

PART 4 – SAFETY REGULATIONS

4.1 SAFETY POLICY

It is the policy of the Britannia Yacht Club (“BYC”) that all members and staff are responsible for safety and that the Safety Committee ensures that safety training and instruction are available to its members and staff.

4.2 DUTIES AND RESPONSIBILITIES

4.2.1 Members

All members are invited to read the Safety Regulations and must:

- a. have regard for all safety training and instruction;
- b. comply with all notices relating to safety;
- c. observe safe systems of work and follow safety and operating instructions as implemented by the Safety Committee;
- d. take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- e. co-operate with the Safety Committee in the application of relevant safety legislation, statutory regulations and codes of practice;
- f. not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, safety, health or welfare;
- g. use equipment supplied by the Club on designated work parties for their own safety, health and welfare;
- h. be familiar with the operation of the Club’s safety equipment;
- i. inform guests or other third parties of relevant safety issues.

Members shall report any unsafe practice being carried out by another member, guest or contractor to the Club Safety Officer. This reporting may be verbal or in writing and may be made anonymously.

4.2.2 Club Safety Officer and Safety Committee

The Club Safety Officer is appointed by the Commodore and approved by the Board. The duties of the Club Safety Officer include but are not restricted to the following:

- a. guide and advise management on all safety, health and welfare matters;
- b. investigate all reports of incidents involving safety concerns and make recommendations to management to prevent further occurrences where possible;
- c. establish a Safety Committee;

- d. ensure all safety equipment is regularly serviced and maintained in good working order;
- e. ensure that records are maintained in respect of tests carried out on safety equipment,
- f. ensure that training records are kept up to date,
- g. have safety audits carried out on a regular basis and report findings to the Commodore and the Safety Committee,
- h. draw members' attention to the Safety Regulations.

4.2.3 Commodore and Board of Directors

The Commodore and Board of Directors are responsible for:

- a. the implementation of the Safety Regulations;
- b. the appointment of the Safety Officer;
- c. ensuring that all activities under the control of the Board are carried out in accordance with the Safety Regulations;
- d. ensuring that the Board lead by example in good safety practices;
- e. ensuring that a reporting system is in place for reporting all accidents and/or incidents of safety to the Club Safety Officer.

4.2.4 Honorary Secretary

The Honorary Secretary ensures that all safety matters discussed at Board meetings are documented and forwarded to the Club Safety Officer and Safety Committee members as appropriate.

4.2.5 Harbourmaster and Harbour Committee

In addition to the duties outlined in 3.1.2 and 3.1.3, the Harbourmaster is responsible for day-to-day safety within the areas under his control. Specifically, the Harbourmaster, the Harbour Committee, and its Sub-Committee members are responsible for ensuring that:

- a. safe systems of work operate in their areas;
- b. adequate safety and operating instructions are documented and implemented within their areas;
- c. training records are kept in respect of members under their control;
- d. safety concerns are reported to the Safety Committee.

4.2.6 Fleet Captain and Sailing Committee

Under the direction of the Fleet Captain, The Sailing Committee plans and organizes all competitive sailing activities at BYC. The Fleet Captain is responsible for ensuring that:

- a. the Race Officers appointed are competent to carry out their duties, are qualified to the required standard, and are trained accordingly;
- b. all instructions and actions required in relation to safety are carried out.

4.2.7 Principle Race Officer

The Principle Race Officer leads the Race Committee which conducts races as directed by the Sailing Committee and as required by the Rules. The Principle Race Officer is the ultimate decision maker on the conduct and safety of racing on the day. The safety duties of a Race Officer include but are not restricted to the following:

- a. report and document any safety incidents to the Club Safety Officer and the Fleet Captain;
- b. ensure that the race committee boats are adequately and safely staffed, maintained, operated, and outfitted with all required safety gear.

4.2.8 Junior Club

The Junior Committee organizes sail training and other activities for junior BYC members and non-members. The Director of Youth ensures the implementation of the Health and Safety Guidelines established by Ontario Sailing and CYA, as well as the BYC Safety Regulations.

4.2.9 Club Manager

The Club Manager is responsible for the upkeep of the Club premises to the high standards expected by its Members and ensures maintenance and repair of the Club premises as required. The Club Manager ensures that all buildings and grounds conform to safety regulations and that work carried out by third parties has appropriate insurance coverage. The Club Manager ensures that all staff comply with the Safety Regulations and that bar staff have completed the “Smart Serve” training.

4.3 SAFETY PROCEDURES

4.3.1 First Aid

During the hours of operation, at least one staff member on duty must have a current first aid certificate, so that they can render assistance to any member, guest or anyone requiring first aid. In addition, first aid boxes must be available on the premises and on all race committee boats. These boxes should be stocked with basic first aid equipment. More serious

injuries should be addressed by paramedics following a 911 call and transportation should be provided by ambulance.

4.3.2 **Fire**

The Club Manager shall ensure that regular fire safety inspections are carried out and records kept of such inspections. These inspections should be carried out on all BYC premises and also on any equipment or vessel belonging to BYC. Storage of flammable liquids should be kept to a minimum and should be stored in adequate containers for such liquids. Instructions for the use of fire extinguishers are displayed on the extinguishers. All staff and members should familiarize themselves with the proper use of fire extinguishers.

4.3.3 **Personal Flotation Devices (PFDs) including Buoyancy Aids**

All those sailing in BYC dinghies shall wear PFDs. PFDs shall also be worn by any staff or member operating BYC vessels, including the PRO and race committee assistants/crew and by all persons traveling in any vessel provided by the Club for whatever purpose. PFDs shall be worn as per the manufacturer's instructions.

4.3.4 **BYC Powered Vessels**

All BYC powered vessels will be properly equipped as per the minimum requirements outlined in the Safe Boating Guide.

4.3.5 **Skipper Responsibility**

The skipper is solely responsible for deciding whether or not to leave the harbour. Safety starts with the individual skipper ensuring that their yacht is seaworthy, properly equipped and that all gear is in proper working condition.

4.3.6 **Exposure**

Staff and Members afloat must be aware of the symptoms of hypothermia, heat- and sun-stroke, and recognize the associated dangers. Be prepared to recognize these symptoms in yourself and others and act immediately to restore core temperature.

4.3.7 **Slips and falls**

The proper maintenance of the floor/ground surface on which people walk, will reduce the potential for accidents. A good house keeping

routine, prompt repairs, immediate clearance of spillages and suitable footwear all contribute to reducing the risk of accidents.

4.3.8 Use of Tools

The common hazards from portable tools include cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles. The risk is reduced to a minimum if safe work practices and good maintenance of tools are adhered to by the persons using the tools:

- a. the manufacturer's instructions must be followed and the person using the tool must follow the instructions of the person in charge;
- b. protective eyewear must be worn;
- c. tools should only be used for the purpose for which they are intended;
- d. use of unsuitable tools or equipment may lead to accidents;
- e. damaged or worn tools should not be used.

4.3.9 Chemical Hazards

Chemical hazards include amongst others gasoline, diesel fuel, oil, paints, and solvents. Care should always be taken with the storage, delivery and dispensing of these products. Any spillage should be dealt with immediately. All precautions should be taken to prevent naked flames, bulbs, electrical connections, cigarettes and matches or any other items likely to cause ignition from being brought too close to these products. Be aware that fumes given off from these products can be extremely explosive even some distance away. Material Safety Data Sheets must be available to take appropriate action in the case of an emergency.

4.3.10 Electrical Equipment

Only trained personnel are allowed to install or repair electrical equipment. All electrical wires should be treated as live wires. Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground. Make sure the appliance is in good order and the cable and plug are in good condition. Use the appliance in accordance with the manufacturer's instructions. If a fuse blows it indicates an overload or short, this should be reported to the Club Manager, Harbourmaster or Club Safety Officer. Also report any sparking or smoke coming from any electrical motor appliance.

4.3.11 Responsibility

It is the responsibility of the Club Officers, members, guests, employees, and contractors to conduct themselves in a safe manner at all times. All

persons are expected to be aware of the hazards and safety procedures connected with their duties and to operate in a manner which adheres to these procedures.

4.4 MEMBER YACHTS

- 4.4.1 Owners or operators of yachts using the Club facilities **MUST** comply with the Federal Small Vessel Regulations. These are listed in the ***Safe Boating Guide***, which may be obtained from the Club Office.
- 4.4.2 Yachts to the East of the entrance buoys are deemed to be in the harbour precincts, and shall comply with BYC Harbour and Boat Yard Regulations.
- 4.4.3 Yachts are subject to inspection by the BYC Club Safety Officer who will inform the owner of deficiencies of safety equipment or violations of Safety Rules.
- 4.4.4 If, in the opinion of the Club Safety Officer, any yacht is found to be unseaworthy, or in violation of safety requirements, the owner of the yacht will be informed that their yacht should not leave the harbour until brought up to standards.
- 4.4.5 Owners or operators of yachts leaving the harbour that have not met the safety requirements, may be reported to the Board of Directors, who may suspend or expel the Member concerned.

***NOTE: DELETE 3.12 AND 13.2.1 (MISIDENTIFIED SUBCLAUSE AFTER 3.12), AND ADD THE FOLLOWING:**

3.8 Harbour Rules

- 3.8.5 **Pump Out and Gas Dock** – The Pump Out and Gas Dock area (identified with red paint) is provided for these purposes **ONLY**. Yachts shall not be berthed in this area for a period exceeding 15 minutes. At no time shall any vessel be tied up in the harbour entrance area identified with yellow paint. All users of the gas dock shall follow approved Federal and Provincial Safety Regulations and shall follow the guidelines as prescribed by the Gasoline Handling Act.

***NOTE: THIS WILL ALSO MEAN RE-NUMBERING ITEMS 3.13 TO 3.15, WHICH WILL BE HELPFUL SINCE THERE ARE CURRENTLY TWO DIFFERENT ITEMS BOTH IDENTIFIED AS 3.15**