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| SAILABILITY MACKAY INC.ABN 46 686 217 150 |  |  |  |
| Sailing from Mackay Marina for people with disability\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Man Overboard Procedures (MOB)**

We have identified a risk that a person may be lost overboard.

These procedures set out mitigation and recovery strategies if a person is lost.

The procedures have been prepared using the Sailability Queensland MOB Procedures Guide and checklist.

**1 Sites where a MOB might occur**

We sail in the Mackay Marina within sight of our operations dock.

**2 Operations we conduct in the identified sites and site conditions**

The pontoon adjacent the public boat ramp is the centre of our on-water operations.

* Dinghies and the support boat are launched and retrieved
* Sailor clients are transferred

The marina is protected by high break walls and despite high tidal ranges there is no significant tidal issue.

**3 Personnel who will be on duty and the command structure**

The Officer of the Day (OOD) has overall command for operations.

The support boat skipper is responsible for on-water assistance to dinghies and is likely to be the best placed to assist in a MOB incident. There should be at least one crew on the support boat at all times.

Skippers command dinghies subject to direction by the support boat skipper or the OOD.

There is to be at least one first aid officer on duty with current first aid and CPR certification.

**4 Control measures**

* In the event of a MOB the OOD has command
* Daily briefing including weather, tide and expected traffic movements
* OOD, all skippers, support boat skipper and crew, dock crew are conversant with these procedures
* Support boat to operate when dinghies are on the water
* During sailing operations volunteers to stay alert and use available safety equipment
* OOD, and vessels equipped with VHF tuned to channel 72
* Life jackets must be worn at all times by people on-water and serviced to manufacturer’s standards.
* Weight limits and passenger numbers on vessel compliance plates to be observed
* Client sailors and carers to exercise care when on gangway, dock or in loading
* Sailing is only conducted when conditions are safe, including cancellation if conditions become unsafe during operations
* A first aid officer may be directed to take charge of a recovered person in the event that medical assistance is required.
* Only a member of the committee is authorised to respond to media or other enquiries in response to a MOB incident (enquirers may include water police, marine authorities).

**5 Recovery and post recovery plan**

MOB personnel involved may vary according to circumstances. Safety is our primary concern and will govern any incident.

We will be flexible in any recovery, using our seamanship skills in combination with these procedures.

**Role of dinghy skippers**

If the MOB is from a dinghy the skipper will radio the support boat, describe the incident and take instruction.

The skipper must keep the MOB in sight until support arrives.

If possible, the skipper will assist the MOB until support arrives.

If another dinghy is in range the skipper may assist in sighting the MOB or assisting until help arrives.

Skippers not involved in the incident are not to use their radios unless urgent.

**Roles of Support Boat skipper and crew**

Support boat skipper will decide on the approach to the MOB. The skipper and crew will secure the MOB as conditions allow

After assessing the MOB’s medical condition, the support boat will bring the MOB back to dock. Support boat will keep OOD informed.

**Role of OOD**

The OOD has overall command and will:

* Remain informed of the unfolding situation by radio, visual and voice as appropriate
* Seek medical information and, if necessary, direct a first aid officer or call an ambulance
* Clear excess personnel from the pontoon and other areas as appropriate
* Direct skippers
* Conduct a debrief as soon as practical after the operation has concluded
* Identify witnesses
* Inform members of the executive as appropriate

**Role of the Executive**

A member of the executive (or a delegate) will respond to any media, police or other publicly initiated enquiry about the incident. They may consult Sailability Queensland (SQ).

If the MOB is injured, the committee will notify SQ who will assist in notifying our insurers.

**6 Post recovery**

* Conduct debrief
* Complete incident report (facts only) include witnesses
* Decide if counselling is needed (identify who and if necessary – this may involve an outside professional)
* Inform appropriate authorities
* Document relevant conversations
* Review and revise (if necessary) our RM and MOB plans, share our experience with Sailability Queensland and other Sailability clubs