



---

## SAILABILITY IN QUEENSLAND

### 2019 PRESIDENTS' CONFERENCE

#### A Guide to preparing Man Overboard Procedures

The risk of a losing a person overboard (MOB) will have been identified in your Risk Management Plan and you will have a number of controls and procedures in place to manage that risk. The steps in this guide will enable you to test those controls and procedures for effectiveness and help you decide if you need to make changes.

#### Six Steps

- 1 Identify areas and activities where a MOB might occur
- 2 Describe the activities your club conducts in the identified areas
- 3 Identify & record who is in command and personnel on duty
- 4 List the control measures you will put in place
- 5 Develop a recovery plan
- 6 Post recovery considerations

#### The steps explained

##### 1 Identify areas and activities where a MOB might occur

Your areas of operation may include your dock or loading area, marina facilities, a designated sailing or boating area or other zones such as around a floating platform. Someone falling from a pontoon may have consequences just as serious as someone falling from a dinghy.

##### 2 Describe the activities your club conducts in the identified areas

This will involve analysing the craft you use and the support you provide during operations. For example, Access 303 dinghies in a designated sailing area with a support boat (rib, tinnie etc) in attendance.

##### 3 Identify & record who is in command and personnel on duty

Define your command structure. Identify skippers, sailor clients, carers, dock crew and crane operators, first aid officer(s), OOD. In extreme circumstances you may consider identifying a carer as a first-aid person if you do not have a qualified member available.

##### 4 List the control measures you will put in place

Such as,

- Identify ambulance pick-up points and emergency numbers. See AS example: <https://s3-ap-southeast-1.amazonaws.com/piano.revolutionise.com.au/site/z5kvgcztsu9qzica.pdf>
- All skippers, support boat crew, dock crew and crane operators are trained for their roles (or properly supervised) and are conversant with these procedures

- Support boat to be operating when boats are on the water, and to carry appropriate recovery equipment such as a recovery stretcher/sling etc
- Life jackets to be worn on-water and serviced to manufacturer's standards
- Weight limits and passenger numbers on vessel compliance plates are observed
- Client sailors and their carers to exercise care when on gangways, docks or in loading
- Sailing is only conducted when conditions are safe, including cancellation if conditions become unsafe during operations (OOD to make the call and may consult)
- An officer with current first-aid and CPR certificate on duty during operations and a first-aid kit is available and can be easily and quickly located. Is a defibrillator available?
- Authorise someone to respond to authorities and media

## 5 Develop a recovery plan

Recovery will depend on the prevailing circumstances. Your plan should include:

- The actions your people will take to perform a recovery for each possible MOB incident identified in Step 1 (who is to be involved and method of recovery)
- Identify who is to be in charge (OOD, support boat skipper) for each or all actions and how will they and other key personnel communicate, such as by radio, oar in air, orally
- Assess whether it is safe to attempt recovery (take into account the conditions, wind and tide strengths the presence of sharks etc)
- Where the person is lost, for example, from a dinghy in a sailing area or off a pontoon
- Whether the person is conscious and can swim
- Whether an injury has been incurred and the extent of the injury
- Wind and tide/current strength and direction
- Available help, such as support boat, other vessels in the vicinity, dock crane, radio availability, rescue equipment and first aid equipment
- Whether an ambulance should to be called, who will call, and what needs to be done to assist the ambulance, such as providing access
- Who will move unneeded people from the recovery area(s)
- General seamanship skills and common sense to prevail if the incident warrants

## 6 Post recovery considerations

- Conduct a debrief and ensure any messages are consistent
- Complete an incident report – report the facts only – inform your insurer if necessary
- Decide if counselling is needed (identify who and if necessary)
- Inform appropriate authorities (by person identified in Step 5)
- Document relevant conversations
- Review and revise your RM and MOB plans from your learnings, consider sharing your experience with Sailability Queensland and other Sailability clubs

## Conclusion

Well developed MOB procedures will strengthen your governance and give confidence to your clients and volunteers.

If you identify, plan, communicate and act according to your procedures you will reduce the risk of a MOB. And, in the unfortunate event of a MOB occurring you will be well placed to minimise any consequences.