

Waitemata Rowing Club

Hazard Identification & Action Sheet

Document Reviewed: October 2020

Boat House				
Hazard source E.g. Equipment, task environment	Location of hazard	Potential injury / Illness / damage	Circumstances or contributing factors causing injury	Suggested action - eliminate - isolate - minimize
Lifting/Manoeuvring - Equipment - Skiffs - Coach Boats	Skiffs on Racks Camping Equipment Coach Boats Stored In Boathouse and Container	Back Injuries Head Injuries Strains, bruises, cuts Bone breakages/crushing	Incorrect lifting of Equipment Incorrect manoeuvring of Equipment People untrained	Rowers are instructed on how to lift skiffs/move coach boats/equipment. Induction covers safe handling procedures. Coaches to continue to train.
Moving Around: Equipment—Dumps, Hoses, Riggers. oars etc Task—Moving around Boathouse	Dumps stored against wall Riggers sticking out from skiffs Hoses, stored by shed doors Oars on Oar Racks Skiffs on Racking	Slip, Trip, Fall Strains, Cuts, Bumps and Bruises Bone Breakages	Equipment in wrong Place Boatshed untidy Overloading of Oars into Oar Racks Skiffs not stored on racks correctly Protective balls not on riggers Riggers not hung up properly Running/horseplay in Boathouse	Keep equipment tidy Store Equipment in correct places Tennis balls on Riggers Hang up Hoses/riggers Educate at Induction. Monitor by coaches/ manager
Extension Cords/ Electrical Equipment on Workshop Bench Electrical tools	Boathouse Boathouse work bench	Trip/Fall over leads Electric Shock - if cords in disrepair Cuts from tools	Leads stretched around floors on ground level. Exposed wires from leads/connections Unauthorised use of electrical tools in workshop	Tidy leads away Tidy power tools away Check wires for damage No unauthorised /unsupervised use of electrical tools in workshop
Chemical products	Clubhouse Under Workshop Desk In Storage Cupboards	Skin reactions Splashes to face and eyes Inhalation of fumes Respiration	Hurried use of products Using wrong strength solutions Not using protective gloves, glasses and masks where	Take time to use and measure products correctly Follow instructions properly Always wear protective gear

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		difficulties Poisoning	necessary	where necessary Use chemicals in well ventilated areas
Equipment—Skiffs Manoeuvring Skiffs in Boatshed In car-park On Pontoon	Boatshed Car-park Pontoon	Slip, Trip, Fall Strains, Cuts, Bruises Bone Breakages	Incorrect lifting/ Carrying of skiffs Inattention, causing trip/fall over riggers Inattention, causing bumps to head from walking into riggers	Correct lifting techniques taught by coaches, peers and at Induction. Sufficient number of rowers to lift skiffs Rowers to pay attention and no running or horse play in the Boathouse
Petrol Containers	Fire Hazards Container Cabinet	Explosion of petrol container Burns Cuts from exploding plastic containers	Fire in Boathouse	Always store petrol cans in the Yellow Fire Hazards cabinet

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Carpark				
Hazard source E.g. Equipment, task environment	Location of hazard	Potential injury / Illness / damage	Circumstances or contributing factors causing injury	Suggested action - eliminate - isolate - minimize
Fisherman Fish hooks Fishing Lines Fisherman equipment causing access difficulties to pontoon.	Pontoon On water	Hooks imbedded in feet/hands Fishing Line entanglement Line caught round rowers body/neck	Lots of Fisherman out at time of rowing. Fisherman on pontoon Fisherman's equipment laying over pontoon Fishing Lines across creek	Talk to fisherman and let them know you are exiting/returning to the pontoon. Educate where the fisherman like to fish and be aware of their lines as you approach. Check pontoon for hooks .
Mud Frost /Ice on ramp	Ramp Pontoon	Slip, Trip, Fall Strains, Cuts, Bruises	Low Tide exposes mud Public place/throw mud onto pontoon Frost, Ice, heavy rain, Hail in bad weather.	Suitable foot wear on Ramp Clean pontoon of mud Clear pontoon of ice, frost or hail before going onto pontoon.
Moving around water at Pontoon/Ramp Becoming sick/contaminated/infected by dirty water	Water in Creek Water at Pontoon	Drowning Sickness from drinking contaminated water Sickness/infection from contaminated creek water entering wounds	People slip on pontoon /ramp into water People fall out of boat into water Low water quality Horseplay around water Open wounds/blisters are uncovered	Rowers must be able to swim 50 metre Stay afloat in light clothing Wash any cuts immediately Cover any cuts/blisters/wounds with water -proof plasters
Task Crossing Road between Car Park and Pontoon Crossing road with Skiff or Coach Boat	Crossing across the road between car park and pontoon/ramp With skiffs/coach boats	Hit by a Vehicle Loss of life Broken bones, cuts, bruises, Skiff hits a person/ cyclist/motorcar as rowers cross the road.	Lots of Cars/activity People/Dogs around pontoon/ carpark/ Causing loss of concentration crossing road.	Rowers/coaches look left and right for Vehicles/ pedestrians before crossing Rowers wait before crossing with skiff if pontoon is full Coaches/Rowers do not cross with coach boats if ramp is busy. Rowers/Coaches Always move skiffs bow first
Equipment - Skiffs Capsize	Pontoon On-Water	Drowning Breakages of limbs	Capsize at pontoon Capsize on water	Educate rowers on Capsize Drill Coaches to check weather

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Swamped Stuck in Mud Collision with another skiff, craft or object in/on water		Cuts bruises Hyperthermia Concussion	Being hit by riggers during capsize Capsizing in Cold Water Being in wet cold clothing for long periods of time Weather conditions affect vision of rowers/coaches/ Safety boats Rowers pulling waterside oars in before exiting skiff	conditions before leaving. Educate rowers on where mud/sand banks are Coxens and Bowers to keep a look out for obstacles/other craft Keep to the Right in the creek. Keep oars on water until Rowers have exited Skiff Crew to hold skiff while oars are being removed from water side.

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Club-Rooms, Change Rooms, Gym				
Hazard source E.g. Equipment, task environment	Location of hazard	Potential injury / Illness / damage	Circumstances or contributing factors causing injury	Suggested action - eliminate - isolate - minimize
Access to upper floors	Stairs Front and rear staircases	Slip, fall Broken Bones, Concussion, Back injuries	Water on stairs Equipment left on stairs Running up or down the stairs Moving on stairs in the dark	Mop up any water Display a 'Slippery When Wet' Sign Keep stairs clean and clear of clutter Use wet floor signs when wet. Use Stair lights
Gym Equipment Machines Free weights Bars Medicine Balls	Gym in Clubhouse	Back Injuries Head Injuries Injuries to limbs, Bone Breakages, bruises, cuts, crushes.	Incorrect use/lifting of Equipment Unauthorised use by untrained members Working out in gym alone	Gym is a Restricted Area No Youth Rowers in gym unless supervised by Coach Coaches to train youth rowers in correct use of suitable training equipment, used in workouts. Adults must have instruction from an experienced person before using gym equipment . Recommend having a gym buddy
Ergs	Club Room - Upper Floor	Back Injuries Injuries to fingers, limbs, Bruises, strains, Trip, Fall	Untrained people using Erg machines Untrained people dismantling and moving ergs People tripping, falling over erg machines	Training before people can use ergs Experienced people to move ergs and educate others Broken ergs to be moved to one side until fixed Ergs to be cleaned after each use.
Slippery Vinyl	Shower Area Change Area Toilets Corridors	Slip, Falls causing broken bones bruises, strains, Concussion	Wet floors from outside weather Wet Floors from showering Wet Floors from mopping	Dry floors (if possible) Use a 'Wet Floor Sign' Ventilate to help drying Feet are slippery after a shower, take care stepping down from the shower area into change area.

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Kitchen				
Hazard source E.g. Equipment, task environment	Location of hazard	Potential injury / Illness / damage	Circumstances or contributing factors causing injury	Suggested action - eliminate - isolate - minimize
Slippery Vinyl/ floor	Kitchen	Fall causing bruising, breakages, sprains or dislocations	Vinyl wet from cleaning, spilt water, fluids fat or food.	Clean spillages immediately Use a wet floor sign in a prominent position after mopping
Extension Cords Appliance Leads	Kitchen	Electrical shock if cords in disrepair Electrical shock if leads/extensions/gangs touch liquid	Exposed wires from leads/connections etc. Extension cords/ Gangs near liquid.	Eliminate regular check on condition of electric cords and report immediately cords in disrepair to maintenance Keep cords/gangs as short as possible and away from liquid.
Equipment Use -Sharp tools Knives, Scissors Peelers etc	Kitchen	Cuts, nicks	Improper use Tiredness Wet Hands	Select appropriate tools for job Use tools properly Do not rush Use chopping boards for cutting
Equipment Use -Electrical Toasters Kettles Deep fat fryers Microwave Cookers	Kitchen	Potential injuries Burns from hot water/fat Burns from removing food from microwave, toasters, cookers Burns from touching hot elements on cooker	Rushing/tiredness/inattention Not standing correctly Not using protective barriers Inserting metal tools into appliances to release food. Moving too fast with hot equipment/food Scalding to the face when opening Oven/dishwasher	Use protective gloves when moving hot items. Care to be taken when using heating equipment, kettles, toasters, Unplug appliances before removing stuck food (toaster)
Disposal of Rubbish	Kitchen Boathouse Toilets	Back Strain Cuts	Lifting incorrectly Over-filling rubbish bags Sharp objects not wrapped	Lift correctly Ask others to assist with lifting when necessary Do not overfill the rubbish bags Always wrap sharp objects

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Chemical Cleaning Products	Kitchen— Under Sink	Skin reactions Splashes to face and eyes Inhalation of fumes Respiration difficulties	Hurried use of products Using over strength solutions Not using protective gloves	Take time to use/measure products correctly Follow instructions correctly Wear gloves provided Keep kitchen cleaning chemicals stored under the sink