordoned off areas
6. take great care when moving boats
7. undertake simple safety critical repairs to boats they row in (particularly foot stretcher tie downs – see above), and report damage they are unable to fix in the repair book, and advise the Club Captain of same
8. be responsible for avoiding obstacles.

Tinnie operators must comply with the ACT Lakes legislative requirements for operating motor vessels, and Rowing ACT tinnie guidelines.

Capsize/Swamping

It is Club member’s responsibility to ensure that they are able to swim 50 metres, tread water for two minutes and be able to swim under water for five metres in rowing kit. If members are not confident swimmers or are inexperienced they are advised to wear an appropriate personal flotation device (PFD).

Members should know and have practised what to do in the event of a capsize, boat swamping or being evicted from a boat.