



**“Find us at the beach by the boat ramp”**

## **HEKILI RISK ASSESSMENT**

### **VERSION HISTORY**

<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description</b>
1.00	2012	Hekili Management Committee	Creation of original document
2.00	08 February 2014	N/A	Review
2.01	14 May 2014	N/A	Review
2.02	30 October 2016	Hekili Management Committee	Admin review
3.0	30 March 2019		Admin review

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**Next Review: March 2020**

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# 1. INTRODUCTION

Hekili Outrigger Canoe Club Inc. (HOCC) is a non-profit organisation whose safety and operation is managed by club members. Hekili OCC adheres to the 'Member Protection and Risk Management Policy' (MPRM Policy) and 'Regatta and Training Rules' as supplied by the national governing body – Australian Outrigger Canoe Racing Association (AOCRA). These documents can be located at: <https://www.aocra.com.au/index.php?page=administration>.

This risk assessment outlines the process required to ensure training sessions are conducted in a safe manner. The risk assessment process is the responsibility of every paddler. In certain situations the final decision will be made by the designated coach or the steerer/captain of the canoe. A paddler is responsible for their own safety at all times. If an individual would prefer not to paddle due to conditions, or they feel unsafe or uncertain on the water, they must inform the coach or steerer/captain immediately.

All paddlers are made aware of current and future requirements and their obligations as paddlers. This relates to safety and conduct during training, when representing the club at regattas and other paddling related functions and fundraisers. Paddlers are informed when they:

- Complete the indemnity form (this is a document which enables beginners to have six paddling experiences and be covered by insurance)
- Risk Assessment Acknowledgement form (attachment 1)
- Become a member
- Renew their membership
- Read the Risk Management Plan (attachment 2)

## 1.1. Club Records and Documentation

In respect to safety the following documents are, through the Club Secretary, maintained and filed:

- Hekili Risk Management Policy
- Coaching and Safety spreadsheet which identifies:
  - Registered Coaches

- First Aid Certificate holders
- Working With Children card holders
- Annual swim/tread/huli training to meet insurance purposes
- Vessel registration

Maintenance notes for vessels and other safety equipment such as PDFs, leg ropes, safety bags are compiled by the Club Captain and kept by the Club Secretary.

## **2. TRAINING REQUIREMENTS**

### **2.1. Swim, Tread and Huli Tests**

These tests must be conducted in accordance with the AOCRA MPRM Policy – section 5.3 Paddler Suitability (Swim, Tread and Huli). The policy is in place to ensure that paddlers are able to support themselves in the water, right and reboard a canoe in the event of a huli or other incident.

### **2.2. Swim and Tread Test**

These tests are to be conducted annually for all current members of Hekili OCC. Attendance and pass/fail will be recorded on the Coaching and Safety Spread Sheet.

S5.3 of the AOCRA Policy states that:

- Seniors – swim 400m with no external aid; tread water for 5 minutes
- Juniors – swim 150m with no external aid, tread water for 3 minutes

Refusal to complete the swim and tread test will result in a fail. Failure to ‘pass’ means that the individual must wear a PFD during training and regattas until a ‘pass’ is obtained. Failure to wear a PFD may negate any insurance claims made which involve the individual.

### **2.3. Huli / Flipping Drills**

Canoes can flip over, both in races and training sessions. The Club Coach will explain the flipping drill prior to the canoe entering the water and then a practical “flip” is carried out.

Due to the dangers of marine stingers in far northern waters, flip drills are usually conducted in protected waters where risk of marine sting is reduced (i.e. inside stinger nets when appropriate).

Failure to complete a huli results in information being passed to the committee and they need to determine whether paddling restrictions (eg: not to paddle in rolling swells in open water) need to be placed on the individual.

Documentation which records a paddlers successful completion of this skill is kept by the Club Secretary.

#### **2.4. Coaching Qualification Requirements**

All coaches MUST:

- Meet the certification requirements documented in s5.2 of the AOCRA MPRM Policy;
- Be registered Hekili Club members

In addition, all Junior Coaches MUST:

- Meet the requirements of Attachment C of the AOCRA MPRM Policy – “Screening / Working with Children Check”

Where a Junior Coach or Volunteer does not have a Working with Children Card, they must still complete the form in Section C and there should always be a card carrying coach/volunteer present. In all situations, Junior Coaches and Volunteers should try to avoid being in a situation where they are alone and out of visual range with a junior.

### **3. POSITION REQUIREMENTS AND RESPONSIBILITIES**

#### **3.1. Coach(es)**

At least one qualified coach must be at each training session. Prior to attending training the coach must have made themselves familiar with wind, current and tidal conditions. The coach is able to make the decision regarding whether paddling will occur.

The coach is responsible for team members. They need to take into consideration the competency levels of paddlers on the beach and determine if there are concerns. If there are,

these concerns need to be accounted for and the training/session needs to be sculpted accordingly.

The coach must always:

- Complete a risk assessment for the session – this is able to be conducted mentally based on known competency of paddlers present; weather conditions; training duration and training plan.
- In the case of a strong wind warning the risk assessment must be documented.
- Allocate steerers/canoe captains that they feel will be capable of making informed decisions to assist in keeping the crew members safe, given the known paddling conditions.

### **3.2. Steerer / Canoe Captain**

- The steerer (or master) of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerer's directions.
- This person is responsible to check the canoe condition and ensure that it has the required safety equipment.

If the steerer is in training the above requirements should be allocated to a trained coach in the canoe or the paddler with the most experience.

A team captain is appointed for each crew for every training session. This person shall be the steerer in most cases, *unless* the steerer is new and in training, then the team captain reverts to either: the qualified coach, assistant coach, or next most experienced person in the canoe. This person ensures the safety of all of their crew. This person ensures that the canoe is equipped for the training session and meets the club safety requirements. The team captain of the session does not in any way negate the coach/s responsibility or purpose for the session.

### **3.3. Paddlers**

A paddler is responsible for their own safety at all times. They may assist other roles in the club by ensuring that safety equipment is in each canoe.

They must listen to instructions provided by the coach and also the steerer/canoe captain. If an individual would prefer not to paddle due to conditions, or they feel unsafe or uncertain on the water, they must inform the coach or steerer/captain immediately.

## **4. GENERAL WATER SAFETY - PREVENTATIVE MEASURES**

### **4.1. Yorkeys Knob beach by the boat ramp and YKBC Marina.**

When paddling in this location and the surrounding water and islands there are some unique risk management issues. The identified risks and their controls are documented in Attachment 4 and each paddler should read this attachment to familiarise themselves with the risks and agreed club controls.

The primary canoe launch point is off the small beach adjacent to the rock wall that separates the Yorkeys Knob boat ramp and the marina traffic from the beach. This location is relatively protected. The secondary canoe launch point is from the boat ramp which enters the marina and is protected by the rock sea wall.

Queensland Maritime Safety designates all waters in this locality as “Open Water”.

The following addresses certain risks and actions to mitigate, minimise or prevent injury to persons or damage to canoes when paddling with Hekili OCC.

### **4.2. Sun Protection**

Paddling involves long periods of time exposed to the elements and appropriate sun/wind protection should be used including, hats, sun cream, long sleeved sun shirts and sun glasses.

### **4.3. Hydration**

Outrigging often requires long periods on the water with no immediate access to fresh water. The exposure to heat and sun may result in dehydration. Individuals should take suitable water bottles or water packs on long paddles and it is encouraged that water is taken out by individuals during hour long training sessions as well. For new paddlers, frequent stops should be built into the training session by the coach.

#### **4.4. Wind Warnings**

AOCRA and Hekili have a strict policy on the use of canoes during strong and gale force wind warnings.

Before each training session the coach(es) are to check to the BOM website and [www.seabreeze.com.au](http://www.seabreeze.com.au) and understand wind/current/tidal conditions for the training period.

The Bureau of Meteorology (BOM) uses the Beauford Wind Scale to measure wind. Follow this link to see the BOM wind definitions:

<http://www.bom.gov.au/lam/glossary/beaufort.shtml>

More specifically the BOM Marine Weather Definitions (follow the link):

<http://reg.bom.gov.au/marine/about/marine-definitions.shtml> defines the following:

- Strong wind warning: 26 to 33 knots
- Gale warning: 34 to 47 knots
- Storm force wind warning: 48 to 63 knots
- Hurricane force wind warning: 64 knots or more

As previously documented, in certain situations the final decision in relation to paddling, will be made by the designated coach or the steerer/captain of the canoe. This is particularly important in adverse conditions as the steerer/captain is responsible for the safety of the crew and vessel. The steerer/captains directions/commands are to be strictly adhered to at all times.

##### Gale Force Warning

Under no circumstances are canoes to be put in to the water.

##### Strong Wind Warning

In the event of a strong wind warning by local authorities, the following procedures must be put in place for all paddling activities:

- A risk assessment must be completed and recorded by the club coach(es) before the paddling session
- Risks must be assessed, maritime rules considered and potential risks deemed to be minimal.

Hekili OCC has access to protected waters located:

- In the YKBC Marina. This is fully protected from the ocean by a rock sea wall.
- Within the area defined by Half Moon Creek – Yorkeys Knob point – Trinity Beach – Western most point of Double Island.
- Within Half Moon Creek

OC1, OC2, OC3 and V1 paddlers must adhere to the same rules as OC6 paddlers, and must check the BOM accordingly. OC1, OC2, OC3 and V1 paddlers must be responsible for their own actions.

#### **4.5. Canoe Safety**

- All sessions must be logged with an on shore person and include an expected return time, this is particularly important for sessions (training or social) which occur outside the designated club training times.
- For sessions that start or finish in hours of darkness, sessions are to be carried out in areas away from major boat traffic.
- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Captains.
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe (this is at the discretion of the team Coach and Steerers).

Hekili OCC requires all canoes carry the following safety equipment. These requirements are in accordance with sD.7.5 of the AOCRA Regatta and Training Rules Policy.

#### **4.6. Mandatory OC6 Requirements**

- One Type 1, 2 or 3 PFD for each paddler every time the canoe is put in the water. These should be easily accessible. Specifics regarding the type of PFD required can be located in AOCRA Regatta and Training Rules Policy. HOCC Committee will ensure that they purchase the correct PFD types on behalf of the club members.

- Two bailers
- One bottle of vinegar during stinger season.
- When a session begins or finishes in darkness white lights must be affixed to the canoe and/or one or more of the paddlers (as per Maritime Safety Queensland, <http://www.msq.qld.gov.au/Safety/Navigation-lights.aspx>)

#### **4.7. Desirable OC6 Requirements**

- an EPIRB must be carried in areas that are designated as per the map instructions from Maritime Safety Queensland or be accompanied by a motor boat equipped with the correct safety gear.
- In the event of rough conditions you may fit storm covers to the canoe
- A radio in each canoe to allow communication if there is a potential that the canoes may become separated
- A spare paddle to assist if one is broken or lost

#### **4.8. Mandatory OC1/2 Requirements**

- One Type 1, 2 or 3 PFD for each paddler every time the canoe is put in the water. These should be easily accessible.
- A leg rope must be attached and it is recommended that paddlers use them to ensure their own safety, especially when offshore and/or in conditions where the paddler/s may become separated from their canoe.
- When a session begins or finishes in darkness white lights must be affixed to the canoe and/or one or more of the paddlers (as per Maritime Safety Queensland, <http://www.msq.qld.gov.au/Safety/Navigation-lights.aspx>).
- All paddlers must log the training session on the sign in and sign out sheet in the club notice board when their training is not in conjunction with an OC6 training session or squad V1, OC1 and OC2 session.

## 5. ACCIDENT PROCEDURES

### 5.1. Preventative Measures

- All paddlers should be made aware of preventative measures and how to deal with a situation on the water. Measures include:
  - Use of PFD's **Put in a New Starter Information Form – to be signed at the end of the six weeks.**
  - Bailing techniques **Put in a New Starter Information Form – to be signed at the end of the six weeks**
  - Understanding the ocean / waterways
  - How to rig a canoe
  - How to huli and recover a canoe **Put in a New Starter Information Form – to be signed at the end of the six weeks**
  - How to exit and reboard a canoe
  - Managing a canoe in the surf
  - Attaching storm covers
  - Use of a tow rope
  - What to do in the case of a marine sting

### 5.2. Incidents, Injuries and Equipment Damage

All incidents (injury & equipment damage) must be reported immediately. They should be reported to two people:

- Firstly, the Club Coach or Club Captain and
- Secondly, the President or Secretary.

All incidents must be logged into the AOCRA online system within 7 days of incident. *NB: if you do not make the 7 day limit, please report as late reporting is better than no reporting!!*

An incident report **MUST** be completed to enable a paddler or club to make an insurance claim for medical or related expenses or for equipment damage claims.

The report form can be located on the AOCRA website, after sign-in. It is strongly suggested that a verbal or written report is made to two of the individuals listed above and they will place a report into AOCRA on your behalf.

# 6. ATTACHMENT 1

## RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of Hekili Outrigger Canoe Club I have been made aware of the Risk Assessment document for the Club.

I have read the document.

I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.

<b>Surname</b>	
<b>Christian Name</b>	
<b>Signature</b>	
<b>Date</b>	

## 7. ATTACHMENT 2

### RISK MANAGEMENT PLAN

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains, strains lifting canoe	Minor	Likely	<b>Medium</b>	Training, only lift with 5 people or more present	<b>Low</b> Unlikely / minor
		Shore Break	Personal injury Canoe damage	Minor	Unlikely	<b>Low</b>	If large shore break is present, launch canoe/s from boat ramp	<b>Low</b> Unlikely / minor
		Poor state of equipment	Flip/submerge Personal injury	Minor	Unlikely	<b>Low</b>	Equipment to be checked before each training session	<b>Low</b> Unlikely / minor
		Transporting canoes (on trailers to & from sites)	Motor vehicle accident, road debris damage	Minor	Likely	<b>High</b>	Only allowing experienced drivers to tow. Adequately insured vehicles. Use of appropriate vehicles for towing.	<b>Medium</b> Likely / medium
2	Coaches	Training qualifications	Not trained, liable for damage to paddlers and canoes	Minor	Unlikely	<b>Medium</b>	All coaches must be accredited or coach assistants must work under an accredited coach	<b>Low</b> Unlikely / Minor

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
		Volunteers	Not well instructed, nor trained, causing incorrect instruction to paddlers	Minor	Unlikely	<b>Low</b>	All volunteers must work under an accredited coach	<b>Low</b> Unlikely / Minor
3	Training Safety	Late canoe procedure - if a canoe has not returned from training	Lack of direction due to lack of light. Loss of vision / direction. Huli – unable to right canoe	Major	Unlikely	<b>High</b>	Training sessions to be logged. White lights to be carried	<b>Low</b> Unlikely / Major
		Lack of light	Limited visibility to other marine craft.	Medium to Major	Likely	<b>High</b>	If training dusk or dawn, all canoes must carry a torch/lantern that has a white light	<b>Medium</b> Likely / Major
		Cross training	Physical injury due to over exertion/lack of technique/insufficient training – lack of fitness	Minor	Likely	<b>Low</b>	Working to fitness and experience level	<b>Low</b> Unlikely / Medium
		Flipping	Physical injury, panic, drowning	Minor to major	Likely	<b>Medium</b>	All paddlers must be trained in flip-drills. All paddlers must be able to tread water for 5 mins and be able to swim 100m minimum	<b>Low</b> Likely / Medium
		Medical Emergencies	Heart attack, asthma, dehydration	Major	Unlikely	<b>Low</b>	Insure medical declarations are filled out correctly and coaches are aware of	<b>Low</b> Unlikely / Medium

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
							individual's conditions	
		Marine stingers	Severe pain and reaction if stung. Possible death from heart failure	Major	Unlikely	<b>High (November to May)</b>	All paddlers to wear full length protection during stinger season. All canoes to carry vinegar. All paddlers to know procedure in the case of someone being stung (ie immediately douse area with vinegar & call 000)	<b>Medium</b> Likely / Medium
		Crocodiles / sharks	Severe pain, possible death from animal attack	Major	Unlikely	<b>Low</b>	Train all paddlers in marine animal environment, awareness, & respect	<b>Low</b> Unlikely / Major
		Sun stroke / hyperthermia	Severe pain, possible unconsciousness from dehydration	Major	Likely	<b>High</b>	Train all paddlers in correct sun protection & adequate hydration methods	<b>Medium</b> Likely / Major
		Sand Bar	Flipping, swamping, damage to canoe if flipping in shallow water	Medium	Unlikely	<b>Low</b>	Train all paddlers to recognise water behaviours	<b>Low</b> Unlikely / Medium

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
		Shipping / Boating traffic	Collision, injury, damage to craft	Major	Unlikely	<b>Medium</b>	All canoes to use white light (as per MSQ) at dusk or dawn	<b>Medium</b> Rare / Major
4	Junior safety	Adult coaches & volunteers	Inappropriate interactions	Major	Unlikely	<b>High</b>	All adults must have blue card when working with juniors	<b>Medium</b> Rare / Major
		Parents of junior paddlers	Inappropriate behaviour, swearing, berating child in front of peers	Minor	Unlikely	<b>Low</b>	All coaches (& assistants & volunteers) are trained in mitigating bad behaviours	<b>Low</b> Rare / Minor
		Juniors aged 10 years and under	Cannot swim strongly, flip, drowning	Major	Likely	<b>High</b>	A risk assessment must be conducted by a Level 1 sports specific outrigger coach prior to each training / racing session. Correctly fitted life jackets must be worn by all paddlers under 10 years at all times	<b>Medium</b> Unlikely / Medium
5	Weather	Strong wind warning	Flip, blown off course, impact damage to canoe or body, drowning	Major	unlikely	<b>Medium</b>	All paddlers must only paddle in protected or smooth waters, as per the QLD Maritime Safety	<b>Medium</b> Unlikely / Medium

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
							maps, and according to AOCRA Training & Race Rules	
		Gale force wind warning	Flip, blown off course, impact damage to canoe or body, drowning	Major	unlikely	<b>High</b>	In accordance with AOCRA race and training rules, no canoes are to be launched during a Gale force warning	<b>High</b> Unlikely / High
		Cyclone WATCH & WARNING	Flip, blown off course, impact damage to canoe or body, drowning	Major	Unlikely	<b>High</b>	AOCRA race and training rules apply - no canoes to be launched. Remove canoes from beach.	<b>High</b> Unlikely / High
		Electrical storms	Struck by lightening	Major	Unlikely	<b>High</b>	If lightening is present, canoes should not be launched	<b>Low</b> Unlikely / Medium
		High / low air/water temperature	Hyperthermia / hypothermia.	Medium	Unlikely	<b>Low</b>	Train paddlers in correct hydration & clothing protection	<b>Low</b> Unlikely / Medium

The primary risk is the potential for interactions between outrigger canoes and marine vessels including fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions including actions such as canoes giving way to larger craft and the use of lights during on canoes prior to sunrise, after sunset and in the twilight hours preceding these events.

All paddlers must be aware of other craft in the area and alert their steerer when required. When launching and berthing vessels at the beach, it is essential that all paddlers maintain an awareness of breaking waves and how they may buffet the gunwales and potentially cause the canoe to move heavily on to paddlers standing in the water.