



Safety Management Plan & Risk Management Plan

Safety Management Plan

Application

1.1 This safety management plan applies only to yachts and crews participating in Cruising Yacht Club of Hamilton Island (CYCHI) sanctioned racing events.

1.2 The area includes waters within the sight of the viewing rotunda atop “One Tree Hill” on Hamilton Island (Map AUS 252) and course areas as defined by CYCHI Yacht Division Courses as “around the local islands” including Henning Island, Plum Pudding Island, Fitzalan Island, Dent Island, Hamilton Island and Whitsunday Island.

1.3 This plan does not apply to other divisions or to events conducted outside the area defined by 1.2 or requiring higher levels of safety than Category 6 as defined by AS Special Regulations - Safety.

Limitation

2.1 Participation in any CYCHI racing event shall be at the sole risk and responsibility of the yacht’s skipper.

2.2 Racing will not take place when there is a current or forecast Gale Warning or Strong Wind Warning as issued by the Bureau of Meteorology.

2.3 Racing will be at the discretion of the skipper should the winds be in excess of 25 knots and a strong wind warning or gale warning does not exist

2.4 Racing will not take place if the committee feel the conditions are deemed to be unsafe due to unforeseen circumstances

General Safety Obligations

3.1 All participants are required to abide by General Safety Obligations on and off the course including:

- a) You must ensure your boat is safe.
- b) You must ensure your boat is properly equipped and crewed.
- c) You must ensure your boat is operated in a safe manner.

Regulation and Compliance

4.1 The following shall apply to all participating yachts and crew for the duration of the race event:

- The Racing Rules of Sailing (RRS) -2021-2024.
- AS Special Regulations - Cat 6 Safety with add ons
 - all vessels to be fitted with Navigation lights and be turned on at sunset.
 - all vessels to leave their radio on during the race.
 - All windsurfers are to have navigation lights fitted to their boom.
 - all windsurfer competitors are to wear a PFD type 2.
 - all windsurfer competitors carry a waterproof radio or radio in a waterproof container, and it is left on for the duration of a race.
 - all vessels in the race are to act as a safety vessel if any windsurfer is to require assistance.

4.2 The following shall always apply to all yachts:

- Transport Operation (Marine Safety) Regulations 2004
- International Regulations for the Prevention of Collision at Sea (COLREGS) 1972
- Whitsunday Port Procedures Manual - www.msq.qld.gov.au
- Direction issued by the Regional Harbour Master (RHM) Whitsunday/Airlie Beach.

Race Officer | Safety Officers | Race Starter

5.1 Shall be a person nominated by CYCHI to control the race event. These people are our race starter, safety coordinator or race officer and he/she will be in our Starter vessel.

Other duties they will perform are to monitor radio communications and initiate rescue procedures if required. In the absence of these people, to be the Commodore, vice commodore, Yachts or delegate.

Race Control Hierarchy

6.1 The Regional Harbour Master (RHM) Whitsunday will have primary control over racing followed by:

- **6.2** Race Officer (Officer of the Day - OOD) in consultation with the race committee
- **6.3** CYCHI Commodore or delegate
- **6.4** Sailors

Radio Communication

7.1 All yachts participating in the event shall be required to maintain radio communications on marine VHF Channel 73 and radio watch on marine VHF Channel 16.

Rescue | Safety Support

8.1 In the first instance a yacht shall use all means available including on board rescue and safety equipment to ensure the safety of all on board and affect repair and rescue if required.

8.2 A participating yacht shall be required to assist any boat in reasonable proximity that is requesting or directing assistance.

8.3 CYCHI always provides a start vessel on the course. If there is an incident the OOD of the day is to immediately attend to the problem vessel and take the role of coordinator. Upon assessment of the problem vessel, the OOD can stop the race at their discretion.

8.4 All vessels on sailing course are reminded of their duty to assist any vessel in distress as outlined in rule 3.1 of twilight sailing rules 2018/2019. See procedures in 12.2 of this document.

Withdrawal

9.1 A yacht withdrawing from a race event shall notify the race officer as soon as possible on Marine VHF Channel 73.

Temporary Suspension - Port Activity

10.1 The RHM Whitsunday or his delegate through Hay Point VTS shall have control over all ships at the event including:

- All official, participating and rescue ships.
- Temporary suspension of an event if required to allow safe passage of port vessels.
- Cancellation or moving the event if weather conditions are unsuitable.

Suspension

11.1 The yacht skipper is responsible for any decision to participate or continue participation in a race event. (see clause 2.2)

11.2 The CYCHI reserves the right to cancel a race event if conditions are deemed unsuitable. (see clause 2.2)

Local Rescue Procedures

12.1 A yacht skipper is responsible for assessing the circumstances pertaining to the vessel and crew and deciding if assistance is required.

12.2 If assistance is required, the skipper or crew shall initiate notification by radio (VHF CH73 primary and CH16 secondary) or other means available to it in the following order:



1. If a serious emergency exists, contact emergency services on “000”, “112” or marine VHF CH 16
2. The race officer
3. Adjacent vessels

The race officer will notify the Commodore and any other committee vessels, monitor the situation, assist onshore services and coordinate CYCHI support vessels if required.

First Aid

13.1 All yachts and committee vessels Comply with AS Special Regulations - Safety equipment defined as minimum category 6

Emergency

14.1 Any Yacht skipper deciding that an EMERGENCY exists shall initiate emergency call procedures direct to the available emergency channels.

Pre-Race Briefing

15.1 Where possible a briefing for sailors will be held prior to a race.

15.2 A pre-race briefing will be conducted by the Race Starter (OOD) and include:

- a) Changes to Sailing Instructions.
- b) Safety reminder
- c) An update on local shipping movements provided by Whitsunday port Authorities.

Emergency Contacts

16.1 Regional Harbour Master Mackay Hay Point	VHF ch16	07 4944 3700 - VTS
16.2 Emergency Services	000	
16.3 Ambulance Hamilton Island		000
16.4 Hamilton Island Safety and Security		07 4946 9999
16.5 Queensland Fire and Rescue		000
16.6 Whitsunday Water Police		07 4967 7222
16.7 Race Handicapper - Stuart Green		0423 461 807
16.8 CYCHI Commodore - Nathan Sonter		0423 556 660
16.9 CYCHI Vice Commodore - Mark Stobel	0417 549 869	
16.10 Australian Sailing - Annie Watson		0409 065 083 / 07 3393 6785

Emergency Contact Vessels

17.1 CYCHI Start Boat	Rod Glenn	0420 440 414
17.2 Mars Charters	Richard/Broden	1800 202 909
17.3 HI Watersports	Mark Harvey	0416 086 242
17.4 HI Watersports	Andrew Harvey	0414 893 805
17.5 Hamilton Island Barge	Henry Danvers	0410 544 923
17.6 Hamilton Island Marina Office		07 4946 8353

Risk Assessment Plan

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Emma McMahon (WHS Consultant)	27/11/2018	Craig Trill	17/02/19	Risk Management Plan
1.1	Emma McMahon	02/08/2023	Mark Strobel	02/08/2023	New Committee details
1.2	Mark Strobel	17/07/2024	Nathan Sontor	18/07/2024	New Committee details

About the Cruising Yacht Club of Hamilton Island

The Cruising Yacht Club of Hamilton Island (CYCHI) is located on Hamilton Island, QLD. The Club operates the following events:

- Hamilton Island twilight sailing from September to April each year
- Discover Sailing Program
- Australia Day Race
- Hamilton Island Regatta
- Other events as authorised by the Committee

Discover Sailing Program

CYCHI offers training and coaching for children learning to sail.

Teaching is conducted by 3 volunteer members who are also qualified sailing instructors.

Regulations and Compliance

CYCHI conducts all its racing under the relevant regulations and guidelines, as specified by the following governing bodies:

Australian Sailing

Australian Sailing (AS) is the National Sporting Organisation for sailing and manages safety rules and regulations which all sailors competing in club races are obliged to be aware of and comply with, including:

- Racing Rules of Sailing (RRS)
- Special Regulations Part 1 for Racing Boats (SR1)

These documents can be found at: <https://www.sailingresources.org.au/class-assoc/racing-rules/>

The Cruising Yacht Club of Hamilton Island and Discover Sailing Program

In addition to AS regulations and guidelines, CYCHI provides additional documentation which governs local events, including:

- Notice of Race (NoR)
- CYC of Hamilton Island Sailing Rules
- CYC of Hamilton Island Safety Management Plan: *Hamilton Island Regatta September to April*

Copies of the above documents can be obtained by visiting the CYCHI website: www.cychi.com.au/

Inductions & Training

Committee Members

All CYCHI Committee members are to complete the Australian Sailing *Safety Code Induction* online within 3 months of being elected to the committee.

The course and associated information can be found at:

<https://www.sailingresources.org.au/safety/safety-code-induction-online-course/>

The Commodore of the Club is responsible for keeping an up to date register of those Committee members that have completed their inductions. Members are to provide a copy of the certificate of completion to the Commodore.

Crews

Each new vessel that registers will receive the following documents/information:

- Welcome Letter
- CYCHI Safety Management Plan
- CYCHI Sailing Guidelines
- CYCHI Risk Management Plan
- CYCHI Incident Management Plan

All skippers on registered vessels are to have completed the CYC of Hamilton Island Induction prior to sailing in their first race for the Club.

All skippers must have a boat license.

Sailing Areas

Twilight Sailing Regatta

The sailing area includes waters within the sight of the viewing rotunda atop “One Tree Hill” on Hamilton Island (Map AUS 252) and course areas as defined by CYCHI Yacht Division Courses as “around the local islands” including Henning Island, Plum Pudding Island, Fitzalan Island, Dent Island, Hamilton Island and Whitsunday Island.

Conditions can change quickly especially in the summer months.

Reef around bottom of Henning Island the wind strength and direction are especially prone to change and where extra care needs to be taken.



For other CYCHI Event Course Maps, see [Appendix](#).

Discover Sailing Centre

The area includes waters within the sight of the viewing rotunda atop “One Tree Hill” on Hamilton Island (Map AUS 252) and course areas as defined by CYCHI Yacht Division Courses as “around the local islands” including Henning Island, Plum Pudding Island, Fitzalan Island, Dent Island, Hamilton Island and Whitsunday Island.

Weather Forecasts

National weather forecasts may be of limited assistance. Local weather forecasts and weather observations are preferred and should be given more weight over national forecasts should the information provided differ.

The following sources are consulted by Racing Committee members prior to each race:
<http://www.bom.gov.au>

Risk Management

Hazard & Risk Identification

The following are general hazards/risks associated with the sport of sailing. They include but are not limited to:

- Pre-existing medical conditions that could be aggravated by the activity of sailing.
- Sun and heat related injuries and illnesses
- Dehydration
- Collisions between racing / training vessels, submerged objects and other vessels.
- Mechanical issues and breakdowns
- Fire and explosion
- Entrapment due to capsized vessels.
- Refuelling
- Rigging areas
- Inadequate/insufficient safety and rescue equipment
- Inexperienced crew
- Adverse weather conditions

The above have been identified both through formal and informal means, primarily by the committee members in consultation with an external work health and safety professional.

Risk Assessment

The matrix is based on ISO 31000:2009 Risk Management Principles and Guidelines.

Table 1. Risk Assessment Matrix

		Consequences				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Moderate
	Unlikely	Low	Low	Moderate	Moderate	High
	Possible	Low	Moderate	High	High	Very High
	Likely	Moderate	Moderate	High	Very High	Very High
	Almost Certain	High	High	Very High	Very High	Very High

LIKELIHOOD	
Rare	May occur in exceptional circumstances
Unlikely	Could occur at some time
Possible	Might occur at some time
Likely	Will probably occur
Almost Certain	Expected to occur
CONSEQUENCES	
Negligible	Insignificant, minimal or no cost
Minor	First aid treatment only, medium cost

Moderate	Medical treatment, high cost
Major	Permanent disability or impairment, major cost
Catastrophic	Fatality, huge business costs
RISK RATING	
Low	Address as soon as practicable
Moderate	Address as soon as possible
High	Address urgently
Very High	Address immediately

Hierarchy of Controls (From most effective to least effective)	
Eliminate	Can the hazard be removed altogether, such as questioning whether it needs to be done at all?
Substitute	Can the hazard be addressed in a safer manner, such as doing it another way that has less risk?
Isolate	Can the hazard be confined to one area, such as containers, barriers and fences?
Engineering	Can something be made or added to the hazard to make it safer, such as seat belts, machine guarding, cut out switches and locks?
Administration	Has the hazard been analysed and documented accordingly, employees inducted and trained appropriately, customers made aware of the hazard(s) and instructions given, and signs displayed?
Personal Protective Equipment	Do employees wear or use equipment to protect them from exposure, such as hard hats, gloves, goggles, masks, aprons, sunscreen and suitable footwear?

Risk Register

Hazard	Risk	Risk Rating	Who is at Risk	Control Measures	Residual Risk
Deteriorating weather conditions	Injuries to crews and damage to vessels due to unsafe conditions	VH	Crew Other vessels	Race Committee monitor Bureau of Meteorology (BOM) Observations and warnings. Communication is made with teams by 4.30pm on Race Day.	L

Insufficient safety equipment on board vessels	Insufficient emergency response which could lead to more serious injuries/ death	H	Crew Other vessels	Race Committee conducts Safety audits (Cat 6) regularly. Safety boat equipment. Trained boat operators.	L
Damaged comms	Insufficient emergency response which could result in more serious injuries/death	M	Crew Other vessels	Comms testing completed prior to each race- each vessel confirms comms with starter vessel	L
	Failure to correctly identify number of people on the water- insufficient response in an emergency	M	Crew Other vessels	All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races	L
	Collision between racing / training vessels- damage and injuries	M	Crew Other vessels	SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures	L
	Collision between racing / training vessels and other vessels on the water	M	Crew Other vessels		L
Fading light	Collision between racing / training vessels- damage and injuries	H	Crew Other vessels	All boats are to be fitted with navigation lights (over 2m) and they must be turned on at sunset	L
	Collision between racing / training vessels and other vessels on the water	H	Crew Other vessels	All skippers experienced and qualified	L

	<p>Difficult to determine final placings.</p> <p>Collision between training vessels.</p>	H		<p>All vessels to have safety equipment as outlined in Cat 6 checklist</p> <p>Regular/random safety equipment audits completed prior to races</p> <p>SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures</p> <p>Comms testing completed prior to each race- each vessel confirms comms with starter vessel</p>	L
Pre-existing medical conditions	Injuries and/or death due to inability to safely take part in the race	H	Crew	<p>Disclaimer completed by all participants</p> <p>First aid supplies</p> <p>Regular Cat 6 audits. Medical details captured on entry form.</p>	L
Inexperienced crew(s)	Collision between racing / training vessels-damage and injuries	H	Crew Other vessels	<p>All skippers experienced and qualified</p> <p>All vessels to have safety equipment as outlined in Cat 6 checklist</p>	M
	Collision between racing / training vessels and other vessels on the water	H	Crew Other vessels	<p>Regular/random safety equipment</p>	M

	Multiple injuries due to coming into contact with equipment on board vessels	H	Crew Other vessels	audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race- each vessel confirms comms with starter vessel	M
	Man over board Capsize	H	Crew Other vessels	All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race- each vessel confirms comms with starter vessel	M
Sea sickness	Sea sickness	M	Crew	First aid supplies as per Cat 6 list	L
Heat/sun	Sunburn/heat related illnesses	M		Sunscreen on all vessels	L
Malfunctioning equipment	Malfunctioning equipment	M	Crew Other vessels	Start boat available Test comms prior to racing Other vessels able to respond Experienced and qualified	L

<p>Insufficient insurance for vessels/crews</p>	<p>Financial risk to the Club should someone suffer serious injury or vessels damaged</p>	<p>M</p>	<p>Club</p>	<p>Broker advice Race Committee ensures that race operates within scope Vessels must have a minimum level of insurance to berth in marina</p>	<p>L</p>
<p>Capsizing vessel</p>	<p>Serious injury/ drowning due to entrapment Entrapment</p>	<p>H</p>	<p>Crew Other vessels</p>	<p>All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race- each vessel confirms comms with starter vessel Other vessels to respond in an emergency</p>	<p>M</p>

	Injuries/damage to others during retrieval	H	Crew Other vessels	All vessels to have safety equipment as outlined in Cat 6 checklist Regular/random safety equipment audits completed prior to races SMP communicated to all skippers so that they are aware of safety procedures and relevant radio comms procedures Comms testing completed prior to each race- each vessel confirms comms with starter vessel Other vessels to respond in an emergency	M
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Incident & Emergency Management

Incident Management Plan

Detailed plans and procedures outlining the personnel, processes and resources to be implemented/utilised in the event of an incident/emergency can be found in the CYC of Hamilton Island Incident Management Plan.

It is the responsibility of all skippers and instructors to ensure that they are familiar with and understand this document. For more information or a copy of the Plan, please contact the Club Commodore via the website www.cychi.com.au

Emergency Communication and Coordination

All vessels participating in a CYC event are required to maintain radio communications on marine VHF Channel 73 and radio watch on marine VHF Channel 16.

In the event of an incident/emergency and a skipper or crew requires assistance, they shall initiate notification by radio (VHF CH73 primary and CH16 secondary), or other means available to it in the following order:

1. If a serious medical/life threatening emergency exists, dial 000 or 112 (mobile phone) to speak with emergency services.
2. The Race Officer (see contact information section for details)
3. Adjacent vessels

First Aid & Medical Resources

All vessels, whether competing or support vessels must comply with AS Special Regulations-Safety Equipment as defined for a Category 6 race vessel.

Hamilton Island has the following medical resources:



- QAS
- Medical Centre available 24/7
- Island Safety & Security Officers 24/7
- Volunteer Fire Department

All of the above can be access by dialling 07 4946 8555

Emergency Contacts

Regional Harbour Master Mackay Hay Point	VHF ch16	07 4944 3700 - VTS
Emergency Services	000	
Ambulance Hamilton Island	000	
Hamilton Island Safety and Security	07 4946 9999	
Queensland Fire and Rescue	000	
Whitsunday Water Police	07 4967 7222	
Race Handicapper - Stuart Green	0423 461 807	
CYCHI Commodore - Nathan Sontar	0423 556 660	
CYCHI Vice Commodore - Mark Strobel	0417 549 869	
Australian Sailing - Annie Watson	0409 065 083 / 07 33936785	

Emergency Contact Vessels

CYCHI Start Boat	Rod Glenn	0420 440 414
Mars Charters	Richard/Broden	1800 202 909
HI Watersports	Mark Harvey	0416 086 242
HI Watersports	Andrew Harvey	0414 893 805
Hamilton Island Barge	Henry Danvers	0410 544 923
Hamilton Island Marina Office		07 4946 8353

Audit & Review

CYCHI will conduct an internal review/audit of its Documentation at least annually. This will be conducted by a Senior Race Official and Race Committee.

The Club may conduct reviews more frequently in the following circumstances:

- Changes in legislation/guidelines
- Industry recommendations
- Post-incident (both internal and external)
- Training
- Discover sailing centre instructors