



Annual Safety Review Checklist

Your club has an Emergency Action Plan (EAP). The coaches have all done the Every Coach Certified modules. You have a safety plan in place. How do you make sure that all of that great information is used appropriately when it is needed? In one word: practice!

This checklist is designed to guide your organization through an annual process of equipment checks and practical experience to ensure that coaches and athletes are confident in their abilities to make safe decisions and help each other in emergencies. Schedule a yearly time to go through the list!

Policy review:

| | | |
|--------------------------|-----------------------------|--|
| <input type="checkbox"/> | Safety Policy | <input type="checkbox"/> Review the document together to confirm it is complete and up-to-date. Make changes as necessary. <input type="checkbox"/> Practice scenarios around different weather conditions. Confirm which weather stations are used, what current and forecasted conditions are relevant, and how these affect your waterway. |
| <input type="checkbox"/> | EAP - Emergency Action Plan | <input type="checkbox"/> Review the document for completeness and make changes. Confirm that copies are available in ALL appropriate spaces (e.g. near boat bay doors, near phone, in coach boats). <input type="checkbox"/> Run practice scenarios. Confirm that it is clear who should perform which roles and who should be called. |

Safety Equipment Checks: (yearly checks of safety equipment, and a reminder to confirm the presence for each outing)

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|--------------------------|--|--|
| <input type="checkbox"/> | Legally required equipment for coach boats | <input type="checkbox"/> PFDs - in good condition, enough for everyone in safety boat and the largest rowing shell that will be on the water <input type="checkbox"/> Buoyant heaving line - in good condition and throwable <input type="checkbox"/> Manual Propulsion device <input type="checkbox"/> Bailer or hand pump - in working order <input type="checkbox"/> Sound signaling device - in working order <input type="checkbox"/> Navigation lights - for use during darkness or reduced visibility <input type="checkbox"/> Fire extinguisher - for powered boats 6-9m in length <input type="checkbox"/> Reboarding device - for boats with .5m clearance to reboard <input type="checkbox"/> Communication device - in working order (and use of it understood by all) |
| <input type="checkbox"/> | Recommended equipment for coach boats | <input type="checkbox"/> First aid kits - check supplies and condition <input type="checkbox"/> Emergency blankets <input type="checkbox"/> Throwable PFDs - in good condition <input type="checkbox"/> AED - appropriate checks done <input type="checkbox"/> Dry clothes |

Pre-row safety checks: (yearly review of what and how to check; reminder to check with each outing)

| | | |
|--------------------------|------------|--|
| <input type="checkbox"/> | Conditions | <input type="checkbox"/> Confirm best options for wind, tide, air quality, and temperature data and forecast - post info in an easy to find location <input type="checkbox"/> Wind cut off _____ <input type="checkbox"/> Temperature cut off _____ <input type="checkbox"/> Visibility cut off _____ <input type="checkbox"/> Air quality cut off _____ |
| <input type="checkbox"/> | Equipment | <input type="checkbox"/> Bow balls, heel ties, quick release straps, hatch covers, plugs - check every seat and replace/fix faulty safety equipment <input type="checkbox"/> Review daily boat checks with coaches and rowers: Poster |
| <input type="checkbox"/> | People | <input type="checkbox"/> Coaches are well and have appropriate equipment and clothing <input type="checkbox"/> Athletes are well and have appropriate equipment and clothing <input type="checkbox"/> Everyone understands the plan for the session <input type="checkbox"/> Equipment is signed out (and back in upon return) |

Capsize recovery: (yearly review for rowers who spend time in small boats; retesting regularly is important because people's abilities can change with injury and age.)

| | | |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | Rower | <input type="checkbox"/> Has appropriate safety equipment in rowing shell <input type="checkbox"/> Able to remove themselves from the boat <input type="checkbox"/> Stays calm in the water and follows directions <input type="checkbox"/> Able to put on PFD in the water (either theirs or from the coach boat) <input type="checkbox"/> Able to right the boat if it flips completely <input type="checkbox"/> Able to get oar handles together <input type="checkbox"/> Able to get torso out of the water <input type="checkbox"/> Able to get completely into the boat and ready to row again (Club decides which level is needed for independent rowing.) |
| <input type="checkbox"/> | Coaches | <input type="checkbox"/> Approaches person in the water safely <input type="checkbox"/> Stays calm and follows plan <input type="checkbox"/> Assesses person's immediate need <ul style="list-style-type: none"> <input type="checkbox"/> Environmental dangers <input type="checkbox"/> Individual state (hypothermia, panic, etc.) <input type="checkbox"/> Provides clear instructions <ul style="list-style-type: none"> <input type="checkbox"/> Directs rower through reentry of boat <input type="checkbox"/> Directs rower regarding recovery to safety boat |
| <input type="checkbox"/> | Recovery to pontoon boat | <input type="checkbox"/> Understands balance issues for the boat <input type="checkbox"/> Understands how to bring deck height down to water level <input type="checkbox"/> Knows safety equipment and how to use it <input type="checkbox"/> Able to assist person in the water aboard |
| <input type="checkbox"/> | Recovery to tinny | <input type="checkbox"/> Understands balance issues for the boat <input type="checkbox"/> Knows safety equipment and how to use it <input type="checkbox"/> Able to assist person in the water aboard |
| <input type="checkbox"/> | Recovery to inflatable boat | <input type="checkbox"/> Understands balance issues for the boat <input type="checkbox"/> Knows safety equipment and how to use it <input type="checkbox"/> Able to assist person in the water aboard |
| <input type="checkbox"/> | Rowers in other rowing boats | <input type="checkbox"/> Stay near capsized boat/individual in the water <input type="checkbox"/> Know how to signal for help <input type="checkbox"/> Know how to safely provide help if safety boat is too far away |

Transporting a rowing shell: (yearly review of how to handle equipment once the people are safe)

| | | |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | Towing | <input type="checkbox"/> Gets help if possible <input type="checkbox"/> Approaches boat safely <input type="checkbox"/> Secures boat in a way that is safe for them and the equipment <input type="checkbox"/> Uses a speed appropriate for safety and navigation |
| <input type="checkbox"/> | Bringing aboard | <input type="checkbox"/> Gets help if possible <input type="checkbox"/> Approaches boat safely <input type="checkbox"/> Identifies that boat is appropriate to bring aboard <input type="checkbox"/> Secures boat in a way that is safe for them and the equipment <input type="checkbox"/> Uses a speed appropriate for safety and navigation |

Cold water immersion aftercare: (yearly review of how to decrease the risk of hypothermia after someone has been exposed)

| | | |
|--------------------------|-----------------------|---|
| <input type="checkbox"/> | While in safety boat | <input type="checkbox"/> Able to make a basic assessment of person's status <input type="checkbox"/> Positions person safely in the boat, in a way that decreases wind exposure <input type="checkbox"/> Able to use safety equipment to start warming process |
| <input type="checkbox"/> | After getting to land | <input type="checkbox"/> Prioritizes getting person warm and dry (even if they say they are ok) <input type="checkbox"/> Provides towels and dry clothes <input type="checkbox"/> Ensures that person is not left alone until they are determined to be well or are handed off to a responsible party |

Last update: September 2024