

Safety Management System

Play 24

GOBOAT

Author: Jonathon Rodgers

Effective: July 2021 Edition: 1

1. Overview of Vessel and Operation

Vessel details	
Vessel	2019 Play 24
Unique Vessel Identifier	459718
Service Category	2D, 2E
Vessel builder	RAND, Denmark
Length Overall	7.4m
Beam	2.51m
Draft	.50m
Air Draft from waterline	
Weight	2200kg
Hull Material	Fiberglass reinforced plastic
Service speed	
Engine	200hp 149Kw
Fuel	220L
Navigation	
Navigational Lighting	
communication	
Flotation devices	
Fire equipment	1x 4.5kg Dry Chemical
First aid Equipment	Scale G First aid kit
Crewing	Coxswain, GPH + first aid
Capacity	8 + 1

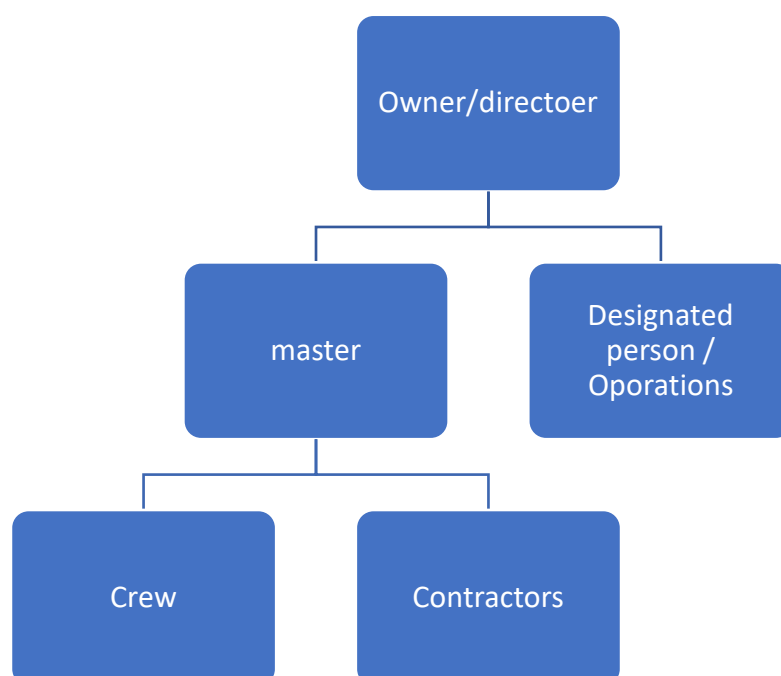
Operational Summary	
Activity	
Smooth water, chartered picnic \ cruise boat, which offers point to point express drop off\pickup service operation is confined to Lake Burley Griffin, with a maximum occupancy for eight Guest plus one licensed skipper. This unique tailored experience is a premium product currently exclusive to Canberra.	
Area of Operation	Lake Burley Griffin
Duration and times of Voyages	Varied duration, primally daylight hours, night activities to be approved via designated person. No overnight

Company Details			
Company Name	Sustainable Valuables Pty Ltd t/	ABN	89 610 293 466
Mailing address	9\98 sawmill Ccr Hume ACT 2620		
Vessel location	Lake Burley Griffin Canberra		
Mooring location	Wharf 2, Trevilian Quay, Kingston ACT 2604		
Vessel Owner	Nick Tyrrell		
Designated Person/operations	Jonathon Rodgers		
Vessel Master	Amy Weatherby		
Vessel Master 2			

Company Contact details

Name	Position	Phone	Email	Address
Nick Tyrrell	Owner	0438987845	nick@goboat.com.au	
Jonathon Rodgers	Designated Person / operations	0400627113	Jonathon.rodgers@goboat.com.au	1/63 walton street southport QLD 4215
Amy Weatherby	Master	0478725901	Amy.weatherby@goboat.com.au	38 Walga Close Carwoola, NSW 2620

Company Structure



Risk assessment & management

Likelihood

Almost certain	It is expected to occur in most circumstances, or often in the line of vessel operation.
Likely	Probably occur, but unlikely to occur often.
Possible	Might occur at some time, unlikely to occur to every vessel but may occur to a few.
Unlikely	Unlikely to occur but it is possible.
Rare/improbable	So extremely remote that it is not considered possible unless exceptional circumstances exist.

Consequence

Catastrophic	Multiple Fatalities	Loss of vessel/total loss of income	Operations halted/reputation severely damaged	Extensive environmental damage
Major	Fatality	Extensive financial loss	Major disruption to operations	Major environmental damage
Moderate	Disabling injury requiring medical attention	Significant financial loss	Significant disruption and/or delay	Significant environmental damage
Minor	Injury requiring first Aid attention. E.g. Minor cuts, abrasions	Notable financial loss	Minor disruption and/or delay to operations	Minor environmental damage
Insignificant	No injuries	Negligible financial loss	No adverse effect on operations	Negligible environmental damage

Risk rating matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	Moderate	High

Risk control rating

The vessels' owner has applied the following methodology to assist with determinations regarding the sufficiency of its risk control measures:

Avoid/eliminate hazard/risk	(E) Effective
Mitigate/Isolate hazard/risk or re-engineering or re-design solution	(S) Adequate
Introduce administrative solution (e.g. staff training, PPE etc.) to minimise consequences	(W) Weak

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness	Likelihood	Consequence	Risk rating	Implement controls
Adverse weather conditions (capsize/flooding)	Possible	Catastrophic	Extreme	*Management team monitor weather conditions. *Safety briefing *Level flotation *Communications *PFDs available *Rescue boat response from base *Onboard qualified Master	Adequate	Unlikely	Minor	Low	Yes
Capsize of vessel	Possible	Catastrophic	Extreme	*Safety briefing and emergency procedures *PFDs available *Vessel with level flotation *Rescue boat response from base *Onboard qualified Master	Adequate	Possible	Moderate	High	Yes
Person overboard	Possible	Major	Extreme	<ul style="list-style-type: none"> Onboard qualified Master Boat user safety briefing and emergency procedures PFDs available life rings onboard Vessel monitoring plan Rescue boat response from base 	Adequate	Possible	Moderate	High	Yes
Collision with another vessel	Possible	Major	Extreme	<ul style="list-style-type: none"> Onboard qualified Master PFDs available Rescue boat response from base 	Adequate	Possible	Moderate	High	Yes
Unsafe operation	Likely	Major	Extreme	<ul style="list-style-type: none"> Onboard qualified Master PFDs available Rescue boat response from base Master reserves the right to terminate hire in the event of unsafe customer behaviors boat user safety briefing and emergency procedures PFDs available 	Adequate	Possible	Moderate	High	Yes

				<ul style="list-style-type: none"> Signed declaration and hire agreement. Rescue boat response from base alcohol restriction in place for hirer 					
--	--	--	--	--	--	--	--	--	--

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness	Likelihood	Consequence	Risk rating	Implement controls
Engine failure	Possible	Minor	Moderate	*Outboard serviced as per manufactured *Daily checks *Fuel check *Day light operation *Predeparture checks	Adequate	Minor	Minor	Low	Yes
Fire	Rare	Catastrophic	High	*Engine serviced as per manufacture *Fire extinguisher onboard *Correct refuelling procedures *No smoking onboard *Day light operation *Pre departure checks	Adequate	Rare	Catastrophic	High	Yes
Medical emergency personal injury	Possible	Moderate	High	Daily pre checks First aid kit onboard Phone communication Smooth waters operation Drug and alcohol policy	Adequate	Possible	Moderate	High	Yes
Flooding	Possible	Catastrophic	Extreme	bilge pump installed smooth water operation phone communications day light operation	Adequate	Unlikely	Moderate	Moderate	Yes
Breach of laws and regulations	Possible	Catastrophic	Extreme	Competency based training Daylight operation	Adequate	Possible	Moderate	High	Yes

Master incapacitated	Possible	Catastrophic	Extreme	Daily pre checks First aid kit onboard Phone communication Smooth waters operation Drug and alcohol policy Competency based training Daylight operation	Adequate	Unlikely	Minor	Low	Yes
----------------------	----------	--------------	---------	---	----------	----------	-------	-----	-----

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness	Likelihood	Consequence	Risk rating	Implement controls
Rope injury	Almost certain	Major	Extreme	Minimal rope is store onboard vessel. Bow and stern lines are neatly coiled, Excess rope is stored inside of hatches to not cause trip hazards	Adequate	Possible	Minor	Moderate	YES
Slips, trips, and falls	Almost certain	Major	Extreme	The vessel is always kept to a clean and tidy standard. Rags\towels are stored onboard First aid kit onboard Master is to hold a valid first aid certificate PFDS available Non-slip flooring Daylight operation	Adequate	Likely	Major	Extreme	YES
Electrical injury	Almost certain	Catastrophic	Extreme	Shore power is disconnected before unplugging the vessel. Mobile phone on hand Master is to hold a valid first aid certificate. Wires are not to be exposed. Only Authorised personal are permitted to service, fix or check vessel operating systems Rescue boat response from base, with maintenance team on call	Adequate	Possible	Catastrophic	Extreme	YES
Crew crushing injury	Almost certain	Catastrophic	Extreme	Onboard qualified Master Master with valid First aid certificate First aid kit onboard PFDs available Rescue boat response from base	Adequate	Possible	Catastrophic	Extreme	YES
Guest injury	Possible	Catastrophic	Extreme	Onboard qualified Master Master with valid First aid certificate First aid kit onboard PFDs available Rescue boat response from base	Adequate	Likely	Major	High	YES
Boarding /disembarking guests	Almost certain	Major	Extreme	Level jetty access points Non-slip flooring Crew assistance	Adequate	Likely	Moderate	Moderate	YES
Pollution to environment	Likely	Minor	High	Environmental protection plan in place Rubish bins provided Pre-departure briefing	Adequate	Likely	Moderate	High	YES
Fuel spill	Likely	Major	Extreme	Correct attachments used ie. Jerry can flexible neck poorer Appropriate PPE to be worn. Absorbent pads close by Fuel spill plan in place	Adequate	Likely	Moderate	High	YES
Towing vessel on trailer	Almost certain	Catastrophic	Extreme	Ratchet straps Vehicle use to tow must have adequate towing capacity. Suitable boat trailer and Staff training provided	Adequate	Possible	Major	Extreme	YES
Operatin g vessel at speed	Almost certain	Catastrophic	extreme	Company speed restriction policies Public water way speed restrictions Qualified/licenced Master behind the wheel Maintain proper look out	Adequate	Likely	Catastrophic	Extreme	YES
Pre existing medical condition of guest or crew	Likely	Major	Extreme	Declaration of medical conditions submitted to Master before the hire commences.	Adequate	Possible	Moderate	High	YES

Dehydrat ion of guests or crew	Likely	Catastrophic	extrem e	Adequate water is supplied upon each character, in addition to reserve supplies. The vessel can arrive back to shore in less than 30mins if necessary. Phone communication Rescue boat response from base	Adequate	Likely	Moderate	High	YES
UV exposure	Almost certain	Moderate	extrem e	Shade Canopy with UV protection is installed on the vessel	Adequate	Almost certain	Moderate	Extreme	YES
Terroris m	Rare	Catastrophic	High	Maintaining proper look out Onboard radio Staff at base Phone communication	Adequate	Rare	Catastrophic	High	YES
Bomb threat	Rare	Catastrophic	High	Maintaining proper look out Onboard radio Staff at base Phone communication	Adequate	Rare	Catastrophic	High	YES

\Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Controls effectiveness	Likelihood	Consequence	Risk rating	Implement controls
COVID-19 from customers who are infected	Possible	Major	Extreme	Social distancing Hand sanitiser available Boats cleaned with alcohol based cleaner before and after every use Cashless payments	Adequate	Minor	Minor	Low	Yes
COVID-19 from staff who are infected	Possible	Major	Extreme	Unwell staff stay at home Unwell staff tested for COVID-19 if required Social distancing practiced Hands washed every hour or when required Hand sanitiser available Boats cleaned with alcohol based cleaner before and after each use	Adequate	Minor	Minor	Low	Yes
COVID-19 from an infected surface	Possible	Major	Extreme	Boats and workplace cleaned and sanitised regularly throughout the day and before and after each use High touch points cleaned before and after every booking	Adequate	Minor	Minor	Low	Yes
Excessive use of hand sanitiser	Unlikely	Minor	Low	Hand washing preferred over hand sanitiser Staff asked if have allergies to alcohol-based sanitisers	Adequate	Unlikely	Minor	Low	Yes

Follow-up on hazardous occurrences and non-conformances

Incidents and non-conformances will be noted in the vessel logbook by the Master, registered in the incident log and lodged with the relevant Authority when require.

The designated person and masters will investigate each incident and note any corrective action taken to prevent re-occurrences.

The Safety Management System will be updated as required and the correction noted on the revision page of the Safety management System.

Roles and Responsibilities**Director/ Owner Authority statement**

Nicholas Tyrell Appoints a Designated person and/or Operations Manager to oversee boating operations of the Play 24 Charter vessel on Lake Burley Griffin and any additional Operational area decided upon by the Designated person and the master

The Director Implements a management process to ensure that all boat charters are complied with and the relevant legislation and standards.

The owner is in regular contact with the Designated person and Masters

Designated Person / Operations Manager

The Designated Person has the authority to restrict, prohibit or suspend any boating operations which they consider unsafe.

Furthermore, they can insist on the implementation of additional safety practices, procedures or equipment they consider necessary to ensure the safety of the Master, Crew and Guests

The designated person is the primary contact for shore support at any time the vessel is in operation

The designated person is responsible for the following:

1. Primary emergency and shore support contact for the vessel
2. Review relevant legislation and standards
3. Develop and review the Safety Management System and associated safety documentation
4. Provide specialist assistance in the investigation of all incidents/accidents.
5. Provide consultation on training requirements

Master's Responsibility and Authority statement

The Master has overriding authority and responsibility to make decisions with respect to the safety of the vessel and pollution prevention and to request the Operations Managers assistance as necessary at any time.

The Master must ensure safety of guests, crew and the safe operation of the vessel

The master must Maintain the vessels as always fit for purpose

The Master is authorized to Buy any spares for the vessels to always ensure safe operation

The Master shall implement the Safety Management System aboard the vessel

The Master must ensure that operations are effectively delivered, crew are adequately trained and experienced, risk assessments are completed, and plant and equipment including PPE is provided and adequately maintained.

The Master may suspend or prohibit any operation on the vessel at their discretion.

The master may refuse passage of any person who does not comply with company police

The Master may assign organisational duties for ship's operation, navigation and maintenance

The Master shall operate the vessel within its capability considering sea-state conditions, weather and stability limitations

The Master shall identify key operating procedures for the vessel, duties for each crew member and manage fatigue

The Master shall maintain a complete record of the ship's operations which must be held for a period of at least five years

The Master shall ensure adequate safety equipment is aboard, and the safety equipment is safe for use.

The Master shall manage fuel consumption

The Master shall report ship defects to the designated person and complete any relevant records

The Master shall ensure that any injury, illness or near miss is reported to the designated person and the owner

The Master shall notify the designated person and owner of any marine incident and/or notifiable incident

Qualification Requirements to act as Master

Certificate of Competency as Coxswain or higher commercial maritime qualification

First aid and Marine VHF Radio

The master of the vessel must hold a current certificate for first aid and A valid certificate of proficiency for marine VHF radio

Crew

The responsibilities of the crew

1. Being familiar with the Safety Management System
2. Listening to safety briefings and following instructions from the vessel master
3. Assisting in all vessel operations as directed by the vessel master
5. Only undertaking tasks they are trained/ qualified to undertake.
6. Maintaining a look out while onboard the vessel.

Drug, Alcohol and smoking policy

Masters and Crew working onboard should not be affected by alcohol or other drugs whilst conducting vessel operations.

Masters/crew found under the influence of either alcohol or non-medication drugs will not be fit or permitted to work and will be placed on a warning by the designated person or owner and further action may be taken via the company.

Prescribed Medication

Any medication that is prescribed by a doctor is acceptable, but if the medication states that it causes *drowsiness* or *do not drive*, it is required that the person not be master of the vessel whilst on the medication and the designated person informed.

Workplace Health and Safety Policy

The Workplace Health and Safety of the Master, crew and guests is of upmost importance. The master will follow Operational procedures, Emergency procedures and the Emergency Plan set out within this manual and will be updated regularly and effectively carried out at all times

The follow will be implemented by the master:

- WHS Training and education
- Standard work methods contained in this manual
- Emergency procedures and drills
- Provision of WHS equipment, services and facilities
- Workplace inspections and evaluation
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors and sub-contractors

Environmental protection

The Master and crew aim to minimise impact and harm to the environment during vessel operations.

The master is responsible for any environmental damage caused by the vessel whilst it is under their control.

All vessel masters and crew should adhere to the following:

1. No rubbish or waste is to be discharged from a vessel, Collect all rubbish and waste on board and dispose of it responsibly onshore.
2. Care must be taken with fuel and oil to ensure there is no discharge into the marine environment. If a spill occurs, it must be reported to the local authorities responsible for responding to marine pollution incidents.
3. Any waste chemicals used must be collected and returned ashore for appropriate disposal.
4. Minimise wash in locations where it has potential to damage the shoreline, vessels or other structures. Follow all "No Wash" and speed limit signs to limit the damage caused by wash.
5. Be aware of any restrictions relating to operating a vessel in protected areas or around protected or invasive species or any biosecurity issues.
6. Keep noise to a level that is acceptable to a reasonable person.

Standard Operational Procedures

Logbook

The master shall complete the vessel's logbook as soon as is practicable and shall include:

- (a) any illness or injury of persons onboard
- (b) any marine incident, other incident or accident involving the vessel or its equipment
- (c) any assistance rendered to another vessel
- (d) any unusual occurrence or incident
- (e) all communications messages sent or received for an emergency
- (f) each inspection of the vessel, its machinery and its equipment and hours logged

The master should note in the logbook other details relevant to the vessel including:

- (a) its key activities
- (b) its positions
- (c) a general summary of the weather it has experienced

Weather Conditions

The master and crew should check weather forecast prior to departure and ensure forecast conditions are suitable for the area of operations

Monitor marine radio (VHF 16) or Bureau of Meteorology website for forecast updates and severe weather warnings including thunderstorm warnings

Monitor conditions whilst at sea and move to sheltered waters or cease operations and moor or trailer the boat if conditions deteriorate

Before commencing daily operations, the following shall be undertaken, and notes made in the Logbook.

1. A check of the weather from all available means
2. Check wind and tide conditions for the day
3. A visual check of conditions

Pre-departure safety checks

The master shall before departure check the vessel has -

logbook: predeparture checklist; certificate of operation

Safety equipment; flares, fire extinguisher, bailing bucket, life jackets, Hull; no cracks or damage, mooring lines, anchor and anchor line, fuel, steering, tilt/trim, propulsion check, bilge pumping

A record that pre-departure safety checks have been completed shall be made in the vessel's logbook. Any deficiencies shall also be noted in the logbook.

Shut down procedures

1. Complete Logbook, lodge incident reports if required
2. Check fuel levels and refuel if required
3. Berth vessel for overnight – alongside, on trailer, on dry dock and ensure its secure for berthing time and weather conditions
4. Tilt engine
5. Isolate battery
6. 204v charging if required

Crew Briefing

Before a Charter the master will meet with the crew to give details of the trip. S/he will tell the crew how many passengers are expected; where the cruise will go; how long the cruise is; what catering is required; and if any of the passengers have special needs.

S/he will check that all crew are familiar with the operations of the vessel, understand their roles, have conducted a drill recently and are not under the influence of drugs or alcohol.

The master will also let the crew know if any repairs have been carried out or if there is anything to pay particular attention to on the vessel.

Guest Briefing

Once guests are onboard, the Master will give a briefing. This will cover the following

1. crew members
2. donning of lifejackets
3. location of safety equipment
4. what to do in an emergency
5. how to move around the vessel safely
6. what to do if they have a problem
7. general outline of trip

Rope Safety

Ropes can load with incredible force and can cause serious injury if misused or mistreated.

1. Inspect ropes for damage or wear prior to use.
2. Ensure all ropes and fittings are suitable for the task at hand.
3. Never stand on coils, tangles, or the bight of a rope – they can pull tight and throw you overboard or sever a limb.
4. Never wrap lines around your body to help pull – use the fixtures on the boat to secure lines.
5. Keep ropes tidy. Tidy lines can be accessed quickly and do not need to be untangled before they can be used. They are also less of a tripping hazard.

Berthing

The vessel is equipped with a number of mooring lines. The number of lines required depends on the duration of berthing, and whether the vessel will be attended at all times. If the vessel is to be left unattended at a berth a forward and aft spring, a bow line and a stern line should be secured. Consideration should be given to the direction of wind, change in tide height, tidal current, and sea state whilst determining the number of lines required, the length of the lines, and the time between checks on the vessel.

Disposal of Garbage

1. All garbage must be collected and placed in an appropriate place onboard the vessel.
2. All garbage must be disposed of ashore. Where practicable, separate recyclable material and dispose of appropriately.
3. **IT IS ILLEGAL TO DUMP ANY RUBBISH INTO THE WATER.**
4. The master is responsible for any illegal dumping of rubbish from the vessel

Trailer and towing Operations

Preparing the trailer for towing

1. Ensure the towing vehicle has the correct towing capacity.
2. Release the handbrake on the trailer and ensure the reversing lock is disengaged.
3. Manoeuvre the trailer to locate the trailer coupling as close as possible to the vehicle tow ball. Reverse the vehicle until the tow ball is directly under the coupling.
4. NEVER LIFT the trailer coupling onto the tow ball.
5. Lower the jockey wheel while holding the 'trigger handle' on the coupling fully up and allow the coupling to fully engage the tow ball. Release the trigger handle and replace the securing pin.
6. Double check that the coupling is locked into position on the tow ball.
7. Put the jockey wheel in the towing position.
8. Attach the safety chain/s to the vehicle. It is good practice to cross the chains over.
9. Ensure the chain leaves enough slack to permit tight turns.
10. Connect trailer lights to the vehicle and confirm that all lights function normally.
11. Check trailer tyres for correct inflation pressures (45-50 psi) and ensure there is no visible damage.
12. Check that the boat lies flat and secured on the trailer and cannot move.
13. Tension the tie-down straps.
14. Ensure the safety chain is connected from the bow to the winch post, and from the bow to the trailer neck
15. The DRIVER of the vehicle should do a last 'walk around' to double check all is secure.

Ensure the boat and trailer are not overloaded

Towing

You must be inducted to tow the vessels by the designated person or the master.

P1 drivers are not allowed to tow.

1. Remember to double check that the reversing lock is not engaged when driving on the road as this disengages the trailer brakes.
2. Allow for the extra length and width of the trailer when turning or entering traffic.
3. Your braking distance will be greatly increased, so adjust your speed and distance behind other vehicles accordingly.
4. Allow more time and a greater distance in which to overtake.
5. Engage a lower gear in both manual and automatic vehicles to increase vehicle control and reduce brake strain when travelling downhill.
6. Avoid applying the towing vehicle's brakes if the trailer begins to sway or snake. Continue at a steady speed or accelerate slightly until the sway stops.
7. Use a spotter when reversing the trailer.
8. Take care when driving under overhead obstructions.
9. During the trip, check the following: a. Check that the couplings and chains are still securely fastened. b. Check that light connections are secure and that the lights are working. c. Check that the load is still secure. d. Check that the wheel bearings are not overheating. e. Check that the tyres are still sufficiently inflated.

Launching and retrieving procedure

The exact method of launching and retrieving a boat will vary depending on the boat ramp, the prevailing weather conditions, and the skill of the master and their crew.

WEAR appropriate footwear. INSPECT the boat ramp for adequate water level, obstructions, slipperiness, and other hazards.

DISCUSS and decide on the launching plan with the crew.

Prepare the boat for launch at the boat ramp

1. Remove engine safety flags.
2. Remove tie-down straps but keep safety chain and winch rope connected.
3. Engage the reversing lock so that trailer breaks cannot engage & be damaged.
4. Turn on the batteries
5. Pre departure checks onboard vessel
6. Keys in ignition and activate kill switches.
7. Prepare a bow line and mooring lines as necessary to assist with launch.
8. The master should get on board before reversing into the water.
9. Reverse the trailer but keep the back wheels of the towing vehicle out of the water. Typically, the trailer hubs will need to be partially submerged.
10. Put the vehicle in first gear or park and apply the handbrake.

Master

1. Lower PROPS into the water until water intakes submerged.
2. Turn over engine and check telltales.
3. Ensure that shore crew are clear of the winch block.
4. Engage forward throttle to PRESS and HOLD the boat on the trailer bow roller.
5. Signal to the shore crew to release the winch rope and THEN the safety chain.
6. WAIT for the shore crew to signal that you are CLEAR of all chains and rope then allow the boat to gently slide off the trailer by:
Putting the engines in neutral.
A gentle push from the shore crew. Reverse throttle if required.

Shore-crew:

1. STAND CLEAR of the winch block and trailer and WAIT for the master's instructions.
2. Release the winch lock and let out about 10 cm of winch rope then RE-ENGAGE winch lock so it can't spin out of control.
3. Unhook winch rope hook from the boat.
4. Now you can REMOVE the safety chain from the boat.
5. STAND CLEAR of the trailer and winch block
6. SIGNAL the master to let them know the boat is no longer attached to the block.
7. DON'T PUSH the boat unless asked by the master to do so.

Retrieving the boat onto the trailer

Discuss and decide on the appropriate retrieving process with the crew, as this varies with boat ramps, tides, and experience and sea conditions.

Driving a boat on to the trailer in shallow water may cause damage to the hull, props, and the trailer. Winching the boat on to the trailer on a steep boat ramp presents a manual handling risk to the winch operator, and a risk of the winch strap breaking.

Driving on:

1. Remove any excess weight from the boat by dropping crew on shore and operating bilge bumps, opening deck bailers/scuppers.
2. Ensure people are clear of the trailer.
3. Tilt the engines up as appropriate for the depth.
4. Nose the boat up to the trailer and gently drive the boat up to the bow roller. Hold on by maintaining slight forward throttle.
5. Shore crew to attach the winch rope and the safety chain and signal to the master that they can switch off the engines.
6. Switch off and raise the engines.
7. Check that the boat is centred on the trailer.

Winching on:

1. Prepare winch cable by running it out the length of the trailer ready to clip it onto the boat. LOCK winch rope so it can't run out free.
2. Adjust propeller heights as required and switch off.
3. Walk boat to the back of the trailer and use guide ropes to position boat and keep it straight.
4. Attach winch cable and winch boat onto trailer ensuring it goes on centred.
5. Fit safety chain. **After retrieving at the boat ramp**
6. Shutdown electrical system
7. Fit tie-down straps.
8. Disengage the reversing lock.
9. Put the trailer winch handle back in the boat bag if it is removable.
10. Driver should re-check all straps, brakes, shackles, and trailer lights prior to towing.

Launching from floating pontoon

1. Conduct prechecks onboard and have vessel ready for sea
2. Have area behind dry dock clear for vessel to slide off
3. Remove line that secures the vessel onto dry dock
4. Push vessel from dry dock, keeping hold of bowline
5. Assume master position and start engine

Recovering to floating pontoon

1. Approach dry dock at a safe speed
2. Approach dry dock centre line of dock
3. Gently apply forward gear and increase speed to begin moving forward, move weight to front of vessel
4. Once vessel is on dry dock secure forward line
5. If required winch vessel further on to dry dock
6. Shut down vessel

Onboard Emergency Procedures

The master is responsible for coordinating the emergency procedures and allocating tasks, as necessary, Using the Onboard emergency plan the master crew and guests can react as required to any situation and shore support from the designated person can be requested

Emergency procedure drills

Vessel masters must run drills at least every 6 months to refresh their skills, train others onboard and to identify any areas that need improvement.

Training may be conducted as:

A simulation on board

A discussion or review of actions related to an emergency

Masters are to record the drill in the Vessel Log - This shall include the date, persons participating and location of the training

Severe weather and sea conditions

1. Assess the situation.
2. Ensure all personnel are wearing life jackets.
3. Secure all on board.
4. Navigate to nearest safe water.
5. Manoeuvre the vessel to avoid broaching or following seas. Manoeuvre at 45 degrees into waves.
6. Monitor weather conditions on the VHF radio.
7. If necessary, contact Marine Rescue.

Critical Breakdown

1. Assess the situation.
2. Move crew/guests from any danger and ensure life jackets are donned.
3. Confirm vessel stability.
4. Assess vessel status and determine nature of breakdown.
5. Attempt to rectify problem or request additional assistance.
6. Prepare anchor for deployment to avoid drifting into further danger.
7. If possible, navigate to nearest, suitable and safe wharf or drop anchor and wait for assistance.
8. While waiting for assistance fly the V-sheet to alert other vessels and help the identification of your vessel.

Fire

1. Assess the situation.
2. Move crew/guests as far as possible from the fire and ensure life jackets are donned.
3. If safe to do so, contain the fire / remove other flammable material
4. If safe to do so, fight the fire using extinguisher / fire blanket / buckets.
5. Contact emergency services if necessary.
6. Confirm vessel stability and status. Make sure that moving people and bucketing water onto the fire does not unbalance vessel.
7. Prevent environmental harm/pollution if practical.
8. Prepare anchor for deployment, depending on location, so that you don't drift into more trouble while trying to sort out the fire.
9. If possible, navigate to nearest, suitable and safe wharf or shoreline or drop anchor and wait for assistance.
10. If you cannot control the fire yourself order PREPARE TO ABANDON SHIP and ABANDON SHIP as required (on the windward time if possible).
11. Deploy anchor as you leave to prevent boat drifting fire towards other boats/persons. Swim at least 100 metres away from the boat into the wind so that the burning boat does not drift towards you.
12. Treat any burns. Monitor crew for signs and symptoms of smoke inhalation and treat as necessary. Provide oxygen if available and seek medical assistance.

Collision/ grounding

1. Assess the situation.
2. Check crew/guests wellbeing. Make sure no one was thrown from the vessel
3. Move crew/guests from danger if there is any and ensure life jackets are donned.
4. Confirm vessel stability and status. Make sure that people moving around the boat don't destabilise it.
5. Assess vessel damage and watertight integrity. Use bilge pump, as necessary.
6. Prevent environmental harm/pollution if practical.
7. If grounded, attempt to remove vessel using one of the following methods: a. Motor off b. Lift engine c. Shift weight d. Row / punt off using oars e. Push, if on sand in calm water
8. If possible, navigate to nearest, suitable and safe wharf or drop anchor and wait for assistance.
9. If necessary, contact Marine Rescue if necessary and inform them of your intentions.
10. Order PREPARE TO ABANDON SHIP and ABANDON SHIP as required.

Flooding

1. Assess the situation.
2. Move crew/guests from danger and ensure life jackets are donned.
3. Locate the ingress of water, stop the water coming in and monitor flooding.
4. Activate bilge pump and start bailing.
5. Confirm vessel stability and status. You may need to move people and equipment to counter the weight of the water coming into the boat.
6. Prepare anchor for deployment. You don't want to drift into more trouble while you sort out the problem.
7. Prevent environmental harm/pollution if practical.
8. Navigate vessel to nearest, suitable and safe wharf or drop anchor and wait for assistance.
9. If necessary, contact emergency services and inform them of your intentions.
10. If you can't manage the flooding, PREPARE TO ABANDON SHIP and ABANDON SHIP as required. Unless there is significant damage to the vessel, it should have sufficient buoyancy in its sealed chambers to stay afloat.

Abandon Ship

1. Send MAYDAY and call shore support
2. Ensure all persons are wearing a lifejacket.
3. Stop engines and Deploy anchor.
4. Explain how to disembark vessel and to remain together with the vessel.
5. Prepare emergency equipment: b. Signalling devices (flares and torch)
- c. Extra Buoyancy aids e.g. life ring
6. The Master issues the order to "Abandon Ship".
7. Take emergency equipment with you.
8. Control transfer of crew/guests into the water on (windward side of vessel if possible).
9. Ensure PFDs have deployed correctly.
10. Muster crew/guests together in the water in HUDDLE
11. Check that all crew/guests have abandoned ship.
12. If vessel remains afloat, then cling to vessel for support and to be easier to find during a search.
- 13 Use emergency equipment to attract attention of emergency services.

Person Overboard

1. Shout "Man Overboard!" and assign crew/guests to look and point at the person overboard.
2. If safe, reduce speed and perform turn (engines away from person overboard).
3. Fix position of where person went into the water – use GPS or landmarks.
4. Throw buoyancy aid to person in the water.
5. Approach the person slowly on the downwind side if possible.
6. On approach, shift engines into neutral and switch off engine on the pickup side.
7. Throw a line to the person and bring them alongside.
8. Assist person onboard using ladder, lines and crew/guests.
9. If unable to be recovered, secure them to the vessel and seek assistance.
10. If unconscious, try to grab clothing or lifejacket with a boathook. Inflate the life jacket.
11. You may need to put another person in the water to safely bring an unconscious person on board. They should be wearing a PFD or over flotation device.
12. Attend to wellbeing of person.
13. If necessary, notify emergency services.

If person is not found:

1. Notify Marine Rescue.
2. Conduct systematic sweeps of the area.
3. Listen for calling or whistle.
4. At night use a torch or if necessary, a flare can be used, and the light may reflect on the lifejacket.

Serious Injury

1. Assess situation to determine nature and extent of injury.
2. Provide first aid
3. If necessary, contact emergency services and advise type of assistance required and the estimated time of arrival to destination wharf or landing place.
4. Maintain first aid until relieved by medical personnel.
5. Upon berthing or landing, clear access for medical personnel boarding.
6. Record details of incident using incident/injury report form in first aid kit.

Master Incapacitated

1. A crew member or guests must take control – preferably one who has been inducted to use the boat.
2. If the vessel is underway stop the vessel by placing the throttle in the neutral position or pulling the kill cords.
3. Assess situation, is the vessel in imminent danger?
4. Follow emergency communication procedures to contact emergency services, Mayday if in imminent danger, Pan Pan if not in imminent danger or dial 000 on a phone.
5. Try to work out the location of the vessel to tell emergency services.
6. Follow the directions of emergency services.
7. If the vessel is drifting near the shore deploy the anchor.

Terrorism or Serious Criminal Act

In the event of a terrorism / security threat, the crew will remain calm, non-threatening and comply with the "terrorist's" demands. The crew will speak calmly to the person and explain beforehand any action that they are going to take, for example, turning the helm to avoid an accident.

Crew should make a mental note of the person's physical characteristics for debrief purposes. The master will record the incident in the vessel log, incident report book and the designated person notified.

Bomb Threat

1. In the event of a bomb threat, the master will inform the crew and contact authorities.
2. The master will assess the risk and direct the crew to conduct a search while s/he navigates the vessel to nearest suitable and safe wharf.
3. The master will inform Guests that there is an emergency and that they are to don life jackets. On reaching a wharf, secure the vessel and disembark the Guests
4. If the crew finds a suspicious object they are not to touch it. The HOT or NOT principles are to be applied and the crew must inform the master immediately.
5. If passengers are still onboard the master will move them from the immediate area.
6. If a wharf has been reached, passengers and crew will move away from the vessel and await the arrival of emergency services.
7. The master will record the incident in the vessel log, incident report book and the Designated Person will be notified.

Operating area and boundaries



Masters Register

[illegible]

Master and Crew Register

[illegible]

--	--	--	--	--	--	--

[illegible]

Master signature		Engine hours finish		
------------------	--	------------------------	--	--

Vessel Log

Incident Report

Vessel details:	
Describe the incident (who, what, when, where and how) – what happened?	
What created the risk?	
What actions have you taken to prevent similar incidents in future?	
Risk assessment	
Did similar incidents occur previously?	cYes cNo
Was risk assessment conducted for this activity?	cYes cNo
Did the risk assessment highlight any concerns with the activity?	cYes cNo
Risk assessment reviewed?	cYes cNo

Incident register

[illegible]

Revisions Page

[illegible]