

* 1. Have we appointed a Club Safety Officer and notified Rowing NZ

Yes

No

2. Safety Officer's name

* 3. Does the Club have Public Liability Insurance covering the volunteers and employees of the club

Yes

No

* 4. Have we completed a Risk Assessment for all our activities and events

Yes

No

* 5. Have we identified hazards, assessed risk of hazards and minimised or isolated hazards

Yes

No

* 6. Do we have written documentation regarding Safety and Safe Operating Procedures and Policies

Yes

No

* 7. Do we carry out an induction for our new members, and do we document that they have completed this

Yes

No

* 8. Are the Safety Procedures including the local waterway rules and traffic plan displayed for easy reading by everyone in the club house

Yes

No

* 9. Do we have copies of an "Incident & Accident Report Forms" in the club house and members use these to report (a form is available from the Maritime NZ website)

Yes

No

* 10. Have all our new and existing rowers confirmed that they can swim

Yes

No

* 11. Do we have a system that identifies who is out rowing at any given time, what time they left and that they have returned

Yes

No

* 12. For unsupervised training are Floatation Belts readily available for rowers to carry on board

Yes

No

* 13. Are all our rowers aware that it is compulsory to have a Floatation Belt in the boat if they are not supervised by a coaching boat (must remain within 500m of one another otherwise not being adequately supervised)

Yes

No

* 14. Do we have Heel Restraints in all rowing skiffs

Yes

No

* 15. Do we have properly fitted Bow balls on all skiffs

Yes

No

* 16. Do we have a first aid kit available and is it checked and maintained regularly

Yes

No

* 17. Have our boat drivers and coaches completed the "Club Safety Boat Operator Course" (this is a compulsory course and needs to be completed within their first season)

Yes

No

* 18. Does each motor boat have all the safety equipment on board and are they checked before each outing

Yes

No

* 19. Do we have a regular maintenance program and log for our motor boats, vehicles and trailers

Yes

No

* 20. Can we confirm that our vehicles and trailers when loaded meet the legal requirements

Yes

No

* 21. Do we do an Annual Review on safety and can this be proven

Yes

No

* 22. Have we referred to and complied with the "Rowing New Zealand Water Safety Code "

Yes

No

* 23. Please Enter the Name of your Rowing Club

* 24. Please enter your name and position held in club

* 25. Date this Audit completed

Date DD MM YYYY
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