

# Safety Procedures and Information

## Pender Island Junior Sailing Association (PIJSA)

### Version 1.8

V 1.2 Updated August 17, 2014

V 1.3 Updated October 15, 2014

V 1.4 Updated March 18, 2017

V 1.5 Updated March 2019

V 1.6 Updated May 2021

V 1.7 Updated May 2022

V 1.8 Updated April 2023

The Director-in-Charge for each week shall have this document in his/her possession for each day of a course.

## Introduction

This document is organized such that students and their parents or other responsible persons can read in Part 1 the precautions that are necessary in order to safely enjoy the courses that are offered. Directors, instructors, and volunteers will be familiar with both Part 1 and Part 2, which has more detailed information and procedures, which others are welcomed to review.

If participants have questions and concerns during the courses, please feel free to speak to the instructor or any Director. Your safety remains a top concern and anything you share will be discussed and reviewed at the Board level usually the same day.

## Part 1: Information for Students, Parents, etc.

### Index: Part 1

1. Participant Requirements

2. Instructor Certification

3. Medical Services

4. On Water Safety Issues and Information

5. Other Safety Information

6. Risk Assessment

### 1. Participant Requirements

#### Clothing

A participant should have:

- i. A hat or cap to provide shade from the sun
- ii. Some warmer clothing in case they get cold or chilled
- iii. A change of clothes and towel for when they get wet
- iv. Consider water or beach shoes as the beach is pebbles, not sand.
- v. Suitable gloves that can help stop ropes chaffing hands are optional

## **Supplies**

A participant should bring for the day:

- i. Adequate water.
- ii. Suitable lunch and snacks. (See Food Allergies section 5E).
- iii. Sunscreen is required and sunglasses optional
- iv. Appropriate medicines for conditions and allergies.

## **Behaviour**

A participant will:

- i. Obey instructions from the instructors, Directors, and volunteers especially when on the water
- ii. Be courteous to others in the boat, especially those who are first time sailors

## **2. Instructor Certification**

PIJSA on water instructors are certified by Sail Canada to teach the **CANSail levels 1, 2, 3 & 4 courses**. This certification includes quality assurance of instructor technical knowledge, safety processes, and student assessments. For Fun Sailing, either Community Coaches, Level 1 & 2 certified instructors, or Directors will supervise. Instructors are trained in basic first aid for on-water emergencies. Instructors are periodically recertified by Sail Canada, including on-site visits to our courses.

## **3. Medical Services**

The outcome of a minor or major incident may require medical services. Pender Island has a Health Centre staffed by appropriate medical personnel providing primary health care. Ambulance service is provided by an on-call BC Ambulance Service. In the event of a serious injury, evacuation off the Island can be by ambulance on a ferry; a boat ambulance, or an air ambulance depending upon the urgency. In many cases, BC residents may be covered for these services; others should consider appropriate insurance.

The sailing training hours of operation coincide with the Pender Island Medical Clinic service periods except for noon-2 pm. PIJSA reserves the right to seek medical treatment for a student in the event that no parent or guardian is present.

## **4. On Water Safety Issues and Information**

### **a) Clothing**

July and August on Pender Island are generally pleasant with moderate winds and sunny skies. Nevertheless, changes can rapidly occur and students should be prepared for weather deterioration.

On sunny days, students should regularly apply sunscreen. The wearing of water tolerant shoes and a hat are strongly encouraged. Sun glasses and gloves are desirable. A change of clothes given the marine environment is required.

Cooler temperatures with rain will require appropriate modifications to ensure students remain warm and can face sustained time on the water. A daily weather check is important before leaving the house.

### **b) Personal Flotation Devices and Swimming**

The need to wear PFDs while on the water is continuously stressed with all students. PFDs are supplied by PIJSA and may be supplemented by individuals using their own life jackets. All PFDs must be certified to Canadian Coast Guard

standards. All PFDs must have whistles, **the use of which will be limited to emergency situations**. PFDs must be worn fully buckled when on the water. **Inflatable PFDs are not acceptable to be used by students during class sessions.**

All participants should visually verify that fellow sailors are wearing their PFDs with a whistle attached. Near-shore omissions will result in immediate return of that vessel to the beach. Delayed oversights will be replenished from spare PFDs and/or whistles carried in the safety boat in the event a student does get on the water without a PFD or whistle.

Students in Level 1 & 2 courses will be **required** to participate in a capsizing exercise at the end of a Tuesday afternoon. **They will get wet.** Lack of participation will mean suspension from the course as the student becomes a risk to others.

### **c) Electronics**

Sailing requires continuous vigilance for wind shifts by the entire boat team. There is a zero-tolerance policy for students to take electronic equipment in the boats. Cell phone and camera usage is limited to on shore usage.

### **d) Boating Equipment**

The sailing school is equipped with 5 Laser1s, 2 Laser2s, 2 Bytes, and 7 Pirate class boats. The Bytes are primarily for lighter students in the advanced courses or FunSail. The school has 2 motorized support boats (zodiacs) identified as "Laser coach boat" and "Pirate coach boat" for VHF communication using channel 73. An additional support boat will be on the beach ready for use. The support boats will only be refuelled and piloted by instructors, Directors or volunteers familiar with outboard motors. Shore communication will be identified as "Director".

No student-manned boat may leave the beach area until the instructor boat, i.e. the safety boat, is underway. Only once this vessel is in position will other boats leave. Depending on student proficiency, Pirate boat departures may initially be assisted by Directors and volunteers. Our intent is to ensure that Level 1/2 students can handle this challenge by mid-week.

All boats will be rigged and de-rigged by students. Instructors assisted by Directors and volunteers as needed will support these efforts and verify rigging details as well as the loading of supplementary safety devices such as bailers and paddles.

### **e) Rules of Navigation**

In order to reduce the likelihood of a collision the following rules will be explained to the students and will be instructed to follow them:

Moored boats are to be passed at their stern so the student boat is downwind of the moored boat so that the wind will push the student boat away from the moored boat.

Students are to try to keep their boats separated by the length of 3 boats either from behind or on the side when passing.

### **f) Designated Sailing Area**

This generally is close to the shoreline near the club house. As students gain skills, they will sail outside further out in the bay accompanied by an instructor in a coach boat. Their horizon will increase commensurate with skill level and weather conditions and the final day will normally include a race to and from Mortimer Spit (accompanied by the support boats).

**No sailors** are authorized to sail beyond Mortimer Spit, irrespective of wind conditions as this is considered the limit for sighting and deployment in case of emergencies. Advanced sailors (Levels 3 & 4) are permitted to group sail beyond Mortimer when accompanied by an instructor boat. Under no circumstances will any boats sail outside of Browning Harbour.

### **g) Weather**

Browning Harbour is renowned for stable sailing conditions with a gentle onshore breeze and very little current. The summer months are generally sunny, with 5-10 knots (10-20 kph) winds and very little precipitation. Thunderstorms are a rarity. Nevertheless, depending on conditions and our students' skill levels, PIJSA may decide to replace water time with land-based teaching as a safety precaution.

During strong winds the instructors and the Director-In-Charge will determine the safety of the conditions and whether the boats should not be sailed. If sailing is not allowed the instruction will continue on land until the winds subside

### **h) Injury Processing**

Individuals may be incapacitated while on the water. All serious accidents must be communicated to shore support using VHF channel 73. Shore support will commence emergency land notifications including 911 and if necessary notifying our local RC Marine Search & Rescue craft located in the vicinity through Victoria Coast Guard radio on Channel 16. At least one Board Member shall have a cell phone.

**The emergency claxon (air horn) will sound 5 bursts whenever all student boats must return to shore immediately.**

Shore support will ensure the access area is cleared for arrival of emergency services. Depending on the situation, the support boats will be deployed to assist the injured person or accompany remaining boats to shore.

The individual's registration document (held in the clubhouse) will give the key contacts to be called and supplied with known relevant information.

Once the injured person has been tended to by qualified emergency personnel, shore support will assist students who may be upset, and secure the boats if necessary.

**See Part 2 Section 7 for details of Medical Emergency Guidelines**

## **5. Other Safety Information**

### **a) Rigging of Boats**

Students are responsible for boat rigging and take-down at the end of the day. All boats will be hand-trailerred to the beach for rigging prior to the start of the course, but will need moving to the waterline. There, all boats will be oriented bow-to-wind before commencing rigging in order to simplify sail hoisting and to prevent the booms from swinging in the wind. After this, boats will be moved into the water stern first, and trailers will be returned to the top of the beach to avoid any tide activity. **If the boat has to be turned around after rigging, the jib (front sail) should not be raised, and the boom should be tied down so it cannot move in the wind. In heavy wind conditions, boat turning will be directed by instructors or club directors/volunteers.**

### **b) Student Safety**

PIJSA is committed to prevent any incidents of harassment from any cause, and will emphasize the need for students

to be considerate of each other both on and off the water.

Washrooms are available in the lower level of the Port Browning Pub near the Marina office. Boys and girls must go by twos or accompanied by a suitable adult.

#### **c) First Aid Kit**

A comprehensive first aid kit is located on the rear shelf of the club house. Access is generally limited to Directors and assigned volunteers. The kit must be returned to this location and is verified before each week of classes to ensure necessary materials are on hand.

#### **d) Key Contact Numbers**

A list of emergency contact phone numbers is maintained in the club house. The assigned Directors will have at least one mobile phone for emergency calls. Emergency services should be contacted using 911. Dialling 911 ensures officials are notified and that adequate resources are directed to the issue. It is important to assign one person to remain with the phone to provide details as requested by the 911 coordinator. Only resort to local services (police/fire/medical etc.) after the 911 call is completed.

#### **e) Medical Information**

Student medical records and contact phone numbers are maintained in a black binder in the club house. The binder is on the work platform, adjacent to the rudders deck. This information is updated before the Monday morning of each course. If the information has not been received by PIJSA, the student or appropriate responsible person shall be asked to provide the information at the first meeting on Monday.

## **6. Risk Assessment**

The sailing environment provides unique situations for our participants. This safety plan does NOT focus on items with a remote likelihood of happening. Plans addressing catastrophic fires, floods and earthquakes already exist with various government agencies. The club will follow directives as issued by government agencies in those circumstances.

This safety plan focuses on issues under the control of participants. Based on past experience, the following items are considered most likely, but not certain. Any of the below-noted issues will be discussed either on the day or at the following morning's group meeting to avoid a recurrence.

Key issues for on-water participants:

#### **a) Boom Strike to Head**

The base of a mainsail is a hollow metal rod-like structure called the boom that usually moves above the heads of the sailors. Failure to pay attention to this movement can result in a "boom strike" to the head. PIJSA does cover the booms of the Pirate boats with foam materials to soften these strikes. The Instructor will assess severity and advise club shore support by VHF using channel 73. If there is any doubt about the severity of the boom strike the student will be relayed to shore in a motorized boat. For details about medical treatment see Medical Emergency Guidelines Part 2, section 7-C-1&2

#### **b) Forgotten PFD, Whistles**

**See 1-b) above**

#### **c) Collision**

The instructors will advise students of the area in which they will sail. Students will have been advised on navigation

rules on their first day and in particular, moored vessels must be passed at their stern (rear) as the wind will tend to push them away from the moored vessel.

Where collisions are unavoidable, **do not try to stop the collision with hands as fingers can be crushed**. Keep hands inside the boat at all times. In cases of glancing collisions between club boats, vessels are assessed for worthiness and students checked for any personal injury when necessary.

#### **d) Mild Sunstroke, Sunburn and Heat Exhaustion**

In warm summer weather with bright sun, students can suffer the effects of heat exhaustion and sunburn. Should symptoms such as nausea occur, Instructors, Directors and volunteers will take action to cool students and get them out of the sun and cool them down. For more details of action to be taken see Medical Emergency Guidelines Section Part 2, section 7-C-3.

#### **e) Allergic Reactions**

From experience PIJSA knows that allergic reactions can result from insect bites, contacts with dogs, or from consuming food to which the student is allergic. It is critical that sailors with allergies come equipped with appropriate antidotes and that the Director-in-Charge is advised at the beginning of the course of the nature and severity of any allergies. Hamilton Beach is used by people who walk their dogs often off leash. The Director-in-Charge needs to know about allergies to dogs, or if a student is uncomfortable with dogs. PIJSA recommends fanny packs with sealed dosages (including Epi-Pens) for on-water application by the student if necessary. Students with food allergies should bring their own food each day, including the end of week BBQ. See Medical Emergency Guidelines Part 2 section 7-C-5) for further details.

#### **f) Unplanned Capsize**

Students are taught righting processes after a capsize as part of their curriculum. This is conducted in stable conditions under the auspices of the instructor. Occasionally, boats will unintentionally capsize. Shore Support will notify the instructor using VHF channel 73 and sound a single blast on the alarm horn for capsizes where the instructor does not respond to the radio. The instructor will assist people in the water to right overturned sailboats and, if necessary, a tow to shore. Instructors and Directors need to pay attention for symptoms of hypothermia should students spend sufficient time in the water following a capsize incident. See Section Medical Emergency Guidelines Part 2 section 7-C-4) for response to symptoms of hypothermia.

## Part 2: Additional Information for Directors, Volunteers, & Instructors

### Index: Part 2

- 7. Medical Emergency Guidelines**
- 8. Board Member Participation**
- 9. End of Day/Week Reflection**
- 10. Record of Past Safety Improvements**

### 7. Medical Emergency Guidelines

#### a) Protocols for Medical Emergency

If the injury or condition is judged to be serious, 911 should be called ASAP.

Dial 911 for emergency support. State "This is the Pender Island Junior Sailing Club. My name is xxxxxx. We are located on the beach at the bottom of Hamilton Road/Oak Road at the head of Browning Harbour on North Pender. We require emergency services support for xxxx". On arrival of the emergency services, provide the medical information submitted on registration to the emergency care-givers if the parents or guardians are not present.

However, in most cases, appropriate attention and first aid should suffice, or if in doubt the student should be taken to the Health Clinic by a Director or volunteer if the family is absent. It should be remembered that the Clinic closes over lunch (noon-2 pm), thus if it is close to 12 noon, the Clinic should be called to warn them of the arrival (250-629-3323). Over lunch, try calling the Clinic doctors number 800-866-5602; the phone should be answered or ring through to an answering service.

If the parents, guardians or responsible adults are not present on the beach, they should be contacted ASAP by someone other than the Director-in-Charge who should be dealing with the accident.

The below duties may vary per circumstances.

The Director in-Charge will assign another Director to:

- handle outside communications,
- inform parents/guardians, and
- keep Oak Road free of boat launchings to facilitate emergency crew access.

A second Director or assigned volunteer may be assigned to:

- communicate with instructors,
- obtain first aid kit/blankets and forward to staff on water if necessary, and
- liaise with instructor using VHF channel 73

One or more additional Directors or assigned volunteers will be assigned to:

- assist with injured person(s), and
- handle on-water students' return to shore.

The Director in-Charge will:

- Remain calm and reassuring.

- Assess the situation and solicit advice from those with any first aid experience, and defer to any family members or responsible adult.
- Ensure that assistance is provided to students or parents showing signs of stress.
- Once emergency crews arrive, summarize the situation and provide any support logistics requested.
- After injured person is attended to and under medical supervision, secure boats on beach and provide support to students.
- Remain on site until all students have been picked up by guardians. Provide synopsis to parents.
- If the accident is serious, the insurance company carrying the policy may need to be notified by a member of the Executive when there is an indication of action against PIJSA.
- All serious injuries will require detailed documentation outlining the situation, actions taken and timeline for interventions.

## **b) Precautionary.**

The first aid kit will be inspected regularly during the week of courses to ensure that supplies are current. This will include an Epi-Pen. Out-of-date Epi-Pens can be used as a back-up, if they are not cloudy.

A cooler with ice will keep at least 1 gal of water to supplement that brought by students and others. Keep a “cold pack” on the ice for first aid.

Directors and volunteers must be aware of the first aid kit location and emergency numbers located in the shed.

## **c) Most Likely Accidents and Responses to them.**

### 1. Cuts and Abrasions

Minor cuts and abrasions should be cleaned using a saline solution. Apply bandaids or Telfa pads (non-stick), gauze, and bandage as appropriate to the size of the injury. **Do not** apply any topical treatment to the wound. Do not apply a cold pack as this will inhibit blood clotting.

If the cut is deep, the student should be taken to the clinic for possible stitches.

If there is considerable blood flow, find where applying pressure lessens the flow, and if necessary, also elevate a limb above the heart.

### 2. Possible Concussion.

Most commonly caused by the boom, which may also cause a cut or abrasion. Normally this injury will produce a large “goose-egg” swelling which is best treated with a cold pack, but is not a cause for concern unless symptoms below are observed. Cold compresses will be applied to contain swelling at which point further medical intervention may be undertaken. Shore support will check for concussion symptoms and, if a concussion is suspected, will transport individuals to the medical clinic before authorizing a return to active sailing. Concussion will be exhibited by any of: disorientation, motor control impairment, and even unconsciousness. Unconsciousness shall require a 911 call, which may be required for the other symptoms, and in all cases must lead to a trip to the Health Clinic. Delayed symptoms may include a very bad headache and/or nausea. These should be checked at the Health Clinic.

### 3. Sunstroke or Heat Exhaustion

Nausea is a common symptom. The student needs to be cooled down. The student should be in the shade; cool water can be applied; drinking water to hydrate should occur. Probably should go home.



To reduce the possibility of sun and heat effects, students should apply protective sunscreen, and wear appropriate clothing including hats while on the water. Regular hydration and food consumption will also be scheduled. Where incidents of excessive exposure occur, the on-water instructor will advise shore support and the student will be conveyed to shore. Shade, rehydration and possible cooling using water-soaked cloths will be started. If necessary, the individual will be driven to the medical clinic.

#### 4. Hypothermia

Thin children in particular can get cold very quickly. If shivering persists, students should go into the shed and remove all wet clothing (one reason for a change of clothing always being available). Be given the available blankets, and sit in the sun or in a heated car. Providing a warm drink can help.

#### 5. Allergic Reactions.

Pender Island, including the area around Junior Sailing Station, is noted for **wasp nests** which are destroyed when found. In the rare case of a sting, if necessary, an Epi-Pen are stored in the First Aid box on the club house rear wall shelf. Directors have been instructed in its use and will determine application based on the individual's reaction to any sting. Club expectations are that, for known allergies, students will carry appropriate medication in fanny packs and that a labelled spare dosage be provided for club application if required. Such individual medication will be returned to guardians at course conclusion.

The Club holds an end of week BBQ which may be preceded by a race to Mortimer Spit. PIJSA is too small an organization to provide for all food allergies. Those with food allergies may need to bring their own food. Students with severe food allergies should have parents, guardians or other responsible adult present at the BBQ.

An Epi-Pen should be used if there is any doubt about the severity. If the student is familiar with its use, let them self-administer, or a family member. Call 911 immediately, and wait for the responders.

### **8. Board Member Participation**

The PIJSA Board has a Safety Committee consisting of three Board Members. The Safety Committee is chaired by the Safety Officer who manages the Safety Program.

All Directors attend regular board meetings and are active participants in managing the club sailing program. This includes directly sharing safety issues with participants while attending events at the clubhouse on Browning harbour.

Directors actively discuss safety issues and will determine and undertake preventive measures as they arise during sailing operations. Board members will also evaluate parent proposals regarding safety concerns.

### **9. End of Day/Week Reflection**

Any safety issues arising during the course of the day shall be informally discussed among the attending Directors and coaches. Issues will be documented and additional safety measures may be adopted where appropriate. The issue and planned action will be discussed with students, instructors and parents the following morning before launch.

An informal session with Directors and volunteer helpers is held at the end of each training week. Among other items, safety issues will be discussed and a review of mitigating action completed. These will be put into place for the following week of training. In order for the learnings from the week to be transmitted to those not at the training session the Director-in-Charge will circulate an email to other directors including important issues.

A formal Board meeting will review issues and preventive measures when necessary.

## 10. Record of Past Safety Improvements

Safety is a continuous process requiring vigilance and adaptation. The Board is committed to making the necessary changes to reduce risk for our students. During the past years PIJSA has implemented the following safety improvements.

### Implemented in Calendar 2014

Acquired a **2<sup>nd</sup> support boat** with motor propulsion. The boat serves as a back-up unit for emergencies and supports Laser sailors.

Obtained high visibility **buoys to mark the main teaching area**. Our objective is to reduce the number of moored vessels in a Designated Sailing area.

Developed an easy to understand **Safety Plan** to be shared with Instructors, volunteers and Board Members.

Acquired **VHF radios** and agreed communication protocol.

Developed Board/Safety **Attendance Calendar**.

Sent all Board Members for **VHF certification**.

### Implemented for Calendar 2015

~~Tested replacing aluminum booms with plasticized material~~ to reduce the impact of potential strikes.

(This item was deemed impractical and will not be adopted.)

**Extended the Designated Sailing Area** with further buoys and develop usage protocol.

**Enhanced** the written **Safety Plan** and pro-actively shared with students and guardians.

Implemented corrective process to ensure **PFDs availability on the water** if forgotten.

**Revisited the boat rigging process** to reduce potential boom swings and potential sail snags.

Acquired caps to easily **identify Board Members** on duty.

### Implemented for Calendar 2016

**Acquired an additional support boat** (currently have 3 support vessels).

**Updated student life vest inventory with new PFDs and whistles**.

**Acquired caps to identify beach support persons**.

**Improved documentation** detailing Director and Volunteer duties.

### Implemented for Calendar 2017

**Bought more powerful marine engine for 2nd support boat** (currently have 3 support boats).

**Developed new registration form** to obtain all student information before the start of a course.

**Acquired another Laser 2 and Byte** for the Level 3 and 4 courses.

**Updated the Safety Plan**.

**Acquired another handheld radio** giving one spare to needs

### Implemented For Calendar 2019

**Major revision of Safety Plan** by including the Medical Emergency Guidelines, elements of Beach Attendance Duties and elements of Notes for Director in Charge at the Beach, **and renamed Safety Procedures and Information**

**Replaced Flying Junior boats** with newer Pirate vessels to mitigate rigging/boat breakdowns.

**Another Laser 2 was added** to give greater capacity for use of 2-person boats at advanced level

**Another Byte was added** to give greater capacity for lighter sailors at the advanced level  
**Added more PFDs**  
**Added “pool noodles” to Pirate booms** to reduce severity of boom strikes

Latest Review/Amendment by Board Members is August 17, 2014  
Scheduled Review by Parent/Guardian Representatives in September 2014  
Scheduled Review by Royal Canadian Marine Search & Rescue Representative in October 2014  
Scheduled Approval of Updates by PIJSA Board in Fall 2014

**Implemented For Calendar 2020**

No courses given due to the COVID Pandemic.

**Implemented For Calendar 2021**

**Developed separate COVID Safety Plan**  
**Reviewed Safety Procedures and Information** and edited to address COVID related issues.  
**Another Pirate boat** was acquired.  
**Items required by Transport Canada for the Coach Boats were acquired**  
**Upgraded outboard engine for instructor vessel to enhance reliability**  
**Replaced older instructor boat with newer model**

**Implemented For Calendar 2022**

**Removed COVID specific plan**

**Implemented For Calendar 2023**

**Modified the protocol about curtailing sailing in higher wind conditions**  
**Made editorial changes for clarity**