



# Safety Management Plan

Bedford Channel

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## Table of Contents

Introduction .....	2
Safety Regulations.....	5
• SECTION 1- Rules.....	5
• SECTION 2 - Safety Equipment Policies.....	6
• SECTION 3- Emergency Procedures.....	7
• SECTION 4- Safety Training.....	9
• SECTION 5- Safety Incidents and Concerns.....	9
▪ Emergency Action Plan (EAP).....	10
▪ FCKC PFD Permission Form for Minors.....	11
▪ Incident Report Form.....	12
• Appendix I – 2020 Covid-19 Measures.....	13



## Safety Manual

### Introduction

The typical operations of a canoe club present some risk to participants. It is the goal of Fort Canoe and Kayak Club (FCKC) to mitigate and control these risks as best as possible. To this end, FCKC has developed a Safety Document outlining procedures to address known risks and hazards, such as capsizes (coach boat rescue procedure, PFDs, and swimming ability requirements), water conditions (freshet controls), and weather conditions (electrical storm paddling ban). In addition, any incident or concern that is not addressed in the safety handbook or any incident or concern that presents an unusual hazard to any participant or bystander needs to be addressed by FCKC in order to better control the risks of the activities of the canoe club.

### Resources:

Safety documents- FCKC follows safety protocols developed by Canoe, Kayak Canada including:

- Canoe and Kayak Canada: [General Safety/ Cold Water Safety](#)
- Canadian Centre for Health and Safety: [Safety for Young Workers](#)
- National Coaching Certification Program: [Canoe Kids Coaching Manual](#)

### Definitions:

- Board: The Board of Directors of FCKC.
- Safety Committee: The Equipment and Safety Committee of FCKC
- Safety Concern: an *ongoing* safety hazard, which requires some new action to mitigate.
- Safety Incident: a specific incident that has occurred that presents a safety hazard, which requires some new action to prevent recurrence.
- Reporter: the individual (club member or member of the public) who reports the Safety Concern or Incident to the board and Safety Committee

### What to Report:

The following safety concerns and incidents should be reported:

- A failure to follow procedures in a way which increases hazard would be a safety concern (if ongoing) or an incident (if non-ongoing but results in a hazardous situation).
- Any situation that presents an ongoing safety hazard
- Any situation that results in injury to a participant should generate a safety report as well.
- Any incident that creates a concern that our current procedure is not sufficient to reasonably protect participants.
- Any further safety concern at the judgement of the reporter.



- Any hazard created by a member of the public, including but not limited to, irresponsible motor boaters in the Bedford Channel.

However, typical and mitigated hazards are not, by themselves, necessary to generate a safety report.

### Responsibilities

**Reporter:** It is the responsibility of the reporter to fill out the safety concern or incident report to the best of their abilities and knowledge, and submit to the safety committee for action. It is also their responsibility to provide further detail (if possible) to the safety committee if requested. Any concern or incident involving property or the shared facilities of FLCC and FCKC are to be jointly reported to FCKC and FLCC.

**Safety Committee:** It is the responsibility of the safety committee to evaluate the safety concern, and take actions that they determine necessary to mitigate or control the hazards presented, and communicate these actions to the club. The safety committee is to meet either on a regular basis or on an ad-hoc basis to address safety concerns (i.e.: upon receipt of a safety concern).

**Board:** It is the responsibility of the board to provide support for the safety committee as necessary, and to liaise with Fort Langley Canoe Club to address shared safety concerns.

### Reporting

In the event of a safety incident or upon recognition of a safety concern, a reporter is to fill out the appropriate attached form, and submit it to either the Commodore of FCKC or a safety committee member (preferably via email). The Reporter is to stay in contact with the safety committee in case they request more information.

### Action Items

The safety committee at their next opportunity is to evaluate the incident; request more information if they deem it necessary; and if necessary, take action as soon as possible to address the safety concern or incident. Once the new actions are in place, the next safety committee meeting shall follow up on the concern or incident to ensure that the actions taken are sufficient.



## Safety Regulations

### SECTION 1- Rules

1. Do not paddle alone
2. Do not paddle in the dark (after sunset or before sunrise) without permission. Permission will be granted from the safety officer given adequate lighting, coaching, and proficiency.
3. Visibility requirement for fog – must be able to see the pipeline mark opposite the dock or do not paddle.
4. Do not paddle during an electrical storm
  - a) Should a lightning or thunder storm come up suddenly while you are on the water, paddle immediately to the nearest shore. Follow the perimeter of the channel slowly and close to the shore until you reach the nearest dock, beach, or platform.
5. A pealess, plastic marine whistle for signaling must be on a paddler's person at all times while on the water. Purchase and care of this whistle are the responsibility of the paddler.
6. All paddlers must wear a PFD at all times in the boat
  - a) Paddlers 16 years old and under must wear an inherently buoyant PFD
  - b) Paddlers 17 years old and older may wear inflatable PFD at coaches' discretion.
7. Paddling elsewhere (i.e., not on the Bedford Channel):
  - a) When paddling at practices, team camps, or competitions at other venues, paddlers must adhere to the rules of the hosting club, province, and team.
  - b) If paddling is not for the purpose of training and racing or is not attended by a safety boat, then it is up to the paddler to comply with the applicable Canadian Coast Guard regulations. It is the responsibility of the paddler to find out what rules apply to their situation and comply with them.
8. All paddlers must learn and be able to demonstrate the emergency procedures (See section 3 below)
9. All paddlers must have swimming proficiency of Swim Kids level 5 or equivalent. Any minor eligible to wear an inflatable PFD (Age 16 or older) must have a permission sheet signed by parent or legal guardian to do so. (Appendix 1)
10. Paddling outside of club-sponsored programs:
  - a) The Canadian Coast Guard regulations dictate specific carriage requirements for boats that are not attended by a safety boat. It is up to the paddler to ascertain which of these rules apply to their situation and follow them.
11. Cold Water and Freshet
  - a) The board and/or coaching staff will limit paddling to coached sessions or suspend paddling activities on the Bedford Channel given cold weather conditions or extreme freshet conditions



- b) Freshet Conditions are defined as extreme when the flow at Mission is greater than 7000 m<sup>3</sup>/s and the water level above 3.5m at the Mission Gauge. These can be found at [https://wateroffice.ec.gc.ca/report/real\\_time\\_e.html](https://wateroffice.ec.gc.ca/report/real_time_e.html)
  - i. In the event of extreme freshet conditions, paddling activities may be moved to Nathan Creek or the Salmon River
- c) All paddling activities should be suspended below -4C (including wind chill), or if ice is forming on the river.
- d) Activities limited to coached sessions when weather conditions are below +4C (including wind chill)

## SECTION 2 - Safety Equipment Policies

### Safety Boat Policies

Safety boat rules apply to all club sponsored programs on the Bedford Channel, including racing team practices, summer learn to paddle programs, and training camps. The following procedures shall be observed:

The safety boat shall be prepared prior to athletes getting on the water, (i.e. with motor on and gas tank attached).

The safety boat will carry all safety equipment required by the Canada Coast Guard outlined in section 1-11, as well as a thermal blanket, air horn, and binoculars.

The safety boat must be a motor boat.

By Canadian Coast Guard regulations, anyone who drives a motor boat (< 4m in length) must obtain training and testing to receive a Pleasure Craft Operators Card.

### First aid kit

is located in the White Cubbies on the south (shore) wall of the clubhouse. In case of an emergency, the charge person should designate someone to fetch the first aid kit.

Accident Report Form – if any injury sustained at the boathouse needs further attention, (such as a doctor's visit or hospital trip, the charge person must fill out an injury report form (Appendix 4) and submit it to the safety officer.

The first aid kit should always be stocked and ready for action. The first aid kit will be maintained by the safety officer, as identified on the first aid kit. If you use something in the first aid kit or notice that it is low on supplies, please let the safety officer know.

### Clothing

Only paddle wearing clothes in which you know you can swim, consult the FCKC member's handbook.



Always dress appropriately for conditions and carry an extra set of warm dry clothes in case you get wet and cold.

FCKC assumes no responsibility for providing the above-mentioned equipment or for ensuring that those members not training with a coach in club-sponsored programs abide by Canadian Coast Guard carriage requirements.

## SECTION 3- Emergency Procedures

General Principles:

CALL FOR HELP. Use your whistle, use the phone.

DON'T BE A HERO. If you become injured or fall in while trying to save someone else, there will be two people to rescue, and one less person to help.

STAY CALM. Stop and take a deep breath before rushing in to act. This will take all of 3 seconds but will clear your head enough to dispel panic.

1) After a Capsize:

- a) If you have fallen out:
  - i) Keep calm.
  - ii) Flip the boat right side up and hold it by one hand to keep the cockpit above water.
  - iii) Keep hold of the paddle if possible. Both boat and paddle float and increase your visibility
  - iv) If you are wearing an inflatable PFD, inflate it.
  - v) Blow on your whistle and wave your paddle in the air to alert a rescuer.
  - vi) If you are close to a dock or platform, start swimming your boat to the dock.
  - vii) If you are not close to shore, or it is very cold, huddle into the HELP position and wait.
  - viii) Leave the boat only if it is being swept into a more dangerous position.
  - ix) Follow the rescuer's instructions.
- b) If you see someone fall out, and you are in the safety boat:
  - i) Go slow! Do not capsize other paddlers in your haste to rescue.
  - ii) Cut the engine before reaching them and paddle up.
  - iii) Stay calm, speak slowly and clearly. Tell the person they can leave their boat and hold on to yours. If necessary, use the throw rope in the safety kit.



- iv) Help the person into your boat. It is most stable if they climb in over the bow or stern. Their fingers and hands may have poor grip – try to help them but keep your body weight over the center of the boat.
- v) Wrap the thermal blanket around the rescued person
- c) If you see someone fall out, and you are in a kayak or canoe:
  - i) ENSURE YOU DO NOT PUT YOURSELF IN DANGER!
  - ii) Blow your whistle to alert a rescuer
  - iii) If the water is very cold and you suspect hypothermia or if the person needs medical attention, send someone into the dock to call an ambulance.
  - iv) If you do not have someone to send to call, stay with the person until they reach a dock or platform. Then determine whether the person can get back into their boat and return to the dock safely or not. If so, encourage them back to the dock. If not, decide whether you will need to go get the motor boat or not.
- 2) Injury or other emergencies
  - a) If you suspect hypothermia or other serious medical situations, invoke the Emergency Action Plan. Send someone to call 911 with a copy of the Emergency Action Plan from the first aid kit. Have the person report back once the call is completed
  - b) Follow 911 instructions, start first aid, and wait for the ambulance
  - c) If it turns out that the situation is not as serious as initially suspected, call 911 again and explain the change. Let them decide if an ambulance/other attention is still warranted.
  - d) Fill out an accident report form.
- 3) Recognizing Hypothermia
  - a) Initial Signs (Mild Hypothermia)
    - i) Bouts of shivering.
    - ii) Grogginess and muddled thinking.
    - iii) Breathing and pulse are normal.
  - b) Signs of Worsening Hypothermia (Moderate Hypothermia)
    - i) Violent shivering or shivering stops.
    - ii) Inability to think and pay attention.
    - iii) Slow, shallow breathing.
    - iv) Slow, weak pulse
  - c) Signs of Severe Hypothermia
    - i) Shivering has stopped.
    - ii) Unconsciousness.
    - iii) Little or no breathing.
    - iv) Weak, irregular or non-existent pulse.
  - d) If you suspect hypothermia
    - i) Call 911 and invoke the EAP.





- ii) Take measures to prevent further heat loss, continue the warming efforts even if there is little or no pulse or heartbeat.
- iii) Move the casualty to a dry, warm location if possible, or provide protection from the wind. Keep the person in a horizontal position.
- iv) If you can't replace wet clothes with dry ones, cover the wet clothes with warm dry clothing or blankets, and place something warm and dry under the rescued person.
- v) Place a heat source under the armpits or near the groin of the casualty.
- vi) If the person is conscious, supply a warm sweet drink, but no alcohol.
- vii) Do not immerse an unconscious or semi-conscious person in hot water.

## SECTION 4- Safety Training

### 1) First Aid Training

- a) It is club policy for all coaches to have basic first aid and CPR level B training. It is the responsibility of the coach to attain and maintain such certification. The club will pay 100% for CPR and first aid training for year-round club coaches upon successful completion and delivery of receipts.
- b) It is strongly recommended that paddlers, volunteers, and parents pursue relevant training:
  - i) Canada Red Cross Swim Kids water safety training (minimum suggested level 5)
  - ii) CPR certification
  - iii) Basic or outdoor or sports first aid, as offered by St John's, Red Cross etc.
  - iv) National Life Guarding Society Senior Resuscitation, Bronze Cross, and Bronze Medallion

### 2) Club Safety Orientation

- a) All minor paddling members and at least one of their parents must participate in the FCKC safety orientation as outlined in section 5. Adult paddling members can sign a form stating they have read and understood the rules. (Appendix 2). This training will cover the safety rules listed in this document, familiarize members with safety equipment, and provide an opportunity to practice the emergency action plan and emergency procedures.
- b) This safety training will be held a minimum of once per year.
- c) It is the responsibility of the safety officer to schedule, promote, and organize instruction for this session.

## SECTION 5- Safety Incidents and Concerns

FCKC has a safety Incident and Safety Concern Policy. Any safety incidents or concerns should be reported to the commodore, board, safety officer, and/or safety committee (all of whom have a responsibility to forward the Safety Incident or Concern appropriately). Please consult the FCKC Safety Incident and Safety Concern Policy for more information.



## Emergency Action Plan (EAP)

### Roles within the Emergency Team

The Charge person is providing the immediate care of the injured person. The Charge Person is the head coach OR the person most qualified to give care. They will decide if an ambulance is necessary and will give care as needed and refer as appropriate

### Call Person

1. Call 9-1-1 using any available phone
2. Ask for an ambulance (or fire or police)
3. Be ready to give the telephone number of the being used
4. State the number of athletes affected
5. State the athlete's condition and the care being given. Is this athlete still in the water? Will a boat be needed for a rescue?
6. Give Directions:  
We are located at the **Bedford Channel 23180 Billy Brown Rd, Fort Langley, on the dock between the Fort Pub building and the Lelem' Café.**
7. Wait on the line until the dispatcher says it is okay to hang up.
8. Do not hang up first.

### The First Aid Kit Fetcher

1. Get the first aid kit and bring it to the charge person
2. Follow the instructions of the charge person

### Ambulance Director

1. Wait in the parking lot to direct the emergency response team to the injured person.

Post incident: all involved write as detailed a description as possible while it is fresh in your mind.



## FCKC PFD Permission Form for Minors:

It is a Canadian Canoe Association, Canoe Kayak BC, and Fort Canoe and Kayak Club Rule for all minors under 16 to wear a Transport Canada certified Personal Flotation Device (PFD) while on the water, and for all paddlers to wear a PFD if the water is colder than 8oC or if the paddler's swimming proficiency is not equivalent to Swim Kids level 5 or higher.

Fort Canoe and Kayak Club permits minors 16 years old or older to wear an approved inflatable PFD provided they have sufficient swimming ability. It is Fort Canoe and Kayak Club policy for parents to sign this form stating that their child has either successfully completed Swim Kids level 5 or has equivalent swimming ability.

### DECLARATION OF SWIMMING PROFICIENCY:

By signing this form, I declare that my child, \_\_\_\_\_ (child's printed name) has successfully completed Canadian Red Cross Water Safety Swim Kids level 5, which includes the following skills:

[1] Front and back crawl

[2] Endurance swim of 50 meters

OR that my child has mastered the skills above and otherwise has swimming proficiency of Swim Kids level 5 or greater. I also give permission for my child to participate in club- sponsored activities while wearing an inflatable PFD.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Incident Report Form

Date and Time of Incident:	
Date Reported:	
Reporter:	
People Involved:	
Location of Incident:	
Water Conditions:	
Weather Conditions:	
Program:	
Contact info for Reporter:	

### Severity of incident:

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### Description of Incident:

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### First Aid Actions Taken:

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## Appendix I – 2020 Covid-19 Measures

During the 2020 COVID-19 pandemic, the following further measures are in place. These measures will cease to be in place once local, provincial and federal authorities have declared the pandemic to be over and have mandated we can return to regular safety measures.

### Suspected Case of COVID-19 Contingency

- If a participant begins to experience symptoms of COVID-19 while attending programming, the following steps should be taken:
  - The symptomatic individual must be immediately separated from others in a supervised area until they are picked up. Where possible, anyone who is providing care to the participant should maintain a distance of at least 2 metres or wear a mask.
  - Contact the local public health authorities to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of participants in the program.
  - The space and items used by the participant showing symptoms must be sanitized once the participant has been picked up.
  - Further direction for managing a possible case and any subsequent contact tracing should be sought from local public health authorities.

### Further COVID-19 Specific Safety Measures

- Please see the FCKC Return to Paddle document for further COVID specific safety measures. . FCKC will follow their Return to Paddle Plan as initially approved by Canoe Kayak BC (CKBC). Further appropriate changes need not be approved by CKBC, but do need to be communicated to all coaches, participants and their parents.
- If any activity is being organized at a location other than our conventional training location, all potential restrictions or considerations for the place of meeting/launching should be understood (for example, if a city park or private property is being used). These locations must also be added to our Certificate of Insurance through Canoe Kayak BC.



- Coaches/Leaders should have a mask with them at all times should they be required to come in close contact with participants, especially in case of contact required for first aid.
- During this time, unnecessary risks should be avoided. Paddlers and coaches/leaders should use common sense to avoid any situation that involves undue risk and the potential need for emergency personnel to respond or unnecessary personal contact.
- WSBC Standards related to COVID-19 should be understood and followed by all employees.
- Education and training will be provided to all responsible persons who will be running programming for participants. Information will be provided to all participants.

## Water Rescue & Covid-19 Guidelines

Adapted from CKC

Tipping/rolling/capsizing is a part of introductory and youth programming. To properly plan for rescuing those who have exited their boat on the water, two contingencies will be planned for:

1. Ideal/No Contact Rescue
2. Rescue Involving Contact

The following chart provides the general approach for each contingency. The process for both types of rescue will be made clear to all participants ahead of any on-water activity.

Ideal/No Contact Rescue	Rescue Involving Contact
<ul style="list-style-type: none"> <li>• Self-rescue occurs while maintaining 2 metres of distance from all other individuals.</li> <li>• The capsized paddler should be monitored, by the coach or paddling buddied, for signs of fatigue, panic and distress, as they swim to shore, or undergo the process of reentering their boat.</li> <li>• Programing, equipment, water chosen for activity are all planned to anticipate the possibility of a no contact rescue and for ease of exit</li> </ul>	<ul style="list-style-type: none"> <li>• In some instances, rescue involving contact or a rescuer coming closer than 2 metres will be required either because an urgent situation has arisen on the water, or because an individual is simply unable to exit the water on their own due to their circumstance.</li> <li>• In these instances, a mask should be worn by the rescuer, if it is safe and practical to take the time to put it on.</li> <li>• Contact should be limited to what is necessary to keep all individuals safe.</li> </ul>



from a boat where this could be an issue.

- All participants are encouraged to wear a PFD at all times to help facilitate a no contact rescue by reducing other water safety risks.
  - Where possible, paddlers should stay close to shore in an area where rescue on shore is possible.
  - If a motorboat or a difficult shoreline is to be used to facilitate a rescue, proper equipment should be utilized to allow paddlers to exit the water on their own (ladders, rescue rope, throwline, gaff for securing boats).
  - All rescues should be recorded, including who was involved.
- Once the situation is safely resolved, 2 metres of distance should be maintained if possible (for example, driving in to a dock in the same motorboat or once all individuals are on shore).
  - As soon as possible after a rescue involving contact, all individuals involved should wash their hands and sanitize any surfaces or equipment that were touched by either individual.
  - All rescues should be recorded, including who was involved.