



Tinaroo Sailing Club

**SAFETY MANAGEMENT
SYSTEM**

for Safety Vessels

VERSION 2.0 | April 2022



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Owner's responsibility and authority statement

Tinaroo Sailing Club owns these vessels and will maintain the vessels in good repair and ensure they are fit for purpose. Tinaroo Sailing Club gives authority to approved, suitably qualified and experienced staff, volunteers and members to use the vessels following a thorough induction.

Skipper's responsibility and authority statement

'As the skipper of this vessel I acknowledge that I have been inducted on the use of this vessel. I hereby declare that I am competent in managing the vessel in all reasonably expected circumstances and conditions. I will use the vessel solely for its intended purpose and ensure that *safety is always front of mind.*'

Skipper's Qualifications

- RMDL, Recreational Marine Drivers Licence
- SBOC, Australian Sailing Safety Boat Operator Certificate (preferable)
- First Aid Certificate (or aware of who, present at the club during vessel operation holds a First Aid Certificate)
- Completed and signed induction

Vessel Rules

1. Vessel must be returned fully functional.
2. No drinking of alcohol or smoking is permitted on this vessel.
3. Vessel must only be operated in day light hours only.
4. Kill cord safety lanyard must always be engaged when underway.
5. All crew must always wear a PFD (personal flotation device) while operating the vessel.
6. This Safety Management System must be followed.
7. Report any incidents, repairs or queries to TSC Commodore.



Company and Vessel details

| VESSEL DETAIL 1 – GREY RIB (TSC01Q) | | | | |
|-------------------------------------|----------------------------|---------------------------|----------------------------|--|
| Vessel name: | Grey RIB / TSC Safety RIB | Unique identifier number: | CNHFD08228J819 | |
| Vessel type: | Highfield Ocean Master RIB | Vessel length: | 5.0 Meter | |
| Year of build: | 2020 | Vessel draught: | Less than 1m | |
| Hull material: | Aluminium/Rubber | | | |
| Propulsion: | Yamaha 60 HP | Serial number: | 6C5L1092040 | |
| Passengers: | 760kg max cap | Operational Area: | >less than 15 nm from land | |

| VESSEL DETAIL 2 – BLUE RIB (XZ643Q) | | | | |
|-------------------------------------|---------------------------|---------------------------|----------------------------|--|
| Vessel name: | Blue RIB / TSC Safety RIB | Unique identifier number: | AUSWAA3399H515 | |
| Vessel type: | Swift RIB | Vessel length: | 3.4 Meter | |
| Year of build: | 2015 | Vessel draught: | Less than 1m | |
| Hull material: | Aluminium/Rubber | | | |
| Propulsion: | Honda 20 HP | Serial number: | BAMJ1033924 | |
| Passengers: | 560kg max cap | Operational Area: | >less than 15 nm from land | |

| VESSEL DETAIL 3 – YELLOW BOAT (PW256Q) | | | | |
|--|-----------------------------------|---------------------------|----------------------------|--|
| Vessel name: | Yellow Boat / TSC Safety RIB | Unique identifier number: | AUADA000013QT6 | |
| Vessel type: | Custom Built Open dinghy runabout | Vessel length: | 4.5 Meter | |
| Year of build: | 1985 | Vessel draught: | Less than 1m | |
| Hull material: | Aluminium | | | |
| Propulsion: | Yamaha 40 HP | Serial number: | 810075 | |
| Passengers: | 8 max | Operational Area: | >less than 15 nm from land | |

| OPERATION SUMMARY | |
|-------------------|--|
| Operating area | Within Tinaroo Dam, unless permission given by Committee to use elsewhere and in accordance with the operational area. |
| Voyage duration | Daylight hours only |
| Activity | Safety support, training |

| CONTACT DETAILS | | | | |
|-----------------|--|---|-------------------------------------|----------------------------------|
| Vessel Owner: | Tinaroo Sailing Club Inc ABN 26 602 997 562 | Black Gully Rd, Tinaroo PO Box 5 Kairi Qld 4872 | Designated Person: Commodore TSC | Email: tinaroo@sailing.org.au |



Responsible persons details and qualifications

Roger Wadley, Commodore TSC

Mobile 0427916568

C/- Tinaroo Sailing Club, Black Gully Road, Tinaroo

Qualifications

- RMDL
- Powerboat Handling Certificate
- Safety Boat Operator Certificate
- Dinghy Instructor
- Blue Card
- First Aid Certificate

Vessel owner sign off

.....

Roger Wadley, Commodore Tinaroo Sailing Club



Safety Equipment List

The following safety items will be always on board

- All crew must wear a PFD while operating vessel
- Fire extinguisher
- Radio (Hand held radio required for Blue Rib)
- Torch
- Anchor and chain suitable to conditions
- Paddles
- Electric bilge pump and hand bailer
- Bucket
- Tool kit including bolt cutters, pliers, screw driver, knife, shackle key
- Tow rope and bridle
- First aid kit

The following items must be carried as per the below table

| Equipment | Smooth waters | Partially smooth waters | Beyond PSW/ open water |
|--------------|--|--|----------------------------------|
| EPIRB or PLB | | | ✓ |
| Lif jacket | ✓ Lif jacket level 50, 100, 150, 275 or level 50 special purpose | ✓ Lif jacket level 100, 150, 275 or level 50 | ✓ Lif jacket level 100, 150, 275 |

The following items are recommended

- Ample drinking water
- Sunscreen, hat, and sunglasses
- Appropriate footwear
- Wet weather jacket
- Gloves



Safety Induction

| ITEMS OR SYSTEMS TO BE DISCUSSED |
|--|
| Has read and understood the "skippers' responsibility and authority statement" from page 3 |
| PFD (personal flotation device) storage and mandatory wearing of PFD during vessel operation |
| Skipper is responsible to arrange a crew member capable of rendering assistance |
| Vessel operating controls |
| Highlight care of propeller guard |
| Motor up / down |
| Water coolant flow |
| Fuel system / gauges |
| Safe re-fuelling and storage procedures |
| Ensure radio is operational via a radio check |
| Anchor deployment and recovery |
| Fire extinguisher location and use |
| Bilge pump and bucket location and use |
| Use of kill cord - always (incl location of spare kill cord) |
| Tow rope and towing bridle / clip on points |
| Inflatable tube pressure / inflation points |
| Bung |
| First aid kit location |
| Safety tool kit location |
| Trailer safety chain, brakes, lights |
| Vessel launching and retrieval procedure |
| Vessel mooring procedure |
| Vessel storage procedure |
| General discussion on activities (go slow through fleet, turn off motor where possible) |
| Highlight that vessel is affiliated with Tinaroo Sailing Club and therefore sets the standard of safe activity |
| Before commencing operation - refer to "Safety Vessel & Equipment Checklist" located on board vessel |



Skipper Induction Log

| Date Inducted | Skipper | Inducted by | Qualifications Checked (per Page 3) | Signed to Confirm Induction |
|---------------|---------|------------------|-------------------------------------|-----------------------------|
| | | Commodore TSC | RMDL - SBOC - First Aid - | |
| | | Commodore TSC | RMDL - SBOC - First Aid- | |
| | | Commodore TSC | RMDL - SBOC - First Aid- | |
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| | | Commodore TSC | RMDL - SBOC - First Aid- | |



Skipper Register and Contact Details

| Name | Address | Mobile No. | Emergency contacts Name and Mobile No. | Date joined vessel | Date left vessel |
|------|---------|------------|---|-----------------------|------------------|
| | | | | | |
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Emergency Plan - Adverse weather

1. Weather forecast must always be sought by the vessel operator prior to departure and visually monitored during the day.
2. Advise starter's box of observed changing conditions, especially lightning. On his/her direction, advise boats to immediately head for shore.
3. Should adverse conditions be experienced, don weather protective wear such as spray jackets.
4. Never leave the area whilst the boats you are supporting are still on the water.
5. Drive the boat at a slow, suitable speed. Advise crew to be seated and braced.
6. Stand by any boats experiencing difficulty with the supervision of children being a priority.
7. Safety of people is more important than boats and equipment.
8. When you are satisfied that all boats are safe, seek shelter and get off the water asap.

Complete incident register and form please!



Emergency Plan - Collision

1. Skipper to yell 'brace for impact' if a collision is imminent.
2. Post impact, immediately ensure motor is in neutral, or switched off.
3. Check the well-being of all crew on board your own vessel and prioritise based on the severity of any injuries.
4. Inspect your own vessel for any damage. If damage puts the vessel in danger of sinking or burning *activate emergency plan for flooding or fire*.
5. If there is no critical emergency on your vessel, use the same guidelines for the other vessel if other parties are involved.
6. Radio or call for assistance if required and practical (see emergency contacts page within).
7. Critical damage to the boat that will likely cause further injury will need to be attended to first.
8. Attend to any injuries by either applying first aid or calling for an ambulance and guiding it to the closest and most accessible meeting point for both parties.
9. Details of any other parties involved should be collected, and no discussion about who was at fault should be entered into at this time.
10. Lines of communication with on-water team leader/club/organising authority should be maintained where practical.
11. Fill out incident register and report form.

Complete incident register and form please!



Emergency Plan - Fire

1. Raise the alarm with crew and move crew as far away from the fire source as possible. People before property.
2. Position boat in relation to the wind where likelihood of injury/spread is minimised (most likely bow upwind).
3. If the fire source is the motor, switch off motor, turn off fuel flow if possible, disconnect the fuel line if possible.
4. Douse with water from your bucket. If the cowling of the engine can be removed safely, do so and douse fire with water.
5. Engage use of fire extinguisher if necessary.
6. Use radio/phone to call for emergency assistance to nearest vessel or land crew if required.
7. If fire is out of control, prepare to abandon ship if necessary. PFD should already be worn.
8. Apply first aid or call ambulance.

Complete incident register and form please!



Emergency Plan - Flooding

1. Activate electric bilge pump.
2. Investigate the source of inflow and mitigate if possible - it is most commonly the rear bung. Turn motor off when checking or installing the bung.
3. Call for emergency assistance if necessary.
4. Use manual bailer or bucket if inundated.
5. Advise starter's box if you need to leave the course area.
6. If a sinking emergency is likely, ground boat on dry land or an exposed bank if accessible.
7. It is advisable to remove a large volume of water before attempting to retrieve the boat on to the trailer.

Complete incident register and form please!



Emergency Plan - Person overboard

1. Yell "person overboard".
2. Skipper appoints someone to continually point to the swimmer's position.
3. Manoeuvre boat into a position to make a controlled approach to the swimmer, likely to be from a downwind position.
4. Approach the swimmer slowly and very carefully ensuring the boat doesn't risk injury to the person. Ideally the person will swim the last 1-3 meters to the rescue boat when the boat is stationary.
5. Ensure the swimmer is nowhere close to the propeller at any time and if they are, the engine should be switched off immediately.
6. Communicate with the swimmer to ascertain they are free of injury that could be made worse by dragging them into the boat. If an injury of that nature is evident then assistance may need to be called for.
7. Assuming the swimmer is injury free, assist them to re-enter the boat, best achieved by grabbing the back of their life jacket and pulling them up and in over the side.
8. If getting aboard over the side seems too difficult, cut the motor and ask the swimmer to enter over the transom.
9. Be aware of trapeze hooks that could cause injury or trap person overboard or cause damage to boat.
10. Ensure the swimmer is kept warm, check for injuries, and apply first aid if applicable.

Complete incident register and report please!



Emergency Plan - Personal injury or other medical emergency

Familiarise yourself with any existing emergency policies that you may be operating under at a club or event. You should be aware of details such as directions for emergency services if standard procedures are in place.

Should an injury occur the severity of the injury must first be assessed.

For injuries deemed minor, first aid should be applied immediately, and an injury and minor incident report must be completed when ashore as soon as practical.

For any injury or onboard health emergency deemed to be serious or significant an ambulance should be called immediately and directed to a pre-determined location that is easily accessed by both parties.

Do not hang up on emergency services until directed to do so.

Emergency services call 000

Advise the starter's box of your intended response and the status of your patient as soon as possible.

Advise Commodore.

If necessary: Advise Australian Sailing of the incident.

Fill out an incident report form and a Maritime Safety Queensland 'Marine Incident Report' - provided in this SMS and forward to Australian Sailing.



Incidents that require reporting to Maritime Safety Queensland (MSQ)

Please contact the staff of Australian Sailing (Brisbane office) immediately for assistance with incidents that require reporting to MSQ.

A MSQ report form is included in this SMS and can be located on-line at <https://www.msq.qld.gov.au/Safety/Marine-incidents>

What is a reportable marine incident?

Boats with Queensland registration

Under the Transport Operations (Marine Safety) Act 1994 (TOMSA), Part 11 Div 1, a marine incident is an event causing or involving -

- a. the loss of a person from a ship; or
- b. the death of, or grievous bodily harm to, a person caused by a ship's operations; or
- c. the loss or presumed loss or abandonment of a ship; or
- d. a collision with a ship; or
- e. the stranding of a ship; or
- f. significant damage, or danger of significant damage, to a ship; or
- g. significant damage caused by a ship's operations; or
- h. danger of significant damage to a structure caused by a ship's operation; or
- i. danger to a person caused by a ship's operations.

Risk Assessment

Risk Analysis

Having identified the risks involved in club activities, each risk is analysed and rated in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

These ratings are as follows:

1. The chance of the risk occurring (likelihood)
2. The loss or damage impact if the risk occurred (severity)
3. The priority or degree of urgency required to address the risk

In order to systematically assess the risks identified in the first stage of the process, a risk rating scale, set out below in Tables 1 – 3 are applied. The risk rating scales identifies the level of risk and then the risk management priorities.

Table 1: Likelihood Scale

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

| RATING | DESCRIPTOR | LIKELIHOOD - The potential for problems to occur in a year |
|--------|----------------|--|
| A | ALMOST CERTAIN | Will probably occur, could occur several times per year |
| B | LIKELY | High probability, likely to arise once per year |
| C | POSSIBLE | Reasonable chance, likely to arise over a five-year period |
| D | UNLIKELY | Plausible, could occur over a five to ten year period |
| E | RARE | Very unlikely but not impossible, once in 100 years |

Table 2: Severity Scale

The severity of a risk refers to the degree of loss or damage which may result from its occurrence.

| RATING | DESCRIPTOR | POTENTIAL IMPACT - In terms of the objectives of the organisation |
|--------|--------------|--|
| 5 | CATASTROPHIC | One or more fatalities, or multiple significant injuries with extended hospitalisation or wide spread public inconvenience, or liabilities or reputational damage affecting the continued viability of club operations, cost of damage over \$1M, or significant unrecoverable damage to the environment. |
| 4 | MAJOR | Permanent disabling injury, or significant injuries (requiring hospital treatment), or major public inconvenience, or significant liabilities or reputational damage, or cost of damage \$100K - \$1M, or unconfined environmental impact requiring long term recovery. Vessels lost or damaged beyond repair. |
| 3 | MODERATE | One significant reversible injury (requiring hospital treatment or rehabilitation), or moderate public inconvenience, or moderate liabilities or reputational damage, or cost of damage \$10K - \$100K, or confined environmental impact with medium term recovery. |
| 2 | MINOR | Small number of minor injuries requiring medical treatment, or some public inconvenience, or minor liabilities or reputational impact, or cost of damage \$1K - \$10K, or short term confined environmental impact. Damage to equipment that requires repair before being operable. |
| 1 | NEGLIGIBLE | One negligible injury possibly requiring first aid, or cost of damage up to \$1K, or confined and promptly reversible environmental damage. Insignificant damage to equipment. |

Table 3: Risk Impact Matrix

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks

| LIKELIHOOD | | SEVERITY/ CONSEQUENCE | | | | |
|------------|----------------|-----------------------|---------|----------|--------|------------|
| | | CATASTROPHIC | MAJOR | MODERATE | MINOR | NEGLIGIBLE |
| | | (5) | (4) | (3) | (2) | (1) |
| A. | Almost Certain | Extreme | Extreme | High | Medium | Medium |
| B. | Likely | Extreme | Extreme | High | Medium | Low |
| C. | Possible | Extreme | High | Medium | Low | Low |
| D. | Unlikely | High | High | Medium | Low | Low |
| E. | Rare | High | Medium | Low | Low | Low |

Once risk impact has been determined the committee can evaluate priorities for response to make the risk tolerable to the organisation.

Table 4: Key to the risk impact matrix.

| PRIORITY | DESCRIPTION |
|---------------------|---|
| Extreme Risk | Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention. |
| High Risk | Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation. |
| Medium Risk | Medium risks that are likely to arise or have serious consequences requiring attention. |
| Low Risk | Low risks and low consequences that maybe managed by routine procedures. |



Section 1: ON WATER

| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|---|------------|----------|----------------------|--|---|--|
| 1. | Collision between boats resulting in serious personal injury and/or major damage disabling boat(s) | <p>All events conducted in accordance with the Racing Rules of Sailing[#] as adjusted by the Sailing Instructions*.</p> <p>Design courses to use different marks and start times to minimise the probability of vessel congestion.</p> <p>Separate courses to be set for each fleet, to minimise different classes mixing.</p> | Possible | Moderate | Medium | <p>Rescue boat - On water during racing with a licensed driver, crew includes an observer, all crew members wear personal flotation devices, first aid kit, tow line, safety tool kit and fire extinguisher, radio back to starter's box. Regattas also have more than one boat on water. Having more than one boat may also apply to other events at the discretion of the event organiser and the Commodore.</p> <p>Starter's box - On station with clear vision of course, binoculars, all rescue boats carry radios and are in communication with starter's box on Channel 13. Access to a phone.</p> <p>Sail craft - All craft are compliant with sailing requirements, personal flotation devices, the rescue boat is available to assist boats in distress.</p> <p>Briefing - Pre-race briefing to include potential course changes and observable risks.</p> | Management committee, Officer of the day, Commodore | Prior to race, regattas, club day events, training |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|--|------------|----------|----------------------|--|---|---|
| 2. | Fire or explosion on rescue boat resulting in personal injury to crew | The rescue boats must meet Transport Operations (Marine Safety) Act 1994 requirements. The rescue boat must carry fire extinguishers and first aid kits. Officer of the day must be trained in safe fuel handling. Fuel to be stored on shore in the dedicated fuel storage area. Smoking prohibited on or near vessels or fuel storage. | Rare | Moderate | Low | Regular maintenance and inspection of rescue boats. No smoking policy in boats and boat shed. Safe refuelling practices. Rescue boat - On water during racing. Starter's box - On station with clear vision of course. | Management committee, Officer of the day, Commodore | Inspect and safety check prior to use |
| 3. | Seasickness of rescue boat personal resulting in not being able to provide effective rescue capabilities | Sailing conducted in enclosed waters. | Rare | Minor | Low | Rescue boat - Experienced sailors used for the crew of rescue boat to minimise seasickness. Radio back to starter's box with options to replace the crew member. | Management committee, Officer of the day, Commodore | Prior to race, regatta, club day events, training |
| 4. | Collision of boat with submerged object resulting in personal injury or major damage to boat | Courses set to avoid known obstacles. Plan of sandbank obstructions published on clubhouse wall and in the Sailing Instructions*. Known obstacles discussed at briefing. | Possible | Moderate | Medium | Rescue boat - On water during racing and able to assist boats in distress. | Management committee, Officer of the day, Commodore | Prior to race, regatta, club day events, training |
| 5. | Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events or heading out to | Racing Rules of Sailing [#] and the Club's Sailing Instructions* provide for abandonment of races in such circumstances. | Possible | Moderate | Medium | Starter's box and Officer of the day to monitor Bureau of Meteorology (BoM) internet weather updates. Abandon races if considered unsafe. Courses may be shortened by the | Management Committee, Officer of the day, Commodore | Immediate action on discovery. |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|---|------------|----------|----------------------|---|---|---|
| | event | <p>Close monitoring of weather forecast by race committee. Races not started or abandoned if more than two wind gusts over 25 knots lasting more than five seconds each are experienced on the race course in a minute.</p> <p>Reinforces individual skipper's choice of whether to participate if conditions look beyond their boat's or crew's ability. Emergency procedures in place and communicated.</p> | | | | <p>Officer of the day during races.</p> <p>Rescue boat - On water during racing.</p> <p>Sail craft - All craft are compliant with sailing requirements, personal flotation devices, the rescue boat is available to assist boats in distress.</p> | | |
| 6. | Inexperienced or disabled boat(s) lose control or run aground and get into difficulties which require external assistance | The area of operation is such that the shores of the lake can be seen at all times. Communication with the rescue boat is available at all times. Welfare of sailors is a priority. Boats are retrieved later. Rescue boats in attendance for all races. Other boats to offer assistance where appropriate. | Likely | Minor | Medium | <p>TSC Safety Management Plan, Item 5 Area of Operation.</p> <p>Rescue boat - On water during racing and available to assist boats in distress.</p> <p>Starter's box - On station with clear vision of course.</p> <p>Rescue boats carry radios and are in communication with starter's box on Channel 13. Access to a phone.</p> <p>Sail craft - All craft are compliant with sailing requirements, personal</p> | Management committee, Officer of the day, Commodore | Immediate action required on discovery. |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|--|------------|------------|----------------------|---|--|---|
| | | | | | | <p>flotation devices.</p> <p>Briefing - Pre-race briefing to include potential course changes and observable risks.</p> | | |
| 7. | Failure to launch rescue boats as required, mechanical breakdowns or gear failure resulting in the rescue boat not being able to provide effective rescue capabilities | <p>All rescue boats are maintained to high level. Requirements of Club's Safety Management System for Safety Vessels[^] apply.</p> <p>Ensure that someone is on duty in the starter's box during racing. The area of the sailing course is such that the whole course can be seen at all times from the starter's box. There is availability of back-up rescue boat that can be deployed.</p> <p>All rescue boats carry radios and are in communication with starter's box on Channel 13.</p> <p>Races will not be held if properly staffed and equipped rescue boats are not available. All rescue boats are fully equipped with essential safety and rescue equipment. Conduct regular equipment checks</p> | Unlikely | Negligible | Low | <p>Rescue boat – The club owns three boats and may substitute to a different craft. On water during racing with a licensed driver, crew includes an observer, all crew members wear personal flotation devices, first aid kit, tow line, safety tool kit and fire extinguisher, radio back to starter's box. Having more than one boat may also apply to other events at the discretion of the event organiser and Commodore.</p> | Management committee, Officer of the day, Commodore. | Regular maintenance, inspect prior to use |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|--|------------|----------|----------------------|---|--|---------------------|
| | | and replace as required. | | | | | | |
| 8. | Hypothermia, heat stroke, sunburn or dehydration to sailors and/or officials | Encourage sailors and race officials to wear suitable clothing for local conditions. Sailors and officials are responsible for personal sun safety and self-hydration. | Unlikely | Moderate | Medium | Australian Sailing Special Regulations Part 2 Off the Beach Boats ⁵ . Sunscreen available in kitchen, water available in rescue boats. Rescue boat – On water during racing. | Sailors, Management committee, Officer of the day, Commodore | Club days |
| 9. | Injury to officials, sailors or other water users from rescue and race official boat propellers | Propeller guards are installed on all rescue boats. | Unlikely | Major | Medium | Propeller guards installed on all rescue boats. Rescue boat – Access to a first aid kit, radio back to starter's box. | Sailors, Management committee, Officer of the day, | Regular maintenance |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|--|------------|----------|----------------------|---|--|---------------------------|
| | | | | | | Starter's box - On station with clear vision of course. | Commodore | |
| 10. | Personal injury to kayakers, paddle-boarders, swimmers following a collision with a competitor or official boat either on-course or heading to course | In all situations, boats manoeuvring near a shore or leaving or returning to shore are to exercise caution when in close proximity to members of the public. Skippers are responsible for safe navigation of vessel. Skipper and crew should keep adequate lookout for all vessels. Conduct skippers briefing. | Possible | Moderate | Medium | Rescue boat – On water during racing. Starter's box - On station during racing. | Management committee, Officer of the day, Commodore | Club days |
| 11. | Insufficient supervision of participants in training exercises resulting in accidents or personal injury | Participants are always subject to close supervision when participating in training or coaching sessions. All training activities will be led by an Australian Sailing certified instructor or higher. TSC is an accredited Australian Sailing Discover Sailing Centre. | Possible | Moderate | Medium | TSC is an accredited AS Discover Sailing Centre. Instructor – Qualified and experienced. Rescue boat - On water during training. Starter's box - On station. Rescue boats are in communication with starter's box on Channel 13. Inexperienced sailors paired with more experienced sailors were possible, personal flotation devices, helmets. The rescue boat is available to assist boats in distress. | Management committee, Officer of the day, Commodore, sailing instructors | Club day events, training |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|---|------------|----------|----------------------|---|--|--|
| 12. | Failure to conduct pre- and post-event boat counts resulting in missing personnel | All participants in club events must nominate participation in the event. Starter's box uses these nominations to record finish times. Officer of the day advised of boats not finishing for safety check. | Unlikely | Minor | Low | Registration – An event registration is conducted each race day. Regattas are busier days and sailors are required to sign on and off each race. Rescue boat - On water during racing. Starter's box - Cross check finishing boats against sign on sheet. | Participants, starter's box, Officer of the day. | Pre- and post-race events |
| 13. | Inadequately prepared or maintained boats that are not seaworthy or increase safety risks | Vessel masters are required to comply with Racing Rules of Sailing [#] and AS Special Regulation Part 2 [§] . Club dinghies maintained to high standard and routinely inspected and repairs completed. | Unlikely | Minor | Low | Racing Rules of Sailing [#] , AS Special Regulations Part 2 [§] . Rescue boat - On water during racing. | Sailors, Management committee, Officer of the day, Commodore | Regular maintenance |
| 14. | Personal Injury to selves or others as result of inexperienced sailors participating beyond their capacity | It is the sole responsibility of each boat to decide whether to start or to continue to race. RRS Fundamental Rule 3: (a) Crews should exercise caution in going onto the water in boisterous conditions or conditions heavier than they have experienced. (b) Crews should not go onto the water unless they are assured that assistance is at | Possible | Moderate | Medium | As above in Risk 13 | Participants | Race, regatta, club day events, training |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|--|------------|--------------|----------------------|--|---|------------|
| | | hand in an emergency. | | | | | | |
| 15. | Entrapment under overturned dinghy or entanglement of crew in trapeze harness when underwater | For training sessions - the use of masthead floatation may be required for certain tasks but it is not mandatory and shall be employed by the lead instructor if deemed necessary. | Unlikely | Catastrophic | High | DSC Operations Manual. Rescue boat - provision of safety tool kit, including safety knife and wire cutters on each rescue boat. | Officer of the day, Instructors | Club days |
| 16. | Loss of communications resulting in not being able to provide effective rescue services | The area of the sailing course on Lake Tinaroo is such that the whole course can be seen at all times from the starter's box and club house and the loss of communication is overcome by the use of back-up rescue boat. | Unlikely | Minor | Low | Rescue boat - Radio test back to starter's box as leaving the shore. All rescue boats equipped with VHF radio. Battery powered hand held radios provided where not fitted to boats. Mobile phones to be used as backup. | Officer of the day | Club days |
| 17. | Improper use of launching and retrieval of rescue boats resulting in injury to race participants | Only suitably experienced personnel will be appointed to the Officer of the day role. Officers of the day are inducted by the Commodore as part of the Safety Management System for TSC Safety Vessels^. | Unlikely | Minor | Low | Safety Management System for TSC Safety Vessels^. Officer of the day inducted on safely launching and retrieval. | Instructors, Officer of the Day, Management committee | Club days |
| 18. | Boat launching condition becoming slippery – risk of personal injury | Members to exercise care when launching and retrieving vessels. | Possible | Minor | Low | Assistance of bystanders is available. | Instructors, Officer of the day, | Club days |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|---|------------|----------|----------------------|--|----------------------------------|--|
| | | | | | | | Commodore | |
| 19. | Person falls overboard | <p>Rescue boat in attendance for all races. Races monitored on Channel 13 by rescue boat and starter's box. Encourage skippers to conduct regular man overboard drills with crews.</p> <p>Rescue boat - Always ask passengers to sit when accelerating and hold on when in motion. Wear correctly fitting personal flotation devices at all times. Use kill switch safety lanyard on rescue boat.</p> | Possible | Minor | Low | <p>Rescue boat - On water during racing and able to render assistance.</p> <p>Spare kill switch safety lanyard accessible on rescue boat.</p> | Rescue boat crew | Club days |
| 20. | Death from drowning | Sailors and rescue boat crew to always wear correctly fitting personal flotation devices. | Rare | Major | Medium | <p>Racing Rules of Sailing[#], Australian Sailing Special Regulations Part 2 Off the Beach Boats^s</p> <p>Rescue boat - On water during racing.</p> | Participants, Officer of the day | Club days |
| 21. | Wind and wave conditions result in capsizes, personal injury or boats being unable to return to shore safely | Rescue boat in attendance for all races. Rescue boat driver trained for dinghy recovery. Other boats offer assistance where appropriate. | Likely | Minor | Medium | On course weather observations, Reliable, well serviced rescue boats, drivers trained in safe recovery. | Commodore, Officer of the day | Weather affected event during race, regatta, club day events, training |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|---|------------|----------|----------------------|--|---------------------|--|
| 22. | Careless handling and laying of course marks and buoys may result in injuries | Rescue boat crew to use safe lifting techniques. Marks designed to be as easy and safe as possible to lay and retrieve. | Possible | Minor | Low | Rescue boat - On water during racing. Crew to assist in layout of marks. | Officer of the day | Pre -and post-race, regatta, club day events, training |

* Sailing Instructions can be found at <https://tinaroo.yachting.org.au/club-days/sailing-instructions/>

Racing Rules of Sailing can be found at <https://www.sailingresources.org.au/class-assoc/racing-rules/>

\$ Australian Sailing Special Regulations Part 2 Off the Beach Boats can be found at <https://www.sailingresources.org.au/safety/specialregs/>

^ Safety Management System for Tinaroo Sailing Club Safety Vessels can be found at <https://tinaroo.yachting.org.au/club-days/duty-sailor-officer-of-the-day-role/>



Section 2: PRE & POST SAILING EVENT/ACTIVITIES

| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|---|---|------------|----------|----------------------|---|--|---|
| 1. | Personal injury to sailors and public or property damage arising from persons passing through rigging areas | Requirements of Tinaroo Sailing Club's Safety Management Plan apply. | Rare | Minor | Low | Traffic pathways are established to encourage movement away from rigging areas. | Management committee | Pre and post race, regatta, club day events, training |
| 2. | Equipment left lying around posing risk of injury to persons using area | Ensure good housekeeping by all persons at the Club. Pickup any items immediately. Club working bees to keep common areas clean. | Unlikely | Minor | Low | Mower and yard maintenance equipment. | Management Committee, Members | Working bees scheduled twice per year |
| 3. | Placing heavy equipment and boats in storage racks resulting in injury or damage during retrieval | Assisted lift when storing boats or heavier equipment. Store the regularly used and heavier boats on the lower racks. Keep racks tidy and the area clear of debris and equipment. | Unlikely | Moderate | Medium | Sailors available to assist in loading. | Management Committee | Ongoing |
| 4. | Spillage, fire, burns and property damage when fuelling the rescue boats | Rescue boats are refuelled prior to use when engines are cold and onshore. Rescue boats are manned only by experienced and licenced boat skippers. Training provided. | Unlikely | Minor | Low | Safety Management System for TSC Safety Vessels. Jerry cans with fuel funnels, fire extinguisher, lake water nearby. | Management committee, rescue boat crew | Prior to launching |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--|--|------------|----------|----------------------|---|---------------------------------|---|
| | | | | | | First aid kits available. | | |
| 5. | Personal injury or property damage arising from rigging accidents e.g. such as falling masts, wire under tension, swinging booms etc | Owners ensure boats are kept in good order. Particular vigilance when rigging on windy days. Seek assistance when rigging to reduce risks. | Unlikely | Moderate | Medium | Sailors available to assist each other. | Boat owners | Pre and post race, regatta, club day events/ Training |
| 6. | Theft or damage of participants boats or gear due to poor security or storage of equipment | Boat Storage agreement provides boat storage is at member's risk. All storage areas have locked gates or doors appropriately maintained- Level 2 keys only available to members with boats in storage. | Possible | Minor | Low | Locked storage sheds and compound. Partial external perimeter fencing, sheds contain racking. | Management Committee | Ongoing |
| 7. | Dissatisfaction amongst sailors and potential legal exposure caused by race disputes and grievances | Sailing instructions clear about race committee and protest procedures. Ensure insurances and compliance kept up to date. Deal with issues in a timely fashion. | Rare | Moderate | Low | Racing Rules of Sailing, TSC Sailing Instructions | Management committee, Commodore | Ongoing |
| 8. | Careless loading, unloading of course equipment may result in injury to | Rescue boat crew to use safe lifting techniques. Marks | Possible | Moderate | Medium | Storage facilities for equipment | Officer of the day, | Pre- and post-race, regatta, club day |



| Risk No. | Risk / Hazard | Risk Controls | Likelihood | Severity | Residual Risk Rating | Resources/Actions | Persons Responsible | Time-frame |
|----------|--------------------------------|--|------------|----------|----------------------|-------------------|---------------------|------------------|
| | officials and rescue boat crew | designed to be as easy and safe as possible to lay and retrieve. | | | | | Commodore | events, training |



Vessel Maintenance Log

Safety Boats will be serviced at least annually. General inspection should be completed before every use and items of concern recorded here.

Grey Rib

| Date | Issue | Reported by/to | Completed |
|---------|-----------------------------|----------------|-----------|
| 11.9.20 | 20 HR Service BILLS MARINE | | |
| 29.6.21 | 100 HR Service BILLS MARINE | | |
| | | | |
| | | | |
| | | | |
| | | | |

Blue Rib

| | | | |
|---------|--------------------------|--|--|
| 2.6.20 | Service - W & M Campradt | | |
| 25.3.21 | Service - Hi Tune Marine | | |
| 14.4.22 | Service - Hi Tune Marine | | |
| | | | |
| | | | |
| | | | |

Yellow Boat

| | | | |
|---------|----------------|--|--|
| 18.4.22 | Hi Tune Marine | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Safety Management System for Safety Vessels, Tinaroo Sailing Club

Some handy reminders for safety boat drivers!

- Slow is pro
- Space is ace
- People first, equipment later
- Count heads
- Crew at stern
- Always have a sharp knife at the ready
- One hand wheel, one hand throttle
- Kill cord safety lanyard always
- Radio check

Before engaging in assistance of another craft always ask.....

- Can you self-rescue?
- What assistance do you require?
- Is full intervention required? – get the crew out of the water and take full control.



Attachment 1. Tinaroo Sailing Club - Safety Vessel & Equipment Checklist

Safety boat

Skipper: _____ Date: _____
Crew 1: _____ Crew 2: _____

Each morning

☐ SCAN QR CODE - To check in and access "Safety Management System for Safety Vessels"

☐ Check boat condition

☐ Code flags

☐ Fuel tank - check level and re-fuel if necessary

☐ Bungs

☐ Turn on - check power

☐ Anchor & chain - check connection

☐ Check propeller and guard

☐ Tow rope - check connection

☐ First aid kit

☐ Check bilge and bucket

☐ Safety tool kit

- Bolt cutter
- Pliers
- Screwdriver
- Knife
- Shackle key

Other safety items on board:

- ☐ Fire extinguisher
- ☐ Paddles
- ☐ PFD (Personal floatation device)
- ☐ Drinking water
- ☐ Spare kill cord safety lanyard

Start Up Procedure

☐ Check start engine

- Attach kill cord safety lanyard prior to start up
- Check tell tail flow
- Check start up and emergency shut down
- Check fuel line for leaks
- Check tilt mechanism

☐ Sign on check radio

- Radio check with starter's box CH13

On Water Procedure

☐ Maintain station and keep watch on fleet

☐ Monitor radio at all times

☐ Attach kill cord always

☐ Wear PFD while operating vessel

☐ Monitor engine performance

☐ Monitor weather

Shut Down procedure

☐ Check engine shut down

☐ Check propeller and guard

☐ Sign off radio check

☐ Condition report to Commodore if necessary

☐ Check fuel



Attachment 2. Incident Register

| Date of incident | Summary of incident | Incident report filed? | Risk assessment reviewed Yes / No | MSQ notified Yes / No |
|------------------|---------------------|------------------------|--------------------------------------|--------------------------|
| | | | | |
| | | | | |
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Attachment 3. Minor Incident Report Form

| | | | |
|--|--|---------------------------|--|
| Date: | | Details of report author: | |
| Other party details: | | | |
| Describe the incident- what happened, when, where and how? | | | |
| What do you believe created the risk? | | | |
| What actions have you taken assist in the prevention of similar incidents? | | | |
| Risk Assessment | | yes or no? | |
| Have similar incidents occurred in the past? | | | |
| Was a risk assessment carried out for this activity? | | | |
| Did the risk assessment highlight any concerns with this activity? | | | |
| Risk assessment reviewed? | | | |

Attachment 4. Marine Incident Report Form



**Queensland
Government**

Marine Incident Report

Transport Operations (Marine Safety) Act 1994

This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

Incident description

Position of incident

Date / / Time am pm Body of water/Landmark

Location

☐ Inland waters (non-tidal) ☐ Smooth waters ☐ Partially smooth waters ☐ Offshore Latitude Longitude

Type of incident

☐ Capsizing ☐ Collision: ☐ between ships ☐ with a fixed object ☐ with a floating object ☐ with an animal ☐ with an overhead obstruction ☐ with a submerged object ☐ with a wharf ☐ Grounding: ☐ unintentional ☐ intentional ☐ Onboard incident: ☐ fall within ship ☐ crushing or pinching ☐ other onboard incident ☐ Other incident: ☐ person hit by propeller or ship ☐ water skiing incident ☐ parasailing incident ☐ diving incident ☐ close call/near miss ☐ other incident caused by the operation of the ship ☐ Flooding ☐ Person overboard ☐ Loss of stability ☐ Fire ☐ Explosion ☐ Structural/equipment failure ☐ Loss of ship ¹

¹ 'Loss of ship' should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be checked marked as 'Ship lost' below and on the next page.

Incident Severity Rating

☐ Fatality Number of persons ☐ Serious injury ² Number of persons ☐ Ship lost ³ ☐ Damage to property only ⁴ ☐ Ship damaged ☐ No damage

² Requiring admission to hospital ³ Economic write-off or not recovered ⁴ No damage to any ships

Environmental conditions

Weather

☐ Clear ☐ Hazy ☐ Cloudy ☐ Rain ☐ Flood

Visibility

☐ Good ☐ Fair ☐ Poor

Water conditions

☐ Calm ☐ Choppy ☐ Rough ☐ Very rough ☐ Strong current or tidal flow Swell height (metres)

Wind speed

☐ None ☐ Light (1-6kts) ☐ Moderate (7-15kts) ☐ Strong (16-33kts) ☐ Gale (>33kts) Wind coming from

Ships involved

Number of ships involved **Note:** if more than two ships were involved attach details on a separate page.

Own ship

Name of ship

Official registration number Registering authority

Length (metres) Beam (metres) Year built

Number of passengers on board Number of crew on board

Registration type

☐ Commercial passenger ☐ Commercial fishing ☐ Commercial non-passenger ☐ Commercial hire and drive ☐ Queensland Regulated ship

Other ship

Name of ship

Official registration number Registering authority

Length (metres) Beam (metres) Year built

Number of passengers on board Number of crew on board

Registration type

☐ Commercial passenger ☐ Commercial fishing ☐ Commercial non-passenger ☐ Commercial hire and drive ☐ Queensland Regulated ship

Additional information for commercial vessels: Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

Office use only

File number: Caseman number: Received by (full name): Received on: / /

Continued over page... Page 1 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

Ships involved - continued

Own ship

Ship description

- ☐ Motorboat
 ☐ PWC
 ☐ Rowing boat
☐ Sailing boat
 ☐ House boat
☐ Other (describe)

Engine

- ☐ Outboard
 ☐ Inboard (petrol)
 ☐ none
☐ Inboard/outboard
 ☐ Inboard (diesel)
☐ Other (describe)

Number of engines Total engine power

HP
 KW

Hull material

- ☐ Steel
 ☐ Timber
 ☐ Ferro-cement
☐ Marine alloy
 ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

- ☐ Ship lost
 ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy)
 ☐ Minor damage
 ☐ No damage

Other ship

Ship description

- ☐ Motorboat
 ☐ PWC
 ☐ Rowing boat
☐ Sailing boat
 ☐ House boat
☐ Other (describe)

Engine

- ☐ Outboard
 ☐ Inboard (petrol)
 ☐ none
☐ Inboard/outboard
 ☐ Inboard (diesel)
☐ Other (describe)

Number of engines Total engine power

HP
 KW

Hull material

- ☐ Steel
 ☐ Timber
 ☐ Ferro-cement
☐ Marine alloy
 ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

- ☐ Ship lost
 ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy)
 ☐ Minor damage
 ☐ No damage

People involved

Own ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours) Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender Date of birth

☐ Male
 ☐ Female
 / /

Licence type and grade (for example, Master 5)

Licence number Issuing authority

Issue date Expiry date (if applicable)

/ /
 / /

Telephone (business hours) Telephone (after hours)

Address

Email address

Other ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours) Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender Date of birth

☐ Male
 ☐ Female
 / /

Licence type and grade (for example, Master 5)

Licence number Issuing authority

Issue date Expiry date (if applicable)

/ /
 / /

Telephone (business hours) Telephone (after hours)

Address

Email address

Continued over page... Page 2 of 4 TRB Forms Area Form F3071 CFD V01 Aug 2016

Persons involved - continued

Own ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 / /

Expiry date (if applicable)

 / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Other ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 / /

Expiry date (if applicable)

 / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Witnesses

Note: attach name and complete contact details of any witnesses to the incident on a separate page.

Deceased or injured person

Note: if more than two people deceased or injured attach details on a separate page.

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury ⁵ ☐ Minor injury

⁵ A serious injury is defined as one where the injured person was admitted to hospital.

Nature of injury

Name of hospital

Activity of injured or deceased person

☐ Person in charge (Master) ☐ Surfboard/surf-ski rider
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ Other

Deceased or injured person

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury ⁵ ☐ Minor injury

Nature of injury

Name of hospital

Activity of injured or deceased person

☐ Person in charge (Master) ☐ Surfboard/surf-ski rider
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ Other

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the *Transport Operations (Marine Safety) Act*. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

