

SMS 06 INCIDENTS

Queen Charlotte Yacht Club.

PURPOSE

The purpose of the Incidents document is to ensure incidents are managed appropriately, conform to legislative and other obligations, and inform improvements to the SMS.

DEFINITION

An **incident** is defined as an event that leads to an accident or has the potential to lead to an accident.

An **accident** is an event that results in death, injury or other significant damage.

SCOPE

This policy applies to all incidents arising from our boating activities at the normal boating areas under the control of the club.

It does not apply to incidents at events such as regattas held at other clubs and venues, unless the incident was a result of action or inaction by a club member and the review process would be relevant to the improvement of our SMS.

The focus is on harm to people, not damage or loss of property.

RESPONSIBILITIES

All club members are responsible for responding to incidents that are within their competence, and then communicating the details of the incident to either the Safety Officer or another Committee member.

Trained club members are responsible for responding to on-water and off-water incidents.

The Safety Officer is responsible for overseeing the incident management process and reporting to the Committee.

The Committee is responsible for reviewing and analysing incidents to determine trends and any corrective actions needed.

PROCESS

1. Incidents must be reported to the Safety Officer, or another Committee member, as soon as possible after situation is made safe.
2. Serious harm incidents must be reported to Maritime NZ through a two-step process:
 - a. Verbally as soon as possible to either landline 0508 222 433 or on VHF Ch.16
 - b. Online using [form](#) on Maritime NZ website.
3. Incidents, such as collisions resulting in damage to navigational aids, must be reported to the local harbourmaster.
4. Incidents must be recorded on SMS F1 Incident Report (unless already done so on Maritime NZ form).
5. Incident records will be stored in a folder with the boatmaster and Network Drive.
6. Incidents will be investigated and reviewed to determine causes and any corrective actions needed. Changes, if warranted, will be made to the SMS and communicated to relevant persons.
7. The annual SMS review will take into account the incident history.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 06	Original	Current	11-16	QCYC	11-16

