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## **Glossary / Definitions**

**Authorised Persons / Personnel** – person approved by LMRC Committee members

**Boat** – general description covering safety boats, rowing shells.

**LMRC** – Lake Macquarie Rowing Club Inc (either shed or entity)

**LMRC OH&S Incident and Accident Form** – form used to report incident or near miss which had the potential for death, injury or damage: death, actual injury, incident causing damage, or hazard.

**MSDS** – Material Safety Data Sheet providing details on chemicals / substances, and safety precautions for use.

**OH & S**- occupational health and safety

**(Rowing) Shell** – racing or training shell (1X, 2X/+/-, 4X/+/-, 8+).

**Safety Boat** – aluminium dinghy (tinnie), or other motor powered vessel.

## **Introduction**

This is a guide for members of LMRC into Occupational Health and Safety issues in the LMRC shed and elsewhere.

Occupational Health and Safety is about ensuring our recreational environment is a safe and healthy place on and off the water. This includes a safe environment for our members, visitors and other members of the public.

NSW OH&S legislation gives responsibility to promote safety for all members of the club, visitors and members of the public. There are severe penalties for not adhering to the requirements of the OH&S laws that can include fines or gaol.

All people using LMRC equipment and facilities, members and visitors shall abide by the requirements of this manual and exercise due care of themselves and others and report any issues or hazards that may affect the health and safety of people using LMRC equipment and facilities.

## **Identification of OH&S risks involved with Lake Macquarie Rowing Club**

There are many health and safety risks identified with the LMRC environment. These are summarised below;

- Risks of injury from lifting and rolling boats on and off water.
- Risk of injury from capsize or boating accident.
- Risks of injury from rowing in poor lighting and weather conditions.
- Risk of injury from within the boat shed
- Risk of injury from transporting boats in and out of the shed and lake
- Risk of injury from transporting boats to other locations.
- Risk of injury from handling fuel and other hazardous substances

## **Risk Minimisation**

Once we have identified the risks and hazards that are associated with our recreational space, we can then set up procedures to minimise or reduce these risks.

## **Procedures to minimise risks**

### **Policy No: 1. SAFE LIFTING OF BOATS AND EQUIPMENT**

#### **Description:**

This policy covers safe lifting of boats and equipment.

#### **Purpose:**

It is important that members handle boats and equipment correctly to minimise injury to themselves, other members and members of the public as well as minimising damage to equipment and boats.

#### **Scope:**

Applies to boats and equipment stored in the LMRC shed.

#### **Safe Lifting Procedure:**

There are a few general rules that should be obeyed when lifting heavy objects;

- Check the weight before trying to move the load. Ensure you have appropriate assistance before attempting to lift the item. WorkCover recommends the maximum weight for adults is 20KG and 16KG for persons under 18 years.
- Bend your legs to lift the load and try to keep your back as straight as possible.
- Try to lift smoothly and keep the load close to your body.
- Do not twist your body as you lift and carry. Move your entire body to turn.

#### **Guidelines for lifting specific equipment:**

- **Safety Boats (tinnies)**

Safety boats or tinnies are used for safety and coaching purposes. At all times experienced members should handle or supervise the handling of tinnies and NSW Maritime laws should be obeyed.

Boats should always be launched from their trailers, and trailers relocated to a safe position on the lake foreshore.

Sufficient people are to assist in the manoeuvring of boats on their trailers so that control is always maintained, and safe lifting techniques and load on individuals maintained.

Where necessary, boats should only be lifted by a minimum of 4 able persons. No person should attempt to lift or move boats without appropriate assistance.

Members should be instructed in safe lifting and control of boats on their trailers, and be warned of the risks associated with lifting incorrectly, and not wearing appropriate footwear.

- **Rowing shells**

All crews should be instructed in safe lifting practice and warned about the risks.

All boats should be carried upside down to protect the hull, the exception being during preparation for launch or retrieval.

Rowing shells shall not be left unattended unless stored upside down and suitably secured to trestles, etc.

A full crew of able-bodied rowers should be available when launching or retrieving a rowing shell.

Inexperienced crews shall not lift rowing shells without an experienced person present.

The coach should supervise at all times and offer assistance when and if required.

The cox should guide and instruct the rowers in the retrieval and placement of the boat.

The cox and the coach should assist in the lifting of rowing shells where crews are experiencing difficulty.

Junior crews may only lift the boat overhead if suitably experienced, or strictly supervised and instructed by the coach to prevent the risk of injury or dropping the boat.

- **Oars and riggers**

Club oars are stored in separate racks that are labelled for their boats.

Oars are light but awkward and should be carried with the spoon / blade pointing forward. Members shall exercise care in avoiding other persons and hazards including wind, entry / exit points of shed, stored boats, etc.

Care should be taken when oars are carried as they are fragile and are damaged easily.

Oars should be stored in their proper oar racks, and riggers (if not remaining with the shell) secured in their respective racks in their complete sets when not in use, using care to avoid potential trip or fall hazards.

### **Procedure for Safe Boat Handling**

Only one person should call orders for handling the boat.

### **Procedure to move boat from the shed;**

Suitable trestles should first be placed on the level shore area to the north of the club. The trestles should be placed perpendicular to the club and lake at an appropriate distance apart for boat size.

Corresponding oars for the boat as well as rowers' water bottles and socks should be placed along the water front, away from the main transitory lake access ways.

Check the path is clear from the shed to the trestles.

Crew should then divide to opposite ends of the boat, (2 each end for a quad, 1 each end for a double and single). Please do not try to lift a single on your own unless you are an experienced member.

The boat should be carefully lifted from the rack, taking care to avoid boats and riggers above and below. Boats should be carried by the gunwale for a quad. Singles and doubles should be carried by holding onto the front and back decks about 1 metre from the cockpit. Carry the boat down to a position parallel to the trestles. The boat should be rolled as called by the coach, cox or stroke. The crew the boat is being rolled to should rest the boat on their thigh whilst reaching over for the upper gunwale. The opposite crew should reach under and grab the bottom gunwale. The boat should then be lifted over the trestles and lowered into them, taking care to avoid fins, strokecoach propellers and riggers.

Now rowers should set up the boat for rowing.

## **Procedure to launch boat;**

### **Rowing Shells**

Rowing shells must comply with the safety requirements as laid down by the Australian Rowing Council, and NSW Rowing Association.

This includes safety sticker, bow balls fitted, airtight buoyancy tanks, safety heel straps fitted and no holes or cracks in boat.

Members should not row damaged boats that have a sign "do not row" or "broken do not row". These boats are awaiting repair and may not be safe to row.

Rowers should always be sure that all bungs are in place.

Rowers should adhere to the weight limits on the boats as they can suffer injury from rowing boats of inappropriate weight or that are geared incorrectly for their size.

All boats weight capacities are listed on the booking board.

Ensure the lake access way is clear before moving the boat to the water.

Carry the boat upright, holding onto fixed framework of the boat (i.e. not foot stretchers or riggers), into the water, parallel to the shore and the bow facing east.

Before lowering the boat into the water, ensure that it is deep enough so that the fin is well clear from touching the ground.

Half the crew then hold the boat to make sure it does not wash on to shore or hit any other boats, whilst the other half fetch the oars and belongings.

When loading the oars, check that all gates are facing towards the stern (or "facing the feet").

Once the oars are placed in their respective gates and secure, crew members are positioned beside their seats (for sweep oar, opposite side to their oar) and face the stern.

Hold both oars (or single oar in sweep), position your seat and place your foot closest to the boat onto the correct boarding position. The crew closest to the water sit in the boat first, then the crew closest to the shore push off with the other foot and immediately sit on the seat, placing feet on top of the foot stretchers.

All boats shall move away to the east.

Launching boats have right of way over returning boats.

Rowing shells have right of way over safety boats.

Under directions from the stroke or cox, row the boat well clear from being washed back onto the shore

Once a safe distance from shore, place feet in the stretchers, adjust if necessary.

Crew members indicate they are ready by numbering off from the bow rower.

The bow rower then checks that the course is clear. The stroke rower or cox then gives directions to commence rowing.

No boats are to be left unattended on the water.

### **Procedure to return to shore and retrieval of boat from water**

When returning to shore, be cautious of other boats launching and returning to shore.

Boats returning to LMRC shall approach from the north/west.

Approach the shore slowly, and check the boat parallel to the shore in knee deep water.

Ensure the fin does not hit the ground.

Hold both oars together with your outside hand and on directions from the stroke or cox, get out of the boat in unison.

Undo the gates. Half of the crew members take the oars up to the fence to be washed down whilst the other half do the gates back up. In windy conditions, position the blade towards the ground when placed on the fence to prevent oars from blowing off the fence.

The crew stands at the same positioning to the cockpit as when removing the boat from the shed, and under the direction of the stroke or cox, lift the boat in unison and roll upside-down in the same direction as the wind.

Carry the boat next to the trestles on the shore, lift the boat higher and slowly lower the boat onto the trestles.

### **Procedure for washing boat down**

Thoroughly hose down the oars and the boat, as well as inside the cockpit.

Dry the hull of the boat and oars with the towels available. Chamois only are to be used on the racing fleet.

Under the stroke's direction, stand in the correct carrying positions, lift the boat clear of the trestles, roll the boat into the wind, and place upright on the trestles.

Wipe out the cockpit and canvas with a dry rag or chamois, undo all bungs (placing large bung caps in foot stretchers), ensure all water is drained from the front and rear deck sections, and double check that all gates are closed.

Chamois only are to be used to dry racing fleet boats and new training boats. Rags may be used to dry older equipment, slides and oars.

Cover all gates with the gate bags

## **Procedure to return boat to shed**

Boats should be removed from the foreshore as soon as practicable.

Check that there are no obstacles between the trestles and boat rack, and check how the boat should position in the shed (bow facing into or out of the shed). For singles and doubles, lift from the side that faces outwards when placing the boat on the racks.

Lift the boat clear of the trestles, roll in the direction of the wind, and carry the boat into the shed, with the person(s) at the rear ensuring that the riggers do not clash with other objects (e.g. the fence, other riggers).

Crosses on the gunwale indicate where the boat sits on the racks. For sliding racks, slide the wooden rail out, place the boat on the rack and slide the boat in once the inside carriers are clear. For non sliding racks, rest the inside gunwale on the rack, the inner side carriers move to the outer side, and then lift the boat onto the rack.

After rowing, any boat breakages or rigging faults should be reported in the damages register, located in the kitchen drawers.

## **Policy No: 2 MAXIMISING BOAT AND WATER SAFETY**

### **Description:**

Policy to maximise members safety when using safety boats and rowing shells.

### **Purpose:**

To prevent injury to members of the club and members of the public from accidents using boats and shells.

### **Scope:**

Covers members using boats and shells stored in the LMRC shed and elsewhere.

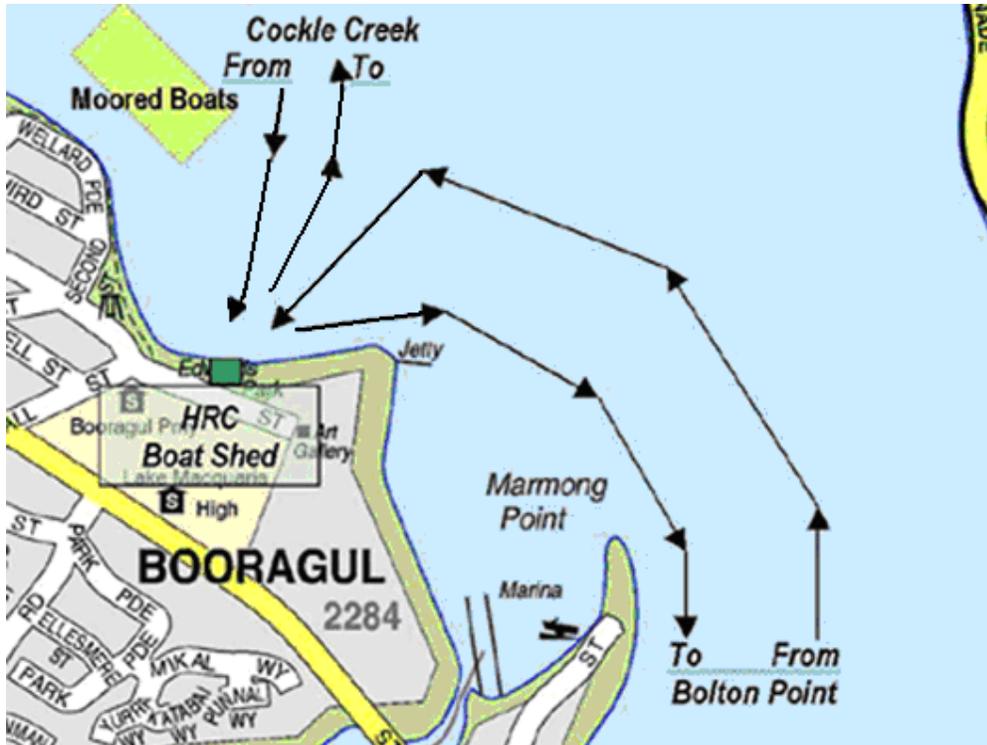
### **Safe boating procedure:**

Members should always obey NSW Maritime laws. A copy of the Maritime safety booklet can be found at the club house.

### **Guidelines for navigating:**

- **The Lake**

When rowing on the lake, members should always be vigilant of other craft on the water and ensure that you pass by the stroke side of your boat. When travelling towards Bolton Point from the club house travel at least 30 metres from the shoreline. Do not cut close to Marmong Point. When travelling from Bolton Point towards the clubhouse, remain at least 100 metres from the shoreline to allow craft travelling the opposite direction to pass on your strokeside.



Scullers and coxless crews are required to keep a lookout ahead for obstacles and other craft. The bow rower is responsible for steering, and should check for obstacles every 6<sup>th</sup> stroke or at least every 100 metres.

When encountering a wake from another boat, the shell is to be side on if possible. Boats that are under sail have right of way. Rowing shells have right of way over boats that are propelled by motor. You should pass all craft on your stroke side (portside). Coxed boats should give way to non coxed boats.

- **Cockle Creek**

When navigating Cockle Creek, row with your bow side closest to the bank (bow to bank), especially during times of high movement up the creek. When passing under the pipe and road bridges, pass through the openings to your bow side of the creek. When travelling through the railway bridge, always pass to the west of the centre pylon. Avoid travelling too close to the centre pylon as submerged rocks can cause significant damage to the boats.

A dangerous pipe is exposed to the west of the red marker buoy (about halfway between the pipe and railway bridges), so boats need to navigate on the eastern side of this marker.

- **Warners Bay and Eleebana**

The course to Warners Bay and Eleebana shall be anticlockwise. Boats heading west shall travel close to Speers Point whilst boats heading east shall allow sufficient room to allow this.

- **Safety boats (tinnies)**

Safety boats shall launch and return on the eastern side of the foreshore near the drain. Safety boats shall remain secure on the shore.

Boat operators shall comply with NSW Maritime Regulations concerning speed.

Boat operators should be diligent and careful when departing or approaching the foreshore area.

At all times, boats should approach Cockle Creek via the navigational markers in Cockle Bay. Boat operators shall abide by the navigational markers in Cockle Creek.

All safety boats should be registered, and carry an anchor, bailer, set of oars, first aid kit, fire extinguisher, buoyancy vests, throw lines and a thermal blanket.

Subject to the following conditions, only LMRC members may operate LMRC safety boats.

Operators of safety boats should have a current boat licence if required or otherwise shall be experienced.

Persons operating safety boats for coaching should first demonstrate they have practical boating skills for safe operation and know how to retrieve a rower from the water.

Operators of safety boats should have knowledge of boat etiquette, the rules of navigation, and how to operate responsibly around other boats.

The operator of the safety boat shall ensure that the number of passengers does not exceed the total recommended by the manufacturers.

Safety boats should not be used if they are deemed to be inoperable by LMRC.

Extreme care should be taken when operating close to crews during training.

A mobile telephone is recommended.

- **No swimming**

Swimming is prohibited in the area next to the LMRC shed whilst boats are in use.

- **SAFETY PROCEDURES**

Emergency contact numbers eg: Police, Fire etc. should be clearly displayed in the shed. A CPR. chart should be displayed.

In the event of an emergency the appropriate emergency service is to be called. The coach or crew is to notify a LMRC committee member or relevant contact person. They should stay with an injured person until they have been relieved by the appropriate person.

Where required coaches or crew should apply first aid until medical assistance arrives.

- **Members**

Rowers should be able to swim 100 metres with rowing clothes on in fresh water. At least one safety boat should be on shore or in close proximity during any group training session.

If rowing alone ensure somebody knows where you are and when you will return. Make sure you list down your details on the booking board and the movement log in the club. Indicate a estimated return time and the general direction in which you are heading.

Rowers should all receive capsize training from a coach.

In the event of a capsize, if possible stay with the boat. Rescue crews will find you more easily. Signal for assistance.

If capable, attempt to get back in the boat by holding the oar handles together and lying across the boat to straddle it before sliding yourself in.

If close to shore, swim the boat to shore and drain out any water before getting back in.

Members should heed navigation and maritime laws on the lake and creek.

Members should be experienced rowers before they venture out alone without appropriate supervision.

### **Policy No: 3 IDENTIFYING POOR ROWING CONDITIONS**

#### **Description:**

Policy to maximise rowers safety when using boats.

#### **Purpose:**

To prevent injury to members of the club and members of the public from accidents due to rowing in poor conditions.

#### **Scope:**

Covers members using boats stored in the LMRC shed and elsewhere.

#### **Safe boating procedure:**

Members should always follow and obey NSW Maritime regulations. A copy of the safety booklet can be found at the club house.

Members should assess weather conditions before rowing.

Do not depart if a lightning storm appears imminent.

Do not depart during strong or gale force winds or when there is white capping on the lake.

Do not depart in poor visibility for example in fog or heavy rain.

Do not depart if the opposite shore across the bay is not visible.

If rowing before sunrise or after sunset, shells should have a light clearly displayed that is visible for 360 degrees.

Members should limit their exertions in high temperatures.

## **Policy No: 4, MINIMISING DANGERS WITHIN THE SHED**

### **Description:**

Policy refers to ways of minimising danger to members from the shed environment.

### **Purpose:**

To prevent injury to members and members of the public within and around the LMRC shed.

### **Scope:**

Covers the LMRC shed and facilities and all those who use it.

### **PROCEDURES:**

All equipment should be stored in its designated area after use.

Roller-door security bars, trestles, washing and maintenance equipment, etc. are to be stored away from doorways and walkways. This will generally be alongside shells or against walls.

External grounds and car park area are to be kept tidy and rubbish removed appropriately. Hazardous items require additional caution when being removed. They are to be reported to a Committee Member for action.

Care must be exercised when entering or leaving car park. Normal road rules apply to roadway and car parking areas. Gate access to grounds must be kept clear.

All articles of personal property shall be placed in the cupboards provided.

All incidents or hazards which may occur at the sheds, must have the LMRC OH&S Incident and Accident Form filled out and submitted to a LMRC Committee Member or placed in the Treasurers Box. Urgent notices of hazards are to be noted on the white board on the door.

All injuries are to be reported immediately to a LMRC Committee Member.

All hazards are to be reported to a LMRC Committee Member.

After firstly ensuring the safety of the injured party, and taking immediate and practical control of the hazard, LMRC Committee Members shall investigate all reports and take appropriate action to remove the hazard.

Potential hazards should be identified and rectified immediately where safe and possible to do so by the individual.

### **PROCEDURE:**

All plant and equipment should be serviced regularly.

A complete safety audit should be done at the beginning of the rowing season.

Any equipment not operating correctly or broken should be reported to the Boat Captain and recorded as needing attention or fixed by authorised personnel.

Equipment deemed unsafe should be tagged as such and not used. In addition, this information may be placed on the whiteboard on the door.

Persons are to first obtain authorisation from the Boat Captain before carrying out any repairs to LMRC boats and rowing equipment. This includes adjustment to rigging and oars.

Building or other shed facilities identified as requiring repairs are to be reported to a LMRC Committee member for action or authorisation if within the individuals capability. Care should be taken in the changerooms. Members should take care when the floor is wet and slippery.

Leaking taps and drains should be reported to a Committee member.

Members should take care in the kitchen around hot appliances like kettles, toasters and the BBQ. These appliances shall be regularly maintained.

Members shall take care with food preparation, serving and storage.

Members should maintain clean hygiene and adhere to appropriate temperatures for food preparation and storage.

Members shall use and clean electrical and gas appliances carefully and appropriately.

The fire hose is to be tested regularly.

The fire extinguishers are to be checked by a qualified person as required by regulation.

Used fire extinguishers shall be immediately reported to a LMRC Committee Member for replacement at the earliest possible time.

All electrical leads are to be tagged by a licensed electrician.

Ladders shall only be used by experienced persons

## **Policy No: 5, USE OF LAKE FORESHORE**

### **Description:**

Use of lake foreshore for LMRC related activities.

### **Purpose:**

To ensure the appropriate use of the lake foreshore, and the safe launch and retrieval of boats.

### **Scope:**

Covers the use of the lake foreshore adjacent to LMRC, by all users of LMRC facilities.

### **PROCEDURE:**

A practical limit should be placed on the number of boats and people using the lake foreshore at the same time.

Boats and oars shall be removed from the foreshore at the earliest opportunity.

The lake foreshore is to be kept clear of unnecessary obstacles. Particular care must be exercised when placing oars or other equipment on the foreshore.

The lake foreshore should be under constant supervision during periods of use.

## **Policy No: 6, TRANSPORT OF BOATS AND EQUIPMENT**

### **Description:**

This policy covers the safe transporting of boats and equipment to other locations from the LMRC vicinity.

### **Purpose:**

To avoid road accidents, injury to members of the club and of the public and damage to boats and equipment.

### **Scope:**

Covers members transporting LMRC boats and equipment to regattas, repairers, camps and storage

### **Transport guidelines:**

- **Loading and unloading boat trailers**

Boats should be handled as described above in safe lifting of boats and equipment. Boats and equipment should be tied down under the direction of an experienced person or nominated trailer loading supervisor to avoid loads shifting during transport, weight incorrectly distributed or trailers overloaded.

Trailers should only be used when jockey wheels, lights, tires and mechanicals are in working order.

Trailers should only be used if registration and third party insurance is in place and a current sticker is attached.

Trailers should only be towed by an authorised person with the appropriate experience.

Trailers should only be towed by a registered and insured vehicle, of appropriate mass and suitability in accordance with NSW RTA guidelines.

At all times NSW RTA road rules should be obeyed.

- **Boat Racking at a Regatta**

Rowing shells should be placed on trestles (and where possible positioned with the bow pointing into the wind), and tied down, upside-down, to the trestles when not in use.

If fixed racking or the boat trailer is available, these may be used. Rowing shells must be tied down when not in use as these may be positioned independently to the wind direction.

## **Policy No: 7: STORAGE AND HANDLING OF FUEL AND HAZARDOUS SUBSTANCES**

### **Description:**

Policy covers the safe storage of flammable and/or hazardous substances.

### **Purpose:**

To restrict access to flammable and/or hazardous substances to authorised persons.  
To establish systems for the safe storage and handling of flammable and/or hazardous substances.

### **Scope:**

Policy covers the storage and handling of flammable and/or hazardous substances stored at the LMRC shed.

Any flammable and/or hazardous substances intended to be stored at the LMRC shed by members or others, must have MSDS and storage information (volume and container type, storage location) and have approval of the LMRC Committee or Boat Captain

### **Hazardous Substances guidelines:**

- **Member Safety**

Always take care when handling fuel and hazardous substances.

Do not smoke or use a naked flame or heat source nearby.

Do not use a mobile phone as a spark can cause an explosion.

Stay in a well ventilated area and avoid breathing in fumes.

Avoid direct contact. If spilt, wash affected areas of the person thoroughly.

Clean spilt substance as specified on handling instructions.

Always read and follow handling instructions.

If unsure always seek guidance from an experienced member or appropriate professional.

In the event of an accident always seek appropriate medical help.

- **Storage of boat fuel**

Only those persons who are authorized by LMRC should have access to the fuel area.

Fuel should only be stored in purpose built containers.

All drums and containers should have caps replaced after use.

Fuel not in use should be stored in an area which complies with WorkCover regulations. Storage area should have the correct signage consistent with the requirements of WorkCover.

A suitable fire extinguisher should be located close by the storage facility.

Telephone and first aid kit are to be kept at a safe distance from fuel storage area.

- **Refuelling Boats**

This should be carried out by authorised persons only in a well-ventilated area.

Leaking and faulty fuel tanks should not be used under any circumstances.

No smoking is allowed in the LMRC shed or in the vicinity of petrol fuelled boats.

This policy should be enforced at all times and cover all personnel at the sheds.

Fuel tanks should be capped at all times except when refuelling.

Boat fuel should only be used for the operation of motor boats and not for any other purpose.

- **Dangerous Chemicals**

Chemicals such as solvents, glues, poisonous substances, cleaning chemicals, etc. shall be kept in an area which complies with WorkCover regulations.

MSDS charts should be kept on file and stored in at the LMRC shed.

Substances on this file should only be used by authorised persons.

## **Policy No: 8, PERSONAL PROTECTION**

### **Description:**

These are guidelines to enable members to take precautions to protect themselves from injury.

### **Guidelines**

Members should raise any health concerns with their health professional.

Members should ensure that they drink sufficient fluids to prevent dehydration.

Members should wear appropriate footwear in and out of the water.

Members should cover their skin from the sun and use appropriate sunscreen.

## **Policy No: 9, SUPERVISION**

**Description:** Care and supervision of members and visitors to LMRC.

**Purpose:** To ensure obligations under Duty of Care are met for the safety of LMRC members and visitors.

**Scope:** All members and visitors.

### **PROCEDURE:**

LMRC members are responsible for the care and safety of their visitors.

New or potential new members are to be directed to a LMRC Committee member to ensure appropriate induction, supervision, and introductions.

All new members should be supervised. The level of supervision will depend on the situation, the age, and experience of the individuals.

All new members should be warned of the dangers associated with lifting and carrying rowing shells and heavy weights and manually moving safety boats, etc.

All members and visitors are to be made aware of the requirements for being observant, taking responsibility for their own appropriate behaviour and actions, caring for the safety of themselves and others, and for identifying (and correcting where safe to do so), and reporting potential hazards.

New members should be observed and given on the job training before being allowed to carry out tasks without supervision.

Supervision should start at the point the new member arrives at the LMRC shed up to the point they leave the shed.

Visitors are not to use LMRC equipment without authorisation from a Committee member.

## **OH&S Policies, Medical Health and Safety**

### **Policy No: 10, FIRST AID KITS**

#### **Description:**

LMRC club policy regarding first aid kits.

#### **Purpose:**

Ensure availability and suitability of LMRC first aid kits where required.

#### **Scope:**

Applies to first aid kits for use of LMRC members.

#### **PROCEDURE:**

An appropriately equipped first aid kit shall be available at the rowing shed for emergency use. An additional first aid kit shall be available at regattas.

A smaller first aid kit should be in each safety boat.

First aid kits should be for emergency use only and should not be made readily available to rowers for other than purposes related to emergencies.

All LMRC members are required to report any usage of the club first aid kits, and to ensure proper care and storage of the first aid kits during their use.

First aid kits should be kept hygienically clean and dry.

First aid kits should be checked and kept up to standard throughout the rowing season.

Responsibility for the inspections and maintenance of first aid kits shall be assigned to the Boat Captain.

## **Policy No: 11, FIRST AID TRAINING**

### **Description:**

First aid training policy to handle emergency situations

### **Purpose:**

To prepare coaches and staff

### **Scope:**

All members and visitors

### **PROCEDURE:**

All coaches are encouraged to obtain first aid training to an appropriate level.

All injuries should be properly recorded on the LMRC OH&S Incident and Accident Form provided.

No injured member should be forced to row.

Injured members are to advise coach and crew of any injury should they decide to row so that appropriate care may be taken to avoid further injury.

**Policy No: 12, HEALTH SCREENING**

**Description:**

Health screening of members or visitors who participate in the sport of rowing.

**Purpose:**

To protect persons from predisposed conditions while participating in the sport of rowing.

**Scope:**

All persons participating in rowing at LMRC.

**PROCEDURE:**

All members should be required to fill out a declaration form stating any predisposed medical conditions and contact telephone numbers in cases of emergency.

Persons participating in rowing activities who have predisposed medical conditions should seek medical advice before they partake in the sport of rowing.