



**CLIFTON ROWING CLUB
HEALTH, SAFETY AND ENVIRONMENT POLICY**

The Clifton Rowing Club's (CRCs) Health and Safety Policy believes that:

- All members (athletes, coxswains, coaches, officers) and supporters of the club have a moral and legal responsibility to ensure our sport remains a safe activity for all involved.
- The club officers, coaches and its members therefore have the responsibility to take all practicable steps to maintain sound health, safety and environmental practices for its members and any paid staff.

The Club will achieve these policy objectives by conforming to the Rowing New Zealand (RNZ) Club Safety Responsibilities Guide (Sept 2010) and RNZ Water Safety Code (Sept 2016), and by following CRC specific standards and procedures:

- HSE Standards
- On-water Safety Standards
- On- and Off-water Risk Analysis and Management Plans
- Emergency Plan
- HSE Induction Guidelines for New Rowers
- Motorboat guidelines

Policy and Standard endorsed by CRC Committee on Sept 27th 2020 at the AGM



CLIFTON ROWING CLUB HEALTH, SAFETY AND ENVIRONMENT STANDARDS

The HSE Policy of the Clifton Rowing Club (CRC) follows the guidelines of the Rowing New Zealand (RNZ) Safety Policy. Based off the RNZ guidelines the club shall maintain the following Standards:

1. Appoint an HSE Officer each season that shall be registered with Rowing NZ (job description attached), who shall advise the club on the requirements of the Water Safety Code and oversee its implementation and operation. If the HSE Officer does not attend camps or regattas then the club will appoint a Travelling HSE Officer.
2. Conduct an Annual Review of the clubs safety and environment practices and emergency procedures.
3. Develop (and update) a Risk/Hazard Management and Emergency Plan for both on- and off-water.
4. Complete the RNZ Rowing Club Safety Responsibility Audit on an annual basis at the start of each season (RNZ Audit – 2016 form).
5. Conduct and document an HSE Induction with all members which covers the clubs local waterway rules, risks and hazards, emergency procedures and considers a person's swimming ability. The Club Safety Officer should be notified of anyone unable to swim adequately in order to mitigate this issue.
6. Ensure the following information is prominently displayed in the club building:
 - a) detailed address of the rowing club so that this can be given to emergency services
 - b) the contact details of the club's Safety Officer
 - c) plan of the local waterway showing the navigation rules and traffic plan for the area
 - d) a Risk Management Plan and list of Hazards for both on and off the water
7. Ensure that a First Aid kit is available on-shore which is kept complete and regularly checked, and identify and document all First Aiders with valid certificates within the club.
8. Ensure coaches and support vessel drivers complete the Coastguard 'Club Safety Boat Operator' course within their first season. Contact Coastguard Boating Education.



9. Ensure support vessel drivers are familiar with the CRC motor boat and boat trailer guidelines.
10. Ensure a boat maintenance log is kept for the support vessels showing that there has been repairs and regular maintenance of the boat and it's equipment and the date on which it was carried out.
11. Ensure that the rowing and training equipment of the club is in a good and safe order.
12. 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 Masters Office.
13. Ensure all rowers sign on and off the water
14. Ensure the club promotes good environmental practices and inducts members into their obligations to maintain the environment

Risk to the Club in the event of an accident or unsafe practice:

- Section 65 of the Maritime Transport Act applies to volunteers
- Section 65 states that prosecutions can apply even if no accident has occurred. There only has to be the potential and unsafe practices occurring.
- Fines for a serious breach can be \$100,000 for a club or \$10,000 for an individual.
- The potential of a prosecution is elevated with the involvement of children.
- The club will be looked to have been compliant before the volunteer is looked at.
- Volunteers have a Duty of Care
- Volunteers must take all practicable steps.
- Either Maritime NZ or the Police will take the prosecution.

Your best defense:

- Ensure you follow the club's safety management plan.
- Ensure you take all practicable steps when it comes to safety.
- Be proactive about safety.
- Keep records