

12 RESCUE BOAT – SAFE OPERATING PROCEDURES

Whanganui Sailing Club

PURPOSE

The purpose of the Rescue Boat Safe Operating Procedures document is to ensure the boats are used safely and effectively.

SCOPE

This procedure covers the:

1. Equipment to be carried
2. Skipper and crew requirements
3. Use of the patrol boats.

PROCESS

Equipment

1. The following equipment will be carried and/or worn:
 - Buoyancy aid for each person on board
 - Anchor, plus chain and warp
 - VHF radio
 - Shackle spanner
 - Tow rope (with bridle if needed)
 - A second form of communication (mobile phone or VHF hand held)
 - Bailer or pumping system
 - Paddles
 - Whistle
 - Knife
 - First aid kit
2. Club Captain is responsible for ensuring boats are equipped and maintained to the required standard.
3. Safety Officer will carry out periodic inspections of equipment.

Skippers and crewmembers

1. Only a competent skipper on the qualified skippers record will operate the patrol boat. The skipper will be assisted by at least one other capable person acting as a crewmember. Exceptions to this are permitted - and include:
 - a. low speed manoeuvring and repositioning around jetty, ramp areas and so on
 - b. to the committee boat
 - c. performance testing before or after servicing
2. Skippers and crewmembers will be dressed appropriately for the conditions, including a buoyancy aid.
3. The skipper will be responsible for logging the boat usage.
4. Skippers and crewmembers are expected to get in the water to help sailors in difficulty.
5. Skippers will be trained, assessed and monitored by the Club Captain. Further development and/or re-assessment will be at the Club Captain's discretion.
6. Training and assessment will be conducted in a range of expected conditions.
7. A list of competent skippers will be displayed in the control tower and kept up to date by the Club Captain.

Use

1. Patrol boat skippers will follow Maritime NZ regulations, local by-laws, YNZ sailing and racing regulations.
2. Patrol boats must be washed down after use, engines flushed - use isolation control to keep people away from propeller - and any mechanical, hull, equipment or other problems reported and recorded.

3. Recorded boat usage, breakages and incidents will be logged at the clubhouse.
4. Club Captain is responsible for recording incidents or issues (DR 02 Maintenance log or F1 Incident report), initiating an action plan to resolve them, and ensuring they are resolved.

ON-WATER COMMUNICATIONS

VHF RADIOS

VHF Radio:

Whanganui Sailing Club operates on channel 64 - when transmitting hold radio out of wind – call the person (or boat name) you want, three times and your name (or boat name) twice – use radio only when required. VHF radios must be switched on and audible at all times when patrol boats are in use.

1. **Emergency procedure** (see Crisis Management Plan 08)
2. **Fuel:** Wanganui Sailing Club outboards are four stroke engines. Never leave shore unless tank is full (you never know how the day will go)
3. **Bungs:** Always check the bungs are in before launching.
4. **Clothing:** At time all boats are wet boats and yacht racing is sometimes held in rough conditions where you cannot just come in when you want, so make sure you have good wet weather gear on board even on calm days.
5. **Manning:** Rescue boats would normally have two people aboard.
6. **Kill cord** always use the kill cord, they have a piece of 2mm spectra and a Velcro strap to go around your ankle to allow you to move around the boat
7. **Launching Boat:** - Slipways – ramps (can be slippery) – don't unhook boat from winch until boat is in water (can roll off trailer)
8. **Laying Buoys:** If laying start pin trail buoy out behind boat holding onto the anchor, when in position drop anchor into water – when laying other marks run anchor to the bottom rather than throw the whole lot over at once.
9. **Retrieving Buoys:** Approach buoy from leeward of the buoy - Retrieve buoy and motor slowly to windward to ease the weight on the warp – in deep water use anchor puller – ensure warp is well clear of prop
10. **Assisting yachts in difficulty:** In flat water you can approach from windward of the yacht to assist, in swells or waves approach from the leeward side of the yacht.
11. **Boat full of water,** Ask sailor to bail as you tow, if full of water.
12. **Sailor in Water:** When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.
13. **Yacht Capsized,** only the bigger patrol boats will be able to tow a trailer yacht full of water after a capsize. Tow from the towing eye on the bow of the boat.
14. **First Aid:** Where possible you should get an injured sailor to shore as quickly as possible.
15. **Engine flushing & wash down.** Club maintenance records & procedures.
16. **Incident:** Report any incident to the Safety Officer; incident forms are available from the club.

| Version History | | | | | |
|-----------------|---------|-------------|--------|--------|----------------|
| Title ID | Version | Status | Date | Author | Approved |
| 12 | 1 | Not current | 6/1/17 | ??? | Safety Officer |

