

“NEV THOMAS” OPERATIONAL GUIDELINES

A FISHING PLATFORM FOR PEOPLE WITH DISABILITIES



**Guidelines developed by the
Fishers With Disabilities Association Incorporated**

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1 BACKGROUND INFORMATION

The ‘Nev Thomas Operational Guidelines’ have been written with reference to the Department for Planning and Infrastructure’s Recreational Skipper’s Ticket Workbook. The guidelines should be used in conjunction with the following Fishers with Disabilities Association Inc policies and guidelines:

- **Occupational Health Safety & Welfare Policies** - Volunteers must adhere to the Fishers With Disabilities Association Inc Occupational Health, Safety and Welfare (OHSW) policy, and act in a safe and responsible manner at all times.
- **Fishers with Disabilities Volunteer Information and Guidelines**

PLEASE NOTE: Although the ‘Nev Thomas’ is registered as a recreational vessel it must meet the additional requirement of the Department for Planning and Infrastructure for a survey exempt vessel (AS 1799.1). Survey exempt vessels must meet the stability requirement and must be fitted with sufficient internal buoyancy, so that in the event of the vessel foundering, it shall remain afloat. In accordance with this requirement the “Nev Thomas” is issued with a stability Compliance – AS1799.1 dated 24.04.2006

2 GENERAL INSTRUCTIONS

- 2.1 All volunteers authorised to operate the ‘Nev Thomas’ must do so in accordance with these guidelines.
- 2.2 The minimum safety equipment carried onboard will meet or exceed Department of Planning and Infrastructures standards.
- 2.3 The vessel will be fitted with a 27MHz marine radio.
- 2.4 When operating the vessel, volunteers will be equipped with a mobile phone carried in a waterproof pouch to use in the case of an emergency.
- 2.5 **Towing of Vessel** - The towing vehicle must have a minimum towing capacity of 3.0 tonne.
- 2.6 **Vessel Storage** - When not in use the vessel is to be stored at the Royal Perth Yacht Club Australia II Drive, Crawley in the designated area. At all times volunteers will operate the vessel within the rules of the Yacht club.
- 2.7 **Vessel Insurance** – Is the responsibility of the Fishers with Disabilities Association Incorporated. Current Commercial Hull, Products/Public Liability, Personal Accident policies will be held and proof of these policies will be available, as required, to any organisations providing volunteers or services for the vessel.
- 2.8 **Vessel Registration** – Vessel registration must remain current and is the responsibility of the Fishers with Disabilities Association Incorporated.
- 2.9 **Vessel Bookings** – Bookings for use of the vessel will be made through the FwDAI Coordinator.
- 2.10 A Boat Master will be appointed by the FwDAI and in liaison with the Program Coordinator will be responsible for crew training and boat maintenance.

3 VESSEL OPERATING STANDARDS

- 3.1 Minimum FwDAI volunteer crew on the vessel at times will be a Skipper and one crewmember.
- 3.2 All crew will hold the minimum qualifications as outlined in this manual under 5.1 Crew Qualifications and Training.
- 3.3 Only volunteers and personnel approved by the Fishers with Disabilities Association Incorporated may use the vessel.
- 3.4 When operating from or in the vessel all volunteers will be in the uniform approved by the FwDAI.
- 3.5 The vessel must not be used for any other purpose than an activity approved by the Fishers with Disabilities Association Inc.

4 OPERATIONAL BOUNDARIES

- 4.1 The ‘Nev Thomas’ is NOT to be used for night activities.
- 4.2 A maximum of ten (10) people are to be on board the vessel at anyone time. This must include a minimum of two (2) FwDAI authorised personnel (Skipper and crew).
- 4.3 There is a maximum of four (4) wheelchairs allowed on the vessel at anyone time. Wheelchairs must be secured with the harnesses provided into the locking device on the boat deck.
- 4.4 The ‘Nev Thomas’ is only to be operated in protected waters i.e. within the waters contained by any breakwater or in any lake, river or estuary.
- 4.5 A fishing activity will be cancelled if Southerly winds of 20 knots or above are forecast at 3pm on the day prior to the activity.
- 4.6 A fishing activity will not commence if Southerly winds of 20knots or above are blowing at the due commencement time.
- 4.7 The vessel is not to be launched if storms or rainsqualls are forecast.
- 4.8 Boat Launching Facilities – the vessel will only be launched at designated boat ramps where it has been previously ascertained that there is sufficient water depth, and safe passenger access.
- 4.9 All vessel routes will take into account safe passage and access to required facilities i.e. universally accessible embarking/disebarking platforms and toilet facilities

5 CREW QUALIFICATIONS AND TRAINING

5.1 All FwDAI volunteers will hold the following minimum qualifications in order to act as vessel crew.

5.1.1. Skippers

- Recreational Skippers Ticket
- Current senior first aid certificate
- Swim competency – 50 metre swim (any recognised survival stroke) and 10 minutes tread water. To be performed in standard boating attire of i.e. shorts and polo-shirt)

5.1.2. Crew

- Basic first aid course
- Swim competency – 50 metre swim (any recognised survival stroke) and 10 minutes tread water. To be performed in standard boating attire of i.e. shorts and polo-shirt)

5.2 Skippers will undergo training with the Boast Master until reaching desired competency level.

5.3 All skippers will be assessed and deemed competent by an independent and suitably qualified person before performing unsupervised skipper duties.

6 OPERATING GUIDELINES

6.1 The skipper of the vessel assumes the responsibilities for activity and duty of care for those onboard, taking into account such issues as operating to policy guidelines, safety at sea, manning numbers, sea and weather conditions.

6.2 The vessel should not approach other vessels or interfere with fishing activities either of a commercial or recreational nature.

6.3 The skipper must ensure the vessel is adequately secured to a mooring or structure before disembarking.

6.4 Volunteers are not authorised to offer to try and repair a broken boat, or offer to tow a boat. If this situation is encountered the vessel skipper should contact the appropriate rescue organisation.

6.5 A qualified operator (skipper) may allow other volunteers to operate the vessel, but he/she must be on board, and is still ultimately responsible for the safe operation of the vessel.

Launch Procedures

Attach forward and aft launching ropes
Attach life preserver with rope to vessel
Check fuel

Attach radio\Ensure aerial is down to avoid low tress at launching ramp
Attach fuel line to pump to prime – release air
Attach fenders to starboard side
Launch at ramp closes to RPYC

Retrieval

When retrieving vessel ensure motor is a lifted. If not it can hit the trailer.

Return to Store bay
Take care when turning into the vessel storage bay, other vessels and vehicles are often close.
Wash down and sponge vessel, vinly side banners and trailer.
Attach hose, place ear muffs on motor and run motor with water running.
Ensure water is running from motor outlet hole
Move vessel into bay and return long bar to stowed position.
Place carpet around bar

7 SAFETY PROCEDURES

7.1 Vessel skippers responsibilities

The qualified skipper of the vessel for an authorised activity has the following responsibilities:

- Ensure the FwDAI Program Coordinator is aware of the activity
- Complete “Nev Thomas” Pre/Post Activity Checklist (*appendix I*) and submit to FwDAI Coordinator following the activity.
- Safety briefing to participants prior to commencing voyage
- Safe operation of the vessel and conduct of the activity in accordance to the sailing plan.
- Adherence to Department of Planning and Infrastructures marine safety rules and regulations.
- Complete Vessel Log book – indicating any incident/damages incurred and repairs required

7.2 Communications

Radio Communications

Log on

Details of all sea rescue groups calling frequencies are kept in the guide charts attached to the vessel console.

Select the calling frequency of the sea rescue group for the area .

Wait until you are aure you are not interrpting anyone and then say:

- “...Sea Rescue, this is the Fishers with Disabilities vessel the Nev Thomas over”
- wait for the reply

- When sea rescue acknowledges your call say
- “...sea rescue this is (your name) on the Nev Thomas heading out on a fishing activity departing RPYC, fishing within the Swan or Canning river. Estimated return time 1300 (number of) persons on board, (number of) litres of fuel over

When sea rescue acknowledges say
“Thank you Sea rescue, out”

Log Off

You must remember to log off on your return.

Notify sea rescue of your safe return to the RPYC and thank them for standing by.

Log off

A 27MHz marine radio will be installed on the vessel.
Attach radio to console prior to launch. Antenna to remain down .
Raise antenna once vessel launched.
Local sea rescue groups generally monitor Channel 90 and 88.
Unless being used for working purposes the radio should remain on 27.88MHz

Following use on other working frequencies the radio should be returned to 27/88MHz

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Distress call (Mayday)

The distress call Mayday may be used only the the boat is threatened by grace and imminent danger for example sinking or on fire and immediate assistance is required. This distress cal has absolute priority over all other transmission and may be transmitted only on the authority of the skipper of the person responsible for the safety of the vessel.

When using the Mayday call, stay calm, explain the problem and give position and distress information clearly. May day procedure:\

- Mayday, mayday,m Mayday
- This is [name] on the Fishers with Disabilities vessel the “Nev Thomas”
- My position is (dtails of vesself position)\My vessel is (nature of distress and assistance required is identifited)
- I have (other information including number of persons on board.

The call can be repeated as often as necessary until answered. if no answer is received on distress frequencies, repeat the call on any frequency which might attract attention.

Urgency call (Pan Pan)

The urgency call should be used when the distress call cannot be justified, bu thre is an urgent message to transmit concerning the safety of the vessel of the safety of a person (for example, mechanical breakown, medical emergency or a man overboard)

Pan Pan procedure

- Pan Pan, Pan Pan, Pan Pan,
- Hello of all stations, Hello all stations, Hello all stations
- This is [name] on the Fishers with Disabilities vessel the “Nev Thomas”
- My position is (Details of the vessel’s position)”
- “I require [Details of assistance required and other information]”

Distress or urgency message

When transmitting a distress or urgency message, stay on channel 27.88MHz and do not change unless directed to by the local marine radio station – the rescuing vessel will communicate with you on that channel

- specify the nature of assistance you need
- Follow direction of rescuers
- Follow any instructions Sea Rescue or the rescuing vessel give you
- Notify Sea Rescue if the situation changes or the danger has passed.

Mobile Phone

A minimum of one working mobile phone should be on board the vessel when being used. It should be ensured that the phone has adequate call credits and close to a fully charged battery. A mobile phone does not take the place of a radio.

7.3 First aid

7.3.1. A first aid kit to be carried in the vessel during ALL activities

7.3.2. One (1) qualified skipper must have a current senior first aid certificate in accordance to the vessel ‘Vessel Operating Standards’

In event of an accident – a Hazard/Accident/Incident Report Form (HAIR) (*appendix II*) must be completed as soon as possible and forwarded to the FwDAI Coordinator. The form is available in the FwDAI Volunteer Information Package and from the FwDAI Coordinator.

7.4 Appropriate Clothing

7.4.1. Sun Protection

Volunteers should observe the FwDAI Sunsmart policy as outlined in the Volunteer Induction and Training Manual

7.4.2. Footwear

Sandals or shoes with rubber soles are to be worn in the boat. The type of footwear worn must be easily removed in the advent of an emergency (ie. slip knot laced or Velcro strip).

7.5 Safety Equipment aboard the vessel

7.5.1. The vessel is equipped with internal buoyancy

7.5.2. The vessel should carry the following safety equipment at all times.

- A life jacket for each person on board the vessel
- Basic medical kit
- Sunburn cream
- Two litres of freshwater.
- Efficient anchor and anchor line.
- 27MHz marine radio
- Navigation map for area of activity
- Life preserver

7.6 Personal Flotation Devices (PFDs)

All PFDs on board the vessel will be PFD Type 1.

It will be the decision of a participant’s carer as to the necessity for a participant to wear a PFD whilst on the vessel. All passengers will wear a PFD if instructed by the skipper or crewmember to do so.

7.7 Refuelling

Refuelling is the most likely time for fuel spills.

When refuelling:

- turn off everything that uses electricity, gas or liquid fuel;
- send passengers ashore;
- take portable fuel tanks out of the boat;
- have a fire extinguisher near the refuelling point;
- know how much fuel you need to take and so reduce the chance of overfilling (leave space to allow for expansion of the fuel);
- if your fuel tank is metal, there must be electrical continuity between the mouth of the fuel filler pipe and the tank. The hose nozzle must stay in contact with the filler mouth while the fuel is flowing; and
- check for spillage and the smell of fuel. Do not start the engine until all fuel smell has gone.

6.5.2 The following listed safety equipment shall be kept in a watertight container:

- Spare spark plugs
- Basic tool kit for emergency repairs;
- Sharp knife in sheath

A waterproof inventory listing all the required safety equipment should be kept on board the vessel at all times.

7.8 Emergency Procedures

7.8.1 Man overboard

- The crewperson who saw “the person” go overboard must shout the words “MAN OVERBOARD PORT, STARBOARD OR AFT”.
- a) The same crewperson shall keep his eyes on the person in the water, or place in the water that “the person was last seen by him. At least one person shall maintain a continuous lookout for “the person”. At no time shall “the person” be left unsighted.
- b) Where the person disappears from sight, the vessel’s position shall be fixed by the most accurate means. A radio broadcast of a “Pan Pan Pan” shall be made, giving the name of the vessel, location and nature of the incident. This distress message can be upgraded to “Mayday” status if the person overboard is not located within a reasonable time.
- c) The broadcast should be made initially on a radio frequency, which other vessels in the vicinity may hear and come to assist. In most areas local rescue authorities monitor Channel 90 and 88.
- d) Another crewperson shall throw overboard a lifebuoy and/or a lifejacket in the direction that “the person” went overboard.
- e) All available persons should watch for “the person” in the water.
- f) The Skipper of the vessel shall immediately alter course and speed to come round to pick up “the person” in the water. The Skipper will decide the best manner to come about and approach “the person” in the water, having due regard for the weather and sea conditions at the time.
- g) A crewperson should be made ready to enter the water and assist “the person” if necessary. This crewperson should don a lifejacket and be secured to a lifeline.
- h) As the vessel approaches “the person” in the water, the skipper shall disengage the propeller/s and a crewperson shall throw “the person” a line, preferably with another lifebuoy or life jacket attached.
- i) Rescue the person and retrieve the lifebuoy, which was initially thrown overboard.
- j) Where the crewperson has to enter the water, they will don a life jacket and safety line.
- k) The “mayday” call should be cancelled when the person is subsequently found and retrieved aboard.
- l) Administer first aid as required.

7.9 Hypothermia

Hypothermia will result from major heat loss from the body. Lessening the effect can be possible by using the Huddle/HELP position.

The HELP position puts your legs together and drawn up, your upper arms tight by the sides of your chest, and your head back.

The Huddle position is adopted by a group of people. Clustering close together in a circle, ribs touching, arms around each other, greatly reduces heat loss.

7.10 Fire

7.11 Fighting a fire

The most important consideration is human life, the boat is secondary.

- Raise the alarm and make a head count.
- Get someone to make a Pan Pan radio call
- Get someone to take charge of the safety gear and move the passengers as far as possible from the fire
- Close off fuel lines.
- Try to put out the fire with extinguisher, water buckets or whatever is appropriate. The best way to deal with burning items may be simply to throw them over the side.

When the fire is apparently out, still keep an eye on it and on adjoining spaces; fires can restart. Chemical extinguishers do not fool fires – consider using water to cool after the flames are extinguished.

Where there is any injury, treat with first aid and convey to a land base facility.

During the fire, the skipper needs to continue to evaluate if there's a risk that the vessel is in danger of burning out of control and eventually sinking.

If burning freely the crew and passengers will need to abandon the vessel well before it sinks. The skipper should follow an 'abandon ship' procedure:

- Raise the alarm via a standard mayday call on the radio.
- Ensure all crew and passengers don lifejackets, and leave the vessel before they are endangered by the fire, and before the vessel sinks
- Get well clear (flammable gases and/or liquids may explode violently before it sinks)

7.12 Sinking

Before abandoning the vessel, attempt to send a Mayday message. Do not remove any clothing – if there is time put more on.

Ensure all passengers are wearing life jackets

Carers should don their own life jackets and then assist others to don theirs.

Loosen restraining belts from any passengers in wheelchairs.

Once in the water assume the huddle position to ensure all passengers remain together, and to conserve body heat.

7.13 Breakdown

7.13.1. Outboard not starting

- Does tank have fuel? Is air vent clear?
- Is fuel line unknined and connected?
- Is the fuel bulb hard? If not, squeeze continually.
- Does choke close fully?
- Check the carburettor air intake.
- Is the motor cranking fast enough? Check battery connections
- Wait five minutes and try again.
- Battery flat? Start with rope around flywheel.
- Broken starter cord? Start with rope around flywheel
- Change spark plugs
- Change fuses
- Ensure kill switch is attached.

If you are unable to start the motor, you should, if possible anchor to hold your position. Unless your boat is drifting into danger or has other problems, breakdown is not a reason for making a Pan Pan or Mayday. You should call Sea Rescue for assistance.

7.13.2. Collision or grounding

Look after passengers. Coming to a sudden stop can cause injuries. Look after passengers and administer first aid as required, Assess any damage to the vessel. Raise the motor leg and check for propeller damage.

If the boat is serviceable, check for depth around the vessel by probing with a boat hook or even getting over the side. Ensure a life jacket is worn. Pushing off may be the best option for getting the boat clear to rise. If the vessel is unseaworthy or hard aground call for assistance.

- a) Crew should immediately use available materials on board to stem any flow of water into the craft by plugging the hole with cushions or similar packing material.
- b) Manual and mechanical pumping should be activated until the water inflow is under control. If necessary, bail with a bucket or similar container.
- c) Once water inflow is brought under control, check damage to propulsion and steering gear. If the vessel cannot be operated, send distress signals for assistance.
- d) Personnel aboard a sinking vessel should stay with it as long as possible, until you're sure that your safety is in jeopardy. This helps you stay warmer and also makes you much more visible to passing craft. Abandoning the vessel would only be used as a last resort as in most cases, it is safer to stay with the vessel for as long as possible.
- e) Before abandoning a vessel ensure an appropriate distress call has been sent.

8 ACTIVITY PROCEDURE

- 8.1 The FwDAI Coordinator must be aware of each activity at least 1 day (24 hours) prior to the event, including names of volunteers who will be participating, which volunteer is in charge of the vessel (skipper), the details of the activity, and the anticipated time of commencement and completion.

Before launching, it is the responsibility of the skipper for the day to ensure that all equipment and safety gear is onboard and in good working order. All faulty equipment is to be reported in writing to the FwDAI Coordinator on the “Nev Thomas” Pre/Post Activity List (*appendix I*).

- 8.2 The vessel must not be used for purposes outside the sailing plan and guidelines.
- 8.3 At the start and end of each activity the skipper is responsible to complete the pre and post activity checklists and log forms. Forms are to be submitted to FwDAI Coordinator. Relevant information will then be passed onto the Fishers with Disabilities Association Board.
- 8.4 At the end of each activity the vessel is to be washed down and cleaned. All faults are to be recorded on the checklist.
- 8.5 The vessel is to be secured at the Royal Perth Yacht Club, Australia II Drive, Crawley or if away from the metropolitan area, at a designated site as pre-arranged by the FwDAI Coordinator.
- 8.6 Fuel and maintenance costs for the vessel are to be met by the Fishers with Disabilities Association Incorporated.

9 SAILING PLAN & SAFETY BRIEF CHECKLIST LIST

A variety of precautionary measures can take place to ensure a successful FwDAI program activity. The following checklists should be completed before proceeding with a FwDAI activity:

9.1 Pre/Post Activity Checklist (*Appendix I*)

Pre-Check

Trailer

- Power plug serviceable
- Indicators and brake lights work
- Tow bar is serviceable and the safety chains are attached securely
- Number plate should be securely fitted and visible.
- Tyres (including spare) should be serviceable and inflated to the specified pressure as recorded on the Vessel Checklist.
- Vessel is attached securely to the trailer – check winch cable housing, handle, cable serviceable and connected to vessel
- Check rollers and guides are serviceable
- Check overall condition of the trailer

Vessel

- Check hull, transom, motor and propeller of the vessel for any visible damage.
- Check vessel inventory, refer to “Nev Thomas” Pre/Post Activity Checklist (*Appendix I*) to ensure ALL equipment is available and is operational eg. Refer to Vessel Checklist.
- Bowline attached
- Check that the logbook has been signed off from the previous activity and read any comments. Check for any previous damage and record in the logbook if required.

Motor

- Visual inspection of motor and ensure it is correctly fitted and secured to the vessel
- Fuel tank filled and oil level checked
- When refuelling vessel, volunteers should observe all refuelling safety procedures – as noted on Vessel checklist.
-

Post Check

- Wash vessel (inside and out), trailer and flush motor with fresh water (fit ear muffs when flushing motor)
- Inspect the hull, motor and propeller for any visible damage
- Remove all stowed items, wash and store as required
- Fill out vessel log book
- Report any malfunctions, lost equipment or damage to FwDAI Coordinator
- Ensure all lockable stowage compartments are secure.

9.2 Check Communications

- Radio should be confirmed operational. Most local sea rescue groups monitor Channel 90 & 88
- Mobile phone – to include the following telephone numbers:
 - FwDAI Coordinator,
 - Sea Rescue group for appropriate area
- Mobile phone should have sufficient call credit and a close to fully charged battery

9.3 Safety Brief

- Give all crew members boat orientation notifying them of where all equipment is situated.
- Give an activity outline including: launch point, area of operation and any designated deployment of vessel.
- Explain and show location of safety equipment and how to use it including the following:
 - Fitting of life preservers
 - Use of flares
 - Location of safety equipment
 - First aid kit
 - Communications
 - Weather Forecast
 - Emergency procedures (Refer 6.6)
 - Man overboard
 - Fire
 - Grounding/Collision
 - Encountering a boat in need of assistance (Refer 5.4)
- Estimated time of arrival back at the designated storage site (including post activity maintenance)
- Give safety briefing to passengers

10 MAINTENANCE

To ensure the vessel, motor and trailer remain serviceable, it is essential these items be subject to periodic maintenance, in addition to normal post activity maintenance.

The Boat Master will complete regular maintenance of the vessel in accordance with the maintenance schedule.

Some regular maintenance items are included in the Pre and Post Activity check and these should be completed by the Skipper of the vessel at each activity.

The ‘Nev Thomas’ (including motor and trailer) will undergo an annual maintenance check by an authorised boat and trailer mechanic

11 APPENDIX

- I The “Nev Thomas” Pre/Post Activity Checklist
- II Hazard/Accident/Incident Report Form (HAIR)