

Ocean Racing Competition and Organised Training Safety Checklist

Introduction & Instructions

This checklist is the minimum standard to ensure safety of **competitive ocean racing activities** of Australian Canoeing affiliates. Its purpose is to ensure that all appropriate steps have been taken to ensure the safety of participants in Australian Canoeing sanctioned paddling activities.

How to use this checklist:

When organising competitive events – Complete this checklist to confirm that all reasonable steps have been taken to ensure the safety of all participants.

Information about the Activity Safety Checklist

Name of organization hosting activity:	
Name of activity:	
Description of activity and participants: <i>Participants includes competitors, coaches, officials, assistants and other volunteers and spectators</i>	
Activity date(s) and time(s):	
Activity venue(s)	
Other relevant information about the activity	

Checklist

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>1.1. Prevention – Screening and Prohibited Person Declarations</p> <p>(a) (mandatory) Have all of the following personnel been screened* for their roles, whether appointed or seeking appointment with Australian Canoeing, State Associations, or Affiliated Clubs for reward:</p> <ul style="list-style-type: none"> ▪ Coaches and registered Instructors and Guides ▪ Volunteer personnel who will or are likely to travel with canoeists under 18 years of age; and ▪ Persons in a role in which that person is likely to have individual and unsupervised contact with canoeists under 18 years of age? 				
<p>(b) (highly recommended) Have all of the following personnel been screened* for their roles, whether appointed or seeking appointment with Australian Canoeing, State Associations, or Affiliated Clubs not for reward:</p> <ul style="list-style-type: none"> ▪ Volunteer coaches and Registered Instructors and Guides who will or are likely to travel away with teams of canoeists over 18 years or age; and ▪ Persons whose role means that person is likely to have contact with canoeists under 18 years of age but where such contact is supervised at all times by another adult. 				
<p>* Screening means: • Checking the Preferred Applicant's referees; • Interviewing the Preferred Applicant as to their suitability for the proposed role and their suitability for involvement with children under 18 years of age; and • Obtaining a Police Check of Preferred Applicants and Existing Approaches.</p>				
<p>(c) (In the event that the person screened is found to have committed any criminal offences or whose history suggests that he/she may be a questionable candidate for the role) has appropriate action been taken? Refer to Australian Canoeing Member Protection By Law, section 6 for details of appropriate action.</p>				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
1.2. Breaches (a) Harassment– Do you have a policy and procedure to prevent or deal with harassment of any kind during your activity, including: <ul style="list-style-type: none"> ▪ Sexual harassment ▪ Racial harassment ▪ Sexuality harassment ▪ Disability harassment ▪ Abuse ▪ Vilification ▪ Discrimination – direct and indirect? 				
(b) Codes of behaviour Have you circulated, posted the appropriate codes of behaviour to the participants				
(c) Complaint resolution Do you have a system for complaints or protests				
(d) Appeals Have you procedures in process to exercise the appeals process as outlined in Clause 18 of the AC Member Protection By Law?				

2. Risk Management

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
2.1 Risk Management – Has an emergency Management Plan been developed, which includes the following:				
(a) Chain of command <ul style="list-style-type: none"> ▪ Establish <ul style="list-style-type: none"> ▪ Chief Official ▪ Safety Officer ▪ Technical Director ▪ Who will report to whom in the event of an emergency? 				

Comment; A structure that includes overall command, area commands (e.g. Safety officer) and instant communication through the structure is required. Size and number is determined by size of the competition.

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>(b) Communication systems and technology</p> <ul style="list-style-type: none"> ▪ . Communication technology (mobiles, radios, satellite phones etc) that can be relied upon to work at the venue been organised? ▪ . Has emergency response information been documented and is it readily available in the event of an emergency that requires external assistance? Information should include: <ul style="list-style-type: none"> ▪ . Communication and contact details ▪ . Escape route and location information ▪ . Participant lists ▪ . Medical forms ▪ . Transport details. 				
<p>(c) Emergency procedures</p> <p>i) Have emergency procedures been developed and documented, for each of the following events (as applicable):</p> <ul style="list-style-type: none"> ▪ . Serious injury or fatality ▪ . Serious threats to personal safety from high-risk environmental conditions (e.g. flood, storm, bushfire, etc.) ▪ . Lost participants ▪ . Behavioural management problems? 				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
ii) Do the emergency procedures include (as applicable): <ul style="list-style-type: none"> ▪ Priority of tasks: immediate, second, third ▪ Roles and responsibilities ▪ Exit routes, emergency and evacuation procedures ▪ Contact details for race administration, and program administrators as required ▪ Contact details for police, rescue and medical services in the area ▪ Communication modes and protocols ▪ Location management ▪ Vehicular access ▪ Boat access ▪ Helicopter access ▪ Identification of nearest medical facilities ▪ Identification of natural hazards and appropriate response (as required) ▪ Post incident management: contact of insurer, legal procedures, post incident trauma, counselling? 				

3. People

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
3.1. Competition Manager Responsibilities Has the competition manager completed the following minimum responsibilities (as applicable): <ul style="list-style-type: none"> ▪ Appointed a Safety Officer ▪ Safety officer has <ul style="list-style-type: none"> ▪ Researched likely hazards ▪ Confirm participants experience/capabilities ▪ Ensure a full briefing of ALL participants is clearly carried out and understood ▪ Check environmental conditions (weather reports), etc. 				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>3.1. Competition Manager Responsibilities (cont.)</p> <ul style="list-style-type: none"> ▪ Ensure that all equipment is <ul style="list-style-type: none"> ▪ Set up and fully operational ▪ Or stored ready for its intended use ▪ Has each participant received instructions, at least 5 hours before the beginning of the competition, containing, among other things, "obligatory safety equipment requirements?" ▪ Confirm head count before the activity with provision for checks during and after activity ▪ Have systems to confirm the physical and psychological condition of the group ▪ Ensure, to the best of his/her ability that participants do not get into situations beyond their capabilities ▪ Designate responsibility to other leaders 				
<p>After the activity</p>				
<ul style="list-style-type: none"> ▪ Confirm headcount ▪ Notify appropriate persons of safe completion ▪ Check all equipment on return? 				
<p><i>Comment; Use of allocated boat numbers which are checked on finish (and logged when handed in) is. Officials and volunteers should have a hat, vest or tag which again is counted out and in.</i></p>				
<p>3.2. Competency and qualifications of Officials</p> <p>Are all officials qualified for the roles that they will perform at the event?</p> <ul style="list-style-type: none"> ▪ Proof that their qualification and skills are current. 				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>3.3. First Aid</p> <p>Do you have first aid services within immediate access that comply with your state's regulations for;</p> <ul style="list-style-type: none"> ▪ First aider numbers ▪ First aider qualifications ▪ First aid kit requirements ▪ Has the competition manager ensured that all event staff and participants (as necessary) are fully briefed on: <ul style="list-style-type: none"> ▪ First aid personnel, services and procedures ▪ Emergency procedures ▪ The role of each staff member & participant ▪ The chain of command ▪ Codes of behaviour ▪ Communication systems and technology ▪ Weather conditions (as relevant) ▪ Other information as relevant to the event. 				
<p>3.4 Ratios and group size</p> <p>Competition control</p> <ul style="list-style-type: none"> ▪ Is there a dedicated Radio or Communications coordinator <ul style="list-style-type: none"> ▪ Do they have direct access to the Competition Manager ▪ Are safety personnel appropriately qualified and trained ▪ Are there enough safety personnel to see all competitors during the event ▪ Are there enough craft to clear the water in the event of an emergency ▪ Is there direct communication between the event manager and the safety personnel ▪ Is there a method to rapidly inform the entire fleet of; <ul style="list-style-type: none"> ▪ Abandonment ▪ Change of course ▪ Emergency mustering ▪ Have all competitors been made fully aware of their obligation to rescue competitors in danger 				

<p><i>Comment; Minimum rescue craft:</i></p> <ul style="list-style-type: none"> - <i>Where within 400m of shore in sheltered areas, enough safety craft to view all competitor's continually</i> - <i>Where more than 400m from shore (enclosed waters); 1 safety boat per 20 competitor's boats</i> - <i>When in open water 1 safety boat per 10 competitor's boats</i> - <i>All rescue craft should be fitted with propeller guards</i> 				
<p>3.5. Skills of participants</p> <ul style="list-style-type: none"> ▪ Has the Competition Manager taken all reasonable steps (ideally an on-water familiarisation session*) to ensure that participants are competent to participate in the proposed activity? ▪ Is there a system for refusal of participation to anyone who is considered not sufficiently capable or responsible? 				

4. Equipment

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>4.0. Equipment (safety)</p> <p>a) Have all possible eventualities been considered when selecting equipment for the activity?</p> <ul style="list-style-type: none"> ▪ Waterproof ▪ Floats ▪ Battery life ▪ Shock resistance ▪ Portability ▪ Range 				
<p>b) Have measures been put into place to ensure that all necessary equipment (including emergency supplies) is available to all participants, as appropriate for the event?</p>				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>4.1. Boats and associated equipment</p> <ul style="list-style-type: none"> ▪ Are the craft used suitable for the nature and duration of the activity, the conditions expected during the activity, and the skill levels of all participants? ▪ Each boat must carry sufficient buoyancy in the construction of the boat or fixed subsequently, to keep the boat floating level when filled with water. <ul style="list-style-type: none"> ▪ The scrutineers may float test the boat if buoyancy is not apparent after a visual inspection. If the organisers so decide for safety reasons, additional buoyancy must be fitted to each boat such that it will give support to the paddlers when in the water and/or every competitor shall wear a buoyancy aid and/or other specified equipment. ▪ Is scrutineering arranged ▪ Are rescue craft suitable for the activity area given rescues will be conducted in extreme conditions ▪ Can rescue craft carry extra people and or craft without compromise to control or stability 				
<p>4.2. PFDs</p> <p>Have competitors been informed prior to and briefed on</p> <ul style="list-style-type: none"> ▪ Under 16s – mandatory PFD wearing ▪ Exposed water (>400m from shore) – mandatory PFD wearing ▪ Competitors out of sight of safety craft – PFD wearing mandatory ▪ Poor conditions – at discretion of Safety Officer 				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>4.3. Communication equipment</p> <p>Has the Competition Manager determined what equipment should be carried by the participants? Equipment chosen must be appropriate for the activity and area of operation (consider night, fog, low light or visibility). It may include:</p> <ul style="list-style-type: none"> ▪ Leg tether (mandatory) ▪ Flare (if more than 400m from shore) ▪ Whistle on PFD ▪ Consideration should be given to the following at night or in poor visibility; ▪ Torch ▪ Strobe light ▪ Chemical light stick (or electronic equivalent) ▪ Mobile phone (water proofed) ▪ Flares ▪ Marine VHF radio 				
<p>4.7. Safety and rescue equipment</p> <ul style="list-style-type: none"> ▪ Is all safety and rescue equipment carried in such a way that it is quickly and easily accessible? 				
<p>4.8. Maintenance, replacement and storage of equipment</p> <p>Is all equipment used in activities used, maintained and stored according to manufacturers' instructions where applicable?</p>				

5. Incident Reporting

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
5.1. Recording and reporting incidents: <ul style="list-style-type: none"> ▪ Do you have a record system for accidents, incidents and injuries ▪ Are all accidents, incidents and injury details forwarded to Australian Canoeing 				

6. Other requirements

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
6.1 Clothing Are competitors informed prior to & briefed on <ul style="list-style-type: none"> ▪ Wearing SunSafe clothing ▪ Hat ▪ Shirt ▪ Sunglasses ▪ Sun cream ▪ Lip screen ▪ Wearing clothing appropriate to the environmental conditions ▪ Wearing footwear appropriate to the launching and landing area as well as possible landing areas in emergency situations 				
6.2 Food and drink <ul style="list-style-type: none"> ▪ Are competitors briefed on the local availability of drinking water, and retail supplies of food and drink ▪ Do safety vessels carry suitable emergency water supplies (min 4 litres) ▪ Is water available at all first aid stations ▪ Is water available at the competition control centre 				



<p>6.2 Signage</p> <ul style="list-style-type: none">▪ Are vehicle movement areas clearly marked▪ Is the boat movement area clearly marked▪ Is there warning signage for other water users▪ Is the first aid area clearly marked▪ Are marshalling areas marked				
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End of Checklist