



WESTERN AUSTRALIAN ON-WATER SAFETY GUIDELINES

A Practical Guide for Rowing Clubs and Schools
in Western Australia

- adopted from the Rowing Australia On-water Safety Guidelines

CONTENTS

INTRODUCTION	3
STRATEGIES	3
RISK MANAGEMENT	4
LOCAL SAFETY CODE.....	4
SAFETY/COACHING BOAT SPEED EXEMPTION	5
SAFETY OFFICER	6
Incident Reporting Procedures	6
CONFIRMING IT ACTUALLY OCCURS – SAFETY AUDITING.....	7
INSURANCE.....	7
SAFETY GUIDELINES.....	8
Emergency Communication.....	8
Hazards.....	8
Safety Equipment	8
Boat Lighting	9
Other Safe Operations considerations.....	10
COLD WEATHER AND WATER.....	12
HOT WEATHER	13
OFF-SITE ROWING (CAMPS, TOURING, COASTAL ROWING, ETC.)	14
APPENDIX A – ROWING TRAINING SAFETY ASSESSMENT CHECKLIST	15
APPENDIX B – ON-WATER CODE OF CONDUCT.....	20
Introduction	20
Application	20
Definitions.....	21
APPENDIX C – RISK REVIEW TOOLS	26
Consequence Ratings.....	26
Likelihood Ratings.....	26
Level of Risk	27
Management Actions.....	27
Risk Treatment.....	27

INTRODUCTION

Rowing is a safe and enjoyable sport - if the risks inherent to any activity conducted on, or within the vicinity of water, are effectively understood and addressed.

Rowing WA's Safety Guidelines seek to ensure that personal safety is paramount and that local codes of practice and rules are upheld. In an effort to provide WA Rowing Clubs with practical hands-on resources, a Safety Assessment Checklist has been created to be used in conjunction with these safety guidelines and to assist in reviewing and developing safety procedures both on and off the water. They should also be viewed in conjunction with safety and other procedures developed by local government bodies.

In WA, regulations regarding the safe navigation of rowing boats on waterways are governed by State or even International Maritime Laws. This document seeks to complement those regulations and where those regulations are not evident, provide guidance.

The objective of this guideline is:

- The promotion and communication of best practices for safety both on and off the water to ensure the wellbeing for all participants and their surrounding communities.
- Develop best practices for safety on a state level with emphasis towards an on-water code of conduct for rowing in Western Australia
- Provide practical and simple resources and guidelines to aid clubs and schools in their assessment and development of adequate safety procedures

STRATEGIES

Rowing WA will endeavour to:

- Keep apprised of state and national rowing best practices in safety
- Communicate any revisions of the safety guidelines, Speed Exemption and resource material
- Ensure all resource materials provide simple and practical guidelines without creating additional burdens on club/school administrators whilst maximising the safety of all participants.
- Coordinate the creation of a 'Safety Officer' in each club/school, to facilitate the inventory and appraisal of the safety procedures of clubs/schools located within the state.
- Seek feedback from clubs and schools and general membership when evaluating and revising the benefits and effectiveness of the guidelines and supporting resources.

RISK MANAGEMENT

An important risk management process that applies to all aspects of rowing operations is to ask "what if..." a certain situation arises. What might the consequences be, the impact of such consequences and how can such consequences be prevented or their effect mitigated? This is often described as having hindsight in advance. Where the consequences could be serious, even if the likelihood of the situation arising is considered remote, the situation should be avoided or precautions are taken to be able to mitigate the consequences.

Clubs and Schools should, if not already, conduct their own risk assessment of their rowing operations, to better understand the risk mitigation strategies that need to be implemented. Appendix 3, an insert from the Rowing WA Risk Management Policy, provides tools that can be utilised to conduct this risk review. Rowing WA also wishes to work with clubs and schools, on an ongoing basis, to develop a template risk matrix for on-water training and manage the risks related to rowing training on our waterways.

LOCAL SAFETY CODE

Since conditions vary from club to club, school to school each club/school should draw up and display a Local Safety Code, covering such matters as the following:

- A plan of the local waterway showing the traffic circulation pattern, local rules of river/water use, hazards and safe landing sites in the event of an emergency.
- Use of a rower's out/in logbook/whiteboard.
- Circumstances in which there must be a safety boat attending any rowers.
- Equipment that a safety boat is required to carry.
- Equipment that a rowing shell must carry either when accompanied by a safety boat or not (if the latter is permitted).
- List of responsibilities of rowers, coaches and coxswains. These can include checking the safe condition of equipment before taking it on the water, familiarity with the local water use rules and procedures on the water such as remaining within a certain distance of the safety boat.
- Procedures in the event of a rower or motor boat capsizing.
- Weather conditions in which rowers should not go on the water, (eg; high wind or poor visibility).
- Cold weather and water.
- Competency requirements of coach/safety boat operators.
- Guidelines relating to rowing before sunrise and after sunset.
- Boatshed rules.

Rowing WA will facilitate club and school training safety discussions to develop a Local Safety Code relevant to the majority of rowing boat sheds.

SAFETY/COACHING BOAT SPEED EXEMPTION

The WA Department of Transport has determined that a specific exemption to the ***Navigable Waters Regulations 1958*** and the ***Western Australian Marine Act 1982*** is required to allow for the normal operation of rowing safety and coaching vessels. This exemption is renewed annually and the conditions within the exemption are subject to change. The exemption is available [HERE](#).

It is a requirement that all safety and coaching vessels strictly adhere to the conditions under this exemption and that all new coaches are made aware of this exemption and understand its application.

To ensure exemption compliance, Rowing WA recommends:

- Annual review of speed exemption conditions with head coaches and club/school rowing committee
- Annual review of boat lighting requirements and club/school vessel lighting policy and procedures
- Annual review of boat identification requirements and current vessel compliance
- Annual Pre-season coach discussion around application of speed exemption conditions (including the definition of "reasonably necessary"), individual coach's role (daily) and implications for non-adherence (NOTE: don't forget coaches that commence mid-season)

Completion of the Rowing WA Water Safety Accreditation is mandatory prior to getting on the water. [HERE](#)

It is the responsibility of rowing club presidents and school rowing program coordinators to ensure that their coaching/safety vessels meet the requirements and operators of these vessels are educated about and understands their obligations outlined in the conditions attached to the Speed Exemption.

SAFETY OFFICER

Every club and school have the responsibility to appoint a member as a Safety Officer whose duty is to coordinate the implementation of an appropriate safety program in accordance with local water safety guidelines, the Rowing WA 'On-water Code of Conduct' and the recommendations provided within these Guidelines.

The Safety Officer should:

- Know what constitutes an incident or 'near incident' and why and how to report them.
- Keep the members informed of incidents and 'near incidents' by ensuring a current list of incidents (no names), together with action points, are prominently displayed to promote member awareness.
- Monitor regularly the Rowing WA Incident Reporting System and communicate to the club/school committee the results and actions taken.
- Advise the Club or School Committee/Board on the results of the data reviewed at regular intervals to determine strategies to prevent or reduce the likelihood of a reoccurrence.
- Ensure the reporting of all incidents and 'near incidents' to the State Safety Officer and local marine authorities if required under the local waterway safety procedures.
- Ensure an Annual Safety Audit is conducted and delivered on time to the State Safety Officer.
- Ensure all members (rowers and coaches) complete the On-Water Code of Conduct (see Appendix B)

The position of 'Club Captain' is potentially the ideal designation for undertaking this role.

'Safety Is No Accident' – Be part of the solution to reduce the risk to rowers in WA

Safety shouldn't be a process left to chance. As a rowing community, we need to educate and learn from each other's incidents and 'near incidents' - even near-miss provides important learning points. A simple method to assist on a state scale is through Incident Reporting.

Incident Reporting Procedures:

Clubs and Schools must ensure that all members have access to and are educated and trained in their individual responsibilities to report incidents using the Club/School's 'Incident Reporting Logbook' as a means of helping to develop safe practices.

An on-water incident or 'near incident' is defined as an event causing or involving:

- the loss of a person from a boat;
- the death of, or grievous bodily harm to, a person caused by a boat's operations;
- the loss or presumed loss or abandonment of a boat;
- a collision with a boat;
- the stranding of a boat;
- material damage to a boat;
- material damage caused by a boat's operations;
- danger to a person caused by a boat's operations;
- danger of serious damage to a boat; or
- danger of serious damage to a structure caused by a boat's operations

An 'incident' or 'near incident' are to be recorded in a club/school's 'Incident Reporting Logbook' and reported directly to the Club/School Safety Officer. It is the Club/School Safety Officers' responsibility to ensure this information is forwarded to the Rowing WA State Safety Officer and if appropriate, the local marine authorities under the local waterway safety procedures. Note: primary responsibility is to report serious safety incidents to the local police or maritime authorities.

Rowing WA will collate and publish a summary of incidents reported by the Club/School Safety Officers to keep clubs/schools apprised of incidents and near incidents, in an effort to encourage clubs/schools to utilise the information provided in developing safer practices.

Rowing WA Incident Form [HERE](#)

CONFIRMING IT ACTUALLY OCCURS – SAFETY AUDITING

Auditing the level of safe practice and acting on the findings is essential if clubs and schools are to fulfil their duty of care. Rowing WA's Safety Checklist (see Appendix A) was designed to cover the basic aspects of club and school rowing training safety.

If the Safety Checklist is to be of any benefit to your club or school and particularly your members, it must be an honest account of current practices. The rationale behind the Safety Checklist is to recognise areas of good practise while also identifying potential areas needing attention. The information provided through the Safety Checklist will enable your State Safety Officer to discuss the club/school's safety plan with the Club/School Safety Officer in addition to the information provided from other clubs and schools via Rowing WA's safety reporting system.

INSURANCE

A Club/School must ensure they have adequate insurance including Public Liability Insurance cover. In addition, Clubs/Schools must ensure all their activities and business are declared on the policy schedule. This may include such things as corporate days, a canoe section or section racing under a different name, letting out the premises for functions, running an open day or competition, etc. The test on any point of cover is, "Has a premium been paid on the activity or situation?" A situation may include parents who are non-members acting as helpers but taking it upon themselves to act outside the direct control of a coach for example.

SAFETY GUIDELINES

Emergency Communication

A list of vital telephone numbers should be displayed prominently in every boatshed and inside every coach/safety boat to include:

- Doctor/Ambulance/Police
- Fire Department
- Local hospital casualty department
- Local, river or harbour police
- The emergency service that can provide the quickest on-water response
- If there is no telephone readily available at the boatshed, clear directions to the nearest available telephone must also be displayed.
- The possible need for emergency communication from the water should also be considered, whether by two-way radio or by mobile phone.

Hazards

- Hazards can include swift currents, storm water run-offs, bridges, weirs, shoals, deadheads, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency, and recreational and commercial traffic (including seaplanes).
- Attention should also be drawn to any variation in normal procedures that may be necessary due to the state of the tide or stream, high wind, or other climatic conditions. It is intended that local codes of practice will emphasize that safety is paramount.

Safety Equipment

Boatsheds

The following safety and first aid equipment should be readily available in every boatshed:

- First aid chest (to be fully stocked and regularly checked)
- Thermal blankets/exposure bags
- Personal Flotation Devices (PFDs) - for all safety boat operators and their passengers, on the water at a given time
- Adequate number of functional 'bow lights' for rowing boats
- Clubs should ensure that all equipment used for rowing and coaching is safe and maintained in good order.

Rowing Boats

The following safety equipment should be fitted to every rowing boat:

- a white ball of not less than 4cm diameter made of rubber or material of similar consistency on its bow, unless the construction or nature of the boat is such that the bow is properly protected, or its shape does not represent a hazard.
- heel restraints to allow 'hands-free' release of feet
- 'quick release' mechanisms that are in effective working order in all boats equipped with fitted shoes
- lights as required by maritime law (see section below)

Safety/Coaching Boats

- Any coach boat on the water can provide a measure of safety, but the term safety boat is used in these Guidelines to indicate that the boat has designated "safety" duties, such as remaining within a certain distance of the rowers it is accompanying and must carry specific safety equipment, even if it is also acting as a coach boat.
- The Rowing Safety Vessels have a suitable and operational orange 360-degree flashing light fitted and this is used always when the vessel is being used in accordance with the speed exemption between sunset and sunrise and/or at times of reduced visibility
- Coach/safety boats are to be equipped with safety equipment in accordance with the local rules of the waterway and on-water code of conduct as well as such emergency items as a medical kit, spare lights (for coach/safety boat and rowing boats), thermal blanket and hand pump.
- Coach/safety boats should provide for easy entry from the water (e.g. step, ladder, or handhold). Where motors are equipped with a kill switch, the kill switch must be attached to the operator.
- Coach/safety boats and their engines should be properly maintained as the failure, particularly at a critical time, could have serious consequences.
- Club/School vehicle(s) and trailer(s) should be regularly serviced, particularly prior to long journeys. Due to the size of rowing boat trailers they require a *Rowing Boat Trailer Period Permit – General access*. These can be obtained through Mainroads Western Australia. This permit governs the dimensions of rowing boat trailers and the limits to front and rear overhang. Unsectioned eights can no longer be transported via road.

Boat Lighting

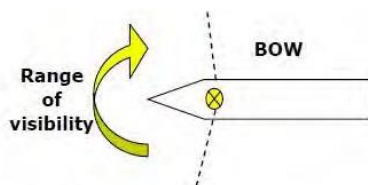
Rowers and Clubs/Schools should pay close attention to State rules governing the use of navigation lights on boats (or bow lights as they are generally referred to). These State rules may override the recommendations outlined below.

In general, International Regulations for Preventing Collisions At Sea (in relation to vessels under oars) require rowing boats, in restricted visibility and between sunset and sunrise, to exhibit:

- One all-around white light, attached to the boat at or near the forward or bow end.
- Notwithstanding the above, it is considered acceptable for a light to be masked so as not to interfere with the vision of the vessel's occupants, provided at least one light is visible from any direction (see diagram below).

The use of safety lights is required in the following conditions:

- Periods of low visibility, such as during heavy rain or periods of fog
- Periods of low light, including heavily overcast skies
- Period of time prior to and in the immediate time after sunrise & sunset.



Clothing

Rowers are also encouraged to make a serious effort to wear clothing that is reflective to increase visibility

Other Safe Operations considerations

- Motorboat drivers must be competent to control the boat so that it does not become a danger to the rowers or others and must comply with local marine recreational boat licensing requirements.
- The operator of a Rowing Safety Vessel must annually complete an online acknowledgment that they have read and understood the requirements outlined within the relevant Rowing Training Water Safety Guidelines. Rowing WA will provide this online tool. A copy of this acknowledgment must be produced to DoT upon request
- Rowing before posted sunrise and after posted sunset can be dangerous, particularly where there are powered vessels using the waters at those times and should not be practised without complying navigational lights. For individual scullers, consideration should also be given to the need for an accompanying safety boat or at the very least, training together with other scullers. Rowing after sunset as an incident such as capsizing has to be dealt with in darkening conditions.
- In accordance with the Department of Education water based activities legislation a ratio of 1:11 for Students Under 16 years of age is required. The competency, ability and size of the rowing boat should be taken into consideration.
- Coaches are responsible for those in their charge. Coaches should ensure that they are informed of safety procedures and abide by them. Coaches should be aware of the weather forecast and should evaluate the environmental conditions before deciding, in light of the rowers' capabilities and limitations, whether it is safe for rowers to go out on the water.
- Consideration should be given to utilising a logbook and logging rowers out particularly where they are allowed to row unsupervised. Alternatively, boat racking should be closely scrutinised so that there is a high awareness of boats that have not returned.
- You should not row where there is a small boat alert, where there are high winds causing white caps or where it would put you into the path of an active storm cell or lightning.
- Clubs/Schools should provide adequate instruction in watermanship and rowing technique, plus adequate supervision by coaches and experienced rowers, to ensure that no person boating from the club/school puts himself or herself at risk when on the water. This applies particularly to single scullers and to juniors. Inexperienced coxswains should be allowed out in boats only if accompanied by an experienced coach in a fully equipped coach boat and they should also abide by the navigation rules and local traffic patterns. All active members should learn and practice capsizing and accident drills.
- Clubs/schools should treat the coaching of coxswains and their education in watermanship and good safety procedures as being as important as coaching rowers. Coxswains should receive a full education in handling the boat, safety procedures and boat handling. Inexperienced coxswains should be allowed out in boats only if observed by an experienced coach preferably in a fully equipped coach boat. They must also abide by the local navigation rules.
- Rowers should be able to swim 50m in light clothing and be sufficiently at ease in the water not to panic and to be able to keep themselves afloat. If a person cannot meet this requirement for physical or other reasons, an approved PFD should be worn when on the water. This is particularly relevant for beginners and adaptive athletes with minimal leg and trunk use.
- All vents on rowing shells should be closed when on the water to preserve their inherent buoyancy.
- In case of an accident, rowers should be instructed to stay with the boat rather than attempt to swim to safety. The boat, unless seriously damaged, can be considered a life raft. If the water is cold rowers should be instructed to get as much of their body out of the water as possible by draping themselves over the upturned hull if necessary turning the boat over for this purpose. Rowers should also be instructed to "buddy-up", two holding on to each other until rescued to provide mutual support and to help ensure that all are accounted for.
- Coach and safety boat drivers and their passengers should consider wearing a PFD at all times. At a minimum, it is a requirement that a PFD is carried for all people in the vessel.

- Clubs/schools should take active steps to encourage members to become fully conversant with lifesaving and resuscitation procedures, by attending training courses and other appropriate means. In particular, it is highly desirable that the Club/School Safety Advisor and all regular club/school coaches should be so trained.
- Club/School rowing activities should be coordinated with those of other local water users to minimize clashes of interest and the possibility of additional water hazards arising.

COLD WEATHER AND WATER

Preparation and prevention are essential in protecting against the effects of the cold-water environment.

- All persons should wear protective clothing appropriate for the conditions and their activity, and as far as possible commensurate with the needs of the rowing motion and activity, with the objective being to keep the body dry and to insulate against heat loss.
- When the water temperature is at 10 degrees Celsius or below, or otherwise when the environmental conditions may warrant, special safety precautions, proposed by the club safety officer, should be considered. Possibilities for additional safety precautions include:
 - Allowing members to go out on the water, where appropriate, only if attended by a safety craft carrying a PFD of appropriate size for all individuals being attended.
 - Or in extreme weather, not allowing members to go out on the water

Swamping in Cold water

- If your boat is swamped, stay with the boat. The boat and oars should still float. Keep as much of your body out of the water as possible. You should not generally try to swim ashore even if you are a good swimmer. This is because of your exposure to other boat traffic and, in cold water conditions, you may not be able to swim as far as you would otherwise expect.
- If you cannot right the boat, lay on top of it until help arrives. You can use your feet to kick while holding onto the boat and move closer to the shore. Try to use as little movement as possible in cold weather, as you will lose heat and energy very quickly if you move around too much.

Cold Induced Conditions:

Hypothermia

Signs and Symptoms:

When body temperature falls, early warning signs include:

- feeling cold
- shivering
- clumsiness and slurred speech
- apathy and irrational behaviour
- heart rate may slow

Treatment:

- Assess for environmental dangers and proceed if safe to determine whether the casualty has any life-threatening conditions and if any immediate first aid is necessary.
- Remove casualty to warm, dry place
- Protect casualty and yourself from wind, rain, sleet, cold and wet ground.
- Avoid excess activity or movement.
- Maintain casualty in horizontal position.
- Remove wet clothing.
- Warm casualty:
 - Place between blankets or in a sleeping bag, and wrap in thermal blanket or similar
 - Cover the head to maintain body heat.
- Give warm drinks if conscious:
- Do not give alcohol

The above course of action for the assessment and treatment of Hypothermia is presented on the St John Ambulance Australia website. This information is not a substitute for first aid training. St John Ambulance Australia and Rowing WA recommend that everyone is trained in first aid.

HOT WEATHER

As with cold weather, preparation and prevention are important in protecting against the effects of heat:

- All persons should wear protective clothing appropriate for the conditions and their activity (including hats and 'sun smart' clothing)
- Use of sunblock with a high SPF factor.
- Drink plenty of water before, during and after exposure to hot weather
- Address any symptoms of heat stress immediately.

Heat-Induced Conditions:

Heat Exhaustion

Signs and Symptoms:

- feeling hot, exhausted and weak
- persistent headache
- thirst and nausea
- giddiness and faintness
- fatigue
- rapid breathing and shortness of breath
- pale, cool, clammy skin
- rapid, weak pulse

Treatment:

- Lie casualty down:
- move casualty to lie down in a cool place with circulating air
- Loosen tight clothing:
- remove unnecessary garments
- Sponge with cold water
- Give fluids to drink
- Seek medical aid:
- if casualty vomits
- if casualty does not recover promptly

Heatstroke

Signs and Symptoms:

- high body temperature
- flushed skin
- irritability and mental confusion may progress to
- seizures and unconsciousness
- dizziness and visual disturbances
- headache, nausea and/or vomiting

Treatment:

- Apply cold pack or ice:
- - apply to neck, groin and armpits
- Cover with wet sheet
- Call 000 for an ambulance.
- If casualty fully conscious, give fluids

WARNING

Heatstroke is potentially a lethal condition

The above course of action for the assessment and treatment of Hypothermia is presented on the St John Ambulance Australia website. This information is not a substitute for first aid training. St John Ambulance Australia and Rowing WA recommend that everyone is trained in first aid.

OFF-SITE ROWING (CAMPS, TOURING, COASTAL ROWING, ETC.)

If a club/school conducts a rowing activity at a location away from the club/school premises, the same safety issues set out in this Guideline need to be addressed:

- The coaching staff should familiarise themselves with new water conditions and training routes.
- An adequate number of coaches should accompany the rowers to provide supervision and meet any safety needs.
- Information should be obtained about local water conditions and hazards, traffic patterns.
- Vital telephone numbers and local safety and rescue arrangements in the case of an accident.
- If the camp or tour is using the facilities of a rowing club/school, this information should be readily available and should be studied. Local rowing equipment, coach/safety boats and safety and first aid equipment should also be assessed for their condition and adequacy.
- If the camp or tour is at a location remote from a rowing club/school, this information should be obtained from local residents and from a visual inspection before rowers take to the water. In addition, the club/school should bring or obtain its own safety and first aid equipment to address its own safety needs such as personal flotation devices, bow lights, medical supplies and safety boats.
- Particular care must be taken about weather and water conditions when rowing on unfamiliar water.
- It is prudent for all participants in camps and tours taking place outside Australia to obtain travel medical insurance coverage.

APPENDIX A – ROWING TRAINING SAFETY ASSESSMENT CHECKLIST

Safety Assessment Checklist

(TO BE FILLED OUT BY EACH CLUB'S SAFETY OFFICER)

The intent of Rowing WA's Safety Guidelines and the Safety Assessment Checklist, is to support and encourage clubs/schools to be proactive in regards to their safety practices. NOTE: This Checklist aims to complement local and State Rules and Regulations

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Frequency	Status of Action
Local Safety Code <i>Does the Club/School:</i>	a. Have a designated notice board listing the responsibilities of rowers/coaches, the rules of the waterway, hazards and on-water circulation pattern ?					Monthly	
	b. Prominently display procedures in the event of a capsized?					Seasonally	
	c. Prominently display cold water/weather rules and weather conditions under which rowers are not to venture on the water?					Seasonally	
	d. Prominently display competency requirements of coach/safety boat operators and marine recreational licensing regulations?					Seasonally	
	e. Prominently display guidelines relating to rowing before sunrise and prior to sunset (are these times posted in the club)?					Seasonally	
	f. Have a copy of the boatshed rules posted in the shed?					Seasonally	
	g. Utilize a rower's out/in logbook?					Seasonally	
Safety Officer <i>Does the Club/School:</i>	Have a member as a safety officer whose duty is to ensure that an appropriate safety program is drawn up and implemented at the club in accordance with the guidance provided within Rowing WA's Safety Guideline?					Yearly	
	Have a Club Safety Plan which satisfies the points in Rowing WA's Safety Guidelines and is it communicated to new and existing club members?					Yearly	

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Frequency	Status of Action
Risk Management & Insurance	a. Have appropriate and suitable risk assessment(s) and insurances (including Public Liability) that covers all its activities both on and off the water, which adequately addresses emergency issues?					Yearly	
<i>Does the Club/School:</i>	b. Have appropriate risk assessments and insurances to cover competitions and training camps if it organizes these activities?					Yearly	
	c. Review its risk assessments and insurance policies regularly?					Yearly	
Emergency Communication	a. Have a designated Safety Notice Board in a prominent position?					Yearly	
<i>Does the Club/School:</i>	b. Ensure that new members are shown the Safety Notice Board and information explained to them?					As required	
	c. Have a list of vital telephone numbers listed on the Safety Notice Board and in every coach/safety boat (details provided in Rowing WA's Safety Guidelines)?					Yearly	
Swimming & Capsize	a. Ensure that ALL participants are instructed in the actions to be taken in the event of a capsize (for all boat types)?					As required	
<i>Does the Club/School:</i>	b. Ensure that All members & participants in rowing must be able to demonstrate they are both competent and confident in and under the water by: <ul style="list-style-type: none"> Swimming at least 50 metres in light clothing (rowing kit) Treading water for at least two minutes Swimming under water for at least 5 metres 					As required	
	c. Require participants, who are unable to demonstrate the minimum swimming standards, to wear a personal flotation device (PFD)?					As required	
	d. Ensure swimming ability and capsize training is recorded for each member?					As required	
Cold Weather & Water	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the Rowing WA Safety Guidelines with reference to the St. John Ambulance Australia procedures for cold induced conditions?					Seasonally	
<i>Does the Club/School:</i>							
Activity in Hot Conditions	a. Communicate rules and risk controls to club members and coaches to ensure these are adequately managed as outlined in the Rowing WA Safety Guidelines with reference to the St. John Ambulance Australia procedures for heat induced conditions?					Seasonally	
<i>Does the Club/School:</i>							

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Frequency	Status of Action
Off-Site Rowing <i>Does the Club/School:</i>	a. When organising Training Camps <ul style="list-style-type: none"> Establish emergency contact details for all participants? Check insurance is in place for: <ul style="list-style-type: none"> club and relevant non-club equipment? member-to-member cover? personal travel insurance? 					As required	
	b. Ensure the Training Camp Organising Committee/Coaches addresses the topics raised by the Rowing WA Safety Guidelines					As required	
Safety Equipment <i>Does the Club/School:</i>	a. Ensure that all lifejackets and buoyancy aids (PFDs) conform to the relevant national standards and carry the Australian Standard mark of approval?					Every 6 Month	
	b. Have written procedures in place for the use of safety aids (such as bow lights, reflective clothing, flotation rings, etc.) and ensure that all members understand and follow them?					Yearly	
	c. Require lifejackets and buoyancy aids to be checked for wear and tear before each use and provide a proper designated place where they can dry out naturally away from a heat source?					Weekly	
	d. Ensure all safety aids, particularly throw lines, and bow lights readily accessible and stored ready for use. Have all those involved in rowing been trained and have had practice in the use of safety aids (such as a throw line)?					Yearly	
	e. Ensure throw lines and space blankets carried in all coach/safety boats?					Every 6 Month	
	f. Require junior beginners to wear a PFD until they have completed a swim test, received training in capsize procedure and reached a satisfactory level of competence in, for example, a single sculling boat?					As required	
Safe Equipment <i>Does the Club/School:</i>	a. Regularly check that all boats are fitted with a white bow ball of not less than 4cm diameter as per RA <i>Rules of Racing</i> ?					Monthly	
	b. Regularly check that all boats are equipped with stretchers or shoes that allow the rowers to get clear of the boat without using their hands and with the least possible delay. If heel restraints are used they should not allow the heel to lift more than 7cm.					Monthly	
	c. Require all buoyancy compartments to be watertight to ensure effective operation?					Monthly	

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Frequency	Status of Action
	d. Require rudder lines, steering mechanisms, rudder and fin, to be secure and in good working order?					Monthly	
	e. Regularly check that coach/safety boats are equipped with safety equipment in accordance with the local on-water code of conduct as well as such items as a medical kit, spare lights (for coach/safety boat and rowing boats), thermal blanket, hand pump and compass?					Monthly	
	f. Regularly schedule servicing of coach/safety boat engines?					Every 6 Month	
	g. Coach/safety boats provide for easy entry from the water (e.g. step, ladder, or handhold). Are appropriate boats being used for coaching Adaptive/Novice athletes with regards to accessibility for water rescues?					Every 6 Month	
	h. Have motors equipped with a kill switch and are they being used appropriately (eg. attached to the operator?)					Weekly	
	i. Are coach/safety boat motors fitted with propeller guards (if required under local regulations)?					Yearly	
Transport & Trailer <i>Does the Club/School:</i>	a. Provide information and diagrams showing the recommended arrangement for loading, including the maximum allowable load and maximum allowable 'overhang' and appropriate indicators as per local road regulations? Link					Yearly	
	b. Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?					Yearly	
	c. Regularly schedule servicing of club trailer and/or vehicle?					Yearly	
	d. Have a method to check the nose weight of the trailer?					Each Regatta	
	e. Provide overhang markers/flags and lights?					Each Regatta	
	f. Ensure that adequate ties, (in good condition), are available?					Each Regatta	
	g. Require that the driver checks the tyres (including spare), lights, projection markers and the security of the load, jockey wheel and brakes before each trip?					Each Regatta	

Topic	Minimum Standards for club documentation, training, induction, systems etc.	Yes, No or N/A	Further Action	By Whom	By When	Frequency	Status of Action
	h. Ensure that the vehicle used for towing is appropriate for the length, load and type of trailer and that the trailer carries a spare wheel and suitable tools and jack for changing a wheel?					Each Regatta	
	i. Require drivers when possible to carry a passenger to help with navigation, manoeuvring, and any emergency, which may arise and to be aware of the dangers of high winds and wet road conditions and consult the weather forecast before setting off?					Each Regatta	
	j. Ensure that, if towing or using vehicles overseas, those local rules are adhered to (lights, spares, overhang, etc.)?					Each Regatta	
	k. Require drivers to take breaks for journeys of longer than 2hrs duration or have a buddy driver accompany them on long journeys and ensure an effective communication system is set up with the club for the journey (mobile phone – note hands free sets required)?					Each Regatta	
Incident Reporting	a. Ensure all club members are aware of what constitutes an incident and ‘near incident’ that needs reporting and are aware of how to report them?					As required (Induction)	
Does the Club/School:	b. Have an 'Incident Reporting Logbook' (physical or digital) in an accessible location for all club members to access?					Weekly	
	c. Have a reporting system ensuring that all incidents are reported to the Club Safety Officer and forwarded to the State Safety Officer?					Weekly	
	d. Regularly monitor Rowing WA's reporting system to gather information on club incidents and use the statistics to develop safer practices?					Monthly	
	e. Keep the members informed of incidents and ‘near incidents’ at the club and ways in which action must be taken to avoid repetition?					As Required	
Safety Auditing	a. Ensure that an accurate annual Club/School Safety Audit is completed and delivered on time to the State Safety Officer?					Yearly	
Does the Club/School:	b. Review the findings of the Club/School’s Safety Audit at committee level and implement its recommendations as appropriate?					Yearly	

APPENDIX B – ON-WATER CODE OF CONDUCT

Introduction

The safe operation of rowing boats on Western Australia's waterways is a priority for Rowing WA. In close consultation with state, territorial and local government authorities, commercial operators, and sport & recreational organizations Rowing WA has developed a Safe On-Water Code of Conduct & corresponding guidelines. This code of conduct is based upon the code adopted in Queensland for the Brisbane River and aims to provide guidance to waterways in Western Australia. This code of conduct provides direction on several aspects of the safe on-water conduct of rowing boats including general rules of on-water procedures when interacting with other vessels, adapting to environmental factors, participant safety and incident reporting.

The Safe On-Water Conduct for Rowing in Western Australia applies to all rowers on Western Australian waterways. The Code was written for the benefit of all participants in the sport of rowing and in particular the coaches of crews.

This code of conduct is published and freely available to all waterway users on the Rowing WA website. Rowers, coxswains, coaches, parents, club or school appointed employees, Boat Race Officials and other appointed volunteers must be provided with access to this Code of Conduct.

Application

Safe on-water conduct is the responsibility of all vessels. The Australian Maritime Safety Authority (AMSA) Marine Orders Part 30 gives effect to the International Regulations for the Prevention of Collisions at Sea 1972 and applies to all vessels operating on Australia's waterways. In particular, all vessels have an obligation to:

- Maintain a proper look out by sight, hearing and all other means available
- Proceed at safe speed (which is determined by prevailing conditions and environmental factors)
- Take all necessary action to avoid a collision
- Overtake safely.

Rowing specific rules

- a rowing boat should always be navigated on the starboard side (right or bowside) or in accordance with the designated local waterway traffic pattern.
- a rowing boat should stay to the outside parameters of the designated local flow pattern to minimise the risk of a collision with another vessel.
- all rowers & coaches are required to observe the General On-water Safety Guidelines.

Recreational passive craft are often operated by novices learning to paddle, row and to control the craft. Recreational passive craft operated by persons learning or training, usually travel slowly and cannot always be maneuvered quickly. They can be severely impacted by boat wash. All commercial and power driven vessels (including coach/safety boats) other than recreational passive craft are required to take these circumstances into account when in the vicinity of all recreational passive craft. Recreational passive craft are less visible than larger vessels and operators should take appropriate precautions (refer to section 1 and 2 of the code).

Pro-actively, recreational passive craft should endeavour to minimise any operation in and around the traffic patterns of commercial and power driven vessels.

Definitions

Proper lookout is as defined by rule 5 of the collision regulations and means a look out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision.

Recreational passive craft are non-power driven vessels (for example, rowing boats, kayaks).

Recreational power craft includes power-driven vessels for recreational purposes (for example, jet skis).

Rowing boats includes any single, double or quad scull, pair, four or eight sweep oar boat. Sometimes referred to as 'passive craft' in local rules and regulations.

Rowing crew includes rowers and coxswains.

Shipping inspectors are officers appointed by Maritime Safety Authorities and include State and Territorial Maritime Safety agencies, local Water Police and local Boating and Fisheries Patrol.

Supervision within the context of organised on water activity conducted by a club, school or association is taken to include the risk management plan prepared by these entities.

Vessel includes every description of water craft.

A waterway indicates any navigable waters including but not limited to rivers, estuaries, creeks, lakes, dams. A master (captain) is the person in charge or control of the vessel.

1. General Guidelines for Rowing Boats

The safe operation of a rowing boat by individuals, coaches, crews and coxswains requires knowledge the basic matters listed below:

- The individual, club or school safety procedures and risk management plan
- The location of first aid equipment in the club/school and the names and contact details of qualified first aid officers
- The protocol for reporting on water incidents to the club or school safety officer, state sporting organisation/ recreational governing body and State/Territorial Maritime Safety Authorities
- The need to use safe and serviceable equipment
- The need for adequate instruction in the safe use of the environment and boatmanship of the equipment
- Simple commands for boat control on and off the water from instructors, coaches and officials
- Rowing boats should be aware of what is around them, maintain a proper look out and if in doubt stop
- Stationary rowing boats should stay as close to the bank as possible, out of the way of passing vessels.
- An understanding of the directions and indications of channel markers
- An understanding of the local on-water safety guidelines for all vessels
- Communication to other waterway users must be concise and professional.

2. General Guidelines for All Commercial Vessels and Power Craft

There are a number of basic on-water safety guidelines which, if observed, will minimise the risk of incident. The matters listed below are reflected in the collision regulations:

- Every vessel is to maintain a proper look out by sight and hearing listed in Rule 5 of the collision regulations
- Every vessel is to operate at a safe speed determined by factors listed in Rule 6 of the collision regulations
- Every vessel is obliged to take measures to avoid a collision listed in Rule 7 of the collision regulations
- Every vessel operator is to ensure that the vessel is safe to operate and equipment is in working order
- Every vessel is to be operated safely within the limitations created by weather (for example, fog, mist, rain, lack of light). Refer to Rules 5 and 6 of the collision regulations
- Vessels on Australian waterways must not cause a wash that creates a marine incident. Refer to section 7
- Every vessel operator is to be aware of local hazards and environmental conditions
- Commercial vessels and recreational power craft should consider their size, speed and wash when operating near passive craft
- Communication to other waterway users must be concise and professional.

3. General Guidelines for the Operation of Rowing Boats

Care must be taken by individuals or crews of all recreational passive craft on and around pontoons and boat ramps. Individuals and crews should consider the skill level and physical fitness of all participants when lifting and carrying craft and adjust accordingly. As a general rule, there should be a person carrying a boat for every seat. For example, for a rowing boat-quad, there should be a minimum of four people.

Individuals and crews should cross a river, waterway traffic pattern or rowing course in a straight line perpendicular to the bank. As a general rule rowing boats should aim to be in the centre third of a river or local waterway traffic pattern for the minimum amount of time when crossing.

Individuals and crews should not attempt to cross any waterway in areas of poor visibility, including but not limited to river bends, near bridges, moored boats and commercial pontoons.

4. Guidelines for All Vessels Crossing a River

When crossing a waterway, all vessels are to proceed to the opposite side via the shortest possible route and are to proceed with extreme caution whilst maintaining a proper lookout.

All vessels are to ensure unobstructed visibility in both directions before crossing. As a guide, vessels should cross where they can be seen at a distance of 500 to 1,000 metres clear line of sight.

5. Environmental Considerations

Prevailing environmental factors will require all vessel operators to modify on water conduct.

5.1. Lighting

Rowing boats should take particular care when in low light conditions, such as before and just after sunrise and just before and after sunset.

Subject to local regulations, Rowing WA minimum standard on a rowing vessel is: One constant all-round white light mounted on the bow, either in the bow number holder or suctioned onto the bow canvas.

The Rowing Safety Vessels have suitable and operational navigational lights fitted and these are used always between sunset and sunrise and/or at times of reduced visibility.

The Rowing Safety Vessels have a suitable and operational orange 360o flashing light fitted and this is used always when the vessel is being used between sunset and sunrise and/or at times of reduced visibility.

Fog or Mist

Visibility on the water can be radically reduced by fog or mist. In such circumstances, rowing boats should take particular care on the water. During times of fog or mist, appropriate lighting must be used, even if it is outside normal times of low light conditions.

If visibility is down to less than 1000 meters prior to departure, rowing boats should not go on the water. If visibility is reduced to less than 1000 meters whilst a rowing boat is on the water the crew should proceed with extreme caution back to their pontoon or identified safe locations as per their Club/School Safety Plan. Rowing WA also recommends that where training venues are prone to fog, as part of a motorboat's emergency items, a simple compass is also carried.

5.2. Noise

The Environmental Protection Agency (EPA) has published a number of guidelines on nuisance and noise. In line with RA's Clean and Green Policy, rowing community members agree to act responsibly and with due consideration towards residents and other users on and around waterways.

Local restrictions and/or policies may exist pertaining to the use of amplifying devices and it is the responsibility of all rowing club/schools and coaches to determine their local regulations prior to any activity utilising such devices.

5.3. Tides

Individuals, crews and coaches must be aware of tidal movement of the particular waterway they are operating on. All rowing crews and coaches must be aware of their environmental conditions and must take the tidal flow into consideration when stopping, in the vicinity of commercial vessel pontoons, launching or docking and crossing waterways. All rowing crews and coaches should also be aware of the effect of the tidal flow together with other environmental conditions such as strong wind and proceed with due care.

Rowing WA recommends that where relevant up to date tidal charts are displayed in the Boatshed.

5.4. Natural Hazards

Waterways often have natural hazards which may be submerged or may not always be visible or marked with buoys. Low tide or other environmental water level fluctuations can expose sand or mud banks and deadheads. Individuals, crews and coaches should be aware of specific hazards which may include:

- pontoons and pylons in the water
- moored or anchored vessels
- bridge footings
- aids to navigation (buoys and beacons)
- shallow water
- submerged rocks
- debris.

In addition to natural hazards, there are many other factors that may pose a risk to the safe operation of vessels. All waterway users must familiarise themselves with their local surroundings and in particular any area(s) of specific hazard before commencing any on-water activity:

5.5. Bridges

It is common occurrence to encounter bridges spanning many of Western Australia's rivers and lakes. On approach to a bridge be aware of the location of pylons/bridge footings and consider the current and other waterway users. Rowing boats should stay on the designated local on-water traffic pattern to navigate under the bridge.

To safely navigate the bridge, it may be necessary to move into the middle of the local on-water traffic pattern (staying on the correct side) to pass under the bridge. If this is the case, individuals or crews should move back to

7. Incident Reporting

Rowing WA defines an incident or near incident as an event causing or involving:

- the loss of a person from a boat
- the death of, or grievous bodily harm to, a person caused by a boat's operations
- the loss or presumed loss or abandonment of a boat
- a collision with a boat
- the stranding of a boat
- material damage to a boat
- material damage caused by a boat's operations
- danger to a person caused by a boat's operations
- danger of serious damage to a boat
- danger of serious damage to a structure caused by a boat's operations

The reporting of unsafe conduct of all water users and incidents on and off water is critical to the safe use of Australian waterways. Therefore, any incident or 'near incident' are to be recorded in a club's 'Incident Reporting Logbook' and reported directly to the Club Safety Officer. It is the Club Safety Officers' responsibility to ensure this information is forwarded to the Club board and State Safety Officer - and local marine authorities (if required under the local waterway safety procedures).

If clubs or schools do not have their own Incident Reporting mechanism then they should utilise Rowing WA's Incident Report Form, available here: <https://www.rowingwa.asn.au/incident/>

Rowing WA will collate and publish all information reported by the State Safety Officers to keep all clubs apprised of incidents and near incidents, in an effort to encourage clubs to utilize the statistics provided in developing safer practices.

8. Endorsement of the Code of Conduct

It is expected that all Clubs/Schools as members of Rowing WA will adopt the 'On-Water Code of Conduct' and related Safety Guidelines, recognising that where applicable and relevant state and local regulations may override the Rowing WA Code or guidelines.

APPENDIX C – RISK REVIEW TOOLS

Consequence Ratings:

A risk consequence is defined as the outcome or impact of an event expressed qualitatively or quantitatively. The following schedule provides broad descriptions used to support risk consequence ratings:

Level	Financial Impact	Injuries Death	Reputational Image	Activities Operations	Rating
Insignificant	Less than \$1000	No injuries	Unsubstantiated low impact No news profile	Less than 1 hour	1
Minor	\$1,000 - \$9,999	First Aid Treatment	Substantiated low impact Low news profile	1 hour - 1 day	2
Moderate	\$10,000 - \$49,999	Medical Treatment	Substantiated public embarrassment, moderate impact Moderate news profile	1 day - 1 week	3
Major	\$50,000 - \$149,999	Death Extensive Injury	Substantiated public embarrassment, high impact High news profile Third Party Actions	1 week - 1 month	4
Catastrophic	\$150,000 +		Substantiated public embarrassment, high multiple impacts High news profile Third Party Actions	More than 1 month	5

Likelihood Ratings:

The following schedule provides broad descriptions used to support risk likelihood ratings:

Level	Description	Frequency	Rating
Rare	Exceptional circumstances	Less than once in 15 years	1
Unlikely	Could occur at some time	At least once in 10 years	2
Possible	Could occur	At least once in 3 years	3
Likely	Will probably occur in most circumstances	At least once per year	4
Almost Certain	Expected to occur in most circumstances	More than once per year	5

Level of Risk:

The level of risk that remains after consideration of all existing mitigating practices and controls is the agreed risk rating and determines the level of management action and treatment required.

The schedule below indicates how the combination of risk likelihood and risk consequence ratings are used to establish the level of risk and subsequent management actions and treatment required.

RISK RANKING MATRIX							
	Unacceptable	Very High	Likelihood Scale (LS)				
	High	Significant	Almost Certain	Likely	Possible	Unlikely	Rare
	Moderate	Low	5	4	3	2	1
Consequence Scale (CS)	Catastrophic	5	25	20	15	10	5
	Major	4	20	16	12	8	4
	Moderate	3	15	12	9	6	3
	Minor	2	10	8	6	4	2
	Insignificant	1	5	4	3	2	1

Management Actions:

- Low Acceptable** – systems and processes managing the risks are adequate. Consider excess or redundant controls.
- Moderate - Periodic Monitoring** – options to improve controls should be considered, risk consequence should be monitored to ensure it does not increase over time.
- Significant - Continuous Review** – continued monitoring to ensure controls remain adequate
- High Active - Board/Periodic Review** – requires Board management and periodic review
- Very High - Active Management** – treatment options require immediate implementation, active review and management on an ongoing basis
- Unacceptable** - An informed decision should be made not to become involved in the risk situation

Risk Treatment:

Risk treatment is the process of identifying the range of options for dealing with a given risk, evaluating those options, selecting the preferred treatment and preparing and implementing risk treatment plans. A Risk Treatment Plan will be prepared and provided to the Board for all risks with a high, very high or unacceptable risk rating.

Treatment will involve deciding what measures need to be put in place to minimise the threat posed by the identified risks. Treatment options include:

- Avoid** - measures aimed at avoiding the risk;

- (b) Reduce - measures to reduce the threat posed by the risk, either by reducing the likelihood of the risk and/or its consequences;
- (c) Transfer - transferring the threat by shifting the risk to another party (e.g. via contracts or insurance);
- (d) Accept - making an informed decision to accept the consequences and likelihood of a particular risk, but monitoring the risk and ensuring that WASF has the financial and other capacities to cover associated losses and disruptions.

Determining that a risk is acceptable does not imply that the risk is insignificant. A risk may be considered to be accepted because:

- (a) the threat posed is assessed to be so low (e.g. because the likelihood of occurrence is rare) that specific treatment is not necessary;
- (b) the risk is such that Rowing WA has no available treatment;
- (c) the cost of treating the risk is so high compared to the benefit from successful treatment; or
- (d) the opportunities presented outweigh the threats to such an extent that the risk is justified.

Selecting the most appropriate risk treatment option will be made by considering the following issues:

- (a) the cost of managing the risk balanced against the benefits obtained;
- (b) the extent of risk reduction or mitigation gained;
- (c) the extent to which there is an ethical or legal duty to implement a risk treatment option which may override any cost/benefit analysis; and
- (d) impact of the risk on Rowing WA's image and reputation. May warrant implementing costly actions.



Department of
Transport

Safety Guidelines Paddle Safe Marine Safety



YOU'RE THE SKIPPER
YOU'RE RESPONSIBLE



Paddle Craft Safety Equipment

		Protected waters lakes, rivers, inlets and estuaries except Lake Argyle and Cambridge Gulf	0-400 metres from the shore	400 metres - 2 Nautical Miles from the shore	2-5 Nautical Miles from the shore	Over 5 Nautical Miles from the shore
	Bilge Pump/Bailer Must be carried if the craft is not self-draining.	—	—	✓	✓	✓
	Lifejacket A lifejacket bearing the label Level 50S (or higher) must be carried for every person on the paddle craft.	R	R	✓	✓	✓
	Red and Orange Flares (in date) At least two hand held red flares and two hand held orange smoke flares must be carried. Two parachute rocket flares may be carried in lieu of the two hand held red flares and a smoke canister may be carried in lieu of the orange smoke flares.	—	—	✓	R	✓
	EPIRB/PLB (in date) A 406 MHz EPIRB or PLB registered with AMSA bearing the standard AS/NZS 4280.1 or AS/NZS 4280.2.	—	—	✓	✓	✓
	Parachute Flares (in date) A minimum of two (in date) parachute flares plus 2 orange smoke flares or canister must be carried if operating more than 5 miles from the mainland shore or more than 1 mile from an island located more than 5 miles from the mainland shore.	—	—	—	—	✓
	Marine Radio A marine radio must be carried if operating more than 5 miles from the mainland shore or more than 1 mile from an island located more than 5 miles from the mainland shore. The radio can be 27 MHz, VHF or HF.	—	—	—	—	✓

Note 1Nm = 1.85 kilometres R = Recommended ✓ = Must be carried

RSE-0216

Definitions

When determining what equipment is required, the following definitions are important.

Protected waters

Waters contained within any lake, river or estuary, or by any breakwater, but does not include the waters of Cambridge Gulf or Lake Argyle.

Unprotected waters

All other waters not deemed to be protected waters.

Shore

Any shoreline of the mainland or island and includes a wharf, jetty or similar rigid structure attached to land.

The minimum equipment requirements for a motorised paddle craft are the same as all other power vessels.

Contact details

Department of Transport

Email: marine.safety@transport.wa.gov.au

Website: www.transport.wa.gov.au/imagine

Marine Safety Hotline: 13 11 56

Boating Weather Forecast

Boating Weather: 1900 955 350

Website: www.bom.gov.au/marine

Information and safety practices for paddling in WA is also available at www.wa.canoe.org.au



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The information contained in this publication is provided in good faith and believed to be accurate at time of publication. The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.

What is a paddle craft?

Recreational canoes, kayaks, surf skis, inflatables or similar paddle craft that are propelled by a person using a paddle who is on or in the craft must comply with WA marine laws*. This brochure promotes safe paddling rules and guidelines that apply to these craft and will assist you being safer on the water.

** WA marine laws do not apply to surfboards and stand up paddle boards.*

You're the skipper, you're responsible

Although operators of paddle craft without an engine are not required to hold a Recreational Skipper's Ticket, they are still considered to be a vessel master.

As with all vessel masters, they are deemed by law to be responsible for the safety of their vessel and any crew or passengers, this includes obeying the collision regulations that apply to all vessels.

Safety equipment and tips

Like other vessels, paddle craft are required to carry safety equipment in accordance with the WA marine laws.

When paddling:

- within protected waters or within 400 metres of the shore in unprotected waters it is strongly recommended a lifejacket type 50S (or higher) be worn;
- between 400metres and 2 n miles from shore in unprotected waters a lifejacket 50S (or higher) must be carried. You must also carry a bilge pump/bailer (if not self-draining), an in date inshore distress flare kit or a registered emergency position indicating radio beacon (EPIRB) or personal locator beacon (PLB);
- between 2 and 5 n miles a lifejacket 50S (or higher), a bilge pump/bailer (if not self-draining), an in date registered EPIRB/PLB must be carried;

- more than 5 n miles a lifejacket 50S (or higher), a bilge pump/bailer (if not self-draining), an in date offshore distress flare kit, in date registered EPIRB/PLB and a marine radio must be carried.

If using inflatable lifejackets, it is recommended that they be maintained and serviced regularly in accordance with manufacturers' instructions.

Always tell someone where you are going and when you intend to return.

Prior to departing:

- Check the latest weather update and tide information and plan your trip accordingly
- Ensure safety equipment is in good working condition and is easily accessible
- Familiarise yourself and others on board with the location and operation of safety equipment
- Check you have the required safety equipment, it's in date and in working order
- Check your craft is seaworthy and in working order
- Check all equipment is correctly stored to assist stability.

For extended offshore voyages, consider travelling with another paddle craft or support craft and logging on and off with the local volunteer marine rescue group.

When you are not near or in surf conditions, secure your paddle to your craft with a paddle leash so you do not lose it.

Identify safety equipment that have an expiry date and record them on a Department of Transport (DoT) Don't Expire sticker. Safety gear with an expiry and/or servicing date include flares, distress beacons and inflatable lifejackets.

If carrying a PLB this must be attached to the paddler.

Familiarise yourself with the area you intend to paddle prior to commencing a voyage. This may include reviewing one of DoT's free boating guides and charts.

Visibility

It is important to be clearly visible while on the water. Paddle craft are generally smaller than other vessels and sit lower in the water, making them difficult to see.

Visibility tips:

- Dress brightly
- Paddle in tight formation when travelling with other paddlers
- Keep a proper lookout
- Stay close to shore
- Keep to the starboard (right hand) side of a channel.

Navigation lights

During the hours of sunset and sunrise, paddle craft operating on navigable waters must carry a torch or lantern capable of showing white light. This item must be ready for use and shall be shown in sufficient time to prevent a collision.

However, for added safety it is recommended that an all-round white light is displayed at all times when operating during these hours.

Registration of paddle craft

Any paddle craft that has a motor including an electric motor, or is fitted for one, must be registered regardless of the size of the motor.

