



Hastings Yacht Club Sailability Program 2024/5 Season Man Overboard Guidelines

Sailability for people with disability:

A Guide to preparing Man Overboard (MOB) Procedures

Six Steps to follow

- 1 Identify areas and activities where a MOB might occur
- 2 Describe the activities your club conducts in the identified areas
- 3 Identify & record who is in command and personnel on duty'
- 4 List the control measures you will put in place
- 5 Develop a recovery plan
- 6 Post recovery considerations

The steps explained

1 Identify areas and activities where a MOB might occur

Your areas of operation may include your loading area, a designated sailing or boating area or other zones such as around a floating pontoon.

2 Describe the activities your club conducts in the identified areas

This will involve analysing the craft you use and the support you provide during operations. For example, Hansa dinghies in a designated sailing area with a support/rescue boat in attendance.

3 Identify & record who is in command and personnel on duty

Define your command structure. Identify Officer of the Day (OOD), volunteers skippers, sailor clients, carers, dock crew and crane operators, first aid officer(s). In extreme circumstances you may consider identifying a carer as a first-aid person if you do not have a qualified person available.

4 List the control measures you will put in place

- Identify ambulance pick-up points and emergency numbers.
- All skippers, support boat crew, dock crew and crane operators are trained for their roles (or properly supervised) and are conversant with these procedures
- Support boat(s) to be operating when Sailability boats are on the water, and to carry appropriate recovery equipment
- Life jackets to be worn on pontoon and on-water and serviced to manufacturer's standards
- Weight limits and passenger numbers on vessels are observed
- Clients and their carers to exercise care when on gangways, pontoons, docks or in loading areas
- Sailing is only conducted when conditions are safe, including cancellation if conditions become unsafe during operations (OOD to make the call and may consult others as appropriate)
- If available, an officer with current first-aid and CPR certificate on duty during operations and a first-aid kit is available and can be easily and quickly located.
- Authorise someone to respond to authorities

5 Develop a recovery plan

Recovery will depend on the prevailing circumstances. Your plan should include:

- The actions your volunteers will take to perform a recovery for each possible MOB incident identified in Site 1 (who is to be involved and method of recovery)
- Identify who is to be in charge (OOD, support boat skipper) for each or all actions and how will they and other key personnel communicate, such as by radio, oar in air, orally
- Wind and tide {current strength and direction}
- Assess whether it is safe to attempt recovery (take into account the conditions, wind and tide strengths)
- Where the person is lost ie. from a dinghy in a sailing area or off a pontoon
- Whether the person is conscious and can swim
- Whether an injury has been incurred and the extent of the injury
- Available help (such as support boat, other vessels in the vicinity, dock crane, radio availability, rescue equipment and first aid equipment)
- Whether an ambulance should be called, who will call, and what needs to be done to assist the ambulance, such as providing access
- Who will move unneeded people from the recovery area(s)

6 Post recovery considerations

- Conduct a debrief and ensure any messages are consistent
 - Complete an incident report - report the facts only - inform your insurer if necessary
 - Decide if counselling is needed (identify who and if necessary)
 - Inform appropriate authorities (by person identified in Step 5)
 - Document relevant conversations
- Review and revise your MOB plans from your learnings.

Conclusion

Well developed MOB procedures will strengthen your governance and give confidence to your clients and volunteers.

TELEPHONE NUMBERS

Hastings Fire Brigade / CFA : 5979 1221 (Business hours). **In emergency call 000**

Hasting Police Station: 5970 7800. **In emergency call 000**

Ambulance: 1800 648 484. **In emergency call 000**

Poison Information Centre: 13 11 26

Victorian State Emergency Service (SES): 1800 226 226

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Hastings Yacht Club Sailability Program is affiliated with Sailability

Victoria: <https://www.revolutionise.com.au/vicsailability/home>