



**SAFETY
FIRST**

A yellow diamond-shaped sign with a black border, tilted slightly to the right. The words "SAFETY" and "FIRST" are written in bold, black, sans-serif capital letters, stacked vertically. The sign is set against a blue sky background with light clouds.

COAST

The logo for "COAST" features the word in a white, bold, sans-serif font. The letter "O" is stylized with a blue wave graphic passing through it. The logo is set against a solid blue rectangular background.

EMERGENCY

A red rectangular sign with a white border. The word "EMERGENCY" is written in large, white, bold, sans-serif capital letters. The sign is set against a white background.

I am prepared for
the worst, but hope
for the best.

-Benjamin Disraeli

**Emergency:
an unforeseen combination
of circumstances or the
resulting state that calls for
immediate action**

WHAT IF...?



WHEN?

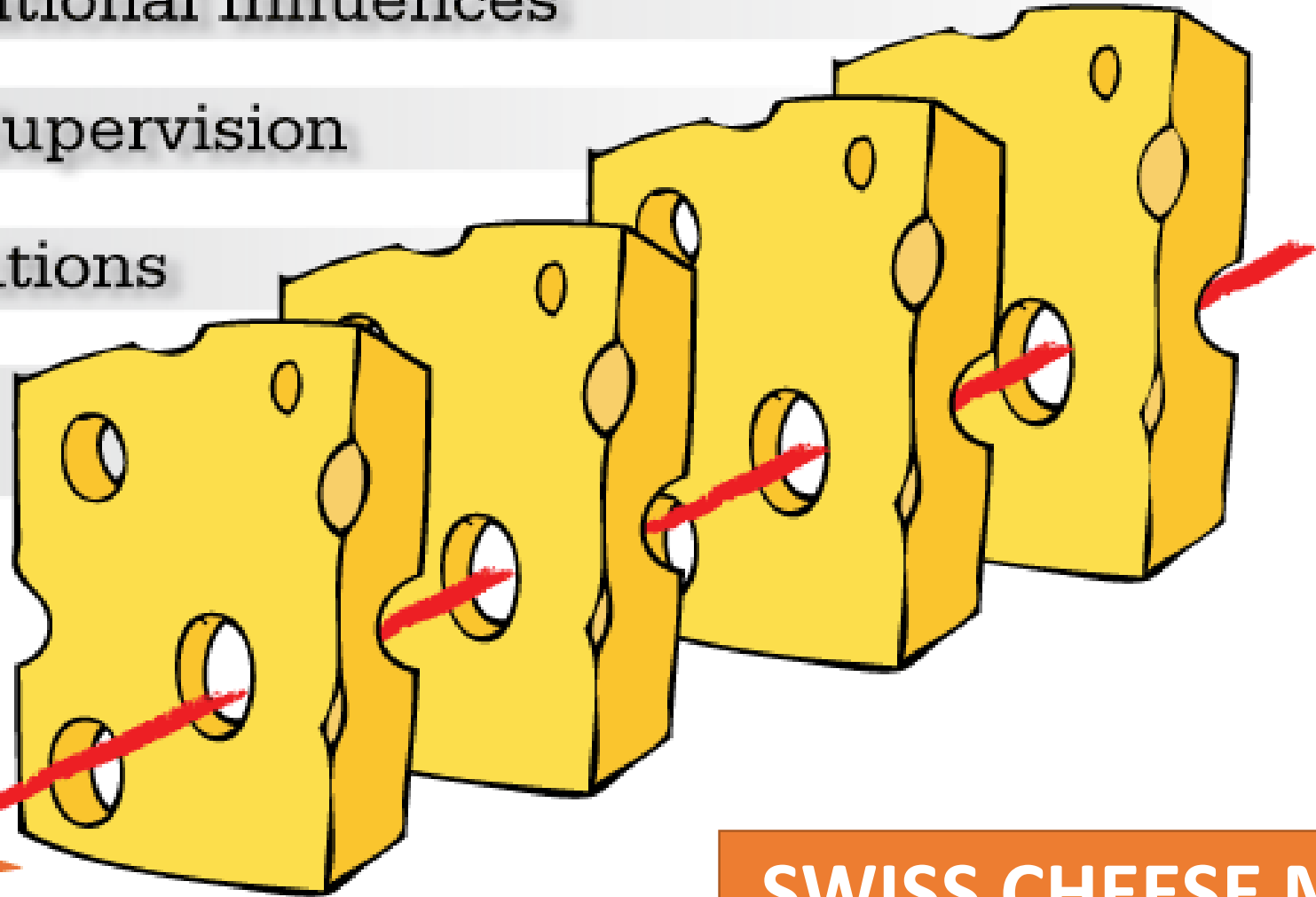
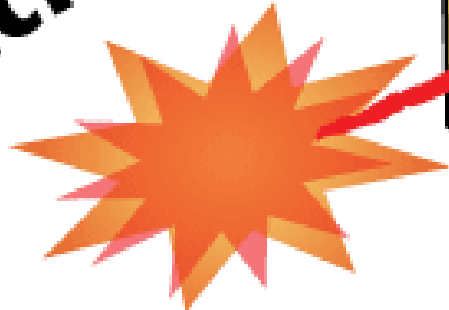
Organizational Influences

Unsafe Supervision

Preconditions

Unsafe
Acts

Accident!



SWISS CHEESE MODEL

NOTE:

Occupational Health & Safety Act

As an employer you have responsibilities in the Occupational Health & Safety Act.

“In workplaces in which **more than five workers** are regularly employed, prepare a written occupational health and safety policy, review that policy at least once a year and set up and maintain a program to implement it.”

TYPES OF EMERGENCIES

On Land OR On Water

- Fire
- Chemical Release
- Bomb Threat
- Violence/Personal Threat
- Weather Event/Natural Disasters
- Power Failure
- Missing Person
- Medical
 - Sudden Illness or Injury
 - Life threatening or non life threatening

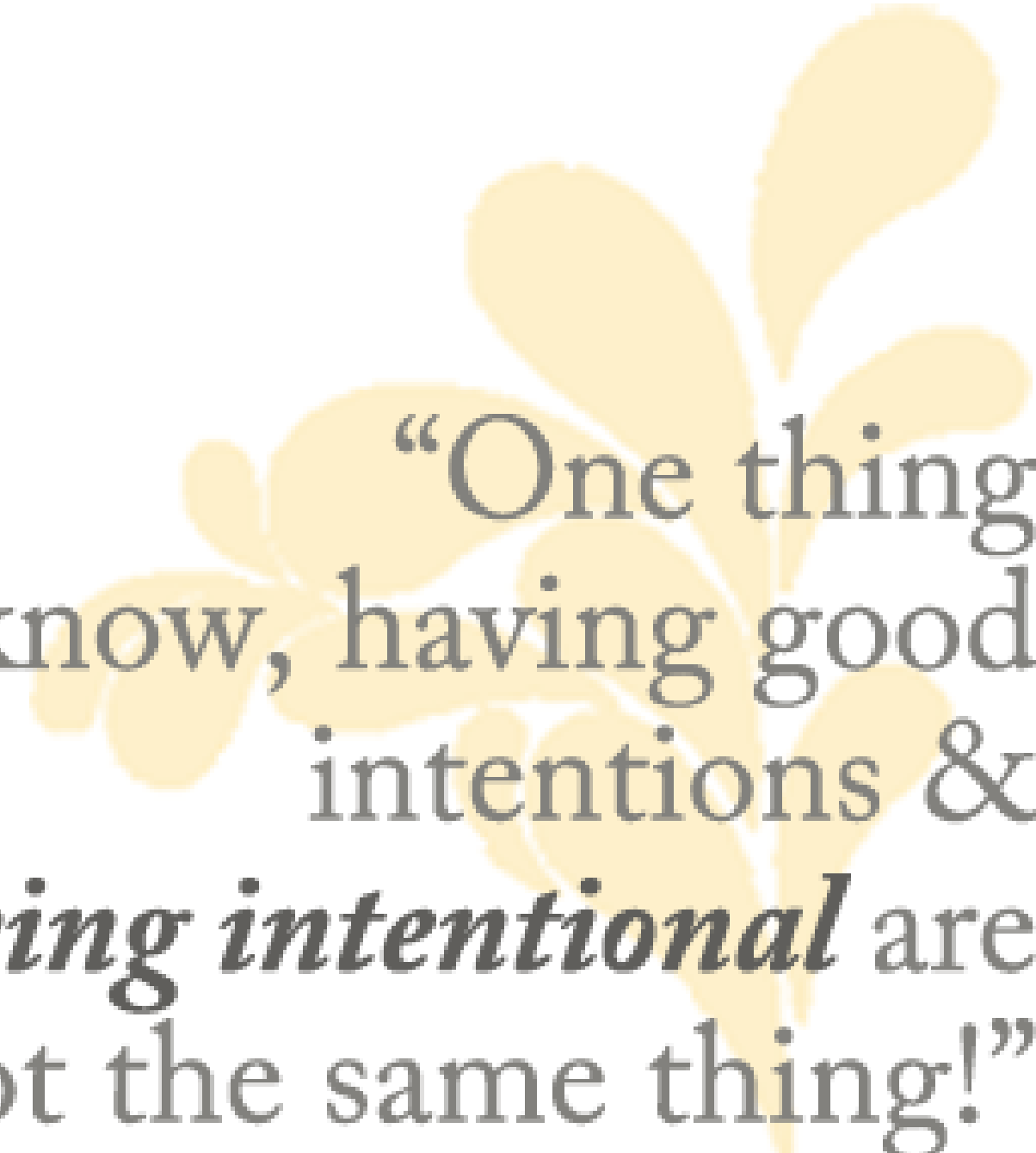


EMERGENCY MANAGEMENT

Actions to reduce or
eliminate effects of
emergency



Actions prior to
emergency to ensure
effective response



“One thing
I know, having good
intentions &
being intentional are
not the same thing!”

MITIGATION & PREVENTION

- Be aware of what could happen
- Alert people to risks and dangers
- Teach and Enforce Safe Practices
- Take safety seriously in all areas
- Regular checks of boats & equipment
- Fresh set of eyes on your facility – where is there a hazard?





Safety Equipment in Good Working Order

- Signage – visible to a new person?
- When was your First Aid kit last checked?
CAN YOU PROVE IT?
- When did you last replenish or replace supplies? How long does a bandage stay fresh for?
- Is it complete? Both what is required by law and what is practical!



What Safety Equipment Do You Need?



INCIDENT REPORT	
Date: _____ Time: _____ Location: _____	
Name of Injured Person: _____	
Age: _____ Sex: _____	
Occupation: _____	
Description of Incident: _____	
First Aid Provided: _____	
Signature of First Aider: _____	
Signature of Supervisor: _____	





Table 5-1: Required Safety Equipment

Vessel length	6 metres or less	More than 6 but not more than 9 metres	More than 9 but not more than 12 metres	More than 12 metres
Transport Canada approved lifejacket, sized for each person on board	√	√	√	√
Marine emergency first aid kit (see Appendix 3 for required contents)	√	√	√	√
Reboarding device if vertical height to be climbed is more than 0.5 metre	√	√	√	√
Buoyant heaving line at least 15 metres long	√	√ ¹	√	√ ²
Lifebuoy attached to buoyant line at least 15 metres long	√	√ ¹	√	√
Watertight flashlight	√	√	√	√
Flares	3 (other than smoke signals)	6 (other than smoke signals)	12 (no more than 6 of which may be smoke signals)	12 (no more than 6 of which may be smoke signals)
Liferaft	√	√ ³	√ ³	√ ³
Manual propelling device (e.g. oars)	√ ⁴	√ ⁴	√	√
Anchor with at least the number of metres indicated of chain, rope or cable	√ ⁴ (15m)	√ ⁴ (15m)	√ (30m)	√ (50m)
Manual bilge pump	√ ⁵	√ ⁵	√	√
Sound signalling device or appliance ⁶	√	√	√ ⁶	Appliance only
Navigation lights	√ ⁷	√ ⁷	√	√
Magnetic compass	√ ⁸	√ ⁸	√	√

Small Vessels



Welcome owners, operators and members of the

public - find out about the role you play in small vessel safety. Transport Canada wants everyone to be safe on the water!

[Wondering where to begin?](#)

[Why safety?](#)

Boat tours are a great way to explore Canadian waterways. Whether you're an owner, operator or passenger we have important safety information for you.

The safety requirements that apply to your vessel depend on how it is used. If your vessel is used solely for pleasure purposes, the requirements for [Pleasure Craft](#) apply. For all other vessels, select from one of the categories below.

Small Commercial (non-pleasure craft) Vessels

This category covers all vessels used for non-pleasure purposes, other than [commercial fishing vessels](#) (see Small Fishing Vessels below). As many of these vessels are used for commercial purposes they are commonly referred to as small "commercial" vessels by the marine industry. Although not operated for profit, vessels operated by government agencies and other volunteer organizations fall under the "commercial" umbrella as they are not operated solely for

Small Vessels

- [Small Vessels Home](#)
- [Vessels of 0 to 15 Gross Tonnage](#)
- [Vessels of 15 to 150 Gross Tonnage](#)
- [Small Vessel Compliance Program](#)
- [Special Purpose/Non-conventional Vessels](#)
- [FAQ](#)



- Smoke Detector
- Carbon Monoxide Detector
- Alerts to your phone?
- Testing & Battery Changing?

KNOW YOUR FIRE EXTINGUISHER				
CHOOSING THE RIGHT EXTINGUISHER CAN PREVENT PROPERTY DAMAGE AND SAVE LIVES				
Extinguisher Type →				
Type of Fire ↓	Water	Foam	CO ₂	Dry Chemical
A Paper, Wood & Plastic	✓	✓	✗	✓
B Flammable & Combustible Liquids	✗	✓	✓	✓
C Electrical Equipment	✗	✗	✓	✓

DO NOT REMOVE

MONTHLY

INSPECTION RECORD

SERIAL # _____ YEAR _____

MONTH	INSPECTOR	CONDITION
JAN.		
FEB.		
MAR.		
APR.		
MAY		
JUNE		
JULY		
AUG.		
SEPT.		
OCT.		
NOV.		
DEC.		

BECO RT 100





Being safe isn't just about
safety equipment

Don't cut corners in any area
of club operations



ALWAYS PUT



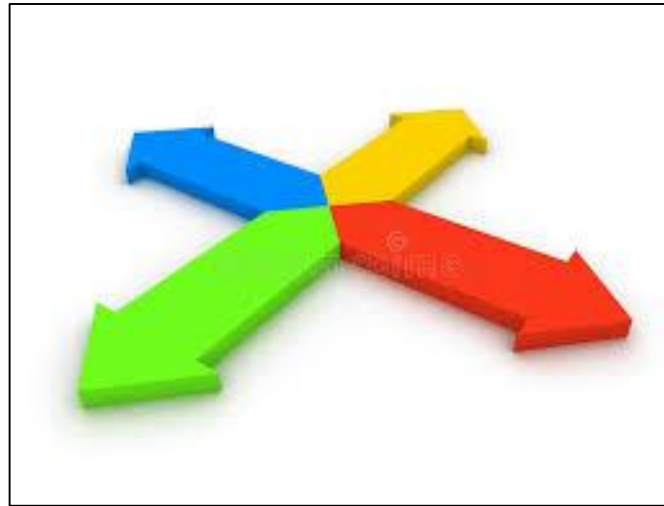


PEOPLE
Most Valuable Equipment

SUPERVISION



What is Good Supervision?



PREPAREDNESS

**WHO'S IN
CHARGE?**

Who's in Charge When:

- More than one Board member is present
- Early morning High School Rowers
- Several different groups present
- Sailing School operations and Club operations
- Group rents the clubhouse – meeting or wedding
- Other times?

Walk through scenarios that happen,
or could happen...

In an Emergency Time Matters



- Need to Act Intuitively
- No time for consensus
- Group creates procedures – Individual Implements

GIVE THEM THE TOOLS and then TRUST THEM

First Aid vs. Managing Situation



EMERGENCY

Action Plan



Emergency

PROCEDURES

EMERGENCY ACTION PLAN



In Case of Emergency Call 911
Club Name
Full Address (including 911 locator if applicable)

Directions to Site

- Insert Map if appropriate, with any specific directions to the site. Include items such as gates, if you are within a larger area like a conservation area – where exactly within that area.

Lay Out of Location

- Visual Site Plan to be inserted – insert a picture of the site including marking for phone, radio, first aid (ice if different) and AED locations. Also should include emergency meeting place.

Club Emergency Procedures indicate that EMS should be contacted if any of the following situations occur: (samples)

- Victim is not breathing or was not breathing, Victim is bleeding profusely, Victim lost consciousness for any period of time

ROLES IN AN EMERGENCY:

- Charge Person, Call Person, Other Roles to be Assigned

Last Reviewed Date

Let's look at your Emergency Action Plans

Template in Resource Library Site Specific - Lisa can review individual clubs

EMERGENCY PROCEDURES

- Package – “How To” Manual
- Detailed
- Every Situation
- Equipment
- Roles
- Follow – Up



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FIRE SAFETY PLAN

- **What** – Formal plan for managing Fire Safety, filed with Municipal Fire Dept.
- **Who** - Group A Assembly Occupancy (clubs, restaurants, piers) and more

Do you have one? Do you need one?

Call your local municipal fire department and ask!

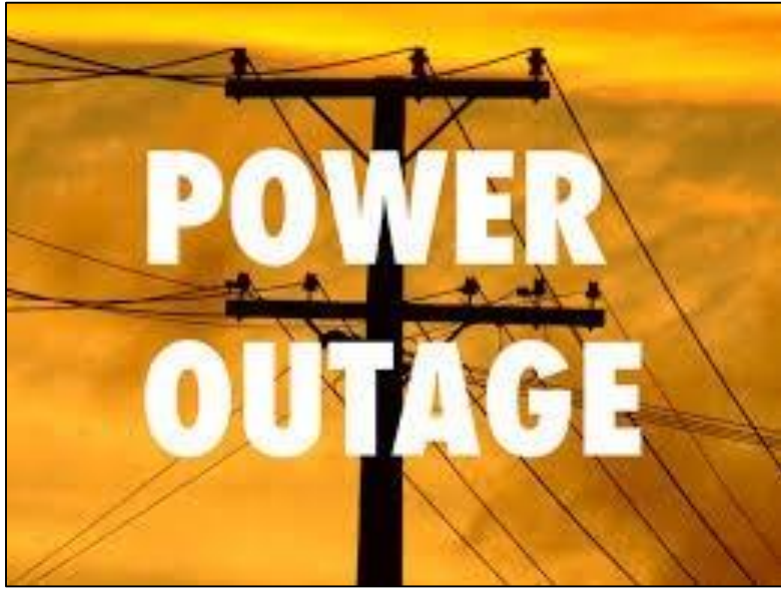
Note: there may be a charge from the fire department to get their assistance
(Remember if it is required and you don't have it, your insurance could be null & void)

Contents include:

Updated Annually

- A description of fire protection equipment,
- A contact list and description of supervisory staff
- Emergency procedures to be used in case of fire,
- Maintenance of building facilities provided for the safety of occupants,
- Spill procedures (applicable to specific buildings only).





Building Evacuations

- Who makes decisions? When do you close?
- Emergency back up lights? How long do they last?
- Meeting place? Emergency shelter agreement with neighbour organization?

Teen shot in leg in central Hamilton alleyway

NEWS Jun 09, 2017 by [Matthew Van Dongen](#)  **Hamilton Spectator**



Violence/Personal Threat

- Lock down procedure?
- Do people feel safe & supported
- When to call 911
- Reporting it - when & to whom

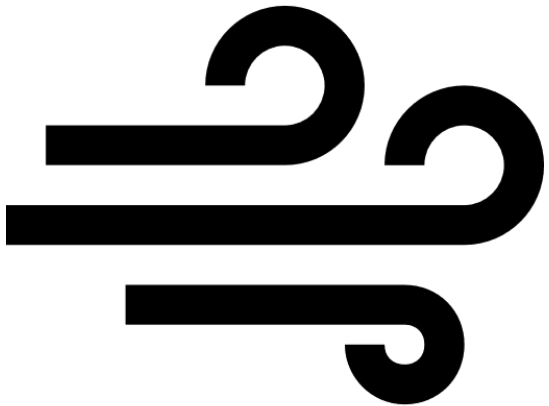
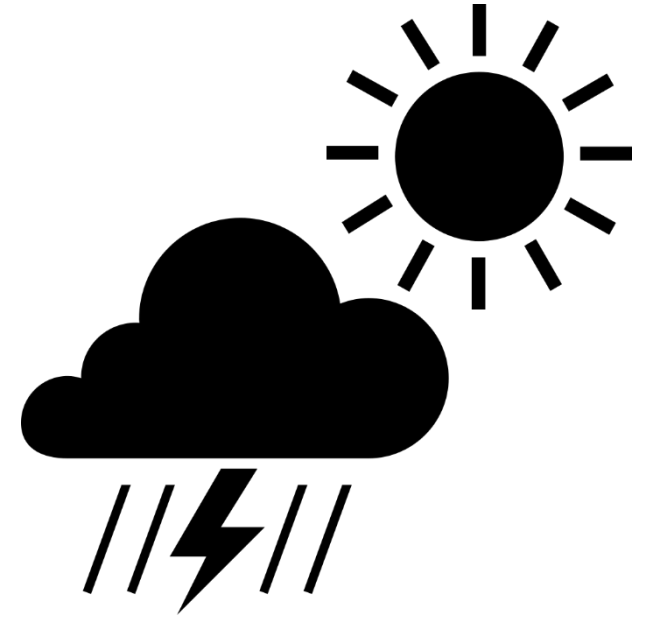
Missing People



- Adult or child
- On water or on land different procedures
- Who gets called when?
- What are the steps to follow – where do you search first?
- Who searches and who stays with family?

Weather Events

- Planning ahead – in the moment
- Who makes decisions?
- How are decisions communicated?
- Do you consider all factors?



First Aid

Major & Minor
Injury & Medical Situation



- When does 911 get called?
- What is your response time for 911 & what does that mean?
- Who does First Aid? Who is certified? Is there always some one current?
- Who manages the situation?

Concussions

First Aid

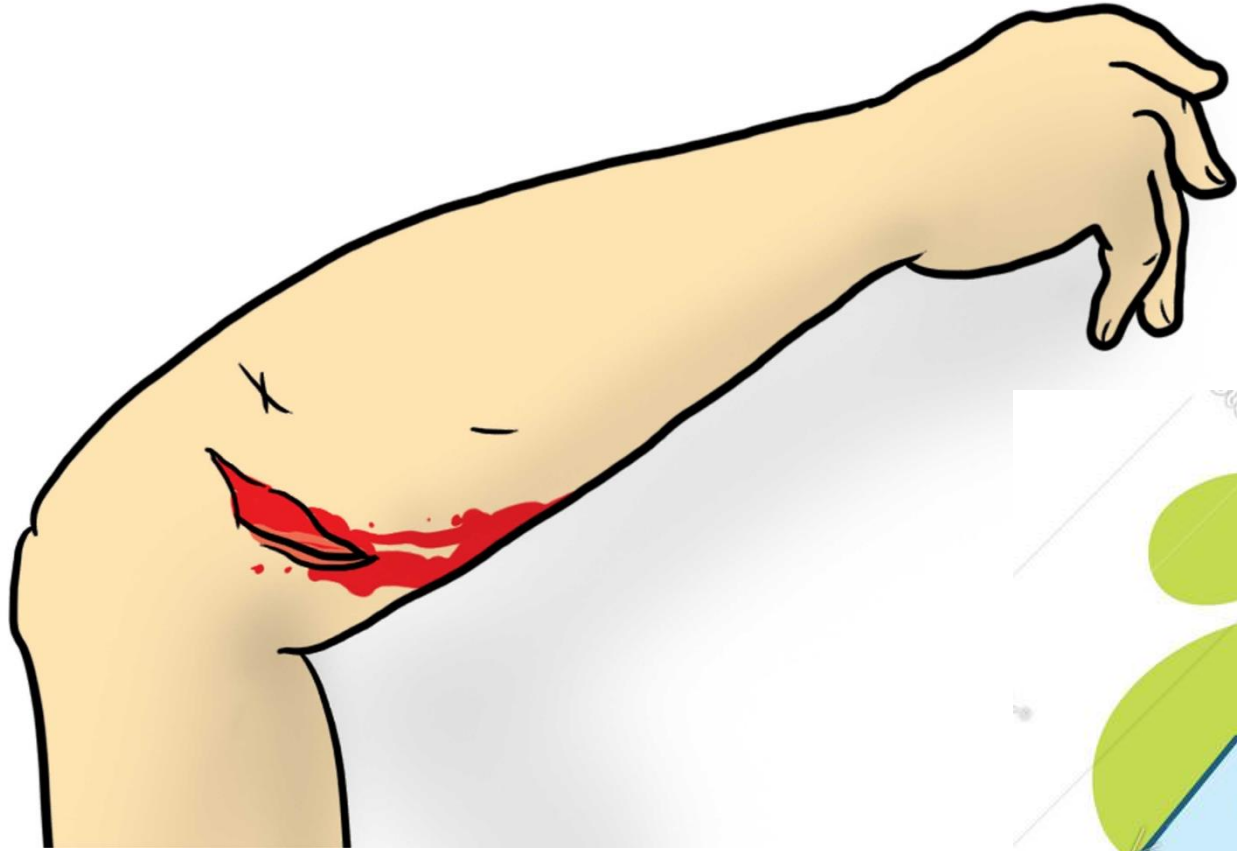
“Red Flag” Signs

Signs & Symptoms often appear later

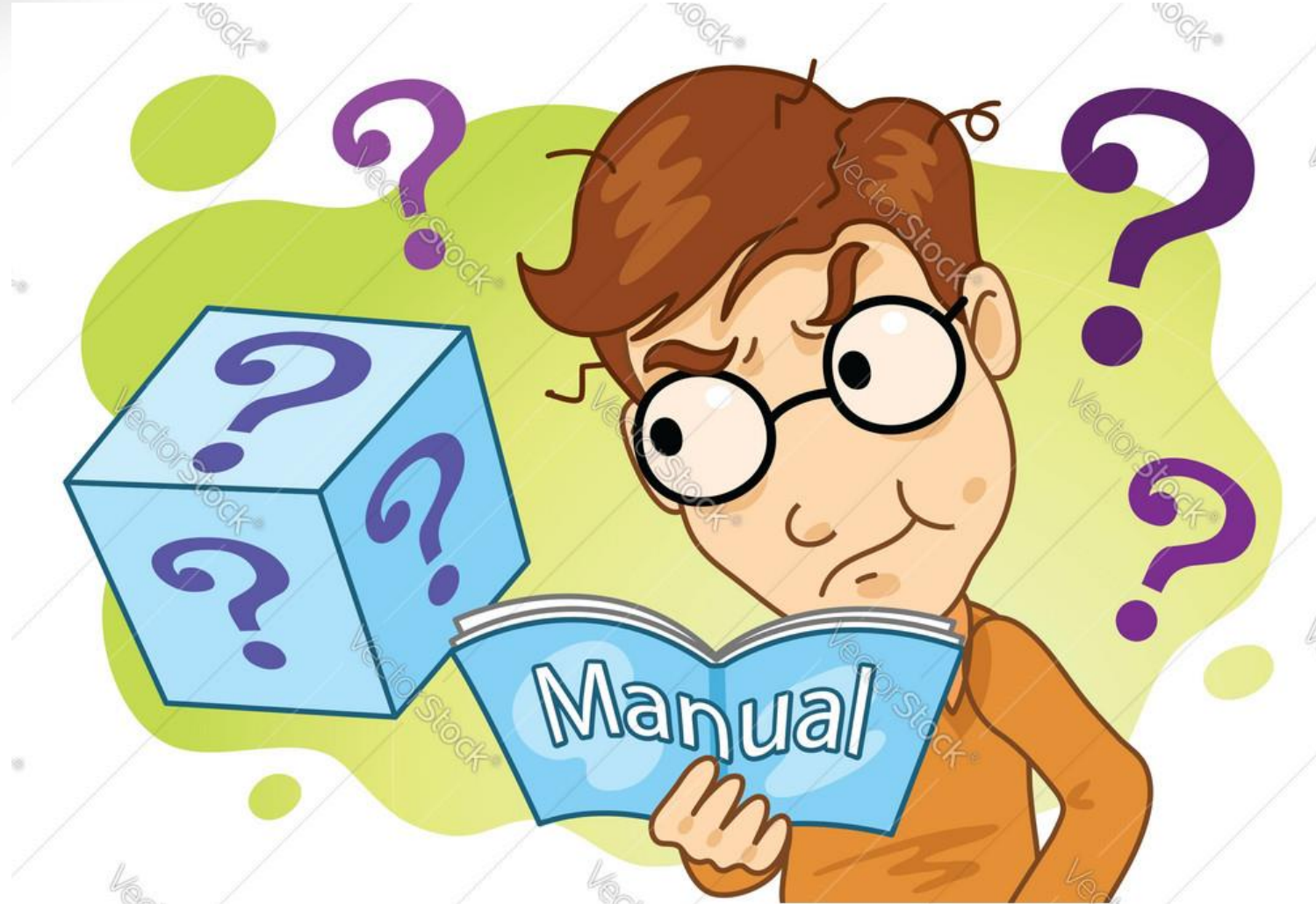


There is proposed new legislation - Rowan's Law
It may affect sport in areas including:

- Athlete Code of Conduct
- Training & Education
- Recognition, Removal & Referral
- Data Collection



Do you want to be
the one waiting?



TRAINING

MYTH

Individuals with certifications do not need to be trained.

Example Certifications include First Aid, Coach or Instructor levels.

FACT

Certifications do not include what they need for your club.

Certifications do not include:

- Your equipment, including where it is and other site specific items
- Procedures to follow for diverse situations
- Enough practice time

TRAINING

WHO NEEDS TO BE TRAINED?

Everyone who could be in a leadership role in an emergency
...Either by role, by experience or by situation

ROLE

- Staff
- Board
- Social Committee
- Officer of the Day

EXPERIENCE

- EMS
- Medical Professionals
- Lifeguards
- Teachers
- Personality - Leaders

SITUATION

- Alone at club
- At club in prime times

Others in your Club?

TRAINING

- What does your emergency training look like?
- What do people actually do?
- How often?



In Small Groups:
Create 2 sample scenarios
Discuss how to incorporate and implement

INCIDENT REPORTS

WHY?

Court cases can take years to move forward, your incident report could be the key document to aid the club years later.



**KEEP CALM
AND
WRITE THE
INCIDENT
REPORT**

IF IN DOUBT, FILL IT OUT

LAST NAME: _____

DATE: _____

TYPE OF INCIDENT: _____

CLUBNAME
INCIDENT REPORT FORM

This form is to be completed by the main staff/volunteer who dealt with the situation whenever there is an incident which could include accidents with or without injury as well as facility or behaviour related incidents. When completing this form be only include an actual factual description of the incident without assumptions or conclusions as to cause or responsibilities. Attach extra sheets if needed. Forms should be completed within 24 hours and submitted to XXXXXXXXXXXXXXXXXXXX. Remember they are considered confidential and should be kept secure.

Person Involved

Name: _____ Program: _____

Parent Name if minor: _____

Address: _____ Age: _____

Phone: _____ E-Mail: _____

If second person involved in same incident (i.e. conflict)

Name: _____ Program: _____

Parent Name if minor: _____

Day and Date of incident: _____ Time: _____ am/pm

Type of incident: _____ Program occurring at time of incident: _____

Where did incident occur? _____

Please describe the incident. State only the facts that you are sure of at the time. Include a description of the weather, visibility, and any other external factors. Attach drawings, diagrams and photographs if these will aid in the description.

What was done to assist or respond to incident and by whom?

If medically related, was person advised to seek medical attention: _____

Was 911 called? YES NO

Police - Badge Number: _____ Name: _____

Ambulance - Badge Number: _____ Name: _____

Fire Unit Number: _____ Name: _____

Other Information From EMS Agencies:

List witnesses

(If not members or participants please include address, use separate paper if needed for additional).

Name: _____

Phone: _____ E-Mail: _____

Name: _____

Phone: _____ E-Mail: _____

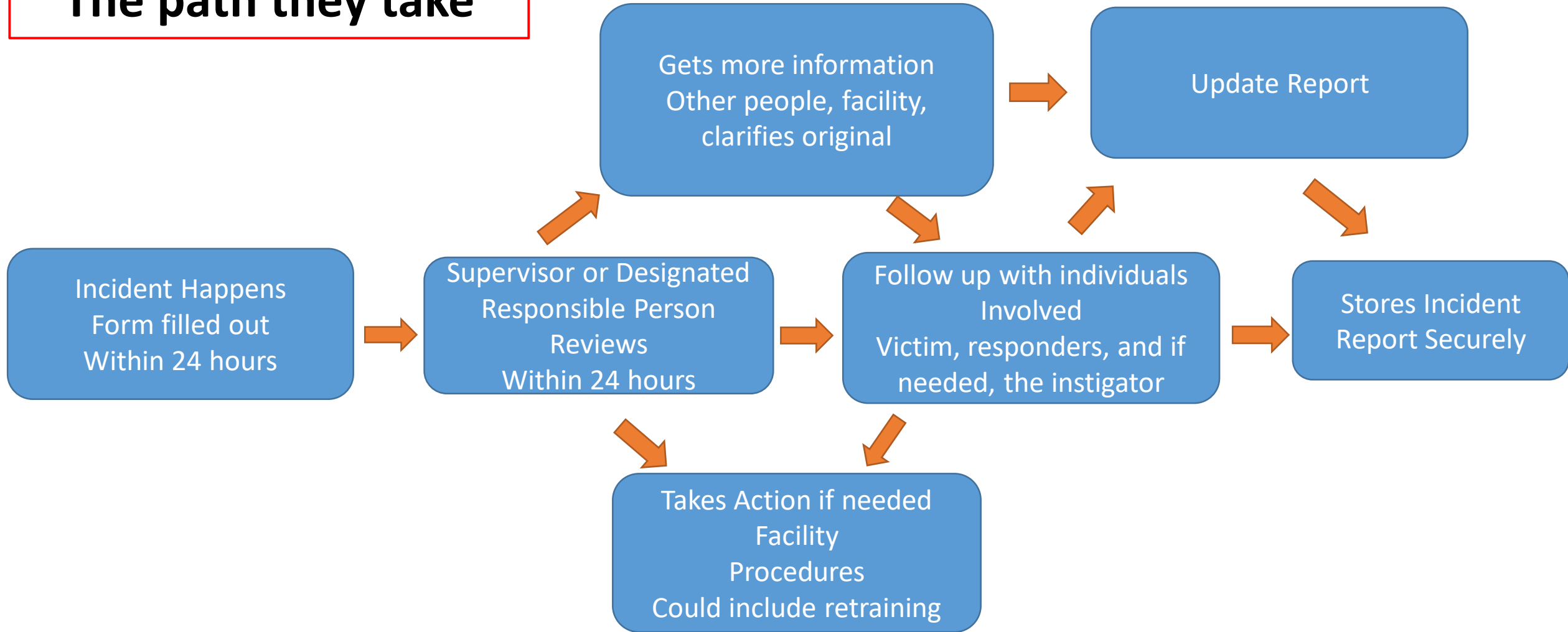
Person Completing Report: (print) _____

Signature: _____ Date: _____

Please ensure reports are completed within 24 hours of incident and get forwarded to XXXXXXXXXXXXXXXX

INCIDENT REPORTS

The path they take



Questions

Now....

OR

Anytime – Here to Help

lisa@rowontario.ca

lisa@ontariosailing.ca

905-572-7245 ext. 225



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