Sailing Safety			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

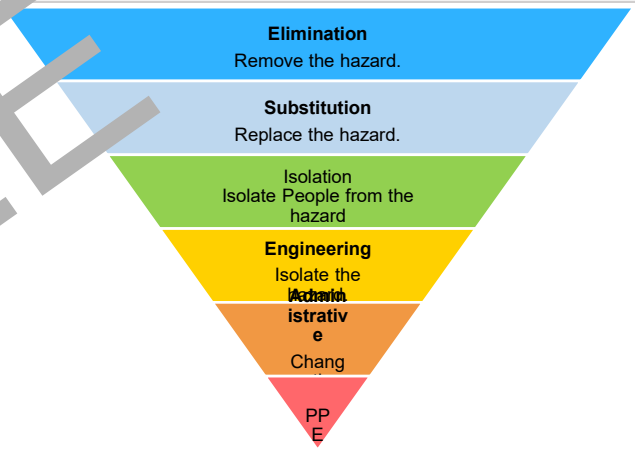
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance & Safety Leadership	• Lack of documented WHS governance structure for sailing operations under WHS Act 2011 • PCBUs and Officers unaware of due diligence duties relating to recreational and training-based sailing activities • No clear allocation of WHS responsibilities between sailing club, training provider, skipper, crew, and boat owner • Inadequate integration of marine safety law (e.g. state maritime legislation, collision regulations) with WHS requirements • Failure to consult with workers, volunteers and participants about sailing safety issues and changes to procedures • Inadequate incident reporting and investigation system for near misses, capsizes, rig failures, spinnaker incidents and person-overboard events • Lack of WHS perfo ance indicators o regular manageme review of sailing safety effectivenes	4A	• Establish a WHS governance framework fo iling activities that aligns with WHS Act 2011 and applicable maritime legislation, defining the CBU and O er obligations • Document a Sailing Safety Policy endorsed the overning committee or management, explicitly covering keelboats, dinghies and asymmetrical nnaker opera s • Define and record WHS role esponsibilities and cou bilities for Commodore, Principal Race Officer, Sailing Manager, Coach Skippers and Cr eaders • Implement a fo al cons tion p cess (e.g. fety sub-committee, toolbox meetings, crew briefings, online feedb for worker volunte and gular crew • Integ te inci t, near ss, and haza reporting into a central WHS management system, including speci tegorie fo gging failures, spinnaker collapses and broaches • Deve standa ed incident investigation procedure using root-cause analysis for serious or recurri sa g incid s • Set me surab WHS objectives (e.g. incident rates, training completion, inspection compliance) and re w at ast an ually at management level • Ensure key decision-makers complete due diligence training relevant to both WHS and marine erations • Regularly review and update WHS and sailing safety documentation in line with changes to legislation, standards and class rules	3H
2. Vessel Selection, Design & Safety Equipment	• Use of vessels not fit-for-purpose fo intended conditions, crew skill level spinnaker program • Inadequate stability characteristics for expected wind and sea states, increasing capsize or broach risk under asymmetrical spinnaker • Insufficient or non-compliant safety equipment (lifejackets, harnesses, lifelines, flares, EPIRBs, radios) • Inadequate design or installation of spinnaker-related hardware (bowsprit, tack lines, retrieval systems, halyards, turning blocks and clutches) • Poor ergonomics and deck layout causing trip, entanglement, crush or	4A	• Develop a vessel selection and approval procedure that assesses suitability for expected racing/training programs, including asymmetrical spinnaker use and night operations • Require documented compliance with relevant Australian Standards and marine safety regulations for hull, rig and stability where applicable • Mandate a safety equipment standard (by vessel class and operating category) aligned with state maritime requirements and Australian Sailing recommendations • Implement a formal design review or independent inspection of spinnaker systems (bowsprit, tack fittings, bobstay, halyard sheaves, blocks and clutches) before first use • Specify minimum engineering standards for deck hardware load ratings and installation methods in line with expected spinnaker loads and apparent wind angles • Standardise deck layouts where possible to provide clear, unobstructed run paths for sheets, guys, tack lines and retrieval lines to reduce snagging • Require installation of robust guardrails, non-slip surfaces, handholds and lighting appropriate to night or low-visibility sailing	2M

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	impact hazards during sail hoist, gybe or douse • Lack of redundancy or backup systems for steering, communications and navigation • Failure to consider accessibility and safe movement for less experienced or physically limited crew		• Ensure all vessels carry minimum redundancy in communications (e.g. fixed VHF plus handheld) and basic navigation aids suitable for area of operation • Maintain a vessel register capturing design particulars, modifications, and safety equipment compliance status, with periodic verification by the club or operator	
3. Vessel Inspection, Maintenance & Rig Integrity	• Lack of systematic inspection and maintenance program for hull, rigging, sails and spinnaker systems • Undetected wear, corrosion or fatigue in standing rigging, fittings, halyards and blocks leading to sudden failure under spinnaker load • Inadequate inspection of bowsprit structures, tack fittings and associated deck reinforcement for asymmetrical spinnaker operations • Failure to track and manage sail condition leading to blow-outs or uncontrolled collapse during gybes or douses • No process for managing manufacturer bulletins or class association safety notices • Inadequate documentation of maintenance history, repairs and modifications • Use of non-rated or inappropriate replacement components (e.g. shackles, clips, blocks) not suited to spinnaker load cases	4A	• Implement a documented planned maintenance system for all vessels used under the organisation's control, including rig, hull, machinery and spinnaker gear • Develop and enforce a periodic rig inspection regime by competent riggers, with increased frequency for high-load asymmetrical spinnaker programs • Introduce a pre-season and mid-season inspection checklist capturing critical components: forestay, chainplates, mast step, spreaders, bowsprit, tack fittings, halyard sheaves and clutches • Maintain a sail condition log, including spinnakers, with criteria for repair, retirement and de-rating of older sails • Require that any structural modifications (e.g. carbon bowsprit additions, reinforced anchor points) are engineered or reviewed by a suitably qualified person • Standardise specifications for critical hardware (safe working loads, materials, attachment methods) in procurement and maintenance procedures • Record all maintenance, inspections, defects and rectification actions in a central system accessible to skippers and safety officers • Establish a defect reporting and tagging-out procedure ensuring any vessel with a critical rig or spinnaker-related defect is not used until repaired and cleared • Monitor class association, manufacturer and regulator safety bulletins, and incorporate relevant recommendations into maintenance procedures	2M
4. Skipper Competency, Crewing Standards & Training Systems	• Appointment of skippers without formal verification of competency for conditions, vessel type and spinnaker program • Inconsistent crew skill mix leading to unsafe manning levels for planned racing or training • Absence of structured training in asymmetrical spinnaker handling, including hoists, gybes, emergency	4A	[redacted]	2M

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	douses and spinnaker-induced broach recovery • No formal induction process for new crew members and trainees, including safety briefing and role allocation • Insufficient competency in navigation, Colregs and local regulations, particularly during racing where workload is high • Lack of specific training for night sailing, heavy weather and short-handed sailing with spinnakers • Failure to maintain training records, qualifications and expiry dates		[redacted]	
5. Sailing Program Planning & Environmental Risk Management	• Inadequate pre-sail risk assessment considering weather, sea state, visibility and traffic density • Failure to account for forecast wind shifts and gust patterns that may critically affect asymmetrical spinnaker stability and loads • No formal criteria for cancelling, postponing or modifying races/training given environmental conditions • Insufficient consideration of local hazards such as bars, reefs, shipping channels and restricted areas • Lack of systematic evaluation of night sailing and limited visibility risks • Poor integration of tide, current and navigational hazard information into race instructions and training plans	4A	[redacted]	2M

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			[redacted]	
6. Operational Procedures, SOPs & Spinnaker Handling Systems	• Absence of standard operating procedures for key sailing activities, including hoists, gybes, drops and emergency spinnaker recovery • Inconsistent methods between vessels leading to confusion when crew rotate between boats • Lack of defined communication protocols for manoeuvres, especially during asymmetrical spinnaker sets and gybes • No documented procedures for responding to spinnaker wraps, broaches, masthead entanglements or accidental gybes • Failure to systemically manage changes to procedures, equipment or sail configurations • Reliance on ad-hoc verbal instructions rather than controlled, documented processes	4A	[redacted]	2M
7. Fatigue, Fitness for Duty & Crew Selection	• Crew and skippe[r] sailing wh[en] fatigued due to wo[rk] [com]mitments, travel or long race schedules • Insufficient physical conditioning [for] high-load sail handling, e[spec]ially during repeated spinnaker hoists and douses • Inadequate systems to identify and manage alcohol or drug impairment before and during sailing • Poor crew selection for demanding offshore or heavy-weather spinnaker racing • No structured rest and rotation plan during extended events or multi-race days • Failure to consider health conditions (e.g. cardiac, musculoskeletal, epilepsy)	3H	[redacted]	2M

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	that may be exacerbated by heavy exertion and stress		[redacted]	
8. Emergency Preparedness, MOB & Incident Response	• Inadequate planning for common emergencies such as man-overboard (MOB), knockdowns, collisions and gear failures • No rehearsed process for rapid spinnaker douse or cutaway during MOB or broach situations • Insufficient emergency equipment (throw lines, recovery slings, knives, spare lifejackets) or poor placement on board • Lack of formalised emergency communication protocols between vessels and race control • Crew unfamiliar with first aid, hypothermia treatment and post-immersion management • No documented response plan for serious incidents, including liaison with emergency services and [redacted]tors	4A	[redacted]	2M
9. Communications, Navigation & Traffic Management	• Failure of commu[redacted]cation bet[redacted] vessels and race c[redacted]ore ba[redacted] in deteriorating weather • Inadequate radio discipline duri[redacted] high-workload manoeuvr[redacted]as spinnaker legs and mark roundings • Poor situational awareness regarding shipping, ferries and other recreational craft, particularly when focused on spinnaker trimming • No standardised check-in / check-out or position reporting system for training groups or offshore races • Reliance on single communication method (e.g. mobile phones) with no redundancy	3H	[redacted]	2M

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	• Inadequate navigation planning for courses that intersect shipping channels or hazardous areas		[redacted]	
10. Personal Protective Equipment (PPE) & Safety Gear Management	• Inconsistent use of PFDs, harnesses and tethers, particularly during spinnaker work on foredeck • PFDs not compliant with Australian Standards or inappropriate for offshore, inshore or dinghy use • Lack of systematic inspection, maintenance and replacement of PPE and knives used for emergency spinnaker release • Inadequate provision of thermal protection, gloves and eye protection in cold, wet or high-spray conditions • No clear expectations or policies around mandatory PPE during specific phases (e.g. hoists, gybes, night sailing, bar crossings) • Poor storage and assignment system leading to incorrect fit or unavailable PPE for crew and trainees	3H	[redacted]	2M
11. Participant, Visitor & Junior Sailor Management	• Uncontrolled participation of inexperienced guests or juniors in high-risk spinnaker sailing without suitable supervision • Inadequate briefing of visitors regarding safety equipment on deck and emergency expectations • Failure to obtain and manage consent, medical information and emergency contacts for minors • Lack of clear behavioural expectations and boundaries for spectators, parents and supporters around launching areas, pontoons and race control • Insufficient risk controls for learn-to-sail programs when exposed to other racing fleets using asymmetrical spinnakers in close proximity	3H	[redacted]	2M

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12. Contractor, Coach & Volunteer Management	• External coaches, race officials or contractors operating under different or lower safety standards than the host organisation • Unclear WHS responsibilities and interfaces between club, school groups, charter operators and private owners • Volunteers undertaking safety-critical roles (e.g. rescue boat, mark laying, starting) without sufficient training or competency verification • Inconsistent induction of contractors and volunteers to local hazards, emergency procedures and spinnaker-related risks • Lack of documented agreements or safe work expectations with third-party training providers or charter operators	3H	[redacted]	2M
13. Shore-Side Facilities, Launching Areas & Traffic Flow	• Congestion and collision risk on ram[redacted] pontoons and marinas during launch and retrieval of multiple vessels • Inadequate separation [redacted]icles, trailers, pedestrians [redacted]d rigging areas • Unsafe storage a[redacted]d handling of [redacted]osts, spars and spinnake[redacted] [redacted]wsprit[redacted]n shore • Slips, trips and falls on wet surfa[redacted]s, particularly when carrying [redacted] equipment • Poor emergency access for ambulances and rescue vehicles to key waterfront locations	3H	[redacted]	2M
14. Health, Wellbeing, Psychosocial Risks & Safety Culture	• High-pressure racing environments leading to stress, aggression, or unsafe decision-making by skippers and crew • Bullying, harassment or exclusion of less experienced sailors, increasing risk of unreported hazards and near misses	3H	[redacted]	2M

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	• Reluctance of crew to speak up about safety concerns, especially regarding spinnaker handling or weather limits • No processes to manage psychological impacts following serious incidents, injuries or near-drownings • Inadequate promotion of a just and learning-oriented safety culture within the club or organisation		[redacted]	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work