

# SunMaid SunBird Yachting

[www.sunmaid.org.au](http://www.sunmaid.org.au)

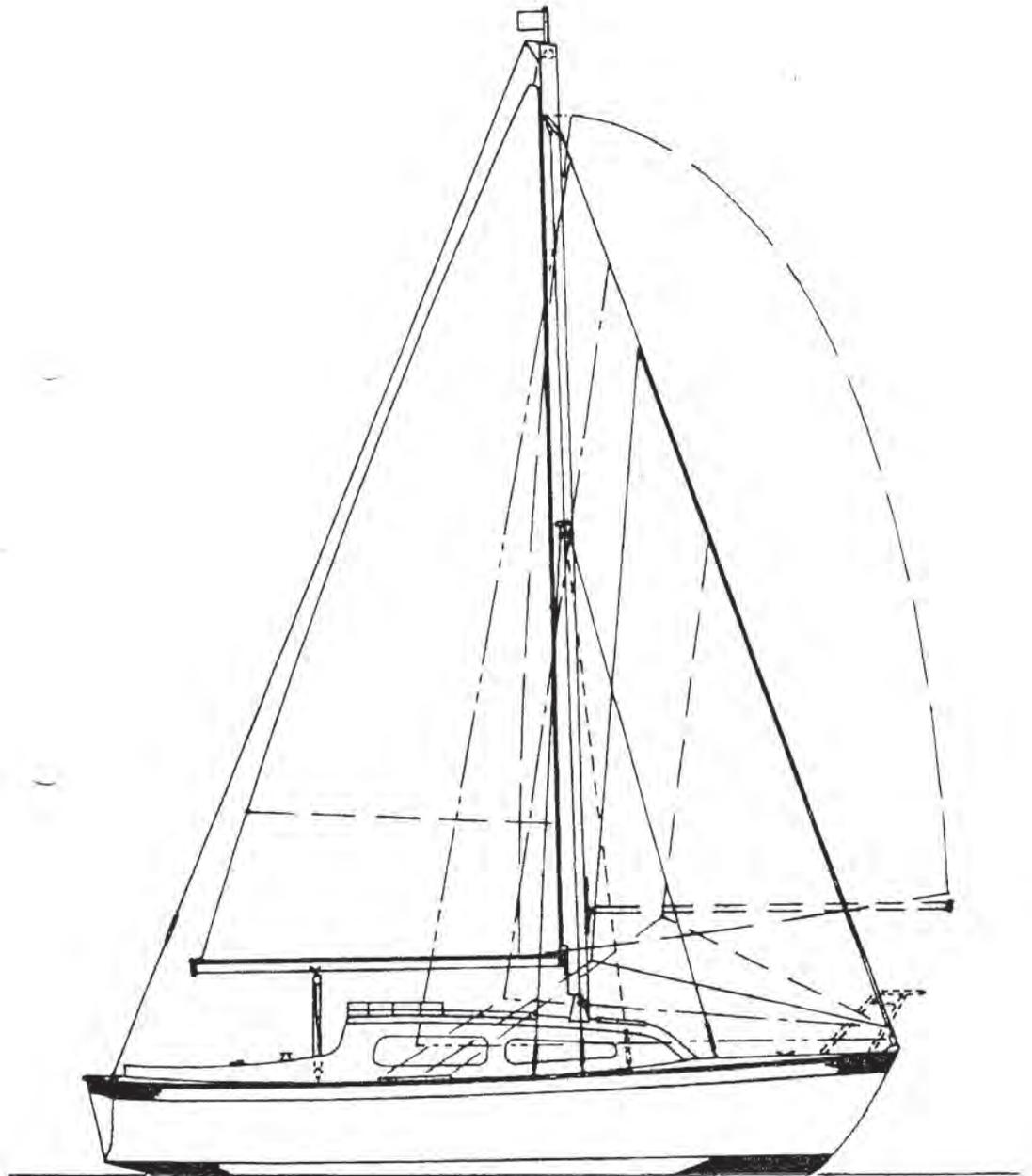


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**SunMaid 20**



**SunBird 25**



## ***RISK MINIMISATION STRATEGY***

Issue No 1—January 2004 Revision No 2—August 2016



**SunMaid**

association of Victoria  
Incorporated

## **Risk Minimisation Strategy**

The following document is Revision No. 2 of the Association's RISK MINIMISATION STRATEGY an important step in the processes of firstly identifying and secondly keeping under control the perceived risks in the use of Sunmaid and Sunbird yachts

The document is issued to you to use as a check list of the requirements for minimisation of the risks associated with preparing your boat, travelling to the launching ramp, rigging and launching the boat and operating the boat on the water. Boat owners and others responsible for taking charge of boating operations are expected to make themselves familiar with the requirements of the strategy document and to accept these requirements as a code of practice to be adhered to each time a sailing outing is organised.

The next step is boat insurance. Several boat insurance companies provide a range of insurance benefits at various premium levels and it is a requirement that all people taking part in Association activities be properly covered by a current comprehensive policy.

Finally, under "civil liability reforms" enacted by the federal and state governments, there are, under certain conditions, some limitations on the liability of volunteers performing community work on behalf of community organisations. The concept of community work defined in the legislation includes work done for a sporting purpose, provided it is not done for financial gain. The only proviso is that the organisation must be incorporated. These government initiatives do not take the place of insurance nor do they affect the need for a Risk Minimisation Strategy.

As time progresses, the need for changes and updates to the strategy may become evident. To this end, members and boat owners are asked to remain alert to all risks associated with the sport, whether listed in the strategy or not and to keep the committee informed of desirable changes or additions to the document.

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## **SUNMAID ASSOCIATION RISK MINIMISATION**

This Risk Minimisation Strategy Document was prepared on behalf of the Sunmaid Association of Victoria Incorporated and covers the Sunmaid 20, Sunbird 25 and Sunbird 25 Motor Sailer yachts.

In more than 35 years of Sunmaid Association activities very few incidents have occurred and fewer still have involved professional medical treatment. The incidents which have occurred have usually been the result of heavy weather combined with inexperience. In some cases involving experienced sailors, complacency may have been a factor.

All boats, must have Public Liability insurance to the value of \$10 million to participate in an Association event.

It is the responsibility alone of the skipper and crew of each boat to start or continue in an event.

The likelihood ratings are relevant to each other only and when compared to other life risks are statistically very low. As a result of this, a "Risk Rating" has not been assigned to each section since the intention of this strategy is to minimize any risk with a possible undesirable outcome (or severity in risk management jargon). However, skippers and their crews must remain alert at all times as this assessment may not have covered all the possible risks which may occur during Sunmaid activity.

The Sunmaid Association does not condone the consumption of excessive amounts of alcoholic beverages during Sunmaid Association activities.

This risk management strategy is not intended as a substitute for satisfactory insurance policies but as a useful tool in protecting against the risks likely to be incurred in Sunmaid activity.

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity      **Trip Preparation “A” – Vehicle/Trailer/Boat/Combination**

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Possible Cause of Accident	<b>Loss of control of rig and/or collision</b>
Possible outcome of accident	Inconvenience to multiple serious injuries or death
Responsible person	Owner or person in charge of the rig
Likelihood of accident	Moderate
Preventative action	<p>Make sure that the towing vehicle, tow hitch and trailer all meet statutory regulations and manufacturer’s recommendations and that towing vehicle and trailer are roadworthy.</p> <p>Ensure that the vehicle/trailer combination is “properly set up” with trailer and tow vehicle level fore and aft when coupled.</p> <p>Check that download on tow ball is about 10% of the towed mass.</p> <p>Pay special attention to brakes, lights, tow hitch, wheel bearings, safety chains and breakaway brakes.</p> <p>Check wheel nuts for tightness before each trip.</p> <p>Be sure you are using the correct wheel nuts – not all nuts have the same abutment angle. Make sure the not abutment angle matches that of the wheels.</p> <p>Be aware that apparently similar wheels are not interchangeable, having slightly different pitch diameters. Fitting mismatched wheels and stub axles together will result in broken wheel studs and/or loose wheels.</p> <p>Make sure that all gear and equipment is secured and restrained and that the boat is secured to the trailer with tiedowns and a safety chain or equivalent at the bow.</p> <p>Make sure that the towing vehicle has adequate capacity to tow the boat and is legally able to do so.</p> <p>Check that the mast overhang does not exceed statutory limits and ensure that the rig complies with statutory requirements for marker flags and trailer lighting..</p> <p>Note that level-ride/load-distributing hitches reduce the effectiveness of override braking systems by inhibiting the movement of the sliding coupling which operates the brakes.</p>

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity

**Trip preparation “B” – Boat and Equipment**

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Possible cause of accident	<b>Poorly equipped or poorly maintained boat and equipment</b>
Possible outcome of accident	From simple inconvenience through seasickness to drowning
Responsible person	Owner or person in charge of boat
Likelihood of accident	Moderate to high – depending on venue
Preventative action	<p>Make sure the boat, mast, rigging, sails, motor, fuel system, battery, radios and navigation lights are all in good working condition,</p> <p>Carry an adequate sail wardrobe to cope with heavy weather. IE Mainsail with 2 or 3 reefing points and Nos 3 and (possibly) No 4 jibs.</p> <p>Comply with all statutory and YV and YA regulations and recommendations.</p>
<b>Minimum equipment which must be carried:</b>	<p>A first aid kit which meets the needs of all on board at sea and on land.</p> <p>A copy of St John’s first aid manual or its equivalent.</p> <p>A copy of the Victorian Recreational Boating Safety Handbook.</p> <p>Charts covering the proposed venue and possible alternatives. The person in charge must have knowledge of and understanding of the above charts.</p> <p>Any person who is to take charge of the vessel must have a recreational boat operator’s licence.</p> <p>A set of tools, spare parts and repair equipment to carry out necessary repairs on the water.</p> <p>A PFD 1 of appropriate size for every person on board.</p> <p>A bailing bucket with a lanyard.</p> <p>An approved fire extinguisher.</p> <p>A waterproof lantern in working order.</p> <p>An appropriate anchor &amp; chain &amp; 50M of 10mm nylon or 12mm poly rope with the end secured to the boat. (Note that many anchors are rated for light displacement boats and are not adequate for Sunmaids or Sunbirds in heavy weather.)</p> <p>An adequate compass.</p> <p>An EPIRB if operating in open waters more than 2 NM from the coast.</p> <p>Consider carrying an EPIRB in any open waters at any distance from coast.</p> <p>A set of inshore distress flares still within use-by date.</p> <p>A knife and rigging key on a lanyard</p> <p>A 27 MHz or VHF radio in operating order</p>
<b>Additional equipment recommended:</b>	<p>Extra buckets with lanyards,</p> <p>Extra small waterproof torches with lanyard and whistle attached, for use on deck at night.</p> <p>Extra fire extinguisher and/or fire blanket.</p> <p>A set of four docklines twice the length of the boat.</p> <p>A “V Sheet” or similar.</p> <p>Bungs to plug broken through-hull fittings.</p> <p>An additional anchor, larger than the working anchor, with spare warp.</p> <p>Rocket or parachute flares if going offshore.</p> <p>A floating heaving line.</p> <p>A life ring.</p>

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity

**Trip preparation “C” – Choice of venue**

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Possible cause of accident

**Unexpected bad weather in exposed position**

Possible outcome of accident

Inconvenience, sea sickness to drowning

Responsible person

Person or persons planning trip

Likelihood of accident

Moderate

Preventative action

The choice of venue in combination with factors such as weather, boat condition and equipment, and ability of the crew could cause an adverse outcome.

Choose a venue in inland or enclosed waters if weather is likely to deteriorate during the trip.

Pay strict attention to weather forecasts on exposed waters such as Port Phillip, Western Port and Corner Inlet.

Take extreme caution in exposed coastal waters.

Have an alternative venue or be prepared to cancel the trip when bad weather is forecast.

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity

**Travelling to or from venue**

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Possible cause of accident

**Loss of control of rig**

Possible outcome of accident

Inconvenience to severe injury or loss of life.

Responsible person

Owner or person in charge of rig

Likelihood of accident

Moderate

Preventative action

Have relevant towing experience. If inexperienced, seek training from someone who has experience.

Comply with vehicle manufacturer's recommendations for speed and load (about 80 kph for Falcon/Sunmaid combination) but remember that these recommendations are for good conditions.

If weather, traffic or road conditions deteriorate, reduce speed accordingly.

Leave much greater stopping distance when towing.

Do not brake heavily in curves or corners – jackknifing may occur.

Do not tow when tired.

Train a second driver and take frequent breaks.

Check rig over at breaks for hot wheel bearings. Also check brakes, tyres, lights and tow hitches, etc.

If rig has been left unattended or out of sight during a break, check the towball, hitch, safety chains, pins and safety clips for signs of vandalism before resuming journey.

Exercise extreme caution when using cruise control for towing. On hills, cruise control will maintain throttle opening until the preset speed is reached, even over the crest of a hill. This can lead to loss of traction and loss of control of the vehicle. Cruise control will not control the rig's speed on a downhill.

Drivers should not be under the influence of drugs, prescription or otherwise, that may affect their performance.

A blood alcohol level of zero is preferable.

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity

### **Rigging at launching site**

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Possible cause of accident      **Falling off boat on hard stand**

Possible outcome of accident      Serious personal injury  
Responsible person      Individual or person in charge of boat  
Likelihood of accident      Low to moderate

Preventative action      Follow the advice on drugs and alcohol found throughout these pages.  
  
Take care when moving about the boat's deck, especially when wet.  
  
Wear appropriate footwear.  
  
Avoid unnecessary clutter on deck.

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Possible cause of accident      **Dropping mast when raising or lowering**

Outcome of accident      Serious personal injury to those assisting or bystanders.  
Responsible person      Owner or person in charge of boat.  
Likelihood of accident      Low to moderate

Preventative action      Have a safe, secure and easy to use method of mast raising and lowering  
  
Do not stand under the mast when raising or lowering

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Possible cause of accident      **Contact with overhead power lines, lighting or trees, etc.**

Possible outcome of accident      Electrocutation, electrical burns, injury from falling branches or falling mast  
Responsible person      Owner or person in charge of boat  
Likelihood of accident      Moderate

Preventative action      Observe the position of power lines and overhead obstructions in the rigging and launching areas and between the rigging area and the launching ramp.  
  
If power lines have been contacted or brought down, remain in the vehicle or on the boat until advised by the power authority that it is safe to disembark or exit the vehicle.

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity	<b>Launching and retrieving</b>
Possible cause of accident	<b>Collision with other persons or property while reversing down ramp or moving to the ramp</b>
Possible outcome of accident	Damage to property, personal injury, loss of life.
Responsible person	Owner or person in charge of rig.
Likelihood of accident	Moderate
Preventative action	Make sure ramp is clear. Have someone walk alongside rear of boat to warn of danger.
Possible cause of accident	<b>Falling on slippery boat ramp – particularly at low tide</b>
Possible outcome of accident	Personal injury such as broken leg or wrist or spinal injury.
Responsible person	Individual on ramp
Likelihood of accident	Moderate to high
Preventative action	Wear appropriate footwear and take extreme care.
Possible cause of accident	<b>Runaway boat</b>
Possible outcome of accident	Damage to property, personal injury, rope burn, etc.
Responsible person	Owner, person in charge of boat, person(s) assisting the launch.
Likelihood of accident	Moderate
Preventative action	Do not release safety chain/cable until ready to launch.  When launching use a check rope with several turns around a friction drum or post.  Tilt the trailer and ease the boat off. Do not launch boat by sudden application of vehicle brakes.
Possible cause of accident	<b>Car and trailer rolling back down ramp</b>
Possible outcome of accident	Property damage, serious personal injury or loss of life.
Responsible person	Owner, person in charge of rig, person(s) assisting launch/retrieval
Likelihood of accident	Moderate
Preventative action	Stop engine, put vehicle in low or reverse gear & apply handbrake. Use “park” for automatic transmissions. Apply trailer manual brakes. Use wheel chocks. Note that rollback is more likely to occur during retrieval when running engine with car in neutral, to facilitate the use of electric winch, but it can occur at other times on a ramp. Have extra person in the vehicle to apply footbrake.

## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity      **Sailing and on the water**

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Possible cause of accident      **Fending off and docking**

Possible outcome of accident      Severe personal injury

Responsible person      Individual

Likelihood of accident      Moderate

Preventative action      When fending off, make sure no part of the body is between the boat and any other object or boat.  
Take a turn around a bollard with the dockline to prevent rope burn or being pulled into the water.

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Possible cause of accident      **Collision with other vessels or persons**

Possible outcome of accident      Minor injury to death

Responsible person      Owner or person in charge of boat

Likelihood of accident      Moderate

Preventative action      Keep a proper lookout at all times.  
Know the regulations for the prevention of collisions at sea.  
Avoid a collision even if you have right of way.

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Possible cause of accident      **Bad weather**

Possible outcome of accident      Varies from inconvenience to loss of vessel or drownings.

Responsible person      Owner or person in charge of boat.

Likelihood of action      Moderate

Preventative action      Do not go out in weather which you or your boat cannot handle  
Know weather channel frequencies and times of updates.  
Monitor calling frequency - 88 (27MHz) or 16(VHF) for storm warnings.  
Ensure your radio and battery are in good condition.  
Keep a lookout for approaching squalls or thunderstorms and reduce or remove sail.  
Do not carry inappropriate amounts of sail in strong winds.  
Be ready to let sheets/halyards fly in an emergency.  
Never use locking turns on horn cleats for spinnaker or genoa sheets.  
Close and secure all hatches and companionways in heavy weather.  
Wear appropriate PFD and comply with current regulations regarding PFD's  
Non-swimmers should wear PFD 1 at all times.  
Secure fore hatch before hoisting sail.  
Do not overload the boat.  
Stay close to other boats in the group and have an experienced crew take up the rear.  
Do not sail to a time deadline or return in bad weather.  
Be prepared to wait out bad weather at a sheltered anchorage or make other arrangements for boat retrieval.

If Wind forecast exceeds 25 knots scheduled events will be cancelled for Sunmaids

If wind forecast exceeds 30Knots scheduled events will be cancelled for Sunbirds

It is the responsibility alone of the skipper and crew of each boat to start or continue in an event.

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# SUNMAID ASSOCIATION RISK MANAGEMENT

Activity or part of activity	<b>Sailing and on the water</b>
Possible cause of accident	<b>Calls for assistance going unnoticed</b>
Possible outcome of accident	Inconvenience to drowning.
Person responsible	Owner or person in charge of boat
Likelihood of accident	Moderate
Preventative action	Carry good working radios. Carry mobile phone Carry EPIRB as prescribed in regulations and even on Port Phillip and Western Port bays. Know correct radio procedure for emergency and urgent calls and know the Relevant channels. Have a list of phone numbers and radio call signs of the rescue organisations for the area in which you are sailing. Always know your position.
Possible cause of accident	<b>White water, tidal flows near entrances to inland waterways, river currents</b>
Possible outcome of accident	Inconvenience to drowning.
Person responsible	Owner or person in charge of boat
Likelihood of accident	Moderate
Preventative action	Avoid broken water, surf, shore breaks and bars. Take care not to become committed near entrances to inland waterways. Take care in strong tidal and river flows. Note that the combination of some of the above factors with adverse weather has proved fatal.
Possible cause of accident	<b>Fire and/or explosion</b>
Possible outcome of accident	Inconvenience to loss of life.
Person responsible	Owner or person in charge of boat.
Likelihood of accident	Moderate
Preventative action	Make sure there are no gas or fuel leaks. In particular check stove to ensure that fuel or gas valves are fully closed. Have a gas alarm if using gas. Keep the stove in good order. Always keep watch when stove is in use in case it blows out and spills unburnt fuel or gas. Store spare fuel on deck. Ban smoking below decks. Have a second fire extinguisher and fire blanket. Make sure fire extinguishers are in good working order.(Powder can pack down with motion.) All gas installations must comply with the relevant state regulations- AS5601 In Victoria – and any installation must be carried out by licenced tradesmen who are authorised to do the work and have marine installation experience. LPG is an excellent servant but it can be a dangerous master. Always keep it under control and turn the supply off at the cylinder when not in use.

## SUNMAID ASSOCIATION RISK MANAGEMENT

Activity or part of activity      **Sailing and on the water (continued)**

Possible cause of accident	<b>Misplaced equipment</b>
Possible outcome of accident	Inconvenience to drowning
Person responsible	Owner or person in charge of boat
Likelihood of accident	Moderate
Preventative action	Make sure that every person on board knows where essential equipment is. Ensure that equipment is put back in exactly the same place after use.

Possible cause of accident	<b>Sails, boom, deck equipment. Etc.</b>
Possible outcome of accident	Minor to serious injury
Person responsible	Individual or person in charge of boat.
Likelihood of accident	Moderate
Preventative action	Avoid accidental gybe or tack. Let everyone know when tacking or gybing. Avoid getting caught in sheets, winches, blocks, etc. Keep heads down when tacking or gybing. Make sure all on board understand how boat operates. Know how to operate all equipment properly. Luff the boat to let pressure off sails and sheets if someone is caught.

Possible cause of accident	<b>Man overboard</b>
Possible outcome of accident	Inconvenience to drowning.
Responsible person	Individual /person in charge of boat
Likelihood of accident	Moderate
Preventative action	Practise and adopt and accepted man overboard procedure such as that shown in the AYF Blue Book. Hold on as necessary. Wear PFD as necessary. If necessary use lifeline especially when sailing one up. Have a life ring on boat. Have a transom ladder.

Possible cause of accident	<b>Exposure to elements</b>
Possible outcome of accident	Inconvenience to hypothermia or sunburn/skin cancer.
Responsible person	Individual/person in charge
Likelihood of accident	Moderate
Preventative action	Protect self and/or crew from elements as necessary. Have an adequate supply of sunscreen.

## SUNMAID ASSOCIATION RISK MANAGEMENT

Activity or part of activity      **Sailing and on the water (continued)**

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Possible cause of accident	<b>Anchoring</b>
Possible outcome of accident	Minor to serious injury
Person responsible	Owner or person in charge of boat
Likelihood of accident	Moderate
Preventative action	<p>Choose an anchorage where a wind shift or a tide change will not cause problems.</p> <p>Take care, especially in heavy weather to avoid pinching or crushing injuries.</p> <p>Take care not to be thrown overboard in heavy weather.</p> <p>Make sure anchor, chain and rode are fit for purpose.</p> <p>Make boat end of rode fast inside anchor locker.</p> <p>Wire shackle pins in place.</p> <p>Have a minimum of 50 metres of rode of 10mm nylon or 12mm silver</p> <p>If operating in deep water, carry an extra 50 metres of rode.</p> <p>In good conditions, pay out 3 times the depth on rode.</p> <p>In rough conditions, pay out 5 to 7 times.</p> <p>Note that many anchors are rated for light displacement boats and are not suitable for Sunmaids or Sunbirds.</p> <p>Check bottom conditions from your chart.</p> <p>Set anchor by pulling on rode by reversing motor back hard.</p> <p>Check for anchor drag by using transits on land (fixed points in line) or by using a GPS.</p> <p>Set anchor watch on GPS at night.</p> <p>Make sure boat is visible at night.</p> <p>Make sure anchor cleat cannot tear out of foredeck (by reinforcing underneath) and that fasteners are adequate – cleats do tear away from decks.</p> <p>Make sure boat will not be holed by its own anchor.</p>

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity      **Outboard/Inboard motor operation**

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Possible cause of accident      **Person coming into contact with propeller**

Possible outcome of accident      Severe personal injury  
Responsible person      Person operating motor  
Likelihood of accident      Moderate

Preventative action      Make sure no person is near propeller when operating motor

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Possible cause of accident      **Rope tangled around propeller or propeller shaft**

Possible outcome of accident      Loss of propulsion. Man overboard.  
Responsible person      Person operating motor  
Likelihood of accident      Moderate

Preventative action      Ensure that there are no trailing ropes before starting motor

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## SUNMAID ASSOCIATION RISK MINIMISATION

Activity or part of activity

**Racing**

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Possible cause of accident

**Insufficient resources to cope in an emergency**

Possible outcome of accident

Injury to drowning

Person responsible

Organisation conducting race.

Likelihood of accident

Moderate

Preventative action

The Sunmaid Association shall not run races in its own right. The management of races will be handled by organisations with the skills, manpower and equipment necessary to conduct such events. Alternatively, members may choose to participate in events conducted by such organisations.

It is the responsibility alone of the skipper and crew of each boat to start or continue in an event.

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## SUNMAID ASSOCIATION RISK MANAGEMENT

Activity or part of activity

**Onshore activities at sailing venue – On land exploring**

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Possible cause of accident	<b>Caught in rips or undertow at ocean beaches. Caught in river currents. Cramp from cold waters. Hit by other boats when in the water.</b>
Possible outcome of accident	Drowning
Responsible person	Individual or person in charge of boat/group/family, etc.
Likelihood of accident	Low to moderate
Preventative action	Avoid swimming at uncontrolled ocean beaches such as Ocean Grange. Take care when swimming in rivers. Beware of very cold water. Wear life jacket if necessary. Keep a lookout for other boats when swimming – make sure they have seen you.

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Possible cause of accident	<b>Insect bite, cuts, sunburn, etc. Snakebite</b>
Possible outcome of accident	Personal discomfort. Extreme sickness or loss of life.
Responsible person	Individual.
Likelihood of accident	Low to moderate
Preventative action	Wear appropriate clothing and footwear. Carry appropriate first aid kit. Carry mobile phone for communication.

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**M**

**SunMaid 20**



**SunBird 25**

# SunMaid SunBird Yachting

[www.sunmaid.org.au](http://www.sunmaid.org.au)

## RISK MINIMISATION STRATEGY

It is the Association's desire to ensure that every member acknowledge our Risk Minimisation Strategy to confirm they have read and understand:

- The relevance of risk minimisation to the Association
- Risks associated with trip preparation
- Risks associated with travelling to or from a venue
- Risks associated with rigging
- Risks associated with launching and retrieving
- Risks associated with sailing and being on the water
- Risks associated with motor operation
- Risks associated with onshore activities

I acknowledge receipt of the Risk Minimisation Strategy adopted by Sunmaid Sunbird Yachting. In particular, I acknowledge that I have read and understand the Strategy and its contents.

I support the Association in its stance to help ensure our activities are safe for members and their families and friends.

Signed.....

Name.....