



# **NEW PLYMOUTH SPORTFISHING AND UNDERWATER CLUB**

## **HEALTH & SAFETY PLAN**

For:

**2014 - 2015  
FISHING & DIVING COMPETITIONS**

**Revision: 0**



<b>PRODUCED BY:</b>	<b>NPSUC President</b>	<b>SIGNATURE:</b>	-
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## 1.0 **INTRODUCTION**

The Competition HS (Health & Safety) Plan defines the key Health & Safety activities necessary to achieve NPSUC Health & Safety objectives and assigns responsibility for these activities and monitors their completion. Among other things, it serves as a reminder to those responsible for performing Health & Safety activities. It does not detail the rules for performing the various activities but references these rules.

The plan is designed to be used actively by all committee members and competitors involved in the running and entering of fishing and diving competitions, this will provide a systematic approach to the Management of Safety.

## 2.0 **COMPETITION DESCRIPTION**

All fishing and diving competitions will be run out of the NPSUC clubrooms located in at Ocean View Parade and Port Taranaki, New Plymouth.

The competitions are scheduled to take place between 1<sup>st</sup> November 2014 through to the 7<sup>th</sup> June 2015.

These dates may be changed due to postponement of competitions.

- Memorial 1<sup>st</sup> & 2<sup>nd</sup> November 2014
- Energy Sector 13<sup>th</sup> December 2014
- Yamaha 3<sup>rd</sup> January 2015
- Take A Kid Fishing 1<sup>st</sup> February 2015
- Ladies 7<sup>th</sup> & 8<sup>th</sup> February 2015
- Nationals 21<sup>st</sup> to 28<sup>th</sup> March 2015
- Cockies 4<sup>th</sup> & 5<sup>th</sup> March 2015
- West Coast One Base 7<sup>th</sup> to 9<sup>th</sup> March 2015
- AMF 13<sup>th</sup> & 14<sup>th</sup> March 2015
- Kilwell 11<sup>th</sup> April 2015
- Brass Monkeys 6<sup>th</sup> & 7<sup>th</sup> June 2015

## 3.0 **SEQUENCES OF COMPETITION**

The competition will be carried out in the following sequence:

- Committee ratification of competitions
- Competition Briefing Evening, Rules, Hazards and Disclaimer information
- Competition
- Prize Giving
- Post Competition update to Committee



### 3.1 **Pre Competition (Briefing)**

The NPSUC committee will nominate a sub group to arrange and run each competition but will have the full support of all the committee.

The sub group will ensure the following areas are covered at the competition briefing the evening prior to the competition.

- Competition rules, hazard ID and Disclaimer forms are handed out to all competitors and disclaimer form is signed and returned to the nominated sub group.
- Entry of all competitors and boat names into the competition spreadsheet.
- Check of the weather forecast for the competition dates.
- Check with Port Taranaki for shipping movements and notify them of the competition dates and start and finish times.
- Print out the boat schedule for the radio operator.
- Ensure the radio operator has been arranged for the competition.
- A member of the sub group will run through all of the rules and identify the known hazards for the competition.
- Ask all present at the briefing that they have read and understood the rules and associated hazards.
- Those unable to register on the briefing evening must do so on the first morning of the competition, this can be completed by the radio operator at the clubrooms.
- No boats must leave the harbour unless they have read and understood the rules and hazards and completed the disclaimer form.

### 3.2 **Competition**

The NPSUC committee or the designated sub group will identify hazards and control measures for the competition on a daily basis and update each evening at the completion of the prize giving.

In addition, the following will be carried out and communicated to the relevant parties prior to the commencement of the competition:

- Complete a pre start check for weather conditions.
- A nominated sub group member will send a boat out of the harbour to check the sea conditions and report back to the radio operator to the suitability of running the competition, taking into account the size of all boats entered in the competition.
- The radio operator is to check with Port Taranaki for shipping movements and update all boats entered in the competition.
- The radio operator will inform competitors if the competition is going ahead or postponed.



- The radio operator will then log all boats into the boat schedule with their, POB, destination and ETA.
- The radio operator will then give the approval for boats to leave the harbour.
- A radio schedule will take place during the competition, all boats must update their location and ETA back in to Port Taranaki.
- All incidents and near misses must be reported to the radio operator immediately and followed up in writing to the designated sub group leader on return to the clubrooms.
- The competition rules outline the fishing times and weigh station closing times, these times must be taken into account when making your plans to fish in each competition. Ensuring you give yourself sufficient time to safely return to Port.
- On return to Port each boat must update their arrival back with the radio operator.

### 3.3 **Post Competition**

The designated sub group will update NPSUC committee on any issues, near misses or hazards that have identified or occurred during the competition, these will be then reviewed and any modifications made to the HS plan for future competitions.

## 4.0 **HEALTH & SAFETY INFORMATION**

Safety is everybody's responsibility, however it is the responsibility of the boat owner/skipper to ensure that they are competent in operating their boat in a safe manner. They must have all the required safety equipment on board and are competent in its use.

They must ensure that all people on board their boat are aware of the rules, hazards and control measures associated with them entering these competitions.

The following information will be given to all boat owners/skippers for each competition.

- ***Hazard ID form***
- ***Boat Safety Checklist***
- ***Competition Rules***
- ***Supplementary Rules***
- ***Competition Disclaimer form***
- ***Emergency contact phone numbers***
- ***Update of additional hazards***



## **5.0 INCIDENT REPORTING AND INVESTIGATION**

- All accidents or incidents shall be reported immediately to Club Base radio operator on channel 3 and Coastguard on channel 61 and followed up in writing on the appropriate incident form and handed to the designated sub group leader on return to the clubrooms.
- All reported accidents or incidents will be investigated and discussed at the next committee meeting.
- All reports will be closed out with the relevant parties.
- Update of HS Plan and hazard ID as required.
  - *Responsibility – NPSUC Committee*

## **6.0 EMERGENCIES**

All emergencies will be directed to Club Base radio operator on channel 3, Taranaki Coastguard on channel 61 and the Police on 111, they will direct the emergency response team as they see fit.

All skippers and competitors must comply with their requests at all times.



## **APPENDIX A: HAZARD IDENTIFICATION FORM**

<b>STEPS – Key Tasks</b>	<b>HAZARDS (Associated with each Key Task)</b>	<b>SIGNIFICANT Y / N</b>	<b>HAZARD CONTROL BARRIERS (How do you propose to eliminate, isolate or minimise?)</b>	<b>RECOVERY (What will you do if the Controls/Barriers fail?)</b>
1. Skippers to ensure all safety equipment is carried on board.	Sinking of boat, man overboard, running aground,	Y	Ensure all safety equipment is certified and in good condition and that everyone on board knows how to operate it.  Skippers to ensure they have completed the boat safety check list	Contact Club Base radio operator on channel 3  Contact Coastguard on channel 61
2. Check Weather	Poor weather	Y	Check local weather report and sea conditions on channel 23 prior to leaving Port.	Contact Coastguard on channel 61
3. Use of boat ramp	Reversing down the boat ramp.	Y	Use a spotter to ensure clearway when reversing down the boat ramp, extra caution required in low light times.	Stop and wait until sufficient clearway is available.
	Launching and retrieving boat, other boats, vehicles, trailers and people	Y	Take care when launching and retrieving boats, ensure there is clear launching area.	Seek assistance
	The end of the ramp is dangerous at very low tides.	Y	Ensure sufficient water depth.	Seek assistance
4. Use of jetty	Damage to boat, people and jetty	Y	Take care when approaching the jetty, be vigilant of your speed, other boats and people using the jetty.	Seek assistance
	Minimum room for mooring boat at the jetty when busy.	N	Use pick up and drop off for passengers to eliminate congestion.	Seek assistance
5. Use of Harbour	Boats using the access pathway to and from the boat ramp and jetty	Y	Keep within the 5 knot speed limit, be vigilant of other boats.	Stop and report any issue to radio controller.
	Moored boats within the harbour	Y	Take care when navigating from the jetty to the harbour entrance and return.	Stop and report any issue to radio controller

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STEPS – Key Tasks	HAZARDS (Associated with each Key Task)	SIGNIFICANT Y / N	HAZARD CONTROL BARRIERS (How do you propose to eliminate, isolate or minimise?)	RECOVERY (What will you do if the Controls/Barriers fail?)
6. Log trip report	Un-reported trip	Y	Contact Club Base radio operator on channel 3 and log trip report, stating boat name, call sign, POB, Destination and ETA.	Contact Club Base radio operator on channel 3
	Radio Schedule	Y	Update radio schedule at 11:30 giving your position and ETA	Contact Club Base radio operator on channel 3
7. Sea Conditions	Poor Sea conditions, waves, wind, tides and rips	Y	Do not leave the harbour if the conditions are even marginally unsafe for your vessel.	Contact Coastguard on channel 61
8. Travelling to and from fishing destination	Obstructions, sea and weather conditions, other vessels,	Y	Ensure the skipper is aware of all known obstructions and has completed a sea and weather assessment. Check for other vessel movements and be alert of other boats in your vicinity.	Contact Coastguard on channel 61
9. Fishing	Falling overboard	Y	Ensure lifejackets are worn where stipulated and 2 registered anglers are on-board.	Contact Coastguard on channel 61
	Cuts from knives and other sharp objects.	Y	Ensure first aid kit is available.	Contact Coastguard on channel 61
	Sea Sickness.	N	Return to Port.	Seek medical advice.
10. Scuba Diving	Lost Diver (lost or drowned)	Y	Divers to brief boatmen on response	Coastguard channel 16 and call 0800 4 DES 111 for any diving emergency response
	Collision with passing boats	Y	Use Dive Flag	
	Diving Injury (bends, respiratory, circulatory)	Y	Divers to be certified and dive within their certification limits	



STEPS – Key Tasks	HAZARDS (Associated with each Key Task)	SIGNIFICANT Y / N	HAZARD CONTROL BARRIERS (How do you propose to eliminate, isolate or minimise?)	RECOVERY (What will you do if the Controls/Barriers fail?)
11. Breakdowns	Boat breakdowns	Y	Ensure the boat is well serviced and maintained.	Contact Club Base radio operator on channel 3 or Coastguard on channel 61 and the Police on 111
12. Emergencies	Electrical Fire	Y	Ensure all electrical items are insulated.	Fire extinguisher
	Fuel leaks and fire	Y	Ensure fuel is well sealed and contained in certified containers.	Ensure Isolation
	Gas Leaks and fire	Y	Ensure gas cylinders are certified	Contact Coastguard on Channel 61 and the Police on 111
13. Log out trip report	Unknown location of boat	Y	Ensure a log out of your trip is updated to Club Base radio operator on channel 3	Log out with Coastguard on channel 61

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