

Safety Assessment Checklist

The intent of this Safety Assessment Checklist, is to support and encourage clubs and schools to be proactive in regards to their safety practices.

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action & Comments	By When & By Whom
Local Safety Code Does the club:	Have a designated notice board listing the responsibilities of rowers/coaches and the rules of the local waterway?			
	Prominently display procedures in the event of a capsize?			
	Prominently display weather rules and weather conditions under which rowers and coaches are not to venture on the water?			
	Prominently display guidelines relating to rowing before sunrise and prior to sunset?			
	Have a copy of the boatshed rules posted in the shed?			
Risk Management & Insurance Does the club:	Have appropriate risk assessments and insurances to cover competitions and training camps if it organises these activities?			
	Review its risk assessments and insurance policies regularly?			
Emergency Communication Does the club:	Have a designated Safety notice Board in prominent position?			
	Ensure that new rowers are shown the Safety Notice Board and information explained to them?			

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Emergency Communication Continued Does the club:	Have a list of vital telephone numbers listed on the Safety Notice Board and in every coach/safety boat?			
	Ensure that coaches carry mobile phones when out on the water and all emergency numbers are stored in the phones memory?			
Swimming & Capsize Does the club:	Ensure that all participants are instructed in the actions to be taken in the event of a capsize (for all boat types)?			
	Ensure that ALL participants in rowing must be able to demonstrate they are both competent and confident in and under water by: <ul style="list-style-type: none"> • Swimming at least 100 metres in light clothing (rowing kit) • Treading water for at least two minutes • Swimming under water for at least 5 metres 			
	Ensure swimming ability and capsize training is recorded for each student?			
Activity in Hot Conditions Does the club:	Comply with hot weather/environment guidelines?			
	Ensure that drinking water and sunscreen are always made available during training and competition?			
Boat Shed Does the club:	Ensure all slippery surfaces are coated with non-slip surface?			
	Ensure the pontoon walkway and boating area are maintained to a safe standard?			
	Ensure pontoons are locked when unsupervised? If unable to be locked up sufficient signage is in place warning of risks?			
	Ensure that only a appropriate adult carries out refuelling of petrol tanks?			

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Boat Shed Continued Does the club:	Ensure that smoking is not allowed in coaching boats or around the boatshed?			
	Ensure that areas that the public regularly access are kept clear of all boats, trailers and other equipment?			
	Ensure that all spills are attended to as soon as they occur?			
Equipment Does the club:	Ensure that equipment is stored safely and the shed is completely secured when unattended?			
	Ensure that all bays/racks are clearly marked with what is to be stored there?			
	Ensure that coaching boats are regularly serviced and maintenance records are kept to show evidence of services?			
	Ensure that a policy is in place for boat maintenance, right from reporting all the way through to the boatman's repairs and sign off?			
	Ensure all boats (both tinnies and rowing shells) are fitted with appropriate lighting when in operation before sunrise and after sunset and in other times of low light conditions?			

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Transport & Trailer Does the club:	Have a copy of the Guidelines for special use trailers carrying dragon boats, gliders, Rowing Sculls and Yachts (QLD Transport) and that all tow vehicles and trailers meet regulations?			
	Ensure that the driver of each towing vehicle carries the guidelines in the vehicle as per regulations?			
	Regularly schedule servicing of the clubs trailers and towing vehicles?			
	Provide overhang markers/flags and lights?			
	Ensure that adequate ties, (in good condition), are available?			
	Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip?			
	Ensure that the trailer is stored and secured (brake locked on) on public roads for a minimum amount of time?			
Incident Reporting Does the club:	Ensure all members are aware of what constitutes an incident and 'near incident' that needs reporting and are aware of how to report them?			
	Understand that a Marine Incident Form is to be filled out and handed in to a shipping inspectors station within 48 hours of an incident occurring?			
	Have a reporting system ensuring that all incidents are reported to the Club President and forwarded to Rowing QLD's Education and Safety Officer?			
	Keep the rowers informed of incidents and 'near incidents' at the club and ways in which action must be taken to avoid repetition?			

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Auditing Does the club:	Conduct an annual OH & S audit is conducted to ensure compliance with OH & S standards?			
	Conduct an annual fire safety audit and testing of fire extinguishers?			

To be filled out, signed and dated by the clubs safety officer

Name

Club

Signature

Date