

# Schick Civil Waikato Rowing Club

## Health and Safety Book

### 2022

**SCHICK**



## **Schick Civil Waikato Rowing Club Safety Rules of Operation**

The Waikato Rowing Club is committed to ensuring that all members, supporters and people we come into contact with by participating in the sport of rowing are safe and can enjoy their sport in a safe environment. As such the Club has developed these safety rules which must be read in conjunction with the safety rules document as published by the Harbour Master.

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## 1.0 Safety officer

- The club committee has an appointed Safety Officer to represent them in all safety matters. The Safety Officer (Head Coach & Club Captain) have authority to make any decision relating to rowing and training safety and have the right to stop crews going on the water or using club equipment if they are likely to put themselves or others in danger.
- Failure to abide by the direction of the Safety Officer no matter whether you are a coach or a rower is a serious offence and will be taken very seriously by the Club Committee.

Mackenzie Macky

[secretary@waikatorowingclub.kiwi](mailto:secretary@waikatorowingclub.kiwi)

### 1.1 Safety Officer Reporting

- The Safety Officer is to provide regular reports to both the WRC Committee with details of any Health and Safety issues identified as well as providing a list of reported and unreported incidents

## 2.0 Penalties

- Failure to abide by these rules may result in penalties.
- Penalties will be at the discretion of the Club Captain and the Safety Officer or if deemed serious enough may be taken to the Club Committee. Any appeals must be taken to the Committee
- If a particular crew or rower is a repeat offender this could mean that use of the Club equipment may be suspended indefinitely.
- Any penalty imposed by the Harbour Master is the sole responsibility of the person being issued with the penalty notice.
  - Harbour Masters: They control all waterways and in the event of an accident it is considered the stroke of a crew is skipper of the boat and is responsible for the boat and rowers in it. Strokes keep this in mind.

## 3.0 Water Training and Activity

### 3.1 Rowing Skiffs

- Learn as much as you can about the boats and their different parts and terminology, E.g gates, slides, pitch, spread, catch, heel ties, crabs and more. This helps when needing to follow instructions from coxswains and coaches
- Checks before you head out:
  - a. Be wearing appropriate clothing.
  - b. Know the waterway rules and hazards.
  - c. Lodge intentions at the club.
  - d. Check the weather forecast.
  - e. Boat is safe for use (bow bell, bungs, heeld ties and shoe quick release).

f. Avoid rowing in the dark unless absolutely necessary, if possible carry a torch on board but there must be a solid white light on the bow.

### 3.2 Right of Way

- All boats training on Lake Karapiro must circulate in an anti-clockwise direction.
- Coaches and coxswains are to pay particular attention when there are multiple boats on both the lake and the river and guide the rowers safely.
- All boats training on the Waikato River (town shed) must adhere to the following river rules for all vessels as per the Waikato Regional Council: All vessels shall circulate in an anti-clockwise direction (i.e., The closest lakeside bank always on the rowers left side with the imaginary white line down the middle)
- It is to be noted that during regattas at Lake Karapiro that the circulation is the reverse.
- Notwithstanding this general rule,
  - Collisions MUST be avoided
  - Be prepared to stop your boats or take evasive action to avoid incidents.
  - Hazards will be power pylons, rocks on bends when the water is low, rough water when windy and other lake users

### 3.3 Weather conditions

- Training should only take place when the weather conditions are suitable. Coaches and crews should be sure to check the weather forecast before going on the water.
- No training in poor visibility, e.g. With Fog you must be able to see the far bank of the river or the lake, before venturing out. Coaches and rowers should familiarise themselves with the weather and conditions that you could encounter on both Lake Karapiro and the Waikato River.
- It is the coach's responsibility to ensure that the weather is suitable for rowing

### 3.4 Supervision

- Coaches must register as a member of Waikato Rowing Club
- On the river each safety boat can supervise a maximum of three crews. At Lake, each safety boat can supervise a maximum of 6 small boats (singles and/or doubles/pairs) or 3 boats (Fours/Quads & Eights).
- Rowing Boats must stay within 500m of the supervising Safety boat.
- Rowers and coaches should be able to hear each other if one party was to call out.

### 3.5 Unsupervised training on water

- Crews must carry enough flotation devices (pfd's) for everyone in the boat

- At least one rower in an unsupervised boat must be in charge and be responsible for making decisions such as the time to return to the club. This person would in normal circumstances be the “stroke” unless all other crew members agree to another rower performing this task before leaving the club.

### 3.6 Boat Logs -

- The Club maintains a boat log which every rower must be familiar with. For rowing on the Waikato River this log is located in the corner nearest the road, next to the roller door. For Lake Karapiro the logbook is located corner nearest the road, next to the roller door. It is a condition of on-water training that for each boat on the water there will be an entry in this log.
- The log entry must contain the following information:
  - Date
  - Crew name e.g. Club Women
  - Name of supervising coach/or stroke (person in charge for unsupervised training)
  - Time training started (i.e., boat departure time)
  - Expected return time
  - Record any accidents, damage, etc. in the boat log as well as notify the Head Coach & Safety Officer

### 3.7 Safety/Coach Boats

- Safety/Coach boats serve 2 purposes, the first of which is as a safety mechanism to make sure that rowers are able to be helped should they encounter any troubles on the water and secondly to enable coaches to coach on the water. For these purposes they must be treated appropriately.
- They are not pleasure craft and can only be used for the purpose they have been purchased for.
- The following rules apply to their use:
  - No rower under 18 or school rower is allowed to drive a coach boat unless they are a designated coach as approved by the Head Coach or an approved coach is in the coaching boat with the driver.
  - Safety/Coach boat drivers must be approved by the Head Coach/Safety Officer if they are not the regular coach of that crew.
  - Safety/Coach boat drivers have to have completed the WRA/Coastguard Rowing Safety Boat course.
  - Before a coach or designated driver can use any particular coach boat, they must be familiar with the controls of that particular boat.
  - Fuel tanks must be checked to ensure there is sufficient fuel before a coaching session. If the tank is less than half full you should fill it up. If there is insufficient fuel at the club then you either buy some (you can make a claim to the treasurer for reimbursement) or you do not go on the water. There is no excuse for running out of fuel while on the water
  - Fuel tanks must be refilled outside on concrete and must be removed from the boat when filling.
  - Before using any coach boat the driver must check and be satisfied that it is in a seaworthy condition

- No Safety/coach boat is to be used unless all occupants are wearing the appropriate and approved life jackets.
- Coach boats, in a non-emergency situation, can have a maximum of 3 people on board.
- No coach boat is to be used unless it has on board enough buoyancy aids for each person in the largest boat being supervised, along with Bailer and first aid kit
- There should always be a working cell phone available in the coach boat
- Any damage to or malfunction of a coach boat must be reported to the Head Coach and notified on the [headcoach@waikatorowingclub.co.nz](mailto:headcoach@waikatorowingclub.co.nz) email address. This includes damage to propellers.

### 3.8 Pre-Launching Checklist for Coach/Safety Boats

- Check state of ramp prior to launching
- Check bungs in, check fuel, open air vent, check the following items are on board:
- Lifejacket for each person
- Paddles
- First aid kit (yellow with red cap)
- Cell phone
- Kill cord attached to kill switch
- 8 PFD's
- Fuel Tank is at least 50% full
- Wear life jacket and appropriate clothing at all times
- Always attach kill switch to Coach while on the water.
- Navigate at a speed that does not cause a wake to be a hazard to other vessels
- Safety of rowers is paramount: attend to rowers in distress before all other duties
- Take extra care when putting boat away if ramp is slippery
- Remove bungs after use and hang up life jackets.

### 3.9 Coxswains

- All coxswains must wear an approved life jacket that is of a correct fit.
- When in Bow coxed boats all coxswains must be able to push off the bulkhead to exit the boat in the event of a capsize. If they are unable to reach the bulkhead – there is no going on the water.
- Any new Coxswain must have at least one month's experience before entering any race situation

### 3.10 Capsizes

- In the unlikely event that a boat capsizes then ALL crew members are to stay with the boat – the boat will stay afloat so the crew should hold onto the boat for flotation support. The supervising coach will coordinate the rescue. The wellbeing of the crew is most important – if necessary, coaches are to rescue the crew and return them to shore before recovering the boat.

- Check all rowers' surfaces. Number off crew/cox.
- Approach boat from downwind.
- Keep prop away from athletes
- Remain calm
- Ascertain if there are any injuries, remove these rowers from the water into coach boat.
- Assist rowers to right the boat (without putting yourself at risk of capsize)
- If possible re-seat crew and return to sheds as soon as possible.
- If absolutely necessary abandon the rower's boat and get them to shore.
- Don't overload coach boat – any remaining rowers in water must be wearing a PFD

#### 4.0 Truck and Trailer

- Boat loading has very specific and separate instructions however at a minimum must be supervised by a person that has been approved by the Head Coach. That supervisor will have full responsibility for the load. They must check that all boats and their riggers and seats are loaded along with the necessary number of oars, sculls, dumps, life jackets etc.
- The load must also have safety ropes or steel sides put on and flags attached on the boats at the rear of the trailer. At the completion of boat loading another person (usually the Head Coach but preferably someone not involved in loading) must be asked to check off the trailer. The Head Coach and the supervisor will agree on the procedure for checking at the remote location before returning.
- Truck and trailer rules apply to vehicles and drivers towing trailers with any WRC Club owned equipment. This applies to truck and trailer/boat movements for any purpose .e.g. Regattas, Club and School Camps. These rules apply to hired equipment also. If a school is towing their own trailer with their own vehicle, with only the schools owned boats, then it is up to the school to determine their own policies and procedures.

#### 5.0 Regattas

- The following points need to be followed:
  - The rules and conditions of Racing for the Body running the regatta must be followed.
  - The Head Coach/Safety Officer or their delegate must attend the safety briefing before the regatta and then that person is responsible for sharing all relevant information with the club members racing.
  - The Head Coach or his/her designate is in charge of all Club activities at the regatta. That includes boat allocation and safety if the Safety Officer is not in attendance
  - Unless the Head Coach agrees otherwise the boat allocated to a crew for the race entry is to be used along with the allocated oars and safety equipment, such as life jackets and coxswains' devices.

- Coaches should review the entries they have made based on conditions at the time of the race and if need be advise the Head Coach of any requested changes based on those conditions. You should not race if you think the conditions on the day are unsuitable for the experience of your crew

## 6.0 Camps

- All club rules governing on water training apply when training outside of our Town or Lake sheds especially the completion of a boat log. In addition, for training camps, the following rules must be followed:
  - Each training camp using Club equipment must have one person appointed as the camp organiser/manager and a Safety Officer. This person/s must first be approved by the Head Coach.
  - All camps must be notified in the squad's annual plan and passed on to the Club Committee
  - All training locations must be approved and deemed suitable and safe by the Head Coach.
  - It is the camp organiser's responsibility to ensure everyone on the camp is aware of and complies with the rules of the waterway where the camp is being held (e.g. currents and tides, right of way, speeds, training areas, position on river and training times)
  - A briefing for all those involved should be held at the beginning of the camp outlining safety issues and the rules and hazards of the waterway being used.
  - In addition to the boat log the organiser must take proper care to ensure that he/she has knowledge of all boats going on the water, where they are going and their expected return time.
  - The organiser must report all incidents of damage to boats or rowers to the Head Coach at the end of each camp. In the case of major incidents, the Club Captain should be notified immediately. They must also log the damage to [headcoach@waikatorowingclub.co.nz](mailto:headcoach@waikatorowingclub.co.nz)
  - The organiser should ensure that at the beginning of the camp there is a fully stocked first aid kit available.
  - Rowers under 18 years of age must have permission including any relevant medical information from a parent/guardian in order to attend a camp.

## 7.0 Club Equipment and Shed

- The shed must be kept clean and tidy at all times to ensure that all access ways are kept as clear as possible. This includes changing room doorways, erg room entrance and main entry and exits from the club house. It is the responsibility of every member to ensure the shed is kept this way. This means YOU must put all equipment away in its correct place after use and pick up all rubbish.
- Bicycles must not be stored inside the Clubhouse
- To prevent improper technique causing injury novices and inexperienced rowers should be supervised when using ergs and weights at all times.

- All damage must be reported using the email address [headcoach@waikatorowingclub.co.nz](mailto:headcoach@waikatorowingclub.co.nz)
- The Club First Aid Kit is located for both locations inside the first roller door furthest from the Lake or River

## 8.0 Accidents

- All accidents at the club, while training or racing or at regattas and camps, whether they be minor and personal in nature or more major- must be reported into the incident log including near misses- and fill out an Incident Report – see below
- For anything other than minor cuts and bruises the safety officer must be notified.
- There is a medical/first aid kit at the club and should anything be used from this box then an accident form must be filled out.

## 9.0 Individual Safety

- It is a condition of membership that you be able to confidently swim 50 metres and tread water for 5 minutes. If you cannot do this, you are compromising both your safety and that of your crew and not allowed out onto the water.
- Anyone using club equipment must be registered on our club website so that we have your details in the event of an emergency.
- Any medical condition that may influence your safety or that of others must be declared at the time of registration. This information will only be shared with your coach and will otherwise be kept confidential.

## 10.0 Covid-19 Hygiene

Protocols are in place with Covid-19 and these must be adhered to. These are well documented and are administered by the Head Coach and designated Club Representatives.

- These guidelines are to be read in conjunction with any and all Government mandates and guidance
- All boats must be washed down with the provided disinfectant detergent. Disinfectant to be left on the boat 2 minutes before being washed off.
- All oars must be soaked in the disinfectant solution for 2 minutes before storing away
- Hands are to be washed for 20 seconds and use a hand sanitiser before and after using any WRC equipment
- All ergs are to be sprayed and cleaned with the provided disinfectant solution after use.
- If you have any cold or flu like symptoms, you MUST NOT come into the club and stay at home

- If you have had Covid-19 or have been in contact with someone with Covid-19 you must stay away from the club for 14 after you get a clearance from your health provider

## 11.0 Club Quad (4-wheeler) safety Doc

### 11.1 Health and Safety

The purpose of this document is to ensure the WRC meets their obligations towards themselves and others in relation to the use of quad bikes.

As WRC has employed coaches, the WRC is captured by the HSE Act, the ACC Act and the Land Transport Rules 2004.

These guidelines complement safety information from ACC, and information from the New Zealand Transport Authority about the non-on-road use of quad bikes. For further safety information please refer to manufacturers' instructions, training providers, or contact WorkSafe New Zealand on 0800 030 040.

### 11.2 Helmets

The Land Transport (Road User) Rule 2004 states that if a quad bike is being used on a road and there are no seatbelts fitted (most side by sides have seatbelts and roll over protection), the rider or driver and passengers have to wear an approved helmet.

For off-road use, there's a design standard specifically for helmets (NZS 8600:2002) and purpose-built helmets are available. A helmet should provide enough protection if you're travelling under 30km/h. If you're going to be riding faster than this, you need a more substantial helmet (such as a motorcycle helmet).

When quad bikes are being used for work purposes (on or off-road), the Health and Safety in Employment Act 1992 also applies. The Ministry of Business, Innovation and Employment advises that wearing a helmet is a practicable step under this act.

The Transport Agency also strongly recommends that you wear other safety equipment, such as strong footwear, gloves, protective pants and eye protection.

### 11.3 Carrying passengers

Some quad bikes are equipped with large seats to allow the rider to shift weight to control the vehicle – not to carry other people. Passengers restrict the rider's mobility and add weight, making it harder to control and more prone to tipping over.

Passengers should only be carried on quad bikes that have been specifically designed for this purpose. These ATVs come fitted with a special passenger seat.

#### 11.4 Towing

You need to take special care when towing trailers and other equipment with quad bikes. Refer to the owner's manual to find the safe ratio between the maximum weight of a load and the unladen weight of the ATV.

#### 12.0 Quad Bike Induction Form

- All drivers must be inducted and have signed the induction before using the bike
- All drivers must be over the age of 18
- All drivers must hold a New Zealand full drivers licence
- Induction runs from March to the following year where each driver must be inducted again and resign the Agreement
- All drivers must not be inhibited by any substances; including but not limited to; drugs, non – prescriptive drugs and alcohol.
- All drivers must follow all manufactures conditions as per warning plates on the bike
- No passengers allowed
- Enclosed shoes must be worn at all times when operating the bike

#### 12.1 Example hazards

What	How
Engine size	High engine power and ability to accelerate quickly. There is risk with the people around, bank drop offs and slopes close by.
500kg weight	In the event of a rollover or moving bike the weight can squash and kill people or pin them against walls
Lack of rollover protection	Quads have dangerous centres of gravity which, by sudden braking, turning, or change of slope. There is no frame to prevent the bike from flipping or continually rolling

Towing	Trailers have the ability to push the bike due to their weight. Sudden braking and turning can push the bike into rollover situations, slide off embankments or loose traction.
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Additional hazards need to be discussed between the trainer and the inductee and recorded on the attached register. Look closely at the site of use, and how the bike will be used.

## 12.2 Operations & considerations:

- before use conduct a pre-operation check: tyre inflation, brake feel, park brake operation.
- use the bike only for the purpose of taking coaching boats to and from the lake shed to the lake shed ramp.
- keep speed below 20 km/h at all times. Use the lowest and slowest gear and speed as possible.
- carry no loads on the bike other than the driver
- when getting on off the bike apply the park brake and leave the bike on a level surface
- never ride under the influence of drugs, alcohol, or severe sleep deprivation
- the key is to only be used by inducted drivers
- tow bare minimum weight - i.e., coach boats without people, extra fuel or supplies
- make other people aware of the use of the bike in their working space

Communicate any bike maintenance issues, hazards, incidents, or accidents in writing to the club for resolution.

## 12.3 Checklist:

- I have read all this document in full
- I have been physically inducted by a WRC representative to safe operation of the bike

- I understand and take responsibility for the safe operation, usage, storage of the bike when I am using it
- I understand that hazards involved in quad bike use and acknowledge that care must be taken of myself and others around me

Please print name clearly

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Signature

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Date of Induction

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### 13.0 Incident Report Form

Please complete this form to report any serious incident involving injury to persons or serious damage to equipment (continue on separate sheets wherever necessary).

Please submit to our Health and Safety Officer:

Mackenzie Macky

[secretary@waikatorowingclub.kiwi](mailto:secretary@waikatorowingclub.kiwi)

Date and Time of Incident:	
Name of Person Reporting Incident:	
Email Address:	

Contact number:	
Details of Craft/s involved (name, size, etc.):	
Who were the crew of the Boat/s involved?	
Where did the incident take place?	
What were the conditions at the time? Visibility, wind strength, wind direction, weather, water conditions? Describe the event which took place. attach diagrams/photos if necessary	
List any injuries sustained and who treated them.	
List any damages to boats and property.	
What further actions could be implemented to avoid repetition of incident?	
Signed	
Date	
Safety officer/club captain	
Date	

