

# Safety Assessment Checklist

(TO COMPLETED ANNUALLY BY CLUB'S SAFETY OFFICER)

The intent of Rowing Australia's Safety Guidelines and the Safety Assessment Checklist is to support and encourage clubs to be proactive in regards to their safety practices. As each rowing club in Australia is responsible for assessing the risks in their particular environment, abiding by the local regulations and establishing & fulfilling the appropriate safety procedures this checklist was produced to help assist in managing and minimizing these risks.

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	How standard implemented/Further Action	By Whom	By When	Status of Action
<b>Safety Officer</b> <i>Does the Club:</i>	Have a member as a safety officer whose duty is to ensure that an appropriate safety program is drawn up and implemented at the club in accordance with the guidance provided within RA's Safety Guideline?		Safety Officer nominated by Committee following AGM	Ctee	1st mtg of year	Annual appointment
	Have a Club Safety Plan which satisfies the points in RA's Safety Guidelines and is it communicated to new and existing club members?		Consolidation of safety plan in progress - to be communicated via email and club website	SO/Ctee	Dec-15	in progress
<b>Local Safety Code</b> <i>Does the Club:</i>	a. Have a designated notice board listing the responsibilities of rowers/coaches, the rules of the waterway, hazards and on-water circulation pattern ?		Safety Notice Board	SO/Ctee		Completed - monitor/review
	b. Prominently display procedures in the event of a capsize?		Safety Notice board	SO/Ctee		Completed - monitor/review
	c. Prominently display cold water/weather rules and weather conditions under which rowers are not to venture on the water?		Safety notice board and white boards used for additional safety messages	SO/Ctee		Completed - monitor/review
	d. Prominently display competency requirements of coach/safety boat operators and marine recreational licensing regulations?		Safety notice board, tinny check lists in all tinnies	SO/Ctee		Completed - monitor/review
	e. Prominently display guidelines relating to rowing before sunrise and prior to sunset (are these times posted in the club)?		Safety notice board	SO/Ctee		Completed - monitor/review
	f. Have a copy of the boatshed rules posted in the shed?		Safety notice board and manual at club	SO/Ctee		In progress/ monitor/ review
	g. Utilize a rower's out/in logbook?		White board attached to inner door of shed	SO/Ctee		In progress/ monitor/ review
<b>Emergency Communication</b> <i>Does the Club:</i>	a. Have a designated Safety Notice Board in a prominent position?		In place	SO/Ctee		Completed
	b. Ensure that new members are shown the Safety Notice Board and information explained to them?		Club induction processes, club safety docs, club email and club news	Captain SO		Ongoing
	c. Have a list of vital telephone numbers listed on the Safety Notice Board and in every coach/safety boat (details provided in RA's Safety Guidelines)?		Notice board and tinnies, club rules	SO/Ctee		Completed - review/monitor
<b>Safety Equipment</b> <i>Does the Club:</i>	a. Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national standards and carry the CE mark of approval?		Club safety manual and safety notice board, tinny check list	Tinny Operators/ SO/Ctee		Completed - monitor/review
	b. Have written procedures in place for the use of safety aids (such as bow lights, floatation rings, etc.) and ensure that all members understand and follow them?		Club safety manual and safety notice board	Captain SO Ctee		Completed - monitor/review
<b>Safety Equipment</b> <i>Does the Club:</i>	c. Require lifejackets and buoyancy aids to be checked for wear and tear before each use and provide a proper designated place where they can dry out naturally away from a heat source?		Safety notice board and tinny check list	Tinny Operators SO		Completed - monitor/review

	d. Ensure all safety aids, particularly throw lines, and bow lights readily accessible and stored ready for use. Have all those involved in rowing been trained and have had practice in the use of safety aids (such as a throw line)?		Training in use of equipment not addressed	Cttee		Policy to be agreed
	e. Ensure throw lines and space blankets carried in all coach/safety boats?		All club tinny checklist, notice board and club safety policies	SO/Cttee		Completed - ongoing monitor/review
	f. Require junior beginners to wear a PFD until they have completed a swim test, received training in capsize procedure and reached a satisfactory level of competence in, for example, a single sculling boat?		Club safety policy to be updated			Policy to be agreed
<b>Safe Equipment</b>						
<i>Does the Club:</i>	a. Regularly check that all boats have a white bow ball of not less than 4cm diameter made of rubber or material of similar consistency on its bow?		Club induction processes, equipment checklist (notice board) club safety documents	SO/Cttee		Completed - ongoing monitor/review
	b. Regularly check the heel restraints in each seat in all boats to determine they are properly adjusted (the heel must be prevented from rising higher than the lowest fixed point of the shoe) and in working order. Likewise, the foot release from any other type of fitment that may be used is self-acting and not require the intervention of the athlete or a rescuer (eg Adaptive velcro strapping)?		as above	SO/Cttee		Completed - ongoing monitor/review
	c. Require all buoyancy compartments to be watertight to ensure effective operation?		as above	SO/Cttee		Completed - ongoing monitor/review
	d. Require rudder lines, steering mechanisms, rudder and fin, to be secure and in good working order?		as above	SO/Cttee		Completed - ongoing monitor/review
	e. Regularly assess that coach/safety boats are equipped with safety equipment and bouyancy vests are worn in accordance with the local on-water code of conduct as well as such items as a medical kit, spare lights (for coach/safety boat and rowing boats), thermal blanket and hand pump?		Tinny operators check each time boats taken on water. Also annual check when tinny registration certificates issued by NCA	Tinny Operators SO/Cttee		Completed in accordance with advice from Rowing ACT
	f. Regularly schedule servicing of coach/safety boat engines?		Club safety manual to be updated mechanism to ensure servicing to be agreed?	Cttee		
	g. Coach/safety boats provide for easy entry from the water (e.g. step, ladder, or handhold). Are appropriate boats being used for coaching Adaptive/Novice athletes with regards to accessibility for water rescues?					
	h. Have motors equipped with a kill switch and are they being used appropriately (eg. attached to the operator)?					
<b>Risk Management &amp; Insurance</b>						
<i>Does the Club:</i>	a. Have appropriate and suitable risk assessment(s) and insurances (including Public Liability) that covers all its activities both on and off the water, which adequately addresses emergency issues?		Club safety manual, risk assessment	Cttee/SO		
	b. Have appropriate risk assessments and insurances to cover competitions and training camps if it organizes these activities?		Club safety manual, risk assessment	Cttee/SO		

	c. Review its risk assessments and insurance policies regularly?		Club safety manual, risk assessment	Cttee/SO		
<b>Cold Weather &amp; Water</b> <i>Does the Club:</i>	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the RA Safety Guidelines with reference to the St. John Ambulance Australia procedures for cold induced conditions?		Club induction processes, safety docs, safety notice board, Club news letter and club email	SO/Cttee		Completed - monitor/review
<b>Activity in Hot Conditions</b> <i>Does the Club:</i>	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the RA Safety Guidelines with reference to the St. John Ambulance Australia procedures for heat induced conditions?		Club induction processes, safety docs, safety notice board, Club news letter and club email	SO/Cttee		Completed - monitor/review
<b>Off-Site Rowing</b> <i>Does the Club:</i>	a. When organising Training Camps <ul style="list-style-type: none"> <li>• Establish emergency contact details for all participants?</li> <li>• Check insurance is in place for: <ul style="list-style-type: none"> <li>□ club and relevant non-club equipment?</li> <li>□ member-to-member cover?</li> <li>□ personal travel insurance?</li> </ul> </li> </ul>		To be included in club safety docs	SO/Cttee		Cttee to agree
	b. Ensure the Training Camp Organising Committee/Coaches addresses the topics raised by the RA Safety Guidelines		To be included in club safety docs	SO/Cttee		Cttee to agree
<b>Transport &amp; Trailer</b> <i>Does the Club:</i>	a. Provide information and diagrams showing the recommended arrangement for loading, including the maximum allowable load and maximum allowable 'overhang' and appropriate indicators as per local road regulations?		To be included in club safety docs	SO/Cttee		Cttee to agree
	b. Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?		To be included in club safety docs	SO/Cttee		Cttee to agree
	c. Regularly schedule servicing of club trailer and/or vehicle?		regular service - include in annual safety audit - align to tinny registration stickers issued by NCA (ie: every 12 months)	SO/Cttee		Cttee to agree
	d. Have a method to check the nose weight of the trailer?		trailer check list	SO/Cttee		Cttee to agree
	e. Provide projection markers and lights?		trailer check list	SO/Cttee		Cttee to agree
	f. Ensure that adequate ties, (in good condition), are available?		trailer check list	SO/Cttee		Cttee to agree
	g. Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip?		club safety manual	SO/Ctee		Revised policy to be approved
	h. Ensure that the vehicle used for towing is appropriate for the length, load and type of trailer and that the trailer carries a spare wheel and suitable tools and jack for changing a wheel?		club safety manual	SO/Ctee		Revised policy to be approved
	i. Require drivers when possible to carry a passenger to help with navigation, manoeuvring, and any emergency, which may arise and to be aware of the dangers of high winds and icy road conditions and consult the weather forecast before setting off?		club safety manual	SO/Ctee		Revised policy to be approved
	j. Ensure that, if towing or using vehicles overseas, those local rules are adhered to (lights, spares, overhang, etc.)?		N/A			
<b>Incident Reporting</b> <i>Does the Club:</i>	a. Ensure all club members are aware of what constitutes an incident and 'near incident' that needs reporting and are aware of how to report them?		Club induction processes, safety notice board and safety docs	SO/Cttee		Completed monitor/review
	b. Have an 'Incident Reporting Logbook' and is it in an accessible location for all club members to access?		Incident report procedures and report forms - safety notice board	SO/Cttee		monitor/review
	c. Have a reporting system ensuring that all incidents are reported to the Club Safety Officer and forwarded to the State Safety Officer?		Club safety manual and safety notice board	SO/Cttee		monitor/review

	d. Regularly monitor of RA's reporting system to gather information on club incidents and use the statistics to develop safer practices?		Club incidents analysed as they occur - policies/procedures changed/communicated accordingly	SO/Cttee		Committee to agree - then monitor/review
	e. Keep the members informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition?		email communication to members following incidents - review/update of policies as needed	SO/Cttee		monitor/review
<b>Safety Auditing</b> <i>Does the Club:</i>	a. Ensure that an accurate annual Club Safety Audit is completed and delivered on time to the State Safety Officer?		Committee to agree process	SO/Cttee		
	b. Review the findings of the Club's Safety Audit at committee level and implement its recommendations as appropriate?			SO/Cttee		annually
<b>Swimming &amp; Capsize</b> <i>Does the Club:</i>	a. Ensure that ALL participants are instructed in the actions to be taken in the event of a capsize (for all boat types) to cover the topics in RA's Safety Guidelines?		LTR participants undergo training advice provided through safety manual and safety notice board	SO/Cttee		ongoing
	b. Ensure that All participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by: <ul style="list-style-type: none"><li>• Swimming at least 50 metres in light clothing (rowing kit)</li><li>• Treading water for at least two minutes</li><li>• Swimming under water for at least 5 metres</li></ul>		Members certify required swimming ability on membership form Swimming requirements communicated via safety manual and safety notice board	SO/Cttee		Completed monitor/review
	c. Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)?		Club safety manual and safety notice board, club email notices	SO/Cttee		Completed - monitor/review
	d. Ensure swimming ability and capsize training is recorded for each member of the club?		Swimming ability certified in membership form, commitment to maintain swimming standard	SO/Cttee		Cttee to agree to policy position

To be filled out, signed and dated by the Club's Safety Officer.

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Name

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Signature

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Date

Presented to the Club Secretary for discussion and action at the next Club Committee / Board Meeting.

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Position in Club

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Signature

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Date