



Health and Safety Coordinator

Role Description

The Health and Safety Coordinator:

1. This is a voluntary position
2. Reports to the Commodore
3. Monitors and suggests changes to the club safety related protocols and policies including:
 - Incident Reports
 - Concussion Policy
 - Cannabis Policy
 - Safety System manual
 - Emergency Action Plan
 - Electrocution drowning
 - First Aid equipment and training
 - Fire Safety Plan
 - Small Vessel safety regulation updates
4. Monitors safety issues around the club house and grounds. Works with the harbour master (docks and dredging) and property officer to suggest corrections and improvements.
5. Introduces new members into the health and safety issues of the club.
6. Conducts investigations into health and safety issues at the request of the executive.
7. Provides a written report to the Commodore for each executive meeting.

Duties

1. Fire extinguishers
 - a. Check charge
 - b. Expiration
 - c. Quantity type and location
2. Emergency procedures
 - a. Ensure members are aware of procedures
 - b. Review and change if required.
3. Docks
 - a. Check mooring cleats for type and integrity
 - b. Life rings and heaving Lines. Check for condition & holders
4. Mast Racks
 - Inspect for integrity, condition of wood, fasteners, stability
5. Flammable Materials

- a. In utility room check paint storage. Minimize, metal cabinet enclosure
- b. Propane storage, secure and vented
- 6. Electrical
 - a. Check for stray current at dock
 - b. Check cable integrity
 - c. Check condition of receptacles
- 7. Life Rings
 - a. Check condition, suspension integrity
 - b. Check heaving lines for condition and storage integrity.
- 8. Crane and operational area
 - a. Check cable for broken strands. (no more than 10% breakage is allowed.)



- b. Check for "birdcaging"



- c. Check cable hooks and weights
- d. Check pump out hose for damage and effluent visibility. Ensure it is stored in protective cabinet.
- 9. Grounds
 - a. Check for holes in lawn
 - b. Check integrity of picnic tables
 - c. Check that walkways are clear
- 10. Cradles
 - a. Check structural integrity of cradles.
 - b. Check for protrusions below the frame that might interfere with sliding cradle onto cradle trailer.
 - c. Check that tripods are securely chained to prevent movement.
- 11. Winter
 - a. Check that tarps are secure and not creating a hazard for neighbouring boats
 - b. Check that no unsupervised electrical connections are in place. Environment
 - c. Check for ice build up on walkways.
- 12. Environment
 - a. Check for improper disposal of oils, antifreeze, solvents etc.
 - b. Check that any grinding dust is collected and disposed of properly.
 - c. Ensure recycle is done properly

***Approved by The Membership
October 24, 2020***

