SMS 01   SAFETY MANAGEMENT SYSTEM

New Plymouth Yacht Club

PURPOSE

The purpose of the Safety Management System (SMS) is to provide New Plymouth Yacht Club with a framework for managing, measuring and improving our safety performance.

SCOPE

In scope of SMS

Nearly everything we do has some relation to safety. Therefore, the SMS covers all the boating-related activities that are carried out within the club operating areas and buildings by club members and those people under the control of the club.

- The main operating area is inside and outside Port Taranaki.
- The buildings include the clubhouse and associated sheds.

In addition, the SMS covers boating-related activities that are carried out away from the club, bearing in mind that there could be some overlap or jurisdictional issues with other agencies and organisations. Examples include:

- Transporting club equipment to regattas

Out of scope of SMS

The SMS does not cover activities conducted by groups that have hired the club facilities, particularly the clubhouse.

Sailors that are out sailing when the club is not operating organised training or racing.

We recognise that members of the public use the deck areas of the main clubhouse. The SMS does not cover these activities, however, we will take all reasonable and practicable steps to ensure no foreseeable hazard could potentially injure someone.

ROLES AND RESPONSIBILITIES

Commodore

The Commodore is responsible for the SMS achieving its goal.

The Commodore (on behalf of the club) is committed to:

1. Ensuring that the importance of effective safety management, and of conforming to the SMS, is communicated to members, visitors and other interested parties.

2. Providing the resources to establish, implement, maintain and continually improve the SMS.

3. Requiring and reviewing regular reports on safety performance.

4. Ensuring operations comply with health and safety legislation, and that the SMS achieves its intended goals and objectives.

Safety Officer

The Safety Officer is responsible for:

1. Coordinating the development and/or annual review of the SMS, in consultation with relevant persons.

2. Ongoing monitoring of the status of action items identified in the SMS, particularly in the Hazard Register.

3. Reporting to the Commodore and Committee on the achievement of safety objectives.

4. Keeping the SMS up to date.

5. Ensuring relevant parts of SMS are communicated appropriately internally and externally.

6. Delivering patrol boat training/assessment and sign off qualified skippers.

Committee

The club Committees are responsible for reviewing the SMS in consultation with the Safety Officer and monitoring the implementation of any actions affecting the club.

Club members

All club members are responsible for identifying potential safety issues and reporting them to the Safety Officer.

PROCESS

Develop and annually review the SMS in consultation with relevant persons

The development and/or review of the SMS must be based on:

1. Analysis of relevant data relating to identified hazards, and reported incidents.

2. A consultation process with committee members, club members and other interested parties.

3. A review of the club's legal and other requirements.

Prepare a draft SMS and secure proper authorisations

Approval of the updated SMS must be sought annually from the Commodore and will be recorded in the revision history table.

Publish the SMS

Store the SMS in Dropbox for use at committee meetings and other occasions when safety is to be discussed.

Print and display, or otherwise disseminate, relevant safety information to members, visitors, public and other interested parties.

All club members and visitors are required to comply with the requirements in the SMS.

Everyone is encouraged to contribute to the success of the club and the continual improvement of the SMS.

APPROVAL

The SMS is approved by NPYC Commodore, Jason Holdt on Date 20/08/18.

Signed:

Version History					
Title ID	**Version**	**Status**	**Date**	**Author**	**Approved**
SMS 01	Original	Not Current	9/6/2016	Jonathan Crane	Commodore
SMS 01	Version 2	Current	20/08/2021	Wayne Holdt	Commodore