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Accredited Discover  
Sailing Centre

# **Bendigo Yacht Club & Discover Sailing Centre Safety Management Handbook**

**(Incorporating Risk Management Plan)**

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## Health and Safety Policy

### Context

Sailing involves inherent risks and the Bendigo Yacht Club and Discover Sailing Centre (BeYC) acknowledges the role of risk management in the provision of a safe and controlled sporting environment.

### Scope

The information contained in this Handbook is organisation wide and sets out BeYC policies and standards for health and safety. The policies and standards apply to all events and activities undertaken by BeYC, and to all Club Members, Discover Sailing Centre Participants and Visitors while at the Club or participating in these events and activities.

### Purpose

This policy is a statement of the overall approach to risk management for the BeYC. The purpose of this policy is to provide a framework for the minimisation or control of all risks associated with the BeYC activities.

Whether your responsibilities are in the club, on the shore or on the water you must abide by these policies and standards for health and safety which are required to ensure a safe environment for our members, visitors and the general public with whom we may interact. This is of paramount importance to BeYC.

BeYC expects all members to read and understand the information in this Handbook, as it applies to them, so that we can continually uphold and improve the health and safety of our sailing and recreational environment.

While at the club or participating in BeYC activities you must:

- Look after your own health and safety and that of those around you.
- Use any safety equipment that you are given or instructed to use.
- Abide by all safety and racing rules, regulations, by-laws and guidelines that apply to your situation.

You must not

- Do anything that may harm yourself or others.

This handbook is not exhaustive – you may identify other hazards or risks that apply to your situation; and you should apply the principles behind this handbook and its policies to those situations.

Remember, you, and those around you will be better off when you follow the rules and behave safely.

## Governing Bodies – Rules and Regulations

### Australian Sailing

Australian Sailing (AS) is the National Sporting Organisation for sailing and manages safety rules and regulations which all sailors competing in club races are obliged to be aware of and follow, including:

- Racing Rules of Sailing (RRS)
- Special Regulations Part 1 for Racing Boats (SR1) and
- Special Regulations Part 2 Off the Beach Boats. (SR2)

These documents can be found at: <http://www.sailing.org.au/sport-services/>

The Instructors and Coaches Codes of Conduct can be found at: <http://www.sailing.org.au/education-training/instructors/instructor-resources/general-instructor-resources/>

### Bendigo Yacht Club and Discover Sailing Centre

BeYC provides additional documents which govern events including:

- Notice of Race (NoR) and
- Sailing Instructions. (SI)

BeYC By-laws can be found at: [http://www.foxsportspulse.com/assoc\\_page.cgi?c=1-10037-0-0-0&slD=306042](http://www.foxsportspulse.com/assoc_page.cgi?c=1-10037-0-0-0&slD=306042)

### Goulburn Murray Water

Goulburn Murray Water (GMW) is the waterway manager for Lake Eppalock and manages the leasehold on which BeYC is located. All club members and visitors are expected to comply with the requirements of the document:

- GMW Storage's Leaseholds / Club Standards

This document can be found at: <http://www.g-mwater.com.au/recreation-tourism/recreational-clubs>

### Transport Safety Victoria

Transport Safety Victoria (TSV) is the regulator responsible for safe maritime and marine recreation activities in Victoria. All members and visitors must comply with TSV regulations.

Guidance and safety information such as licensing, registration and operating rules for all recreational boaters including sailors can be found in the TSV publication:

- Victorian Recreational Boating Safety Handbook. (VRBSH)

This handbook can be downloaded from: <http://transportsafety.vic.gov.au/maritime-safety/recreational-vessel-operators/powerboat/victorian-recreational-boating-safety-handbook>

### Yachting Victoria

Yachting Victoria (YV) is a Member Yachting Association of AS and provides a range of support services to Member Clubs such as BeYC including training, management, governance and administration.

The YV website can be found at: [http://www.yachtingvictoria.com.au/assoc\\_page.cgi?c=0-10099-0-0-0](http://www.yachtingvictoria.com.au/assoc_page.cgi?c=0-10099-0-0-0)

Yachting Victoria provides a guideline (amongst other things) on when to call off racing due to wind limits and other factors:

- Wind Limits

This document can be found at: [http://www.vic.yachting.org.au/assoc\\_page.cgi?c=0-10099-0-0-0&slD=334924](http://www.vic.yachting.org.au/assoc_page.cgi?c=0-10099-0-0-0&slD=334924)

## General Health and Safety Policy and Procedures

BeYC is committed to ensuring that all members and visitors are safe from injury and risks to health whilst at the club. BeYC members must work together to achieve this objective. This includes complying with our [Child Safe Policy](#) and being aware of the [Emergency Response Plan](#) and [General Evacuation Procedure](#).

### Code Red Days

On Code Red Days, the club site must close.

### Blue Green Algae

In the event of a Blue Green Algae outbreak warning, consideration must be given to, and a decision made as to whether events can be run safely without putting participants at risk, in line with GMW guidelines.

### Water Levels

In the event water levels reach 179.99 AHD and below, there is a blanket 5 knot speed restriction placed on Lake Eppalock. If an exemption to this restriction is required to conduct sailing events, a risk assessment must be conducted, and suitable controls developed. These must then be presented to GMW who will make a decision whether or not this exemption will be granted.

## BeYC Responsibilities

BeYC is responsible for planning, developing, and implementing our health and safety practices through the following:

- Provide relevant information, instruction, training and supervision to members and visitors, as appropriate.
- Provide genuine opportunity for consultation on matters affecting health and safety.
- Ensure procedures and processes are in place to minimise the impact of any incidents.
- Ensure legislative compliance.
- Identify operational hazards; assess the risks, implement and review control measures to provide optimum safety.
- Ensure there is a form of maintenance regime in place to protect club infrastructure and equipment
- Take reasonable steps to ensure any contractors engaged by the club are made aware that they must be competent to perform the work they are engaged for, comply with all their OHS obligations, report any safety issues and stop work if any situation becomes unsafe.

## Members and Visitors Responsibilities

**All members are responsible for:**

- Being aware of the BeYC Safety Management System and ensuring visitors they bring to the club are made aware of any safety issues which may affect themselves or others.
- Treating all club property with respect and reporting anything that needs maintenance or repair to a member of the committee.

The maintenance of key infrastructure, equipment and assets belonging to the club is of vital importance to the continued existence of the club and the safety of club members. Some examples are the club buildings and contents, powerboats, training boats, radios and online scoring systems and equipment etc.

**All members and visitors are responsible to:**

- Follow health and safety procedures and protect their own health and safety.
- Avoid adversely affecting the health or safety of any other person through any act or omission
- Obey any reasonable instruction in relation to health and safety
- Keep the club and surrounds clean and tidy, using and emptying bins as necessary
- Identify any accident, unsafe situation or unsafe activity and report it promptly
- Be mindful of security, ensuring equipment is stored securely and buildings and gates are kept locked when not in use.

- Adopt responsible behaviour in relation to alcohol and other drugs
- Use all equipment including boats, the club tractor and any tools in a safe manner in line with regulations, safe operating practices and instructions
  - Unlicensed and unauthorised operators, including children, must not operate the tractor
- When driving any vehicle inside the club lease, travel slowly to ensure the safety of children and pedestrians.
- Work with others to help them uphold their health and safety responsibilities
- Ensure they understand what is expected of them.

## Visitor Safety on BeYC Premises

Every member has a duty of care to help protect visitors from the potential hazards on site - children can be particularly vulnerable and must always be supervised, especially around water. Pay particular attention to the location and actions of any visitor on site that may not know or understand the safety rules.

## Child Safe Policy

BeYC is committed to child safety, and the legislated Child Safe Standards, and as such has developed a Child Safety Policy which sets out its approach to child safety. This policy can be found on the club website.

## Manual Handling

When you move loads and boats by hand:

- Make sure you face the direction of travel and the way is clear.
- If the load is too big, heavy or awkward, get help, or use a mechanical aid, e.g. trolley.
- Check for anything that could damage your hands, e.g. splinters, nails, jagged edges.
- Place your feet solidly – one foot a little in front of the other and far enough apart for good balance.
- Stand close to the load and use the palms of the hands to grip the load firmly, and keep that grip in place while you are carrying the load.
- Keep your back straight; use your leg muscles to lift the load
- Always be sure you can see where you are going. Don't carry a load you can't see over
- When setting the load down, use the same movements in reverse, and keep fingers away from pinch points.

## Boats

- BeYC Safety Boats must only be operated by members who hold a Victorian Recreational Power Boat Licence and have been trained in their safe operation. It is preferable that those operating power boats for safety or training purposes also have the Sailing Australia Power Boat Handling Certificate.
- When using boats, it is each person's responsibility to comply with all TSV Regulations with regard to both safety equipment and safe operation
- Prior to use the power boats must have a pre-start safety inspection including a check of the fuel and oil.
- Pre-start checklists are stored in the main power boat storage shed.
- Safety Data Sheets for fuels are stored in the fuel shed.

## Tractor

- BeYC's tractor is only to be used by those who are trained in its safe operation, have a car licence and have been authorised by a flag officer or their delegate. (A pre-start inspection must be completed.)
- Safety chains must always be used when towing a trailer (*this applies to all towing vehicles*).
- Passengers must **never** be allowed to ride on the tractor.
- The tractor must be driven at a safe speed commensurate with the road conditions, load being towed and pedestrian traffic in the vicinity.
- **Note: rollovers and carrying of passengers account for the majority of tractor related deaths.**

- Vigilance must be high while operating the tractor due to the presence of children and others who are unfamiliar with the tractor and hence unaware of the danger the tractor presents.
- The tractor must not be left unattended or unsecured with the key in the ignition.
- Prior to use the tractor must have a pre-start safety inspection including a check of the fuel and oil.
- Safety Data Sheets for fuels are stored in the fuel shed.
- A pre-start and basic operations checklist is affixed to the wall in the South East corner of the tractor's shed.

## Refuelling

- Ensure you are familiar with the Safety Data Sheet for any fuels you may be using (Stored in fuel shed)
- No smoking or naked flames near any fuel including fuel tanks and fuel storages, or while refuelling equipment.
- Clean up any spills.

## Hazards, Accidents and Injuries

### Reporting

BeYC is committed to encouraging consultation and cooperation amongst members on health and safety issues. Any concerns about health and safety should be reported to the Commodore, Race Officer (RO), a Committee Member or the Discover Sailing Centre (DSC) Principal.

### Hazard or Near / Miss

A hazard is anything that has the potential to cause injury or illness. If you consider an area is or has a health or safety risk, you must report it as above - for example a tree with dangerous limbs.

### Accident / Injury Reports

All accidents and injuries should be reported as above.

The BeYC keeps records of all serious incidents and accidents and will conduct an investigation to find the cause of these and to ascertain and implement control measures to prevent a recurrence.

### Injuries

In case of injury:

- Seek treatment or assistance (if required)
- Report the injury (as above) as soon as practicable.

### First Aid

Make sure you know where to go and who to see to get first aid treatment.

- There is a list of first aiders in the foyer of the clubhouse. (All sailing instructors are first aid qualified).
- There are first aid kits on the safety boats and a first aid kit in the clubhouse foyer.
- A defibrillator is also kept in the foyer of the clubhouse.

**In a medical emergency telephone 000 for an ambulance and provide first aid to the best of your training and ability.**

## On Water Safety Plan

### Overview

BeYC aims to provide a safe on-water environment for all participants having regard for both expected and unforeseen conditions.

This document sets out minimum safety requirements for the conduct of sailing and training activities, an emergency plan and recommended responses by the RO, safety boats, and Instructors.

It should be read in conjunction with the following documents as applicable:

- Racing Rules of Sailing (RRS)
- Special Regulations Part 1 for Racing Boats. (SR1)
- Special Regulations Part 2 Off the Beach Boats. (SR2)
- Notice of Race (NoR)
- Sailing Instructions. (SI)
- Victorian Recreational Boating Safety Handbook (VRBSH)
- AS Instructors and Coaches Codes of Conduct.

## General

### Sailing and Discover Sailing Centre Activities

- The **RO, Instructors and support personnel** must place the safety and welfare of the participants above all else. Instructors and their support personnel are required to abide by the AS Instructors and Coaches Codes of Conduct.
- **Safety boats** are to be operated in accordance with the [Safety Boat Policy and Guidelines](#)
- **Monitoring Conditions** - Monitoring the fleet and observing the weather conditions are important tasks and safety boats should be strategically placed to respond to emergencies.
- **Exclusion Zones** - BeYC events do not normally take place within an exclusion zone and no restrictions are placed on other marine vessels, apart from following the operating rules as described in the Victorian Recreational Boating Safety Handbook.
- **Buoys used to Mark Courses** are non-exclusive and as such interaction with members of the public may take place. These markers must be removed from the water at the end of each days sailing.
- **Sign On and Sign Off** - all Sailing School participants are to ensure they are “signed on” before going afloat and “signed off” after coming ashore to ensure everyone has safely returned, except in the case of organised groups such as schools where a role may be marked at the start and end of an activity.
- **Personal Flotation Devices (PFD’s)** which are in good condition and approved to Australian Standards as required by legislation shall be worn by all participants.
- **Rules** - All participants in club events must abide by the:
  - AS Racing Rules of Sailing
  - AS Special Regulations Part 1 and Part 2
  - BeYC Notice of Race and Sailing Instructions and
  - TSV Victorian Recreational Boating Handbook.
- **RO / Senior Instructor** has overall responsibility for on-water safety management and any on-water or on-land rescue coordination, should the need arise. However, this responsibility may revert to, or be handed over to the most senior committee member/s on site at the time if conditions warrant it. It is expected that the RO/Senior Instructor would consult with the club hierarchy and/or other experienced club members if any doubt as to the safety and welfare of participants existed.
- **Safety Boat Operators / Instructors** are responsible for the on-water safety management of the participant group and for the declaration of an emergency situation on the water for that participant group.
- **Abandonment of Activities Due to Conditions** - the RO / Senior Instructor will co-ordinate the safe return to shore of all participants from on the water and will request assistance of Safety Boat Operators as required.
- **Search and Rescue** - local search and rescue activity will be planned and implemented by the RO / Senior Instructor. In the case of a missing person/yacht, responsibility will transfer to Victoria Police.
- **Injuries** are to be responded to by the closest available safety boat. If [ambulance attendance](#) is required, the RO / Senior Instructor should be notified of the call being made.

***In an emergency the priority is to save lives, not boats.***

***Drifting or anchored boats can be picked up later.***

***Safety of participants will always override the preservation of boats.***



## Minimum Safety Requirements

### On-Water Personnel Resources

- Sufficient safety boats and qualified personnel to comply with the [Safety Boat Policy and Guidelines](#).

### Weather Information

- Local weather information and forecast from the Bureau of Meteorology to be checked prior to commencement of the activity. A good place to start: <http://www.bom.gov.au/marine/knowledge-centre/>
- Instructors and volunteers are to be briefed by the DSC Principal/Senior Instructor or RO on the expected weather conditions for the day.

### Wind Speed Limits and Conditions

RO and Instructors are to be familiar with the YV document “Wind Limits” and to use this information as a guide when considering the safety of participants. (See link to Wind Limits below.)

[http://www.vic.yachting.org.au/assoc\\_page.cgi?c=0-10099-0-0-0&sID=334924](http://www.vic.yachting.org.au/assoc_page.cgi?c=0-10099-0-0-0&sID=334924)

### First Aid Provision

- Any injury requiring first aid assistance should be reported to the RO / Senior Instructor and a member of the committee. An incident report form must be completed and submitted for any injury requiring outside medical treatment.

### Rescue Coordination

- Functional control for rescue will be performed by RO / Instructors and / or senior Committee or Club Members.
- Safety Boat Crews need to be aware of the Rescue Coordination Plan before going afloat.
- In an escalation to a [level 3 emergency](#), the following on-shore personnel are required in addition to the safety boat crews,
  - On Land Rescue Coordinator (RO, Senior Instructor or Committee Member)
  - Assistant Rescue Coordinator
  - Radio Operator(s)
  - Shore Marshall
- Safety Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects (see [Appendix A](#)).
- **Sailors with head injuries, heat stress or hypothermia may have impaired decision-making capacity and may not recognise they require assistance.**

#### **Important note:**

- Your safety, that of your crew and that of the participants is the most important factor in your rendering assistance.
- In any situation where you have to make a decision between boats, yachts and human life, human life must come first.
- Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

## On Water Emergency Procedures

	Conditions	Action	Control	Communication
<b>Level 1</b>	Light winds Slight waves Well within competitor capability	<b>Patrol / Rescue</b> Instructor / safety boats to patrol designated area. Rescue boats not to leave area without arranging replacement safety cover for remaining fleet.	Instructors (RO)	27MHz Radio Ch 94 Clubhouse Warning Lights Flag Signals Warning Siren Mobile Phone
<b>Level 2</b>	Moderate winds Moderate waves Testing but manageable conditions	<b>Elevated Patrol / Rescue</b> Instructor / safety boats to patrol designated areas. Additional safety boats to be sought if conditions deteriorate.	Instructors (RO)	27MHz Radio Ch 94 Clubhouse Warning Lights Flag Signals Warning Siren Mobile Phone
<b>Level 3</b>	Heavy wind and big waves. Beyond participant / sailor capability for most	<b>Abandon Activity Rescue of Participants</b> All available boats to assist yachts in trouble as directed or as otherwise required at their own discretion based on their experience. Rescue boats to tow yachts to shore, or abandon yachts until all participants are accounted for.	Instructors (RO)	27MHz Radio Ch 94 Clubhouse Warning Lights Flag Signals Warning Siren Control Room to assist Liaise with RO Head count / boats ashore Mobile Phone
<b>Level 4</b>	Very strong wind and large waves. Well beyond participant / sailor capability	<b>Outside Assistance Required</b> Decision to call Emergency Services (000)	Instructors (RO)	27MHz Radio Ch 94 Clubhouse Warning Lights Flag Signals Warning Siren Control Room to assist. Liaise with RO - Head count / boats ashore Mobile Phone

## Safety Boat Policy and Guidelines

### General Policy:

- The sailing committee will develop an annual roster of RO and personnel to man safety boats for general racing.
- Certain series, e.g. the Twilight Series, might not be rostered, but will rely on volunteers from within the applicable series' sailing group. In these events, a RO must be appointed by the group and the following policies still apply.
- It is the general policy of the club on race days to ensure that there are sufficient safety boats on the water and available for use; having regards for the conditions/expected conditions and size of the racing fleet. The two medium sized Rigid Inflatable Boats (RIBs), Kimbolton and Donald, are the first call safety boats. The workboat Johnson may also be used as a third safety boat if required. The smaller Sirocco RIB is more often used for training purposes. The number and activation of safety boats will be at the discretion of the RO.
- The RO may allocate more or less personnel to cope with conditions/forecast conditions. If it is deemed sufficient safety boats and personnel are not available, the RO may postpone or abandon racing.
- Each safety boat should have a skipper plus a minimum of one crew, (depending on size and type of boat), capable of picking up people from the water and managing damaged boats, etc.
- Skippers of the safety boats must have (and carry) current power boat operating licenses and comply at all times with the requirements of the TSV Victorian Recreational Boating Safety Handbook.
- Each safety boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife etc, (if not supplied on boat).
- Safety boats must be suitable for the expected conditions and equipped with safety equipment as required by TSV Regulations plus additional items such as sharp knife, side cutters or similar, rope, life buoy etc.
- Safety boat skippers are responsible for the welfare of the boat and her crew on the water. It is recommended that all safety boat crew members should wear an appropriate PFD.
- Activity of safety boats on the water must be in keeping with the purposes outlined below. Boat skippers must be conscious of the impact their manoeuvres may have on racing yachts, such as excessive wash, unnecessary disturbance to participating boats or injury to crews.
- Children between the ages 8 – 12 may be passengers on safety craft in suitable weather conditions and under close supervision. A limit of 1 child per boat applies and they must be wearing a PFD. It must also be remembered the boat capacity should not be exceeded and allowance must be made for stricken sailors who may need to be brought on board the safety boat.

### Purpose of Safety Boats

- On the water rescue of sailors unable to return to shore in their own craft due to boat damage, personal injury, and illness or becoming separated from their boat.
- Laying and retrieval of course marks.
- Assistance to race control during races including shorten course procedures.
- Assistance with the retrieval of disabled sailing craft.
- Assistance to other pleasure craft (statutory requirement in the case of a genuine emergency, fire, accident, breakdown, etc.).

### Operating Guidelines

- There will be a briefing by the RO to the race duty team prior to the race to ensure everybody is clear on their role for the day.
- Crews should be suitably attired as they may be required to assist with the rescue of people which could mean entering the water. -
- The RO has the responsibility of co-ordinating the activity of rescue craft on the water supported by the race control room team.
- The rescue of people must always be given the highest priority. Emergency calls must be responded to without delay. Persons showing symptoms of immersion, hypothermia, injury, burns etc should be taken directly to the jetty and the RO requested to arrange appropriate first-aid/medical assistance.

- Care is necessary when rescuing people from the water to ensure that the engine is stopped, and the propeller is not rotating.
- A capsized yacht should normally be approached from leeward, and the crew of the yacht questioned whether all persons are accounted for, and if they need assistance.
- Observe the scene until sure rescue assistance is not required while maintaining position to render assistance promptly if required.
- If the skipper of a capsized yacht is unable to right the boat without assistance, the preferred righting method is for an experienced rescue crew member to swim over and assist.
- Safety boat skippers are expected to drive economically to avoid wasting fuel. Full power should only be used for emergencies.
- If the RO requires the course to be shortened the nominated safety boat will be required to set a finish line at a nominated rounding mark. The procedure is to raise the temporary flag staff with code flag "S" and the race division numerical pendant flying. This should be accompanied by a sound signal to alert the racing yachts. The crew of the nominated boat will need to record the finishing times of the yachts using time of day.
- Safety boat skippers are to make the RO aware of any defects on the boats after the race so the appropriate personnel (e.g. Rear Commodore) can be informed to take corrective action.

### Entrapment

- All safety boat crews should be briefed on the risk and dangers of entrapment and methods of recovery.
- On approaching a capsized boat, safety boat crews should immediately make sure that all crew from the capsized craft are visible and ok. If it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the yacht to bring the sailor to the surface.
- If a person is trapped under a sail the safety boat crew should be prepared to cut the sail if the person is not responding or is showing signs of distress and cannot be removed from the situation immediately. In the case of catamarans, safety boat crew should also be prepared to cut the trampoline. Any other ropes such as sheets and control lines that are contributing to the situation should also be cut to ensure the quickest possible release of the trapped person.
- Safety boats must be equipped with sharp knives (J knife and / or a serrated knife) to cut sheets, trampoline, harnesses, etc to free a sailor and bolt / wire cutters to cut rigging. Users should be aware that a J knife can only be used to cut from an edge (i.e. will not be able to pierce a sail or trampoline) and that a bladed knife, while able to pierce flat surfaces, must be used in such a way as to reduce the risk of injury to the entrapped person or rescuers.

#### Sailors are urged to:

- Keep lines and sheets organised in the boat
- Carry a sharp, well maintained and easily accessible, preferably serrated knife and ensure crew know where the knife is located and are prepared to use it to cut a harness or trampoline mesh; and
- Wear close fitting clothing and equipment which is unlikely to snag or can be easily freed.

### Retrieval Guidelines for Disabled Yachts

- The retrieval of yachts will be under close coordination by the RO and supported by the team in the control room. It is essential that the RO be kept informed of the identity of any disabled boat, the method of retrieval and progress.
- In any retrieval situation, if the safety boat skipper is concerned for the safety of their boat and crew they must be prepared to await moderation of conditions before attempting to retrieve a disabled boat.
- The method of retrieving a disabled yacht is primarily the responsibility of the skipper of the yacht concerned, and any action should be confirmed with that skipper before retrieval is attempted. Where the skipper is not available the safety boat skipper assumes responsibility but should ask for advice if unsure.
- A safety boat should not normally attempt a long tow back to the club during a race as this would delay the response to another emergency. Some alternatives would be to tow the boat to a nearby beach for later retrieval or to anchor the boat.

- A swamped or capsized trailable yacht will require assistance from experienced sailors and should be temporarily anchored until after the race. If it is in immediate danger of sinking or grounding on a lee shore it may be towed to the nearest safe beach with the agreement of the RO.
- Special precautions are required where a disabled yacht is stranded on a lee shore in a strong wind. In this situation the safety boat may be positioned head to wind in a safe depth of water and payout a long towline to retrieve the disabled yacht. The safety boat skipper should stay with the safety boat at all times and keep the motor running. Alternatively, the safety boat may anchor head to wind about 50 metres off shore and pay out the anchor rope until the boat is sufficiently close to permit the safety of people or to allow the crew to go ashore to assist with retrieval.

### Dinghies

- Sails should be lowered, and the hull bailed out before being towed
- A towline is passed to the yachts crew and passed through the towing ring on the bow and around the mast once.
- It is recommended that one end of the tow rope be hand held to avoid excessive strain on the boat being towed. The tow rope should not be wrapped around any part of a person's body.
- The safety boat should choose a course that will not hinder yachts that are still racing.

### Catamarans

- In addition to the above procedure, catamarans require a special righting technique with the use of a sheet passed across the hulls of the capsized boat to a crew member on the leeward hull.
- Less experienced light weight skippers may need coaching to right a cat in blustery conditions.
- If a tow is required, the tow rope is passed through the towing bridle at the bows.
- Alternatively, if the sail is lowered, the boat may be towed stern first.

### Trailable and Fixed Keel Yachts

- Most trailable yachts are self -righting and are able to cope with gear failure, knock downs etc., however a few classes may not recover from a knock down, and may need assistance.
- "Campaspe" is a suitable towing craft for retrieval of heavy swamped boats and can assist after the race.
- Most trailable yachts carry an outboard auxiliary motor and fuel so fire is always a risk on the water.
- Safety boats must be prepared to respond without delay to any fire emergency.

## Club Emergency Response Plan

### Be prepared - find out:

- Where are the fire extinguishers and fire hoses located?
- Emergency contact details can be found in the foyer of the clubhouse.
- The emergency assembly area is in the car park area in front of the club house.

In case of emergency on a sailing day, a Committee Member, Senior Instructor or other Experienced Club Member is to take charge and be responsible for the evacuation.

This person will be referred to here-in as: **Person in Charge** (PIC).

In an emergency you must follow the PIC's instructions.

On a non-sailing day, you should contact emergency services by phoning 000 and assist others as needed, remembering your own safety is paramount.

## Fire/Smoke/Chemical Emergency

### *Immediate actions of persons discovering/alerting*

1. *If you are trained in the use of fire fighting equipment and it is safe to do so, try and extinguish the fire with appropriate extinguishers or hose reels. Do not use water on electrical fires.*
2. *Close all doors and windows if possible to isolate fire.*

3. *If safe to do so move persons in danger to safety.*
4. *Call Emergency Services (000) if required.*
5. *Raise the alarm - alert others on site.*
6. *The PIC is to assist to ensure all persons on-site are aware of the situation.*
7. *If safe to do so, turn off all electrical equipment in the vicinity of the fire.*
8. *Hand over to the Emergency Services Incident Controller on their arrival and brief them on the situation. If any persons are not accounted for, inform the Emergency Services Incident Controller of all known details.*

**DO NOT RE-ENTER THE AFFECTED AREA UNTIL AUTHORISED BY THE EMERGENCY SERVICES.**

### **Fire Fighting Equipment**

Fire extinguishers and hose reels are located around the club house and caravan park in case of fire. In the event of a power failure, there is a back-up petrol driven pump in the pump house behind the club rooms. Your club key will open the lock on the door. Instructions for its operation are posted close to the pump.

### **Gas Storage and Isolation**

- Gas cylinders (LPG) supplying the site are located near the North West corner of the clubhouse, up the stairs from the barbecue area.
- In case of emergency, and if safe to do so, the gas supply to the premises can be isolated by closing the cylinders.

### **Medical Emergency**

1. *Call Emergency Services (000).*
2. *Notify the PIC of the emergency.*
3. *Communicate to the PIC:*
  - *Person(s) in need of assistance,*
  - *Nature of emergency,*
  - *Location of the incident.*
4. *Remain with patients(s) and render assistance.*
5. *First Aid must be applied until arrival of ambulance staff.*
6. *Ensure no danger remains to patients(s) and/or anyone assisting.*

### **Natural Disaster or Any Other Emergency**

1. *Move all persons in danger to safety.*
2. *Call Emergency Services (000) if required.*
3. *Notify the PIC, state the exact location and nature of the problem, advise what assistance is required.*

### **Search and Rescue**

- Local search and rescue activity will be planned and implemented by the RO, Sailing School Principal or a senior Committee or Club Member.
- *In the case of a missing person/yacht, responsibility will transfer to Victoria Police – call Police (000)*

### **Vehicle or Boat Accident**

1. *If required, call emergency services (000).*
2. *Arrange for rescue craft to attend (if required on water).*

3. *Move all persons to a safe area.*
4. *Notify the RO.*
5. *Arrange a barrier if necessary.*
6. *Stop all unauthorised entry to incident location.*
7. *Ensure no item is touched or moved.*
8. *Retain all witnesses and remain on-site until relieved.*

## Personal Threat

### Immediate actions

1. *Obey all instructions given by the intruder.*
2. *If possible, notify the PIC.*
3. *Notify the Police (000).*
4. *Move all people on site to a safe area.*
5. *Try to keep people calm.*
6. *Do not make any sudden movements or take any action to excite the intruder.*
7. *Hand over any cash or valuables if demanded.*

### Take a mental note of:

<i>Male or Female</i>	<i>Scars or other markings</i>
<i>Approximate age</i>	<i>Complexion</i>
<i>Height</i>	<i>Speech</i>
<i>Build</i>	<i>Weapons (if any)</i>
<i>Weight</i>	<i>Dress / clothes</i>
<i>Hair Colour</i>	<i>Language</i>
<i>Eye Colour</i>	<i>Impediments (if any)</i>
<i>Unusual mannerism/movements</i>	<i>Items touched or handled by the intruder</i>

### Do not give chase

*Once the initial threat has ceased, immediately contact the Police (000).*

## General Evacuation Procedures

*In the event of an emergency or potential emergency situation developing, the following will occur:-*

- *The PIC is to alert all persons on-site.*
- *The members of the club and visitors upon being notified of the situation must listen for announcements and follow any instructions given.*
- *Upon the evacuation order being given, all persons shall proceed to, and assemble at, the nominated evacuation point.*
- *No person shall attempt to return to the site until the PIC or the Emergency Services Incident Controller gives the 'all clear'.*

**THE EVACUATION POINT FOR THE BENDIGO YACHT CLUB IS IN FRONT OF THE CLUB HOUSE IN THE CAR PARK AREA**

*If safe to do so take the **race sign on book** & the **visitors sign in book** to the evacuation area.*

## PIC Role and Responsibilities in case of emergency

### *Standby mode*

- *Wear a high visibility vest if available.*
- *Make contact with all people in the area.*
- *Obtain Details of emergency and make decision whether to evacuate.*

### *If an Emergency Exists*

- *Advise and liaise with emergency services.*
- *Send person to meet emergency services.*
- *Make contact with all people in the area*
- *Initiate evacuation.*
  - *Decide on appropriate area(s) to evacuate to (Check wind direction etc.).*
  - *Do not evacuate people through or near emergency.*
  - *Consider off site, or separate evacuation area if necessary.*
- *Arrange for first aid kit to be transported to evacuation site.*
- *At evacuation point, or points, account for all members and visitors from attendance records.*
- *Ask people to remain at evacuation assembly area until advised safe to do so.*
- *Continue to update members and visitors regarding the emergency.*

## Ambulance / Emergency Services Directions

**If an ambulance or other emergency service is called to the club the following process should be followed:**

- Advise the operator of the address - 45 Sunset Drive, Lake Eppalock.
- Nearest Intersection: Lyell Rd (Bendigo – Redesdale Rd)
- State that a person will meet the ambulance at the front gate.
- Immediately assign a person to wait for the ambulance at the front gate ensuring that they know the location of the patient / incident i.e. in the club house, at the water's edge etc. and are able to direct the ambulance to that location.

## Appendix A - Emergency Contacts

### BENDIGO YACHT CLUB

**Address:** 45 Sunset Drive, Eppalock, Vic. 3551

**Nearest Intersection:** Lyell Road (Bendigo - Redesdale Road)

**Vic Roads Map Reference** - Map 45 A7

**CFA Map Reference** - Spatial Vision North West Map 6022 - 776 175

**GPS Reference Point** - S 36° 51.754', E 144° 30.276'

<b>Police, Fire Brigade (CFA) &amp; Ambulance</b>	<b>000</b>
Bendigo Yacht Club Commodore – Andrea McGregor	0402 940 805
Bendigo Base Hospital	5454 6000
City of Greater Bendigo	5434 6000
Coast Guard Eppalock	5439 2585
Elgas (Gas Supplier)	1800 782 742
Goulburn Murray Water (GMW) Emergency Hot Line	1800 064 184
GMW Eppalock Duty Officer (Primary Contact)	5439 8900
GMW Environmental Incidents Reporting Number (24hr)	5826 3265
Powercor (Electricity Provider)	13 24 12
Vic SES (Flood & Storm Emergency)	132 500
Vicroads	13 11 70

## Appendix B – Hypothermia

Call 000 for an ambulance if you suspect hypothermia.

### 1. *Symptoms of hypothermia in adults and children include:*

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

### 2. Restore Warmth Slowly

- Get the person indoors as soon as possible
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting on dry clothing.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.
- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck as well.
- Give the person a warm drink. No caffeine or alcohol.

### 3. Begin CPR if necessary, while warming person

- If the person is not breathing normally start CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

## Appendix C – Effluent Emergency Response Plan

### BENDIGO YACHT CLUB

### Effluent Emergency Response Plan

#### IF YOU

**Hear the siren or see the warning light illuminated at the Effluent Transfer Pit / Septic Tank**

#### OR

**Notice effluent / wastewater is spilling from the Effluent Transfer Pit / Septic Tank**

#### YOU MUST

- Turn the audio / visual alarm off at the main switchboard which is located outside the door to the male toilets.
- Prevent all non-critical use of wastewater fixtures including:
  - Showers, basins, kitchen sinks and toilets.
  -

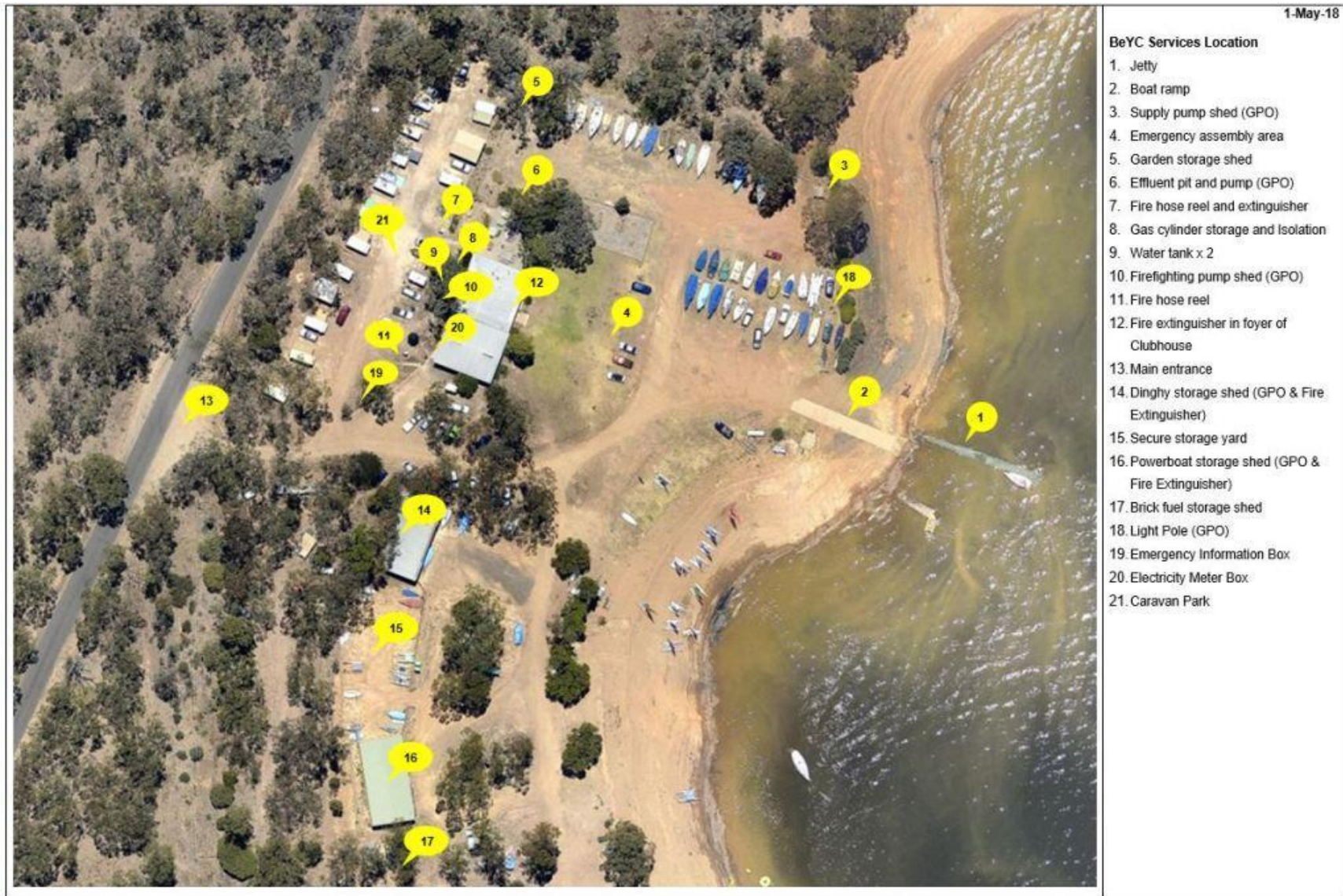
#### **Immediate repairs to the system must be undertaken**

- Notify the Club's Building and Grounds Officer of the effluent fault.
- If unable to contact the Building and Grounds Officer, contact the next available person from the following list:
  - Club Commodore, Vice Commodore, Rear Commodore, Secretary, General Committee members. Numbers are located on the main notice board in the club foyer.

**Failure to respond to an effluent alarm is likely to lead to an effluent spill.**

**If immediate repairs to the effluent system cannot be undertaken, the club must be shut down.**

## Appendix D- Site Services Location



**DOCUMENT CONTROL**

This document must not be modified, altered or changed unless authorised by the BeYC General Committee.

**AMENDMENTS**

<b>Version No.</b>	<b>Date</b>	<b>Page / Section</b>	<b>Nature of Amendment</b>
2	July 2017	All	Minor clarifications as per member review conducted at the end of 2016.
3	October 2017	Appendix A	Update GMW Environmental Incident reporting Phone Number.
		p. 15	Updated Search and Rescue to include "Call police (000)"
		Front Cover	Included clarification that this Safety Management Handbook incorporates the Club's risk management plan.
4	May 2018	Boats and tractor p. 7, 8	Added location of SDS' for fuels Added location of pre-start checklists Added location of basic tractor operation instructions
		Refuelling p. 8	Added refuelling information
		Entrapment p. 13	Added Entrapment Section
		Emergency Response Plan p. 15	Added gas storage and isolation
		Emergency Contacts p18	Deleted closest neighbour (Mottram - GMW) and replaced with Eppalock Duty Officer – GMW
		Services Location p. 21	Included plan of services locations