



Pontoon Boat

‘Grumpy Walker’

Operational Management

Purpose

This document provides the following:

- An overview of the Sailability Shorncliffe Pontoon Boat
- Procedures to operate the Pontoon Boat safely and respond in incident situations during activities undertaken by Sailability Shorncliffe

This document should be read in conjunction with Sailability Shorncliffe policies and procedures. Refer website –

<http://www.sailabilityshorncliffe.org.au/information/risk-management/>

Document Information

Version	Date	Person/s	Comments
1	2 Sep 24	Owner: Jonathan Routhan Writer: Donna Wenham Approval: Peter Tyrrell, President	Reviewed in conjunction with Safety Boat Safety and Operational Guidelines by Peter Mulcahy (Changes – POB to MOB, Emergency to Incident)
2	Aug 26	Owner/Approval: Jonathan Routhan	Minor changes

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Owner's responsibility and authority statement

Sailability Shorncliffe Inc. owns this boat and will maintain the boat in good repair and ensure it is fit for purpose. Following successful completion of the Sailability Shorncliffe Sail Safe Pontoon Boat program, Sailability Shorncliffe gives authority to accredited volunteers to use this boat for Sailability Shorncliffe activities.

Responsibilities of skippers and crew

The skippers and crew of this boat acknowledge that they have been inducted in the use of this boat.

Pontoon Boat Details

Queensland Boat Registration: AEB44Q	Maximum persons: 10 (1200 kg)
Boat name and call sign: 'Grumpy Walker'.	Unique identifier number: HIN: ABYC STD
Boat type: Pontoon Boat	Boat length: 6.1m
Year of build and builder: 2019, Runaway Bay Pontoon Boats	Boat draught: Less than 1m.
Hull material: Aluminium	Service category: Providing experiences for people with disabilities.
Propulsion: Mercury outboard motor - 60hp	Serial number: 1C559872

Operational Summary

Operating area	Cabbage Tree Creek, Nundah Creek, Bramble Bay and adjoining waterways
Voyage duration	Daylight hours only
Activity	Cruising for clients with disability, safety and support (back-up)

Contact Details

Association and Boat owner	Sailability Shorncliffe Inc. ABN: 91556187808	Address enquiries to: The President, Sailability Shorncliffe, 69 Sinbad Street, Shorncliffe 4017 sailabilityshorncliffe.org.au@gmail.com (located within the grounds of the Queensland Cruising Yacht Club)
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Pontoon Boat Rules

- The boat must be crewed by a skipper and at least one other person who have satisfactorily undertaken the Sail Safe Pontoon Boat program.
- The boat must be adequately fuelled and fully functional before use.
- Alcohol and smoking are not permitted on this boat.
- The boat must only be operated in daylight hours.
- Preferably, a member of the crew should have a first aid certificate.
- The key cord must always be connected to the kill switch when underway.
- The crew and passengers must always wear life jackets (PFDs).
- The boat and trailer must be washed down thoroughly, and engine flushed after each use.
- All maritime regulations must be observed in Cabbage Tree and Nundah Creeks as well as other waterways.
- These Safety and Operational Guidelines must be followed.
- Report any incidents, repairs or queries to the Officer of the Day (OOD) and, if necessary, complete both the Incident Report Form and Incident Register.

Skipper's preferred qualifications

- Recreational Marine Drivers Licence (RMDL) or equivalent is required.
- Blue Card or equivalent is required.
- Completed induction is required.
- Marine radio Short Range Operator's Certificate of Proficiency (SROCP).
- First aid certificate.

Skipper's responsibilities when launching pontoon boat

- Pick up the key from the key locker, attach the key cord to the kill switch and turn on power switch (1/2 turn) located in steering console. Check the fuel level and fill with fuel if necessary, after ensuring that the boat is earthed by attaching the clamps and cable to the hull of the boat and a beam of the building. After refuelling, remove the earth clamps.
- Tilt the motor, if necessary, and attach the boat to the vehicle by the ball coupling and secure with the safety chain.
- After clearing the shed, raise the radio antenna, turn on both the radio and echo sounder. Ensure the radio is tuned to VHF Ch 72/16 (dual band). Pick up the fully charged hand held UHF radio from the registration desk and tune to Ch 20.
- Back the trailer down the ramp and ensure the motor is in sufficient water - water to the top of trailer wheel guards.
- Start the motor and observe water is pumping through tell-tale outlet on motor.
- Undo the safety chain and winch strap from the bow of the boat and power the boat off the trailer.
- Deploy the boat fenders to the port side of the boat.

Skipper's responsibilities when retrieving pontoon boat onto trailer

- The trailer is reversed down the ramp and a volunteer ensures it is in sufficient water to retrieve the boat - water to the top of trailer wheel guards and a linear 1m of water covering the skids. A volunteer moves into a safe position next to the trailer winch ready to assist the positioning of the boat onto the trailer. If it is deemed safe a volunteer should move onto the trailer walkway to further assist the entry and positioning of the boat onto the trailer.
- The boat fenders are pulled aboard and slowly approach the trailer.
- When the boat is correctly positioned on the trailer skids, slowly power the boat forward. At this point, the volunteer will attach the trailer winch strap under the roller to the bow of the boat. Continue to power forward as the volunteer winches the boat onto the trailer. The safety chain is then secured and with the motor control in neutral, switch off the motor.
- Place the water flushing muffs onto the motor, attach the hose and turn on the water. With the motor control in neutral, shout '**all clear**', prior to starting the motor and flush for 5 minutes. Ensure fresh water is pumping through the tell-tale outlet on the motor. Wash down the boat and trailer with fresh water.
- Turn off both the VHF radio and echo sounder, lower the radio antenna and return the hand held radio to the registration desk for charging.
- Return the trailer to original position in shed and turn off the power isolation switch (1/2 turn) in steering console. Return the key to the key locker.

Procedure for docking pontoon boat

- When returning from a trip, the skipper of the pontoon boat notifies the Pontoon Coordinator by radio and advises that the pontoon boat will be docking in about 10 minutes. The Pontoon Coordinator ensures all sailboats are clear of the pontoon.
- When approaching the pontoon, the boat's stern line is placed temporarily over the rear cleat to prevent forward motion and then the bow line is secured to the forward cleat. The stern line is then secured.
- The skipper ensures that no clients have access to the boat controls. During docking, unloading or loading procedures, the clients will remain seated unless directed by the skipper.

Procedure for adverse weather conditions

- Weather forecast must always be consulted prior to departure and conditions visually monitored during the day.
- Advise the OOD and Pontoon Coordinator of changing conditions, especially lightning.
- During adverse conditions, ensure all PFDs are fully secure. Don weather protective gear such as spray jackets and advise the crew and clients to be seated and braced. Operate the pontoon boat at a slow but suitable speed and avoid being side on to waves.
- Monitor the radio regarding advice that sailing is suspended. If required, return to the pontoon and disembark clients. The finger pontoon should be used to disembark clients if the swell at the main pontoon is unsafe.
- Assist other boats if the safety boat requires back-up.
- When all clients have disembarked, return to the boat ramp or remain at the finger pontoon.

Procedure for incident - man overboard (MOB)

- When someone is observed in the water, shout '**man overboard**'. The skipper will appoint a crew member to continually monitor the MOB's position.
- Immediately contact the safety boat for assistance and advise the OOD and Pontoon Coordinator.
- If the safety boat is not able to assist quickly, manoeuvre the boat into a position to make a controlled approach to the MOB - likely to be from a downwind position. If required, deploy a lifebuoy to the MOB.
- Approach the MOB carefully ensuring the boat doesn't risk injury to the person. Ensure the MOB is well clear of the propeller, otherwise, the motor should be switched off immediately.
- Communicate with the MOB to ascertain that the person is free of any injury which could be made worse by dragging them onto the boat. If an injury of that nature is evident then further assistance will be needed from the safety boat.
- Assuming the MOB is injury free, assist them to re-enter the boat. This is achieved by grasping the back of their lifejacket and lifting them in and over the bow or through the side door.
- Ensure the rescued person is kept warm, check for injuries and apply first aid, if appropriate – a first aid kit is kept on the boat. Immediately contact the Pontoon Coordinator to clear the pontoon and return to the pontoon as soon as practical.
- When on land, complete both the Incident Report Form and Incident Register and provide to the OOD.

Procedure for incident – on water incident including injury and health issues

- The pontoon boat crew should immediately alert by radio, the OOD, Pontoon Coordinator and the safety boat of the nature of the incident. For injuries deemed serious, immediately request the OOD/Pontoon Coordinator to call emergency services. Apply first aid, as appropriate.
- The pontoon boat should then return to the pontoon as soon as possible.
- On return to the pontoon, complete both the Incident Report Form and Incident Register and forward a copy to Sailability Queensland. Also complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Procedure for incident- collision

- If a collision is imminent, the safety boat skipper to shout '**brace for impact**'. Post impact, immediately ensure the motor is in neutral or switched off. Ensure all PFDs are fully secure.
- Check the well-being of the crew and passengers on board the pontoon boat and prioritise the severity of any injuries. If required, radio for assistance from the safety boat and immediately advise the OOD and Pontoon Coordinator. Attend to any injuries by applying first aid.
- Inspect the pontoon boat for any damage. If the damage places the boat in danger of sinking or burning, activate incident procedures as outlined below for fire or loss of flotation.
- If there is no critical emergency on the pontoon boat, use the same guidelines to assist other boats which may be involved.
- The details of any other parties involved should be collected. No discussion about who was at fault should be entered into at this time.
- On return to the pontoon complete both the Incident Report Form and Incident Register and forward a copy to SQ. Also complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Procedure for incident - fire

- Raise the alarm with the crew and move all crew and passengers as far possible away from the fire. Ensure all PFDs are fully secure.
- Position the boat in relation to the wind where the likelihood of further injury/spread is minimised - most likely bow into the wind.
- If the source of the fire is the motor, switch off the motor and deploy the fire extinguisher.
- Use the radio to contact the OOD and Pontoon Coordinator to call for assistance. Immediately contact the safety boat or boats close by for urgent assistance.
- Apply first aid where required.
- If the fire is out of control, and immediate support is not available, where possible, anchor or run the boat ashore. Prepare to abandon the boat, if necessary. Continue to maintain contact with the OOD and Pontoon Captain.
- On return to the pontoon, complete both the Incident Report Form and Incident Register and forward a copy to SQ. Also complete a Marine Incident Report (Form 3071) and forward to MSQ within 48 hours.

Procedure for incident – loss of power or flotation

- Ensure all PFDs are fully secure. Investigate the source of the loss of power or flotation and mitigate if possible.
- Call for emergency assistance, if necessary, by contacting the OOD, the Pontoon Coordinator, the safety boat or a nearby vessel
- If support is not available, where possible, anchor or run the boat ashore.
- Seek advice from the OOD and Pontoon Coordinator regarding the transfer of clients.
- Plan the retrieval of the pontoon boat with the OOD and the safety boat.
- Once on land, inspect for damage and enter any required repairs into the maintenance log.
- Complete both the Incident Report Form and Incident Register and provide to the OOD.

Pontoon Boat Equipment Checklist

- ✓ Flares (2 red handheld, 2 orange smoke) – confirm within expiry
- ✓ Fire extinguisher – confirm within expiry
- ✓ Handheld radio transceiver (Ch20) recharged after each use and located at registration desk
- ✓ Fixed VHF radio transceiver (Ch72)
- ✓ Boat hooks (2)
- ✓ Broom
- ✓ Port and starboard lights as well as night light checked
- ✓ Torch (3 spare AA batteries to be kept in packet – confirm within expiry)
- ✓ V sheet and reflective device
- ✓ Anchor, chain and rope
- ✓ Fixed compass and GPS
- ✓ Folding knife
- ✓ Towropes including towrope with bridle
- ✓ First aid kit – confirm complete and within expiry
- ✓ Life jackets type 150 (7)
- ✓ Fixed boat horn
- ✓ Lifebuoy with rope and tether/clip
- ✓ Motor flushing muffs
- ✓ Boat fenders (3)
- ✓ Ample drinking water (check expiry date)

The following personal items are recommended: appropriate footwear, wet weather jacket, sunscreen/sunhat/sunglasses, and gloves.