

LBYC Health and Safety Policy

Version history

Version	Date released	Change description	Author
Initial	18/06/18	Initial version developed to document existing practices and review these against the newly introduced HWSA.	Gareth Edwards
1.1	25/08/16	Racing risk management detailed post 2016 Commodores conference. For Executive's approval.	Gareth Edwards
2.0	26/10/16	Incorporated the following feedback from Philip Harward: <ul style="list-style-type: none">- A policy review period added.- Statement that the club manager will receive safety training to ensure they can identify and control hazards.	Gareth Edwards
2.1	12/12/16	Following Nov 16 Exec meeting, added the words to the Context section "Note that, for the benefit of doubt, members use of vessels outside of Club events is not covered by this Policy."	Gareth Edwards

Objectives

The objectives of this policy are to:

- Provide a safe environment for all workers and users of the Club and its services.
- Document the Club's health and safety policy in a central place, to allow it to be shared with relevant people and to be subject to review and maintenance.
- Identify for people their particular obligations in regard to health and safety.
- Document the Club's commitment to meeting its obligations under the Health and Safety at Work Act 2015 (HWSA).

Reviews of this Policy

This document will be reviewed by the Executive within four months of each Annual General Meeting. It may be reviewed at other times at the request of the Commodore, Club Manager or the Executive.

Definitions

The terms 'workers', 'volunteers', 'volunteer workers', 'PCBU' and other terms used in this policy have particular meanings in the HWSA. For a list of definitions see Worksafe's [definitions](#).

Context - Club environments

The Club has different physical environments which pose different hazards, and which are used by people with varying obligations for the Club under the HWSA:

1. The clubhouse and surrounding grounds, used by a wide range of people including workers, volunteers, volunteer workers, contractors, visitors and the Club's members.
2. The start box, including access to the start box along the wharf, used by workers and volunteers and occasionally members.
3. The Club's rescue boat, Kiore, used by volunteers.
4. Member's own vessels utilised as start boats, used by volunteers and workers.
5. Member's own vessels used for their personal recreational purposes including yacht racing (and likewise boats visiting from other clubs) – although generally excluded from the HWSA these still form a large part of the Club's health and safety policy.

Note that, for the benefit of doubt, members use of vessels outside of Club events is not covered by this Policy.

A key principle of health and safety is that those who are best placed to manage hazards do so. Reflecting this, this policy divides the management of health and safety as follows:

- 'Clubhouse', consisting of environments 1-2 above
- 'On Water' consisting of environments 3-5 above.

In addition to responsibilities within these areas, workers, volunteer workers and the Commodore have additional responsibilities and/or rights which are also noted in this policy.

Clubhouse health and safety

Management of clubhouse health and safety (including inside the clubhouse, the clubhouse grounds, start box and access to the start box) is primarily the responsibility of the Club Manager.

The Club Manager is responsible for the following:

- Maintaining a hazard register.
- Maintaining an accident register.
- Identifying hazards.
- Addressing hazards where practicable to do so (eliminate, isolate, minimise).
- Informing the Commodore immediately of all accidents requiring first aid and all serious hazards.
- Conducting accident investigations following every serious accident, using a prescribed form to document this.
- Reporting to the Executive, as part of the Manager's general monthly report, all recorded hazards and accidents that were identified over the previous month.
- Informing users of the clubhouse of any known hazards.
- Working collaboratively with contractors and renters of the Clubhouse on health and safety and informing the Commodore if satisfactory arrangements cannot be reached with them.

Note that more detailed instructions and guidelines for defining 'serious' are provided within the instructions that form part of the accident and hazard registers.

The Club Manager will receive safety training to ensure they can identify and control hazards.

Clubhouse users

All users of the clubhouse, clubhouse grounds, start box and access to the start box are responsible for:

- Taking care of their own health and safety.
- Complying with all health and safety instructions.

Additionally, contractors and other PCBU's are responsible for collaborating with the Club Manager on health and safety while they are on the Club's sites.

On Water health and safety

On Water health and safety management is primarily the responsibility of the Vice Commodore. The Sailing Secretary and Sailing Committee will assist the Vice Commodore in this. The Vice Commodore is responsible for:

- Ensuring that all skippers of yachts racing are aware of their obligations to meet the safety regulations under the Racing Rules of Sailing (RRS). This may be achieved via annual skippers briefings.
- Specifying further safety obligations, in addition to the RRS, where deemed reasonable by the Sailing Committee. These requirements will be documented in the Club's Sailing Instructions or Notice of Race
- Maintaining an Incident Response Protocol, which provides skippers with advice on managing accidents and incidents.
- Maintaining a hazard register for on water risks, which is to include Kiore, the use of start boats and general hazards for yacht racing.
- Developing Safety Management Plans for individual events where the Sailing Committee considers that the event will likely pose additional particular health and safety risks.
- Reporting to the Executive, verbally or in writing as part of the Executive's monthly meetings, all recorded hazards and accidents that were identified over the previous month.
- Liaising with the Rear-Commodore Cruising on safety management for cruising boats which participate in non-racing events and therefore have not been subject to the RRS and other measures above. At a minimum these boats will be reminded of the need to have a suitable lifejacket for each person on board and to carry at least two forms of communication.

All users of the Club's on water services are responsible for following the Club's safety processes. Furthermore, all people racing must comply with the RRS and with maritime law and harbour bylaws. Skippers are reminded that under the RRS "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone."

Workers and volunteer workers

Workers and volunteer workers are responsible for:

- Taking care for their own health and safety.
- Informing the Club Manager (or Vice Commodore if on water related) as soon as possible of any hazards or of any accidents requiring first aid.
- Co-operating with any reasonable workplace health and safety policy or procedure that has been notified to workers, including this policy.
- Following instructions of the Club Manager (or Vice Commodore if on water related) or any other instructions from the Club regarding health and safety.

Workers may choose to engage collectively with the Club on health and safety matters, including through appointing a health and safety representative and/or establishing a health and safety committee. The Club will support this, including recognising this as paid work for its employees.

Note that the Spring Chickens will generally be operating as volunteer workers.

Commodore

The Commodore has responsibility for ensuring that this policy is implemented, maintained and re-issued as required.

The Executive will support the Commodore in the exercise of this, in particular through attention to health and safety matters as part of Executive meetings.