



WRC Health and Safety Policy

Overview

Wellington Rowing Club has both a moral and legal responsibility to ensure we use all reasonable endeavours to keep our members and the public safe.

This Health and Safety Policy is to be read in conjunction with:

- **WRC Safety Rules of Operation**
- **WRC Emergency Management Plan**
- **WRC Compliance Document**
- **WRC Risk Analysis and Management Plan**

1. Club Requirements

WRC will act within the RNZ safety policy requirements. Within the RNZ safety policy every rowing association, club, school/university rowing programme shall:

1.1. **Appoint a Safety Officer each season** that shall be registered with Rowing NZ.

The Safety Officer shall advise the club on the requirements of the Water Safety Code and oversee its implementation and operation. If the Safety Officer does not attend camps or regattas then the club will appoint a Travelling Safety Officer.

1.2. Ensure the following is developed and prominently displayed in the club building:

- a) detailed address of the rowing club so that this can be given to emergency services
- b) the contact details of the club's Safety Officer
- c) plan of local waterway showing the navigation rules and traffic plan for the area
- d) Risk Management Plan
- e) list of Hazards for both on and off the water

1.3. Ensure that a First Aid kit is available on shore which is kept complete and regularly checked

1.4. Ensure a boat maintenance log is kept for the support vessels showing the maintenance and repairs of the boat and equipment and the date it was carried out.

1.5. Ensure all incidents and accidents are reported to the Safety Officer at the first reasonable opportunity and detailed records are kept (time, place, nature, injuries/damage and contact details).

If a serious incident or accident occurs it is mandatory for the Safety Officer to notify Rowing NZ, Maritime NZ and the Harbour Masters Office.



WRC Health and Safety Policy

1.6. Ensure that the rowing and coaching equipment of the club is in a good and safe order.

Rowing skiffs must meet Rules 26.e, 27, 28 and 29 of the Rowing NZ Rules of Racing 2013 (relating to floatation, bow balls, quick release foot stretchers and the coxswain's seat).

1.7. Conduct and document a Safety Induction with all members which covers the clubs waterway plan, hazards, emergency procedures and considers a person's swimming ability. The Club Safety Officer should be notified of anyone unable to swim adequately in order to mitigate this issue.

1.8. Ensure coaches and support vessel drivers complete the Coastguard 'Club Safety Boat Operator' course within their first season.

1.9. Conduct an Annual Review of the clubs safety practices and procedures.

1.10. Complete the RNZ Rowing Club Safety Responsibility Audit on an annual basis at the start of each season

<https://www.surveymonkey.com/r/V5PSKG6?sm=PXzLeVu0NxzDhoYHhsh7IA%3d%3d>