Invercargill Rowing Club - General Health and Safety Information

(Last Reviewed 5 November 2025)

ALL ROWERS AND COACHES

BEFORE DEPARTING	
1	Think of all potential hazards and ensure that appropriate measures have been taken and correct equipment is carried
2	All coaches to carry a mobile phone in case of an emergency.
3	All rowers must fill out the rowers log, time of departure and direction on river
4	Check sufficient PDF's are stored in the coach boat for the crews on the water.
5	Ensure skiff is ready for use (rigged correctly, heel restraints suitable, bungs are in)
6	Ensure coaching craft has sufficient fuel for journey

ON RETURN TO CLUB	
1	Sign off on rowers log to ensure no false alarm is raised in your absence
2	Report any damage or serious hazards identified during your training
3	Report any boat maintenance that is needed for rowing skiffs
4	Coaches to fill out motor craft log book and report any issues

HEALTH AND SAFETY MONITORING

The Club Safety Manager/Officer shall monitor the usage of club systems to ensure they are being correctly and consistently used. New rower induction and safety training is to be arranged at a club level if there is an observation that coaches are not schooling their squads correctly on club procedures.

Any instance of a health and safety incident, is to be reported to the Club Safety Manager and if deemed necessary, an incident form is to be completed and presented to the committee.
Health and safety procedures will be discussed and reviewed annually by the clubs management committee to ensure it is kept up to date and relevant.

Due to the storage of coaching boat fuel, as well as the objectives of the Club to advocate health and athleticism, the Invercargill Rowing Club is a non-smoking venue, including the outdoor areas within the railing fence.

This 'Hazard Assessment and Management Plan' is supplemented by other documents which together, form the IRC Hazard Management Plan. Supplementary documents include;

- Aerial photograph of Oreti River with marked known hazards (as displayed at the boat shed internal entrance),
- Rowing New Zealand Water Safety Code (2004)
- Environment Southland 'Navigation Safety Bylaws' extracts (pages 59, 60, 61 and 97)
- Environment Southland 'Navigation Safety Guidelines – lower Oreti River'
- 'Safe boating – an essential guide 2012' publication by Maritime New Zealand
- IRC Course attendees register – Safe operating procedures for coaching craft
- IRC coaching boat maintenance log

EMERGENCY CONTINGENCY PROVISIONS:

Emergency	Response
Rowers overdue/passed the estimated return time	(a) Try to make contact to ensure it is not a case of forgetting to sign in (b) If no contact made, look to see if skiff has returned (c) If skiff is still out, contact emergency services and initiate search
Major Injury Accident	(a) Determine location and extent of injury (b) Alert emergency services and provide them with our clubroom location (89 Sandy Point Road, Invercargill) (c) Initiate 1st response (d) As soon as possible report the accident to the committee and a hazard/incident form is to be completed

Also refer to:

The clubs "Water Based Hazard Management Proceedures and Summary"
The clubs "Land Based Hazard Management Proceedures and Summary"

HAZARD ASSESSMENT & MANAGEMENT PLAN SUMMARY

INVERCARGILL ROWING CLUB - CLUBROOMS ***November 2025***

See attached Hazard Management Procedures for mitigation and risk level

Hazards Summary (Land based) Existing and Potential Hazards Associated with Rowing and the Invercargill Rowing Club		
ID No	**Risk to**	**Hazard Description and Potential Harm**
1c 2c 3c 4c	All land training participants	**Slips/Trips/Falls.** Injury to self **Sharp debris on ground.** Risk of foot injury **Exposure to sun.** Risk of sunburn. - Melanoma **Exposure to wet and cold conditions.** Risk of hypothermia
5c 6c		**Head knocks caused by rigger or other obstacle.** Risk of wound to head, concussion or being knocked unconscious **Combustibles/Fuels.** Risk of injury or death through mishandling of fuels for coach boats. Risk of ignition of fuel.
7c		**Tripping over the extended coach boat winch cable**

Invercargill Rowing Club Land Based Hazard Management Procedures

ID No	Hazard Identification	Hazard Management Procedure	Risk Level
1c	**Slips/Trips/Falls.** Injury to self	i) Care to be taken when walking boats down to water ii) Care to be taken when walking boats back up from water iii) Care to be taken when training in gym area iv) Care to be taken on wet/slippery surfaces	High
2c	**Sharp debris on ground.** Risk of foot injury	i) Jandals/footwear to be worn in boat shed and when handling boats ii) Gym shoes to be worn when doing land training	Medium
3c	**Exposure to sun.** Risk of sunburn. - Melanoma	i) Coxswain and crew to ensure they have correct clothing ii) Sunscreen to be used if required iii) Water bottles for hydration	Low
4c	**Exposure to wet and cold conditions.** Risk of hypothermia	i) Coxswain and crew to ensure they have correct clothing, before and after training, or between races ii) Parents, or supporters to light the solid fuel heater on cold regatta, or long distance race days	Low
5c	**Head knocks caused by rigger or other obstacle.** Risk of wound to head, concussion or being knocked unconcious	i) Be aware of surroundings, take care when kneeling or standing up ii) Warn others to stand aside if they are in the road when carrying boats iii) Look before walking out in front of boat shed doors iv) Ensure foam tube is placed over rigger gate bolt after training finishes	Medium
6c	**Combustibles/Fuels.** Risk of injury or death through mishandling of fuels for coach boats. Risk of ignition of fuel.	i) All persons dealing with coaching petrol are to take all care they deem necessary to protect themselves from potential harm ii) The Invercargill Rowing Club and its' surrounding grounds are a non- smoking area to minimise the risk of explosion or fire iii) Fire extinguishers are located near the boat shed electrical switchboard and club room kitchen in case of fire iv) All fuel containers are to be stored in the designated area, away from electrical services, with all caps firmly fastened while stored	Low
7c	**Tripping over the coach boat launching winch cable**	i) Winch cable not to be left under tension when not in use, cable to be left slack and flat along the ground. Safety cones to be placed alongside the rope within the 1st metre from the winch when under tension.	High

HAZARD ASSESMENT & MANAGEMENT PLAN SUMMARY

INVERCARGILL ROWING CLUB - ORETI RIVER ***November 2025***

See attached Hazard Management Proceedures for mitigation and risk level

Hazards Summary (Accompanied by Coach on water)

Existing and Potential Hazards Associated with Rowing and the Invercargill Rowing Club

ID No	Risk to	Hazard Description and Potential Harm
1a 2a 3a 4a	Rowers, Coxswains and Coaches	**Rowing skiff or Coach boat capsizes.** Risk of hypothermia, injury or drowning **Rowing skiff collides with other rowing skiff.** Risk of serious injury, capsize, boat/gear damage **Exposure to sun.** Risk of sunburn. - Melanoma **Exposure to wet and cold conditions.** Risk of hypothermia
5a		**Obstacles.** Risk of injury from striking known obstacle (i.e. Bridge, sand bar, river bank, river bed)
6a		**Recreational River Users.** Risk of being injured or being struck by pleasure craft, getting caught in whitebait net, duck shooters.
7a 8a 9a 10a		**Floating Obstacles.** Risk of capsize, injury or boat damage due to unknown obstacles floating with current. **Coaching craft breakdown.** Risk of current taking boat out to estuary, boat striking riverbank or obstacle. **Rowing skiff becomes swamped**. Risk of exposure to cold, injury, boat damage, drowning **Contact with rotating propeller of coach boat**

Hazards Summary (Non – Accompanied on water)

Existing and Potential Hazards Associated with Rowing and the Invercargill Rowing Club

ID No	Risk to	Hazard Description and Potential Harm
1b 2b 3b 4b	Rowers, Coxswains	**Rowing skiff capsizes.** Risk of hypothermia, injury or drowning **Rowing skiff collides with other rowing skiff.** Risk of serious injury, capsize, boat/gear damage **Exposure to sun.** Risk of sunburn. - Melanoma **Exposure to wet and cold conditions.** Risk of hypothermia
5b		**Obstacles.** Risk of injury from striking known obstacle (i.e. Bridge, sand bar, river bank, river bed)
6b		**Recreational River Users.** Risk of being injured or being struck by pleasure craft, getting caught in whitebait net, duck shooters.
7b 8b		**Floating Obstacles.** Risk of capsize, injury or boat damage due to unknown obstacles floating with current. **Rowing skiff becomes swamped**. Risk of exposure to cold, injury, boat damage, drowning

Invercargill Rowing Club Water Based Hazard Management Proceedures

ID No	Hazard Identification	Hazard Management Procedure (Last updated 5 November 2025)	Risk Level
Accompanied by a support boat			
1a	**Rowing skiff or Coach boat capsizes.** Risk of hypothermia, injury or drowning	i) All personnel in coaching craft shall wear approved life jacket. All coaches to be aware of safe operating procedures for coaching craft ii) Coach craft shall be equipped with suitable number of PFD's for number of rowers coached iii) Coaching craft shall have first aid kit available, emergency blanket, rope iv) Heel restraints in rowing skiffs to be regularly checked that they are well secured and in good condition v) Rowers to be schooled in capsize procedure, taught to stay with boat and use as floatation until coach arrives to assist vi) Squad members to be aware of capsize procedures	High
2a	**Rowing skiff collides with other rowing skiff.** Risk of serious injury, capsize, boat/gear damage	i) Coach to make squad aware of river rules (as per plan on Clubroom wall) ii) Coach and crew to be vigilant in their efforts to look around to ensure safe and clear water in front of them	Medium
3a	**Exposure to sun.** Risk of sunburn. - Melanoma	i) Coxswain, coach and crew to ensure they have correct clothing ii) Sunscreen to be used if needed iii) Water bottles for hydration	Low
4a	**Exposure to wet and cold conditions.** Risk of hypothermia	i) Coxswain, coach and crew to ensure they have correct clothing ii) Coaching craft to have emergency blanket on board	Medium
5a	**Obstacles.** Risk of injury from striking known obstacle (i.e. Bridge, sand bar, river bank, river bed)	i) Coach and crew to be vigilant in looking to ensure safe water in front of them ii) Coach and crew to be familiar with known hazards as marked on hazard map in clubroom iii) Stop and ensure course is right before proceeding through the risky Ferry Road Bridge opening	Medium
6a	**Recreational River Users.** Risk of being injured or being struck by pleasure craft, getting caught in whitebait net, duck shooters.	i) Coxswain, coach and crew to identify if there are any pleasure craft operating past 2km start if they intend to train past that point ii) Ensure you stay out of path of pleasure craft, don't expect them to move for you iii) Coxswain, coach and crew to be vigilant in looking to ensure safe water in front of them to avoid getting caught in whitebait net iv) No rowing past the Dunns Road Bridge during 1st weekend of May each year (Start of duck shooting season) An email reminder to be sent to all active club rowers and coaches during the last week of April.	Medium
7a	**Floating Obstacles.** Risk of capsize, injury or boat damage due to unknown obstacles floating with current.	i) If river is in flood, extra care to be taken to avoid floating obstacles ii) Coxswain, coach and crew to be vigilant in ensuring safe and clear water in front of them	High
8a	**Coaching craft breakdown.** Risk of current taking boat out to estuary, boat striking riverbank or obstacle.	i) Coach to check sufficient fuel in tank before departing club ii) Regular maintenance on coaching craft to ensure reliable usage iii) Coach to carry mobile phone to raise alarm in event of emergency iv) Coach to ensure craft is equipped with; 1st aid and emergency kit, bailer and oar before departing club v) All coaches to be trained in in safe operating procedures for coaching craft and understand the basics of engine maintenance for the craft	Low
9a	**Rowing skiff becomes swamped.** Risk of exposure to cold, injury, boat damage, drowning	i) Crew to stop rowing, assess whether it is safe to gently row skiff back to shore (one half of crew row while others bail water) ii) If rowing cannot continue, crew to hop overboard to be collected by coach boat, skiff to be dealt with once rowers are safe and warm iii) Coxswain, coach and crew to be aware of swamping procedures	Medium
10a	**Contact with rotating propeller of coach boat**	i) Stay clear of the rear section of the coach boat ii) Coaches to wear 'red safety lanyards' when operating coach boats	Medium

ID No	Hazard Identification	Hazard Management Procedure (Last updated November 2024)	Risk Level
With no accompanying support boat			
1b	**Rowing skiff capsizes.** Risk of hypothermia, injury or drowning	i) PFD's to be carried in skiff for each rower unaccompanied by a coach boat, or umpires boat. Cox to wear an appropriately sized life jacket. ii) Stroke of crew to take responsibility for safety of crew iii) Heel restraints in rowing skiffs to be regularly checked that they are well secured and in good condition iv) Squad members to be aware of capsize procedures	Medium
2b	**Rowing skiff collides with other rowing skiff.** Risk of serious injury, capsize, boat/gear damage	i) Squad to be aware of river rules (as per plan on Clubroom wall) ii) Crew to be vigilant in their efforts to look around to ensure safe and clear water in front of them	High
3b	**Exposure to sun.** Risk of sunburn. - Melanoma	i) Coxswain and crew to ensure they have correct clothing ii) Sunscreen to be used if needed iii) Water bottles for hydration	Low
4b	**Exposure to wet and cold conditions.** Risk of hypothermia	i) Coxswain and crew to ensure they have correct clothing	Medium
5b	**Obstacles.** Risk of injury from striking known obstacle (i.e. Bridge, sand bar, river bank, river bed)	i) Coxswain/crew to be vigilant in looking to ensure safe water in front of them ii) Coxswain/crew to be familiar with known hazards as marked on hazard map in clubroom iii) Stop and ensure course is right before proceeding through the risky Ferry Road Bridge opening	Medium
6b	**Recreational River Users.** Risk of being injured or being struck by pleasure craft, getting caught in whitebait net, duck shooters.	i) Coxswain and crew to identify if there are any pleasure craft operating past 2km start if they intend to train past that point ii) Ensure you stay out of path of pleasure craft, don't expect them to move for you iii) Coxswain and crew to be vigilant in looking to ensure safe water in front of them to avoid getting caught in whitebait net iv) No rowing past the Dunns Road Bridge during 1st weekend of May each year (Start of duck shooting season)	Medium
7b	**Floating Obstacles.** Risk of capsize, injury or boat damage due to unknown obstacles floating with current.	i) If the river is in flood and there is risk of high number of floating obstacles, no non-accompanied rowing shall take place. ii) If the flooded river is clear of floating obstacles, only experienced rowers shall row unaccompanied.	High
8b	**Rowing skiff becomes swamped.** Risk of exposure to cold, injury, boat damage, drowning	i) Crew to stop rowing, assess whether it is safe to gently row skiff back to shore (one half of crew row while others bail water) If rowing cannot continue, crew to hop overboard, and swim boat to shore iii) Coxswain and crew to be aware of swamping procedures	Medium