**Safety Management for the Waikanae Boating Club**

1. **Policy Statement**

The Waikanae Boating Club is committed to creating and maintaining a safe and healthy environment in and around the area controlled by the club. We are committed to meeting the requirements of the Health & Safety in Employment Act 1992. Health & Safety Regulations 1995 and Relevant Codes of Practice.

We are also committed to meeting industry best practice standards and will strive for continuous improvement in health and safety by implementing a system which is designed to address the provisions outlined in AS/NZS 4801 OHM Systems.

We will address (where applicable) requirements outlined by the Kapiti Coast District Council with regards to car park Safety.

The Waikanae Boating Club will prepare and work to our own Site-Specific Safety Plan. We will take all practical steps to;

1. Provide a safe place of work, safe equipment, and proper materials

2. Establish & Insist that safe work methods be practiced at all times

3. Provide regular supervision,induction,and training of club members

4. Ensure all Club Members understand and accept their responsibility to promote and maintain a safe and healthy place of work

Club members and visitors are expected to contribute to creating a safe work site by practicing safe work methods, and reporting any unsafe work conditions or equipment to The Waikanae Boating Club Committee immediately.

The Club has a First Aid kit found in the cupboard below the tower:

Committee members / Tower personnel and Bar Staff are suitably trained (Coastguard Member hold First Aid Certificates as well).

**2. Hazard Identification**

Hazard Identification is a major component of The WBC Health and Safety Programme.

One or more of the following methods will be used by the WBC staff to identify and manage Hazards when on duty;

1. Regularly referring to information as specific hazards contained in the Club Team Pack (Annex "A") of this File

2. Identifying the hazards that will be require attention each day prior to work starting

3. All Hazards to be noted in the appropriate section of the Hazard register prior to work commencing

4.WBC Commodore to carryout regular inspection to ensure the hazard register is up to date

**3. Hazard Management**

Once hazards have been identified they will be assessed and controlled using the required hierarchy of;

1. Eliminate - Can the hazard be removed completely

2. Isolate - If not can it be separated from those working around it.

3. Minimise - If not how can you prevent it harming anyone

**4. Induction & Training**

1.WBC will ensure all users of Club Equipment are sufficiently experienced to do their work safely or are supervised by an experienced person

2. WBC (where applicable) will provide suitable training on the worksite. Regular safety refresher training to be carried out by WBC

**5, Monitoring & Review**

WBC will ensure all members are meeting the standards as required in this folder.

**6, Accident/Incidents**

In the event of an accident where a person appears to be injured staff is required to preserve life by calling the emergency services on 111 and administer first aid.

The next step the must preserve the scene, by leaving everything as it is until they have sought advice from authorities.

All Incidents and near miss incidents will be reported to WBC committee and recorded in the WBC incident book.

**7. Communication**

Appropriate communications will be established with all persons working on the site to ensure all information regarding safety is passé on. This will include the notifications of hazards brought onto the site or created during the course of the work.Appropriate communications will be established with all persons working on the site to ensure all information regarding safety is passé on. This will include the notifications of hazards brought onto the site or created during the course of the work.

If English is the second language of employees then we will ensure hazards and their controls are effectively communicated to them personally.

**8. site Safety Representative**

The WBC Will appoint a representative to actively promote Health & Safety in our Club to ensure appropriate safe work practices are in place in the Club.

This person will be the Club Vice Commodore and will be advised of their duties every year after the Club AGM

**9, Recording & Reporting**

The WBC will ensure that there is suitable recording and reporting process in place in the Club administered area.

**Injury /Incident Recording and reporting:**

* The forms for recording and reporting any incident or injury, including serious harm injuries, will be available at the clubrooms at all times.
* All injuries and near misses will be reported to the Club Committee.
* Minor injuries and near misses that are reported will be recorded using the prescribed form.
* All serious harm injuries will be reported to the Authorities verbally and in writing as soon as possible and within the required time frame.

**10, Plant & Equipment**

The WBC will ensure that all plant and equipment supplied to Club members is of the required standard and in good working order at all times.

**Site Safety**

**Annex"A"**

**Area Controlled by the WBC**

The area controlled by the club extends from the north boundary of the car park on the eastern side marked by bollards in the ground and the northern most tar sealed area on the north/ western side of the small boat shed, to the boundary fence on the south side of the car park and includes the sealed boat ramp to the beach including the launch/recovery area of the beach in front of the Club Rooms.

The western boundary is the sand dunes in front of the club rooms and the Eastern boundary is the edge or the Tar sealed area in front of the adjoining properties.

This also includes the driveway from Tutere Street.

The Club Rooms are within the controlled area for safety purposes.

**Tractor Operation**

* Drivers to be suitably trained
* Never leave tractor alone with motor running
* As the beach is used by the public all tractor drivers must adhere to the relevant Drink/Drive rules that are in place for motor vehicles
* There is to be "NO" passengers on the tractors at all times while they are in use (driver only)
* Vehicle movement in car park (vehicles towing Trailers)
* Drivers of vehicles be aware of other boats & trailers in car park
* Boat owners to hook up trailer to tractor and ensure the connection is safe
* No riding on boats while straddling the sides of the boat while it is in motion (Sit inside the boat)
* All trailers to be parked in allocated areas on the beach or in the Club Car Park
* Be careful when removing/hooking up trailers to the tractor so as to prevent back strain

**Public pedestrian movement in the car park**

* Signage to be erected in car park area advising that the area is a boat launching and recovery area and that the public are not Permitted in the car park during boat Launch & Recovery operations
* Drivers of the tractors are to make sure that any public in the area are kept well clear of operating tractors at all times, that includes the boat ramp and launching area on the beach.
* When operating the tractors speed is to be kept to a minimum at all times

**Club Member Movement in car park**

All Club Members are to ensure that tractors and vehicles are operated in a save manor while in the bounds of the car park and beach especially during boat launching and recovery operations.

**Club Behaviour**

* The Club has family members using the club rooms the committee has a policy that some language is UN acceptable.
* Course language is not acceptable within the club rooms when women & children are present in the Club Rooms
  + Disruptive club members may be asked to leave by committee members or bar staff
* Where possible members are asked to remove dirty footwear before entering the club
* Diving wet Suits should be removed prior to entering the club.
* By Order of the committee

**Waikanae Boating Club Weighing Procedure**

* Members wishing to weigh a fish should contact the Club Weigh master who will weigh, and if required record the details.
* If Members are unable to contact the weigh master they may contact a competent committee person to carry out the weighing process.
* The Weigh master and committee cannot weigh fish caught by themselves and must contact another committee member to carryout the weighing process.
* Fish to be weighed for Club Events and records are to be weighed on the flat bed official scales only (NOTE other scales are to be used for indications only).
* Only Fish weighed by weigh master or committee member will be recorded.
* The Weigh master is the only custodian of the logbook.
* The Blackboard is merely a copy of entries in the logbook.
* Entries on the board that have not been logged in the book will be erased.
* Fish Caught in Club Competitions are eligible to go on the trophy board.