


STANDARD OPERATING INSTRUCTION	OH&S-GVW-319
Safe Operation of Boats	

1.0 Purpose

To ensure the safety of employee's and contractors operating boats (powered and non-powered) on Goulburn Valley Water and Public inland waterways.

2.0 References

- OH&S Act 1985
- Victorian Commercial Vessel Safety Handbook
- Victorian Recreational Boating Safety Handbook
- Survey Requirements for small workboats – Marine safety Board, SOP - 0015

3.0 Definitions

4.0 Responsibilities and Authorities

District Manager

- Monitor to ensure staff members are following appropriate boating procedures.

Work Coordinator

- Ensure individual works are carried out in accordance with safe boating procedures
- Ensure that an approved Coxswain (Inland Waters) Certificate holder is in control of a powered GVW boat at all times when in use.

Operator

- Ensure safe work practices are followed at all times.

Coxswain (Inland Waters)

- Ensure a pre- start checklist is completed before each journey. (See appendix A)
- Ensure the boat to be used is in a proper sea worthy condition and that is used within its operating design limitations.
- Ensure the Manager or Supervisor is fully informed of the works to be carried out.

SAFE OPERATION INSTRUCTION - SAFE OPERATION OF BOATS		Document: OH&S-GVW-319
Prepared: Adam Glasson, Luke Haines	August 2004	Page 1 of 6
Approved: Bruce Anderson	August 2004	Draft/Final: 0.1
Modified By:		Issue Date: August 2004

5.0 OHS Hazards and Controls

5.1 HAZARDS:

- Drowning

5.2 CONTROLS TO CONSIDER:

- Coxswain Certificate (Inland Waters) for person in charge of boat
- Inspection and maintenance procedures
- Provision of PFD 1
- Communication Protocols

6.0 Procedure

6.1 General

- Always ensure the Manager or Supervisor is aware of the tasks to be performed, the approximate duration of the work and the likely time of return.
- Always ensure the Manager or Supervisor is contacted after the works have been completed (via two-way radio, mobile phone, or public telephone).

6.2 Operating Boats (powered and non-powered) on GVW and public waterways

- Observe all operating rules as per the relevant buoyage and marking system.
- To minimise splashing of sewage to occupants ensure speed is kept as low as practicable on sewage lagoons.
- Ensure a generic risk assessment (HIDRA Form) is completed for the activities likely to be undertaken on the waterway. Implement relevant risk controls to minimise the risk associated with any works.
- Ensure all speed restrictions are followed. A 5 knot speed restriction applies within 50 metres of the waters edge and 50 metres of any fixed or floating structure in or on the water.
- Ensure boats travel at a safe speed at all times. A safe speed is one at which the boat can be stopped in time to avoid any danger which suddenly arises.

6.3 Training and Competency

- Ensure an Operator with a fully certified Inland Waters Coxswain is in control of a powered boat at all times. Note: a General Boat Operator License is not a substitute for an Inland Waters Coxswain Certificate.
- A competent operator must be in charge of all non-powered boats
- Operators with an Inland Waters Coxswain Certificate must ensure that their Certificate of Competency is maintained including applying for and passing an eyesight test every 12 months.
- Records of competency shall be provided to the OH&S Coordinator and placed on to the Operators personnel file as well as recorded in GVW's Training Data base.
- Eyesight testing shall be carried out at GVW's expense and during normal working hours. Records of eyesight testing shall be provided to the OH&S Coordinator and placed on the operators personnel file.

SAFE OPERATION INSTRUCTION - SAFE OPERATION OF BOATS		Document: OH&S-GVW-319
Prepared: Adam Glasson, Luke Haines	August 2004	Page 2 of 6
Approved: Bruce Anderson	August 2004	Draft/Final: 0.1
Modified By:		Issue Date: August 2004

6.4 Crewing and Weight Requirements –

- Ensure all powered boats are operated by a minimum of 2 persons. This may require a reduction in any equipment or supplies.
- Ensure the Maximum No: of Persons as specified in the annual survey of vessel or the manufacturers specifications is not exceeded when operating a boat.
- Overloaded and overcrowded boats are dangerous. Unless otherwise specified by the manufacturer the following guidelines shall apply:

<u>Length of Vessel</u>	<u>Max Number of persons (including operator)</u>
Less than 3 Metres	2
3m to less than 3.5m	3
3.5 m to less than 4.5	4
4.5 m to less than 5 m	5
5m to less than 5.5 m	6
5.5 m to less than 6 m	7
Greater than 6 m	refer to manufacturer

- The Capacity of a person is assessed at 75 kg per person with an additional allowance of 15 kg per person for personal gear.
- A reduction in the number of persons may be required where equipment and supplies exceed total weight allocated.

6.5 Safety Equipment

- Larger powered boats may require additional safety equipment not listed below. Marine Safety Victoria should be contacted for advice on safety equipment.
- As per Marine Safety Victoria the following safety equipment is required to be provided when operating **small powered workboats**:
 - All persons must be fitted with an approved personal flotation device (PFD 1). This must be worn at all times during the operation of the boat, including when the boat is docked.
 - Two paddles or two oars fitted with rowlocks
 - Bailer, manual pump or other bilge pumping device
 - A fire extinguisher volume 0.9 kg up to 5 m vessel length, 4.5 kg over 5m vessel length.
 - Boat hook
 - 1 waterproof torch
 - Throwable rescue quoit with line.
 - Fully stocked portable first aid kit
 - Personal protective clothing and equipment relevant to the works being performed. Gumboots or waders shall not be worn by occupants of the boat
 - UV Protection relevant to the risks associated with the works

SAFE OPERATION INSTRUCTION - SAFE OPERATION OF BOATS		Document: OH&S-GVW-319
Prepared: Adam Glasson, Luke Haines	August 2004	Page 3 of 6
Approved: Bruce Anderson	August 2004	Draft/Final: 0.1
Modified By:		Issue Date: August 2004

- The following safety equipment is required when operating all **non powered boats**
 - Two paddles or two oars fitted with rowlocks
 - The vessel must contain approved personal flotation devices (PFD 1). There must be a device for each person on the boat. This must be worn at all times when the boat is operating including when docked
 - Bailer, manual pump or other bilge pumping device.
 - Fully stocked portable first aid kit.
 - Personal protective clothing and equipment relevant to the works being performed. Gumboots or waders shall not be worn by occupants of the boat
 - UV Protection relevant to the risks associated with the works

6.6 Pre Start Checklist and Safety Briefing

- Before each journey the Coxswain (IW) (for powered boats) or person in charge of a non powered boat shall complete a Pre-start Checklist / Safety Briefing and deliver to all passengers / operators.
- A copy of the Pre-Start Checklist / Safety Briefing is provided in Appendix A.

6.7 Maintenance of Vessels and Safety Equipment

- Routine scheduled maintenance activities for all GVW workboats shall be as per the manufacturer's recommendation and programmed into the Hansen Maintenance System.

6.8 Annual Survey of Powered Vessels

- An annual survey of the vessel is required to be carried out by Marine Safety Victoria surveyor for each workboat operated by GVW
- Each GVW Coxswain (IW) is responsible for ensuring each workboat under their responsibility is prepared for survey.

6.9 Alcohol and Drugs

- The prescribed blood alcohol concentration limit of 0.05 applies to anyone 21 years or over operating an boat (powered and non-powered) vessel (0.00 for persons under 21 years).
- Prescribed medication and other drugs can pose a significant risk. Many medications may lead to drowsiness and confusion. Check with your doctor or chemist on the possible side effects of any drugs before operating and contact your supervisor immediately if there is the chance of side effects. An assessment must then be made in consultation with your supervisor regarding the operation of the boat.

6.10 Weather and Conditions

- Poor weather and visibility – where poor visibility due to fog, rain or any other cause occurs slow down the speed of the boat. Where possible delay works until such time as weather conditions and visibility improve.

SAFE OPERATION INSTRUCTION - SAFE OPERATION OF BOATS		Document: OH&S-GVW-319
Prepared: Adam Glasson, Luke Haines	August 2004	Page 4 of 6
Approved: Bruce Anderson	August 2004	Draft/Final: 0.1
Modified By:		Issue Date: August 2004

- Thunderstorms – are a serious hazard that should be avoided where possible when operating a boat. Check the latest forecast and delay carrying out the task where a thunderstorm is imminent.
- Night Time Work – As per the survey requirements for small workboats no night time work is permitted.

SAFE OPERATION INSTRUCTION - SAFE OPERATION OF BOATS		Document: OH&S-GVW-319
Prepared: Adam Glasson, Luke Haines	August 2004	Page 5 of 6
Approved: Bruce Anderson	August 2004	Draft/Final: 0.1
Modified By:		Issue Date: August 2004



**Safe Operation of GVW Boats
Pre Start Checklist / Safety Briefing**
Quality Form: OH&S-GVW-314

To be completed before each use

Person Completing Checklist: _____

Tasks to be Performed: _____ Date of Journey: _____

Risk Assessment of tasks carried out by: _____

<u>Vessel</u>	Yes	No	N/A	Comments
▪ Vessel is seaworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ All gear well secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Check over engine for leaks, operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ fuel fresh and volume adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Check oil and other lubricants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Lights working (where fitted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ ropes and lines in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Test any electrics operating from battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Check vessel will not be overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <u>Safety Equipment</u>				
▪ Check each PFD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Fire extinguisher is in service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Oars/paddles are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ First Aid Kit provided and fully stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 <u>Personal Equipment</u>				
▪ Persons are appropriately dressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Safety Sunglasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Sun Hats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Sun Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Appropriate Footwear (not gumboots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Adequate drinking water provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ All persons correctly fitted with a PFD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Person have any required medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
▪ Persons have been informed of location of all safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____