



# **SURFERS PARADISE OUTRIGGER CANOE CLUB INC**

## **RISK MANAGEMENT POLICY**

Current as at 24<sup>th</sup> June 2019

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## **INTRODUCTION**

Surfers Paradise Outrigger Canoe Club Inc. (SPOCC) is a non-profit organisation whose safety and operation is managed by club members. Surfers Paradise Outrigger Canoe Club Inc adheres to the 'Member Protection & Risk Management Policies' and 'Regatta and Training Rules' as supplied by the national governing body – Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of a Management Committee and members. The Management Committee members are as follows: President, Secretary, Treasurer, Registrar and a General Committee Member.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA and the zone. At the commencement of each Season, the Secretary issues AOCRA with a list of contact personnel for the Club. The list includes all committee members contact details and conducts activities as outlined in the Secretaries Handbook.

The Management Committee meets on a quarterly basis (and sometimes more frequently) to discuss current and new business, including new guidelines and directives as issued by AOCRA or the zone from time to time.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling related functions and fundraisers.

This risk assessment outlines the process required to ensure training sessions are conducted in a safe manner. The risk assessment process is every individual paddler's responsibility not just that of the coach/steerer. Every paddler is responsible for their safety at all times. To ensure that all paddlers are aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk assessment. (*Refer to Annexure – Paddler's Acknowledgement*).

## **ADMINISTRATION**

### **Club and AOCRA Membership**

Once a paddler has come and tried paddling six (6) times they must join as a member of the club and of AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the SPOCC Management Committee and are reviewed at the club AGM each year. AOCRA membership and insurance involves renewing or registering for membership at [www.aocra.com.au](http://www.aocra.com.au).

Club paper work completed includes the following:

- SPOCC Membership form – hard and soft copy available (*Refer to Annexure 3 – Club Membership Form*)
- Members must also register for AOCRA membership online at [www.aocra.com.au](http://www.aocra.com.au)
- Acknowledgement of risk assessment understanding (*Refer to Annexure 2 – Paddler's Acknowledgement*)
- Any other club specific requirements

It is the responsibility of members to pay their fees when due, this can be done online in two steps:

1. Log onto the AOCRA website and follow the links to pay AOCRA membership, this includes AOCRA paddler insurance
2. Transfer club fees into SOCC bank account.

Paddlers shall NOT paddle if AOCRA fees nor Club Fees have not been paid.

Insurance fees are governed by AOCRA and membership fees are governed by the SPOCC and are reviewed periodically.

If the paddler has a medical condition, then they must disclose this in their AOCRA application ([www.aocra.com.au](http://www.aocra.com.au)). A Medical Declaration form (available online at the time of application) must be completed by the paddler's doctor, and returned to the AOCRA registrar. The paddler's membership with AOCRA will not be complete until this Medical Declaration is received by the AOCRA registrar.

### **Visiting / New Paddlers**

- Visiting or new paddlers will be under direct supervision of the Coaching Committee.
- Visiting paddlers who are current AOCRA members will be allowed to paddle at the Coaching Committee's discretion.
- For non-AOCRA members, an indemnity and release form MUST be completed.
- A brief run down of the sport will be discussed prior to entering the water.
- New paddlers are entitled to 6 sessions only. After 6 sessions, the paddler MUST complete all club membership paperwork as listed above and pay AOCRA insurance money and Club membership fees.
- New paddlers are not permitted to paddle for any further sessions until completed paperwork and monies are received by club treasurer and registrar.

## ***REPORTING PROCEDURES***

### **AOCRA**

[www.aocra.com.au](http://www.aocra.com.au) is the website for AOCRA and all administrative documents, regatta schedules, sporting updates, latest news and regatta results are available on this site.

### **Incidents - Injuries and Equipment Damage**

- An online incident report ([www.aocra.com.au](http://www.aocra.com.au)) must be completed as per AOCRA requirements (Regatta and Training Rules). Members must log into the AOCRA website to be able to lodge an incident report. Incidents must be reported within seven (7) days of the event.
- A copy of the report is automatically sent to the AOCRA Safety Officer and the zone and club secretaries.
- An incident report MUST be completed to enable a paddler to make an insurance claim for medical or related expenses and for equipment damage claims.
- A SPOCC incident report form should also be completed as part of the clubs ongoing risk assessment process. (*Refer to Annexure 4 – Incident Report Form*).

## **Coaching**

- SPOCC has a Coaching Committee.
- All coaches MUST be registered club members.
- All junior coaches and volunteers must meet the requirements of AOCRA's Member Protection & Risk Management Policies – Part F Screening Working with Children
- Coaches must meet the requirements outlines in the AOCRA Member Protection & Risk Management Policies – Section 9 Coaching.
- Swim and tread water tests are logged by all coaches and records given to the club secretary.
- Canoe huli/flipping drills (with and without covers for OC6) are logged by all coaches and records given to the club secretary.

## ***GENERAL WATER SAFETY PREVENTATIVE MEASURES***

**Surfers Paradise Outrigger Canoe Club Inc is located next to the Southport Yacht Club, Main Beach.**

When paddling in the Broadwater and associated tributaries there are some unique risk management issues.

The primary risk is the potential for interactions between outrigger canoes and large marine vessels including coal tankers, tug boats, fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions including actions such as canoes giving way to larger craft and the use of lights during after hours paddling. The canoe launch point is upriver of most of the major marina/port traffic and is relatively protected. All paddlers must be aware of the other craft in the area and alert their steerer when required.

As a preventative measure and due to visibility issues at night, canoes are to train outside the main channel, only entering the channel briefly to cross from one section of the Broadwater to the other.

### **Swim Tests**

Swim tests must be conducted in accordance with the AOCRA Member Protection & Risk Management Policies – Section 10 Safety - Paddler Suitability (Swim, Tread and Huli).

All AOCRA members must undertake annual swim/tread water/canoe huli (flip) tests as detailed below and the club Secretary must maintain a register of results in the club coaching log. Refusal to undertake any test as directed by a Club Coach will be recorded as a "Failure".

In the event that an AOCRA member fails either the annual swim or tread water test, that member must wear an approved Personal Flotation Device (PFD – Type 1, 2 or 3) at all times, whilst training or competing in any form of outrigger canoe. Failure to comply will void the AOCRA member's personal insurance coverage and negate any claims arising from an incident related to the non-wearing of a PFD.

The policy is in place to ensure that paddlers are able to support themselves in the water, right and reboard a canoe in the event of a huli or other incident.

The minimum standard shall be as follows:

#### *Senior Paddlers*

- Swim 400m with no external aid
- Tread water for 5 minutes

#### *Junior Paddlers*

- Swim 150m with no external aid
- Tread water for 3 minutes

Note: Juniors competing in senior paddling events must complete the senior swim and tread water tests.

### **Huli / Flipping Drills**

Canoes do flip over both in races and training sessions. Every season, club members must undergo a “flipping drill” during a training session. The coach will explain the flipping drill prior to the canoe entering the water and then a practical “flip” is carried out. The drill participants and date are logged by the Coach.

The drill is conducted each season to ensure that each paddler understands their role in the case of a real “flip”. Never paddle in equipment that you are not prepared to lose should the canoe flip (ie. expensive sunglasses, car keys, etc).

To ensure the safety of all AOCRA members, the steerer/captains of each crew have the right to refuse entry to a canoe to person/s that they feel are unsuitable or incapable of safely completing the planned sessions.

Know your Role in the event of a Huli:

- **Seat 1** – You are in charge of gathering the paddles and personal gear that may be floating away.
- **Seat 2** – You climb over the canoe using the iakos (wooden bars that connect the ama to the canoe). Once out of the water and on top of the boat, turn and face the ama. Place one or two feet on the muku. Place your hands on the iako. If you cannot reach, grab the gunnel of the canoe. When everyone is ready, you will pull the boat towards you as the ama is being lifted, and flip the canoe back upright.
- **Seat 3** – You will swim to the ama. Once seats 2 & 5 are ready on the muku, you will push the ama up by doing a big scissors kick with your legs to help in getting it out of the water.
- **Seat 4** – Your job is the same as seat 3
- **Seat 5** – Your job is the same as seat 2
- **Seat 6** – You are the captain. You must check to make sure all paddlers are accounted for. You must assist in the execution of the huli recovery and be able to offer verbal or physical assistance.

## Entering and Bailing

- Everyone must enter the boat from the ama side. This is very important. If not done, you may cause the boat to flip back over.
- If you cannot pull yourself into the canoe, use the iako to help you get into position.
- Do not worry about getting back into the same seat. Only seat 6 has to end up back in the stern position.
- The smallest paddler enters the boat first and uses the large bailer and quickly starts emptying the boat.
- Seat 1 places paddles in the boat, (do not worry about correct paddle distribution)
- Seat 6 is the second to enter the boat and keep the boat pointed in the right direction.
- If there is a skirt, the boat will not be full of water and the paddlers can start entering the boat.
- If there is no skirt, the paddlers must make sure the boat is bailed enough before they enter. If the boat is too full of water, it may swamp if all paddlers were to enter. Watch the gunnels. Make sure that the boat is high enough out of the water.
- Do not bail from outside of the boat as this is energy consuming and may make it difficult to pull yourself into the boat.
- The remaining paddlers get in as quickly as possible.
- When bailing, rapidly throw the water over your shoulder. It is a fast swinging motion, do not place the bailer in the water, then pull it out, and then empty it over the side. Rapidly scoop and throw.

During cold weather, enter the boat as soon as it is safe to do so. Get out of the water. Help any paddler that is having a hard time getting in the boat.

Once the canoe has been flipped over, the strongest 2 paddlers will enter the canoe and start bailing the water out. All other paddlers are to be hanging onto the canoe to keep safe. Seat 1 can add all the paddles and equipment back into the boat. Do not try to bail from outside the boat. Bailing is most efficient done in a seated position with a swinging action. Scoop and throw. It is best to bail as fast as you can, so that when the boat is half empty of water, everyone can jump in and paddle to safer water conditions if needed.

## Sun Protection

AOCRA has a Sun Smart Policy within the Member Protection & Risk Management Policies – Section 13. Paddling involves long periods of time exposed to the elements and appropriate sun protection should be used including hats, sunscreen, long sleeved sun shirts and sunglasses. A long sleeved rash shirt can be worn (when racing) underneath the club uniform, which is a racerback singlet.

## Hydration

Another part of being in the sun for long periods is the risk of dehydration from over exposure. Suitable water bottles should be taken and used during long paddles. For new paddlers, frequent stops should be built into the training session by the Coach.

Alternatively, during a paddle, paddlers are encouraged to “call themselves out” when necessary to have a quick drink and then “call themselves back in” to let the other members of the crew know so that two are not “out” at the same time.

## **Strong Wind Warning**

AOCRA has a strict policy on the use of canoes during strong and gale force wind warnings. Under no circumstances are canoes to be put in to the water during a gale force warning.

Paddling in the Broadwater is permitted in a strong wind warning at the Coaches discretion, however SPOCC recommends all crews confine training activities to the canals when winds are over 25 knots. If any member of the team feels they are at risk, the whole team is to return to shore.

It is the responsibility of every member who attends training to check the latest boating weather forecast, but as a minimum, at least one member who is at the training session, must have checked this forecast. The training session must not proceed until this minimum requirement has been satisfied.

Armed with the forecast, the coaches or steerer(s) shall plan or modify the extent and/or direction of the training session after considering:

- the tide
- the current and forecast direction and strength of the wind
- the impact on visibility of heavy rain or fog; and
- the possibility of any thunderstorm likely to produce lightning or other severe weather condition.

On the water training shall be cancelled if the canoes would be directly subjected to:

- the impacts of winds over 23 knots within open waters; or
- the possible impact from lightning strikes.

## **SAFETY**

SPOCC require all canoes carry the following safety equipment during each training session.

### **OC6 Safety**

- Type 1, 2 or 3 PFD's (Personal Flotation Devices) **MUST** be carried on board each canoe - one for each paddler – every time the canoe is put on the water.
- Bailers (minimum of 2 per canoe)
- Mobile Phone (in a waterproof case)
- Tow Rope (if heading outside the broadwater)
- Lights – At all times that a canoe is on the water after sunset, before sunrise or other times when sunlight is insufficient to illuminate a canoe, the canoe must be fitted with operational lights in accordance with the requirements set by maritime safety authorities.
- For sessions that start or finish in hours of darkness, sessions are carried out in areas out of major boat traffic.
- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the Coaches.
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- The steerer of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerers' directions.



- There are no more than 6 paddlers in each canoe for any session.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.
- An attendance register and/or sign out / sign in sheet is held in the club trailer for training sessions (*Refer to Annexure 1 – Sign In and Out Sheets - Option 1 and Option 2*).
- The Coach must check the weather forecast before every paddling session and record details in the Attendance register.

### **OC1/2 & V1 Safety**

- A Type 1, 2 or 3 PFD (Personal Flotation Device) MUST be carried on board each canoe - one for each paddler – every time the canoe is put on the water.
- Bailer must be carried on board, if the canoe has no foot pump.
- A Leg rope is a mandatory safety feature and must be attached to OC1/OC2 and V1 canoes. It is recommended that paddlers use them to ensure their own personal safety especially when offshore and/or in conditions where the paddler/s may become separated from their canoe.
- If training at or near dark, paddlers must wear a light attached to their person or canoe – e.g. head light
- All sessions must be logged with an on shore person and include an expected return time.
- No club canoes will be used for individual sessions. They are restricted to club training sessions and only in the presence of a Coach.
- OC1/2 and V1 paddlers are strongly encouraged to carry a mobile phone in a waterproof case.

## **ACCIDENT PROCEDURES**

All paddlers should be made aware of preventative measures and how to deal with a situation on the water.

Measures may include:

- Use of PFD's
- Bailing techniques
- Understanding the ocean/waterways
- How to rig a canoe
- How to huli and recover a canoe
- How to exit and reboard a canoe
- Managing a canoe in the surf
- Attaching storm covers
- Use of a tow rope

All incidents (injury & equipment damage) will be reported immediately to the Club Secretary or a member of the Management Committee. No one else is suitable and one of these people MUST be contacted immediately.

All incidents must be logged into the AOCRA online system within seven (7) days of the incident.

## CONCLUSION

SPOCC complies with all AOCRA policies, rules, regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training.

**If a member decides to train or paddle outside club trainings, they do so at their own risk and responsibility.**

All members are required to acknowledge acceptance of this Risk Management Policy and attachments by signing the accompanying "Paddler's Acknowledgement" and returning it to the Club Secretary.

## Annexure 1

### Sign in and Out Sheets (Option 1):

<b>OC6 Checklist</b> Spare paddle Bailers fitted Bungs in place Rigging checked Safety Pack PFDs for each paddler (6) Lights (if necessary) Tow rope (if necessary) Spray covers (if necessary) Signed onto the water New paddlers briefed	<b>OC1/2 checklist</b> Leg rope on canoe Canoe checked PFD / Life jacket on canoe Safety Pack Lights (if necessary) Signed onto the water Advised on land person of course to be taken and expected return time
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DATE	SESSION	TIME IN	SIGN IN	TIME OUT	SIGN OUT
TODAYS DATE	OC6, OC1 or OC2	Time leaving for paddle	Signature of steerer	Time back to beach	Signature of steerer

**Sign in and Out Sheets (Option 2):****Date****Time****Canoe**Oc1 ☐OC2 ☐OC6 ☐**Paddlers Present**

1

1

1

2

2

2

3

3

3

4

4

4

5

5

5

6

6

6

**Safety Equipment**Life Jacket ☐Life Jackets ☐Life Jackets ☐**& Check**Leg Rope ☐Leg Rope ☐Bailers ☐Rigging OK ☐**Weather**Fine ☐Overcast ☐Raining ☐**Tide**Incoming ☐Outgoing ☐**Wind**0-15knots ☐15-25knots ☐>25knots ☐**Paddle PLAN**

Departure Time

ETA Back

**Course****Session Plan****NOTES****Incidents**

/

**Injuries**

## Annexure 2

### ***Paddler's Acknowledgement***

As a member of Surfers Paradise Outrigger Canoe Club, I have been made aware of the Risk Assessment document for the Club.

I have read the document.

I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.

<b>Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Signature</b>	
<b>Date</b>	

## Annexure 3

### Club Membership Form



Club:	Surfers Paradise Outrigger Canoe Club	Club Address:	PO Box 207, CHEVRON ISLAND QLD 4217
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#### NEW MEMBER - CLUB PADDLER REGISTRATION

New Member Information					
Name:				ADCRA No:	
Address:					
Suburb:		Post Code:		State:	
Email:					
Mobile:		Home Phone:		Work Phone:	
DOB:		Gender:			
Other Information					
Next of Kin:			Relationship:		
Address:			Telephone:		
Are you a competent swimmer?		< Select Yes/No	Note: To meet ADCRA safety requirements, each Club is required to ensure member swimming competency through certificate or testing		
Do you suffer any Medical Conditions?		< Select Yes/No			
If yes, please discuss with club registrar / coaching committee and please list medical conditions and all pre-existing conditions and injuries: (such as asthma, heart condition, blood pressure, diabetes, etc)					
Condition:	Treatment:	Year:			
Do you have a current QLD boat licence?		< Select Yes/No			
Do you have a current First Aid certificate?		< Select Yes/No			
Do you agree for your details to be used for publication?		< Select Yes/No			
Are you transferring from another ADCRA Club?		< Select Yes/No			
If Yes*, from which club?		* Please complete your club transfer online at <a href="http://www.adcra.com.au">www.adcra.com.au</a>			
Are you a Level 1 Specific Outrigging Coach?		< Select Yes/No	Certificate No:	Add email to Club email list	< Select Yes/No
Copy of Certificate attached		< Select Yes/No		Add to private Club facebook group	< Select Yes/No
Approval Signatures					
<p><b>PLEASE READ BEFORE SIGNING:</b></p> <p>In signing below, I hereby acknowledge that I have read and consent to being bound by the ADCRA Indemnity Agreement and abide by the Rules, Directions and Constitution of ADCRA and SPOCC Inc and to accept the terms, exclusions, conditions and limitations of ADCRA's Injury and Legal Liability Insurance Contract. I agree that all fees are non-refundable. I will agree that I will assist with the running of the club by volunteering at SPOCC-run events and assisting with loading, unloading of canoes, canoe rigging and de-rigging and general assistance as required. I accept the club's risk management policy and code of conduct (including all attachments) and agree to abide by its policies. If I fail to abide by the policies therein, I indemnify Surfers Paradise Outrigger Canoe Club Inc and hold it harmless against any liability, damage, cost or expense arising out of or in connection with any failure on my part to adhere to the risk management policy, code of conduct and its attachments. Copies can be obtained from the Secretary as required. I agree that any comments I make on the club's social media channels will be honest, in good taste and respectful. Failure to comply with this clause may result in my club membership being revoked.</p> <p>My signature below acknowledges that I AGREE UNCONDITIONALLY TO ACCEPT THE AFOREMENTIONED TERMS.</p>					
Paddler Signature:		Date:		Parent / Guardian Signature: (if paddler is or Under 18)	Date:
Club Registrar Signature:		Date:			
Membership Fees					
New Member Year	Are you a Social Paddler?		< Select Yes/No		
2017-2018	Date of Payment:		Amount Paid:		
Payment Methods					
Cheque Payable to:	Surfers Paradise Outrigger Canoe Club Inc				
Internet Pay Anyone Transfer To:	Account Name	BSB No.	Account No.		
	Surfers Paradise Outrigger Canoe Club Inc	084 216	81-283-4748		
Please provide a copy of your Internet Payment Receipt with this Membership Form or email <a href="mailto:treasurer@surfersparadisetrigger.com.au">treasurer@surfersparadisetrigger.com.au</a>					

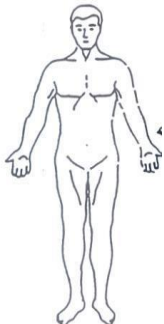
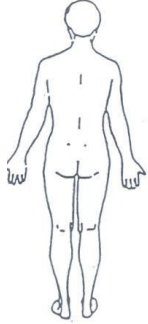
## Annexure 4

### *Incident Report Form*

PADDLER DETAILS:			
Name:		Date of Birth:	
Address:			
Home Phone:		Mobile:	
Length of time paddling:		Sex:	<input type="checkbox"/> Female <input type="checkbox"/> Male

☐ First Aid Injury  
 ☐ Medical Treatment Injury  
 ☐ Property Damage  
 ☐ Notification Only

INCIDENT DETAILS:			
Date of Incident:		Time of Incident:	
Date reported:		Who was it first reported to:	
Location:		Activity:	
Weather conditions: Wind direction, swell, tide			
Were you?	<input type="checkbox"/> Training <input type="checkbox"/> Flat water racing <input type="checkbox"/> Ocean racing <input type="checkbox"/> Other (Please specify):		
Training received:	<input type="checkbox"/> Huli/capsize <input type="checkbox"/> Swamp <input type="checkbox"/> Canoe Entry		
What was the activity being performed when the incident occurred?			
What actually happened?			
Was this activity part of your normal routine? If not, please explain circumstances which required this activity to be undertaken.			
Name of other paddlers in Outrigger Canoe	Seat 1: _____ Seat 2: _____ Seat 3: _____ Seat 4: _____ Seat 5: _____ Steerer: _____	Steerer's Name: _____ Address: _____ _____ Telephone Number: _____	

INJURY OUTCOME:			
Injury/Illness Description:		<b>FRONT</b> Right      Left 	<b>BACK</b> Left      Right 
Did you require any medical attention for your injury?	<input type="checkbox"/> Nil <input type="checkbox"/> First aid only <input type="checkbox"/> Doctor consulted <input type="checkbox"/> Hospital <input type="checkbox"/> Name:		
Did you continue to Paddle after the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

EQUIPMENT BEING USED (if involved in incident):	
Outrigger Canoe Type: (Model/Make)	

SAFETY EQUIPMENT ON BOARD:	
Life jackets or PFD's	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bailers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (name):	

PADDLERS DECLARATION – I declare the above information is correct and not misleading		
Paddlers Name	Signature	Date

INCIDENT INVESTIGATION (to be completed by the Investigator)	
What were the main contributing factors?	
Type of Incident <input type="checkbox"/> Huli / capsize <input type="checkbox"/> Abrasion / Bruise <input type="checkbox"/> Swamping <input type="checkbox"/> Cuts <input type="checkbox"/> Hitting an object <input type="checkbox"/> Extreme temperature <input type="checkbox"/> Physical (Body Stressing) <input type="checkbox"/> Mental stress <input type="checkbox"/> Other: _____	Agency of Injury <input type="checkbox"/> Equipment <input type="checkbox"/> Environment <input type="checkbox"/> Outrigger canoe hull <input type="checkbox"/> Animals <input type="checkbox"/> Static equipment - (rigging, iako, ama) <input type="checkbox"/> Paddles <input type="checkbox"/> Other: _____



<b>CORRECTIVE / PREVENTATIVE ACTIONS:</b>			
<b>Proposed</b>	<b>Responsibility</b>	<b>Proposed Date</b>	<b>Actual Date</b>

<b>COMMENTS</b> on implementing the correct/preventative actions recommended above:

<b>VALIDATION</b> The undersigned has investigated this incident and does state this information is the best available information according to known facts.		
<b>Investigator (Club President)</b>	<b>Signature</b>	<b>Date</b>
<b>Club Captain</b>	<b>Signature</b>	<b>Date</b>

## Annexure 5

### RISK MANAGEMENT STRATEGIES

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control Measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach  Lifting, launching and loading at events	Sprains, strains, back/neck/shoulder injuries from lifting canoe  Damage to canoes	Moderate	Likely	High	Ensure correct lifting technique is used. Only lift with 5 people or more present  Always use trolleys to manoeuvre (if and where available)  At events, all paddlers to assist to load/unload race canoes onto trailer	Low
2	Junior Safety	Adult coaches & volunteers	Inappropriate interactions	Major	Rare	Low	All adults must have blue card when working with juniors	Low
3	Coaches	Training qualifications	Not trained, liable for damage, may damage paddlers	Minor	Possible	Medium	All coaches must be accredited or work under an accredited coach	Low
4	Hot Weather	High UV levels, temps & humidity	Possibility of sunburn, dehydration, heat stroke	High	Likely	Medium	Slip, Slop, Slap and Hydrate	Low
5	Beach Launch	Launching and returning to shore	Shallow water capsize	Moderate	Unlikely	Medium	Awareness of surroundings and conditions. Follow steerer's instructions	Low
6	Boating Traffic	Fishing, personal, pleasure craft	Damage to canoes and injury to paddlers	Critical	Possible	High	Awareness of surroundings, give way to power craft	Medium
7	Flipping	Outrigger Capsize	Canoe full of water, injury to paddler	Major	Possible	High	Dry beach drills, listen to steerer's instructions and follow procedures	Medium

8	Extreme Weather Conditions	Strong Wind Warning, Lightning & Storms/Hail	Possibility of huli and not being able to right canoe, canoe damage, struck by lightning or hail	Major	Possible	Low	Paddle in the canals only and ensure canoes are removed or not taken on the water when lightning is evident	Low
9	Lack of Light	Reduced visibility	Collision, loss of direction	Major	Possible	High	If likely to be out after dark, carry lights and stay close to shore	Low
10	Public Swimmers, beach goers, fishermen, other craft	People/craft on beach or in water	Collision with swimmers, beach goers, fishermen's lines & other craft	Moderate	Possible	High	Controlled movement when moving canoe. Awareness of surroundings. Keep distance from public users	Low
11	Transport of Canoes	Trailer Loading	Sprains, strains, back/neck/shoulder injuries from lifting canoe  Damage to canoes	Minor	Likely	Medium	Lift with at least 6 people. Use trolley when possible. Slow controlled movements	Low
12	Cross Training	Away from outrigger paddling	Running – Sprains, strains, traffic Swimming – drowning Cycling - traffic	Major	Possible	High	Be aware of conditions, report any injuries to Coaching Committee	Medium
13	Paddling Direction	Seaway at The Spit	Fishing boats, recreational craft, weather conditions, tides, currents, collision, capsize	Major	Possible	High	Night paddling requires lights, crew to alert steerer to any craft on water, give way to power craft, weather at discretion of coach /steerer	Low
14	Paddling Direction	The Broadwater / Canals	Fishing boats, recreational craft, weather conditions, tides, currents, collision, capsize	Major	Possible	High	Night paddling requires lights, crew to alert steerer to any craft on water, give way to power craft, awareness of water conditions	Low
15	Medical Emergency	Medical incident in canoe while on water	Varying from sprain to death  Distance from communication devices	Major	Possible	High	Steerers/Coaches to have current first aid qualification. First Aid Kit in trailer. Next of kin contact numbers held in Club Trailer. Carry a mobile phone in a waterproof case at all training sessions	Low

16	Medical Conditions	Various Conditions ie. Asthma, Epilepsy & Diabetes	Death	Critical	Possible	High	Paddlers to make any pre-existing conditions know to coaches and treatment in case of episode	Medium
17	Noise Nuisance	Loud calling in canal areas	Noise complaints to club and GCCC - Possibility of not being allowed to paddle near residential areas	Major	Possible	Low	Relay calls from steerers. Keep calls to a minimum. Call quiet huts	Low
18	Towing Trailer	<p>Traffic incident while towing trailer</p> <p>Over loading of trailer – too many canoes and gear on trailer</p> <p>Loose equipment on trailer</p> <p>Travelling over speed limit</p> <p>Lack of lights &amp; wide load signage</p> <p>Insufficient braking capacity for load</p>	<p>Death/injury to any parties involved in incidents - both club members, supporters or other road users</p> <p>Trailer unsafe to tow – weaving and hard to manoeuvre</p> <p>Equipment falls off trailer and causes accidents for other motorists</p> <p>Increased chance of accident and traffic offence</p> <p>Increased chance of accident and traffic offence</p> <p>Increased chance of accident and traffic offence</p>	High	Possible	Major	<p>ONLY Licensed competent drivers with sufficient capacity vehicles to tow trailer. Trailer and vehicle to be road worthy</p> <p>Annual service of trailer</p> <p>Trailer to carry a maximum of 6 canoes &amp; gear. Kamanu Canoe to be placed in cradles provided. Driver to set placement of all canoes</p> <p>All canoes to be tied on front and back with ratchet tie downs &amp; boxes secured</p> <p>Follow speed limits and road rules. Drivers to accept any speed violations received from traffic department</p> <p>Ensure light check before leaving parking area</p> <p>Braking mechanism to meet requirements of all drivers and vehicles towing trailer</p>	Low