



Uni of Queensland Boat Club (UQBC)

Vessels Safety Management System

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Safety Management System

Responsibilities

The club has appointed a **Safety Officer** to overview the SMS – this may be a separate club official, the boatman, a committee member or by default the Club Caption.

The Club has a responsibility under this SMS to provide for the safety of their students and ensure that they comply with the laws and regulations that govern the safe operation of water sports in Queensland, and in doing so:-

- Maintain liaison with the regulatory authorities Maritime Safety Queensland and Rowing Queensland;
- Provide guidance and rules to promote a safe environment both on land and on water;
- Educate club members, students, parents and coaches to provide a safe environment and provide guidance and training in safe practices;
- Monitor and Report incidents and accidents to track trends, dangerous situations and practices.
- Assess and reduce the risks involved in their activities to participants, other water users and the general public;
- Provide safe premises and equipment (including vehicles and trailers), for their activities on both water and land;
- Actively implement the SMS, Rowing Club Rules and Regulations, Brisbane Code of Conduct and other state laws;
- Review the SMS and practices on an annual basis;
- Implement the correct Emergency Plan and Procedures;

The Club Safety Officer's responsibility under this SMS is to ensure that all stakeholders comply with the laws, rules and regulations that govern the safe operation of vessels in Queensland, in addition:-

- Be responsible for implementing the SMS and coordinate the development, implementation and regular review of the Water Sports Risk Management Plan for their sport; this includes an annual safety audit;
- Liaise regularly with the Club Committee or Club Caption regarding the condition of safety equipment and its storage;
- Alert the Club Committee or Leadership Team to any areas of concern regarding equipment, maintenance and the actions required to remedy concerns;
- Assist in educating the club members / students and parents by arranging safety training;
- Ensure that all club members / students and visitors comply with the Rowing Club rules and regulations;
- Meet on an annual basis to assess and reduce the risks involved in their sport by working in partnership with the Club Committee / Leadership Team;
- Ensure that all incidents are accurately recorded and records are kept for auditing purposes;
- Ensure that the current weather conditions are communicated to coaches and students prior to commencement of any training or competition;
- Determine if a sporting activity should go ahead following a review of the potential risks when bad or inclement weather is present.

Individual Responsibilities Club members / Students have a responsibility to:

- Act in a manner that will not compromise the safety of themselves, other students, other water users and the general public;

- Attend at least one compulsory water safety training workshop;
- Assess risks and base their decisions on such assessments;
- Inform the safety officer, coaches and crew of any medical condition that may present a risk to themselves and/or their crew;
- Parents have a duty to advise the Sports Development Officer in charge of any condition or circumstance that may adversely affect the safety of the student.

Breaches of the SMS are to be identified and advised to offenders:

- First instance verbally
- If no immediate corrective action is taken, then a written letter will be issued that will specify a period for correction.
- Further disciplinary procedures for repeated infringements taken by UQBC Committee.

VESSEL LOG BOOK

SCAN HERE TO RECORD YOUR TRIP

As part of UQBC Safety Management System we need to complete a Vessel Log Book



<https://www.uqbc.org.au/checkin/22035/>



SIGN IN – AVOID A FINE!

Safety Management System – Vessels of Rowing Clubs in Queensland

Vessel Details			
Vessel name:		Registration number:	
Vessel type:		Vessel number:	
Year of build:		Trailer registration:	If applicable
Engine size:		Engine Number:	
Passengers:			
Vessel Complement			
Driver:	Qld Marine licence. Experienced for purpose.	Suitably Dressed for conditions	Sun Smart
Life jackets & whistle	3	Vessel not to be overloaded	
Fuel tank:	Check fuel can		
Kill switch:	Attached to driver		
Paddle:	1		
Bailer:	1		
Lights:	Red, Green (front) and white (rear)		
Throw rope	1		
MSQ Emergency Contacts	1 sticker		
Vessel Usage			
UQBC	Brisbane River	Other rowing venues in Qld	Use on rivers
Designated Person	Address	Telephone	Email
David Pullar	5 Harvey Close, Brookfield	0450298107	d.pullar@uq.edu.au
Check List			
Mobile Phone		Life jackets & Whistle	
Bailer		Paddle	
Bungs		Fuel line secured	
Fuel		Whistle	
Conditions assessed		Throw Rope	
Propeller			

Emergency Contact List

Name	Number
Brisbane Water Police	38950333
Maritime Safety Queensland	36327500
UQ Security	3365 333
Nearest Police Station – Indooroopilly (24 hrs)	3377 9444
UQBC Safety Officer	0450298107

Local Brisbane River Waterway Map



The boats used for rescue are:

- Quick, maneuverable and designed so as not to create an excess wash
- Have adequate capacity to be capable of carrying injured athletes back to the boathouse quickly and safely
- Properly equipped and well maintained.

All coaching craft comply with the ***Transport Operations (Marine Safety) Regulation 2016 (Qld)***, for licencing, registration, maintenance and safety equipment requirements.

The primary aim of all coaching boats and drivers is the safety of all Water Sports users within their area of responsibility for the duration of the activity. If the boat is being used for secondary duties such as marshalling, then these duties must give way to this primary aim of safety should the need arise.

Coaching Boat Drivers

All Coaches are expected to drive Coaching Boats and must provide evidence of the following minimum requirements before their employment contracts are approved.

- Queensland Recreational Marine Licence,
- Level 1 Accreditation Rowing Coach, via the National Coaching Accreditation Scheme (NCAS) (highly recommended for all club coaches)

The Coaching Boat driver will:

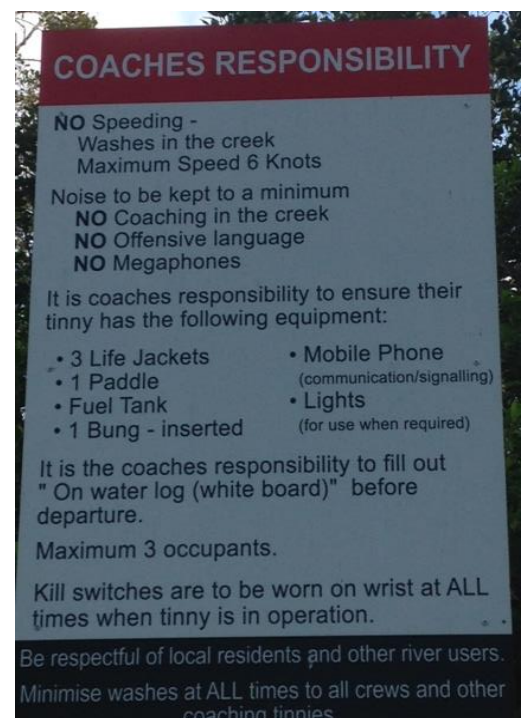
- Have a mobile phone.
- Participate in a specific UQBC Rowing Coach induction.
- Participate in a separate Coaching Boat induction.
- Recover capsized boats without worsening their condition.
- Quickly and safely transport injured participants to medical attention (or vice versa).
- Not become a victim in a marine incident themselves.

Communications

- With Crews: Due to wind, engine noises, movement of the boat etc, the driver needs to be close, speak clearly and ideally stopped.
- With Director of Rowing or Emergency Service: All Coaches to carry mobile phones preferably in waterproof pouches.

Boat Handling Skills

Boat handling skills need to be second nature so that the driver can concentrate on the task of rescue without having to think about how they are going to get the boat into the correct position.



Before going afloat, check:

- **Propeller** – Clear, In neutral
- **Bungs** – In position and firm
- **Kill Switch** – In position, attached
- **Safety** – Safety grab bag, oars, anchor
- **Fuel** – Connected, quantity
- **Lights** – red / Green / White

When afloat:

- Keep a good look out at all times
- Don't overload boat
- Obey speed limits
- Keep to the right in rivers/narrow channels
- When crossing a channel, cross quickly at right angles
- Keep clear of swimmers, fishermen, canoeists, dinghy sailors, paddle boarders
- Think how the boats wash will affect others
- Look out for deteriorating weather conditions

On finishing:

- Moved from water to shed
- Disconnect fuel tank and place in outdoor lockup.

Rowing Coach Boat Repair

- Damaged boats have notice attached to not use. Notify UQBC Captain of Boats.

Incident Reporting

To report any breaches of the Brisbane River Code of Conduct or serious infringements of rowing etiquette – please use a **Rowing Queensland Incident Report** found on the Rowing Queensland website. This will allow RQ to address issues, gather information and identify trends that impact the safety of the rowing community.

All incidents involving injury or significant in nature must be reported in writing using a **Marine Incident Report** in accordance with the *Transport Operations (Marine Safety) regulation 2016*, a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- material damage to a ship
- material damage caused by a ship's operations
- danger to a person caused by a ship's operations
- danger of serious damage to a ship
- danger of serious damage to a structure caused by a ship's operations.

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents.

In the first instance action should be taken at the water sports level, more serious matters will be reviewed by the WH&S Officer and Director of Sport.

Coach in conjunction with Head Coach and/or Program Coach will complete and forward the Incident Report to MSQ and the WH&S Officer. Safety Officer is copied in on incident and follow-up actions.

Content of Reports

Recording accurate information is vital and should include but not be limited to:

- Time and Location.
- Names of crew, boats and witnesses.
- A detailed summary of the nature of accident/incident.
- Injuries sustained.
- Damage sustained.
- Daylight, wind and water conditions.
- A sketch showing boats, obstructions, direction of travel and stream.
- Statements by those involved and witnesses in other boats and on the bank.

If First Aid is Rendered

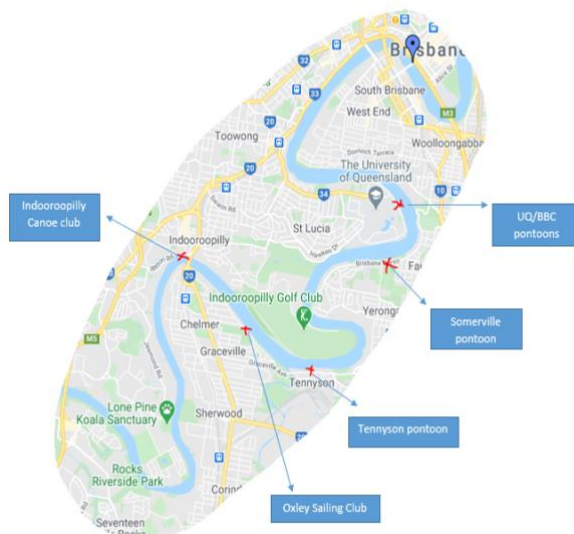
- If the accident requires first aid treatment then the name of the first aider should also be recorded, and the treatment given.
- Details of Hospitals, doctors or any other agency, involved should be recorded.
- Report sent to Safety Officer by the coach or participant.

Emergency Action Plan



On Water Emergency Action Plan

Emergency Access Points



Tinnie set-up



Attachment A – UQBC Vessel Register and Vessel Maintenance

Registration				Hull			Motor		Safety Check	
#	Rego	Driver	Capacity	Make	Size	Type	Make	Size	Date	
2	VDO59Q	Blane	3	Jabiru	3.8m	Centre Console	Yamaha	15hp	✓ 10/03/21	
8	AAK71Q	Mike	3	Stessl	3.5m	Outboard	Suzuki	9.9hp	✓ 10/03/21	
10	VU049Q	Richard	3	Sea Jay	3.5m	Outboard	Yamaha	15hp	✓ 10/03/21	
1	LC778Q		3	Sea Jay	3.7	Outboard	Yamaha	9.9hp	✓ 10/03/21	
3	L1347Q		3	Sea Jay	3.7m	Outboard	Yamaha	9.9hp	✓ 10/03/21	
4	Y1468Q		3	Blue Fin	3.7m	Outboard	Yamaha	15hp	✓ 10/03/21	
5	XJ609Q		3	Blue Fin	3.7m	Outboard	Suzuki	9.9hp	✓ 10/03/21	
6	QD473Q		3	Sea Jay	3.7m	Outboard	Suzuki	15hp	✓ 10/03/21	
7	XJ610Q		3	Blue Fin	3.7m	Outboard	Yamaha	9.9hp	✓ 10/03/21	
9	AAK68Q		3	Clark	3.8m	Outboard	Yamaha	15hp	✓ 10/03/21	

Vessel Maintenance			
Service dates:	Operational procedures	Operational Risk Assessments	Defect Reporting – date and fault
	Check fuel and fuel lead connection	River currents/tides	
	Check how to get engine down/up	Weather and wind conditions	
	Check pull cord and kill switch prior to boating	Plan the session and know how far you are travelling	
	Check all safety equipment present before boating	Have a two-way or telephone for emergencies	
	Check transom is not too loose	Be aware of all other river/waterway users	
	Check bung(s)	Ensure lights are on board before/after sunrise/sunset	

Attachment B - Vessel Risk Register

Identified Hazard	Identified Risks(s)	Controls (Insert your own controls here. These are examples.)	Controls in place	
			Yes ✓	No ✗
Weather	<ul style="list-style-type: none"> • Capsize • Falls/trips • Damage • Low visibility • Collision • Grounding 	<ul style="list-style-type: none"> • Check short and long term weather report • Know local conditions, winds, tides, current and flood flow • Plan trip time • Ensure vessel ready for conditions, sufficient fuel and safety equipment • Emergency plans 	✓	
Man overboard	<ul style="list-style-type: none"> • Drowning • Exposure to elements 	<ul style="list-style-type: none"> • Life jackets • Lighting • Wear safety cut-lanyard at all times • Mobile phone 	✓	
Flooding of boat	<ul style="list-style-type: none"> • Drowning • Exposure to elements • Loss of vessel 	<ul style="list-style-type: none"> • Bailers • Life jackets 	✓	
Motor failure	<ul style="list-style-type: none"> • Swamping • Death • Lack of communication • Dehydration 	<ul style="list-style-type: none"> • Regular service and preventative maintenance of motors 	✓	
Fuel	<ul style="list-style-type: none"> • Fire • Explosion • Injury 	<ul style="list-style-type: none"> • Correct storage • Crew training 	✓	
Cuts and abrasions	<ul style="list-style-type: none"> • Major bleeding • Death • Infections 	<ul style="list-style-type: none"> • First aid kit in shed • First aid training • Contact number list 	✓	
Loss of communication	<ul style="list-style-type: none"> • Reduced ability to respond to incidents 	<ul style="list-style-type: none"> • Phone • Internet 	✓	
Alcohol and drugs	<ul style="list-style-type: none"> • Death • Serious injury 	<ul style="list-style-type: none"> • 'Dry' boat 	✓	
Inexperienced crew (master)	<ul style="list-style-type: none"> • Increased risk of accidents 	<ul style="list-style-type: none"> • Training 	✓	
Trips and falls	<ul style="list-style-type: none"> • Cuts • Sprains • Broken bones • Death 	<ul style="list-style-type: none"> • Signage • Non-skid implementation in risk areas • Clean pontoons regularly 	✓	
Emotional stress	<ul style="list-style-type: none"> • Physical/mental distress • Self harm 	<ul style="list-style-type: none"> • Avoid stressful situations • Rest and relaxation 	✓	
Fatigue	<ul style="list-style-type: none"> • Increased risk of accidents 	<ul style="list-style-type: none"> • Controlled length of operational hours • Adequate sleep • Regular breaks • Regular meals and fluids 	✓	
Collision (other vessels and floating objects)	<ul style="list-style-type: none"> • Death • Permanent injury 	<ul style="list-style-type: none"> • Proper lookout • Crew training • Navigation lights • Avoidance of other vessels • Fatigue management 	✓	

Grounding	<ul style="list-style-type: none"> • Human injury • Vessel damage 	<ul style="list-style-type: none"> • Local knowledge • Proper lookout • Tide and weather monitoring 	√	
Fire	<ul style="list-style-type: none"> • Burns • Smoke inhalation • Death • Damage • Explosion • Pollution 	<ul style="list-style-type: none"> • Fuels stored and managed • Good housekeeping • Regular maintenance • Fire- fighting equipment if applicable in shed • Crew training • First aid training 	√	

Attachment C – Vessel Induction Training

Items to be covered in induction training (see list below of people inducted to use UQBC tinnies) :

- Vessel safety management system
- Safety equipment (life jackets, etc.)
- Fire extinguisher in shed
- Miscellaneous equipment (oars, trolley secured, anchor, etc.)
- Vessel operating controls
- Maneuvering at berth
- Emergency stop procedure
- Session planning
- Pre-departure checks (see check list above)
- Fuel system
- Steering
- Local knowledge of hazards, i.e. river rocks exposed as low tide

Induction Delivery	Trainee		Trainer	
Date	Name	Signature	Name	Signature