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## **SAFETY MANAGEMENT SYSTEM**

### **INTRODUCTION**

The Altona Yacht Club Training Centre will strive to create a no blame culture and do everything reasonably practicable to ensure the safety of all persons.

### **Duty of Care**

Club and race officials will owe a duty of care to participants in sailing races and activities where there is a reasonably foreseeable risk of harm or injury to participants as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants as a result of those risks which are foreseeable.

### **CONSULTATION**

The Altona Yacht Club Training Centre will consult with all interested parties in the interests of safety and the well being of all students and Instructors.

### **SAFETY CHECKS**

Safety checks are to be undertaken on the following equipment:

Rescue craft: Weekly

Training craft: At the beginning of each training course.

### **SUPERVISION OF ACTIVITIES**

The training centre principal is ultimately responsible for ensuring the adequate supervision of all training activities both on and off the water.

## HEALTH AND SAFETY RULES

- **Housekeeping**  
The areas where training is conducted must be kept tidy and free from any obstacles that may cause harm to the students and Instructors.
- **PPE use**  
PFD1 Life Jackets must be worn at all times during all water activity training.  
Protective foot ware must be worn (no bare feet) at all times during the training session including on and off the water training.  
It is strongly recommended that Sunscreen be used especially when on the water.
- **Accident reporting**  
All accidents, Incidents and near misses are to be reported to the training principle at the earliest possible time, an Incident Notification form is to be completed. This form will assist in the investigation and resolution of the Incident.
- **First Aid attention**  
First Aid equipment is located in the wet area out side the canteen. All First Aid treatment is to be conducted by a current qualified first aid person and all treatment is to be recorded on the "Record of Treatment" Form.  
All Altona Yacht Club Instructors are qualified 1<sup>st</sup> Aid Personnel
- **Smoking, Alcohol, Drugs**  
There is no smoking permitted inside the club rooms and the boat shed.  
The Altona Yacht Club promotes responsible service of alcohol.  
Strictly no drugs are aloud in or near the Altona Yacht Club.
- **Operating power driven vessels**  
Only licensed personnel are aloud to operate powered driven vessels.