

# Inland Waterways Association of Ireland



## Safety Policy Implementation Procedure

As adopted by Council  
25 November 2006

November 2006

## **1. Introduction**

At a meeting on 23<sup>rd</sup> Sept 2006 IWAI Council adopted the Draft Safety Statement of July 2006 as organizational policy.

This document has now been published as the associations Safety Statement.

The practices outlined in the Safety Statement must now be integrated into all the association's activities.

This document describes what needs to be done, who is responsible for doing it and the timeframe for implementation.

## **2. Requirements**

The main requirements are:

1. Appointment of a central co-ordinator
2. The appointment of safety officers for each event the association runs,
3. The conducting of the risk assessments,
4. The maintenance of accident records
5. The implementation of any safety measures that are found necessary.

These items are all addressed below.

## **3. Central Coordinator**

On an interim basis, Council appointed the Project/Development Officer, Colin Becker to co-ordinate the implementation of the Safety Policy.

The role of the coordinator will be to:

- a) Ensure that each branch receives copies of the Safety Statement
- b) Develop an implementation procedure (this document)
- c) Ensure that each Branch receives a copy of the implementation procedure and understands what is required to implement the policy.

## **4. Council Safety Officer**

Council will appoint a responsible person as Council Safety Officer.

This will be done by the first Council Meeting in 2007 (February) and renewed thereafter on an annual basis at the first Council meeting immediately following the Annual General Meeting.

Council may remove the Council Safety Officer from their post at any time if it is deemed necessary to do so.

Council may make a new appointment at any time to fill a casual vacancy.

In the event that the Council Safety Officer (or a duly appointed Assistant Safety Officer, *see below*) is not available for a particular event or activity, the most senior officer of the Association present will be deemed to have taken on that role.

If no one is willing to take on the role, the event must not proceed.

In the event that a Council Safety Officer is not appointed or is unable (or unwilling) to act in that role, the President of the Association will assume the duties of Council Safety Officer until such time as a new Council Safety Officer is Appointed.

The role of the Council Safety Officer will be to:

- Disseminate the safety policy to Council, the Executive, Branches and Rallies.
- Record any breaches of that policy
- Strive to improve conditions to ensure a safe and healthy working environment across the association
- Carry out risk assessments for events and activities organised by Council or the Executive and implement any additional safety measures identified.
- Maintain records of risk assessments conducted
- Maintain records of any accidents or incidents occurring at events organised by Council or the Executive
- Make a report to the Council Hon. Secretary of the details of any incident involving death, injury necessitating hospitalization or the call-out of the emergency services. (An incident that did not result in death or injury but had the potential to do so, must also be reported.)
- Review the reports of accidents or incidents occurring at Association events or activities (Council, Executive, Branch or Rally) and make recommendations on how to avoid such occurrences in the future.
- From time to time conduct a review of the operation of these procedures with branches.

## **5. Branch Safety Officer**

Each Branch will appoint a responsible person as Branch Safety Officer. The name of such person must be forwarded to the Council Hon. Secretary & the Council Safety Officer by 1-Feb 2007.

In the event that a safety officer is not appointed, the Branch Chairman will be deemed to be the Branch Safety Officer.

A Branch may remove or replace a Safety Officer as they see fit and should review the appointment annually at an appropriate time. (e.g. at the Branch AGM)

In the event that the Branch Safety Officer (or a duly appointed Assistant Safety Officer, *see below*) is not available for a particular event or activity, the most senior officer of the Branch present will be deemed to have taken on that role. If no one is willing to take on the role, the event must not proceed.

A rally which is organised under the auspices of a single branch (even if a separate sub-committee is appointed to run the rally) shall be considered to be a branch event.

The role of the Branch Safety Officer will be to:

- Disseminate the safety policy to Branch Members and Members of the public participating in Branch activities and events.
- Record any breaches of that policy and notify the Council Safety Officer of same
- Strive to improve conditions to ensure a safe and healthy working environment within the Branch.
- Carry out risk assessments for Branch organised events and activities and implement any additional safety measures identified.
- Maintain records of risk assessments conducted

- Maintain records of any accidents or incidents occurring at Branch events
- Make a report to the Council Hon. Secretary of the details of any incident involving death, injury necessitating hospitalization or the call-out of the emergency services) An incident that did not result in death or injury but had the potential to do so, must also be reported.)

## **6. Rally Safety Officer**

Where a Rally is jointly organised by more than one Branch (e.g. Shannon Boat Rally, Lough Erne Rally) the Rally Committee will appoint a responsible person as Rally Safety Officer. The name of such person must be forwarded to the Safety Officers of the sponsoring branches one month before the commencement of the event. In the event that a safety officer is not appointed, the Chairman of the Rally Committee will be deemed to be the Rally Safety Officer.

In the event that the Rally Safety Officer (or a duly appointed Assistant Safety Officer, see below) is not available for a particular event or activity, the most senior officer of the Rally Committee present will be deemed to have taken on that role. If no one is willing to take on the role, the event must not proceed.

The role of the Rally Safety Officer will be to:

- Disseminate the safety policy to Rally Participants
- Record any breaches of that policy and notify the Council Safety Officer of same
- Strive to improve conditions to ensure a safe and healthy working environment at the Rally.
- Carry out risk assessments for Rally events and activities and implement any additional safety measures identified.
- Maintain records of risk assessments conducted
- Maintain records of any accidents or incidents occurring at Branch events
- Make a report to the Council Hon. Secretary of the details of any incident involving death, injury necessitating hospitalization or the call-out of the emergency services) An incident that did not result in death or injury but had the potential to do so, must also be reported.)

## **7. Assistant Safety Officers**

Branches, Council, the Executive or a Rally may choose to delegate the duties of Safety Officer to another person for specifically named events or activities. A record of such appointments must be maintained by the Branch/Executive/Council/Rally Committee as appropriate. (e.g. in the minute books). The role of the Assistant Safety Officer will be as described above for the Council/Branch/Rally safety officers above.

## 8. Timeline

<u>Item</u>	<u>Event</u>	<u>Due by</u>
1	Council ratifies this document	25 November 2006
2	Council appoints Council Safety Officer	February 2007
3	Branches Appoint Branch Safety Officers	1-March-2007
4	Rallies appoint Rally Safety Officers	No later than 30 days before start of event.