Safety, Health & Environment

The Royal Melbourne Yacht Squadron (RMYS) recognises the importance of providing all employees, contractors, members, visitors and the general public with a Safe, Healthy and Environmentally (SH&E) sustainable premises in which to work, operate, relax and enjoy.

RMYS, its caterer and contractors all commit to this policy to prevent environmental damage, injuries and illnesses, and to promote duty of care to those who work in, visit or use the RMYS premises and facilities.

This will be achieved by:

- Ensuring that safety, health and the environment is considered in all operations;
- Identifying and abating the risks in RMYS' operations that may result in injury, illness or detriment to the environment;
- Providing training and supervision to improve the understanding of what constitutes a personal or environmental hazard and to develop safe work practices and emergency procedures;
- Providing safety training and supervision of students learning to sail under the RMSTA structure;
- Providing communication in safety, health and environmental issues so that staff, contractors and members may recognise, evaluate and control any hazards;
- Seeking to ensure that everyone who attends the RMYS premises and facilities is informed of the relevant standards, directions and guidelines to protect their own and others' safety and health and the environment;
- Maintaining safe and environmentally responsible plant, equipment and facilities; and
- Providing adequate reporting systems, procedures and resources to respond to all SH&E incidents.

RMYS has implemented and manages an ongoing safety, health and environmental program through annual reviews of its operations and facilities and bi-monthly SH&E meetings. The RMYS safety, health and environment program will be informed by and be responsive to appropriate Government and local authorities' legislation and regulations.

All RMYS direct and indirect contractors, staff, suppliers, members and visitors are expected to fulfil their obligations by:

- Following all health and safety directions, legislation, policies and procedures;
- Maintaining clean and orderly facilities including both the yard and marina;
- Reporting all injuries, near misses and environmental incidents; and
- Actively participating in safety, health and environmental initiatives, procedures and programs.

For further information refer to the Safety Health and Environment Program (below).

Safety, Health & Environment

The Safety Health and Environment (SH&E) program is a coordinated program to implement the SH&E Policy. It follows AS/NZS4801:2001 and consists of the following components:

1. SH&E policy[1]

The policy is an agreed commitment by those who operate within the RMYS facilities and participate in its activities to consider safety, health and the environment.

2. SH&E plan

The SH&E plan is an overview of all facilities and activities that occur across the operations of RMYS and that impact on Safety, Health and Environment issues. It has been developed and maintained by the Safety Health and Environment sub-committee and references relevant documentation and legislation (including Work Health and Safety). It is updated annually. Associated documentation is stored as a resource for ongoing reference. It is an ongoing register of perceived risks and assessments and the actions taken to abate those risks.

3. SH&E committee[2]

The committee oversees the development and maintenance of the plan and informs the RMYS General Manager and General Committee, the caterer and contractors on issues arising from Safety, Health and Environment. The committee reviews SH&E incidents and seeks specialist advice as required.

4. RMYS General Manager

The RMYS General Manager is responsible for implementing the Safety Health and Environment plan. The General Manager delegates, when appropriate, authority to implement SH&E policy to the caterer, the yard and marina contractors and others as appropriate.

5. Incident Report forms[3]

These forms are available at the RMYS office and are to be completed if any incident has occurred. Office staff will support completing this form, which is also available on the website. Yacht racing incidents are managed separately by specific yacht racing protest forms. Yacht racing emergencies are part of the SH&E planning and procedure.

6. RMYS boat yard and slipway[4]

The RMYS Operations Manager supervises and controls all slipping and work on boats in the yard. Boat owners must liaise with and comply with all instructions issued by the Operations Manager.

7. Member Protection Policy[5]

This policy is endorsed by Yachting Australia. It outlines procedures to protect against inappropriate behaviour and endeavours to promote sailing as an enjoyable pastime without harassment from others. The policy will form a component of the RMYS SH&E program. Policy details are available from the General Manager.

8. You

Each member and visitor has the responsibility to act within the SH&E policy and procedures. Importantly, please report incidents when they occur so they can be acted upon.

Safety, Health & Environment

For further information contact the RMYS General Manager.

(1) Safety Health and Environment Policy

(2) Membership of the SH&E Subcommittee for 2018/2019 is:

- Neil Finlayson – Committee Chair, Member RMYS
- David Connolly – Member RMYS
- Leigh Brennan Smith – Principal Royal Melbourne Sail Training Academy
- Peter Benjamin – Member RMYS
- Damien Ryan – RMYS Operations Manager
- Matt Solly – RMYS GM

(3) Incident Report forms are available from the RMYS Office and from the RMYS website.

(4) Slipping forms are available from the RMYS Office and from the RMYS website.

(5) Available from the YA website.