Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary:
Boating operations

Applicable to the following worker type: employee, contractor

SWMS completed by: Emergency Management Unit

Site: Preparedness activities, emergency operation centres (EOC’s), temporary work sites

Date: 31 January 2018

PPE required: (mandatory) Sunscreen, Safety footwear and Other – EPIRB, personal flotation device (PFD), sunglasses, other as appropriate for task

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Likelihood</th>
<th>E. Rare</th>
<th>D. Unlikely</th>
<th>C. Possible</th>
<th>B. Likely</th>
<th>A. Almost Certain</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Extreme</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
<td></td>
</tr>
<tr>
<td>4. Major</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td></td>
</tr>
<tr>
<td>3. Moderate</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>2. Minor</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>1. Insignificant</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td></td>
</tr>
</tbody>
</table>

HIERARCHY OF CONTROLS

Level 1: Eliminate the hazards
- Substitute the hazard with something safer
- Isolate the hazard from people
- Reduce the risks through engineering controls

Level 2: Reduce exposure to the hazard using administrative actions
- Use personal protective equipment

Level 3: Reduce exposure to the hazard using local controls
- Use personal protective equipment
<table>
<thead>
<tr>
<th>PROCEDURAL STEPS</th>
<th>POSSIBLE HAZARD(S)</th>
<th>R1 SAFETY CONTROL(S)</th>
<th>PERSON RESPONSIBLE</th>
<th>R2</th>
</tr>
</thead>
</table>
| Preparation for boating operations – check:  
- vessel & equipment  
- trailer & launching apparatus  
- PPE  
- fuel  
- licences  
- communication equipment  
- GPS – EPIRB, Spot tracker  
- food & water  
- weather  
- first aid kit  
- personnel |  
- Manual handling  
- Crush injuries  
- Strains/sprains  
- Cuts/abrasions/superficial  
- Slips/trips/falls  
- Fatigue  
- Hazardous chemicals  
- Exposure resulting in sunburn, dehydration, heat stress | L  
- Vessel to be suitable for response/area of operation eg size and engine type (diesel or 4 stroke engines only for oil/chemical spill responses)  
- Check trailer condition – rollers, safety chains, wheel bearings etc  
- PPE required: protective non-slip footwear.  
- Day work PPE - hat, sunscreen, long sleeve shirt, sun glasses.  
- Cold/wet exposure PPE – gloves, jacket, wet weather gear  
- PFD for all persons on board  
- PPE for task eg disposable overalls, gloves  
- Carry adequate food & water for task  
- Use funnel when refuelling; refuel away from ignition sources  
- Check navigation (electronic GPS & maps) and communication equipment is working and suitable for the area of operation and incident  
- Plan for task to be conducted (including weather check, safety equipment check). Only operate the vessel in conditions that are safe and allows crew to perform the required task  
- Permission from appropriate authority (eg Incident Mgt Team) to operate in affected area  
- Log in with coastguard if operation in oceanic waters before leaving (or embarking) – vessel details, trip destination, departure & arrival times, passenger & contact details.  
- Ensure master of vessel/skipper holds current boat licence  
- Ensure certified first aid officer on board  
- Ensure that all drivers/skippers are in a fit state to operate vehicles/vessels eg not affected by tiredness/fatigue, drugs, alcohol or illness. | Supervisor  
Vessel master/skipper  
Crew/passenger | L |
| Prepare vessel for launching  
- Park at launch site  
- Check conditions |  
- Slips/Trips/Falls  
- Vehicle impact injuries – crush injuries  
- Strains & sprains  
- Cuts, abrasions & scratches | M  
- Ensure vehicle is in safe location.  
- Keep watch for & clear of other vehicles and pedestrians.  
- Do not launch if weather conditions are hazardous.  
- Brief crew/passengers on launching task.  
- Wear appropriate PPE.  
- Correct manual handling & back- care techniques.  
- Store items correctly in vessel.  
- Ensure appropriate safety gear available, bungs in place and prop-guard fitted to engine, where applicable.  
- Inspect and check the operation of all on-board systems before launching.  
- If required for launch, skipper to board whilst vehicle parked.  
- Check for location of drop-off at end of ramp. | Vessel master/skipper  
Crew/passenger | L |
<table>
<thead>
<tr>
<th>PROCEDURAL STEPS</th>
<th>POSSIBLE HAZARD(S)</th>
<th>R1</th>
<th>SAFETY CONTROL(S)</th>
<th>PERSON RESPONSIBLE</th>
<th>R2</th>
</tr>
</thead>
</table>
| Launch vessel    | • Slips/Trips/Falls  
• Vehicle impact injuries – crush injuries  
• Boat impact injuries – crush injuries  
• Strains & sprains  
• Cuts, abrasions & scratches  
• Stings  
• Boat inundated with water  
• Vehicle inundated with water  
• Water causing drowning | M | • Ensure path clear prior to reversing.  
• Drive slowly.  
• Position trailer to safely launch vessel  
• Correct manual handling & back-care techniques.  
• Ensure personnel are clear of vehicle and trailer whilst reversing and launching.  
• Stay clear of propeller  
• Move vessel to access point safely, avoiding obstacles and secure  
• Drive slowly & park in safe location.  
• Wear appropriate PPE – e.g. non-slip footwear | Vessel master/skipper  
Crew/passenger | L |
| Reverse trailer  |                  |    |                   |                   |    |
| Secure vessel    |                  |    |                   |                   |    |
| Park vehicle & trailer |         |    |                   |                   |    |
| Loading equipment & passengers | • Slips/Trips/Falls  
• Boat impact injuries – crush injuries  
• Strains & sprains  
• Cuts, abrasions & scratches  
• Water causing drowning  
• Obstacles in water & at landing sites  
• Seasickness  
• Hazardous chemicals  
• Boat inundated with water  
• Contact with propeller  
• Fall from boat/wharf | M | • Ensure weather and area of operation is safe for boating/boarding  
• Ensure vessel stable and secure before loading & unloading.  
• Correct manual handling & back-care techniques.  
• Passengers to be briefed – conduct of task, location of safety & comms equipment, emergency procedures & other safety aspects (eg reducing exposure to spill oil/chemical including issue of relevant safety data sheet(s)).  
• Maintain 3 points of contact if climbing in/out of vessel  
• Passengers to move around on-board carefully & be positioned safely for travel.  
• Persons on board to not exceed capacity of vessel.  
• Equipment to be stowed securely and safely – coil & stow ropes & cargo away from traffic areas; store chemicals in non-spill containers  
• Equipment should not impede the safe operation of the vessel eg overweight, cause leaning  
• Wear appropriate PPE  
• Test engine function, check fuel levels, tanks and lines  
• Before leaving notify on-land contact (eg supervisor, duty officer) of launch and passengers on board as per task plan | Vessel master/skipper  
Crew/passenger | L |
| Vessel operation | • Slips/Trips/Falls  
• Boat impact injuries – crush injuries  
• Strains & sprains  
• Cuts, abrasions & scratches  
• Water causing seasickness, drowning  
• Submerged objects  
• Oil/chemical spill – hazardous chemical  
• Boat inundated with water/overturned  
• Contact with propeller | H | • Log in with coastguard if operation in oceanic waters  
• Follow NSW RMS - Maritime regulations  
• Use correct manual handling techniques.  
• Follow correct first aid procedures for seasickness.  
• Have appropriate PPE for task eg potential oil/chemicals in water – refer to incident safety data sheet  
• Only enter areas permitted by Incident Management Team  
• Maintain communication with land contact (eg supervisor, duty officer) as planned and any vessels in area (as appropriate)  
• Skipper to select safe route and speed and keep proper watch for hazards  
• Approach swells at safe angle and speed | Vessel master/skipper  
Crew/passenger | M |
<table>
<thead>
<tr>
<th>PROCEDURAL STEPS</th>
<th>POSSIBLE HAZARD(S)</th>
<th>R1</th>
<th>SAFETY CONTROL(S)</th>
<th>PERSON RESPONSIBLE</th>
<th>R2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landing</td>
<td>• Collisions with other vessels • Fall from boat • Mechanical failure/marooning • Hypothermia • Sunburn • Fire on-board • Wave impact</td>
<td>R1</td>
<td>• Ensure crew/passengers/cargo stable and secure • Don PFD and remain with capsized vessel. • Reduce speed in wash to prevent pounding • Conduct task according to task plan • Ensure contingency plan exists in case of marooning. • Travel speeds to be consistent with hazardous areas of operation (e.g., submerged objects, oil/chemical in water) &amp; speed restrictions • Wear appropriate PPE – e.g., non-slip footwear, PFDs • A Level 100+ PFD must be worn when a vessel is crossing a coastal</td>
<td>Vessel master/skipper</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>• Slips/Trips/Falls • Boat impact injuries – crush injuries • Vehicle accident injuries • Strains &amp; sprains • Cuts, abrasions &amp; scratches • Water causing sea sickness, drowning • Submerged objects • Oil/chemical spill – hazardous chemical • Boat inundated with water/overturned • Contact with propeller • Collision with other vessels/wharf • Fall from boat • Mechanical failure/marooning • Hypothermia • Sunburn • Fire on-board • Wave impact</td>
<td>H</td>
<td>• Follow NSW RMS - Maritime regulations • Skipper to instruct all on board of landing procedure. • Occupants positioned safely and maintain firm handhold. • Identify and assess landing site prior to approach • Keep a proper lookout for hazards (e.g., submerged objects) • Approach at slow speed (&lt;=4 knots) • Prior to approaching shore, observe landing conditions (currents, wave surge, height and behaviour for) for at least 5 minutes. • Approach to land only when safe • Consider current and wind when landing • Take care with hand placement when tying lines • Secure boat using appropriate boating knots (e.g., clove hitch with half hitches). • Do not place limbs/appendages between rope and boat/mooring especially in swell or surge • If using an anchor ensure connection to chain/rope secure at both ends and anchor rope feed and angle adequate to hold boat (i.e., feed angle &lt;30 degrees from level) • Wear appropriate PPE</td>
<td>Crew/passenger</td>
<td></td>
</tr>
<tr>
<td>Unload vessel</td>
<td>• Slips/Trips/Falls • Vessel impact injuries – crush injuries • Strains &amp; sprains • Cuts, abrasions &amp; scratches • Drowning • Stings/bites • Contact with propeller • Collision with other vessels/wharf • Crush injuries – between boat/wharf</td>
<td>R1</td>
<td>• Log off with coastguard if operation was undertaken in oceanic waters before disembarking. • Ensure vessel secure and stable before unloading. • Disembark only after approval from skipper &amp; follow their direction to disembark &amp; unload. • Disembarking - 1 crew member to hold and stabilise boat and 1 to receive cargo from boat to shore • Do not disembark carrying a load or luggage – pass loads to shore and disembark unencumbered. • Do not wear packs or heavy clothing while transferring between boat and shore</td>
<td>Vessel master/skipper</td>
<td>M</td>
</tr>
<tr>
<td>PROCEDURAL STEPS</td>
<td>POSSIBLE HAZARD(S)</td>
<td>R1</td>
<td>SAFETY CONTROL(S)</td>
<td>PERSON RESPONSIBLE</td>
<td>R2</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------</td>
<td>----</td>
<td>------------------</td>
<td>-------------------</td>
<td>----</td>
</tr>
</tbody>
</table>
| Completion of task | • Fall from boat  
• Hypothermia  
• Sunburn  
• Fire on-board  
• Wave impact | M | • Do not lift weights >20kg without assistance  
• Ensure secure footing when lifting weights  
• Maintain proper watch for waves.  
• Stay clear of propeller.  
• Ensure personal and safety equipment travel with crew  
• Wear appropriate PPE | Vessel master/skipper  
Crew/passenger | L |
| • Slips/Trips/Falls  
• Vessel impact injuries – crush injuries  
• Vehicle accident injuries  
• Strains & sprains  
• Cuts, abrasions & scratches  
• Drowning  
• Stings  
• Contact with propeller/barnacles  
• Collision with other vessels/wharf  
• Crush injuries – between boat/wharf  
• Rope burns/splinters  
• Hypothermia  
• Sunburn  
• Wave impact | | | |
| • Notify on-land contact (eg supervisor, duty officer) of return (as per task plan) including any incidents  
• Ensure path clear prior to vehicle movements.  
• Drive slowly.  
• Position trailer correctly to retrieve vessel  
• Secure vessel to trailer before removal from water.  
• Disinfect/clean vessel to maintain biosecurity and health/safety requirements eg oil contamination cleaned from vessel. Refer to relevant chemical SDSs  
• Debrief crew/passengers | | | |
### OTHER JOB REQUIREMENTS

**List staff skills/competencies and licences required for safe job performance:**
- Drivers licence (vehicle operator) – suitable for towing trailers
- Experience launching & retrieving vessels
- Experience working on-board vessels
- Master - boat handling skills; boating licence/waterways certificate of competency (i.e. coxswains, master V) according to the size and type of vessel and the waters the vessel is operating in.
- First aid certification

**List items of plant/equipment/tools required:**
- Vessel & trailer, winch handle, jockey wheel
- First aid kit
- Tools; safety equipment appropriate to vessel, location & personnel numbers including PFD, wet weather gear, deck pants. Note PFD (lifejacket) are to be selected for buoyancy requirements of activity & conditions
- If travelling or working in open waters then staff need to carry a personal EPIRB
- Equipment required for task/s carried out on-board vessel
- Vessels fitted with all safety equipment appropriate for their survey class & the number of personnel aboard

**Relevant codes of practice, legislation standards or critical risk controls that may be applicable:**
- Roads & Maritime Boating Handbook
  - Critical risk control – Working on watercraft

**Maintenance checks, site/workplace inspections required:**
- Vessel inspection pre & post field trip
- Regular vessel maintenance

**Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc:**
- Boat & trailer registration
- Ensure vessel has appropriate survey plate attached (commercial vessels only)

Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work:  
- Yes
- No
- N/A

### APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)

Name: State Emergency Coordinator  
Signature:  
Date: 1 February 2018

I have read and understood this safe work method statement (attach a separate sheet if required)