



HEALTH, SAFETY AND ENVIRONMENT INDUCTION FOR NEW ROWERS

1. **Welcome and Surroundings** – Introduction to the club, who are the key people they will deal with, history of the club, tour of the boathouse/clubrooms - show the notice boards and important information to members, first aid kits, emergency exits etc
2. **Risks/Hazard List** – review the on-water and off-water risks/hazards and perhaps involve them and ask them to think about what some of the obvious ones are, Emphasise details about:
 - Your waterway – traffic plan (show them the local flow pattern map), stream/current/flow affects, other users and how you should interact, water conditions both usual and unusual, obstacles in the waterway, what conditions you do not go out in
 - Weather conditions – prevailing winds, cold water, what to do/where to go should conditions deteriorate, what to wear
 - Do a tour of the boathouse and ramps etc and discuss the indoor hazards (e.g. riggers sticking out, slippery floors etc)
3. **Emergency Plans** – for both on and off water. Discuss capsize risks (getting back in or can't get back in), collision procedures etc - do they know what they should do in these situations? Have a plan to practice capsizing. Point out where the Emergency Plans and Risk Management Plans are kept at the club.
4. **Personal Ability** – assess swimming ability, medical/health issues
5. **Understanding the Boat** – names of parts, how to take off and on the rack, how to carry it, and what it will be like out on water, importance of the bow ball, buoyancy compartments and heel ties (<5cm heel lift) – all should be checked every time.
6. **First Aiders** – provide list of known first aiders in the club
7. **On-water standards** – review the standards and discuss supported/unsupported rowing and use of floatation devices. Show them where to sign on and off water.
8. **Basic Manoeuvring** – review how to control boat when approaching the docking in good and poor weather or strong currents.
9. **Safety/Coach boats** – indicate that only qualified boat operators are allowed to drive the boats and all persons must wear PFDs.
10. **Environment** – keep the club clean. Do not throw any items overboard while rowing – bring everything back to shore to dispose of properly.
11. **Reporting** – all non-insignificant incidents must be reported to the President and/or Safety Officer