



‘The Mike Rickens Boat’

Safety Boat Safety and Operational Guidelines

Document Information

Version	Date	Person/s	Comments
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Owner's responsibility and authority statement

Sailability Shorncliffe Inc. owns this boat and will maintain the boat in good repair and ensure it is fit for purpose. Following successful completion of the Sailability Shorncliffe Sail Safe Safety Boat program, Sailability Shorncliffe gives authority to accredited volunteers to use this boat for Sailability Shorncliffe activities.

Responsibilities of skippers and crew

The skippers and crew of this boat acknowledge that they have been inducted in the use of this boat.

Safety Boat Details

Boat Registration: AET556Q	Max. persons weight: 900Kg
Boat name: 'The Mike Rickens Boat', Call sign - 'Safety 1'	Unique identifier number: HIN CNHFD C7324G819
Boat type: Rigid Inflatable Boat (RIB)	Boat length: 5.4m
Year of build and Builder: 2019, Highfield Inflatables	Boat draught: Less than 1m.
Built to: ISO 6185 : CM540HYP	
Hull material: Aluminium and hypalon	Service category: Providing safety and support for Sailability Shorncliffe activities
Propulsion: Mercury outboard motor - 90hp	Serial Number: 2B561163

Operational Summary

Operating area	Cabbage Tree Creek, Nundah Creek, Bramble Bay and adjoining waterways
Voyage duration	Daylight hours only
Activity	Safety, support and training

Contact Details

Association and Boat owner	Sailability Shorncliffe Inc. ABN: 91556187808	Address enquiries to: The President, Sailability Shorncliffe, 69 Sinbad Street, Shorncliffe 4017 sailabilityshorncliffe.org.au@gmail.com (located within the grounds of the Queensland Cruising Yacht Club)
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Safety boat rules

- The boat must be crewed by a skipper and at least one other person who have satisfactorily undertaken the Sail Safe Safety Boat program.
- The boat must be adequately fuelled and fully functional before use.
- Alcohol and smoking are not permitted on this boat.
- The boat must only be operated in daylight hours.
- Preferably, a member of the crew should have a first aid certificate.
- The key cord must always be connected to the kill switch when underway.
- The crew and passengers must always wear life jackets (PFDs).
- All maritime regulations must be observed in Cabbage Tree and Nundah Creeks as well as other waterways.
- The boat and trailer must be washed down thoroughly, and engine flushed after each use.
- These Safety and Operational Guidelines must be followed.
- Any incidents, repairs or queries are reported to the Officer of the Day (OOD). If necessary, both the Incident Report Form and Incident Register must be completed.

Skipper's preferred qualifications

- Recreational Marine Drivers Licence (RMDL) or equivalent is required.
- Blue Card or equivalent is required.
- Completed Sailability Shorncliffe Sail Safe Safety Boat program is required.
- Marine radio Short Range Operator's Certificate of Proficiency (SROCP).
- First aid certificate.

Skipper's responsibilities when launching the safety boat

- Pick up the key from the key locker, attach the key cord to the kill switch, turn on the battery isolator switch (1/4 turn) located in front locker and check the fuel level. If required, fill with fuel after ensuring the motor is grounded.
- Check the top and bottom bungs and ensure they are secured. Check the side air bags and inflate, if necessary, with the pump stored under the rear seat.
- Tilt the motor and attach the trailer to the vehicle at the ball coupling and secure with the safety chain.
- After clearing the shed, raise the radio antenna and turn on both the radio and echo sounder. Ensure the radio is tuned to VHF Ch 72/16 (dual band). Pick up the fully charged hand-held UHF radio from the registration desk and tune to Ch 20.
- Back the trailer down ramp and ensure the safety boat's motor is in sufficient water (water to the top of trailer wheel guards).
- Start the motor and ensure water is pumping through tell-tale outlet on the motor. Undo both the safety chain and winch strap from the bow of the boat and power the boat off the trailer.

Skipper's responsibilities when retrieving the safety boat onto the trailer

- The trailer is reversed down the ramp and a volunteer ensures it is in sufficient water to retrieve the boat - water to the top of the trailer wheel guards.
- The volunteer moves into a safe position next to the trailer winch ready to assist the positioning of the boat onto the trailer.
- Slowly approach the trailer. The volunteer then guides the boat onto the trailer and attaches the trailer winch strap under the roller to the bow of the boat. With assistance from the motor, which should be trimmed appropriately, the volunteer winches the boat onto the trailer. The safety chain is secured and with the motor control in neutral, the motor is switched off.
- At the top of the ramp, trim down the motor and undo the top and bottom bungs. Place the water flushing muffs onto the motor with the water inlet hose threaded through the 3rd top gap on the starboard side of the prop guard. Attach the hose and turn on the water. Shout '**all clear**' prior to starting the motor in neutral and flush for 5 minutes. Ensure fresh water is pumping through tell-tale outlet on the motor. Wash boat and trailer down with fresh water.
- Turn off both the VHF radio and echo sounder, lower the radio antenna and return the hand held radio to the registration desk for charging. Return the trailer to original position in shed. Turn off the power isolation switch (1/4) turn located in the front locker, keeping the locker door ajar to maintain air circulation. Return the key to the key locker.
- If refuelling is required, the motor should be lowered to make contact with the concrete pad to 'earth' the boat.

Procedure for recovering grounded sailboat

- Plan approach to grounded sailboat considering the tide flow and prevailing wind, preferably from a downwind position and against the tidal flow.
- Approach the sailboat slowly, trimming the motor as appropriate ensuring water is pumping through motor tell-tale outlet.
- Using the boathook, recover the stern line from the sailboat. Fasten the stern line to the towing device on the front of the safety boat. If the wind is strong, ask the sailboat skipper to furl both sails.
- Request the sailboat skipper to tilt the sailboat to one side and slowly reverse to deeper water. Release the stern line when appropriate.

Procedure for towing sailboat

- Slowly approach the sailboat on the skipper's side. Using a boathook, recover the bow line and secure to the towing cleat at the front of the safety boat. The sailboat skipper holds onto a handle just to the rear of midpoint on the side of the safety boat.
- Slowly tow the sailboat to the desired location and release, when appropriate.

Procedure for recovering out of control sailboat

- The safety boat should approach the sailboat on the skipper's side of the sailboat. Request the sailboat skipper to furl both sails. Using the boathook, secure bow and stern lines of the sailboat to the fore and aft cleats of the safety boat.
- Check on the condition of the skipper/client in the sailboat and immediately contact the Pontoon Coordinator and OOD. Pontoon Coordinator to contact Client Carer ASAP to be on pontoon for return of sailboat. The Pontoon Coordinator will clear the pontoon of boats. The safety boat should immediately proceed to the pontoon with the sailboat under tow. A crew member of the safety boat should monitor the condition of the sailboat skipper/client.
- Once at the pontoon, the skipper/client is removed from the sailboat and if required, first aid is administered.
- Complete both the Incident Report Form and Incident Register and provide to the OOD.

Procedure for adverse weather conditions

- The weather forecast must always be consulted prior to departure and conditions visually monitored during the day.
- Advise OOD and Pontoon Coordinator of changing conditions, especially lightning, and warn sailboat skippers of the threatening weather conditions. The safety boat skipper also to provide advice to the Pontoon Coordinator and OOD regarding suspending operations.
- If sailing is to be suspended, the OOD advises all skippers and the pontoon volunteers by radio on Ch20. The OOD and/or Pontoon Coordinator should sound portable horn using **3 long blasts**.
- During adverse conditions the crew should don weather protective gear, ensure all PFDs are fully secure and brace for threatening conditions. Operate the safety boat at a slow but suitable speed and avoid, if possible, being side on to waves.
- Assist other nearby boats, as required. Standby any boats experiencing difficulty.
- When satisfied that all boats and clients are safe, return to the finger pontoon or boat ramp as soon as possible.

Emergency procedure - person overboard (POB)

- When someone is observed in the water, skipper or crew member will **shout 'person overboard'**. The POB may be a crew member or from a sailboat. Immediately advise the OOD. The skipper nominates a crew member to continually monitor the POB's position.
- Manoeuvre the boat into a position to make a slow controlled approach to the POB, most from a downwind position and against the tidal flow. If necessary,

deploy a lifebuoy to the POB. Ensure the POB is nowhere close to the propeller. Otherwise, the motor should be switched off immediately.

- Communicate with the POB to ascertain the extent of any injuries which could be made worse by dragging the POB aboard. If appropriate, use the boathook to bring the POB to the side of the safety boat and assist the POB to re-enter the safety boat using the rope ladder.
- If the POB is unable to use the rope ladder, lower the rear seat back and place the spinal board between the POB's back and the side of the safety boat. Two crew members then place one hand under each arm and with the other on the spinal board, tilt and pull the POB aboard.
- Ensure the rescued person is kept warm, check for injuries, and apply first aid if necessary- kit kept under the rear seat. Immediately request the OOD/Pontoon Coordinator to clear the pontoon of boats and return the rescued person to the pontoon.
- When ashore, complete both the Incident Report Form and Incident Register and provide to the OOD.

Emergency procedure – on water emergency including injury and health issues

- The safety boat crew to immediately alert, by radio, the OOD and Pontoon Coordinator of the nature of the emergency. For injuries deemed serious, immediately request the OOD/Pontoon Coordinator to call emergency services. Apply first aid as appropriate.
- The safety boat will assist with any recovery to the pontoon. This may involve towing a sailboat back to the pontoon.
- On return to the pontoon complete both the Incident Report Form and Incident Register and forward a copy to Sailability Queensland (SQ). Also, if necessary, complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Emergency procedure – collision

- If a collision is imminent, the safety boat skipper will shout **'brace for impact'**. Post impact, immediately ensure the motor is in neutral or switched off. Ensure all PFDs are fully secure.
- Check the well-being of crew on board your own boat and prioritise the severity of any injuries. Attend to any injuries by commencing first aid and, if necessary, radio the OOD and Pontoon Coordinator to request emergency services.
- Inspect the safety boat for any damage. If the damage puts the boat in danger of sinking or burning, activate the emergency procedures as outlined below for loss of flotation or fire.
- If there is no critical emergency on the safety boat, use the same guidelines to assist other boats which may be involved.
- The details of any other parties involved should be collected. No discussion about who was at fault should be entered into at this time.

- On return to the pontoon, complete both the Incident Report Form and Incident Register and forward a copy to SQ. Also complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Emergency procedure – fire

- Raise the alarm with the crew and move the crew as far as possible away from the fire. Ensure all PFDs are fully secure.
- Position the boat in relation to the wind where the likelihood of further injury/spread is minimised - most likely bow into the wind.
- If the fire source is the motor, immediately switch off motor and engage the fire with the fire extinguisher.
- Use the radio to call for emergency assistance from the nearest boat and the OOD. Apply first aid, if appropriate.
- If the fire is out of control and if possible, anchor or run the boat aground and prepare to abandon the boat.
- When possible, return to the pontoon as soon as possible whilst maintaining contact with the OOD.
- On return to the pontoon, complete both the Incident Report Form and Incident Register and forward a copy to SQ. Also complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Emergency procedure – loss of power or flotation

- Ensure all crew PFD's are fully secure.
- Investigate the source of loss of power or damage to flotation tubes and mitigate if possible. Check that the bungs are secure and activate the bilge pump, if necessary.
- If required, radio the OOD and Pontoon Coordinator and any nearby boat for emergency assistance. If immediate support is not available and where possible, anchor or run the boat aground. Seek advice from the OOD and Pontoon Coordinator regarding transferring the crew from the safety boat.
- Plan for the retrieval of the safety boat with the OOD and Pontoon Coordinator.
- When on land, inspect for any damage and enter the required repairs into the maintenance log.
- Complete both the Incident Report Form and Incident Register and provide to the OOD.

Safety Boat Equipment Checklist

- ✓ Flares (2 red handheld, 2 orange smoke – expiry 06/27)
- ✓ Fire Extinguisher (expiry 5 years from date of manufacture - replaced Feb. 2024)
- ✓ Handheld radio transceiver (Ch20) recharged after each use
- ✓ Fixed VHF radio transceiver (Ch72/16)
- ✓ Paddles (2) and boat hook (1)
- ✓ Electric bilge pump (to be checked when boat is in operation)
- ✓ Port and starboard lights as well as night light checked
- ✓ Torch (3 spare AA batteries to be kept in packet – note expiry date)
- ✓ V sheet and reflective device
- ✓ Anchor, chain and rope
- ✓ Fixed compass
- ✓ Hand bailer
- ✓ Utility knife
- ✓ Towropes, including towrope with a bridle
- ✓ First aid kit (Checked 08.01.24)
- ✓ Life Jackets non inflatable type 150 (3)
- ✓ Fixed boat horn and hand-held rechargeable acoustic horn
- ✓ Lifebuoys with rope and tether/clip (2)
- ✓ Spinal board (1)
- ✓ Collapsible rope ladder
- ✓ Motor flushing muffs
- ✓ Boat fenders (2)
- ✓ Ample drinking water (check expiry date)

The following personal items are recommended: appropriate footwear, wet weather jacket, sunscreen/sunhat/sunglasses, and gloves.