



## **SAILABILITY WA INC**

### **OPERATIONS MANUAL**

**Part 1 - Safety Policies,  
Part 2 - Program Operation  
Part 3 – Volunteer Training Procedures**

**for Sailability WA Inc programs**

**hosted by Royal Perth Yacht Club.**

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# **SAILABILITY WA INC**

## **Part 1 - Safety Policies**

**for Sailability activities hosted by Royal Perth Yacht Club.**

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## **SECTION 1 – SAFETY POLICIES.**

### **GENERAL INFORMATION.**

Sailability WA Inc. is a "not for profit", volunteer-based organisation that gives people with any type of disability the opportunity to sail regardless of their ability or circumstances. It has programs operating at recreational, intermediate and high performance levels Australia wide and internationally. The Sailability program operating at Royal Perth Yacht Club (RPYC) provides a general recreational sailing experience for mobile participants or people in wheelchairs who can be hoisted into the boats. It also offers sailors with disabilities the opportunity to develop their sailing skills and experience. They can start as a beginner and progress towards taking part in competitive racing.

This document will define the safety arrangements for the operation of the Sailability program at RPYC including; low support sailing, high support sailing, learn to sail programs and mainstream club racing. This includes Safety Policy Statement, Occupational Health and Safety, Sunsmart Policy, First Aid Policy, Emergency Procedure Plan, and Personal Floatation Devices (PFD's) Policy. Also included are procedures for Hansa dinghy operations, program activities, safety boat and man-overboard procedures, safe pontoon operation and rigging/de-rigging dinghies, keelboats, boat launching and retrieval and keelboat motor operation.

### **Key personnel referred to in this procedures manual include:**

#### **Sailability Co-ordinator:**

Arranges program activities, sailing bookings, and appoints volunteers to specific tasks. Introduces and briefs new volunteers, participants and support workers.

**Shore Supervisor:** Normally a regular experienced volunteer, nominated by the Co-ordinator. Allots participants to appropriate activities (as per sailing schedule made up by the Co-ordinator) taking into account any last minute changes. Supervises life jacket fitting and ensures no participants enter jetty area without a life jacket.

**Pontoon supervisor:** Supervises rigging/de-rigging, launching and retrieval of boats. Ensures an orderly flow of participants to boats. Instructs volunteers and support personnel on and oversees the use of the hoist for safe transfer of all participants between pontoon and boats.

**First Aid Officer:** Usually the Shore supervisor or a trained volunteer.

## **2. SAFETY POLICY STATEMENTS**

Safety for participants is facilitated and encouraged by supervisors, trained volunteer personnel, skippers, safety boat crew and support workers during any Sailability activity. It is the responsibility of supervisors, skippers, volunteers, and support personnel to be aware of circumstances that may affect the safety of those involved. It is the duty of all persons involved to inform the Safety Officer if different to Shore Supervisor of any circumstance that concerns them or they feel may affect the safety of any person as soon as possible to ensure appropriate action. The Shore or Pontoon Supervisor has the authority to terminate the activity if any conditions are deemed a risk.

### **Duty of Care v's Dignity of Risk**

**Duty of Care-** refers to the obligation to take responsible care to avoid injury to a person whom it can be reasonably foreseen might be injured by an act or an omission.

**Dignity of Risk-** refers to the ability of the person to decide to take a safe risk. Dignity of risk is acknowledging that a person with a disability can make their own choices about participating in an activity, or that a support person can assist in this process. Within safe guidelines a participant has the right to be involved in the activity of sailing, which may involve risk, be it in an assessed and managed environment.

On any activity day, in addition to the duty of the support personnel present, it is the responsibility of volunteers and skippers within the safety limits later described to ensure a duty of care for the participants sailing. It is important to note that the sailor has the right to participate in an activity with a dignity of risk, with support personnel assistance if required.

### Sailors Support Needs

The aim of Sailability is to assist sailors to sail as freely and independently as possible, giving them the choice to assess their own needs and the level of support they require to feel comfortable during an activity. It is important to encourage the participants to discover their abilities, and to design the sailing experience around their needs. Regardless of the level of a person's ability; low, moderate or high support needs, the sailor **is able** to participate in the activity of sailing.

It is recognised that each sailor will have different needs as a reflection of his/her varying disabilities. As a general rule, first **ask the sailor** what their needs are and if their disability may affect either their own safety or the safety of others, then assist the sailor to participate in the activity, in a capacity to which she/he feels comfortable.

## **3. OCCUPATIONAL HEALTH AND SAFETY.**

Sailability WA's objective is to provide a safe and healthy environment from which to conduct Sailability events. Occupational Health and Safety is a responsibility shared by all Sailability members and volunteers. The co-ordinator and or supervisor will train volunteers and inform volunteers/members of the safest way to operate the equipment provided.

All volunteers and members who use the Sailability equipment are given an induction and training orientation including; how to safely rig and use all equipment required for an activity, the scope of the programme, and how Sailability encourages participation in activities with a dignity of risk. All persons involved are to familiarise themselves with the following safety procedures for an activity day, and operation of equipment used.

## **4. FIRST AID POLICY**

The Shore Supervisor of any Sailability activity is responsible for the first aid of participants during an event. There is a First Aid kit available for all Sailability activities. It is the responsibility of the Sailability coordinator to keep this First Aid kit stocked and available. The coordinator will appoint a first aid trained volunteer to be the first aid officer for the duration of an activity.

### Duties of the First Aid Officer:

1. Disperse and control items from the First Aid Kit.
2. Administer First Aid treatment and:
  - (a) Treat minor wounds and injuries with applicable dressings, and stop bleeding and burns.
  - (b) Deal with fits and fainting
  - (c) Resuscitation
  - (d) Hypothermia/Hyperthermia
3. Arrange further assistance if necessary.
4. Record accident injury details and advise the supervisor of incident.

## 5. SUNSMART POLICY

Australia has the highest rate of skin cancer in the world caused by UV radiation from the sun. The time when radiation is at a maximum is between 11am to 3pm. The sailor is particularly susceptible as the water also reflects radiation, in addition to UV radiation from above. Participants with disabilities may be particularly susceptible to sunburn due to their condition or medications. To protect our sailors and volunteers from UV radiation, the following precautions are advised:

### Suitable clothing

- Long sleeved shirt, collared design that is light in colour to reflect heat/ light.
- Hat to shield the face, neck, and ears if possible. The greater amount of area covered the greater amount of protection.

### Sunglasses

Sunglasses should be worn at all times during an activity. For maximum protection choose glasses that:

- Meet the Australian Standard 1067.
- Offer 99% protection from UV rays.
- Are close fitting wrap around style.

### Sunscreen

Sunscreen is made available to all personnel during Sailability events. Sunscreen will help block damaging UV rays to exposed skin, and should be used in conjunction with suitable clothing and hats to give the most effective overall protection. Sunscreen offered at Sailability events is: Broad spectrum, Sun Protection Factor SPF15+, Water resistant and should always be applied in accordance with the manufacturers recommendations, and for maximum protection apply 20 min before going out in sun and reapply every two hours.

### Shade

Some people with disabilities have medical conditions which are affected by heat and sunlight, so every precaution should be taken to ensure that when not taking part in an activity, participants are directed towards available shade. A permanent shade structure is provided both on land and on the pontoon for the use of all personnel.

### Water bottles

It is recommended that all personnel take water bottles with them when on the water. A chilled water dispenser is provided for the use of participants, support personnel and volunteers,

## 6. EMERGENCY PROCEDURE PLAN – (EPP)

In case of emergency (fire, medical emergency, or accidents) the following **EPP** will come into action.

The shore supervisor, will assess the situation, taking into consideration:

- Injuries sustained.
- Possible danger to self and others.
- Assess if further help is required- (fire brigade, ambulance, police etc) and call for help.
- Damage to equipment.

In the event of fire alarm/danger, the shore supervisor/coordinator will marshal all people to the lawn area adjacent to Dinghy Division and account for all personnel. Appoint a first aid officer and alert the Club of the location and type of emergency. (If Club is not open then call emergency services 000 or mobile 112).

The following emergency practices are to be adopted.

The safety boat will signal (whistle and waving green & white flag) and assist all participants back to shore.

- **Defibrillator** – Is located on the wall opposite the external bar service window, next to the club exit door in the undercroft.
- **A First Aid Kit** for minor wounds is available with both the Shore Supervisor and Pontoon Supervisor. A small first aid kit and rescue knife is located aboard the Safety boat

- A more extensive first aid kit is available for use in the Sailability office, at RPYC Clubhouse and in RPYC Club workshop
- **The Location of the nearest telephone** is in the Sailability office. If the office is closed the Shore Supervisor will have a mobile telephone to call emergency services if required – Sailability Mobile: 0404 145 499
- **The Designated shore marshalling area** is the grassed area adjacent to Dinghy Division.
- **Fire extinguisher/hoses** - are located on pontoons approximately 40 metres apart.
- The Shore Supervisor will have a gate access card at all times, to ensure vehicular access to Sailability event site for emergency services. Sailability office, Club office and workshop should be contacted to ensure gate is locked open for emergency access.
- **Radio communication between safety boat and shore** is maintained at all times.
- A register of all sailors participating in an activity is to be kept by the Shore Supervisor.
- The Shore Supervisor and support personnel will be aware of specific medical conditions of participants and volunteers which may require attention Eg. epilepsy, diabetes, heart conditions etc.
- All personnel are to be made aware of universal precaution guidelines with relation to protection when working with possibly infectious body fluid.

#### On water emergency

1. Safety boat personnel to immediately alert Shore Supervisor by radio of the nature of the emergency. Sailability office is to be alerted immediately.
2. The signal to “return to shore” will be sounded (whistle) and a green and white flag waved.
3. Safety boat to aid persons requiring emergency assistance.
4. Safety boat to continue to assist others to return to shore.
5. N.B. At all times – priority must be given to the safety of all people - boats and equipment will then be dealt with accordingly.

## **7. PERSONAL FLOATION DEVICES (PFD’S)**

Personal floatation devices or PFD’s provide the buoyancy required to help participants float, with their head above water. Sailability requires that at all participants, members, and volunteers wear a Type 1 PFD (Australian standard), when entering pontoon areas and on the water. **Inflatable Type 1 PFD’s are available to volunteers only.**

1. A PFD will help a person float but will not guarantee the safe rescue of a participant. These points need to be taken into consideration when choosing a PFD:
2. PFD’s come in different sizes to suit different body types. Choose one that fits firmly but is not too tight.
3. The effectiveness of a PFD is considerably reduced in rough sea conditions.
4. In the event of a swamping or capsize, remain with your vessel, as boats have significant positive buoyancy.