



HEALTH & SAFETY PLAN

For:

A1 Homes One Base 2017 FISHING TOURNAMENT

Based on NZ Sport Fishing Council Health & Safety Plan, and used by permission.

Modified to meet One Base Tournament and local conditions by TSFC.

TABLE OF CONTENTS

1.0 INTRODUCTION	3
2.0 TOURNAMENT DESCRIPTION	3
3.0 SEQUENCES OF TOURNAMENT	3
3.1 <u>PRE TOURNAMENT (BRIEFING)</u>	3
3.2 <u>TOURNAMENT</u>	4
3.3 <u>POST TOURNAMENT</u>	4
4.0 HEALTH & SAFETY INFORMATION.....	5
5.0 INCIDENT REPORTING AND INVESTIGATION.....	6
6.0 EMERGENCIES	6
APPENDIX A: HAZARD IDENTIFICATION FORM	7

1.0 INTRODUCTION

The Tournament HS (Health & Safety) Plan defines the key Health & Safety activities necessary to achieve Tauranga Sport Fishing Club's 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 Tournaments, this will provide a systematic approach to the Management of Safety.

2.0 TOURNAMENT DESCRIPTION

The fishing Tournament will be run from the Tauranga Sport Fishing Club, 68 Keith Allen Drive, Tauranga and monitored by the TSFC Executive Officer and Tournament Committee

The Tournament is scheduled to take place 28th February ending on Saturday 4th March

3.0 SEQUENCES OF TOURNAMENT

The Tournament will be carried out in the following sequence:

- Selection of Tournament sub-committee and ratification of Tournament
- Acceptance of priority entries, stand-downs, selection of remaining entries from waitlist & open entries
- Tournament Briefing Paper, Rules, Hazards and Disclaimer information prepared
- Tuesday 28th February, registration & briefing
- Wednesday 1st March – Saturday 4th March
- Final Results - Saturday 4th March
- Post Tournament update to Committee/Board

3.1 Pre Tournament (Briefing)

The TSFC Executive will ratify the Tournament Committee to arrange and run the tournament which will have the full support of the executive.

The Tournament Committee will ensure the following areas are covered on the Tournament briefing papers and notes prior to the Tournament.

- Tournament rules, Hazard ID and Disclaimer forms are made available to all competitors (all material available on TSFC website) and disclaimer form is signed and returned to the TSFC office
- Entry of all competitors are logged and monitored during the tournament. All entrants are deemed to be knowledgeable and understanding of the rules and hazards upon acknowledgment and after completing the disclaimer form.
- It is recommended that all anglers are present at briefing for the event. At least one representative of each team must be present at briefing
- No team may commence fishing activities unless they have read and understood the rules and hazards and completed the disclaimer form.

3.2 Tournament

The One Base committee will identify hazards and control measures for the Tournament in the tournament fishing area on a daily basis and update anglers as required

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

- The club radio operator or local coast guard collect all trip reports and log their POB, destination and ETA.
- All incidents and near misses must be reported Maritime NZ, and the Local operator immediately or Local Coast guard and followed up in writing to the designated NZSFC official.
- The Tournament rules outline the fishing times and weigh station closing times, these times must be taken into account when making your plans to fish in the Tournament. 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 or local Coastguard.

3.3 Post Tournament

The designated fishing committee will brief the rest of the executive on any issues, near misses or hazards that have identified or occurred during the Tournament, these will be then reviewed and any modifications made to the HS plan for future Tournaments.

4.0 HEALTH & SAFETY INFORMATION

Safety is everybody's responsibility; however it is the responsibility of the boat owner/skipper, personal watercraft operator or land based angler to ensure that they are competent in operating their boat/watercraft/surrounding area 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 anglers/participants are aware of the rules, hazards and control measures associated with them entering these Tournaments.

The following information will be made available to all boat owners/skippers/ watercraft operator and land based anglers for the Tournament.

- ***Hazard ID form***
- ***Boat Safety Checklist (supplied by relevant affiliated Fishing Club)***
- ***Tournament Rules (included in each team starter pack)***
- ***Tournament Disclaimer form (Template form supplied by NZSFC)***
- ***Emergency contact phone numbers (Supplied)***
- ***Update of additional hazards***

5.0 INCIDENT REPORTING AND INVESTIGATION

- All accidents or incidents shall be reported immediately to Coastguard on the designated Local VHF COASTGUARD Channel and followed up in writing on the appropriate incident form and handed to the One Base Fishing Committee.
- All accidents and incidents shall be reported to Maritime NZ at the earliest possible convenience. These can be filed online at <http://www.maritimenz.govt.nz/Report-online/default.asp>
- All reported accidents or incidents will be investigated and discussed at the next fishing committee and then presented to the following Executive meeting.
- All reports will be closed out with the relevant parties.
- Update of HS Plan and hazard ID as required.
 - *Responsibility – One Base Tournament Committee*

6.0 EMERGENCIES

All emergencies will be directed to Club Base radio operator on LOCAL VHF CHANNEL AREA, Coastguard on *LOCAL VHF COASTGUARD CHANNEL*, Maritime NZ on Emergency Distress Marine CHANNEL 16 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.

Maritime NZ supported the development of the NZ Sport Fishing Council Health and Safety Plan through Safer Boating Funding provided to the NZSFC



APPENDIX A: HAZARD IDENTIFICATION FORM

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?)
1. Skippers to ensure all safety equipment is carried on board.	Sinking of boat, man overboard, running aground, and collision with submerged objects.	Y	<p>Ensure all safety equipment is certified and in good condition and that everyone on board knows how to operate it. Recommended equipment includes wearing enough Lifejackets that properly fit all passengers, flares, 2 forms of communication that work when wet and a floating EPIRB</p> <p>Ensure all inflatable lifejackets are manually checked before use and serviced annually</p> <p>Skippers to ensure they have completed the boat safety check list.</p>	<p>Contact Club Base radio operator on LOCAL VHF CHANNEL</p> <p>Contact Coastguard on LOCAL Coastguard VHF CHANNEL</p> <p>Encourage all contestants to wear lifejackets always</p>
2. Check Weather	Poor weather	Y	Check local weather report and sea conditions on local weather channel prior to leaving Port.	Contact Coastguard on LOCAL Coastguard VHF CHANNEL
3. Use of boat ramp / Beach launching / Mariner	Reversing down the boat ramp, beach or Mariner	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
5. Use of Waterways	Boats/watercraft using the Waterways and crossing bars	Y	<p>Keep within the 5 knot speed limit, be vigilant of other boats.</p> <p>Skipper to have knowledge and experience of crossing bars</p> <p>Skipper's responsible for judging conditions are suitable for safe passage</p>	Stop and report any issue to radio controller.
			Abide by local MSA Rules and Regional Bylaws	Stop and report any issue to radio controller.
6. Log trip report	Un-reported trip	Y	Contact Club Base radio operator on LOCAL VHF CHANNEL or LOCAL COASTGUARD and log trip report, stating boat name, call sign, POB, Destination and ETA.	Contact Club Base radio operator on LOCAL VHF CHANNEL or LOCAL Coastguard

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?)
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. When Land based, be aware of Tides & Swell when accessing Fishing area's	Contact Coastguard on channel LOCAL Coastguard VHF CHANNEL
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 LOCAL Coastguard VHF CHANNEL
9. Fishing	Falling overboard	Y	Ensure lifejackets are worn where stipulated and 2 registered anglers are on-board.	Contact Coastguard on LOCAL Coastguard VHF CHANNEL
	Cuts from knives and other sharp objects.	Y	Ensure first aid kit is available.	Contact Coastguard on LOCAL Coastguard VHF CHANNEL
	Sea Sickness.	N	Return to Port.	Seek medical advice.
10. Fishing Craft	Incident while Fishing Solo	Y	When fishing in boat minimum 2 Person per team When fishing in personal water craft's, 2 person per team which remain within audible distance is required	No Boat to leave harbour with less the 2 team members Contact between personal watercrafts must be reconnected or completion organisers / coastguard to be contacted
11. Breakdowns	Boat breakdowns	Y	Ensure the boat is well serviced and maintained.	Contact Club Base radio operator on LOCAL VHF CHANNEL or Coastguard on LOCAL Coastguard VHF CHANNEL 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 LOCAL Coastguard VHF CHANNEL,

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?)
				Maritime NZ on emergency distress Marine Channel 16 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 Radio or Coast Guard	Log out with Coastguard on LOCAL Coastguard VHF Channel

