



RQYS On-Water Safety Plan

Section	Title
1	Responsibilities Competitors Race Management Terms used
2	Minimum Safety Requirements for Conduct of Racing Briefing Race Management Personnel Rescue Boats Weather Information Wind speed limits, etc. First Aid Provision
3	Rescue Co-ordination Purpose The Principal Race Officer Search and Rescue Injuries
4	Patrol Plan Approach Heading to the start During the races Jury and Media Boats Heading Home
5	Rescue Team Personnel Duties
6	Emergency Procedure Operations Sheet
7	On-shore Safety Management
8	Procedures

SECTION 1: Responsibilities

1. Scope:

To Provide a safe on-water environment for all participants- both competitors and officials- having regard for both expected and unforeseen conditions.

2. Competitors:

As per SI's and Class rules.

i. Fundamental Rules 1.2 and 4

Competitors attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at their time.

ii. Intention to Race/Sign-on

For each race or race session, each competitor intending to race shall personally "sign on". This requirement will be include in the sailing instructions. This requirement is to provide Race Management with a list of all boats on the water.

iii. Personal Buoyancy

All competitors shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to the International Sailing Federation, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

3. Race Management

i. Code of Conduct

All Race Management personnel are required to abide by the Sports Officials "Code of Ethics" and place the safety and welfare of the participants- both competitors and officials- above all else and accept responsibility for their action. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.

ii. Race Management Boats

All race management boats are to be driven by licensed powerboat drivers and in such a manner that will not cause unnecessary disturbance to competing boats or injury to crews. All race management boats are to keep clear of competing boats unless providing assistance.

iii. Monitoring Conditions

Monitoring the fleet and observing the weather conditions are important tasks during the race and rescue boats must be strategically placed to respond to emergencies.

4. Terms Used:

SM – Sailing Manager | PRO – Principle Race Officer

Where there is no PRO all definitions revert to the Sailing Manager (SM)

In an emergency, the priority is to save lives and minimise injury, not to rescue boats. Drifting or anchored boats can be picked up later. Safety of competitors and rescue boat crews will always take priority over the preservation of boats.

SECTION 2: Minimum Safety Requirements for Conduct of Racing

1. **Briefing: (SM/PRO)**
 - i. Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.
2. **Race Management Personnel: (SM/PRO)**
 - i. Sufficient personnel to resource Race Management boats.
 - ii. PRO to have attended a race management course which included the 'Risk Management' module.
 - iii. PRO to be accredited to minimum of "National Race Officer".
 - iv. PRO ensures rescue boat personnel are briefed/trained for class specific issues and procedures for juniors and Boards.
3. **Rescue Boats: (SM/PRO)**
 - i. Sufficient personnel to resource all rescue and course boats.
 - ii. Rescue boats to be suitable for conditions expected.
 - iii. Rescue boats to be provided with all safety equipment as required by state law.
 - iv. Briefed/Trained in class specific requirements of classes that are racing on their course.
4. **Weather Information: (SM/PRO)**
 - i. Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board prior to commencement of racing.
 - ii. All responsible personnel to be briefed on the days expected weather.
5. **Wind Speed Limits, etc.**
 - i. Course Race Officers to be aware of "wind speed limits" specific to particular classes and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing.
6. **First Aid Provision**
 - i. One first aider available on shore at all times with access to the First Aid Centre
 - ii. The First Aid Centre is located in the Sailing Academy Building located to the West of the Main Clubhouse and fitted with appropriate equipment and manned by qualified personnel to be able render immediate first aid.
 - iii. Any injury requiring off-site assistance should be coordinated with SM. An ambulance will be called by the SM or by a delegated member of RQYS Staff (sailing volunteer with the injured party) and directed to either Fuel Wharf. An incident report form shall be completed and submitted to RQYS for any injury occurring on club premises or requiring outside medical treatment. Incident report forms are located inside the first aid kit and may also be obtained from the Sailing Office.

In all cases the person with the injured parties calls 000 as they will ask multiple questions.

SECTION 3: Rescue Co-ordination

1. Purpose

- i. This document is prepared to provide a rescue plan and emergency response, for expected prevailing conditions involving normal regatta rescue procedures and for extreme conditions, Level 4 emergency situations where outside help is required.
- ii. Refer to “Emergency Procedures Operations Sheet” (Section 6).

2. The Principal Race Officer (PRO) and Sailing Manager (SM)

- i. The PRO has overall responsibility for the on-water safety management in consultation with the SM, the SM is directly responsible for the on-land rescue coordination as well as the coordination of non-regatta assets (Water Police etc.)
- i. The PRO is responsible for the declaration of an emergency situation on the water on his/her course.
- ii. Once the PRO abandons races due to conditions, he/she will co-ordinate the rescue from on the water and will request the assistance of the On Land Rescue Coordinator (SM).

3. Search and Rescue

- i. Local search and rescue activity will generally be planned and implemented by the On Land Rescue Coordinator (SM), located in the Sailing Office of the RQYS, or in such a location as deemed suitable and practical.
- ii. In the case of a missing person/boat, co-ordination will transfer to Queensland Water Police and State Authorities.

4. Injuries

- i. Injuries will be responded to by the closest available rescue boat.
- ii. If it appears on water that ambulance attendance will be required, the person with the injured party calls 000 and stays with the injured party until they are met by the ambulance or hand over to RQYS staff member.

SECTION 4: Patrol Plan

1. Approach

- i. Each rescue vessel will have a designated area to patrol during the race and during transit of boats to and from the race area. This will be detailed in a course by course "Patrol Zone Allocation" plan prepared by the relevant PRO, overseen by the PRO.
- ii. The plan must ensure that all areas are covered by at least one rescue boat at all times.
- iii. For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for "all boats" to be used, Jury boats, coach boats, media boats, etc, will be classed as "rescue boats".
- iv. Larger Ribs should be used for main coverage of the course as they can cover more area faster. Smaller and slower rescue boats are useful in close quarters situation and a balance of both vessels is appropriate.

2. Heading to the start

- i. When the boats commence heading to the start, each course will monitor the progress of the boats to the course area.

3. During the races

- i. Depending on the type of course used, the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.
- ii. During racing rescue boats will patrol pre-allotted zones.
- iii. Ideally 1 or 2 boats will overlap to cover each leg of the course.
- iv. In heavy conditions, rescue boats will concentrate closer to gybe marks to respond where capsizes are more likely to occur.
- v. In the event of bad visibility, heavy sea, strong wind, etc, zones may be further leeward on the course. Any boat drifting down the course will be able to be seen / picked up (important especially if wind is offshore). It is important to not leave the top mark/bear away marks unattended.
- vi. If more rescue boats are available they will patrol to concentrate on the tail of the fleet.
- vii. In some instances with some classes of boat it may be deemed necessary to have a boat follow the fleet for the purposes of a fast response. This will be communicated between the SM/PRO with a designated team prior to racing.

4. Jury and Media Boats

- i. Although they have other planned functions during, Jury and Media boats will attend to any boat they see in immediate danger. By the nature of their work Jury Boats are often positioned as the best boats to provide first response assistance and will do so when required.
- ii. Other dedicated rescue boats shall relieve Jury and Media boats from their rescue response as soon as practical.

5. Heading home

- i. All rescue boats shall work their allocated patrol areas until directed by the PRO or Rescue Coordinator to change area or come ashore when all boats are accounted for. Accounting for boats is normally only complete well after all are ashore.

SECTION 5: Rescue Team

1. Personnel

- i. Functional control for rescue will be performed by volunteers.
- ii. Rescue Boat Crews will always be fully briefed on the Rescue Co-ordination Plan before going afloat.
- iii. Each rescue boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged boats, etc.
- iv. Each rescue boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. People prone to seasickness should not go out. Rescue boat crews should wear PFD's at all times.
- v. Only personnel authorized by the Sailing Office are to drive rescue boats.
- vi. In an escalation to a level 3 emergency, the following on-shore personnel are required in addition to the rescue boat crews:
 - a. On land Rescue Coordinator (SM)
 - b. Ramp Marshall
 - c. Radio Operator(s)
 - d. Relief crews as needed
- vii. Rescue Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix 3)
- viii. Sailors with head injuries, heat stress or hypothermia may have impaired decision making capacity and may not recognize that they require assistance.

Important note:

Your safety, that of your crew and that of the competitors is the most important factor in your rendering assistance. In any situation where you have to make a decision between boats, boats and human life, human life must come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

2. Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator	<i>Purpose:</i>	Single point of control of rescue operations until Police assume control
	<i>Location:</i>	On Shore RQYS Sailing Office On water PRO Boat/Course Start Boats
	<i>Assignment:</i>	Sailing Manager
	<i>Duties:</i>	<ul style="list-style-type: none"> • Overall command and supervision of rescue operations, until Police assume control. • Liaison with Outside Agencies • Liaison with media • Provide advice and guidance to Course Race Officers
Course Rescue Management	<i>Purpose:</i>	Rescue management on each course area
	<i>Location:</i>	On Water Designated course Start Boat
	<i>Assignment:</i>	PRO
	<i>Duties:</i>	<ul style="list-style-type: none"> • Overall command and supervision of rescue operations for that course, until PRO or Police assume control. • Liaison with SM • Liaison with Police
Safety Officer	<i>Purpose:</i>	To relieve the on-shore Rescue Co-ordinator of operational detail by contacting emergency services, coordination first aid, managing sign off completion, contacting relatives, liaising with the Club, etc., in communication with the PRO.
	<i>Location:</i>	RQYS Main Clubhouse
	<i>Assignment:</i>	RQYS Reception Team
	<i>Duties:</i>	Assist the Rescue Coordinator as required <ul style="list-style-type: none"> • Facilitate communication between internal club assets, staff, volunteers, and Emergency Services
Radio Operators	<i>Purpose:</i>	To manage tower radio traffic and free up the Co-ordinators from having to operate the club's radio system.
	<i>Location:</i>	On Shore RQYS Sailing Office/Manly Marine Radio
	<i>Assignment:</i>	Rostered radio operators
	<i>Duties:</i>	Operate radios

SECTION 6: Emergency Procedure Operations Sheet

Guidelines for all Race Management Personnel

<i>LEVEL</i>	<i>CONDITIONS</i>	<i>ACTION</i>	<i>CONTROL</i>	<i>COMMS</i>
Level 1		Patrol / Rescue		
	Light winds Slight sea Well within competitor capability	Rescue craft to patrol designated areas. Rescued boats to be towed to start-finish vessels or spectator craft. Rescue boats not to leave course without clearance from race officer.	(PRO)	Monitor Course radio channel
Level 2		Elevated Patrol / Rescue		
	Moderate winds Moderate sea Testing but manageable conditions	Coach, Jury and Media boats may enter course area and assist if requested by the Race Officer PRO May utilise Fleet Chase boats	(PRO)	Monitor Course radio channel
Level 3		Abandon race, Rescue of personnel		
	Heavy wind and big seas Beyond competitor capability for most Thunderstorms and lightning	Abandon races All available boats including Jury, coaches, to assist boats in trouble as directed or as otherwise required at their own discretion based on their experience. Rescue boats to either tow boats to available craft or abandon boats after tagging with (crew safe) tape No Coach boats to leave the water until all sailors recorded on beach.	(PRO) Rescue Coordinator (SM) to assist	Radio Room to assist. Liaise with Sailing Office head count / boats ashore
Level 4		Outside assistance required		
	Very strong wind and big seas. Well beyond competitor capability	Decision to call Water Police	Rescue Coordinator (SM)	Liaise with Sailing Office head count / boats ashore
Bureau of Meteorology (BOM)		Strong wind warning	25-33 knots	
Wind Warning Definitions		Gale warning	34-47 knots	
		Storm warning	48-63 knots	

SECTION 7: On-Shore Safety Management

Before Competition Commences

Race Office

- Provide to Race Officer, a list of entrants that have registered.

Prior to Racing for each class each day

Sign On / Sign off Volunteers

- Advise Race Officer of any competitor who has not signed on.

Sailing Office

- Advise Sailing Manager/Sailing Office Staff of any competitor who has not signed on.

During Racing each day

Race Officers

- Advise Race Office of any competitor who has not started, has retired, been rescued or has not finished.
- Ensure all other competitors have left the course.

Rescue Boats, Jury, Support Boats, etc.

- Advise Race Office of any boat that has been rescued or retired and the action taken or observed.

After racing for each day

Sign On / Sign off Staff

- Advise Race Office of any competitor who has not signed off within the time limit.
- Should conditions become adverse the Race Office may broadcast over a PA system the names of sailors who have not signed off INSIDE the time limit.

Radio Room

- Advise Sailing Manager of any competitor who has not signed off within the time limit or is not otherwise accounted for.

Abandonment due to bad weather

Race Officer

- Advise Race Office of any course for which racing has been abandoned.
- Advise Race Office of any competitor who has retired or been rescued.

Sign On / Sign off Volunteers

- Advise Race Office of any competitor who has not signed off within the time limit.

Radio Room

- Advise Sailing Manager of all courses for which racing has been abandoned.

Injury / First Aid

Rescue Boats, Jury, Support Boats, etc.

- **Person with the injured party calls the Ambulance directly while with the injured party.**
- Advise Principle Race Officer or SM of any injury sustained on course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

First Aid Drop off

- **Persons requiring first aid should be dropped off at the RQYS FUEL WHARF**

Principle Race Officers

- Advise Race Office of any injury reported by boats on their course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

Race Office

- Advise Sailing Manager of any injury reported including, where known, type of injury, perceived severity, anticipated arrival at drop off point at fuel wharf.

Sailing Manager

- Notify the First Aid Officer and accompany to drop off point at fuel wharf.
- Contact parent/guardian.
- Advise Event Director, CEO RQYS and PRO of situation.
- Prepare Incident Report in conjunction with First Aid Officer.

First Aid Officer

- Assess injury.
- Initiate/arrange appropriate treatment while waiting for the ambulance.
- Prepare incident Report in conjunction with Sailing Manager.

SECTION 8: Race Office Procedures

<p>Prior to Racing</p>	<ul style="list-style-type: none"> • Attend the Race Committee / Patrol boat meeting to discuss race conditions and any concerns. Confirm radio channel with PRO. • Log Radio & POB checks with all patrol boats and RIBs leaving marina. • Log Radio & POB checks with all jury boats leaving marina. • Monitor all competitor boats leaving the beach. (e.g. capsizes in marina). • Communicate with Boat Check Off volunteers to ascertain number of competitors signed-on. • Notify Start Boat of number of competitors signed-on (and in each class where appropriate).
<p>During Racing</p>	<ul style="list-style-type: none"> • Monitor the Radio and log all communications to the tower. • Log the details (boat No. & time) of retired boats returning to the beach. • Notify Start Boat of retirees ashore. • Log any information between race management vessels deemed to be relevant. • Monitor BOM Radar for approaching storms. • Monitor Energex Lightning Tracker website for potentially threatening lightning strikes.
<p>Emergency Procedures</p>	<ul style="list-style-type: none"> • Log incidents where sailors removed from boat due to injury. Note time, boat number/name, sailor name (if available), and the location/rescue boat with the sailor and approximate arrival time at drop off point. • Ascertain details/severity of injury. Call Ambulance 000 directly while with the injured party. • Instruct rescue boat to deliver sailor to the nominated drop off point at the fuel wharf. • Notify Sailing Manager of type of injury, perceived severity, anticipated arrival at drop off point.
<p>Completion of Racing</p>	<ul style="list-style-type: none"> • Notify Start Boat when all sailors are accounted for. • POB checks with all patrol boats and the RIBs entering marina • Radio & POB checks with all jury boats entering marina. • File any paper work.
<p>Abandonment of Racing due to Bad Weather</p>	<ul style="list-style-type: none"> • Notify Sailing Office/PRO that racing has been abandoned. • Log incidents where sailors removed from boat for any reason. • Notify Start Boat when all sailors are accounted for. • Notify PRO when requested by Start Boat to escalate rescue function to Water Police.

APPENDIX 1

Emergency personnel and contact details

Position/Service	Name	Call sign	Mobile
Regatta Director	Brady Lowe	Sailing Manager	0418 767 019
Sailing Manager	Brady Lowe	Sailing Manager	0418 767 019
Principal Race Officer/Race Officer	TBA – event based		
Protest Committee Chair	TBA - event based	N/A – available in Regatta Office	
Volunteer Co-Ordinator	Susie Jones	Volunteer Co-Ordinator	0438 930990

Emergency Management:

RQYS General Manager: **Shawn Ket** **0417 799 976**
 Facilities Manager/OHS Committee **Glen Scott** **0455 103 817**

POLICE	Address	Contact
Capalaba Police Station	203 My Cotton SM CAPALABA	3433 3333
Cleveland Police Station	1-11 Passage St CLEVELAND	3824 9333
Redland Bay Police Stn	Weinman St REDLAND BAY	3829 4111
Wynnum Police Station	82 Pine St WYNNUM	3308 8100
Brisbane Water Police	BRISBANE	3895 0333

APPENDIX 2

Marine Life Sightings - Risk Management and Reporting

Reporting potential shark sightings

- * **If a race official boat believes they have sighted a shark or whales** the crew should report it to the race officer who will report it to the Tower.
- * **If a competing boat crew, coach or support boat believes they have sighted a shark or whales** the crew should report it to the nearest safety boat crew.
- * **If a competing boat crew, coach or support boat suspects that a competitor is suffering from a severe reaction to a Marine Stinger** the crew should report it to the nearest safety boat crew.

Action by the Sailing Office

EMERGENCY ACTIONS

- 1. In consultation with the SM, the Sailing Office will provide a general alert to all official boats by club radio.**

Give all boat crews details of the location of the sighting and direct some boats to the area to monitor the situation and if required to alert sailors to the danger.

If necessary official boats should be advised to direct racing boats to return to shore and escort those boats.

APPENDIX 3

TREATING HYPOTHERMIA

Guidelines for Race Management personnel and event volunteers

1. Call 000 if you suspect hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

2. Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

3. Begin CPR, If Necessary, While Warming Person

- If the person is not breathing normally:
- For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

4. Give Warm Fluids

- Give the person a warm drink, if conscious. No caffeine or alcohol.

5. Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

6. Follow Up

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

APPENDIX 4

TREATING DEHYDRATION AND HEATSTROKE

Guidelines for Race Management Personnel and event volunteers

- Help the person to lie down at total rest in a cool area.
- Loosen any tight clothing.
- If fully alert and conscious, give them frequent small drinks of water or ice chips to suck.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- If the person is unable to drink, or is vomiting or unconscious, enact plan for serious injury.
- Prepare to give CPR if necessary

APPENDIX 5

GUIDELINES FOR HANDLING RESCUED BOATS

The Race Officer will control rescue boats and favour keeping faster boats and RIBs in the racing area to perform further rescues and use other boats to hold or tow boats back to shore, as:

- A fast boat in most situations can still only tow at a slow speed.
- Towing boats can take up a lot of time especially when a long way from shore
- A fast boat can cover more area in less time than a slow boat
- In some situations it may be better to have smaller or slower boats used to take over a tow. This would apply where you may have sandbars, speed restriction, swimming, yachts moored etc, and a slower speed may be necessary.

It is important to leave notification on drifting yachts that the crew have been recovered.



By signing this, I agree now that I have read and understand the On-Water Safety Plan.

Name: _____ Role: _____

Signed: _____ Date: _____

INJURY / INCIDENT AND INVESTIGATION REPORT FORM

To be completed by the injured person (employee, volunteer, member etc.)

SECTION 1		
Details of Injured Person		
Given Names	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Surname	RQYS Employment Details	
Residential Address:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> Casual	<input type="checkbox"/> Volunteer
Post Code:	<input type="checkbox"/> Member of the Public	<input type="checkbox"/> Contractor
D.O.B:	<input type="checkbox"/> Other:	
Details of the incident/accident		
Day ____ Month ____ Year ____	Time of incident: ____ : ____ am or pm	
Location/address of where the incident occurred:		
Description of the incident accident (tick if additional information is attached <input type="checkbox"/>)		
Nature of the work injury or work caused illness, e.g. sprain, burn etc.		
Bodily location of work injury or work caused illness:		
Medical Treatment		
<input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor Only <input type="checkbox"/> Hospitalised		
Mechanism of injury or disease	Agency of injury or disease	
<input type="checkbox"/> Fall	<input type="checkbox"/> Machinery and (mainly) fixed plant	
<input type="checkbox"/> Trips or slips	<input type="checkbox"/> Mobile plant and transport	
<input type="checkbox"/> Sound or pressure	<input type="checkbox"/> Animal, human and biological agencies	

<input type="checkbox"/> Biological factors	<input type="checkbox"/> Powered equipment, tools and appliances
<input type="checkbox"/> Hitting objects with part of body	<input type="checkbox"/> Non powered hand tools, appliances and equipment
<input type="checkbox"/> Body stressing/Mental Stress	<input type="checkbox"/> Environmental agencies
<input type="checkbox"/> Heat, radiation or electricity	<input type="checkbox"/> Chemicals and chemical products
<input type="checkbox"/> Chemicals or other substance	<input type="checkbox"/> Materials and substances
<input type="checkbox"/> Other or unspecified mechanisms of injury	<input type="checkbox"/> Other or unspecified agencies
I declare that all details provided by me on this form are true and correct.	

Signature	Date

SECTION 2 (Supervisor to Complete)			
Supervisor's Name:		Contact No:	
The Injured Person	Did the injured person stop work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Treated by Doctor _____	If Yes, stop date ___/___/___ Time:		
<input type="checkbox"/> Hospital admitted to _____	Experience: _____ Years _____ Months		
<input type="checkbox"/> Returned to normal duties	Are there safety docs to cover this task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Returned to Alternative duties	Is the documentation adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Workers' Compensation claim	Is a Safety Alert required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rehabilitation	Has the person been adequately trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Witness/es	Prompts		
Name:	Witness Statements taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	Photos taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	Reporting requirements		
Contact No:	Dept. WH&S	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	WorkCover (Employer Report)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please copy this report when completed and place the original in the HSE box in the Administration Office			

SECTION 3 (HSE Manager to Complete)					
Actions required (control measures) Tick if additional information is attached <input type="checkbox"/>					
Eliminate	Substitute	Isolate	Engineer / Redesign	Administration	PPE
Details:					
Date Implemented					

SECTION 4 (HSE Manager to Complete)	
Feedback to person involved	<input type="checkbox"/> No <input type="checkbox"/> Yes – Date:
Injury recorded on injury register?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Reported to HSE Committee	<input type="checkbox"/> No <input type="checkbox"/> Yes – Date:
HSE Manager	

SECTION 5 (HSE Manager to Complete)	
Control Measure Review Completed	<input type="checkbox"/> No <input type="checkbox"/> Yes – Date:
Reported to HSE Committee	<input type="checkbox"/> No <input type="checkbox"/> Yes – Date:
HSE Manager	