



## ions Policy

Updated Feb 2018

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## 1. Preface

This Operations Policy applies to the SSCBC located at 3154 Point Nepean Road, Sorrento, Victoria 3943.

This policy is based upon established risk management principles, and provides people at SSCBC and surrounding waters with specific guidance during times of emergency.

SSCBC recognizes that the value of this Sailing Operations Policy is greatly enhanced by ongoing emergency incident training and continuous improvement from feedback and reviews of incidents. This policy is reviewed on a yearly basis, or earlier if warranted, to maintain its suitability and relevance to the organization and to ensure that our staff and volunteers are well-informed and comfortable with their roles during sailing and through to emergency situations.

The objective of this policy is to ensure both the safety of people within and the environment around the SSCBC, by providing a framework for emergency responses.

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## 2. Introduction

SSCBC offers organized recreational sailing activities to members of the club and their guests, members of other clubs, other organizations and the public when they enroll in a program.

### Recreational sailing includes organized:

- Off-the-beach dinghy class
- Coutu Boats and Jubilees
- Sail Training courses
- Power boat activities and training

Where a member of the club or the public asks us to rescue or recover a boat and it is not part of our organized activities and we are not manned to assist, we refer them to 000 or any of the of the services on the emergency contacts.

## 3. Duty Of Care

SSCBC strives to maintain a no blame culture and do everything reasonably practicable to ensure the safety of people.

*Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (to themselves as well as others) while performing any acts that could impose foreseeable harm on others.*

## 4. Objectives

The objectives of SSCBC in the conduct of sailing are

- To provide a safely managed on-water environment for competitors and trainees having due regards to both known and unforeseen conditions;
- To allocate a suitable fleet of patrol boats for race management and training;
- To encourage, train and retain the services of members and staff to assist with race management, sail training, instructing and coaching.

## 5. Environmental Issues Affecting Sailing

Environmental factors including wind and sea state may require on water activates to be restricted or abandoned.

These are covered in world Sailing (WS) Race Management manuals and covered in the Australian Sailing (AS) Race Official, Instructor and Coach courses. Race Officials in charge of sailing complete this training and conduct racing in accordance with AS training. This section gives an overview of some of these considerations

### Weather Forecasts

- All staff, officials, boats and volunteers shall be aware of the forecast when conducting on- water events. The individual skill level and ability of all sailors involved in the event need to be considered in conjunction with the inescapable responsibilities of competing boats to ensure they are able to face the expected conditions.

### Weather Warnings

- When any weather warning is in effect, the BOM weather warnings page shall be monitored for updates and escalations by the tower and Race Officer

### UV Protection

- The SSCBC makes sunblock available for staff, officials, volunteers and competitors who have not brought their own.
- Sun hats and sunglasses are encouraged to be worn at all times around the club where possible.

## 6. Personal Floatation Devices

SSCBC will provide sufficient personal floatation devices in a range of sizes for all staff, volunteers and trainees.

- All personal floatation devices shall comply with current AS and Transport Safety Victoria requirements.
- All personal floatation devices are inspected as required by standards to ensure that they are in good condition.

Type 1 or 2 PFDs shall be worn at all times on RIBS and Tinnies underway. PFDs shall be worn at times of heightened danger on other Patrol Boats.

All competitors shall wear type level 50N/S or higher Type 1,2 or 3 PFDs at all times whilst afloat;

## 7. Responsibilities for Conducting Racing and Training

### *Sign On/Off*

- Dinghies shall Sign On prior to leaving the beach area and Sign Off upon returning to shore in accordance with the sailing instructions;
- Coutu Boats shall Sign On prior to starting their race with the start tower via VHF advising their Sail Number and Persons on Board. If a boat retires it is to advise the SSCBC tower via VHF at the first safe opportunity and advise when the boat has returned to the jetty or moorings.
- Patrol and Support Vessels shall sign on via VHF with the SSCBC Tower with their Vessel name and Persons on Board and sign off when they return to the jetty or moorings.

### *Rescue and Support Boats*

The number of boats required will depend on but not be limited to:

- Competitors Skill Level
- Age and experience of the competitors
- Number of competitors
- Weather conditions
- Types of boats

### *Weather Information and Wind Speed Limits*

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) [and sources such as predict wind](#) and discussed at the RM briefing

Weather is to be monitored in the SSCBC Tower at all times whilst competitors are afloat- including observations around Port Phillip Bay, [Airey's inlet if a change is expected](#), Boat Instruments, BoM Weather Forecast Updates and Warnings and visual observation

The Race Committee may use the YV wind speed guidance as a reference point for comparison to existing conditions when assessing the safety of competitors and trainees.

### *Race Abandonment*

The Race Officer may abandon racing in accordance with the RRS and Race Management practices.

### *Communication*

- Racing and training at SSCBC usually uses VHF Channel 73. Other channels will be advised at Race Management and / or competitor briefings.
- The call sign for SSCBC Tower is 'Sorrento'.
- The Tower will monitor race management channels and Channel 16 for distress and safety during all times competitors are afloat.

## 8. Patrol Boat Operating Policy

The Master of each Patrol Boat is ultimately responsible for the safety of his/her crew and vessel. Masters of Patrol Boats must:

- Hold a current Victorian Marine License and
- Be competent to the equivalent of an AS Power Boat Handling Certificate holder.

It is highly recommended that skippers hold an AS Power Boat Handling Certificate and optimally an AS Safety Boat Operators certificate.

### *Rostered Crew*

- Patrol Boat crews are to be allocated in accordance with the Roster and additional crew can be sourced from available volunteers;
- The number of all persons POB is recorded by the tower upon leaving the dock.

### *Prior to leave the Jetty or mooring the master shall*

- Familiarize themselves and crew with the location of the safety equipment
- Ensure that there are suitable PFDs for those on-board
- Complete the patrol boat checks prior to operating the vessel.
- Ensure engine and safety systems are working properly
  - Outboards securely attached to the boat and tell tale streaming.
  - Kill switches **and extensions** fully functional and used at all times on RIBS and Tinnies.
  - **Determine if there is a prop guard (they are not being replaced on some ribs)**
  - Steering mechanism is free and easy to use.
  - Throttle and gear changing mechanisms positive and reliable.
  - Radio check is satisfactory

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### *Upon returning to the Jetty or mooring at the end of use for that day*

- The master is responsible for shutting down and securing their vessel upon returning to shore which includes
  - Ensuring vessel is securely berthed in correct location
  - **Kill cords and extensions left with battery switch,**
  - Turning off batteries, lifting engine up and locking cabin if lockable.
  - Removing rubbish
  - Returning all equipment and keys to their home
  - Reporting any issues or defects.

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### *Proper use*

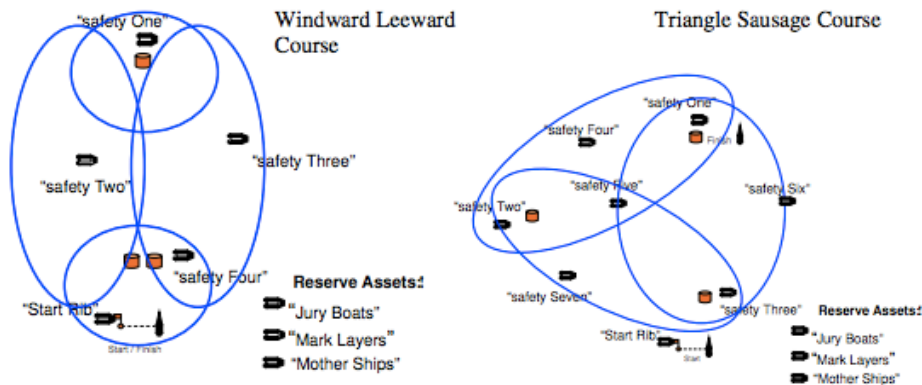
- Patrol boats must not be used for joyriding or skylarking. Boating regulations, including speed limits, and appropriate levels of seamanship and courtesy must be adhered to;

### *Maintenance and repairs*

Maintenance of Patrol Boats is overseen by the Sailing Operations Manager. The Sailing Operations Manager will respond to reports and arrange for rectification of reported issues or defects.

## 9. Patrol Plan

Depending upon the configuration of courses and the available boats a patrol plan will be advised at the RM briefing.



### In the event of a squall

In the event of a squall or Southerly Buster, the hard-hulled boats will become mother ships at the leeward aspect of the course. Ribs complete a rescue and take the boat to the mother ship, then go to the most leeward boat next.

## 10. Responding to an Incident

When an incident occurs at the club, the speed and efficiency with which we react and respond can have significant impact on the outcome.

These are the generic roles and responsibilities in an incident

- First Responder
  - Observe, Assess, Respond and Communicate
- Incident Controller
  - Called in to control response
  - Can commandeer resources
- Race Officer
  - Manages Fleet safety / race?
- Tower
  - Supports / enables responses and shore requirements
- Duty Manager
  - Responsible for Onshore Emergency Plan Completion

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If in doubt call an incident controller

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**When to call**

- Couta Boat needs tow/ rescue
- Injury – Medical risk – Hypothermia – Head injury
- Busted boat?
- Incapable Crew?
- Risk / Unsure:  
-- Don't know how bad it is

**How you call**

- This is Red Ron, This is Red Ron
- We are at the Dinghy Outer Gate, Dinghy Outer Gate
- We have an Asthma Attack we have an Asthma Attack
- We need assistance, we need assistance [or] We may need assistance, we may need assistance

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## 11. On Water Emergency Management Plan

*This plan specifies the actions required in the event of a serious incident occurring at the SSCBC and details the key people who will take charge, together with their tasks and responsibilities.*

SSCBC recognizes that a 'Serious Incident Plan' is required to manage unexpected serious incidents at the club or connected with on-water activities.

Serious incidents may include but are not limited to:

- Accidents involving serious injury or death;
- Missing people
- Fire and/or explosion;
- Storm damage;
- Sinking of vessel or vessels;
- Electrical incidences;
- Fuel spillages;

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The following people have responsibility for the areas nominated that will be the subject of separate procedures-

- |                             |   |
|-----------------------------|---|
| • Club premises and grounds | General Manager (GM) or Duty Manager (DM)             |
| • On water activities       | Safety Officer (SO) / <u>Incident Controller (IC)</u> |

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### Procedure

- The SO will immediately take charge of the incident and remain in radio and/or telephone communications;
- The Race Officer &/or Incident Controller shall direct the mitigation of danger to people, first aid provision and call for assistance;
- Having assessed the incident risks, the SO will ensure assistance is requested from relevant outside parties listed on the emergency contact list:

### RESPONSIBILITIES OF THE RACE MANAGEMENT AND TRAINING PERSONNEL IN A SERIOUS ON WATER INCIDENT

- The **General Manager or the Duty Manager** is responsible to the Club Committee for the overall management of the incident and in particular managing the external communications in relation to incidents. This includes relatives of event participants or trainees, media, sponsors, and other external stakeholders. The General Manager will provide strategic support to the SO and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The General Manager will establish incident headquarters if necessary. The General Manager will be responsible for any communication with media and any monitoring of or responses to social media. Location: Onshore

- The **SO** is responsible to the General Manager for the operational resolution of the incident and will be responsible to the Police/ Water Police and other responders. The SO will keep the General Manager updated with the status and escalations of seriousness.. Location: Onshore
- The **Race Officer (or Lead Instructor) (RO)** is responsible for the operational management of all on water incidents until the SO has taken control. Thereafter the Race Officer will provide on water support as required. The Race Officer remains on the water until the safety of all sailors and support personnel is assured. The Race Officer should be at all times contactable by VHF Radio and Mobile Phone. The RO completes a final on shore check that all boats are accounted for and signed off. Location: On the water.
- The **Tower Operator** keeps an accurate log of radio communications. A log is to be kept at all times sailors and race officials are on the water. The tower function is to be monitored continuously during racing. Location: Onshore SSCBC Tower
- The **Lead Instructor may** substitute as the tower operator and or Safety Officer during a training activity . Location: On the water.
- The **Assistant Instructors, Coaches, Bosuns, Rescue Boats and available Support Boats** will assist as directed by the RO or SO. Location: On the water.
- **Incident Support** – The SO will co-opt other people to support the incident’s requirements including scribes, spotters, beach and traffic marshals and on beach / sign off monitors.. Location: Varies

## 12. Incident Management Centre

The Incident Management Centre is usually located in the upstairs Jury room. The IMC will be able to access

- Copy of Sailing Operations Policy;
- Internet device (tablet or PC);
- Phone;
- VHF Radio;
- Stationary / pens / whiteboard markers/ paper for logging;
- Relevant charts – Can be electronic;
- Key Organization and personnel contact details;
- Details of participating boats and participants including emergency contacts list

## 13. On Water Rescue Procedure

Where a rescue is required the Patrol Boat is to carry out the required rescue in accordance with the following procedure.

- A rescue is to be undertaken where a rescue is deemed necessary by patrol boat skipper;
- A rescue should not be attempted where it would endanger the crew or Patrol Boat;
- In that case call the Incident Controller
- Should the patrol boat crew be unable to locate a person in the event of a capsize, the SSCBC tower should immediately be informed and a search commenced for the missing competitor.

*Rescue Procedure – First Responder*

- The primary objective of a rescue is the safety of the competitors;
- On reaching the boat, any injury or risk is assessed;
- Call the Incident Controller if assistance may be or will be required. If Urgent
  - This is Red Ron, This is Red Ron
  - We are at the Dingy Outer Gate, Dingy Outer Gate
  - We have an Asthma Attack we have an Asthma Attack
  - We need assistance, we need assistance [or] We may need assistance, we may need assistance



- The Incident Controller will be the first to respond in Ch73
- The default process if support is not immediately available is:
- Competitors who are seriously injured and require the urgent medical attention are to be taken aboard the Patrol Boat if safe for the patient, then patrol boat is to proceed; immediately to the SSCBC Lower Landing Jetty and the SSCBC Tower and Duty Manager advised. First aid should be rendered whilst underway.
- Where a boat is disabled to the extent it is unable to return to shore / moorings unassisted, the Patrol Boat is to take the boat in tow; Sailor's should be asked to secure sails, sheets and lines and the mast and boom in the event of a dismasting before the boat is towed; Towing ashore should not be undertaken until permission is given by the RO;
- The competitor's boat should be towed to either a Mother Boat or the beach as directed by the RO or Tower.
- Patrol Boats return to the course unless asked to remain ashore;
- If a boat is abandoned and crew removed, a "crew taken" safety tape shall be attached to the vessel to alert any other boats that the crew is safe. These are available in all SSCBC Patrol Boats.

#### *Rescue Procedure – Towing*

- All SSCBC training boats are fitted with a towline;
- In the case of a missing towline the Patrol Boat's towline should be passed to the sailor's boat to be passed twice around the mast and then held by the competitor such that it can be quickly released if required;
- On the Patrol Boat the towline should be clipped to a hook or passed twice around a stern cleat or towing bridle and then held by one of the Patrol Boat's crew to enable a quick release if required.

## **14. Abandonment of Sailing Coordination Plan**

When the Race Officer abandons racing due to foul weather a staged response is used:

### **Stage 1 – Routine Abandonment – Controlled by RO on water.**

The SSCBC Tower to:

- Keep patrol boats afloat until sailors are safely ashore;
- Identify and track stray boats – That are not between a patrol boat and shore.
- Monitor and log all radio traffic;
- Supervise the sign off process until all boats are accounted for;
- Check that all patrol boats have returned safely.

### **Stage 2 – Escalated Abandonment – Tower assumes control (outside assistance maybe required)**

- Tower monitors and logs all radio traffic related to boat status;
- Spotters identify and track boats not being attended to.
- The SSCBC Tower to reconcile boats on Situation Board – Sail Number, Class, Status, and Located, under tow or Recovered ashore;
- SO appoints someone to supervise sign offs until all competitors are accounted for;
- Appoint Beach Marshals to assist sailors ashore / tally sail numbers ashore.
- Consider:
  - Can more rescue boats be deployed.
  - Can competent sailors ashore be sent out to additional crew strugglers
  - Can crews from towed boats additionally crew strugglers
  - Can boats jib sail ashore safely albeit slowly
  - Can boats be long lined off a mother ship or fixed mark and put to crew strugglers
  - Which classes / boats / crews need priority in recovery – who can hang on a bit more...
  - Do welfare people need to be appointed to check for shock / hypothermia
  - Will outside help be required?
- When rescue operations are completed, the SO will check and formally declare all boats are accounted for;
- Advise all Patrol Boats when rescue operations are completed;
- Check all Patrol Boats have returned safely.

### Stage 3 – Abandon boats

When conditions have deteriorated to an extent that boat rescue capacity is overwhelmed and safety of people is compromised, some crews may be recovered to patrol boats and their boats abandoned.

- The SO in consultation with the RO, will determine which boats are to be abandoned and that crews are to be picked up by Patrol Boats;

The processes are as for stage 2 plus

Consider –

- Outside Help
  - are there any other rescue assets that can or should be called upon? Other members, BYS, Southern Peninsula Rescue Squad, Volunteer Coast Guard, Water Police, AMSA.
- When People are safe – How can abandoned boats be recovered
- Welfare / fatigue of rescue crews
- Stress and anxiety throughout the club
- Complete incident report – the club will use this to prepare a Marine Incident report for TSV

## 15. Missing Sailors

In the event of a sailor missing and unable to be located the following procedure shall be implemented:

- DM and PRO to be notified immediately;
- All racing to be abandoned and all sailors to return to shore; “N” over “H”
- All patrol and support vessels to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to Victoria Police;
- The SSCBC Tower to monitor and log all radio traffic;
- The DM is to contact Victoria Police to request assistance. This is then likely to be directed to the Water Police and/or Southern Peninsula Rescue Squad;

Commodore or next most senior Flag Officer to be notified

- The DM to appoint someone to supervise the sign off process until all returning boats are signed off;
- When it is considered that rescue operations have been completed, the Sailing Operations Manager to check that all boats are accounted for; and will advise Patrol Boats and Support Boats when rescue operations are completed or advised to stand down.



## 17. Duty Manager

*The Club has a duty Manager System for managing shore based incidents and is trained and equipped to deal with evacuations, disruptive members or visitors, and control of a situation requiring emergency services – Fire, Police or Ambulance. As required the Safety Officer will call on the Duty Manager (DM) to assist in waterbased incidents that require a shore response.*

## 18. Crisis Management

*While the Safety Officer will be managing operations of an on water incident – There may be other aspects of the incident which categorize it as a crisis and in these cases the Clubs Crisis plan is invoked. In this situation the crisis is managed by the Highest Ranking Officer available.*

Ideally the General Manager will work with the Commodore, If either is not available are not available the next most senior flag officer or staff member will manage the crisis.

## 19. Child Protection Policy

**Further details of Child Protection are contained in the Member protection Policy**

### **Physical contact**

Generally physical contact with players/participants should only take place for the following:

- to develop sport skills
- to treat an injury
- to prevent or respond to an injury
- To meet the specific requirements of the sport such as a necessary rescue.

All physical contact by personnel should fulfill the following criteria:

- physical contact should be appropriate for the development of a sport skills
- permission from the player/participant should be sought
- Students/ participants be congratulated or comforted in public not in an isolated setting.

### **Supervision for children:**

The number of staff needed will depend on the age and number of children involved, and whether there are disability considerations.

### **Being alone with a child.**

Staff and volunteers are to follow the following guidelines:

- Do not isolate yourself and a child and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. Other coaches, officials or parents/guardians);
- Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child;
- Avoid unaccompanied and unobserved activities with children;
- Adopt positive language and behavior;
- Adopt positive language when talking with children and in the presence of children.

### **Change Rooms**

Before going into change rooms knock or announce that you will be coming in and have at least one other instructor with you in a change room with children. Do not isolate yourself and a child from others in the change room.

### **Maintain control –avoid losing your temper**

- Some ideas to assist with maintaining control include;
  - Set up some basic rules at the beginning of the season such as be nice, follow instructions, have a go, no put downs;
  - Make sure children are aware of these rules;

- Give positive messages.

#### **Collection by parents/guardians**

SSCBC has a policy on the collection of children from a Sailing Course.

- Course participants and parents/guardians will be told of the start/ finish times of the course at enrolment and verbally at the start of the course;
- All students must be signed out by a parent/guardian, each day of the course.
- At least two Staff, Officials or Volunteers will wait for parent/guardian of the child to collect the students from the SSCBC;
- SSCBC policy is that there will be a register of parent/guardian emergency contact numbers and all staff, officials and volunteers will have access to a phone and emergency contact register in the Office.

## **20. First Aid Policy**

This section outlines the policy of the SSCBC regarding the first aid facilities and services that are available to staff, volunteers and competitors during an emergency situation

It is **not** club policy to offer comprehensive medical services but simply to provide basic first aid and arrange for transport of an injured person to professional medical treatment as quickly as possible, as and when required.

SSCBC will ensure that:

- All patrol boats are equipped with first aid kits suitable to their purpose and use
- A fully equipped and maintained first aid room with telephone access.
- The minimum of one qualified person capable of providing first aid is available at all times for all sailing events.
- The Club will hold regular first aid courses for regularly rostered staff, volunteers and members through
- First Aid kits are maintained and serviced.
- Current emergency contact lists are available in the Office, First Aid Area and Tower.

The procedure outlined below details the action to be taken when a person requires First Aid

- First aid is facilitated by contacting the tower, office or dining room.  
In the event of an injury occurring on the water, sufficient basic first aid will be attempted to allow the competitor to continue sailing. If not they will be brought ashore for treatment or have the Emergency plan activated

## **21. Refueling Procedure**

*The responsibility for fuel storage and refueling the Patrol Boats is overseen by the Sailing Operations Manager. Refueling, including transferring fuel between containers is a potentially hazardous part of boating. It is important to take care and to follow the correct procedures.*

- Do not smoke at any stage.
- Do not allow yourself to be rushed by other people.
- Be alert to the smell of petrol.
- Do not allow people to remain on your boat when refueling.

#### **General**

- Make sure your vessel is securely moored when refueling at a jetty.
- Do not allow other boats to be alongside a boat being refueled.

#### **Before refueling**

- Turn Engine off
- Turn the boat battery off and any other potential ignition sources.
- Ensure engine bays and bilges have adequate ventilation.
- Close all drains and scuppers to contain any potential spillage.
- Ensure the fire extinguisher is accessible and in service and that you know how to use it.
- Make yourself aware of other fire-fighting equipment nearby.
- Locate the nearest spill kit

- Remove all passengers from the boat (regulation 91 of the Marine Safety Regulations 2012 (Vic) prohibits an operator from refueling a recreational vessel at a wharf, jetty or pier if there are passengers on board).

#### **During refueling**

- If using a petrol engine, ensure the tank is properly grounded to prevent the build up of static electricity
- Do not lock or jam the fuel dispenser in the open position.
- Don't overfill the tank: fuel expands as temperatures rises and may overflow.
- Maintain contact between the hose nozzle and the filler neck to avoid static sparks.
- Transferring fuel between containers when at sea is not recommended and should only be done if it is unavoidable.

#### **After refueling**

- Remember that engine starter motors are a cause of sparks and a potential source of ignition.
- If fuel has spilled into the bilges, manually pump the bilges out into a container or an onshore tank and vent the bilges to the stage where there has been a complete change of air.
- Only start the engine when you are satisfied that the boat is free of fumes.
- Only allow passengers to board the vessel after you have started the engine and allowed fumes to completely vent.

## **22. Towing procedure for short road trips**

#### *Key Points*

- Couple trailer to tow ball and check locking activated
- Attach safety chain
- Attach electrical plug
- Stow Jockey wheel
- Check Trailer winch to boat and the boat safety chain are secured
- Visually check tyre inflation
- Check lights and indicators
- Walk around check for defects
- Check Coupling firmly attached and safety chain again.

See SSCBC WHS policy for extended towing other than short trips.

## **23. Training Centre / Discover Sailing Centre**

The Training Centre is a Discover Sailing Centre that complies with AS requirements. It has a separate Inductions and Procedures Handbook to ensure it complies with the additional AS requirements.