



Karāpiro Rowing Inc.

HEALTH & SAFETY MANUAL



Karāpiro Rowing Inc.

Mighty River Domain, 601 Maungatautari Rd, Cambridge, 3494

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SCOPE

This document is the Health and Safety and Risk Management Policy and Plan for Karāpiro Rowing Inc (KRI). Its aim is to formalize the operation of events using the KRI facilities at Lake Karāpiro.

Nothing in this plan takes away from the responsibilities of organizations or individuals for complying with the laws, rules and regulations set by statute to ensure safety and risk minimization to participants, spectators and officials.

Scopes, Purpose & Definitions

Scope: This policy applies to Karāpiro Rowing Inc. (KRI) including KRI employees, Board members, rowers, volunteers and contractors.

Purpose: Karāpiro Rowing Inc. demonstrates an active, consultative commitment and effective management of all areas of Health and Safety and risk management.

Definitions

"Board" Means the Board of KRI who exercise significant influence over the Health and Safety management of the organisation (PCBU)

"Employee" means a person who is in paid employment (full or part time) with KRI

"Contractor" means a person or business who performs services for the KRI under a Service Level Agreement or Contract

"Volunteer" means a person who volunteers their time to KRI. Volunteers will be considered and treated as any other KRI employee and will have to show that they are willing and able to abide by the guiding Health and Safety principles which KRI adheres too. Employees and volunteers are ambassadors for the business and must be 'champions' of Health and Safety performance in all work that they do.

"Workplace" means a place within a building, vehicle or boat where the Board members, employees, contractors and volunteers conduct the work of KRI. Travel to and from home to the place of work does not constitute a "place of work".

"Near Miss" A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.



DOCUMENT HISTORY

	Prepared	Change	Approved	Date
Draft 1	IP Carr	Initial	TBA	September 2011
Review 1	D Craig	Updated comments from consultant	KRI Board	October 2014
Draft 2	IP Carr	Update and re-write	KRI Board	September 2016
Draft 3	IP Carr	Update review and inclusion of 6.3	KRI Board	January 2019
Review 2	VA Jantke, IP Carr	Update and review	KRI Board	October 2019
Draft 4	OSHbox	Update and inclusions	KRI Board	July 2020
Review 3	VA Jantke	Update and review	KRI Board	October 2020
Review 4	VA Jantke	Update and review	KRI Board	September 2021
Review 5	C Howard	Contact details reviewed	Chair	March 23
Review 6	G Liddy / C Howard	Update and inclusions		July 24

KRI is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the: Health & Safety at Work Act 2015.

SECTION 1

Foreword

It is a fundamental requirement of Karāpiro Rowing Inc (KRI) to take all reasonably practicable steps to eliminate, minimise, or isolate hazards in the workplace and at regattas and that Health and Safety and safety of all employees, Board members, competitors, volunteers and contractors be treated equally to other operational requirements of running our business.

It is the responsibility of everyone involved to reduce the risk of incidents, injuries or illnesses by eliminating or minimising hazards that may cause personal injury, occupational illness or property damage.

Obligations of the PCBU in the workplace; so far as is reasonably practicable

- providing and maintaining a work environment, plant and systems of work that are without risks to Health and Safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- providing information, training, instruction or supervision necessary to protect workers and others from risks to their Health and Safety
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury

KRI will provide a healthy and safe working environment for all its employees, Board members, competitors, volunteers and contractors. We will comply with legislation, codes of practice and industry standards and establish safe systems of work for all activities, as laid down in the Health & Safety at Work Act 2015.

All employees, Board members, contractors and volunteers are accountable for the Health and Safety performance within their work area. Responsibilities include: a commitment to the accurate reporting and recording of all Health and Safety data, (incidents, injuries or illnesses), high standards of housekeeping and hygiene, effective hazard management, competency training, incident reporting and emergency response.

KRI will consult with and encourage the full participation of all employees, Board members, contractors, competitors and volunteers in all aspects of implementing and continuously improving our Health and Safety system and performance. All employees, Board members, contractors and volunteers will be involved in setting Health and Safety standards and the internal auditing of workplace safety management practices. KRI expects everyone to accept the challenge of making our organisation a healthy and safe place to work and/or participate at regattas for all our employees, visitors, volunteers and contractors.

We are committed to achieving high standards of Health and Safety management. We will minimise risk in all areas of our operations and advise all concerned parties of this policy and Health and Safety procedures.

KRI Health and Safety and Risk Management procedures spell out specific responsibilities and details of required actions and activities. This Health and Safety Policy will be reviewed biennially.

Management responsibilities;

- Ensure Health and Safety is an agenda item at all management meetings
- Ensure Health and Safety is an integral part of all meetings held within the organisation
- Take all reasonably practicable steps to ensure hazards are identified and assessed
- Ensure hazard controls are developed and implemented
- Promote a safe & healthy environment at regattas through regular monitoring
- Commit to the accurate reporting and recording of incidents, injuries and illnesses
- Support employee consultation and participation in Health and Safety
- Support injured employees to return to work safely as early as possible
- Ensure injured rowers receive immediate attention and medical advice

Workers

The Health and Safety at Work Act 2015 also takes into consideration workers and the responsibilities they have to themselves and others in the workplace. This includes taking reasonable care of their own safety, ensuring their acts or omissions don't harm others, complying with instructions and cooperating with the policies and procedures we have in place.

Employees, KRI Board, Contractors and Volunteer responsibilities

- Ensure that proper site inductions have taken place before commencing duties on or off water
- Actively contribute to hazard identification and management
- Wear all appropriate protective clothing and equipment
- Only operate machinery or vessels they are trained and authorised to operate
- Participate in Health and Safety training
- Adopt safe work practices, encouraging others to do the same
- Report incidents promptly and accurately
- Actively participate in treatment, rehabilitation and a return to work programme if applicable

Employees, KRI Board, Contractors and Volunteers

- Are required to observe and practice safe work methods, rules and instructions relating to their area of work
- Are responsible for keeping themselves and others safe from harm and following health & safety guidelines
- Are expected to report any hazards, incidents, pain or discomfort to either of the KRI Operations Manager, Regatta Safety Officer, Chief Umpire or KRI Board member
- Are to ensure that no action or inaction by them will cause any harm or injury to any other person

- KRI is responsible in ensuring that employees, Board, contractors, volunteers and clubs/schools receive a Health and Safety induction or have representation at the safety briefing meeting prior to a regatta

Volunteers

Volunteers that work for us regularly, on an ongoing basis and who are integral to our operations are deemed to be volunteer workers. We have the same duty to those volunteers as we do our workers. Refer to duties under workers.

A casual volunteer is someone who volunteers once in a while.

The act does not cover volunteers that work on a casual basis (casual volunteers) who engage in the following activities:

- Participation in a fundraising activity
- Assistance with sports or recreation for an educational institute, sports or recreation club
- Assistance with activities for an educational institution outside the premises of the educational institution.
- Providing care for another person in the volunteer's home.

We have the same duty to those casual volunteers as we do our customers or visitors.

Notes:

- A volunteer organisation is an organisation that has no paid workers (only volunteers). It is not a PCBU and therefore the association and the volunteers that work under it are not covered by the bill
- If the volunteer organisation has at least one paid worker, then the organisation is deemed to be a PCBU and is subject to the Health and Safety at Work Act 2015

Officers

Individuals in our organisation who hold a senior governance role or who exercise significant influence over the management and decision making in our business are deemed to be 'Officers' under the Act, and must exercise due diligence to ensure that we are complying with our duties.

These Officers must ensure they are taking safety seriously and that they are asking the questions that allow them to fully understand the hazards and risks within the operations of our company, assessing incidents, injuries and illnesses, ensuring we have the resources and act accordingly.

These are all examples of their due diligence.

These include taking reasonable steps to:

- understand work Health and Safety matters and keep up-to-date on changes
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- ensure the PCBU has appropriate resources and processes to eliminate, minimize or isolate those risks

- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used

Officers of KRI (PCBU) will:

- Meet our obligations under the Health and Safety at Work Act 2015 codes of practice and any relevant standards or guidelines
- Observe and enforce the relevant Acts, Regulations and Policies for all aspects of our operation
- Provide financial support towards the management of Health & Safety within the workplace
- Undertake to provide a safe and healthy working environment for all people
- Establish and insist that safe work methods are practiced at all times
- Provide Health and Safety supervision, training, updates and opportunities to participate in Health & Safety management in the workplace
- Foster open communication throughout the organisation during consultation and participation
- Actively encourage the early reporting of any pain or discomfort
- Promote accurate and timely reporting and recording of all incidents, injuries and illnesses
- Provide procedures to deal with emergencies that may arise during regattas and work time
- Actively support identification of all existing and new hazards and take reasonably practicable steps to eliminate, minimise or isolate the exposure to any hazards
- Investigate all reported incidents to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Promote shared responsibility and employee/volunteer engagement and participation in Health and Safety

Obligations upstream of the workplace

If we design, engineer, manufacture, supply or install plant, substances or structures, we specifically have a duty to ensure, so far as is reasonably practicable, that the work we do, and what we provide to the workplace does not create Health and Safety risks.

These explicit duties include ensuring the plant, substances, or structures are without risk to people who:

- use the plant, substance or structure at a workplace
- handle the substance at a workplace
- store the plant or substance at a workplace
- construct the structure at a workplace
- carry out any reasonably foreseeable activity (inspection, cleaning, maintenance or repair) at a workplace
- are at or in the vicinity of a workplace and who are exposed to the plant, substance or structure at the workplace

Obligations to other PCBU's (Shared responsibilities)

As a PCBU, we often work alongside other PCBU's or contract to or contract together with other PCBU's. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU's involved.

INDUCTION

The purpose of inductions is to make all employees, Board members, volunteers and contractors site aware of the hazards, associated risks, control measures and their individual responsibilities.

All persons working on / or visiting KRI will receive an induction prior to starting work or volunteering at a regatta. A register of all personnel who have been inducted will be created and regularly updated. No personnel will be permitted to work/volunteer unless they have been inducted and recorded on the register. The period between inductions will occur when reviews are made to the Health & Safety Policy.

INTRODUCTION

Karāpiro Rowing Inc. (KRI) is an organization located on the shores of Lake Karāpiro and utilizing a 2500m stretch of water from the dam back upstream on Lake Karāpiro, Cambridge.

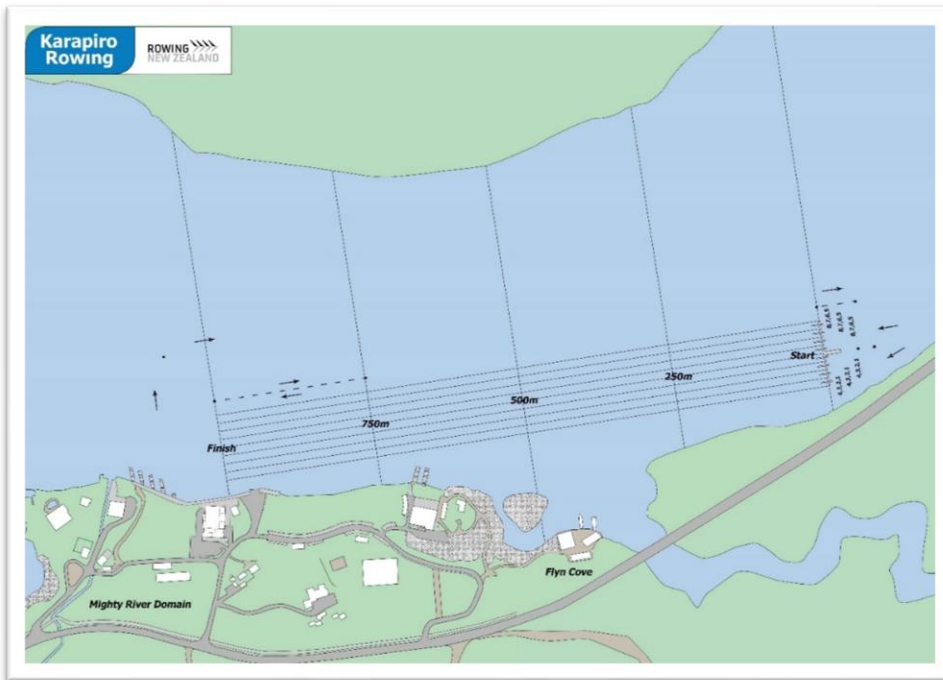
KRI is responsible for the health and wellbeing of all volunteers, employees, contractors, rowers and their club or school organization, and spectators and must have a Health & Safety and Risk Management Plan to cover the activities on the facilities it manages. This Safety and Risk Management Plan is intended to detail and promote the safe and responsible operation of the KRI utilized facilities at Lake Karāpiro, Cambridge.

Included in the plan are the operating requirements for the KRI equipment deployed for safety as well as the operational aspects for safety both on and off the lake. Included in the appendices are notes on various safety aspects that need some consideration by lake users. At least annually, this plan shall be formally reviewed in the light of experiences of the season's regattas.

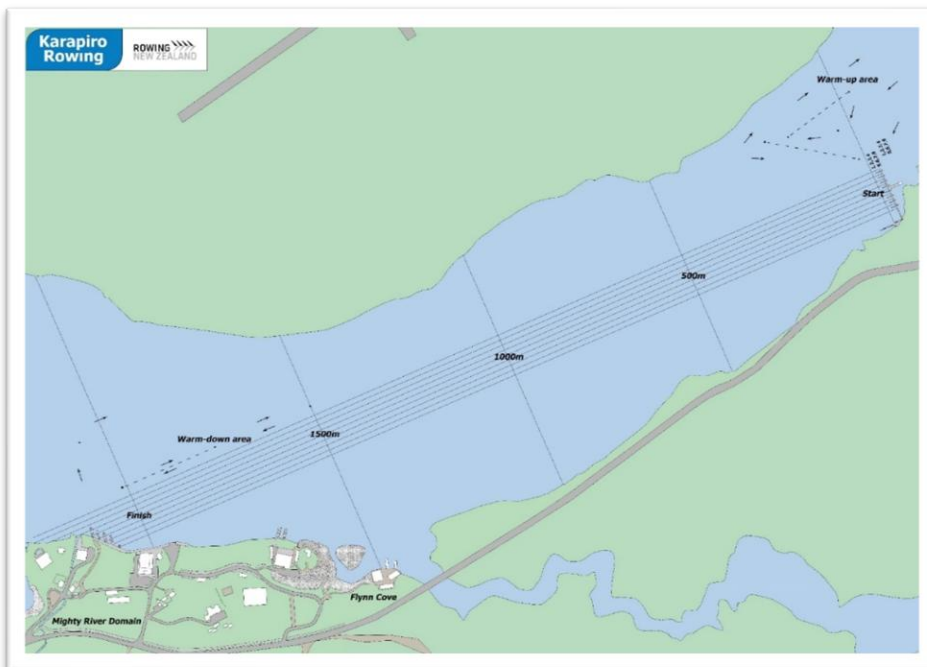
BACKGROUND

Lake Karāpiro is the last in a chain of hydro lakes fed at the upper end of the chain by snow and rain. The level of the lake is kept under control between agreed upper and lower parameters with any excess being capable of run out through power producing turbines and / or spilled over a dam in a by-pass movement. Generally, summer (rowing season) temperatures are temperate and wind direction can be frequently variable. Wind is a predominant factor and this occasionally causes the lake to become rough very quickly. It is against this background that the Safety Management Plan has been developed. All water sports contain elements of danger and participants recognize this as a basic fact. However, there are various ways that the risk factors can be minimized.

1000 metre course



2000 metre course



AUTHORITIES

The operating authority stems from the Rules and Regulations of Maritime New Zealand. In particular the Maritime Rule Part 91 – Navigation Safety Rules, the associated amendments and circulars apply. A second document by Waikato Regional Council Navigation Safety Bylaw 2013 (revised edition 2020) also covers many aspects of safety associated with waterways in the Waikato and specifically covers Lake Karāpiro. A copy with the latest amendments is available from Waikato Regional Council. www.wrc.govt.nz

Regattas shall adhere to the NZRA Competition Safety Code, the MNZ and Regional Authority Water Safety Regulations. The NZRA Competition Safety Code does not apply to NZSSRA regattas, which utilizes the NZSSRA Safety System.

These three documents take precedence over all others on matters of safety for on-water matters. The KRI Safety and Risk Management Plan embodies the principles given in the above three documents and indicates areas of specific focus on Lake Karāpiro.

Where applicable for any and all formal employees the rules pertaining to the Health & Safety at Work Act 2015 shall be applied.

INDUSTRY GUIDELINES AND COMPLIANCE REQUIREMENTS

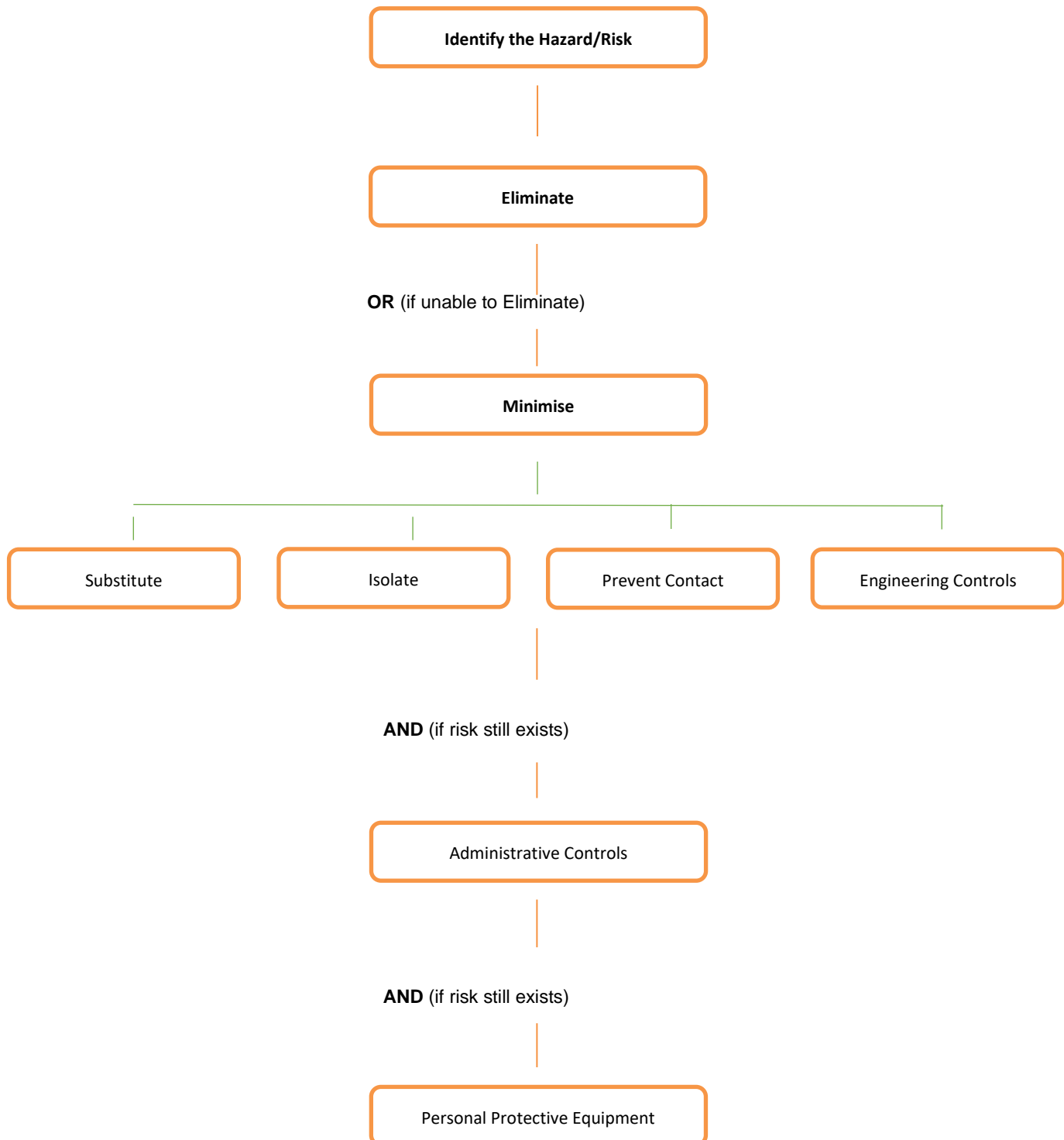
It is a condition of entry all participants understand regattas will be conducted in accordance with: MSA Maritime Rules (particularly Rule 91); WRC Navigation and Safety Bylaws; NZRA Rules Competition Safety Code or (depending on jurisdiction) NZSSRA Rules, Regulations, and Safety System; KRI Rules; any permitted Regatta Conditions modifying the rules of NZRA or NZSSRA or KRI; and any other conditions as may be required by the Harbour Master or Statutory Authority. Outside regattas KRI follows the NZRA Water Safety Code."

HAZARD IDENTIFICATION

The Act states a duty imposed by or under the Act and requires a person:

- to eliminate risks to Health and Safety, so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate risks to Health and Safety, to minimise those risks so far as is reasonably practicable

Our workflow process for identifying and managing hazard/risk:



Hazard/Risk Identification, Reporting and Assessment

To be read in conjunction with the KRI Health & Safety & Risk Management Framework and Risk Management Policy

Identification of Hazards and/or Risks:

- regular physical inspection of the workplace, equipment and work practices
- analysis of injuries, illnesses, incidents, and events to determine the cause, and prevent a reoccurrence of this nature in future
- analysis of tasks and how they are carried out in the workplace

Hazard/Risk Control

Once a hazard has been identified it is evaluated and recorded in the Hazard/Risk Register.

A control plan is formulated as follows and documented in the Hazard/Risk Register – (ensure appropriate advice is sought where applicable):

- First consider options in the control plan to **eliminate** the risk. Hazards can be eliminated by replacing with less hazardous material or equipment, repairs and maintenance or changing the way a task or activity is carried out
- If the hazard cannot be eliminated, then consider options to **minimise** the risk. Hazards can be minimised by substituting the hazard for a lower risk option, isolating the hazard or preventing contact with people, and implementing engineering controls such as guarding equipment
- If after taking those steps the risk still remains, administrative controls must be put in place in the form of policies, safe operating procedures, job safety analysis and signage
- The last step is to ensure the appropriate personal protective equipment is identified and implemented. Personal protective equipment alone is not an appropriate control

Hazard/Risk Maintenance

Regular maintenance checks are conducted to ensure controls are:

- effective and maintained
- fit for purpose
- suitable for the nature and duration of the work
- installed, set up and used correctly

Hazard/Risk Review and Revision

Regular reviews are conducted, including when:

- maintenance checks show controls aren't working
- an incident arises
- changing the workplace, environment, work, process or procedures
- a new hazard or risk is identified

- health monitoring shows exposure, illness or recommendations
- exposure monitoring reveals a concentration of a substance hazardous to health exceeding standards
- worker engagement suggests a review
- requested by a Health and Safety Representative
- it is deemed necessary

The following table indicates some of the hazards that could be experienced at Lake Karāpiro. This is not intended to be a complete list but includes some of the common ones KRI personnel have observed. For full hazard identifications please refer to the KRI Risk Register.

WATER BASED HAZARDS (example)

Hazard	Eliminate	Isolate	Minimize
Weed net is east of the start area.		Red & Green marker buoys show hazard and gates	Going past obstacle but if doing so use marked gates
Weed		Remove when floating alone	Lanes marked for the correct location
Cold Temperatures			Dress appropriately / warm clothing
Variable wind and wave conditions		Stop activity when conditions are deemed hazardous.	Constantly observe conditions and control event accordingly
Poor visibility due to fog or low cloud.		Stop activity when visibility reduces below 500 metres.	Constantly observe conditions and control event accordingly
Lake Area # 3 when not booked	Request skiers & rowers to take care	Pre-warn coaches of likely water-skiing activity	Keep warm – down within tight limits
Flying debris			Ensure all items not in use are securely tied down.

LAND BASED HAZARDS

Users of the land area at the Mighty River Domain shall be conscious of a number of possible hazards that include (but not restricted to) trees, tomos, water edge erections, road traffic, power cables etc. For a complete list of these hazards, reference can be made to the Mighty River Domain Safety & Risk Plan – copies of which are available at the Domain office and also at the KRI office at the base of the Finish Line Tower.

In recognition of this plan, senior KRI operatives are to sign in each day upon arrival at rowing events at one of the Domain screens based in the foyer of the Don Rowlands Centre building and at the Domain office. Alternatively, the Domain offer a mobile App that individuals can login to achieve the same outcome.

Hazard Personnel Accountabilities

For the purpose of accountability for recognition of hazards and remediation of same the following areas of accountability will apply:

Chief Umpires in respective areas of responsibilities.

Water based (regatta) : Chief Safety Officer and or Event Safety Officer

Water based (non regatta) : KRI Operations Manager

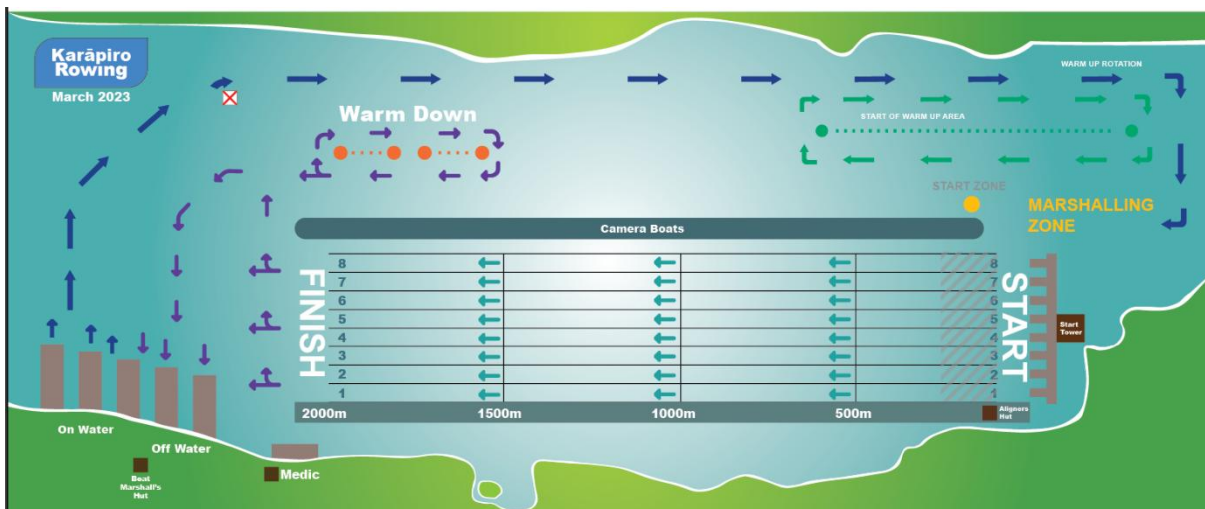
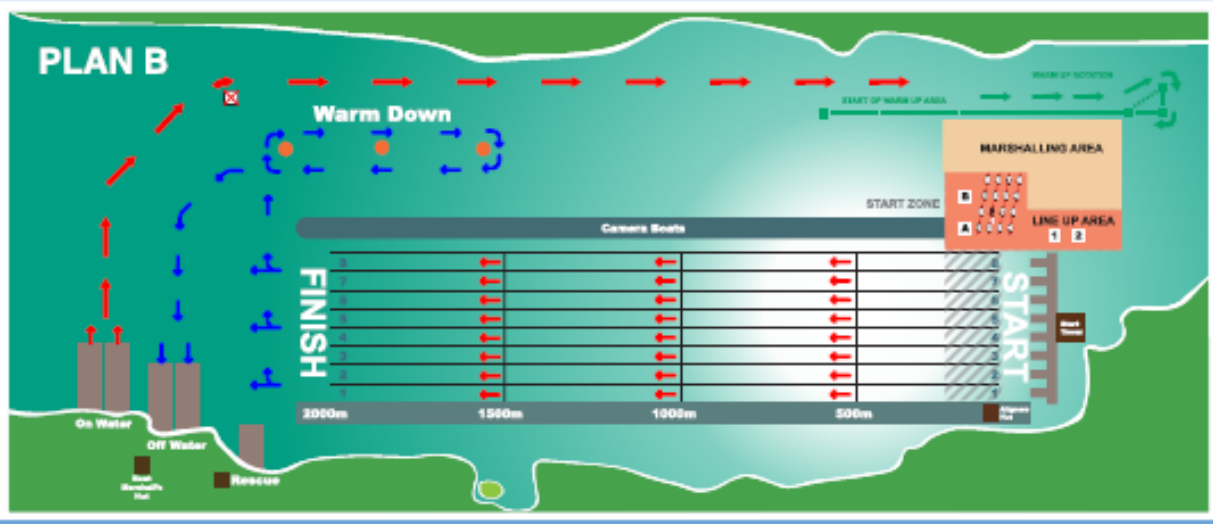
Land based (regatta) : KRI Operations MAnager and Chief Umpire

Land based (non regatta) : I Operations Manager

Application

This plan applies to the land area occupied by the KRI start tower/pontoons/wharf building and the adjacent areas. On the water, it applies to the section of water the width of the lake that starts approximately 200 metres east of the 2000-metre start line and approximately 500 metres west of the rowing course finish line.

BUOYED LANES IN POSITION. (LAKE CLOSED FOR A ROWING REGATTA ON SPECIFIC DATES)



LAKE FLOW PATTERNS

Note: There are some signs around the course that depict the areas and the operating rules. Each code will have their own operating rules and for convenience, those applying to rowing are displayed. The duty of care required by this plan shall also apply to the areas within and on the approaches to Flynn Cove. Further formal approval documents for an event issued by Waikato Regional Council are displayed at the main launching ramp and Gate 2.

Safety Officer

At any event organised and managed by KRI a Safety Officer will be appointed for the duration of the regatta. This person will be responsible for the safety and wellbeing of the participants for that event.

It is the responsibility of the Operations Manager to ensure that all safety equipment is in good working order and date compliant where necessary before the start of the event. I

The Operations Manager will ensure appropriate medical staff will be in attendance for the event.

The Safety Officer is to ensure that all participants at the regatta are advised of the safety features deployed, the limitation of the operation and the aspects of which they are expected to have knowledge and training. This will take place in the form of a Safety Briefing held prior to the start of racing. Club/School representatives attending a Safety Briefing shall ensure that all rowers are made aware of safety related concerns.

Officials, as a group, are trained in the appropriate safety aspects of running a regatta. If the Safety Officer doubts the ability of an official, they will bring their concerns to the Operations Manager.

The Operations Manager is to record all reports of damaged, broken or mal-functioning safety equipment and facilities for remedial action.

The Safety Officer is to keep a record of every safety incident giving details of the nature of the incident, who was involved, what happened, and what was done. Names and addresses of any witnesses are required for a serious event only.. Outside regattas, the Operations Manager is to keep a record of every regatta related safety incident giving details of the nature of the incident, who was involved, what happened, what was done This information is to be maintained in a register in the Regatta Control Building and be available for audit as required. KRI use OSHBox to record all incidents and these shall be reported to the Board at the next Board meeting. Serious incidents shall be advised by phone to the Chair as soon as practical after the incident occurs.

The Safety Officer is the sole arbiter for decisions in regard to the safety of rowers on the lake and whether racing should be stopped. Whilst it is expected that this decision should be collaborative approach with all interested parties, the safety officer has the in depth and institutional knowledge of the lake and its particular conditions

The Facilities Manager is to record all reports of damaged, broken or malfunctioning safety equipment and facilities for remedial action.

KRI has a Safety Audit role charged with undertaking separate checks on equipment and operational compliance. Responsible directly to the Chair of KRI.

SAFETY EQUIPMENT

KRI maintains various items of safety equipment to use during events on Lake Karāpiro. Responsibility for the maintenance, security, operational compliance and records of this equipment lies with the Facilities Manager.

Personal Protective Equipment (PPE)

We will provide any PPE required as a minimisation control measure for a Hazard/Risk (unless another PCBU has already provided). If a worker genuinely and voluntarily chooses to provide their own for comfort or convenience that would be acceptable as long as we are satisfied the PPE is of the standard set below. Where this is the case, the worker may give us reasonable notice if they choose to be provided with the PPE instead.

PPE will be suitable for the nature of the work and hazard, comfortable and a suitable size and fit for the worker. We will take into consideration medical requirements such as allergies and prescription lenses when deciding on the suitability of the PPE. The organisation will also ensure it is maintained, repaired or replaced to ensure it is:

- Clean and hygienic
- In good working order
- Used or worn by the worker
- Compatible with other PPE

The organisation will ensure the worker is provided with the appropriate information, training and instruction on proper use, wearing, storage and maintenance.

When provided with PPE (or if the worker chooses to provide their own), the worker must use or wear it as informed, trained and instructed. The worker must not intentionally misuse or damage the equipment and must inform us of any damage, defect, need to clean or decontaminate that they become aware of.

We will also ensure the PPE is used or worn by non-workers as well.

All Personal Protective Equipment (PPE) and clothing supplied by the company will be recorded in the PPE Register which will contain details of:

- PPE and safety clothing that is issued
- PPE training that may be required
- Date that PPE and safety clothing is issued or replaced

This section identifies the equipment and recommends the quantities that should be deployed.

MOTOR BOATS

- There are five types of motor boats owned and deployed on the rowing course by KRI:
 - Catamaran single engine umpire boats – Currently there are eight in operation at Karāpiro
 - Safety/rescue boats – Currently there are three specialized safety boats, two large metal vessels and one small inflatable RIB (Takacat)
 - Motorized work barges – multi-engine (2)
 - TV boat (Guardian) – large twin hulled craft, twin engines (1)
 - Weed machine – twin hulled craft, twin engines (1)
1. Umpire boats can also be used as safety boats. Umpire boats are generally the first boats to arrive at an accident on the water, and are then backed up by the closest safety boat.
 2. All boats will have their asset number (name) recorded clearly on them. This will be used to identify all aspects that relate to that specific craft including costs and maintenance history.
 3. Each boat is to have a record of its maintenance history. The Facilities Manager is responsible for all maintenance and ensuring any boat that is to be used for any event is in full working condition.
 4. Included in the maintenance plan for every boat is the requirement for a fully documented annual inspection and testing of each boat. This should be completed by end of September every year.
 5. Every boat must display the number of persons it is to carry for normal operations. There is no mandate to exceed this number for normal operations.
 6. Every boat will carry both safety and operational equipment.
 7. All personnel using KRI boats must wear a life jacket or a personal Flotation Device while out on the water. All personnel using KRI boats shall wear non-slip footwear appropriate to the conditions prevailing at the time. Gumboots or slip on Jandal's type footwear are not permitted (unless they are purpose designed water use gumboots eg: sailing shoes) CLOGS with the Safety strap over the heel are permitted.
 - 8.

UMPIRE BOATS

The Umpire Boats are specifically designed to provide for effective umpiring. Their characteristics have been optimised for that purpose. In that sense, they are designed for a crew of up to four and their use is intended for umpiring races, however they can be used as a first response safety boat due to their proximity to rowing crews during a race.

BOAT LIMITS

No Umpire Boat shall proceed with more than 4 people on boat unless when removing rowing crew members from the water. On those occasions Umpire Boats shall be restricted to a maximum speed

of 5 knots and shall refrain from further umpiring operations until all rowers have been landed on to a safe environment.

The two main safety boats shall carry no more than 2 crew. Total number of people permitted onboard during rescue incidents shall be 11 (2 + 9).

The Takacat (RIB) shall not carry more than 2 people at any time.

No boat shall carry observers/public/photographers without the express permission of the Regatta Safety Officer. Any such person to be carried shall be wearing an approved life jacket and appropriate non-slip footwear.

UMPIRE BOATS: PRE-DEPARTURE SAFETY CHECKS

This form is to be completed and handed to the Facilities Manager at Flynn Cove prior to departing Flynn Cove.

If any deficiencies are noted check with Facilities Manager Staff.

Keys to Boat will be issued when below items are checked, and this form signed.

CHECKLIST ITEMS FOUND ON BOAT	COUNT	CHECKED
Equipment check list	1	
Bag containing:	2	
Safety throw lines	1	
First Aid Kit	1	
Adjustable spanner (6" – 150mm)	2	
Screwdrivers (Flat & Philips)	1	
Knife	1	
Spanner 10mm	10	
Thermal Blankets (in first aid kit)		
Driver Life Jacket (NOT RED)	1	
Umpire Life Jacket (NOT RED)	1	
Spare Life Jacket (NOT RED)	1	
Loud Hailer	1	
Red Flag	1	
White Flag	1	
Sharp Knife (attached to cockpit)	1	
Bow lines (Port & Starboard)	2	

Stern lines (Port & Starboard)	2	
Fire extinguisher	1	
Paddle	1	
Engine cut out lanyard	1	
Shepherds Crook	1	
Personal flotation devices (2 packs of 5)	10	
Bumpers	2	
Fuel (sufficient for needs)	1	

SAFETY/RESCUE BOATS

SAFETY BOAT: PRE-DEPARTURE SAFETY CHECKS

This form is to be completed and handed to the Facilities Manager at Flynn Cove prior to departing Flynn Cove.

If any deficiencies are noted check with Facilities Manager Staff.

Keys to Boat will be issued when below items are checked, and this form signed.

CHECKLIST ITEMS FOUND ON THE BOAT	COUNT	CHECKED
Equipment check list	1	
Bag containing:	2	
Safety throw lines	1	
First Aid Kit	2	
Screwdrivers (Flat & Philips)	1	
Knife	1	
Spanner 10mm	1	
Adjustable Spanner 6" – 150mm	10	
Thermal Blankets		
Driver Life Jacket (RED)	1	
Spotter Life Jacket (RED)	1	
Spare Life Jacket (RED)	1	
Loud Hailer	1	
Sharp Knife (attached to cockpit)	1	
Bow lines (Port & Starboard)	2	
Stern lines (Port & Starboard)	2	
Spare Tow Line (10m)	1	

Fire extinguisher	1	
Paddle	1	
Engine cut out lanyard	1	
Bailer	1	
Shepherds Crook	1	
Personal flotation devices (2 packs of 5)	10	
Bumpers	2	
Fuel (Sufficient for needs)	1	

BARGES

The work barge is specifically designed for work on the course and it is optimized for that purpose. While it could be used as a floating platform, its purpose is solely as a work barge and its use should be for that purpose. The barge is under the direct control of the Facilities Manager.

As a consequence of their specific roles, their normal complement of safety equipment is significantly reduced.

This must include the following:

- Safety lines [2]
- A first aid kit [1]
- Tool Kit [1]
- Safety grab chains [1]
- Life Jackets (to NZS 5823:2001) (Sufficient for use of all on board) [2]
- []
- Waterproof checklist for equipment affixed to the boat in clear view of the boat driver. [1]

GUARDIAN BARGE

This vessel, capable of high speeds when required, is a people transport barge. During major regattas it is sometimes utilized for support of the media. The wearing of lifejackets and appropriate footwear also applies to the Guardian Barge.

WEED MACHINE

This vessel is specifically designed to collect weed from the rowing course and near surrounds.

During regattas it is sometimes used to remove weed from the rowing course. This craft shall only be operated by a qualified competent person wearing a lifejacket and appropriate footwear.

JET SKIS AND/OR CANOES

KRI does not own nor normally operate jet skis or canoes to assist with safety and marshalling. However, should such a craft be used it shall be operated by a competent person wearing appropriate life support equipment.

BOAT OPERATION

The boat driver is fully responsible for the boat, the equipment associated with the boat and the safe operation of the boat.

At the start of each day of a regatta the boat driver shall check that all the safety equipment is in full operating condition before taking charge of the boat. It is recommended that time be allowed to accomplish this.

The regular occupants of all boats are to wear approved life jackets when involved with events on Lake Karāpiro.

The Boat Driver is to report any deficiencies, failures or breakages to their boat or the associated equipment to the Facilities Manager. See Appendix 4 – Sample Safety Equipment Check List Form. The boats are intended only for activities sanctioned by KRI and are generally NOT available for coaching and “ad hoc” activities. Any request for such activities must be sanctioned by the Operations Manager, or Safety Officer.

BOAT OPERATION (DRIVERS)

No boat driver engaged in handling a KRI craft during racing (including periods leading up to and after a race) shall drive a boat without an appropriate period under the physical supervision of an experienced driver.

Drivers of umpire boats shall work in tandem with the appointed umpire onboard and respond swiftly and accurately to their requests. Where such a request is deemed by the driver to place the umpire boat or competing boats in jeopardy the driver in their capacity as Skipper, shall take appropriate contrary action while advising the umpire of the reason (see Maritime Rules Part 91).

Drivers of Rescue Boats shall work under the direct supervision of the Regatta Safety Officer and cannot be commandeered for other duties without express clearance from that official.

During events encompassing rowers who are physically challenged, Rescue Boat Drivers and their crews shall familiarize themselves prior to racing with the seat/body strapping positions of individual handicapped rowers.

ON SHORE FACILITIES

There is some strategically placed safety equipment on shore for use for incidents that occur. There are three main points where such equipment is located, at the Regatta Control building and at the 2000m start tower and at the temporary 1000-metre start pontoon when used.

MEDICAL SUPPORT

The appointed event medics will be located at or near the finish line and at other stations at the venue depending on the regatta size and will always be available at a KRI regatta. Such medical organization shall be supplied with a channel 1 KRI radio.

2000 METRE START TOWER

Safety equipment items should be located at the Start Tower and/or in the Aligner's Hut at the 2000m mark and be available for use during KRI sanctioned events. The safety equipment should include the following types and quantities:

- Safety lines – throwing type [2]
- First Aid Kit [1]
- Approved buoyancy aids or Personal Flotation Devices (PFD's) [10]
- Tool Kit - including sharp knife [1]
- Thermal Blanket [20]
- Loud hailer (as appropriate)
- Radio Telephone (as appropriate) – normally VHF type with 2 channel
- Drinking water (as appropriate)

NB. Safety lines and buoyancy aids shall be placed at the 'T' junction of the start pontoon each morning prior to racing commencing.

COMMUNICATION

All radio communications are centralized at the Regatta Control building. From this point access to the "111" network can be obtained. This is only available during the operational hours of an event.

Cellular telephone coverage is generally available throughout the areas occupied by KRI. However, such devices are not supplied by KRI and service is not guaranteed.

Regatta Official Internal Communication

Senior KRI officials communicate via a 3-channel internal radio system. The 3-channel system includes a dedicated channel for Safety, the Medic will be listening in on this channel at all times.

All key personnel at the event have a hand-held radio at all times, including but not limited to:

- KRI Operations Manager

- Safety Officer
- Medical Staff
- Office Manager
-
- Volunteer Manager
- Facilities Manager
- Chief Umpire
- Deputy Chief Umpire
- Chief Start
- Chief Judge
- Chief of Control Commission
- Regatta Controller
- Boat Marshal
- Parking Staff
- All on water umpires
- Safety Boat crew

Table-Mounted Radio systems can be found in the following areas:

- Marshal's Hut
- Judges' Floor
- Regatta Control
- Aligner's Hut- Start
- Start Tower

Key event personnel will also have their mobile phones on them at all times.

Radio Channels

- Channel 1 Priority for all safety matters
- Channel 2 Utilised for larger operational matters
- Channel 3 For use of senior regatta officials only

COMPLIANCE / BOAT MARSHALLING AREA

KRI appointed officials will man this area and, for the requirements of safety, will not permit any crew and/or boat to proceed to the launch pontoons until officials assessing compliance are totally satisfied on the combined capacity of crew and boat as to competing and completing their designated race.

FIRST AID

During events, a 4 bed First Aid Room located underneath the Don Rowlands Centre, on the lake side, is available. It is sited on the north-east side of the building at lake level. This room is usually occupied by the appointed medical personnel during a regatta.

During events that an approved medical support or organization attend, an ambulance may also be on location. A medical tent will be situated adjacent to the Ambulance/Emergency pontoon.

At the end of each regatta the medic contractor shall provide to KRI a summary report covering medical responses. Each individual medical event will be recorded in OSHBox.

HEALTH AND INSURANCE

In accordance with the New Zealand Rowing Association Rules of Racing 2019, each competitor shall take ultimate responsibility for their own state of health and fitness which allows them to compete at a level commensurate with the competition level of the particular event. Equipment owners shall carry adequate and comprehensive accident and property insurance to cover their persons, equipment and property.

PRE-EXISTING HEALTH CONDITIONS

It shall be the absolute responsibility of the organisation making race crew entry bookings to advise the names of rowers/coxes who may have extenuating health problems. These problems shall also include major asthma conditions.

POLICE

For major events there is likely to be additional police presence at the event and this is usually requested. For all other events there is unlikely to be a police presence.

The closest Police Station is

2 Fort Street, Cambridge, Waikato 3434

Distance to the lake is 9.5 kms. Emergency access is available via the '111' network OR Non emergency 105

FIRE

Cambridge operates a Volunteer Fire Brigade. The fire station is 29 Duke Street, Cambridge 3434

Distance to the lake is 9.5 km's.

Emergency access is available via the '111' network OR 105

WATER

Apart from the lake itself, there is only limited access to water. Please note that potable water is available from designated taps. The lake water is not considered as suitable for drinking.

Hot and cold water is available at the Don Rowlands Centre. Cold water is available for the taps adjacent to the public toilets at the Mighty River Power Domain.

Taps supplying drinking water are also located at the toilet blocks in the "Boat Park".

DOCTOR

Several doctor's surgeries are in Cambridge itself. The hours of attendance do vary and appointments may be necessary. Two large surgeries are Cambridge Medical Centre, Dick Street and Leamington Medical Centre, Shakespeare Street.

Details for local medical centres are in the table below:

Centre	Address	Phone
Leamington Medical Centre	127 Shakespeare St, Leamington	07 827 5959
Cambridge Medical Centre	48 Alpha St, Cambridge	07 827 7184
Accident & Emergency (24 hrs) Hamilton City	http://www.angleseamedical.co.nz/location-maps	07 858 0800
Cambridge Community and Sports Physio	127 Shakespeare St, Leamington	07 827 7561
www.mahoemed.co.nz	670/4 Cambridge Road, Te Awamutu Te Awamutu 3800	07 872 0923

<u>Mahoe Medical Centre</u>		
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For emergencies dial “111” or contact the onsite Medic in the first instance.

MIGHTY RIVER DOMAIN

Mighty River Domain operate a domain office at the entrance to the main shore facilities via Gate 2. Phone: 827 4178. This is manned during all main rowing events and has phone and e-mail facilities.

An AED is located at the Mighty River Domain Site Office and in Rowing New Zealand Headquarters.

GENERAL REQUIREMENTS

There are a number of requirements that need to be met to ensure the safe operation of the KRI facilities. This includes the maintenance and record keeping aspects which need to be followed. All the maintenance activities including the record keeping are the responsibility of the Facilities Manager. Such records shall always be available for the purposes of Safety Audit.

LANE WIRES & BUOYS

All lane wires should undergo an annual inspection where repairs are to be made to set the course up for the major regattas. This will include buoy inspection and replacement as required.

At the completion of the regatta season, the course is to be set to its minimum buoy configuration for the following winter months.

The outside lane wire and associated marker buoys are to be carefully inspected and maintained because they identify the outside of the course and the speed limitations as identified by the Waikato Regional Council.

ON-SHORE ACTIVITIES

The on-shore activities are required to ensure that the risk to Health and Safety are minimized here too. It also includes the maintenance records of all the equipment as well as the Health and Safety activities carried out. Again, these records must be available for both internal and external audit purposes. Any on-shore activity for Flynn Cove based work shall have safety incidents, injuries or illnesses recorded in the register held at the workshop.

SHORE-BASED EQUIPMENT

An annual inspection of all shore-based equipment is required. It is appropriate this be done in conjunction with the boat inspections and all results should be recorded.

For operational items, their full functionality as required in an operating environment should also be tested and the results recorded.

Similarly, a further inspection is required after the regatta season to identify any major work or purchases prior to the Annual General Meeting.

Amenities

The amenities including toilets and showers undergo frequent inspection by Waipa District Council for both their condition and also their operation. Particular attention needs to be given to the toilets and their associated cleaning.

The kitchens regularly receive compliance testing by Waipa District Council and certification to ensure that KRI meets all the health requirements.

As with all other equipment, the annual inspection and the post regatta season inspections should be completed. The post-regatta season inspection is required for reporting on any needs to the Annual General Meeting.

Attention needs to be given to the lake signage to ensure it is visible, accurate and will last until the next inspection generally undertaken by Waipa District Council.

SAFETY EQUIPMENT

All safety equipment is to have an annual inspection to ensure it is fit for service. This includes the testing of the Life Jackets to NZS 5823, the testing of the buoyancy aids, throw lines and ensuring the first aid kits are replenished. It is important that there are no out of date pharmaceuticals in the kit.

Club, School, University, Organised Groups – Identified Safety Personnel

Every Club, School, University or organized group of participants (often referred to as Clubs or RPC) should have an identified Safety Person or responsible representative who is expected to understand all the safety requirements prior to being permitted to launch boats for racing. This should include Maritime New Zealand Rule 91 and the Waikato Regional Council requirements and ensure the adherence to the relevant sections.

It shall be a requirement that at any and all KRI regattas every club shall be present and identified at pre-regatta safety briefings. Failure to attend this briefing may result in the absent organization being excluded from the regatta. It is the responsibility of each club or school to ensure that their rowers are informed of all safety requirements and that they comply with the current Rules of Racing as it refers to their health and fitness and wellbeing while they are at a KRI regatta. Failure to comply may result in expulsion from the regatta of the offending club/school.

Implementation to these safety requirements on behalf of KRI will be the duty of the Safety Officer so appointed for every event. Observance of the KRI Safety and Risk Management requirements is mandatory. The Safety Officer will monitor their observance and advise any breaches in writing to the club, college or school committee or officer responsible.

FLAGS

KRI has deployed the use of flags to indicate the status of the lake for aquatic activities. The flag is flown from the flag pole outside the Marshal's Hut positioned next to the on/off water pontoons in the boat park and is used throughout the event.

Flag Signals

The following flag signals apply and the meaning of the colours are as shown.

NO FLAG : The Lake is open to the Public, and Maritime Law and Flow Patterns apply.

<http://Lake Flow Patterns>

Green	Regatta is on
Yellow	
Red	Regatta is Closed

ROAD SAFETY AND DRIVING

All employees, , volunteers and contractors will hold a valid and appropriate class of license for the vehicle they operate.

Driving behaviours will be monitored and any dangerous driving will be addressed.

WORKING AT HEIGHTS

Working at Heights includes any work where a risk of falling exists or where falling tools, equipment and materials can injure people below. Whenever personnel who may be exposed to the hazard of working at height they should be positioned behind permanent or temporary barriers / guardrails. However, the provision of permanent or temporary barriers / guardrails may not always be practical and therefore other means of fall prevention and / or fall arrest equipment will be required.

Fall protection shall be provided and worn by all person(s) who:

- May be exposed to a fall
- Fall protection will be provided where falling from height is identified as a hazard
- Where fall protection is to be used by an employee, all employees are to have completed an appropriate 'Working at Height', Height and Harness Safety and Fall Arrest training courses
- All work associated with Working at Height shall be undertaken after a risk assessment has been initiated

WORKPLACE FAIR TREATMENT

KRI is committed to providing all employees, , volunteers and contractors with equal opportunities within a safe and productive work environment, free from discrimination, harassment, bullying or violence.

Hazard identification, risk assessments and control measures in relation to workplace behaviour, bullying, harassment, intimidation and dangerous pranks will be undertaken in all project areas.

FITNESS FOR WORK

KRI has a legal obligation to protect the Health and Safety of all employees, volunteers and contractors. More importantly, meeting such an obligation is also a fundamental core value. Impaired ability to work or present for work may result from a range of factors including:

- Fatigue
- Drugs and alcohol use
- Onset of various health conditions

Drugs and alcohol in the workplace

Management recognises drug and alcohol abuse as a potential serious hazard/risk and will take a firm approach to dealing with such abuse. Management , volunteers and workers shall all work together to maintain a work environment that is free from the use and effects of drugs, alcohol and other mood-altering substances.

Prescribed drugs or medicine for private use are obviously permitted providing they do not interfere with the worker's ability to perform their work in a safe manner. Workers or volunteers who are taking prescribed medication that may affect their work, must notify their manager.

Any worker, volunteer or contractor may be requested to undergo a pre-employment, random, post incident or with reasonable cause drug or alcohol test at any time. It is a requirement of many workplaces that only those workers or contractors who have passed a drug and alcohol test will be permitted on that site. Accordingly, any worker or contractor who fails or refuses to undergo a test will not be permitted on such a site.

All urine drug tests will be conducted by a qualified collection agent using certified test equipment in accordance with AS/NZS 4308:2008. A urine test is the normal method used to screen for drugs, however oral fluid screening conducted in accordance with AS4760 may also be requested at any time. A non-negative result from oral screening will be followed up using confirmatory methods such as a blood or urine screen/test. Alcohol screening will be carried out using a certified breathalyser in accordance with AS3547.

Workers or contractors working in safety sensitive areas or whose primary duties consist of driving or operating company vehicles or machinery are more likely to be tested, as well as those who show signs of being affected by drugs or alcohol, or where evidence is found of possible alcohol or other drug use at work or where the worker or contractor has recently been involved in a workplace incident.

If a worker, contractor or visitor arrives at the workplace, and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, you should report this to your manager who should immediately remove that person from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and report to your manager, asking that they be removed from the work environment. If you believe that a fellow worker, volunteer or manager in a more senior position is in violation of this policy, you are encouraged to notify their manager.

Unexpected circumstances can arise when an off-duty staff member is requested to work. If you are in this position and you feel unfit due to the influence of alcohol or other drugs, it is your responsibility to refuse the request and ask that it be redirected to another person.

In the workplace:

- any Contractor who refuses to submit to or co-operate fully with the administration of an alcohol or drug screen should be requested to vacate the workplace immediately
- any worker or volunteer who refuses to submit to or co-operate fully with the administration of an alcohol screen will be managed in accordance with the worker's employment agreement
- any worker or volunteer who refuses to submit to or co-operate fully with the administration of a drug screen or who returns a non-negative urine screen, will be suspended on full pay pending determination of the test result by a certified laboratory. If the laboratory result is negative, the worker shall return to work without deduction of income. However, should the laboratory report a positive result, the worker shall be notified of the outcome and shall be stood down and not be permitted to resume work until they can return a negative test. The company is entitled to deduct from the worker's pay, or annual and/or sick leave entitlements, any period that the worker is stood down

First and subsequent breaches of all the above by any worker working in a safety sensitive area or whose primary duties consist of driving or operating company vehicles, water craft or machinery and who returns a positive drug test result or is disqualified from driving will be subjected to disciplinary procedure; the outcome of which may result in termination of employment.

WORKING IN ISOLATION

Objective: The objective of this procedure is to outline the requirements when working alone.

Designated Contact: The designated person to be contacted for welfare checks by the person working alone.

Working Alone: When a person is working on their own, when they cannot be seen or heard by another person, or cannot expect a visit from another worker or member of the public for some time. Note – working in an office would not normally fall within this definition.

Hazard and Risk Assessment

Prior to the execution of any work a risk assessment shall be carried out in accordance with the Hazard Management Procedure. Factors such as work location, anticipated duration of the working alone task, period until routine visit by other personnel and type of task performed shall be included in the risk assessment.

Personnel should avoid working alone where practicable.

Working Alone - Communication Plan

Work that is undertaken by someone Working Alone will be risk assessed to determine whether a communication plan is required. When a communication plan is required it shall be completed by the person Working Alone, in consultation with a designated contact person.

The designated contact person can either be a KRI employee or volunteer. The communication plan shall be captured on a risk assessment or the Working Alone Communication Plan. Both parties shall keep a copy of the communication plan for the duration of the Working Alone task.

The Working Alone communication plan shall include as a minimum detail:

1. method of communication and contact number/s;
2. agreed timeframe/s which contact will be made (for example, regular intervals throughout the task, or on completion of task); and
3. vehicle / vessel description and identification/boat number if applicable

The person Working Alone shall contact the designated contact person as detailed in the Working Alone communication plan. If contact is not received at the agreed time, the designated contact person shall make all reasonable attempts to contact the person Working Alone. If there is still no contact, the designated contact person shall escalate to emergency services. Options may include attempting to contact and arrange alternative assistance for example, authorising personnel to search for the person or contacting the local emergency services.

Examples of activities that could be defined as Working Alone are:

- Laying or bringing up of lane wires
- Towing the start pontoon

Communication System

The communication system used shall be appropriate for the work task and location.

Communication systems to be considered include:

- mobile phone
- two-way radio
- flare

SECTION 2

AUDIT AND MANAGEMENT REVIEW

Karāpiro Rowing Inc. has a comprehensive Health and Safety audit, reporting and review system, this system involves a range of meetings and reports that cover all levels in the organisation and provide a snapshot of current performance.

Karāpiro Rowing Inc.'s audit, reporting and review process has a two-level approach, as described below:

1. Operational Review

This a continuous review process where issues are able to be tabled and discussed in formal but inclusive settings and provide an opportunity for staff to have an involvement in the ongoing implementation of the Health and Safety Management System.

2. System Audit and Review

- a) This is a formal audit review process of the various procedures that make up the Health and Safety Management System

- b) The aim of this audit and review process is to check that the Health and Safety Management System is being implemented as documented

Identify areas, both in operational procedures and changes to documentation, that need improvement; either as corrective actions or as recommendations.

OPERATIONAL REVIEW

Weekly Operations Meeting

The Operations Manager and Maintenance Team will meet weekly to review Health and Safety performance.

The Operations Manager will report back to the Health & Safety Committee of any Health & Safety issues as they arise.

Board Reports

Board reports are prepared monthly and distributed to the Board members at least two business days prior to the scheduled Board meeting.

System Audit and Review: General

System Audit and Reviews are designed to assess the following key elements of Health and Safety management:

- The policy, which is reviewed annually, including its intent, scope and adequacy
- The organisation, including:
 - the acceptance of Health and Safety responsibilities by all staff including the managers
 - the adequacy of arrangements to communicate the Health and Safety policy and other relevant information to employees, volunteers and contractors

- the adequacy of arrangements to ensure the competency of all employees and volunteers
- The planning and policy implementation including:
 - overall control and direction of the Health and Safety programme;
 - standard-setting: its adequacy and relevance
 - the allocation of resources to implement standards
 - the extent of compliance with standards and their effectiveness in risk control
 - the long-term improvement in the accident and incident performance
- The measuring systems indicating their adequacy and relevance
- The reviewing systems demonstrating the ability of the organisation to learn from experience and improve performance

Responsibility

Responsibility for performing audits and reviews for the various parts of the Health and Safety Management System rests with the Karāpiro Rowing Board. The Board may delegate the implementation of these audits to either other senior Karāpiro Rowing Inc. staff, or a specifically engaged external party.

Procedure

1. Audit and review checklists may be developed and used for specific audits. The Operations Manager will have access to the audits checklists to improve understanding of the expected standards
2. System audits and reviews will consist of Health and Safety Management System documentation and as required site visits to observe the Health and Safety Management System in action
3. All Corrective Actions and Recommendations arising from the audits will be logged for follow up and closure
4. When logging either a Corrective Action or Recommendation, the information required includes:
 - Description of the issue, together with information on the desired/potential remedial actions,
 - level of urgency/priority/risk
 - person responsible for its completion, and
 - due date for completion
5. Wherever possible audit results will be compared year on year to determine continual improvement

Reporting on audits

The Operations Manager is to report monthly to the Karāpiro Rowing Board on the results of any Audits and Reviews undertaken that month together with any corrective actions or recommendations arising from these audits, including a summary of all outstanding corrective actions and recommendations.

Training and Supervision

All new employees or volunteers at Karāpiro Rowing Inc. will be inducted and receive appropriate Health and Safety training relevant to their role. The induction will occur on their first day of employment at Karāpiro Rowing Inc, or by way of induction at a pre-determined date/time, and will include;

Induction

- Other workers, First Aiders and Health and Safety Representatives
- The workplace including emergency exits and evacuation assembly points, worker facilities (staff room, toilets)
- Hazard/Risk Identification and Reporting process and the Hazard/Risk Register
- Incident, Injury and Illness Reporting process
- No Smoking policy
- Drug and Alcohol Policy
- Health and Safety (Toolbox) meetings
- Emergency Procedures including location of first aid facilities, AED and fire extinguishers
- Personal Protective Equipment
- Hazardous Substances and Health Monitoring
- Safe Operating Procedures (SOP)
- Job Safety Analysis (JSA)

Training, Supervision and Instruction

We are committed to doing everything possible to ensure that workers have adequate knowledge, experience, supervision and training to do their work safely.

We will so far as is reasonably practicable, ensure that every worker who does work of any kind, uses plant of any kind or deals with a substance of any kind that is capable of causing a risk in a workplace

- shall

- have adequate knowledge and experience of similar places, work, plant, or substances of that kind, as to ensure that the worker doing the work, using the plant, or dealing with the substance is not likely to cause harm to the worker or other people; or
- is adequately supervised by a person who has that knowledge and experience; and
- is adequately trained in the safe use of
 - all plant, objects, substances, or equipment that the worker is or may be required to use or handle; and
 - all PPE that the worker is or may be required to wear or use

We will ensure that the supervision and training provided to a worker are suitable and adequate, having regard to

- the nature of the work carried out by the worker, and
- the nature of the risks associated with the work at the time the supervision or training is provided, and
- the control measures implemented in relation to the work that the worker is undertaking

The training provided will also be readily understandable by any person to whom it is provided.

An induction questionnaire will be forwarded to volunteers electronically prior to the season start and/or the regatta they will be working at. They will be required to pass the test with a 90% pass rate to ensure they have understood the Health & Safety induction content.

Training, including inductions of all employees and volunteers will be recorded on the Karāpiro Rowing Inc. Training spreadsheet and will record the status of the employee's training using the following criteria:

NT – Not Trained

UT – Under Training

US – Operates Under Supervision

RA – Requires Advice and Supervision

CJ – Completes Job to Required Standard

FC – Fully Competent to Teach Others

TRO – Trainee Race Official

Certificates of attendance or other training records supplied when employees and volunteers have undertaken external training will be retained in the employee's file and uploaded to Safety Monitor. Details of the training will be kept on the Karāpiro Rowing Inc. Safety Monitor.

Employees and volunteers will undergo refresher Health and Safety training.

[Worker Engagement, Participation and Representation](#)

Workers are encouraged to contribute to Health and Safety within our workplace. We are committed to keeping an open dialogue with our workers around Health and Safety and encourage our workers to express their views, raise Health and Safety issues and participate in our decision making process.

In particular, we will engage workers:

- when identifying hazards and assessing risks to worker Health and Safety arising from the work carried out or to be carried out as part of the conduct of the business or undertaking
- when making decisions about ways to eliminate, minimise or isolate those risks
- when making decisions about the adequacy of facilities for the welfare of workers
- when proposing changes that may affect the health or safety of workers
- when making decisions about the procedures for the following:
 - engaging with workers
 - monitoring the health of workers
 - monitoring the conditions at any workplace under the management or control of the PCBU
 - providing information and training for workers
- when making decisions about the procedures (if any) for resolving work health or safety issues at the workplace

- when developing worker participation practices, including when determining work groups
- by ensuring we facilitate regular Health and Safety meetings, either as part of our usual regular meetings, or as standalone toolbox meetings. These may be by department, on sites, full team meetings – regardless, we will ensure that all workers are included in these discussions

FORMS

Accident & Incident Recording, Reporting & Investigation Procedure

We aim to foster a safe and healthy work environment where all workplace personnel combine their efforts and share the responsibility for work-related personal injury prevention and effective Incident, Injury and Illness Management.

All work-related Incidents (including Near Misses), Injuries and Illnesses must be recorded in the company's Incident Records which will be kept in a central location (held at Flynn Cove and ground floor Tower). Any Notifiable Events must be investigated using the Incident Investigation Report Forms also kept at the same locations. These are essential as it will enable the Officers to establish patterns, or determine actual causes of an Incident/Injury/Illness and to put in place procedures and/or controls to minimise the chances of a recurrence.

All personnel onsite must know how to manage a Notifiable Event and should familiarise themselves with the following steps in the event they become involved in any way.

Notifiable Event

In the Health & Safety Act 2015, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident

Meaning of Notifiable Injury or Illness

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
- a spinal injury

- the loss of a bodily function
- serious lacerations
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- Any serious infection (including occupational zoonosis) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - a. with micro-organisms; or
 - b. that involves providing treatment or care to a person; or
 - c. that involves contact with human blood or bodily substances; or
 - d. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - e. that involves handling or contact with fish or marine mammals

Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Meaning of notifiable incident

In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section

Process for Notifiable Events

Step 1: Control and Preserve Incident Site

- Make sure anyone injured or ill or suspected of injury or illness has received medical attention and notify emergency services if necessary
- Ensure site is safe for emergency services and personnel are situated to meet services onsite. If an obvious hazard poses an immediate risk to others, the plant or activity involved should be shut down
- Preserve (secure and control) the site excepting to save life or major disruption to essential services. **Do not interfere with the incident site without the permission of a WorkSafe Inspector**

Step 2: Communicate

- Ensure Management has been advised immediately of the Notifiable Event
- Ensure someone in authority notifies WorkSafe New Zealand and/or the Waikato Regional Council Harbour Master as soon as possible. If contact is made by phone, a notification in writing is required within 48hrs of the incident

Step 3: Collect all relevant information about the incident in the Incident Record:

- Who was involved?
- What appears to have happened?
- Who should be interviewed (e.g. witnesses)
- What machinery and equipment was used? Was it regularly checked and serviced?
- What may have failed?
- Take photographs as evidence

Step 4: Initiate investigation

- Management to initiate an investigation no later than 12 hours of the event concerned
- Complete the Incident Record. The purpose of the investigation procedure is to determine actual causes of an incident and to put in place preventative measures or controls to minimise the chances of a recurrence
- Analyse facts and consider all possible causes and contributing factors
- Update the Hazard/Risk Register with contributing factors, add newly identified hazards or review existing hazards and take steps to eliminate, minimise or isolate
- Update Health and Safety policy and procedures if required
- Hold a Toolbox meeting

Step 5: After the event

- The Act requires the company to keep a record of all Notifiable Events for 5yrs from the date Worksafe is notified, therefore a file must be collated for and must include all information relating to the investigation together with the conclusions drawn and a copy of the final report.

HARM, HAZARD IDENTIFICATION & CONTROL PROCEDURES

Land based: Hazard Management Information

Make a list of the hazards in your workplace using the attached Hazard Register Form and record these hazards and their controls in OSHBox. Some of hazards will be really obvious physical things such as a piece of potentially dangerous equipment or over-stacked high shelves. Also consider the hazards that can't necessarily be seen, that can result from work processes and tasks that:

- are repetitive e.g. strains from constant lifting of loads, high level of data entry
- build up gradually e.g. fatigue from long hours, poor ergonomics
- involve working off-site e.g. individual security when collecting cash

Also consider hazards that come about from having untrained, new or part-time employees or volunteers, new equipment/resources and changing tasks or processes for employees.

Having dealt with the hazard, we will then need to:

- a) Review the situation regularly (Are there new hazards? What do you need to improve?)
- b) Adapt processes as new equipment, processes and people are brought into the workplace

HAZARDOUS SUBSTANCES

Managing Risks and Reviewing Control Measures

We, as the PCBU, will ensure the risks caused by hazardous substances (including hazardous waste) in our workplace are eliminated so far as is reasonably practicable, or minimised so far as is reasonably practicable following the hierarchy of controls. These controls will be decided on in conjunction with our workers' technical and operational knowledge, as well as the specific technical requirements from the manufacturer.

We will also ensure there is an inventory of our substances and the specific technical requirements for use, handling, manufacturing and storage available onsite. This inventory will include the quantity, any health or physicochemical hazards (eg flammability), possible reactions between substances, ignition sources, equipment required and the work these are used for (including prescribed exposure standards with maximum limits of exposure and restricted entry interval for how long the wait time is before re-entering an area).

These controls will be reviewed every five years, unless there has been a significant change to a safety data sheet, the information on our inventory changes significantly or there has been a notifiable event involving a hazardous substance. Other reasons to review would be after any incident or illness, a change in the workplace, a new risk is identified or caused, health monitoring results show potentially harmful levels or a recommendation for remedial measures, exposure monitoring shows high concentrations, or there are concerns from workers.

Inventory

We as the PCBU will ensure there is an inventory of the hazardous substances we use, handle, manufacture or store at our workplace.

For each substance the inventory will include:

- The product or chemical name, and the UN number if available
- The maximum amount likely to be at our workplace
- The location
- Any specific storage and segregation requirements
- A current safety data sheet or condensed version of its key information

This inventory will also include hazardous waste and:

- Describe its nature as closely as possible
- List the maximum amount likely to be at the workplace
- Identify the location of the waste
- State any specific requirements for storing or segregating the substance

This inventory must be readily available to any emergency service worker who attends our workplace during and after the workplace is evacuated. This could be in hard copy or electronic form.

We will also ensure there is a separate inventory for each of the sites that we manage.

An inventory is not required for a transit depot or designated transfer zone if the name and quantity can be provided, or for consumer products used in amounts similar to domestic use, or for laboratories using hazardous substances in research and development.

An online tool is available to record an inventory, and which provides guidance around controls that must be in place, check out www.hazardoussubstances.govt.nz

Safety Data Sheets (SDS)

We as the PCBU will ensure there is a SDS for every substance in our workplace from the first time it is supplied and every five years thereafter (or if the SDS changes).

The SDS will be available to any worker, emergency services worker or any other people who could be exposed to the hazardous substance.

When workers are travelling between workplaces, the SDS will travel with them, unless they carry a condensed version of the information on a safety card. The SDS will be available with each of the inventories.

SDS is not required for hazardous substances that are in transit, packed and labelled consumer products in a retailer's workplace intended for supply to other premises and that will not be opened, or consumer products used at the workplace in amounts and ways similar to domestic use (if kept in the original container)

Labelling and Packaging

We as the PCBU will ensure all hazardous substances in our workplace are properly labelled. This will include making sure the correct manufacturer or importer label is on, in English and easy to read.

If a substance is removed from its original container, we will ensure the new container is suitable (in sound condition, able to safely contain the substance at the temperature range at which it will be used and made of a material compatible with and not likely to be affected by the substance – NOT food or beverage containers) and labelled.

While a container is labelled for a hazardous substance, it will be used only for that substance. If the container is used for other substances, it will first be thoroughly cleaned, and the former label will be completely removed.

Hazardous Waste will also be labelled in English with the nature of the waste, the name address and phone number of its producer and hazard pictograms and statements reflecting what we know about the waste.

Signage

We as the PCBU will ensure all emergency services, visitors and workers know what hazardous substances are on site and the protection or precautionary measures they should take through signage.

Our signage will be clear and concise and be placed at key points on our site such as entranceways, buildings, outdoor areas and where substances are used or stored (although not too close to the storage). If our substances are in a building, there will be signs at every vehicle and pedestrian entrance to the building and property. If they are within a room inside the building, signs will be at each entrance to that room. If outdoors, a sign must be next to that area.

No signage will be hidden, beside doors or gates that cover them while open, or above doors or anywhere smoke may conceal the sign.

The signage will show what substances are present, the general type of hazard and what to do in an emergency.

All signs will be made out of durable material that won't easily fade, will be in plain English, readily understandable and clearly visible and legible from not less than 10 metres away under varying conditions.

Vehicle signage will also be displayed when hazardous substances are transported.

Emergency Plans

We as the PCBU will ensure there is an emergency plan in place for emergencies such as poisoning, inhalation, burns, fire or spills.

These emergency plans will be shared with our workers and all workers will be trained on what to do (including the location of fire and first aid equipment and how to use it), how to access the inventory and SDS for emergency services, ensuring the labelling of containers is correct, and the location of spill kits available for use.

Emergency Response Plan

If we hold substances that require an Emergency Response Plan, we will include all reasonably foreseeable emergencies and include a description of what we will do to:

- Evacuate
- Call emergency services
- Warn people at the workplace and nearby about the emergency
- Advise people how they can protect themselves

- Help or treat anyone injured
- Manage the emergency to restrict its effects
- Ensure those who need special training will receive it
- Have the inventory and SDS available
- Include a site plan with locations of substances

This Emergency Response Plan will be reviewed by Fire and Emergency NZ.

Fire Extinguishers

We as the PCBU will ensure all fire extinguishers will be clearly visible (with an easy to see sign) and readily accessible at all times. This could include in normal thoroughfares, near exits, or a safe distance from the hazard. All fire extinguishers will also have a rating of at least 30B.

Handling – Information, Training and Supervision

We as the PCBU will ensure all workers who handle hazardous substances will receive information (including what work is happening within their work area and the location and availability of information about how to safely handle and store hazardous substances), training (including exposure to hazards, procedures for using, handling, manufacturing, sorting, or disposing, safe use of the plant, and emergency plan) and instruction they need to work safely with the substances. This includes telling workers where and how to find the SDS or condensed version at any time.

All workers will receive practical and experienced supervision in all areas listed above. The duration of this supervision will depend on the worker, their knowledge and previous experience. All instruction and training records will be documented in a training register.

Certified Handlers

Approved Handlers are now known as Certified Handlers and are required for fewer substances.

Certified Handlers are required for the following substances:

- Substances requiring a controlled substance licence (CSL), such as most explosives, fumigants and Vertebrate toxic agents (VTA's)
- Acutely toxic (class 6.1A and 6.1B) substances

We as the PCBU will ensure to have one or more certified handlers if our workplace uses, handles, manufactures or stores the above hazardous substances.

Storage

We as the PCBU will ensure all hazardous substances in our workplace are properly stored and that we will only store what we need. Incompatible substances will not be stored together, and decanted substances will be stored in the right type of container and correctly labelled.

Depending on the class of substances we have (refer to the SDS and the online Toolbox), and the quantity – small amounts may be kept in metal cabinets, while large amounts may need to be kept in a dangerous goods store or a separate building and a certain distance from other premises or public places. Lids will be kept on always.

If we hold flammable, oxidising, toxic or corrosive substances above certain quantities, we will ensure we have a location compliance certificate.

Securing Substances

Substances that previously required an approved handler must now be secured.

We as the PCBU will ensure that if required, our substances only to be used by Certified Handlers will be secured from persons other than those we allow access to them. This could be by padlock or key pad entry only.

Test Stations

We as the PCBU will ensure we have been authorised by WorkSafe as a test station if we wish to inspect and test gas cylinders and LPG fittings. We will also ensure that only those individual testers under our Scope of Accreditation perform any testing or inspections.

Hazardous Atmospheres

In atmospheres where there is no safe oxygen level, or the concentration increases the fire risk, the concentration of flammable gas, vapour, mist or fumes exceeds 50% of the lower explosive limit for the gas, vapour, mist or fumes, or combustible dust is present in a quality or form that would result in a hazardous area; we will identify, implement controls and review controls including the risk associated with an ignition source (unless that is part of a deliberate process or activity in our workplace).

Containers of liquids

We will ensure that where any container that contains liquids in our workplace presents a risk of drowning, that we will ensure it is:

- Securely covered, or
- Enclosed by a secure fence which;
 - Extends at least 1m above the adjoining floor, ground or platform
 - Is in a position that will provide adequate protection for any person near the container

'Containers of liquids' means any enclosure, fixed vessel, pit, structure, sump, vat or other container that contains any liquid and the edge of which is less than 1m above the floor, ground or platform. This does not include animal drinking troughs or systems of water collection, disposal, distribution or storage.

Exposure Monitoring

We will ensure:

- No person is exposed to a substance in a concentration that exceeds exposure standards
- Where we are not certain whether the concentration exceeds the exposure standard, we will ensure that exposure monitoring is carried out to determine the concentration
- Health monitoring is provided to the worker if the worker is carrying out ongoing work involving the substance hazardous to health that is specified in a safe work instrument as requiring health monitoring and there is a serious risk to the worker's health because of exposure to that substance
- Monitoring of exposure to workers to any substance hazardous to health that diseases or health effects are identified, at appropriate intervals, after significant changes at the workplace and by or under the supervision of a competent person who has sufficient knowledge, skills, and experience in the appropriate techniques and procedures, including the interpretation of results

Record and keep monitoring records 40yrs after the record is made for asbestos, and for 30yrs after any other case. Those records will be readily accessible (without disclosing personal details).

APPENDIX 1

APPENDIX 2

ROWING NEW ZEALAND WATER SAFETY CODE (SEPTEMBER 2016) [EXTRACT]

NOTE: It is expected that all clubs should have read and be familiar with this code

1. Club Requirements within their safety policy every rowing association, club, school/university rowing programme shall: (hereafter all referenced as Club)
 - 1.1 Appoint a Safety Officer each season that shall be registered with Rowing NZ, the Safety Officer shall advise the club on the requirements of the Water Safety Code and oversee its implementation and operation. If the Safety Officer does not attend camps or regattas, then the club should also appoint a Travelling Safety Officer.
 - 1.2 Ensure the following is developed and prominently displayed in the club building:
 - 1.2.1 detailed address of the rowing club so that this can be given to emergency services
 - 1.2.2 the contact details of the club's Safety Officer
 - 1.2.3 plan of local waterway showing the navigation rules and traffic plan for the area
 - 1.2.4 Risk Management Plan (examples are available at www.rowingnz.kiwi)
 - 1.2.5 list of hazards for both on and off the water
 - 1.3 Ensure that a First Aid Kit is available on shore which is kept complete and regularly checked
 - 1.4 Ensure a boat maintenance log is kept for the support vessels showing the maintenance and repairs of the boat and equipment and the date it was carried out
 - 1.5 Ensure all incidents and accidents are reported to the Safety Officer at the first reasonable opportunity and detailed records are kept (time, place, nature, injuries/damage and contact details). If a serious incident or accident occurs it is mandatory for the Safety Officer to notify Rowing NZ, Maritime NZ and the Harbour Master's Office
 - 1.6 Ensure that the rowing and coaching equipment of the club is in a good and safe order. Rowing skiffs must meet Rules 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to floatation, bow balls, quick release foot stretchers and the coxswain's seat)
 - 1.7 Conduct and document a Safety Induction with all members which covers the clubs waterway plan, hazards, emergency procedures and considers a person's swimming ability (it is recommended that they are able to swim 50m in light clothing). The Club Safety Officer should be notified of anyone unable to swim adequately in order to mitigate this issue
 - 1.8 Ensure coaches and support vessel drivers complete the Coastguard 'Club Safety Boat Operator' course within their first season
 - 1.9 Conduct a regular review of the club's safety practices and procedures
- 2 Preparation to go rowing
 - 2.1 Type of rowing

- 2.1.1 Supported – skiffs which are accompanied by a support vessel and remain under their supervision (all boats remain within 500m of each other)
- 2.1.2 Observed – skiffs which are in sheltered waters (where flow is stagnant and the sides of the waterway are less than 200 metres apart) and are under the observation of an individual who is not in a vessel but is able to summon additional help if required
- 2.1.3 Unsupported – skiffs which are not accompanied by a support vessel in unsheltered waters and each person is carrying an easily accessible approved floatation belt on their skiff

2.2 Responsibility to be Assigned

- 2.2.1 The Stroke is responsible for the rowing crew and is considered the skipper of the skiff
- 2.2.2 The driver of the support vessel is considered the skipper of that vessel

2.3 Supervision of Crews

- 2.3.1 The Coach (or person in a support vessel) is at all times responsible for the safety of all crews under their observation. Making due allowance for weather, water, ability of crews and other conditions, it is incumbent upon the coach or support person, to make an assessment of the number of crews for which they can safely be responsible and supervise. All crews and the support vessel need to remain within 500m of each other otherwise they are no longer under supervision and will then be required to carry an easily accessible approved floatation belt on their skiff. (It is recommended that one support vessel observe no more than three crews)

2.4 Checks to Complete The Coach/Support Person and Stroke will ensure that:

- 2.4.1 all members of the crew are suitably attired for the rowing conditions
- 2.4.2 the crew is familiar with the local waterway rules and hazards
- 2.4.3 the weather forecast has been checked and is suitable for rowing
- 2.4.4 crew intentions are lodged (e.g. on a whiteboard or log book)
- 2.4.5 the rowing skiff is compliant with Rule 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to flotation requirements, bow balls, quick release foot stretchers and coxswain's seat) and any support vessel is fit for purpose and carrying the required safety equipment

The Other Crew Members will ensure that:

- a. they are suitably attired for the rowing conditions
- b. if they are rowing in unsheltered waters without the supervision of a support vessel then each person must carry on board an easily accessible approved floatation belt on their skiff

3 Equipment for Safety

- 3.1 Personal Flotation Devices Certified personal flotation device (PFD), lifejackets or buoyancy aids are those certified under the Maritime Rule 91.4(1) a) certified PFD's must

be worn at all times by coaches, persons in support vessels, coxswains and open water rowers (rowers more than 1500m from shore or bank) b) any rower that is training in unsheltered waters without a support vessel supervising them must carry on board an easily accessible approved flotation belt

3.2 Communication

- a) A coach or support person must carry on board a form of waterproof communication (e.g. cell phone in water tight bag)
- b) An unsupported rower training more than 500m from the shore must also carry a form of waterproof communication

3.3 Support Vessel

The following is the necessary equipment for a support vessel:

- 3.3.1 bailer, and for inflatable rubber dinghies, a suitable pump and a spare inflation valve
- 3.3.2 sound signaling warning device
- 3.3.3 grab line or 'throw bag'
- 3.3.4 sufficient approved flotation belts for the largest skiff being supervised (8 max)
- 3.3.5 basic first aid kit including a survival blanket
- 3.3.6 sharp knife in carrying sheath
- 3.3.7 paddle
- 3.3.8 engine cut-out lanyard device which should be worn at all times
- 3.3.9 fire extinguisher
- 3.3.10 when operating more than 500m from the shore a flare should also be carried

4 Light Requirements

Any activity on the water before dawn and after dusk (between the hours of 30 mins before sunset to 30 mins after sunrise) requires the rowing skiffs and support vessel to be fitted with lights as laid down by Maritime Rules Part 22.

Note: training when lights are required is dangerous and should be avoided if at all possible. Support Vessel under 12m Rowing Skiffs Solid white 360o (which is above the height of craft). Solid white on bow and a torch on and red port and green starboard (to warn craft in sufficient time to avoid collision).

Rowing

APPENDIX 4

NZSSRA Regatta Safety System

1. PURPOSES

The purposes of these requirements are to provide for the safety of competitors and officials.

2. DUTIES OF OFFICIALS

A. Primary Duties of Officials

It is the primary duty of every race official to provide for the safety of competitors and officials.

B. Duties of the Chief Umpire

The Chief Umpire shall verify the existence of safety requirements at the regatta site before allowing the regatta to proceed, and shall report his or her findings to the Schools' Committee at the conclusion of the regatta.

3. SAFETY CONDITIONS

A. Suspending Racing

If the Chief Umpire finds that the requirements of safety described in rules cannot be met under then existing conditions, he or she shall stop or suspend all racing until such time as safe and fair conditions are restored. The Chief Umpire, if possible, shall consult with the Regatta Committee either before suspending racing, or as soon as practical thereafter. If the Umpire or Starter for a particular race finds that the requirements of these rules cannot be met under then existing conditions, he or she shall stop or suspend that race and shall inform the Chief Umpire.

B. The Regatta Committee shall prepare:

I. a report listing, for each phase of the regatta by event and race, the crews that contain students who have had medical alerts issued and distribute this report to Umpires and the safety boats.

II. a report listing the schools and students who have medical alerts issued and provide it those manning the first aid facilities.

The reports shall be destroyed following the conclusion of the regatta.

C. Officials' Briefing

Procedures to be followed in the case of accident or emergency shall be prepared and communicated to officials before the regatta. Officials shall also be informed of local hazards and the traffic rules that will be displayed and brought to the attention of competitors.

D. Pre-Regatta Meeting

Each school attending the regatta shall appoint an adult safety officer for the school team. No later than one hour before the first race in a regatta, the Chief Umpire or his or her delegate shall hold a meeting for the school team safety officers, at which the Safety Provisions for the regatta shall be given. Attendance by schools wishing to compete at the regatta will be compulsory.

The school team safety officer will be responsible for advising all competitors and other members of their school party of the Safety Provisions in place.

Schools who have not been briefed with the Safety Provisions shall not be permitted to take part in the regatta.

E. Traffic Patterns

The local organizing committee shall devise and post in a conspicuous place at the regatta site a diagram showing all traffic patterns and regulations on the water. This diagram shall show the racecourse itself, the route to be taken by crews from the launching area to the start, any "warm-up" area, any "cool-down" area, and the route to be taken by crews returning from the finish line. To the extent possible, it shall also show all known obstacles that may interfere with a crew's progress on or near the course. If conditions call for a different traffic pattern during practice hours than during racing, such practice traffic pattern shall also be posted.

F. First-aid Station Location

The local organizing committee shall also post, at the same place as the diagram showing traffic patterns, the location of the first-aid station and any Automated External Defibrillators (AED's) onsite, and the location of a telephone, and the method to summon medical assistance in case of emergency.

G. First Aid Facilities

First aid facilities shall be provided at the regatta site capable of dealing with minor injuries, and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke. The first aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call and within ten minutes travel distance. If such emergency assistance is not located within ten minutes distance, the local organizing committee shall provide for an ambulance or paramedic to be present at the site.

H. Approaching the Start; Warm-up on the Course

No crew shall enter the starting area until the previous race has cleared, and unless explicitly permitted to do so by the Starter.

I. Rules Of The Road in Warm up and Warm down areas

- I.** Given the bow of a boat is facing zero degrees any boat must give way to any other boat approaching it in an arc between zero and 90 degrees.
- II.** It is the responsibility of any boat overtaking another to ensure that it can do so in such a manner so as to not come into collision with any other craft.

4. BOATS (umpires, safety, officials)

A. Provision of Umpire and Safety boats

The local organising committee shall provide motor boats for use by Umpires and by safety personnel. Each boat shall be capable, when occupied, of maintaining a speed necessary to follow a race, but without unnecessary wake. The local organizing committee shall use its best efforts to procure boats whose hull design minimizes wake, such as flat-bottomed or catamaran boats.

B. Boats to Follow Races

Each race shall be followed by at least one Umpire. In a race without coxswains where there are more than six crews competing, a secondary Umpire may follow the race initially, who may subsequently withdraw if he or she judges that the race is proceeding satisfactorily.

C. Safety Boats

Safety boats suitable for rescue duty, manned by persons experienced in boat handling and who have knowledge of Maritime Rules for Navigation Safety and Collision Prevention, and who are properly equipped, must be available throughout the period of the regatta and during approved practice times. The safety boats must be deployed and positioned to ensure rapid assistance in any part of the regatta area. In addition to one Umpire's boat, for each race it is desirable that there be another boat immediately accessible to the crews for use in case of emergency. This boat may be the secondary Umpire's boat, a safety boat following the race, or one of a series of safety boat stationed at the perimeter of the course. The designated safety boat(s) are not to be made available for any other purpose during the running of the regatta.

D. Unavailability of Boats

If for any reason a safety boat is unavailable in an emergency, the Umpire's boat shall assume immediate responsibility for attending to such an emergency. If the emergency requires the Umpire to leave a race in progress for a significant amount of time, and if there is no other Umpire available to follow the race, the Umpire may stop the race.

E. Equipment and radios

Each boat shall carry at least two spare PFDs and a radio. All boats and personnel on the water must be included in the general radio frequency for the regatta. Umpire boats shall carry ten approved buoyancy aids or PFDs, and a throw line. Safety boats shall carry:

- I.** A bailer, and for inflatable rubber dinghies a suitable inflation pump and a spare inflation valve.
- II.** A sound signalling and warning device.
- III.** A grab line at least fifteen metres long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line - 'throw bag').
- IV.** Ten approved buoyancy aids or PFDs.
- V.** A basic first aid kit.
- VI.** A sharp knife in carrying sheath.

- VII.** A paddle.
- VIII.** Simple handholds fixed to the side of the launch to give help to any person being rescued and provide self-help should the driver fall overboard.
- IX.** Engine cut-out lanyard device, accessible to the driver at all times.
- X.** Fire extinguisher.

5. INSTRUCTION TO AVOID UNSAFE CONDITIONS DURING RACE

A. Known Obstacles

If a crew is steering toward a previously known or identified obstacle or installation, and is in reasonable danger of collision, the Umpire shall name the crew and call out "Obstacle!". If collision is imminent, the Umpire shall order the crew to stop. That crew may then correct its course and continue with the race, but shall not be entitled to any consideration, such as a re-row or advancement in the progression system, as a result of such occurrence.

B. Unknown Obstacle

If a crew is steering toward a previously unknown or unidentified obstacle or installation obstructing its assigned lane, and is in reasonable danger of collision, the Umpire shall name the crew, call out "Obstacle!" and instruct the crew to alter its course. If collision is imminent, the Umpire shall order the crew to stop, after which it may correct its course and continue with the race. If the opportunity of a crew to win or advance is affected by such occurrence, the Umpire may take appropriate action to restore that opportunity

6. CONSTRUCTION AND EQUIPMENT REQUIREMENTS

All rowing craft competing in the regatta shall be inspected to see they comply with Rule 4.

7. CONSTRUCTION OR EQUIPMENT NON-COMPLIANCE

A. No boat shall be permitted to take part in any race that does not meet the following requirements (see Rule 4.1).

- I.** Bow Balls
- II.** Foot Release Devices
- III.** Coxswains area

B. Any boat may be inspected before racing commences and may be spot-checked at any other time to see it complies with these requirements.

C. If observed not to comply immediately before or during a race the boat shall be disqualified.

D. If checked when coming off the water from a race it is found not to comply it shall be disqualified.

8. CREW MEMBERS

- A.** All crew members must be in good health and be able to swim a minimum of fifty metres dressed for competition. Crew members who do not meet these requirements may be allowed to compete subject to an assessment of the risks involved.
- B.** The Regatta Committee must be notified of any crew member with a disability and that crew member will be allowed to compete subject to suitable rescue facilities being provided.
- C.** When going on the water the stroke of each crew has overall responsibility for that crew. It is the stroke's responsibility to ensure the crew complies with the Rules and the stroke is the person to whom any inquiry will be directed should an incident occur.

9. COXSWAINS

- A.** Weights
Any coxswain found to have secured to his or her person the required dead weights in any boat on the water or being launched or retrieved will result in that boat being disqualified from the race it is proceeding to, or has raced in.
- B.** Lifejackets
A coxswain must at all times while on the water wear a life jacket. Failure to do so will result in that boat being disqualified from the race it is proceeding to, or has raced in.

10. LIFEJACKETS OR PERSONAL FLOTATION DEVICES (PFD)

All persons on board any Umpires, Safety, Observation, Television or other craft supplied by or authorised by the Regatta Committee to be on or near the course shall at all times wear a lifejacket or PFD.

Other PFD's or equipment required by local or national Governmental agencies shall also be carried and where required be in working order.

11. TRAINING BEFORE AND AFTER RACING

- A.** Safety Officer Presence
A safety officer shall be on duty at all times the lake is open for rowing including training time before and after the days racing.
The safety officer shall raise a GREEN flag on a flagpole in front of the control tower when the venue is open. A RED flag shall be raised when the lake is closed.
A sufficient number of manned safety boats shall be available at all times the lake is open for training.
Both the Safety Officer and safety boat crew shall have working radios at hand.
- B.** Coach to obtain clearance
The coach of the crew wishing to train shall contact the Safety Officer on duty and inform him/her of the crew intent.

If the Safety Officer cannot be located or the Red flag is flying the crew may NOT proceed on the water.

The coach is to report to the Safety Officer when the crew is off the water.

At all times the crew shall make to the nearest safe shore if it is observed that the lake has been closed while training or if instructed to do so.

C. Responsibility of Safety Officer

The Safety Officer on duty shall record Coach name, school, number of boats being launched and time permission given and time given, when boats cleared off water. The boats returning shall be checked in.

The Safety Officer shall not permit any boat to go on the water until there is clear visibility over the entire training area.

The Safety Officer shall not permit any boat on the water until half an hour after official sun rise and later than half an hour before official sun set however these times may be altered by the Chief Umpire if the Chief Umpire is satisfied there is adequate lighting.

Any crew that has not been checked back in by the reported time shall be searched for. The lake shall be closed if the Safety Officer has to leave his/her post.

12. LOCAL AUTHORITY AND STATUTORY BODY REGULATIONS

The Regatta Committee shall ensure all Local Authority and Statutory Body Regulations applying in the area with respect to the regatta venue are known and that any requirements in addition to those already noted above are applied and enforced.

Safety System dated 24 March 2019