Keppel Bay Sailing Club
YOUR CLUB SINCE 1957
ACN 615 761 503

KEPPEL BAY SAILING CLUB

KEPPEL BAY SAILING CLUB SAFETY MANAGEMENT PLAN

CLUB SEASON 2026/2027

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KBSC SAFETY MANAGEMENT PLAN – CLUB SEASON 2025/2026

1. Purpose

The Keppel Bay Sailing Club (KBSC) each year conducts regular sailing races on a Sunday afternoon. These races are conducted by volunteers who are qualified and skilled in the necessary areas. This plan takes into consideration sailing from KBSC Clubhouse on Anzac Parade Yeppoon.

Each season begins on the first weekend in September and concludes in August the following year. On a typical Sunday afternoon club-racing event we would see several different off the beach dinghy classes including Catamarans, Monohulls, Junior Classes and foiling classes. Total competing vessels on any race day may vary from 5-30. While Sunday afternoons are our usual time of operation, we also operate sailing activities on some Saturdays during the year.

2. Scope

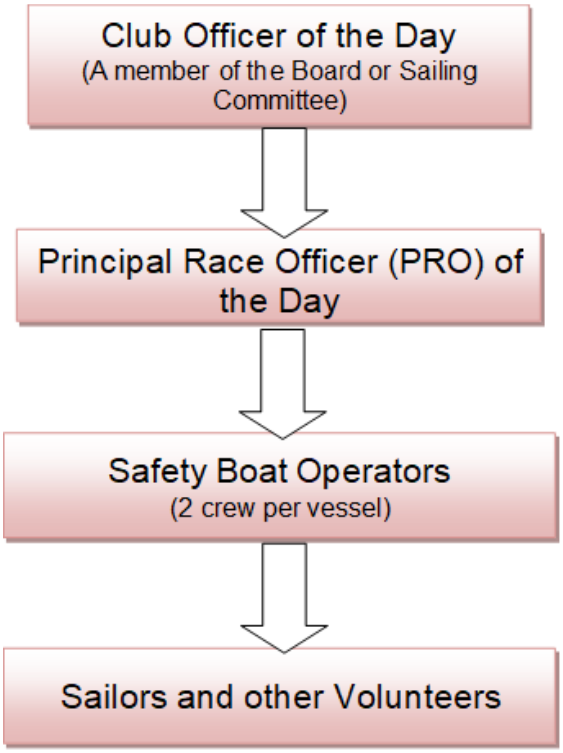
To provide a safe on-water environment for all participants both competitors and officials having regard for both expected and unforeseen conditions

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
- Traffic Management
- Risk Management
- Incident reporting

3. Command

3.1. Race Control Hierarchy



3.2. Outline of Responsibilities

3.2.1. Club Officer of the Day (OOD)

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
- be a point of contact at The Clubhouse for matters relating to the activity

3.2.2. 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 volunteer only briefing

- conducting a competitor briefing
- ensuring that conditions of the Notice of Race and Sailing Instructions are met
- any other obligation as required of a Principal Race Officer

3.2.3. Safety Boat Operator

The role of the Safety Boat Operator is to provide on water support to those participating in club events. Duties include:

- taking note of the sea conditions and weather on the race area
- completing radio checks to each boat and The Clubhouse
- as soon a sailing boats enter the sailing area, your priority is their safety and are obliged to assist them is asked or deemed necessary by the PRO
- safely towing vessels 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 are finished
- filling out vessel logbook
- deciding on who will skipper and who will crew will be decided amongst the volunteers assigned to that particular boat
    - if only one has a boat licence, then that volunteer shall skipper
    - if both have boat licences they can decide between themselves who shall skipper and crew for the day
    - volunteers can swap positions on the vessel throughout the afternoon if so desired
    - a volunteer without a licence can drive the safety boat if there is a licenced person on board. This licensed person remains in charge of the vessel and is responsible for the vessels conduct at all times.

See Appendix 1 for detailed pre sailing checklists to be completed by volunteers each race day.

4. Communication

The KBSC race controls primary method of communication is via VHF Marine Radio.

KBSC Race Control VHF Channel 73.

There are VHF radios fixed permanently on each of our safety vessels, an additional radio will be manned by an onshore volunteer (Shore Party). There are several 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. If a safety boat has a VHF problem before or

during racing session a handheld VHF will be made available for that craft from the regatta office. When possible, a mobile phone should be taken onboard 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 Appendix 2 for list of useful visual and auditory race signals.

5. Area of Operation

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

The map below shows the usual operating area for the club racing activities however this area is sometimes extended for special events such as Ocean Races.

6.1. Local Hazards within the Operating Area

6.1.1. Rigging Area

- Brown Snakes
- Road Users
- Traffic movement at location
- Broken glass near bins

6.1.2. On Water Area

- Surf in the launch and retrieve area
- Submerged small rocks within the launch and retrieve area at low tide
- Rocky outcrop to the south of racing area (With NE winds capsized boats may be blown towards, if not righted fast enough)
- Rocks to the north near surf lifesaving club (With SE winds capsized boats may be blown towards, if not righted fast enough
- Shark Bouy drum lines (set of drum line marks between KBSC & YSLSC, can get caught up if sailing too close)
- Sea creatures (Stingers, Stone Fish, Sharks, Seas Snakes, Crocodiles)

6.2. Other Water users in KBSC Operating Area

6.2.1. Commercial Shipping

In the operating area of the KSBC, there are no regular Commercial Shipping Movements.

6.2.2. Recreational Boating

Recreational movements in the operating are of the KBSC consists mostly of Windsurfers, Kite Boarders, Wing Foilers and the occasional small tinny, yacht or half cabin cruiser. We usually see these motor vessels when the weather is mild.

7. Traffic Management

KSBC sailing staff mitigate road user and traffic movement by closing off the carpark adjacent to the boat ramp. This is done by obtaining road close and special event permits from the Queensland Police Service. These permits are then used to submit a temporary event permit with the Livingstone Shire Council. This allows us to close the carpark and have unimpeded access to the rigging lawn space owned by council.

KBSC staff usually put out the road close signage in the morning before racing however it is up to the volunteers on the day to ensure that this is done correctly. The road close barricade and signage is to be pulled down after racing when most boats have been loaded onto trailers.

See below map for barricade and signage placement.

Notes for the barricade:

- Barricade, signage and soft weights are stored just inside the roller door
- Barricade to be set up across the road leaving the 2 disabled car parks accessible at the northern end
- Signage to be displayed in the car parking space to ensure no cars drive around the barricade

8. Weather

8.1. Average Wind Speeds

Refer to appendix Wind Roses Appendix 3.

8.2. Local Weather Patterns and Tidal Effects for Keppel Bay

8.2.1. Warmer Months

September – 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 seas 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. KSBC is also subject to trade winds that blow from the SE, these can range from moderate 10-15knots to heavy 20-25+ knots and can last anywhere from 3 days to over a week depending on other weather patterns. This time of year, is Yeppoon's Wet Season and is subject to cyclones during cyclone season (November – April)

8.2.2. 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. Winter runs from 1st June – 31st August. Winds are typically light (0-10 knots), and water temperature cool.

8.2.3. Tides

Tidal range can be between 3 and 4 meters. At low tide, it is approximately 150 meters between the high tide mark and the water's edge. Due to quite shallow water in the bay when the wind direction goes against tidal direction waves tend to stand up quite sharp and high. There also can be quite a strong undertow at mid tide due to the effects of Ross Creek this can make retrieving onto trailers slightly difficult.

8.3. System for weather forecast checks

8.3.1. Prior to racing

The PRO 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

If weather forecast to be undesirable and unsafe for the day's activities the PRO may postpone or abandon racing.

8.3.2. Whilst on Water

The shore party volunteers are responsible for monitoring a number of local conditions in order to ensure the safety of the sailors. By using this shore-based location volunteers are able to monitor multiple websites (via their phone or computer in the regatta office) 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 live wind readings and areas such as Rundle Island observations

9. Volunteer Training

KBSC assists staff and volunteers in gaining qualifications and providing training to provide the highest level of on water support possible to its members. Below are some of the staff and volunteer training that is provided or funded by KBSC.

- First Aid & CPR
- Australian Sailing Power Boat Handling certificate
- Australian Sailing Safety Boat Operators certificate
- Australian Sailing Race Officer – Regional & National Level
- Recreational Marine Boat Licence

KBSC also promotes online training recourses provided by Australian Sailing. These are free and accessible to all sailing members via the Australian Sailing website. Below are some of the courses that KBSC suggest volunteers to undertake depending on how they volunteer.

- Race Officer – Introduction
- Race Officer – Mark Layer
- Race Officer – Committee & Finish Boat
- Race Officer – Scorer & Handicapper
- Powerboat Program Essential Programs
- Introduction to Safety and Risk Management
- Judge – Protest Committee Member

10. Support Vessels

Refer to vessel safety management system for operational procedures, qualification requirements, maintenance procedures and equipment checklists.

- Vessel checklist must be completed before and after use.
- Safety vessels must always have at least 2 people on board.
- The operator of the vessel must have a Recreational Marine Drivers Licence, and Australian Sailing Safety Boat operator certificate is desirable.
- It is preferred that the operator of the vessel holds a Radio Operators Certificate.
- The operator must always securely attach the Kill Cord to his or her lower leg or buoyancy aid while the engine is turned on.

10.1. 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 considered 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

10.2. Retrieving Support Vessels

Retrieving support vessels can be challenging off the beach and retrieving the trailers out of the surf can be hazardous.

Please refer to boat specific SMS for launching and retrieving guidelines.

Please refer to Tractor/UTE vessel retrieval SMS for guidelines on getting boats out of the surf.

10.3. Equipment Checklist

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

Item	Carole G	Barbara R II	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 (e.g. Navigation Chart, liquid damped	✓	✓	✓	✓	✓

compass, other direction finding or position equipment.)					
Suitable Bailing Equipment	✓	✓	✓	✓	✓
One anchor with 27 metre cable	✓	✓	✓	✓	✓
Manual Propulsion	✓	✓	✓	✓	✓
Drinking Water	✓	✓	✓	✓	✓
Bridle Secured to towing eyes	✓	✓	✓	✓	✓
Towline	✓	✓	✓	✓	✓
Tool Kit	✓	✓	✓	✓	✓
Waterproof First Aid Kit	✓	✓	✓	✓	✓
Sharp Knife - Preferably serrated	✓	✓	✓	✓	✓
Spare Kill Cord	✓	✓	✓	✓	✓
VHF Radio	✓	✓	✓	✓	✓

11. Competitor Safety Requirements

11.1. Fundamental Rules

All competitors in KBSC Club Racing and sailing activities are reminded of the following rules and regulations ISAF Rules RRS: Part 1 – Fundamental Rules.

11.1.1.Safety

11.1.1.1. Helping Those in Danger

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

11.1.1.2. 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 call rules make some other provision.

Each competitor is individually responsible for wearing a personal floatation device adequate for the conditions.

11.1.1.3. Decision to Race

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

11.2. Collision Regulations (IRPCAS) vs The 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 right of way rules of the IRPCAS or by government right of way rules.

11.3. 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.

12. Monitoring Systems of Users on Water

- Prior to launching for sailing all participants are required to sign on.
- The shore party volunteers conduct a count of boats on water and compare to the sign on list.
- The shore party volunteers 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.

13. Risk Management

Step 1: Identify all inherent risks, recording each on a separate line in column 1 of the risk register.
Step 2: For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

Step 3: For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. You should develop your own definition of the most likely consequence relative to your business or as an individual. The table below contains examples as a guide.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or widespread inconvenience to the public over protracted period, or likely to appear as front page media reports, or cost of damage over $1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage $100K - $1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in media, or cost of damage $10K - $100K, or environmental impact that is confined with medium term recovery

2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage $1K - $10K, or environmental impact locally confined with short term recovery
1	Insignificant	One injury requiring first aid treatment, or cost of damage up to $1K, or environmental impact locally confined and promptly reversible

Step 4: Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences				
	Insignificant 1	**Minor 2**	**Moderate 3**	**Major 4**	**Catastrophic 5**
A (almost certain)	Medium risk	Medium risk	High risk	Extreme risk	Extreme risk
B (likely)	Low risk	Medium risk	High risk	Extreme risk	Extreme risk
C (possible)	Low risk	Low risk	Medium risk	High risk	Extreme risk
D (unlikely)	Low risk	Low risk	Medium risk	High risk	High risk
E (rare)	Low risk	Low risk	Low risk	Medium risk	High risk

KEY:

Extreme risk	Attention required before applying for license
High risk	Attention needed, preferably before applying for license, certainly before event
Medium risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

Step 5: Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

Step 6: Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

Step 7: Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.

14. Keppel Bay Sailing Club – Risk Register and Proposed Controls

Implementation Date: 01/06/2025
Reviewed by: Keppel Bay Sailing Club Committee Reviewed date: 01/06/2026

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
Poor Weather	Possible	Moderate	Medium	Check forecast with the Bureau of Meteorology prior to each event day. Local knowledge assessment for currents, tides and rips Emergency Drills and crew training for Safety boats Competitor and Safety personal briefings	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager	KBSC does not conduct sailing / racing events during storm events, wind strength greater than 25 knots. KBSC will not sail/race or train if a gale warning has been issued by BOM.
Man Overboard	Almost Certain	Moderate	High	Multiple safety Boats adjacent to the course during events. Emergency Drills and crew training for Safety boats. Competitor and Safety personal briefings. Weather assessment Engineering controls such as handrails and hand ropes. Points of Contact Compulsory wearing of life jackets for Competitors and safety boat crew. First Aid officers on site	Medium	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew Competitors	During safety boat crew and competitor briefings, confirmation of the acknowledgement of the MOB Procedures. Practice with Sailability. One of the key elements in our Safety Boat and Power Boat operator courses. Regular practice drills

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
Fire onboard Rescue Boats	Unlikely	Moderate	Medium	KBSC equips safety ships as per the legislative requirement under the Transport Operations Marine Safety Act 1994. Fire extinguishing appliances onboard and current service. ULP stored in certified fuel containers. No smoking onboard Safety ships KBSC Safety boat Safety Management System inclusive of Procedures. Safety Crew inductions. Emergency Drills and crew training for Safety boats First Aid officers on site	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew Coach	KBSC conducts emergency drills every 3 months. KBSC Conduct safety inspections of safety ships prior to each event. Checklist completed as per SMS for each boat Regular practice drills
Collision with other vessels and fixed objects	Likely	Moderate	High	KBSC conduct safety boat and competitor briefings surrounding sailing rules and course layout. Safety boats conduct course sweep to ensure that no known objects are identified. Safety Boat to maintain alertness for non-Aquatic event vessel traffic Advertisement of Aquatic event to alert public of aquatic event. First Aid officers on site	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew Competitors	Conduct drills as regularly as possible. Use regular racing as an opportunity to run drills.

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
Launching and retrieving ships	Possible	Moderate	Medium	Training Powerboat Handling and Rescue Boat training. Crew Inductions Tractor induction and sign off. ATV Inductions and sign off. Reversing Training SMP	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew Competitors	Schedule Training specifically targeted at Launch and Retrieve. New volunteers to go through induction.
Towing Competitors Vessels	Likely	Minor	Medium	Training, in particular how to approach a capsized dinghy and once righted how to tow. Power Boat Handling and Rescue Boat training. Crew Induction Daily Briefings Good Radio Communication.	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew	Evaluate the fleet and conditions prior to launching, any inexperienced skippers suggest they stay on shore or help in a rescue boat. Always put engine into neutral when someone is in the water. Regular practice drills when conditions allow
Exposure to elements (Heatstroke, hyperthermia, Fatigue)	Likely	Moderate	High	Ensure Competitors have ample water on board sun safe hats and sunscreen for all competitors and volunteers Sunscreen supplied on all rescue craft carry additional water Hypothermia blankets in all rescue boards (First Aid). SMP	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Safety Boat Crew Competitors	Part of our club culture

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
Safety boat engine failure	Likely	Moderate	High	Good Radio Coms Training Powerboat Handling and Rescue Boat training. Crew Inductions. Carry Mobile Phone as backup. Always 2 Rescue Boats on the water as a minimum.	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Regular practice drills Practice using fire extinguishers
Loss of communication between safety rescue boats and shore	Likely	Moderate	High	Spare handheld radios kept in Regatta Office. Mobile Phones as backup. Flags on start Boards (fly upside down). Sound signals on start boats. Small tool kits on every boat. Training in common breakdown issues. Powerboat Handling rescue boat training.	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Discussion at race briefings Always have VHF hand-held radios as a backup.
Marine Stingers and Stonefish	Likely	Major	Extreme	Training in common issues - Powerboat Handling and Rescue Boat training. 2 x 2 Liter Vinegar bottles on each rescue boat. KBSC Safety Management Plan First Aid	Medium	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	No matter what the sting – flood with vinegar
Flushing Outboard motors	Likely	Moderate	High	Training Safety boat and crew inductions.	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach	Buddy system training.

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
						Safety Boat Crew	
Entanglement and Entrapment	Likely	Major	Extreme	Training in common issues – Powerboat Handling and Rescue Boat training. KBSC Safety Management Plan. Knife on board every rescue craft. Count heads Awareness of boat classes and how many people on board.	Medium	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Capsizing is a part of sailing. Boats are designed to capsize and right again. Always be prepared to dive in to rescue people.
Hidden objects under water (rocks and logs)	Possible	Major	High	KBSC SMS Training- Powerboat Handling and Rescue Boat training. Briefing – advise of any debris, or hidden rocks etc on the course.	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Regular sweeps of the area prior to activities and report to PRO.
Missing Person	Rare	Catastrophic	High	KBSC Safety Management Plan. Report To PRO Check Sign on Sheets Stop Activities and search area. Stop activity, raise flags PRO set search area.	High	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Advise Coast Guard, Water Police
Towing of competitors/safety vessels	Almost certain	Moderate	High	KBSC Safety vessels Safety Management system Crew competent and trained. Assign Lookout Periodic inspection of tow lines. Essential crew only in tow vessel.	Medium	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	Periodic inspections of the safety vessels as per SMS. Verification of crew competencies

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
				Seamanship and housekeeping on towing vessel			
Slips trips and falls	Likely	Minor	Medium	KBSC Safety Management Plan KBSC Safety vessels Safety Management system Crew competent and trained. Current and appropriately qualified First Aid officers present at all events Communications plan, with Radios and phones present Operatable Engineering controls such as non-skid decks	Low	PRO (Principal Race Officer) OOD (officer of the day) Sailing Manager Coach Safety Boat Crew	
Flammable substances	Likely	High Risk	High	Refuelling to be conducted on land away from ignition sources. Safety Vessel Safety Management System. Crew competent and trained. Correct stowage of flammable substance as per Safety Data Sheet. Firefighting apparatus – Fire extinguisher in date. Current and appropriately qualified First Aid officers present at all events	Low	PRO (Principal Race Officer) OOD (officer of the day) Sailing Manager Coach Safety Boat Crew	

INHERENT RISK (what can happen if no controls are put in place)	**LIKELIHOOD**	**CONSEQUENCE**	**INHERENT RISK LEVEL**	**CONTROLS TO BE IMPLEMENTED** (provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**RESIDUAL RISK LEVEL** (after controls are in place)	**PERSON(S) RESPONSIBLE**	**BRIEF COMMENTS** (e.g. monitoring methods)
Minor Injuries – Cuts and abrasions	Likely	Minor	Medium	KBSC Safety Management Plan KBSC Safety vessels Safety Management system Crew competent and trained. Current and appropriately qualified First Aid officers present at all events Communications plan, with Radios and phones present and operatable Engineering controls such as non-skid decks	Low	PRO (Principal Race Officer) OOD (Officer of the Day) Sailing Manager Coach Safety Boat Crew	

15. Incident Reporting

15.1. Procedure for incident reports

In the case of an accident or near miss, an Incident Report Form ***(please see Appendix 4)*** must be filled out appropriately and left with sailing staff to pass onto relevant club personnel.

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 PRO/s of the day, the General Manager/ Sailing Manager 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 folder in the Regatta Office.

15.2. 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 the 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**

16. Emergency Action Plan

16.1. Location of Phones and Radios available for Emergencies

Mobile Phones	Available Phones Shore Party will carry a mobile phone Other Club members will have mobile phones Safety Boats
VHF Radio KBSC Race Control CH73 Yeppoon Coast Guard CH21	Safety Boats Shore Party Regatta Office
Landline	Regatta Office

16.2. 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 please see KBSC Head Injury Procedure available from the Regatta Office. Persons suffering from minor head injuries will not be allowed to go home unaccompanied.

16.3. First Aid Kits

First Aid Kits are in the following areas:

- On board safety boats
- Regatta Office

First Aid must only be administered by a qualified first aider. Periodic first aid kit checks are carried out and restocked if necessary. An AED is in the Regatta Office near the top of the ramp.

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

16.4. 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 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 ashore.

In a potentially life-threatening situation call the emergency services immediately on:

- **000** or radio to shore party/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 and as comfortable as possible for the casualty concerned.

The Clubhouse ramp is the closest beach access for emergency services. If required, drive the rescue boat and casualty straight onto the beach.

Inform the emergency services of where to meet the casualty ashore KBSC boat ramp.

Request 4WD Ambulance if available.

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

General Manager, Mal Cochrane; ph: 0408 457 976

Sailing Manager, Conrad Byrt ph: 0429 563 117

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 7 days, reporting to the Commodore of KBSC and Australian Sailing with their findings and recommendations. The review will be miniated 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.

16.5. 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.

16.6. Entanglement

If it 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.

16.7. 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.

16.8. 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 OOD 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 The Clubhouse.
- 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.

16.9. 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 the 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.

16.10. 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 the 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 halfway 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.

16.11. 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. The 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 i.e. 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 – all 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 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 designate 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

17. Contingency Plan

If a race or event is postponed or abandoned the sailing committee is to determine whether the race can be re-run later, within the limits of the Aquatic Event Permit.

18. Emergency Contacts

KBSC General Manger Mal Cochrane	0408 457 976
KBSC Sailing Manager Conrad Byrt	0429 563 117
Yeppoon Water Police	4933 7990
Maritime Safety Queensland (Gladstone)	4973 1200
Queensland Ambulance Service (Non-Emergency)	13 12 13
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

19. Document Information

Version Control				
Version	**Author**	**Approver**	**Date**	**Changes**
1.0	Sailing Manager	Sailing Committee	Prior to start of 25/26 season	Initial Document
1.1	Sailing Manager		23/03/2026	Addition of version control table
1.2	Sailing Manager		14/04/2026	Added section on traffic management Added appendix 4 (volunteer checklists) Adjusted responsibilities section
1.3	Sailing Manager		15/04/2026	Couldn't adjust linked table of contents or delete so created a fresh document
1.4	Sailing Manager		12/05/2026	General update to reflect current practices. Brought in KBSC risk register into this document. Added new table of contents
2.0	Sailing Manager	Sailing Committee	09/06/2026	Published version
2.1	Sailing Manager		10/08/2026	Updates to reflect 2026/2027 season Added section 10.2 on retrieving support vessels
3.0	GovOfficer		24/08/2026	Reformat and publish

Appendix 1 – Daily Volunteer Checklists

SUNDAY CLUB RACING – VOLUNTEER CHECKLIST (SET UP)

- ❑ If the doors to the regatta office and boat shed are locked, call Conrad to unlock (0429 563 117)
- ❑ Check Road Closure Signs are out and barricade closed
- ❑ Flags out on flag staff (KBSC Burgee, QLD Flag & AUS Flag) (Flags live in container over near the printer)
- ❑ Turn on radio in the regatta office
- ❑ Put out SIGN ON sheet
  (will be either in the large cupboard, behind the Fleet/squad Whiteboard or on the metal desk in the office)
- ❑ Put out lollies, water and money jar for Youth Fundraising (located on the bench above the office fridge)
- ❑ Pull out Containers for change wheelie bin (access via door next to bin roller door)
- ❑ Pull out briefing Whiteboard (should be in the boat store)
- ❑ Fill 4 mini eskies with water, soft drinks, chocolates and ice.
  - Mini eskies live under the RS Feva sails in the boat shed
  - Drinks are in the office fridge or beside the door near the fridge
  - Ice machine is in the good delivery access hallway (fob is in the second drawer in the under-desk cabinet to the left of Conrad's desk)
- ❑ Check fuel in Tractor (diesel is in the yellow cabinet behind Fergie B, yellow jerry cans)
- ❑ Check fuel and run RIBs being used for club racing
  - RIB Safety Management Systems are in the large cupboard, behind the Fleet/Squad Whiteboard in the office)

KBSC Maintenance QR Code

RIB Set Up Checklist

- ❑ Check to ensure that safety equipment and First Aid Kit is under the seat.
- ❑ Ensure that spare PFD is stowed under the seat,
- ❑ Check that the boat has sufficient fuel for activity and the breather hole is open.
- ❑ Prime the engine.
- ❑ Turn battery isolator switch on (ONLY for Carole G & Barbara R II)
- ❑ Ensure radio is set for Channel 73
- ❑ Flush motor with fresh water
- ❑ Ensure all bungs and drainage flaps are closed.
- ❑ Inspect boat for damages (leaks, breaks etc.)
- ❑ If any damages, please report via the Maintenance Report form QR code found on this sheet and on RIBS)
- ❑ Check operation of VHF Marine radio by performing a radio test with other KBSC vessels on duty and shore party at the club.
- ❑ Ensure tow lines and anchors are in good condition and are stored ready for use.
- ❑ Ensure 1 person is carrying a mobile phone in a dry bag for emergencies. (dry bags are available from the regatta office if needed)

SUNDAY CLUB RACING – VOLUNTEER CHECKLIST (PACK UP)

- ❑ Flags in from flag staff (KBSC Burgee, QLD Flag and AUS Flag)
- ❑ Turn off radio in regatta office (once all boats are off the water)
- ❑ Put away sign on sheet
- ❑ Bring in lollies, water and money jar for Youth Fundraising
- ❑ Empty mini eskies (left over drinks return to fridge in office)
- ❑ Bring in Road Close Signage (AFTER 4pm)
- ❑ Run and wash RIB's before putting unto boat shed
- ❑ Wash tractor and put away
- ❑ Put away containers for change bin
- ❑ Put away briefing whiteboard
- ❑ KBSC bus and ute to be put away in the boat shed (keys live in the second drawer down in the under-desk cabinet to the left of Conrad's desk)
- ❑ Ensure all bollards are installed correctly on the rigging lawn
- ❑ Ensure all hoses are brought in off the rigging lawn
- ❑ Close both roller doors in the boat shed and turn off lights
- ❑ To lock the regatta office and boat shed, call Conrad, Sailing Manager on 0429 563 117

KBSC Maintenance QR Code

RIB Pack Up Checklist

- ❑ Flush motor with fresh water
- ❑ Open bungs and drainage flaps
- ❑ Wash boat and trailer thoroughly
- ❑ Inspect boat for damages (leaks, breaks etc.)
    - If any damages, please report via the Maintenance Report QR codes found on the sheet and on RIBs)
- ❑ Store boat inside shed with stand up high
- ❑ Trim motors to just above concrete
- ❑ Ensure battery isolation switch is turned off (Carole G and Barabara R II ONLY)
- ❑ Ensure radio is switched off

Appendix 2 – Visual and Auditory Race Signals

Abandonment signal

Flag signal	Number of sound signals when raised	Number of sound signals when lowered	Description
N			All races that have started are abandoned. Return to starting area for a new start. The first warning signal will be made 1 minute after N is removed.
N A			All races are abandoned. No more racing today.
N H			All races are abandoned. More information ashore.

Other signals

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

Appendix 3 – Wind Roses

Interpreting the wind rose

There are a number of different formats which can be used to display wind roses. These wind roses have been constructed in the following way:

- The percentage of calm conditions is represented by the size of the centre circle- the bigger the circle, the higher is the frequency of calm conditions.
- Each branch of the rose represents wind coming from that direction, with north to the top of the diagram. Eight directions are used.
- The branches are divided into segments of different thickness and colour, which represent wind speed ranges from that direction. Speed ranges of 10km/h are used in these wind roses. The length of each segment within a branch is proportional to the frequency of winds blowing within the corresponding range of speeds from that direction.

Summer

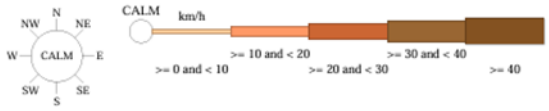
Rose of Wind direction versus Wind speed in km/h (23 Nov 1993 to 10 Feb 2026)

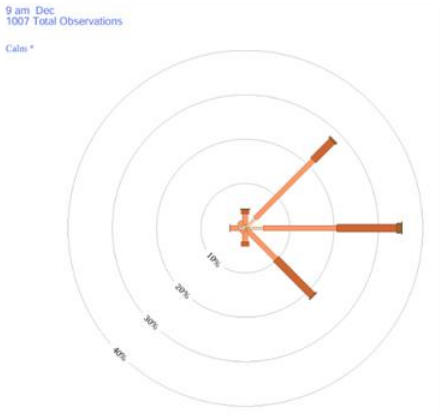
Custom times selected, refer to attached note for details

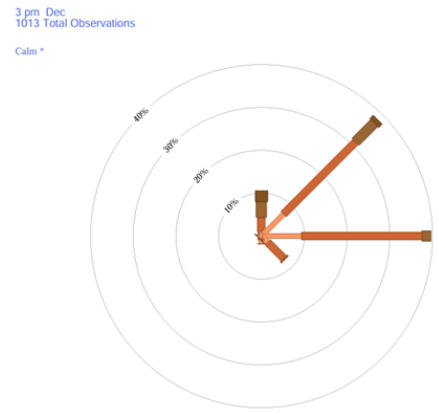
YEPPOON THE ESPLANADE

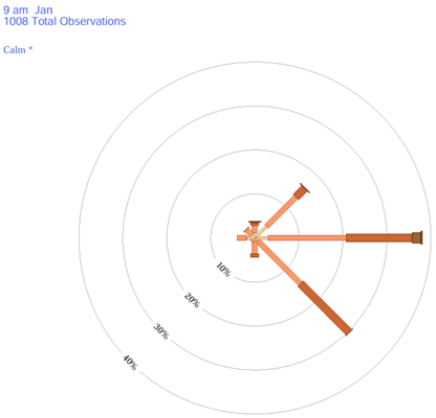
Site No: 033294 • Opened Nov 1993 • Still Open • Latitude: -23.1364° • Longitude: 150.7506° • Elevation 5.m

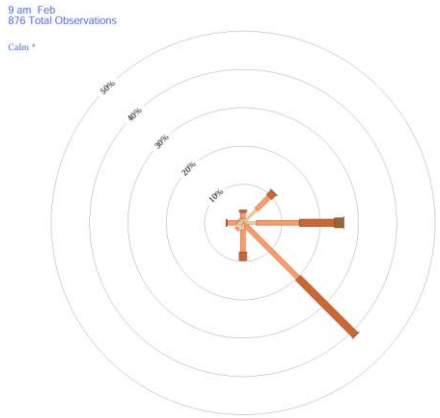
An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.











Autumn

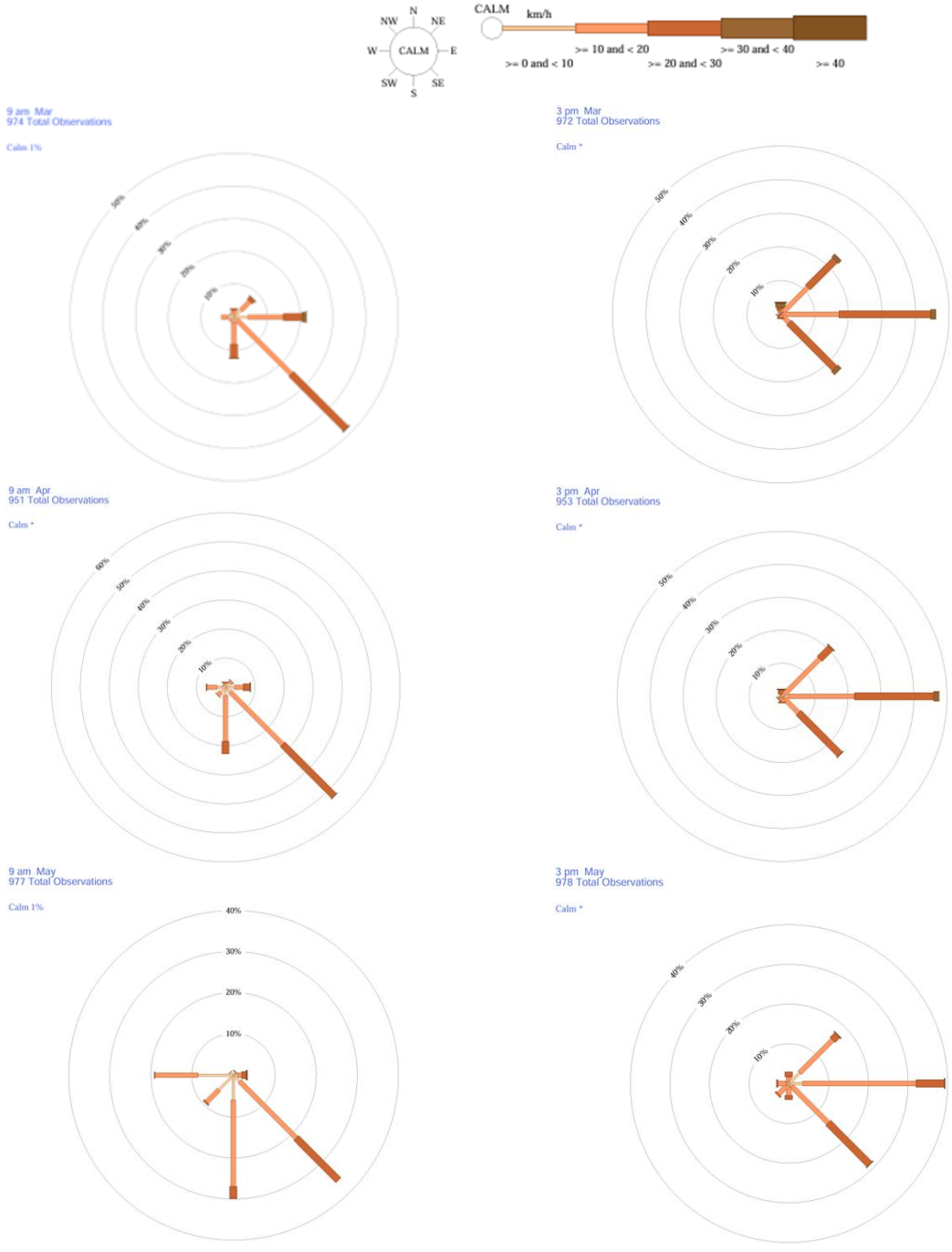
Rose of Wind direction versus Wind speed in km/h (23 Nov 1993 to 10 Feb 2026)

Custom times selected, refer to attached note for details

YEPPOON THE ESPLANADE

Site No: 033294 • Opened Nov 1993 • Still Open • Latitude: -23.1364° • Longitude: 150.7506° • Elevation 5.m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



Winter

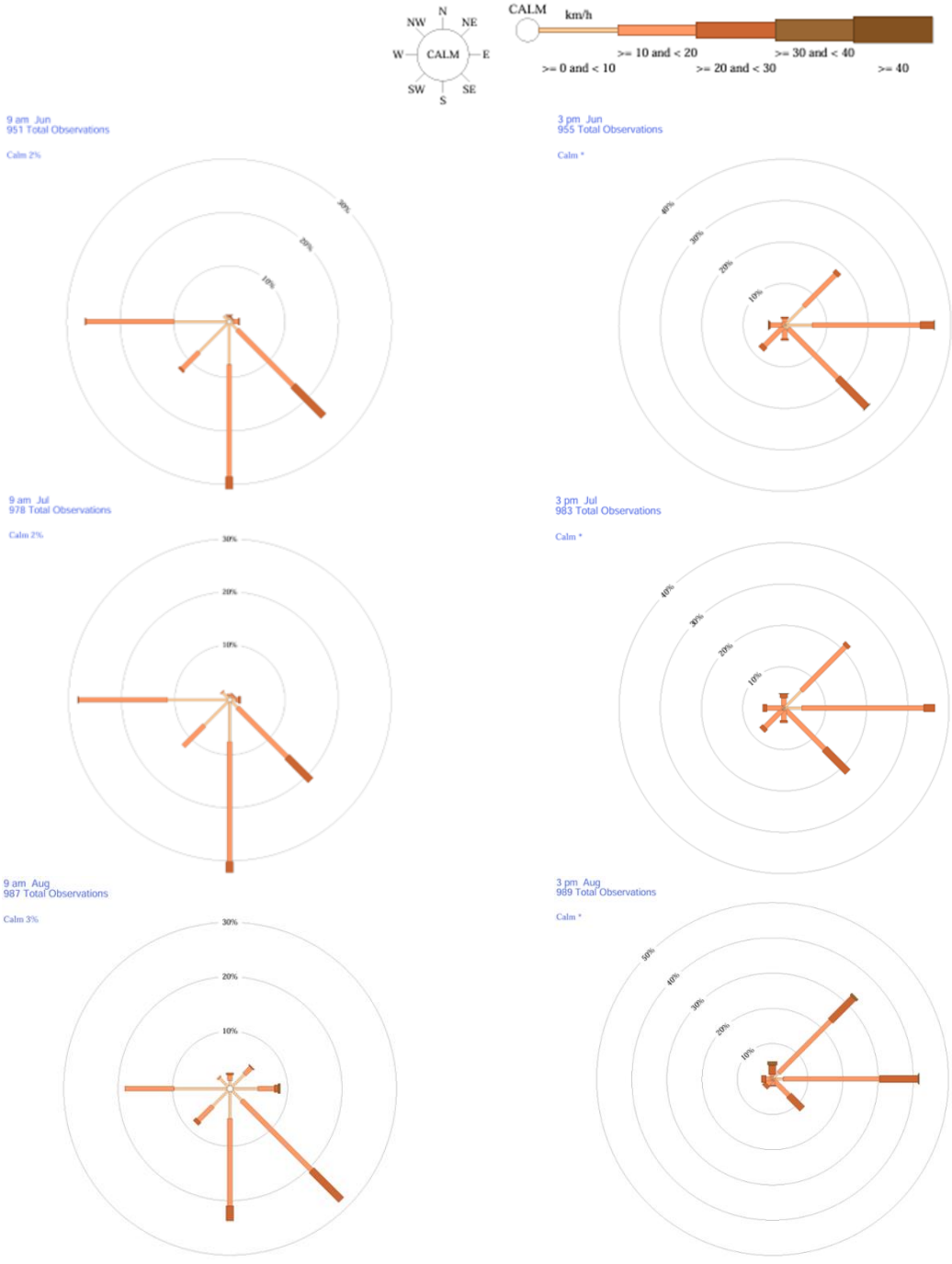
Rose of Wind direction versus Wind speed in km/h (23 Nov 1993 to 10 Feb 2026)

Custom times selected, refer to attached note for details

YEPPOON THE ESPLANADE

Site No: 033294 • Opened Nov 1993 • Still Open • Latitude: -23.1364° • Longitude: 150.7506° • Elevation 5.m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



Spring

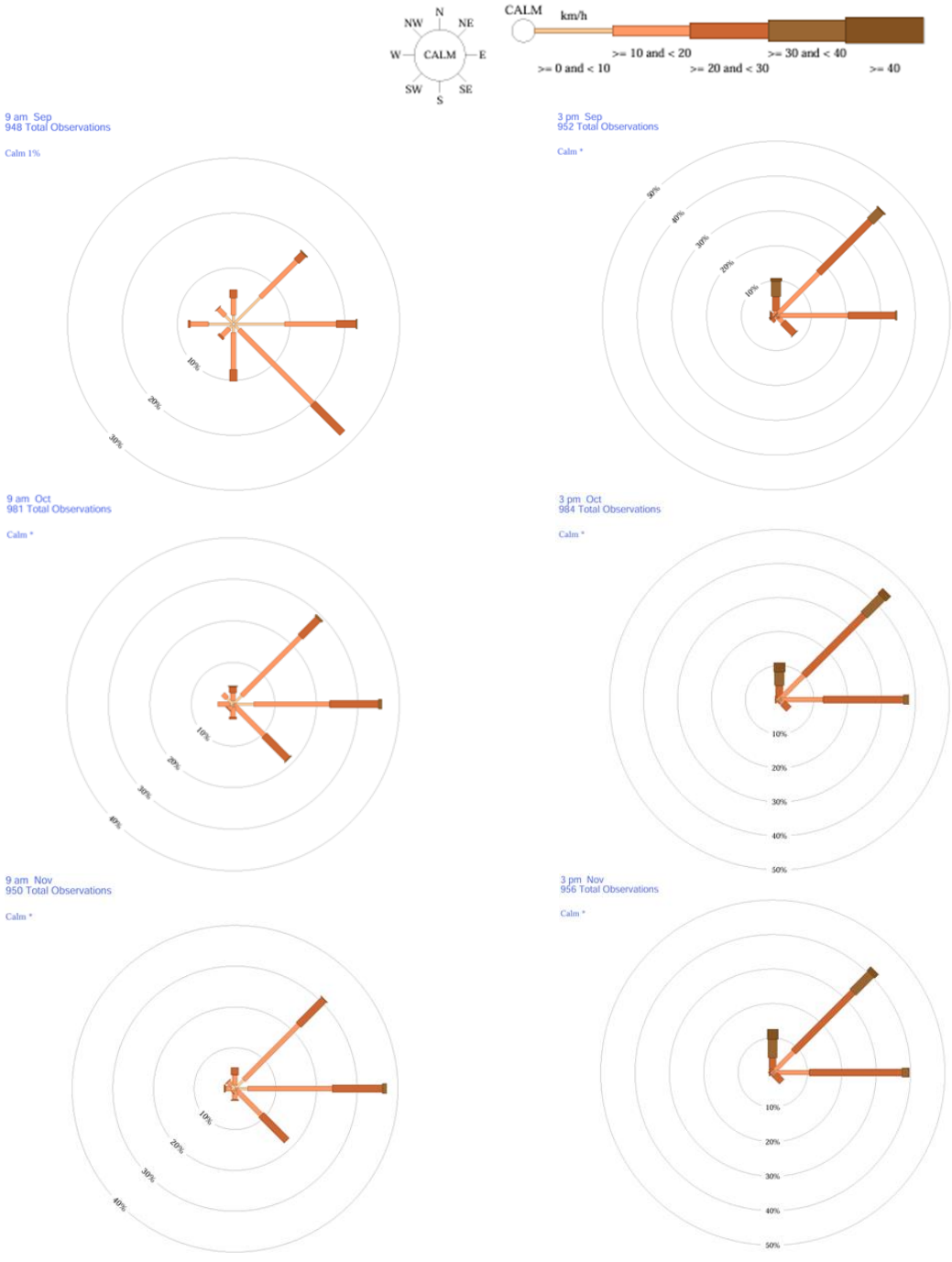
Rose of Wind direction versus Wind speed in km/h (23 Nov 1993 to 10 Feb 2026)

Custom times selected, refer to attached note for details

YEPPOON THE ESPLANADE

Site No: 033294 • Opened Nov 1993 • Still Open • Latitude: -23.1364° • Longitude: 150.7506° • Elevation 5.m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



Keppel Bay Sailing Club
YOUR CLUB SINCE 1957
ACN 615 761 503

Appendix 4 – 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*
Please report all serious incidents to: WHS & Compliance Officer 0437 708 063 & HR Manager 0408 897 567 as soon as possible.								
Name of Person injured		**Signature**		**Date**	/ /			

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)				Location of Personal Damage: Indicate location and type of damage at each side with appropriate letters as detailed below. FRONT VIEW BACK VIEW Right Left Left Right DAMAGE TYPE AM Amputation AS Asphyxiation BR Bruise BU Burn CO Concussion SS Strain/Sprain DE Dermatitis DF Deafness DI Dislocation FB Foreign Body FR Fracture OT Other HE Hernia IN Inflammation II Internal Injury LA Laceration/cut OW Open wound				
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?		
☐**Unsafe Act** ☐*Not following an accepted normal & safe work procedure, process or practice*	☐**Unsafe conditions** ☐*Substandard physical condition that if left uncorrected, may lead to an accident*	☐**Personal Factors** ☐*Human error may occur in the workplace & these mistakes, or errors of judgment may have lead to the incident*
☐*Use of equipment without proper training* ☐*Failure to follow a safe working procedures for the job* ☐*Ignoring hazards at the workplace* ☐*Not following a MSDS when using chemicals* ☐*Using the incorrect tool* ☐*Failure to use PPE supplied* ☐*Acting foolish at the workplace* ☐*Taking dangerous shortcuts* ☐*Distracting your work colleagues* ☐*Other (please specify)*	☐*Lack of work instructions* ☐*Untidy work areas* ☐*Unguarded machinery or equipment* ☐*Faulty Tools* ☐*Poor lighting* ☐*Slippery and wet surfaces* ☐*Unsuitable clothing* ☐*Other (please specify)*	☐*Alcohol or drugs* ☐*Personal Worry* ☐*Not paying attention* ☐*Complacency* ☐*Aggressive work behavior* ☐*Skylarking at the workplace* ☐*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*	/ /