

Junior Program Safety: Docks to Documents

Presented by Gowrie Group
Kellie Crete & Whitney Peterson

THE
**BURGEE
PROGRAM**

By **GowrieGroup**



Agenda

- ➔ **1. Areas of Safety Concerns**
- 2. Safety Topics & Emergency Action Plans
- 3. Documents & Safety Tools
- 4. What To Do Next?

Docks and Grounds



Opti Docks, 420 Floats, and Boat Racks



Fire Extinguishers



**Check to see if your
Kidde branded
extinguishers were
RECALLED (11/2/17)**

Exits and Exit Signs



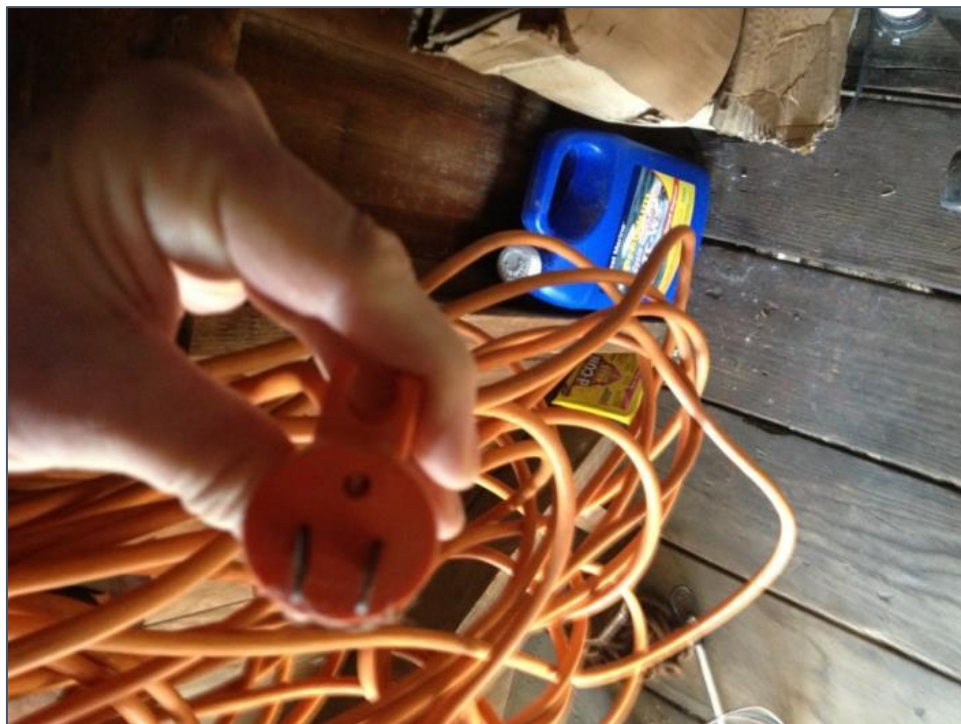
Automated External Defibrillators (AED)



Overhead Storage



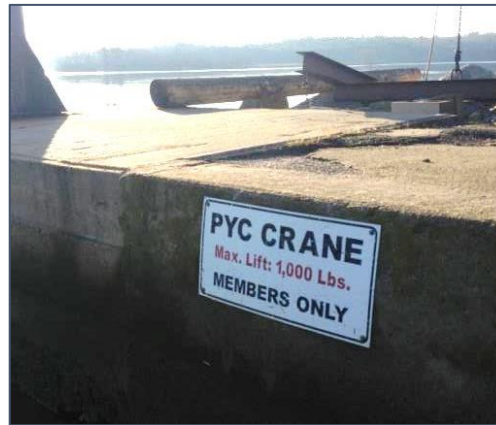
Electrical Cords and Extension Cords



Electrical Panels and Fans



Cranes, Hoists, and Heavy Equipment



Data Sheets: Material Safety Data Sheets



MATERIAL SAFETY DATA	
SECTION 4 - FIRST AID	
Effect:	Flush with large amounts of water for at least 15 minutes. Do not
First aid:	Wash affected area gently with soap and water. Skin cream or
Prevention:	Do not induce vomiting; drink plenty of water.
First aid:	Remove affected person to clean fresh air.
**If any of the symptoms persist, seek medical attention immediately.	
SECTION 5 - FIRE FIGHTING MEASURES	
Flammability:	Non-combustible
Extinguishing media:	Use extinguishing media appropriate to the surrounding fire.
Hazards:	None
Protective equipment:	Wear full bunker gear including positive pressure self-contained breathing apparatus.
SECTION 6 - ACCIDENTAL RELEASE MEASURES	
Procedures:	Avoid creating airborne dust. Follow routine housekeeping procedures. Use HEPA filtered equipment. If sweeping is necessary, use a dust suppression system. Do not use compressed air for clean-up. Personnel should wear approved respirator. Avoid clean-up procedures that could result in exposure.
SECTION 7 - HANDLING AND STORAGE	
Limit use of power tools unless in conjunction with local exhaust ventilation. Frequently clean the work area with HEPA filtered vacuum or airless spray. Do not use compressed air for clean-up.	
This product is stable under all conditions of storage. Store in a cool, dry place.	

Propane



Flammables



Materials Storage & Storage Containers



Flammable Storage Cabinets



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Electric Shock Drowning



Action Steps to Prevent Electric Shock Drowning (ESD):

- Post “No Swimming” signs on/near docks powered by 120v AC power
- Make sure **Ground Fault Circuit Interrupters (GFCI)** are installed on shore power pedestals and marina wiring circuits
- Have your **powered docks inspected by qualified electricians** who are familiar with National Fire Protection Association Codes
- Have **boats inspected** by an electrician with current ABYC Electrical Certification or an ABYC Certified Technician
- Always select **safe locations for JR Sailing Swim Tests** (never on powered docks; always in shallow/calm water)
- Connect with **Electric Shock Drowning Prevention Association**

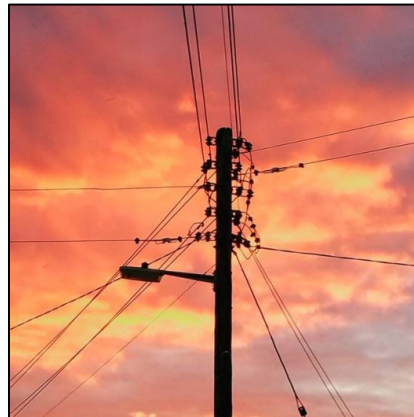


Download our [ESD Safety](#) report

Electrocution

Take Action - Prevent Electrocution of Sailors:

- Conduct an **annual walk-through inspection** of all dry-sail areas, parking lots, and launching areas for overhead wires, transmission lines, and power lines
- **Post signage and implement safety measures** to identify and mitigate any electrical safety hazards
- Remind instructors and sailors to **look-up for overhead wires and hazards** every time when unloading, rigging, launching, and derigging (especially in new locations and when traveling)



Prop Guards: Consider Installing on JR Sailing Safety Boats

KNOW THE FACTS:

- **Propeller Accident Stats:** For 2016, the USCG reported 171 propeller accidents, 175 injuries, and **24 fatalities**.
- **NY State Prop Guard Legislation:** In response to Centerport Yacht Club accident, a state law is up for proposal requiring prop guards on all vessels used to instruct children (as of 1/2018 status = “In Assembly Committee”)

DEVELOP A CULTURE OF SAFE BOATING AT YOUR SAILING ORGANIZATION:

- Train your staff on powerboat skills – host a **US Powerboating Class** for your staff each summer
- Consider installing **prop guards** on boats used around children
- Require sailing coaches and staff to use **engine cutoff “kill” switches**
- Before starting engines, **check the area** around the propeller
- Never approach anyone in the water in **reverse**
- **Never put the boat in gear** if swimmer or sailor is nearby in water or on swim platform
- **Stop the engine** when there is a risk of contact with someone who is in the water
- Do not allow anyone to **bow-ride or ride on the gunwales**
- **Do not allow anyone to sit on the pontoons of a RIB**
- **Communicate changes** in direction or speed to passengers



Does your program have an Emergency Action Plan (EAP)? (show of hands)



Sachems Head Yacht Club: Emergency Card

61 Chimney Corner Circle, Guilford CT, p: 203-453-9207

Emergency or Life Threatening Injury - Steps

- Render assistance
- Make contact with back-up help
- **Call for Help & Emergency Medical Attention:**
 1. **9-1-1** (say Guilford CT)
 2. **Guilford Police/Fire:** 203-453-8000
 3. **US Coast Guard:** VHF #16, 203-468-4401
 4. **SHYC Clubhouse:** 203-453-9207 or VHF #72
 5. **Sailing Director:** VHF #72
- Monitor and administer first-aid (AED and First Aid supplies in clubhouse ballroom)
- If possible, bring injured person ashore to a SHYC Emergency Response Location
- Send someone to meet/direct Emergency vehicles
- Transfer injured to care of Emergency Team
- Debrief and inform key people: SHYC Commodore, Sailing Director, family of injured
- Complete an incident report

Be prepared to tell 9-1-1:

- Current location of injured person
- Description of boats (if requesting on-water help)
- Where you plan to bring injured ashore (see map on back)
- Age/gender/number of injured people
- Type of injury/situation
- Your name and call back number

SHYC Emergency Response Pick-Up Locations



	Name	Description	Address	Nearest Cross Street
A	Sachems Head Yacht Club	Enter between 2 stone pillars, between 59 & 66 Chimney Corner Circle. Walk over bridge.	61 Chimney Corner Circle, Guilford CT	Prospect Ave. and Falcon Rd.
B	Sachems Assoc. Dock/Ramp	Back of harbor. Dead End of Colonial Rd.	Between 539 and 600 Colonial Rd, Guilford CT	Uncas Point Rd.
C	Sachems Head Assoc. Pier	First right after 219 West Uncas Point Rd.	Next to 219 West Uncas Point Road, Guilford CT	Old Sachems Head Rd.

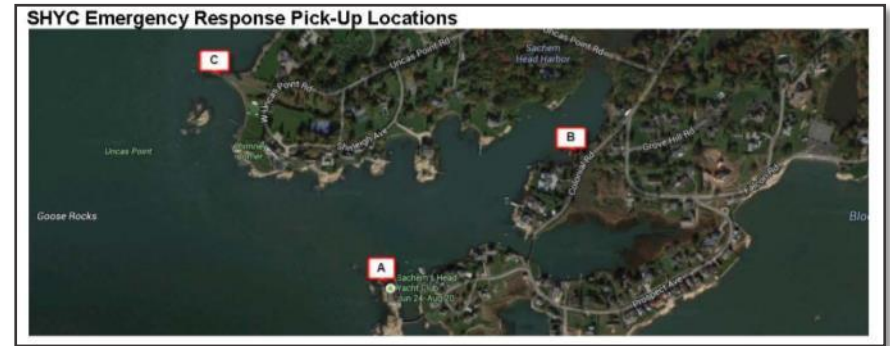
- IF IN THIMBLE ISLANDS: **Stony Creek Ferry Dock**, 4 Indian Point Rd, Branford. Stony Creek Village.
- IF NEAR FAULKNER'S OR JACOBS BEACH: **Guilford Town Marina**, End of lower Whitfield Street.

Emergency Numbers	SHYC Main Numbers
911	Clubhouse & Launch: 203-453-9207, VHF #72
Guilford Police/Fire: 203-453-8000, 911	Sailing Director: Scott Leppert, 860-817-7305
Guilford Town Marina: VHF #16, 203-453-8092	Commodore: Rob Wilber, 203-627-6599
US Coast Guard: VHF #16, 203-468-4401	Fleet Captain: Peter Ginz, 203-623-7240

Two-sided

Creating your plan: Team with local authorities

- Start with a **Template** (from another club or Gowrie/Burgee Program)
- Work with local emergency authorities (**Coast Guard, fire department, police, harbor master**)
- Determine **optimal rendezvous location(s)** for emergency transfers
- Document and review **how to contact each authority** (phone, VHF, 911)
- Review how **jurisdictions change from water to land**
- **The local emergency authorities want to talk and work with you!**



Practice for emergencies: Conduct a pre-season drill

Emergency Safety Drill, Pequot Yacht Club, CT, 2017



Train your team on VHF best practices & locations

VHF Best Practices:

- **Assign a specific radio** to each staff member
- Mandate **radio checks** by your staff before leaving the dock
- Know **which VHF stations** are in use by all departments
- Know and respect the **emergency VHF channels (16, 13, 9, 22a)**
- Know **proper VHF language (Mayday, PanPan, Over)**
- Know how and when to use **Hi/Low** power

Does your new seasonal staff know where they are?

- Know your **location's physical address** (town, state, cross-streets)
- Know the **number/names of the closest government buoys**
- Use **visual landmarks** to clarify
- Know how to **drop a waypoint on your GPS**
- Know how to determine your **Lat/Long**



If facing a crisis situation: US Sailing 10 Crisis Steps

US Sailing's 10 Crisis Steps:



1. Act as quickly, responsibly, humanely and openly as you can.
2. Form a small management committee but speak with one voice.
3. Immediately contact all people with a connection by telephone.
4. Call for independent review.
5. Send no emails unless absolute security is guaranteed.
6. Inform your insurance agent and listen to what they say.
7. Listen to your lawyer, but do not sound like one.
8. Respect the public's need to know, while also respecting victims' privacy.
9. Be accurate; say nothing unless you know it to be true.
10. Take ritual seriously honor rescuers; consult clergy, psychologists and other specialists. Respect PTSD. Grief counseling is extremely valuable.

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Provide your team with emergency and safety tools

Suggested Instructor Safety Equipment – Everyday Kit/Backpack (if your budget allows):

- Waterproof backpack or bag
- First aid kit (band aids, gauze, scissors, gloves, mask, tweezers, cold pack, etc.)
- Grease pencil (for writing on wet boats, “X” on hull = already searched)
- Basic tool kit (screwdriver, vice grips, duck tape, tell tails, extra small line, etc.)
- Rigging knife or Gil Personal Rescue Knife
- Whistle
- Water
- VHF Radio (and radio check)
- PFD
- Emergency Action Plan/Card
- Mask/Googles
- Standard small boat equipment (anchor, tow rope, flares (on boats 16'+), compass, paddle, throwable floatation aid, hand pump, etc.)



Utilize weekly and self-evaluation Check Lists

The BURGEE PROGRAM
By Gowrie Group

Burgree Program: Weekly Safety Check List

Inspected by: _____ Date: _____

	YES	NO	CLEAN	CHECK
1. EXTENSION CORDS:				
No cuts or bare wire				
Ground pins in place				
No trip hazards				
No cords going through/over doorways				
2. ELECTRICAL PANEL:				
Accessible				
Doors working				
No missing breakers				
3. FIRE EXTINGUISHERS:				
Accessible				
Charged				
Signs in place				
4. SAFETY GLASSES:				
In use as needed				
Goggles or face shields in designated areas				
5. EXIT S:				
Clear				
Signs in place				
6. HAZARDOUS AREA S:				
Properly labeled				
Stored in proper area				
7. SAFETY SIGN S:				
In proper locations?				
8. EYE WASH STATION S:				
Accessible				
Containers full and sealed				
9. HOUSEKEEPING:				
Barrels empty				
Rags in proper container				
10. POWER TOOL S:				
Adjusted properly				
Grounded				
Good working order				
11. FLAMMABLE STORAGE CABINET:				
Nothing stored on top				
Doors completely shut				
All materials properly labeled and sealed				
12. FLAMMABLES IN FLAMMABLE STORAGE CABINET				
13. RESPIRATOR S CLEANED?				

COMMENTS: _____

Club Manager Signature: _____ Date: _____

Gowrie Group | Burgree Program Safety | Kallie@gowrie.com | 508.509.3788

Self Evaluation Checklist for Yacht Clubs and Sailing Organizations

Brought to you by **THE BURGEE PROGRAM** By Gowrie Group

Training Facilities	Yes	No	N/A*
Launch Areas			
• Launching and storage areas clear of overhead power lines			
• Launch ramps:			
Solid construction			
Good traction of walking surfaces			
Adequate maneuvering room			
Electric hoist restricted to staff operation			
Safe and adequate access to boats			
• Predetermined method of responding to forecast of adverse weather			
• Method of alerting students/instructors of impending bad weather			
• First Aid kits:			
Appropriately stocked			
Readily available			
On board rescue boats			
Instructors			
• US SAILING certified for proper level of student			
• Certified in CPR and First Aid			
• Always wear PFD's on and near water			
Training Vessel			
• Adequate for task and area conditions			
• Keelboats:			
Self righting			
Self bailing			
Range of positive stability appropriate for conditions in which they will be used			
• Centerboard Boats			
Self raising			
Modified to prevent turtling			
Boat Maintenance			
• Routine maintenance program in place			
• Procedures for recording repairs			
• Adequate safety equipment on each boat			
• Adequate arrangements for proper cleanup and equipment storage			
Safety Boat			
• Rigged & available with operator when sail craft underway			
• Engine in excellent condition			
• Sufficient power to plane at 20 knots			
• Rigged to tow disabled sail craft			
Towing bit and bridle on board			
• Adequate tools, safety & first aid on board			
• Capable of rescuing & returning all students			

Students	Yes	No	N/A*
• Swimming ability documented			
• Age & weight limits for each class of boat			
• Maximum and minimum class size established			
• Medical records for each student. Highlighted potentially hazardous medical conditions			
• Discipline protocol established for younger students			
• Proper application signed by parent or guardian			
• Specific criteria for drop-off and pickup of students			
Operations			
• Pre and post sail safety check of all equipment			
• Sufficient spare parts on hand for quick minor repairs			
• Pre and post season checking:			
All boat rigging test sailed by proficient sailor			
Daghten equipped to test buoyancy			

*N/A Not applicable

THE BURGEE PROGRAM
By Gowrie Group

www.burgeeprogram.com
800.262.8911 | burgee@gowrie.com
70 Essex Road Westbrook, CT 06498

The Burgree Program is managed by Gowrie Group, underwritten by Chubb Group, and endorsed by US SAILING.

Download our [Weekly Safety List template](#)

Implement a Safety Program

Be Proactive about Safety:

- Quarterly Safety Committee meetings
- Storm preparedness
- Emergency procedures (EAP)
- Safety drills
- Clubhouse & restaurant standards
- Dock safety & maintenance
- Pool & beachfront safety
- Clean marina environmental standards
- Junior sailing safety
- Safety signage
- Forms & waivers
- Accident reports

Utilize Available Safety Resources:

- Junior Sailing Safety Guide
- Club Safety Manual
- Standard Forms & Waivers
- Dock Safety Guidelines
- Hurricane Response Plan
- Emergency Action Plan Template

Safety materials are available at www.burgeeprogram.com



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- ➔ **4. What To Do Next?**

What should you do when you get back home?

- Form a **Safety & Risk management sub-committee**
- Involve **your board members and flag officers** in safety conversations
- Help your staff do a complete **pre-season safety self-inspection**
- Train your staff to do **weekly safety self-inspections**
- Document and practice your **Emergency Response Plan**
- **Talk to your insurance agent – use them as your advisor!**

A Sense of Calm Brought to you by The Burgee Program



CHUBB®

The Burgee Program today insures:

- Program began in 1988
- More than 50% of sailing organizations in US
- 1000+ plus sailing organizations
- More than 150 class associations
- 100's of community based programs

Team behind the program is best in class:

- Managed by the sailors and marine insurance experts at Gowrie Group
- Underwritten by CHUBB
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Learn more:

- Visit us at www.burgeeprogram.com
- Call us at 800.262.8911
- Email us at burgee@gowrie.com