



Safety  
Management  
System

July 1

2019

Club Racing Season 2019/20



## CONTENTS

<b>OVERVIEW .....</b>	<b>4</b>
Purpose.....	4
<b>COMMAND .....</b>	<b>4</b>
Race Control Hierarchy .....	4
Outline of Responsibilities.....	5
Club officer of the Day .....	5
Principal Race Officer (PRO) .....	5
Safety Boat Operator.....	5
<b>COMMUNICATION .....</b>	<b>5</b>
<b>AREA OF OPERATION .....</b>	<b>6</b>
Local Hazards within the operating areas .....	6
Rigging Area.....	6
On Water area .....	6
Other Water Users in Keppel Bay Sailing Club Operating Area.....	7
Commercial Shipping .....	7
Recreational Shipping.....	7
<b>WEATHER .....</b>	<b>7</b>
Average Wind Speeds.....	<b>Error! Bookmark not defined.</b>
Local Weather Patterns and Tidal Effects for Keppel Bay .....	7
Warmer Months .....	7
Cooler Months .....	7
Tides.....	7
System for weather forecast checks .....	7
Prior to racing .....	7
Whilst on water.....	8
<b>VOLUNTEER TRAINING .....</b>	<b>8</b>
<b>SUPPORT VESSELS .....</b>	<b>8</b>
Support Vessels to Sailing craft ratios .....	8
Equipment Checklist.....	8
<b>COMPETITOR SAFETY REQUIREMENTS .....</b>	<b>9</b>
ISAF Rules: Part 1 – Fundamental Rules .....	9
1 SAFETY .....	9
1.1 Helping Those in Danger .....	9
1.2 Life Saving Equipment and Personal Flotation Devices .....	9

4 DECISION TO RACE.....	9
Collision Regulations (IRPCAS) vs. Racing Rules of Sailing (RRS) .....	9
General Safety Obligation.....	9
<b>MONITORING SYSTEM OF USERS ON WATER.....</b>	<b>10</b>
<b>INCIDENT REPORTING .....</b>	<b>10</b>
Procedure for incident reports.....	10
Reporting Marine Incidents .....	10
<b>EMERGENCY ACTION PLAN.....</b>	<b>11</b>
Location of Phones and Radios Available For Emergencies .....	11
Minor Accidents.....	11
First Aid Kits.....	11
Serious and Major Accidents .....	11
Entrapment.....	12
Entanglement .....	12
Observing Capsized Yachts .....	12
Squalls and Thunderstorms.....	12
Recovering Persons from the Water .....	13
Towing Under Power.....	13
Missing Person.....	13
<b>CONTINGENCY PLAN .....</b>	<b>14</b>
<b>EMERGENCY CONTACTS .....</b>	<b>14</b>
<b>APPENDECIES.....</b>	<b>14</b>
Appendix 1 – Visual and Auditory Race Signals. ....	14
Appendix 2 – Wind Roses .....	<b>Error! Bookmark not defined.</b>
Appendix 3 – Incident report form .....	17

## OVERVIEW

The Keppel Bay Sailing Club each year conducts regular sailing races on a Sunday afternoon and weekend regattas throughout the year. These races are conducted by Volunteers who are qualified and skilled in the necessary areas.

The KBSC club season commences first weekend of September yearly and concludes July/August.

On a typical Sunday afternoon club-racing event we would see a number of different off the beach dinghy classes including Catamarans, Monohulls and Junior Classes. Total competing vessels on any race day may vary from 5-30.

### Purpose

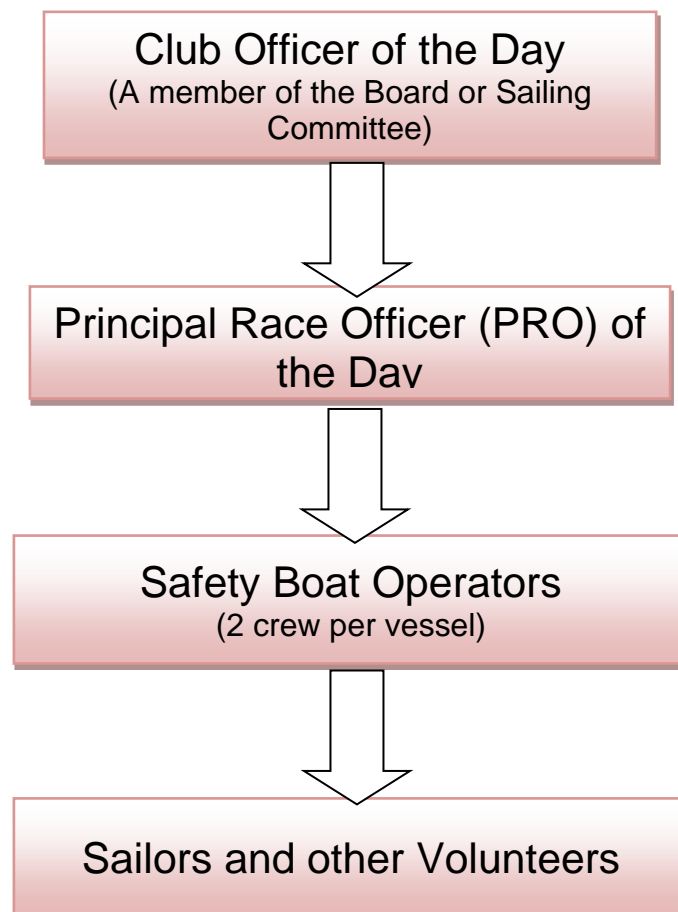
**TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR ALL PARTICIPANTS – BOTH COMPETITORS AND OFFICIALS – HAVING REGARD FOR BOTH EXPECTED AND UNFORESEEN CONDITIONS**

**This document provides the following:**

- Minimum safety requirements for the conduct of races
- A coordinated SAFETY plan
- Recommended responses by rescue boats and emergency services.

## COMMAND

### Race Control Hierarchy



## Outline of Responsibilities

### *Club officer of the Day*

To act as a liaison amongst other volunteers on the day, to facilitate the smooth operation of the activity by:

- assigning volunteers to roles if required;
- authorising immediate necessary purchases (within budgetary constraints);
- providing support and direction to volunteers; and
- be a point of contact at the Clubhouse for matters relating to the activity.

### *Principal Race Officer (PRO)*

The Principal Race Officer (PRO) is responsible for the safe conduct of races by:

- determining if conditions are safe for racing;
- if conditions are not safe for racing, the PRO may postpone, cancel, or abandon racing;
- setting the course;
- conduct a briefing;
- ensure that conditions of the Notice of Race/sailing instructions are met; and
- any other obligation as required of a Qualified Principal Race Officer.

### *Safety Boat Operator*

The role of the Safety Boat Operator is to ensure the safety of all persons on the water by;

- Taking note of the sea conditions and weather on the race area.
- Completing radio checks to each boat and clubhouse.
- As soon as sailing boats enter the sailing area, your priority is their safety, and you are obliged to assist them if asked or deemed necessary by the safety boat operator.
- Safely towing a vessel back to shore when required
- Administering and reporting First Aid when required.
- Safety boats may be directed by persons in the tower when deemed appropriate.
- Safety boats must not leave the racing area until all boats have returned to shore.

## COMMUNICATION

The Keppel Bay Sailing Club Race Control's primary method of communication is via VHF Marine Radio.

### **Keppel Bay Sailing Club Race Control VHF Channel 73.**

There are VHF radios fixed permanently on each of our safety vessels, in the Regatta Office, and in the Observation Tower. There are 2 mobile handheld VHF radios which are stored in the Regatta Office. All radios are tested on a regular basis (weekly), and any failure of such equipment will be recorded via the online Maintenance report form. Safety boats will be deemed "out of order" if there is any known radio failure and will not be put afloat. When possible a mobile phone should be taken on board safety boats.

Messages can be relayed to the competitors on the water via a simple series of flags and/or sound signals.

***Please refer to the appendix for list of useful Visual and Auditory Race Signals.***

## AREA OF OPERATION

Sunday Sailing is conducted in the smooth/partially smooth waters of Keppel Bay on the Capricorn Coast.

The Map Below shows the usual operating area for Club racing activities however this area is sometimes extended for special events such as Ocean Races and the Keppel Kripler



## Local Hazards within the operating areas

### Rigging Area

- Brown Snakes sometimes found in rocks
- Road users
- Broken glass near bins
- Power lines

### On Water area

- Surf in the launch and retrieve area.
- Submerged rocks at part of launch and retrieve area with very low tides.
- Rocky masses around southern end of bay. (With NE winds capsized boats tend to get blown towards, if not righted fast enough).
- Sea creatures (Stingers, Stone Fish, Sharks, Sea Snakes, Crocodiles)

## Other Water Users in Keppel Bay Sailing Club Operating Area

### *Commercial Shipping*

In the Operating area of the Keppel Bay Sailing Club, there are no regular Commercial Shipping Movements.

### *Recreational Shipping*

Recreational movements in the operating area of the Keppel Bay Sailing Club consists mostly of Windsurfers, Kite boarders and the occasional small tinny, yacht, or half cabin cruiser. We may only see these motor vessels when the weather is mild.

#### Ross Creek

- Safe haven for some power boat users.
- Launching ramp for power boat users.
- Some fishing boats are moored in Ross Creek.

#### Beach – Launching and Retrieving Area

- Jet Ski's
- Anchored Yachts

## WEATHER

### Local Weather Patterns and Tidal Effects for Keppel Bay

#### *Warmer Months*

October – May are predominately warmer temperatures for Yeppoon. Temperatures can range from 25 Degrees Celsius to 40 Degrees Celsius. When days are warm Yeppoon often gets a sea breeze at about lunch time coming from a NE direction. Sea breezes can climb up to between 15 and 25 knots in the afternoon. The strongest wind of the sea breeze will generally be about 2 hours after the hottest part of the day. This time of the year is Yeppoon's Wet Season and is subject to cyclones during Cyclone Season (1<sup>st</sup> November – 30<sup>th</sup> April)

#### *Cooler Months*

June – August are predominately-cooler temperatures for Yeppoon. Temperatures can range from 2 degrees Celsius at night to 30 degrees Celsius during the day. Winds are typically light (0 – 10 knots), and water temperature cool.

#### *Tides*

Tidal Range can be between 3 and 4 metres. At low tide, it is approximately 150 metres between the Clubhouse and the water's edge

Due to quite shallow water at Keppel Bay when wind direction goes against tidal direction waves tend to stand up quite sharp and high. Tide in Yeppoon flows in and out from Ross Creek, this is the biggest tidal movement of the beach in front of the Clubhouse. Due to a channel coming from the creek a rip usually sits just offshore during outgoing mid tide.

### System for weather forecast checks

#### *Prior to racing*

The Principal Race Officer of the day must conduct forecast checks prior to the day's activities. The official source for Weather Warnings is the Bureau of Meteorology (BOM) Website pages that should be checked are

- Queensland Southern Coastal Waters Forecast (St. Lawrence to Burnett Heads),
- Queensland Central District (Capricornia) Forecast, Tidal Predictions.
- Gladstone Radar
- Yeppoon Observations (also should be monitored from the KBSC website).

If weather is forecast to be undesirable and unsafe for the days activities the PRO may postpone or abandon racing.

### Whilst on water

The Volunteers in the Observation Tower are responsible for monitoring a number of local conditions in order to ensure the safety of the sailors. By using this shore based platform the volunteers are able to monitor multiple websites and get the maximum amount of information available. Just some of the Safety Warnings that the volunteers on shore are able to monitor are

- weather warnings
- Gladstone rain radar
- Lightning Tracker
- Yeppoon and wider areas such as Rundle Island observations

The Keppel Bay Sailing Club has fitted a weather station which gives instantaneous accurate feedback on wind gusts and lulls, 10minute averages, Day Highs, rainfall, UV plus more.

## VOLUNTEER TRAINING

The Keppel Bay Sailing Club assists staff and volunteers in gaining qualifications via funding and providing training to provide the highest level of on water support possible to its members.

- First Aid
- Australian Sailing Power Boat Handling certificate
- Australian Sailing Safety Boat Operators certificate
- Race Management
- Food Handling

## SUPPORT VESSELS

- Safety vessels must have at least 2 crew on board at all times.
- The master of the vessel must have a Recreational Marine Drivers Licence and Australian Sailing Safety Boat Certificate.
- It is preferred that the master of the vessel holds a Radio Operators Certificate.
- The helmsman must always securely attach the Kill Cord to his or her lower leg or buoyancy aid while the engine is turned on.

### Support Vessels to Sailing craft ratios

As a guide, below are ratios recommended by Australian Sailing. Weather conditions and skill level of those on water should be taken into account when deciding how many support vessels are required.

For low level unskilled beginners

- 1 safety vessel: 6 sailing boats

For senior boats and skilled sailors

- 1 safety vessel: 10 sailing boats

## Equipment Checklist

All support vessels are suitably registered and comply with the *Transport Operations (Marine Safety) Act 1994*.

Item	Carole G	Barbara R	Georgie B	Muriel D
PFD Types 1 or 2 – must be worn while on or near the water.	✓	✓	✓	✓
V-Sheet	✓	✓	✓	✓
2 Red Hand Flares & 2 Orange Smoke Flares	✓	✓	✓	✓
Ride Smart Label	✓	✓	✓	✓



Navigation (eg. Navigation Chart, liquid damped compass, other direction finding or position equipment.)	✓	✓	✓	✓
Suitable Bailing Equipment	✓	✓	✓	✓
One anchor with 27metre cable	✓	✓	✓	✓
Manual Propulsion	✓	✓	✓	✓
Enough Drinking Water for everyone on board	✓	✓	✓	✓
Bridle Secured to towing eyes	✓	✓	✓	✓
Towline	✓	✓	✓	✓
Tool Kit	✓	✓	✓	✓
Waterproof First Aid Kit	✓	✓	✓	✓
Sharpe Knife – Preferably serrated	✓	✓	✓	✓
Spare Kill Cord	✓	✓	✓	✓
VHF Radio	✓	✓	✓	✓

## COMPETITOR SAFETY REQUIREMENTS

All Competitors in the 2017/18 Club Racing Season are reminded of the following rules and regulations

### ISAF Rules: Part 1 – Fundamental Rules

#### 1 SAFETY

##### 1.1 Helping Those in Danger

A boat or competitor shall give all possible help to any person or vessel in danger.

##### 1.2 Life Saving Equipment and Personal Flotation Devices

A boat shall carry adequate life-saving equipment for all persons on board, including one item ready for immediate use, unless her class rules make some other provision. Each competitor is individually responsible for wearing a personal flotation device adequate for the conditions.

#### 4 DECISION TO RACE

The responsibility for a boat’s decision to participate in a race or to continue *racing* is hers alone.

### Collision Regulations (IRPCAS) vs. Racing Rules of Sailing (RRS)

When a boat sailing under these (RRS) rules meets a vessel that is not, she shall comply with the International Regulations for Preventing Collisions at Sea (IRPCAS) or government right of way rules. If the sailing instructions so state, the rules of Part 2 are replaced by the right of way rules of the IRPCAS or by government right of way rules.

### General Safety Obligation

The *Transport Operations (Marine Safety) Act 1994* imposes a general safety obligation on all vessel owners and operators, masters and crew to operate vessels safely at all times. This responsibility includes making sure the ship is:

- safe
- properly equipped and maintained
- operated in a safe manner.

The general safety obligation prohibits a vessel from going to sea if it is not properly built and maintained, equipped, crewed and operated in line with its proposed operating environment.

***Australian Sailing recommends all participating ships be fitted with a Tow Line and a device that can be used to paddle the vessel. By doing so there is a much greater chance that the crew/vessel will be easily rescued or self-sufficient in the event of an emergency.***

## MONITORING SYSTEM OF USERS ON WATER

- Prior to Launching for Sunday Racing all participants are required to sign on.
- The volunteers stationed in the Observation Tower Conduct a count of boats on water and compare to sign on list.
- The Volunteers in the observation tower must monitor boats on the water and direct safety vessels to boats in need of assistance where necessary.
- Once boats come off the water participants are required to sign off. If participants are leaving the racing area to return to shore before finishing the race, they must report to a safety boat and sign off as soon as possible once on shore.

## INCIDENT REPORTING

### Procedure for incident reports

In the case of an accident or near miss, an Incident Report Form (***please see Appendix***) must be filled out appropriately and sent to the Occupational Health and Safety Officer.

As a guide, incident reports should be completed when

- First Aid is delivered
- A rescue is performed
- A collision occurs
- In the event of a near miss

A **near miss**, is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

In the case of a Serious or Major Incident the Principal Race Officer/s of the day, the Secretary Manager/School Principal and the Sailing Committee are to report serious or major accidents to Maritime Safety QLD and Australian Sailing.

*Incident Report forms may be found in the regatta office or in the drawers near the sign on area*

### Reporting Marine Incidents

Under the Transport Operations (Marine Safety Act 1994), a marine incident is classified as an event causing or involving:

- The loss of a person from a ship
- The death of, or grievous bodily harm to, a person caused by a ship's operations
- The loss or presumed loss or abandonment of a ship
- A collision with a ship
- The stranding of a ship
- Material damage to a ship
- Material damage caused by a ship's operations
- Danger to a person caused by a ship's operations'
- Danger of serious damage to a ship

- Danger of serious damage to a structure caused by a ship’s operations.

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents. This information is gathered into reports by Safety Standards Branch, which produces two main reports each year; the annual Marine incidents Report and the National Marine Safety Committee (Queensland jurisdiction) report.

A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse. The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000).

The report must be made on the approved form: **Marine Incident Report F3071**

## EMERGENCY ACTION PLAN

### Location of Phones and Radios Available For Emergencies

<p><b>Landlines</b>                  For all KBSC landlines- pick up receiver the Dial ‘0’ and wait to hear dial tone, then dial number.</p>	<ul style="list-style-type: none"> <li>• Regatta office</li> <li>• Outside Regatta office</li> <li>• Clubhouse Reception</li> <li>• Clubhouse Bistro and Deck Bar</li> <li>• Penthouse -top floor of Clubhouse.</li> </ul>
<p><b>VHF Radio</b>                  KBSC Race Control CH73                  Yeppoon Coast Guard CH21</p>	<ul style="list-style-type: none"> <li>• Regatta Office</li> <li>• Penthouse- top floor of Clubhouse.</li> </ul>

### Minor Accidents

All Volunteers should have Current First Aid and CPR Certification. In the case of minor injuries the appropriate first aid should be given and if under the age of 18 years, the person’s parents or guardian will be informed. Depending on the severity of the injury, it may be required that the victim be transported to shore by safety boat. A group must never be left without a safety boat in the event of a minor accident. In the event of a minor head injury the person must be monitored for the next forty eight hours and medical attention sought if necessary. Persons suffering from minor head injuries will not be allowed to go home unaccompanied.

### First Aid Kits

First Aid Kits are located in the following areas

- Outside the regatta office near the sign on area
- Inside the regatta office
- On Board Safety boats

First Aid must only be administered by a qualified first aider. Monthly or two monthly first aid kits checks are carried out and restocked if necessary.

An Incident report form must be filled out if First Aid is required.

### Serious and Major Accidents

In the event of a serious or major accident occurring on the water the casualty will be recovered to a safety boat if it is safe to do so. **A group must never be left without a safety boat** unless deemed necessary. In the event a safety vessel needs to leave the group, Raise the appropriate flag and sound signals to inform the fleet to go to shore. In a potentially life threatening situation call the emergency services immediately on:

**000** or radio to Regatta Office/Coast guard and instruct them to phone emergency services if a phone is not available on the safety boat.

The advice of the emergency services must be followed. If it is possible to move the casualty, return ashore as quickly as possible and is as comfortable as possible for the casualty concerned. Inform the emergency services of where to

meet the casualty ashore. Prior to leaving the scene of the incident or while in transit (if two crew are present aboard) a call will be made to KBSC's management team ashore on one of the following numbers:

**Manager, Julie Strudwick; 49399531 or 0411691197**

The team ashore will arrange for extra support craft to recover all other KBSC dinghies on the water.

A review of the serious or major accident must be held within seven days, reporting to the Commodore of KBSC and Australian Sailing with their findings and recommendations. The reviews will be minuted and recorded with the conclusions and recommendations for any change in practice to be notified to the concerned parties as soon as practicable.

No comment on such an accident will be made to the public (including KBSC members not directly involved with the incident) by any of the Staff or any volunteers involved until such time as the Manager and Commodore agree that it is appropriate to do so. At the complete discretion of the Manager and Commodore, a line of comment may be suggested.

### **Entrapment**

If one of the crew is known to be trapped under the dinghy, call for help via VHF.

- The best strategy is usually to right the boat as quickly as possible  
This can be done by dropping a member of the safety boat crew into the water to assist in righting the boat by putting their weight on the centreboard.
- Take the safety boat to the bow of the dinghy where the driver can hold the emerging forestay to assist with righting the vessel.
- Once the boat is righted the safety boat crew can now see into the dinghy and the missing person should be on the surface.

### **Entanglement**

If it is apparent that a sailor is entangled

- Safety boats should be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt / wire cutters to cut rigging
- In the case of catamarans, safety boat crew should also be prepared to cut the trampoline.
- When the sailor has been brought to the surface, other equipment that should be carried by safety boat crew should be used to release the trapped sailor

### **Observing Capsized Yachts**

Capsizing is a normal part of sailing and will usually not result in a requirement for assistance. When a yacht is observed heaved to or capsized, race management boats will count and observe the crew until they are sure rescue assistance is not required, while positioning themselves to render assistance promptly if required.

### **Squalls and Thunderstorms**

Before any on water race or activity, a weather report for the day must be read, and a check of the weather radar must be carried out. If Squalls or Storms are detected in the area, the PRO on the day or Club Officer of the Day will decide whether cancellation of races is necessary.

In the event of an unexpected squall or thunderstorm, one of the two following lines of action may be taken.

- If the PRO deems necessary, and there is enough time to do so the group could return to Keppel Bay Sailing Club.

- If the PRO deems necessary, and the above option is not possible the group could head to the nearest accessible beach. Sailing dinghies can be left capsized on the beach so that the masts are not exposed. All members of the group should seek shelter away from trees, powerlines or running water.

### Recovering Persons from the Water

- Kill the engine when recovering someone from the water. In extreme cases where vessel is at risk of being washed onto rocks or other risks of being wrecked if the engine is turned off, it may be safer to conduct a recovery with engine running, **this must be done with extreme care.**
- The person overboard must always be picked up on the windward side of the safety boat to reduce the risk of the safety boat washing over them due to waves or wind

### Towing Under Power

- When towing, it is recommended no more than six dinghies be towed astern.
- Large tows must be made with boats dispersed evenly with the largest/ heaviest dinghies at the head of the tow.
- Tow lines must be attached but not secured at a strong point in each dinghy ensuring they are towed bow first.
- Boats at tow will be made aware that they need to steer toward the back of power craft making the tow.
- All persons in boats being towed must be told to keep themselves (particularly their hands and feet) within their boat and to sit toward the centre/ rear of the vessel and maintain balance.
- Centreboards in all sailing vessels being towed must be raised half way for the duration, and if sails can be furled, they will do so for the duration of the tow.

**If alone in the safety boat the helm must make regular checks on the tow; if there are two crew in the vessel towing, then the tow must be observed at all times.**

### Missing Person

A missing person or boat is pronounced “missing” in the event of:

- The safety boats, PRO boat or shore party is unable to account for a boat while conducting a sailing event
- Any on water party finds a boat without a person on board
- Upon reviewing, the “sign off” forms there is a vessel/sailor/s unaccounted for.

In the event of a missing person participating in club sailing events the below steps should be made:

#### Step 1:

Declare to all race officials, safety boat operators, coaches and on shore parties there is a missing person. They must be made aware of:

- Number of people on board
- Class of boat
- Colour and distinguishing features of the boat
- Any known medical or physical capabilities of persons on board
- Any details relating to the missing boat/person ie. Last known sighting, there may be other sailors that remember seeing the missing person/boat.

#### Step 2:

Either raise:

- AP over H – all races not started are postponed, further signals ashore or
- AP over A – races not started are postponed, no more racing today or
- N over H – all races abandoned, further signals ashore or
- N over A – all races abandoned, no more racing today

One member of the onshore party will notify all sailors to sign off as soon as possible upon reaching the shore.

*Step 3*

All support craft, coaches and officials on the water will be called to assist with the search. The PRO will outline a search perimeter and designated each search boat a search area.

*Step 4*

If an hour into the search or sooner if the PRO deems necessary, the person/vessel remains missing, the following should be contacted:

- Coast Guard to assist with the search
- Water police to inform about the incident, their advice must be followed and if they deem necessary they will take over management of the search.
- Next of Kin.

*Step 5*

- Fill out an incident report and any other maritime relevant forms when a conclusion has been reached.
- Have a debrief with those club members involved in the search
- Review this policy.

**CONTINGENCY PLAN**

If a race or event is postponed or abandoned the sailing committee is to determine whether or not the race can be re-run at a later date, within the limits of the Aquatic Event Permit.

**EMERGENCY CONTACTS**


KBSC Manager Julie Strudwick	49399531 0411691197
Yeppoon water Police	4933 7990
Maritime Safety Queensland (Gladstone)	4973 1200
Queensland Ambulance Service (Non Emergency)	13 12 33
Fire & Rescue Rockhampton Regional (Non Emergency)	4939 5312
Yeppoon Police Station	4939 0000
Yeppoon Coast Guard	4933 6600 Emergencies- VHF CH 16 Non Emergencies VHF CH 21
Australian Sailing – Qld Office	3393 6788

**APPENDECIES**

**Appendix 1 – Visual and Auditory Race Signals.**

<b>Abandonment signal</b>			
Flag signal	Number of sound signals when raised	Number of sound signals when lowered	Description

## Other signals

Flag signal	Number of sound signals when raised	Number of sound signals when lowered	Description
 L	1	1	When displayed afloat means: Come within hail or follow this boat. When displayed ashore means: A notice to competitors has been posted.





Appendix 3 – Incident report form

# Sailing Incident Report Form



Type of incident	Personal Injury		Near Miss		Collision		
Date of incident:	/	/	Time of Incident		am/pm		
Details of person(s) involved in incident	Name						
	Address						
		Postcode					
	Phone	(w)	(h)	(mob)			
Full details of incident							
	Wind strength (knts)		Wind Direction		Sea state		
Where did the incident Occur?	Clubhouse on Water		Clubhouse rigging area		CCYC/harbor		
	Causeway on water		Causeway rigging area		Canteen/ Bilge Bar		
	Other (please specify): _____						
To whom was the incident reported?	Name						
	Position						
	Signature		Date	/	/		
What caused the accident?							
Details of independent witness:	Name						
	Address						
		Postcode					
	Phone	(w)	(h)	(mob)			
Signature of witness							
Names of any staff members who witnessed the incident	Names and Signatures:						
Occupation of Injured Employee	Employee	Dept		Section			
Basis of employment	Full Time		Part Time		Casual		
	Work Experience		Volunteer		Sailor		
Treatment	None		First Aid Treatment		Medical Treatment		
Did you cease work?	No	Yes -	Date ceased	/	/	Time Ceased	am/pm
	Date returned to work		/	/	Time Returned	am/pm	
<b>The WH&amp;S Officer (4939 9502) &amp; Rehabilitation &amp; Return to Work Co-ordinator (4939 9536) need to be informed as soon as possible of the incident.</b>							
Name of Person injured		Signature		Date	/	/	
.....PLEASE TURN PAGE OVER.....							

Injury/Illness Details / First Aid Treatment																							
The injured person was:	Treated by first aid		Sent to a doctor		Sent to hospital																		
	Returned to work		Unfit for work		Returned to alternate duties																		
If sent to doctor/hospital – by	Private Vehicle		Ambulance																				
	Taxi		Company Vehicle																				
Description of injury/illness (eg. Deep cut to index finger of left hand)	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">Location of Personal Damage:                      Indicate location and type of damage at each side with appropriate letters as detailed below.</p> <p style="text-align: center;">FRONT VIEW                      BACK VIEW</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p style="font-size: x-small;">Right      Left</p> </div> <div style="text-align: center;"> <p style="font-size: x-small;">Left      Right</p> </div> </div> <p style="text-align: center; font-size: x-small;">DAMAGE TYPE</p> <table style="font-size: x-small; width: 100%; border: none;"> <tr> <td>AM Amputation</td> <td>DE Dermatitis</td> <td>HE Hernia</td> </tr> <tr> <td>AS Asphyxiation</td> <td>DF Deafness</td> <td>IN Inflammation</td> </tr> <tr> <td>BR Bruise</td> <td>DI Dislocation</td> <td>II Internal Injury</td> </tr> <tr> <td>BU Burn</td> <td>FB Foreign Body</td> <td>LA Laceration/cut</td> </tr> <tr> <td>CO Concussion</td> <td>FR Fracture</td> <td>OW Open wound</td> </tr> <tr> <td>SS Strain/Sprain</td> <td>OT Other</td> <td></td> </tr> </table> </div>					AM Amputation	DE Dermatitis	HE Hernia	AS Asphyxiation	DF Deafness	IN Inflammation	BR Bruise	DI Dislocation	II Internal Injury	BU Burn	FB Foreign Body	LA Laceration/cut	CO Concussion	FR Fracture	OW Open wound	SS Strain/Sprain	OT Other	
AM Amputation						DE Dermatitis	HE Hernia																
AS Asphyxiation						DF Deafness	IN Inflammation																
BR Bruise						DI Dislocation	II Internal Injury																
BU Burn	FB Foreign Body	LA Laceration/cut																					
CO Concussion	FR Fracture	OW Open wound																					
SS Strain/Sprain	OT Other																						
Description of first aid treatment administrated																							
First Aid Treatment administered by																							
Details of notification if sent to hospital (eg who was contacted and when):																							

Below Section is to be Completed by the Work Health & Safety Officer:						
Is the division of WH&S required to be notified of this incident?	Yes	No	If yes, have they been notified	Yes	No	
Is the Electrical Supply Authority required to be notified of this incident?	Yes	No	If yes, have they been notified	Yes	No	

What were the factors that contributed to this incident?		
<input type="checkbox"/> <b>Unsafe Act</b> <input type="checkbox"/> Not following an accepted normal & safe work procedure, process or practice	<input type="checkbox"/> <b>Unsafe conditions</b> <input type="checkbox"/> Substandard physical condition that if left uncorrected, may lead to an accident	<input type="checkbox"/> <b>Personal Factors</b> <input type="checkbox"/> Human error may occur in the workplace & these mistakes, or errors of judgment may have lead to the incident
<input type="checkbox"/> Use of equipment without proper training <input type="checkbox"/> Failure to follow a safe working procedures for the job <input type="checkbox"/> Ignoring hazards at the workplace <input type="checkbox"/> Not following a MSDS when using chemicals <input type="checkbox"/> Using the incorrect tool <input type="checkbox"/> Failure to use PPE supplied <input type="checkbox"/> Acting foolish at the workplace <input type="checkbox"/> Taking dangerous shortcuts <input type="checkbox"/> Distracting your work colleagues <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Lack of work instructions <input type="checkbox"/> Untidy work areas <input type="checkbox"/> Unguarded machinery or equipment <input type="checkbox"/> Faulty Tools <input type="checkbox"/> Poor lighting <input type="checkbox"/> Slippery and wet surfaces <input type="checkbox"/> Unsuitable clothing <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Alcohol or drugs <input type="checkbox"/> Personal Worry <input type="checkbox"/> Not paying attention <input type="checkbox"/> Complacency <input type="checkbox"/> Aggressive work behavior <input type="checkbox"/> Skylarking at the workplace <input type="checkbox"/> Other (please specify)
What were the reasons for the actions/conditions?		

Outline immediate action taken to prevent recurrence	
What further action is recommended	

Investigation completed by		Date	/	/
----------------------------	--	------	---	---