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## Human Resources - HSW Handbook

3.10 Boating Operations

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| **IMPLEMENTATION Draft 5 – 25 July 2017** | | | | |
|  | **Aim**  To prescribe the responsibilities and actions required for the operation of boats during University-related activities to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy ~~principles~~ and the relevant sections of the [Work Health and Safety (WHS) Act 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx), [The Marine Safety (Domestic Commercial Vessel) National Law Act 2012 (](https://www.legislation.gov.au/)[National Marine Safety legislation](https://www.amsa.gov.au/domestic/national-law/)) and the [Harbors and Navigation Act 1993](https://www.legislation.sa.gov.au/LZ/C/A/HARBORS%20AND%20NAVIGATION%20ACT%201993.aspx) (SA) and [Regulations 2009 (SA)](https://www.legislation.sa.gov.au/LZ/C/R/HARBORS%20AND%20NAVIGATION%20REGULATIONS%202009.aspx). | | | |
|  | **3.10.1** | **Objectives** | | |
|  |  | **3.10.1.1** | To ensure that the risks of all boating activities are identified, assessed and the appropriate control measures are in place to prevent any boating related injury. | |
|  |  | **3.10.1.2** | To ensure that all boating related incidents/injuries have been:   * investigated; * control measures reviewed before the activity is conducted again; and * corrective action(s) implemented where required to prevent a recurrence. | |
|  | **3.10.2** | **Scope** | | |
|  |  | **3.10.2.1** | **Personnel** | |
|  |  |  | **3.10.2.1.1** | **Inclusions**   * This process is applicable to all persons who undertake University of Adelaide related activities, and/or are employed or engaged by the University or affiliated with the University in any capacity as a worker as defined under the WHS Act, 2012 (SA). This includes but is not limited to employees, title holders, volunteers, students, visitors or contractors where applicable. |
|  |  |  | **3.10.2.1.2** | **Exclusions**   * Where a specific Australian Maritime Safety Authority (AMSA) exemption has been granted, e.g. [EX15 – Marine Safety (Scientific research and educational activities) Exemption 2015](https://www.amsa.gov.au/about-amsa/corporate-information/legislation/Exemptions/EX15.pdf), the specifics of the exemption will allow for exclusion of specific parts of this chapter, however all other requirements of this chapter will still apply. (The Boating Officer is responsible for managing the exemption process and associated documentation.) * This handbook chapter is not intended to apply to student recreational clubs as they do not form part of the University of Adelaide’s activities and are not under the control of the University. * Chartered boats (a domestic commercial vessel hired from a charter business that comes with an appropriately qualified boat driver – NOTE that a privately owned boat is not exempt under this chapter) |
|  |  | **3.10.2.2** | **Locations** | |
|  |  |  | **3.10.2.2.1** | **Inclusions**  All University workplaces (see section 3.10.4 “definitions”). |
|  |  | **3.10.2.3** | **Boats** | |
|  |  |  | **3.10.2.3.1** | **Inclusions**   * Vessels; and * Domestic commercial vessels.   (See definitions section 3.10.4)  Canoes and kayaks may also be subject to local area canoe and kayak protocols. |

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| **HSW Handbook** | **3.11 Diving Safety Management** | **Effective Date:** | **~~19 June 2014~~ TBA** | **Version 3.0** |
| **Authorised by** | **~~Vice-President (Services and Resources)~~ Chief Operating Officer** | **Review Date:** | **~~19 June 2017~~ TBA** | **Page 1 of 19** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HSW Website.** | | | |

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|  | **3.10.3** | **Process** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
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|  |  | **3.10.3.1** | **Faculty Executive Manager/Director**  **(note this may be delegated to a**  **Research Technical Services Manager)**  **~~Head of School/~~**  **~~Branch~~**  ~~(Any or all of these tasks can be delegated to School/Branch staff (i.e. Health and Safety Officer); however the Head of School/ Branch must monitor the tasks on a regular basis to ensure they occur.)~~ |  | * Nominate a competent Boating Officer to manage boating operations for the Faculty/School~~/Branch~~ and ensure that they are aware of the responsibilities of the position. * Approve a competent deputy Boating Officer, or additional qualified officers, if the need arises and ensure that the deputy or additional officer is aware of the responsibilities of the Boating Officer position. * Advise your relevant [Health Safety and Wellbeing Officer](https://www.adelaide.edu.au/hr/hsw/intranet/contact/#hso)/Coordinator of the name(s) of the Boating Officer(s) and deputies for record purposes. * Ensure, where applicable, that vessels have a current [certificate of survey](https://www.amsa.gov.au/forms-and-publications/domestic/forms/) (exemptions may apply, see [AMSA website](https://www.amsa.gov.au/domestic/national-law/)). * Ensure that vessels are registered with AMSA. * Ensure that the School/Branch has a [certificate of operation](http://www.amsa.gov.au/domestic/vessels-operations-surveys/certificates-of-operation/). * Approve the overarching:   + safety management system;   + emergency procedures; and   + risk assessment.   to meet the requirements for the [certification of operation](http://www.amsa.gov.au/domestic/vessels-operations-surveys/certificates-of-operation/) where applicable for the vessel.   * Ensure compliance with the [Navigation Act 2012](https://www.amsa.gov.au/vessels/standards-regulations/nav-act-2012/) when operations will be beyond the outer edge of the [exclusive economic zone](https://www.amsa.gov.au/forms-and-publications/Fact-Sheets/NavActFS2.pdf) (EEZ - ~~approximately~~ generally 200 nautical miles from the Australian territorial sea baseline. ~~coastline~~.) * Determine if children are permitted to be involved in Faculty Boating Operations and if so under what conditions |
|  |  |  |  |  |  |
|  |  | **3.10.3.2** | **Head of School** |  | **~~If~~ Requests for children ~~are~~ to participating, as students or accompanying staff in boating activities**   * In line with the Faculty rules regarding whether children are permitted to be involved in boating operations ~~A~~approve or decline requests to have children involved in each boating activity. (Approval must be in writing.) |
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|  |  | **3.10.3.3** | **Boating (Fleet) Officer** |  | * Review and approve all boat operators including verification of the required qualifications and experience by completing the [Boat Operator Registration Form](#AppendixA) (Appendix A). * Ensure [Boating Operators Training Log](#AppendixA1) has been completed (See Appendix A.1 for an example) if applicable. * Provide boat operators with information/instruction re completion of ~~the~~ [~~Boating Field Form~~](#AppendixB) ~~(Appendix B)~~ a Risk Assessment in accordance with the [Hazard Management](http://www.adelaide.edu.au/hr/hsw/handbook/hazard/) chapter. (A link to a template is available from the [Off-Campus Activity](http://www.adelaide.edu.au/hr/hsw/handbook/field/) information sheet.) * Ensure a Faculty/School/~~Branch~~ Boat Register (hard copy or electronic copy) is maintained for all boats. The register is to include a copy of the registration, description, dimensions, maximum number of persons, restrictions (e.g. semi-protected waters, protected or unprotected waters), unique identifier, maintenance records, and certificate of survey. ~~and who is responsible for the vessel if not the Boating Officer~~. * ~~Ensure that the emergency call sign for the boat has been entered on~~ [~~Emergency Procedures~~](#AppendixD) ~~(Appendix D) under Sections for distress call, safety call and urgency call.~~ * Provide boat operators with a copy of the [Boat Operator Checklist](#AppendixC) (Appendix C) and Emergency Procedures. ~~(Appendix D).~~   (Continued) |

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|  | **3.10.3** | **Process (Continued)** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
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|  |  | **3.10.3.2** | **Boating (Fleet) Officer** |  | * Ensure copies of the [Boat Operator Checklist](#AppendixC) (Appendix C) and Emergency Procedures ~~(Appendix D)~~ are on board each boat and stored in an appropriate location. (Preferably laminated) * Ensure that children do not participate in boating activities unless authorised by the Head of School/Branch in writing prior to each activity.   **Records Management**   * Ensure all boating Certificates of operation ~~activity~~ records are kept in accordance with the [National Standard for Commercial vessels](https://www.amsa.gov.au/domestic/vessels-operations-surveys/certificates-of-operation/)   ~~on file for 5 years~~   * ~~Ensure all boating registers are kept on file for 5 years~~ |
|  |  |  |  |  |  |
|  |  | **3.10.3.3** | **Boat Operator** |  | **Where you are required to undertake boating activities for your School/Branch**   * Complete a [Boat Operator Registration Form](#AppendixA) (Appendix A) in consultation with the ~~Manager~~/Supervisor and Boating Officer and provide the relevant documents as listed.  (Note – this may require completion of a [Training Log](#AppendixA1) Appendix A.1 e.g. ~~i.e.~~ to complete 5 boat field trips under the direction of an experienced operator to gain proficiency for that type of boat.) * Obtain a [Certificate of Competency](https://www.amsa.gov.au/forms-and-publications/domestic/forms/) from the Australian Maritime Safety Authority (AMSA) unless an [Australian Maritime Safety Authority (AMSA) exemption](https://www.amsa.gov.au/forms-and-publications/domestic/forms/) has been granted.   **For each boating activity**   * Complete a [~~Boating Field Form~~](#AppendixB) ~~(Appendix B)~~ Risk Assessment in accordance with the [Hazard Management](http://www.adelaide.edu.au/hr/hsw/handbook/hazard/) chapter for your own records and provide a copy to the boating officer, Supervisor and nominated communications contact prior to departure. (A Risk Assessment template is available from the [Off-Campus Activities](http://www.adelaide.edu.au/hr/hsw/handbook/field/) Information Sheet. Note: Student risk assessments must be authorised by their Supervisor in accordance with the Hazard Management Chapter) * Comply with any additional local area procedures for boating. * Ensure that all persons involved in the activity are aware that no alcohol is to be consumed whilst boating and smoking is not allowed on the boat.   **Prior to departure**   * Follow the [Boating Operator Checklist](#AppendixC) (Appendix C) e.g. ~~W~~weather and tidal information checks. * Review all Emergency Procedures documented for the vessel. ~~outlined in Appendix D~~.   (continued) |

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|  | **3.10.3** | **Process (Continued)** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.10.3.3** | **Boat Operator**  (Continued) |  | **During boating activities**   * Follow the [Boating Operator Checklist](#AppendixC) (Appendix C) at the intervals indicated on the checklist. * Ensure that regular contact is made with the nominated communications contact (as per the completed Boating Operations Form) at the agreed frequency/times for scheduled contact. * Assist, where able, any other vessel which requests assistance. * Record all requests for assistance from other vessels. * Ensure, at all times, the safety of the vessel and all persons on board including the wearing of personal flotation devices whenever on board the vessel. * Ensure that while the boat is moving no person is seated on the edge of the boat.   **On return from a boating activity**   * Advise the communications contact that the activity is complete. * ~~Return the signed Boating Operations Field Form (Appendix B) to the Boating Officer.~~ * Provide a copy of all requests for assistance from other vessels, to the Boating Officer. * Report all boating incidents to the Boating Officer as soon as possible in accordance with the requirements of the Health, Safety and Wellbeing Handbook chapter [3.29 Incident, Near Miss Reporting and Investigation](https://www.adelaide.edu.au/hr/hsw/handbook/incident/).  ~~within the required timeframes as follows~~ ~~As soon as reasonably practicable for:~~   + - ~~Death, serious injury~~     - ~~Loss of a vessel~~     - ~~Loss of a person from a vessel~~     - ~~Significant damage to a vessel~~   + ~~Within 72 hours for all other marine accidents.~~ * Complete the relevant sections of the [Task Sea Service Logbook](https://www.amsa.gov.au/domestic/domestic-quals/task-books/). |
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|  |  | **3.10.3.4** | **Persons**  **on the boat** |  | **Crew and Passengers**   * Follow the instructions of the Boat Operator at all times. * Perform all operations in a safe manner and ensure no misuse or damage to anything provided occurs. * Report any unsafe condition to the Boat Operator immediately. * Wear approved personal floatation devices at all times on board the vessel. * Sit in seats, where provided, or on the floor of the boat.   **If children are to participate, as students or accompanying staff**   * Seek the approval of the Head of School for children to participate * Provide supervision for any children under your care (as approved by the Head of School) for the duration of the boating activity.   **NOTE: While the boat is moving no person is to be seated on the edge of the boat.**  **Crew only**   * Obtain a Certificate of Competency from the Australian Maritime Safety Authority (AMSA). |

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|  | **3.10.4** | **Process – Incident reporting** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.10.4.1** | **Boating (Fleet) Officer** |  | **All incidents**   * Ensure all boating incidents are recorded ~~reported~~ in accordance with the requirements of the Health, Safety and Wellbeing Handbook chapter [3.29 Incident, Near Miss Reporting and Investigation](https://www.adelaide.edu.au/hr/hsw/handbook/incident/). (This includes all incidents and requests for assistance from other vessels to School/Branch vessel.) ~~into RMSS as an incident (hazard notification)~~.   **Marine incidents and Notifiable incidents (see definitions)**   * Ensure the Faculty Executive Manager/Director or the Research Technical Services Manager is notified of any: * Marine incidents, including: * The loss of a vessel; * A collision with another vessel or an object; * The grounding, sinking, flooding or capsizing of a vessel; * A fire; * A loss of stability that affects the safety of the vessel; * A close quarters situation; * The death or injury, or possible death or injury of a person on board; * The loss, or possible loss of a person from a vessel. * [Notifiable incidents](#Definition) (see definitions)   as soon as possible to ensure legislative responsibilities for reporting are met. ~~all boating incidents are reported to the Australian Maritime Safety Authority (AMSA) using the forms on the~~ [AMSA website](http://www.nationalsystem.amsa.gov.au/formsandguidance.php), ~~within the required timeframes as follows:~~ |
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|  |  | **3.10.4.2** | **Faculty Executive Manager/Director or Research Technical Services Manager**  **~~Boating Officer~~** |  | **Significant/Notifiable incidents**   * Ensure all marine ~~boating~~ incidents (as outlined in 3.10.4.1) are reported to the Australian Maritime Safety Authority (AMSA) using the forms on the [AMSA website](http://www.amsa.gov.au/domestic/vessels-operations-surveys/domestic-incident-reporting/), within the required timeframes. as follows:   + As soon as reasonably practicable for:     - Death, serious injury     - Loss of a vessel     - Loss of a person from a vessel     - Significant damage to a vessel   + Within 72 hours for all other marine incidents ~~accidents~~. * Notify the Associate Director HSW/Senior HSW Advisor and follow the process for [Notifiable incidents](#Definition) outlined in the [Incident reporting and investigation](http://www.adelaide.edu.au/hr/hsw/handbook/incident/) chapter of the HSW Handbook, to ensure SafeWork SA reporting requirements are met. |

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|  | **3.10.5** | **Definitions** |
|  |  | **Boat Operator ~~Master~~ –** The person who has command or charge of the vessel, but does not include a pilot.  **Certificate of Operation** – Identifies the kinds of operations and area(s) of operation for one or more vessel.  **Children** – any person under the age of 18 years.  **Crew –**Individuals employed or engaged in any capacity on board the vessel on the business of the vessel, other than the Boat Operator ~~master~~ of the vessel or a pilot.  **Domestic commercial vessels –** A vessel that is for use in connection with a commercial, government or research activity.  NOTE: The use of a vessel in connection with an activity that is not a commercial, government or research activity at the same time as the vessel is used in connection with a commercial, government or research activity does not prevent the vessel from being a domestic commercial vessel. |
| **Notifiable Incident [WHS Act 2012 (SA) Section 35 - 39]**   * The death of a person; or * A serious injury or illness of a person; or * A dangerous incident.   A serious injury or illness requiring the person to have -   * Immediate treatment as an in-patient in a hospital; or * Immediate treatment for – * The amputation of any part of his or her body; or * A serious head or serious eye injury; or * A serious burn; or * The separation of his or her skin from an underlying tissue (such as degloving or scalping); or * A spinal injury; or * The loss of a bodily function; or * Serious lacerations; or * Medical treatment within 48 hrs of exposure to a substance,   and includes any other injury or illness prescribed by the regulations but does not included an illness or injury of a prescribed kind.  Incident notification – prescribed serious illnesses (Regulation 699)  For the purposes of section 36 of the Act, each of the following conditions is a serious illness:   * Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carry out work – * With micro-organisms; or * That involves providing treatment or care to a person; or * That involves contact with human blood or body substances; or * That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products; * The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products: * Q fever; * Anthrax; * Leptospirosis; * Brucellosis; * Hendra virus; * Avian influenza; * Psittacosis.   Continued |

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|  | **3.10.5** | **Definitions (Continued)**  **Notifiable Incident [WHS Act 2012 (SA) Section 35 - 39] (Continued)**  Dangerous incident  An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:   * An uncontrolled escape, spillage or leakage of a substance; or * An uncontrolled implosion, explosion or fire; or * An uncontrolled escape of gas or steam; or * An uncontrolled escape of a pressurised substance; or * Electric shock; or * The fall or release from a height of any plant, substance or thing; or * The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or * The collapse or partial collapse of a structure; or * The collapse or failure of an excavation or of any shoring supporting an excavation; or * The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or * The interruption of the main system of ventilation in an underground excavation or tunnel; or * Any other event prescribed by the regulations,   but does not include an incident of a prescribed kind.  **Passengers –** Any person on board a vessel who is not the Boat Operator ~~master~~ or crew.  **Vessel –**  A craft for use or that is capable of being used, in navigation by water, however propelled or moved and | |
|  |  | Includes:   * a boat; * a canoe; * a dinghy/tinnie * a dragon boat; * a kayak; * a pontoon; * air-cushion vehicle; * a barge; * a lighter; * a submersible; * a ferry in chains; * a wing-in-ground effect craft; | Excludes:   * an aquaculture pen; * an aquaplane; * a boogie board; * a floating structure permanently connected to shore; * an unpowered inflatable raft; * an inner tube; * a kite board; * a paddleboard; * a plank of wood; * a pontoon connected to the mainland; * a sailboard; * a surf ski; * a surfboard; * towed recreational equipment; * an aircraft; * an offshore facility (e.g. an oil rig); * a water-ski. |
|  |  | **Waters**   * **Protected** - These include all inland waters, excluding Lake Alexandrina, Lake Albert and any other waters subject to tidal influence. * **Semi-protected** - These are waters up to two nautical miles from the low-water mark of the coast (including the Coorong) and from the banks of Lake Alexandrina and Lake Albert. * **Unprotected** - These are waters more than two nautical miles from the low-water mark of the coast and from the banks of Lake Alexandrina and Lake Albert.   **Workplace –** A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be while at work. Place includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land, on the bed of any water or floating on any waters [WHS Act 2012, Division 3, S8]. | |

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|  | **3.10.5** | **Performance Measures** | | | | |
|  |  | The HSW Team will use ~~the~~ performance measures ~~listed below~~ to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.  The level of compliance with the chapter and effectiveness will be determined during the internal audit process. | | | | |
|  |  | **~~References~~** | **~~Measure~~** | **~~Objective Evidence~~** | **~~Frequency~~** | **~~Indicator of success~~** |
|  |  | ~~See objective~~  ~~3.10.1.1~~ | ~~% of risk assessments held for the activities listed in the annual hazard review.~~ | * ~~Risk Assessments~~ * ~~Annual hazard review~~ | ~~As per the Internal audit plan~~ | ~~Success = 100%~~  ~~Less than 100% = Corrective action~~ |
|  |  | ~~See objective~~  ~~3.10.1.2~~ | ~~% of Boating related incidents which have been investigated and corrective actions implemented (where required) before the activity is conducted again.~~ | * ~~RMSS Incident/Injury and investigation reports.~~   ~~Where applicable:~~   * ~~Evidence of review of control measures.~~ * ~~Evidence that the Risk Assessment and/or Safe Operating Procedure have been reviewed where applicable.~~ | ~~As per the Internal audit plan~~ | ~~Success = 100%~~  ~~Less than 100% = Corrective action~~ |

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|  | **3.10.6** | **University related documents and policies**  **University HSW Handbook:**   * [Chapter 3.7 Plant/Equipment Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/plant/) * [Chapter 3.19 Chemical Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/chemical/) |
|  | **3.10.7** | **Related legislation**   * [Work Health and Safety Act 2012](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx) (SA) and [WHS Regulations](http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx) 2012 (SA) * [Marine Safety (Domestic Commercial Vessel) National Law Act 2012](http://www.comlaw.gov.au/Details/C2012A00121) * [Marine Safety (Domestic Commercial Vessel) National Law Regulation 2013](http://www.comlaw.gov.au/Details/F2013L00900) * [Australian Maritime Safety Authority Marine Orders and Exemptions](http://www.nationalsystem.amsa.gov.au/nationallaw.php) * [Navigation Act 2012](http://www.comlaw.gov.au/Details/C2012A00128) (Cth) * [Harbors and Navigation Act, 1993](http://www.austlii.edu.au/au/legis/sa/consol_act/hana1993213/) (SA) * [Harbors and Navigation Regulations (2009) (SA)](http://www.austlii.edu.au/au/legis/sa/consol_reg/hanr2009322/) * AS4758.1:2008 Personal Floatation Devices – General requirements |
|  | **3.10.8** | **Useful Web-links**   * [SA Recreational Boating Handbook](http://www.sa.gov.au/subject/Transport,+travel+and+motoring/Boating+and+marine/Marine+publications/South+Australian+Recreational+Boating+Safety+Handbook) * [Australian Volunteer Coastguard](http://www.coastguard.com.au/) * ~~[RMSS](https://www.adelaide.edu.au/hr/hsw/intranet/rmss/)~~ [University’s Incident Reporting System](https://www.adelaide.edu.au/hr/hsw/intranet/rmss/) ~~[as an incident (hazard notification)](https://www.adelaide.edu.au/hr/hsw/intranet/rmss/)~~ * [Biological Sciences Website](https://biological.adelaide.edu.au/intranet/fieldtrips/) |
|  | **3.10.9** | **Training - options**  If specific training is required/identified by the Head of School/Branch or Boating Officer, the following links provide additional information in relation to the course content and target groups.   * [**Boat Operator’s Licence**](http://www.sa.gov.au/subject/Transport,+travel+and+motoring/Boating+and+marine/Boat+operators,+licences+and+permits/Applying+for+a+boat+licence) This site provides steps and information on the following: * Applying for a boat operator’s licence * Boat operator’s licence theory test * Study online for boat licence/permit examination * Practical test for special boat operator’s permit * Interstate visitors and boat licences * Obligations of boat licence and permit holders |

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|  | **3.10.9** | **Training – options (Continued)** |
|  |  | * **Marine Radio Operator’s Certificate of Proficiency** Courses are available from the [Australian Volunteer Coastguard](http://www.coastguard.com.au/education/nat-radio-courses) and [Australian Maritime & Fisheries Academy](http://www.afa.edu.au/courses_index.html).   You may obtain more information about licensing and operator’s certificates from the Australian Communications and Media Authority. |
|  |  | * **Certificates of Competency** [Australian Maritime & Fisheries Academy](http://www.afa.edu.au/courses_index.html) provide training for the following roles:   + Marine Engine Driver   + Boat Operator ~~Master~~   + Coxswain |

**Appendix A (Page 1 of 1)**

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| **BOAT OPERATOR REGISTRATION FORM** |

**SECTION 1**

**This section is to be completed by the Boat Operator in consultation with the relevant ~~Manager/~~Supervisor.**

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|  | **Please ✓** | |
|  | **Y** | **N** |
| Copy of the operator’s Boat Licence attached (Mandatory requirement) |  |  |
| Copy of the operator’s current Apply First Aid Certificate attached (Mandatory requirement) |  |  |
| As the relevant ~~Manager/~~Supervisor I approve the nominated boat operator to undertake boating activities (Please sign below.) |  |  |
| Name of boat: | | |
| Type of boat: | | |

**SECTION 2**

**This section is to be completed by the Boat Operator in consultation with the Boating Officer.**

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|  | **Please ✓** | |
|  | **Y** | **N** |
| **The Boat Operator can demonstrate experience/proficiency in the launching, handling, retrieval of boats:** |  |  |
| For example   * Has a minimum of 5 boating field trips with a competent operator  (i.e. has completed the Boating Operator training log (see **Appendix A.1**); or * Has written confirmation from an external organisation (e.g. Surf life-saving, Flinders Uni) to verify proficiency; or * Training certification from a recognised training organisation (Certificate of Competency). | | |
| **Boat operation - area restrictions for this operator:** |  |  |
| * Protected waters only |  |  |
| * Semi-protected waters |  |  |
| * For unprotected waters beyond 2 nautical miles from the low water mark off the coast * Proof of 5 boat operations under supervised log book training * Occupational Health and Safety at Sea Certificate attached * Marine Radio Operator Certificate attached |  |  |

**By signing this form I acknowledge that I have read and understood the information provided within the Boating Operations chapter of the Health and Safety Handbook (Chapter 3.10).**

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| **BOAT OPERATOR** | **AUTHORISED BY ~~MANAGER~~/SUPERVISOR** |
| **Name :** | **Name:** |
| **Position:** | **Signature:** |
| **Date:** | **Date:** |

|  |  |
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| **AUTHORISED BY BOATING OFFICER (OR DEPUTY)** |  |
| **Name:** | **Signature:** |
|  | **Date:** |

**Appendix A.1 (Page 1 of 1)**

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| **EXAMPLE - BOATING OPERATOR – TRAINING LOG** |

**On completion of 5 boating field trips, please forward the completed training log to the School/Branch Boating Officer to indicate that you are now proficient in the launching, handling and retrieval of boats and have received information and training on the Boat Operator checklist.**

**Ensure that you have obtained the signature of the experienced Boat Operator at the bottom of each field trip.**

|  |  |
| --- | --- |
| **Name** |  |
| **Name of the boat type as per School/Branch boat register** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Please ✓ to indicate that the criteria was discussed** | | | | |
| **Criteria** | **1** | **2** | **3** | **4** | **5** |
|  | **Date** | **Date** | **Date** | **Date** | **Date** |
|  | / / | / / | / / | / / | / / |
| **The information outlined on the Boat Operator checklist has been provided as follows:** |  |  |  |  |  |
| Checked vehicle and towing capacity |  |  |  |  |  |
| Checked trailer |  |  |  |  |  |
| Checked boat |  |  |  |  |  |
| Checked safety equipment for: |  |  |  |  |  |
| * Protected waters |  |  |  |  |  |
| * Semi- protected waters |  |  |  |  |  |
| * Un-protected waters |  |  |  |  |  |
| Additional safety requirements for unprotected waters more than 3 nautical miles from shore  (if applicable) |  |  |  |  |  |
| Safety equipment for canoes, kayaks and similar small, unpowered boats  (if applicable) |  |  |  |  |  |
| Prelaunch |  |  |  |  |  |
| Boarding the boat |  |  |  |  |  |
| When underway |  |  |  |  |  |
| Boating at night |  |  |  |  |  |
| Refuelling |  |  |  |  |  |
| Retrieval |  |  |  |  |  |
| Return to the University |  |  |  |  |  |
| Emergency procedures |  |  |  |  |  |
| Shown how to check current and projected weather conditions |  |  |  |  |  |
| Shown how to complete the boating field form |  |  |  |  |  |
| **Signature of experienced Boat Operator** |  |  |  |  |  |
| **First name of experienced Boat Operator** |  |  |  |  |  |
| **Last name of experienced Boat Operator** |  |  |  |  |  |

The Off-Campus Activity Risk Assessment, which can be accessed via the “[Off Campus Activity (including Field Work)](http://www.adelaide.edu.au/hr/faqs/hsw/#oca)” information sheet, replaces the Boating Operations Form.

**~~Appendix B (Page 1 of 2)~~**

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| **~~BOATING OPERATIONS FORM~~** |

~~Please attach schedule for multiple dates and/or locations.~~

~~(If boating is part of a broader field activity, then attach this to the Risk Assessment; or add the boat registration number and other relevant boating information to the existing field form to avoid duplication.)~~

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Departure date~~** |  | **~~Return date~~** |  |
| **~~Departure time~~** |  | **~~Return time~~** |  |
| **~~Destination~~** |  | **~~Boating operator’s (or in-field) contact number~~** |  |
| **~~Boat Type~~** |  | **~~Boat registration no.~~** |  |
| **~~Car registration no.~~** |  | **~~Car registration no.~~** |  |
| **~~Name of Boat Operator’s Supervisor~~** |  | **~~Supervisor’s~~**  **~~contact no.~~** |  |

**~~BOAT PERSONNEL/PASSENGER DETAILS~~** ~~(Include visitors, volunteers, class lists. Attach extra details if required.)   
Note a minimum of two people required for every boating activity.~~

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Name (Print)~~** | **~~Position~~** | **~~Name of Emergency contact~~**  **~~(i.e. next of kin)~~** | **~~Emergency contacts~~**  **~~phone no.~~** |
|  | **~~Boating Operator~~** |  |  |
|  | **~~2nd Person~~** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

~~(Reminder – any person under the age of 18 requires formal approval by the Head of School/Branch)~~

**~~FIRST AID OFFICER(S)~~**

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Name~~** | **~~Position~~** | **~~Level of Training~~**  ~~(e.g. Basic, Senior, Remote)~~ | **~~Expiry Date~~** |
|  |  |  |  |
|  |  |  |  |

**~~BOATING FIELDWORK DESCRIPTION (What is the purpose of your activity)~~**

|  |
| --- |
|  |
|  |

**OFF CAMPUS ACTIVITY RISK ASSESSMENT IS USED**

**~~Appendix B (Page 2 of 2)~~**

|  |
| --- |
| **~~BOATING FIELD FORM (Continued)~~** |

**~~DESTINATION AND ITINERARY~~**

**~~(Provide sufficient detail to enable the emergency services/University to locate you).~~**

|  |  |  |
| --- | --- | --- |
| **~~Destination~~** | **~~Date and/or timeframe~~** | **~~Activity/other comments~~** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **~~If staying overnight – details of accommodation or location of campsite.~~** | | |
|  |  |  |

**~~COMMUNICATIONS - REPORTING IN~~**

|  |  |  |
| --- | --- | --- |
| **~~Name of nominated University~~**  **~~communications contact~~** | **~~Contact No~~** | **~~Agreed frequency/times for~~**  **~~Report in~~** |
|  |  |  |
| **~~If no contact has been received within 2 hours after a missed call schedule, the nominated emergency contact is to contact~~**  **~~the Boating Officer; or Boating Officer’s supervisor; or the University of Adelaide Security Office (8313 5990)~~**  **~~who will follow emergency call out procedures.~~** | | |

**~~HAZARDOUS CHEMICAL TRANSPORT~~**

**~~(List any chemical/substance carried which is designated as hazardous or a dangerous good. This includes additional fuel.)~~**

* ~~The MSDS must be carried during transport. (~~[~~http://chemwatch.adelaide.edu.au/~~](http://chemwatch.adelaide.edu.au/)~~)~~
* ~~Chemicals must be secured during transport in a bunded tray capable of containing the quantity of chemical and appropriate Personal Protective Equipment information and requirements for any spills identified prior to departure.~~

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Chemical~~** | **~~Class~~** | **~~Quantity~~** | **~~Storage provisions~~** |
|  |  |  |  |
|  |  |  |  |

**~~Email/provide a copy of this form to:~~**

* ~~the Boating Officer;~~
* ~~your Manager/Supervisor; and~~
* ~~your nominated communications contact.~~

**~~ON RETURN FROM YOUR BOATING FIELD TRIP~~**

~~As the Boating Operator I confirm that I have completed all activities listed on the Boat Operator’s checklist (Appendix C)~~

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Name of Boating Operator~~** |  | | |
| **~~Signature of Boating Operator~~** |  | | |
| **~~Date~~** |  | **~~Time~~** | **~~am/pm~~** |

**~~Return the signed form to the Boating Officer for School/Branch records~~**

**Appendix C (Page 1 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **SECTION 1 : BEFORE DEPARTURE** |

**Weather and tidal information**

* Check current and projected weather conditions  
  Bureau of Meteorology (08) 8336 2600  
  Weather check <http://www.bom.gov.au/weather/sa>

Tidal check <http://www.bom.gov.au/oceanography/projects/ntc/ntc.shtml>

* Assess if activity is safe. Cancel the boating operation, where the safety of the vessel and/or personnel would be at risk.
* A Boating Risk Assessment ~~operations form~~ ~~(Appendix B)~~ has been completed for the activity and is accurate.
* There are a minimum of two people on board.
* The boat load (i.e. number of people on board) is in accordance with the chart below

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Breadth (m)** | **Length (m)** | | | | | | | | | | |
|  | **3** | **3.5** | **4** | **4.5** | **5** | **5.5** | **6** | **7** | **8** | **9** | **10** |
| **1** | 2 | 3 | 3 |  |  |  |  |  |  |  |  |
| **1.5** | 3 | 3 | 4 | 4 | 5 | 5 | 6 |  |  |  |  |
| **2** |  |  | 4 | 5 | 5 | 6 | 6 | 7 | 8 | 10 | 11 |
| **2.5** |  |  |  |  | 6 | 7 | 7 | 8 | 9 | 11 | 12 |
| **3** |  |  |  |  |  |  | 8 | 9 | 10 | 12 | 13 |
| **3.5** |  |  |  |  |  |  |  |  | 11 | 13 | 14 |
| **4** |  |  |  |  |  |  |  |  | 12 | 14 | 15 |
| **4.5** |  |  |  |  |  |  |  |  |  |  | 16 |

Note: this table represents the number of people you can carry safely in calm waters under ideal conditions such as on the River Murray or other protected waters. The number needs to be reduced when boating in adverse weather conditions or open sea. As a guide, consider reducing this number by one-third. (Refer to the example above: a vessel with a length of 5.5m and a breadth of 2m has a capacity for 6 adults based on an average weight of 75kg per adult. A minimum of 2 people should be on board for boating operations. Ensure you have not exceeded the boats maximum carrying capacity.

|  |
| --- |
| **Vehicle and towing capacity** |

* Ensure that the vehicle you are using to tow the trailer and boat is capable of towing the combined mass of the trailer and boat plus any equipment that is carried.
* Check that the tow bar fitted to the vehicle has the correct load rating (i.e. as specified by the vehicle and tow bar manufacturer)  
  (Note – the towing capacity for most vehicles is found in the vehicle’s handbook).   
  Check with the Boating Officer if you have any queries prior to departure.

**Appendix C (Page 2 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **SECTION 2 : DURING THE BOATING ACTIVITY (AS APPLICABLE)** |

You may wish to tick the following to indicate completion.

|  |
| --- |
| **Trailer and Boat** |

* Check, before the boat and trailer are removed from the University (where applicable)
* **Trailer**
* trailer lights are working, tyre pressure is appropriate for trailer (i.e. according to manufacturer) and tread is sound
* jockey wheel is secured and locked in the “up” position
* vehicle tow ball attachment is secure and correctly coupled with spring pin locked.
* **Boat**
* fuel tank is full and filled in accordance with fuel: oil ratio. Fuel tag is completed   
  (Allow for 50% extra fuel on top of requirements)
* no fuel leaks in the fuel line and connections
* any petrol spilt during fuelling is wiped up and there are no fumes evident
* motor is running properly. Test start and run with motor flush muffs or motor flush water drum.
* boat is correctly and safety secured to the trailer
* boat is aligned correctly on the trailer rollers and boat winch is tensioned (stow winch handle)
* safety chain is connected
* engine is secured in transport mode
* ratchet strap is across the rear third of the boat (where applicable)
* there is a spare tyre and key and a cross wheel brace
* red flag is fastened to motor propeller in preparation for transport
* drain plugs are tightly inserted
* there is sufficient fresh water on board
* propeller is checked to ensure no damage.

|  |
| --- |
| **Safety Equipment** |

* Tick to indicate that the equipment has been checked for safe and suitable use.

**Protected waters**

These include all inland waters, excluding Lake Alexandrina, Lake Albert and any other waters subject to tidal influence.

|  |  |
| --- | --- |
| **Vessels under 8 metres** | **Vessels over 8 metres** |
| * one personal flotation device (PFD) Type 1, Type 2 or Type 3 for each person on board * one bailer with line attached or a bilge pump\* * one suitable anchor with cable * if the boat has an engine or cooking facilities - one dry powder fire extinguisher (1kg type ABE) * if the vessel is being operated between sunset and sunrise- one waterproof and buoyant torch or lantern * one fire bucket\*\* * a pair of paddles or oars (if your vessel is under 6 metres) | * one personal flotation device (PFD) Type 1, Type 2 or Type 3 for each person on board * one bailer with line attached and a bilge pump\* * one suitable anchor with cable * if the boat has an engine or cooking facilities - two fire extinguishers (dry powder, 1kg type ABE) * if the vessel is being operated between sunset and sunrise- one waterproof and buoyant torch or lantern * one fire bucket\*\* * one life-buoy with line |

\*\* If the bailer with line is suitable for use as a fire bucket, only one bucket is required. The fire bucket must be of a kind and size suitable for the collection of water, not distort, collapse, or break when filled with water, be attached to a lanyard of a length and breaking strain sufficient to allow the fire bucket to be cast over the side of the boat and retrieved filled with water, be stored as to be readily accessible in case of a fire. (Note: the fire bucket does not have to be made from metal but it must satisfy the requirements listed above)

**Appendix C (Page 3 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **Safety Equipment (Continued)** |

**Semi-protected waters**

These are waters up to 2 nautical miles from the low-water mark of the coast (including the Coorong) and from the banks of Lake Alexandrina and Lake Albert.

|  |  |
| --- | --- |
| **Vessels under 8 metres** | **Vessels over 8 metres** |
| * one personal flotation device (PFD) Type 1 for each person on board * one suitable anchor with cable * one bailer with a line attached, or a bilge pump * two hand held red flares and two hand held orange smoke signals * if the boat has an engine or cooking facilities –one dry power fire extinguisher (1kg type ABE) * one waterproof and buoyant torch or lantern * one fire bucket * one pair of paddles or oars or other means of auxiliary propulsion  (if your vessel is under 6 metres) | * one personal flotation device (PFD) Type 1 for each person on board * two suitable anchors with cables (if less than 12 metres one anchor may be carried as a spare) * two bailers with lines attached and a bilge pump * two hand held red flares and two hand held orange smoke signals * if the boat has an engine or cooking facilities -two dry powder fire extinguishers (1kg type ABE) * one waterproof and buoyant torch or lantern * one fire bucket * one life-buoy with line |

**Unprotected waters**

These are waters more than two nautical miles from the low-water mark of the coast and from the banks of Lake Alexandrina and Lake Albert.

|  |  |
| --- | --- |
| **Vessels under 8 metres** | **Vessels over 8 metres** |
| * one personal flotation device (PFD) Type 1 for each person on board * one suitable anchor with cable * one bailer with line attached, or a bilge pump * if the boat has an engine or cooking facilities-one fire extinguisher * one waterproof and buoyant torch or lantern * a two-way marine radio capable of communication with onshore stations * two hand held red flares and two hand held orange smoke signals * four litres of fresh water * the boat must be fitted with a compass, preferably liquid damped. A GPS is not a compass. * one pair of paddles or oars or other means of auxiliary propulsion (if your vessel is under 6 metres) * one fire bucket | * one personal flotation device (PFD) Type 1 for each person on board * two suitable anchors with cables * two bailers with lines attached and a bilge pump * if the boat has an engine or cooking facilities- two fire extinguishers * one waterproof and buoyant torch or lantern * a two-way marine radio capable of communication with onshore stations * two hand held red flares and two hand held orange smoke signals * four litres of fresh water * the boat must be fitted with a compass, preferably liquid damped. A GPS is not a compass. * one life-buoy with line * one fire bucket |

**Appendix C (Page 4 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **Safety Equipment (Continued)** |

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| **Additional requirements for all vessels, regardless of length** |
| All vessels in unprotected waters **more than three nautical miles from shore**, except in Lakes Alexandrina and Albert, or **more than five nautical miles from shore** in Gulf of St Vincent or Spencer Gulf must carry:   * one EPIRB (emergency distress beacon) * one V distress sheet.   All vessels in unprotected waters **more than ten nautical miles from shore** must also carry:   * two distress rockets with parachutes * a map or chart of the waters in which the boat will operate. |
| **Additional requirements for recreational boats more than 15 metres in length** |
| A recreational boat over 15 metres in length must carry all of the above, plus:   * an additional lifebuoy with line * a life-raft. |

**General**

* All safety and other equipment must be properly stowed
* Where children have been approved by the Head of School/Branch, the parent/carer must provide appropriate personal protective equipment for the child

**NOTE**

**Safety equipment for small, unpowered boats including canoes, kayaks must have:**

* One PFD Type 1 or 2 that complies with AS4758.1:2008 and worn at all times
* A suitable bailer (unless the hull is permanently enclosed)
* Waterproof torch or lantern while being operated between sunset and sunrise.
* A dry box (e.g. for storing mobile phone)

If in unprotected waters must also have:

* A spare paddle
* A tow line at least 15 metres in length and of sufficient strength to allow the vessel to be towed in any conditions.
* 1 litre of fresh water
* A V distress sheet
* 2 hand held red flares and 2 hand held orange smoke signals
* 1 compass (note this requirements is not satisfied by an electronic device such as satellite navigation/GPS)
* A map or chart of the area of operation
* A 406MHz EPIRB

(if travelling with at least 2 similar vessels or a support vessel, at least one vessel in the group must carry this equipment. Vessels not carrying this equipment must stay within 50 metres of the equipped vessel).

**Please also check the safety information required in accordance with the applicable legislation.**

**Report any faults/issues to the Boating Officer.**

**Do not launch until the problem has been rectified.**

**Appendix C (Page 5 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **PRELAUNCH CHECKLIST** |

Check prior to departing from campus:

* Tie off boat using bow and stern line (if tie spot available)
* If intending to boat at night, check navigation lights are working   
  (White – stern light, White - all-round light), Red and green sidelights as applicable for power-driven or sailing boat)
* Check rigid inflatable is up to pressure (if applicable).

Check at the ramp:

* Ramp is suitable for launching (width, incline, tie spots, water depth)
* Bowline is attached and secure
* Motor is tilted to full extent (transport mode)
* Bung is in tight
* Tie-downs are undone and removed
* Safety chain D shackle is finger tight
* Winch is in lock position
* Disengage trailer brake piston level
* Back trailer down ramp until in most cases rear car wheel to watermark
* Turn off engine, set handbrake and lock transmission
* Slacken winch and slowly push boat into water
* Detach trailer winch hook and retract
* Use bowline (do not wrap around hand) to move boat away from launch position

|  |
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| **BOARDING THE BOAT** |

* Distribute the load in the boat evenly and keep it as low as possible. Secure heavy items
* Instruct those boarding the boat to:
* step aboard as near to the centreline of the boat as possible.
* hold on to something and to never pause with one foot on the boat and the other ashore.
* never stand on the deck or bow of the boat when boarding or leaving the boat.
* avoid standing up in a small boat. If there is a need to change places, keep low and carefully move around so that balance is maintained.

|  |
| --- |
| **WHEN UNDERWAY** |

* Maintain a safe speed
* Maintain a good look-out and continually assess the relative position, speed and direction of other vessels in the vicinity and check for any obstructions in the water
* Check vent is open in fuel tank cap
* Check bilge is not taking on water
* Frequently check water is squirting from outflow port on outboard shaft (particular in sea grass/mangrove areas). If it stops, turn off engine immediately and remove material fouling water intake or exit
* Keep a constant watch on the weather and if conditions start to deteriorate make sure that everyone on board is wearing a PFD
* Ensure sufficient daylight time to return to the boat ramp if not intending to work at night.

|  |
| --- |
| **BOATING AT NIGHT** |

* Turn on navigation lights

**Appendix C (Page 6 of 6)**

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| **BOAT OPERATOR CHECKLIST** |

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| **REFUELLING** |

* Fill up onshore whenever possible
* Before refuelling a boat with inbuilt fuel tanks, turn off the battery
* If the tank is portable remove it from the boat before refuelling
* If refuelling the boat from a bowser ensure all signage is followed exactly
* 2 stroke motors fuel:oil ratio is 50 : 1 (For 4 stroke motors – unleaded only; no oil mix)

|  |
| --- |
| **RETRIEVAL** |

* Manoeuvre the boat to the submerged trailer, raising the motor as you go
* Ensure winch line is secure to bow
* Ensure boat is resting properly on the trailer
* Remove bilge plug (and put in a safe place)
* Slowly pull boat out of the water
* Park the boat trailer away from the launch ramp/area to finish preparing the boat for travel
* Attach tie-down straps
* Re-connect power to trailer lights
* Check trailer lights to make sure they are working
* Remove winch handle
* Check that anchor and other items in the boat are secure and loose items stowed
* Check jockey wheel is secured in transport mode (rotated)

|  |
| --- |
| **RETURN TO THE UNIVERSITY** |

* Remove ratchet strap and release safety chain and winch (leave winch handle attached)
* Flush motor using flush muff or water drum for 10 minutes
* Motor may remain on boat or place motor on trolley stand. Grease motor clamp as required
* Wash the boat and trailer thoroughly with fresh water, inside and out and drain completely
* Lube components ~~using Inox~~ as required
* Leave motor out of gear and set jockey wheel in lowered position
* Turn off battery isolator (where applicable)
* Disconnect auxiliary fuel leads
* Wash all rope and equipment as required and when dry leave in a tidy condition
* Check that all boat gear is present and in good condition for next user
* Fill in the logbook and Vehicle Manager run time rates (if required)
* Return key pack, boat pack and safety equipment
* Report any fault with the boat, trailer or equipment to the Boating Officer or Deputy ~~and input faults into Vehicle Manager (if required)~~

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| --- |
| **LOCAL PROCEDURES** |

Additional procedures to be followed for this boat

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**~~Appendix D (Page 1 of 2)~~**

|  |  |
| --- | --- |
| **EMERGENCY PROCEDURES** |  |

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| **ENGINE PROBLEMS** |

* ~~Use an anchor to stop drift~~
* ~~Check the switch holding the kill switch is still engaged~~
* ~~Ensure the fuel lead is on and not reversed (note fuel arrow direction) or pinched or has become detached from the engine or fuel tank~~
* ~~Use some choke (where applicable) to start the engine and push back when it starts~~
* ~~If flooded unclip the fuel lead and attempt to start – if engine starts, clip the fuel lead back on. If unsuccessful remove the spark plug, dry it and reinstall it.~~
* ~~Where the tank has a bleeder screw – unscrew and allow the tank to breathe~~

|  |
| --- |
| **PERSON OVERBOARD** |

* ~~Swing the boat away from the person (e.g. over the port side, turn to port) to prevent them being injured by the propeller~~
* ~~Throw them a lifesaving device~~
* ~~Keep them in sight at all times~~
* ~~If at night, use the best available light to illuminate the area~~
* ~~Stop the engine if lifting them over the stern~~

|  |
| --- |
| **ABANDONING THE BOAT** |

* ~~Make sure that everyone is present and wearing a buoyancy vest before going over the side~~
* ~~Send a distress call if the boat has a radio~~
* ~~Send off distress flares only if they are likely to be seen (don’t waste your small stock of flares) and take them with you~~
* ~~Activate your EPIRB (Emergency Position Indicating Radio Beacon) if carried~~
* ~~Don’t leave your boat. Most boats involved in accidents don’t sink and can be seen better than a person in the water.   
  A partially submerged boat can also be used for support~~
* ~~Restrain any impulse to swim ashore. Distances over water usually appear shorter than they actually are. It is always safer to stay with the boat unless you are sure that land is within swimming distance~~
* ~~Huddle together to reduce heat loss. Avoid excessive physical activity such as swimming that will increase body heat loss~~

|  |
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| **DISTRESS FREQUENCIES** |

* ~~MF/HF Transceivers : 2182, 4125, 6215, 8291, 12290, 16420 kHz~~
* ~~VHF Transceivers: Channel 16, with Channel 67 as a supplementary~~
* ~~27 MHz Transceivers: 27.88 MHZ (Channel 88) with 27.86 MHz (Channel 86) as a supplementary~~

|  |
| --- |
| **DISTRESS CALL** |

**~~Use for grave and imminent danger, and request for immediate assistance~~**

* ~~Say “Mayday Mayday Mayday”~~
* ~~“This is (name and radio call sign of vessel in distress)” spoken 3 times~~
* ~~“Mayday”~~
* ~~Name and radio call sign of vessel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~ **~~CALL SIGN~~**
* ~~Details of vessel’s position~~
* ~~Nature of distress and assistance required~~
* ~~Other information including number of persons on board~~
* ~~Repeat as often as necessary until you receive an answer~~
* ~~If no answer is received on distress frequencies, repeat the call on any frequency where you believe you might attract attention~~

~~Note : For medical emergency you should make an Urgency call. Do not use the distress call.~~

**Appendix D (Page 2 of 2)**

|  |  |
| --- | --- |
| **EMERGENCY PROCEDURES** |  |

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| **SAFETY CALL** |

**~~Use for navigational warning~~**

* ~~Say “say-cure-e-tay, say-cure-e-tay, say-cure-e-tay”~~
* ~~“Hello all stations hello all stations hello all stations”~~
* ~~“This is (name and radio call sign of vessel or shore station)” spoken 3 times~~
* ~~Announce change to working frequency and change channels~~
* ~~“Say-cure-e-tay Say-cure-e-tay Say-cure-e-tay”~~
* ~~“Hello all stations” (spoken once)~~
* ~~“This is (name and radio call sign)” spoken once \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~ **~~(CALL SIGN)~~**
* ~~Details of the warning~~
* ~~You may make the initial safety call to all stations on a distress frequency (as above)~~

|  |
| --- |
| **URGENCY CALL** |

**~~Use when you cannot justify use of the distress call, but have a very urgent message concerning the safety of your vessel or safety of a person on board.~~**

* ~~Say “Pan Pan Pan Pan Pan Pan”~~
* ~~“Hello all stations. Hello all stations. Hello all stations”.~~
* ~~“This is (name and radio call sign of vessel)” spoken 3 times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~ **~~(CALL SIGN)~~**
* ~~Details of vessel’s position~~
* ~~Details of assistance required and other information~~
* ~~You may make an urgency call on a distress frequency or any other frequency to attract attention.~~

|  |
| --- |
| **INCIDENT REPORTING** |

* ~~Stop the boat if you are involved in a collision or other accident~~
* ~~Render any possible assistance without endangering your own passengers or crew~~
* ~~Give your name and address, and if requested the name of the owner of the boat to:~~
* ~~the operator of any other boat involved~~
* ~~any injured person; or~~
* ~~the owner of any damaged property.~~
* ~~Report the accident to the School/Branch and report the matter to the Australian Maritime Safety Authority (AMSA) using the forms on the~~ [~~AMSA website~~](http://www.nationalsystem.amsa.gov.au/formsandguidance.php) ~~as soon as practicable for all incidents involving death, serious injury, loss of a vessel, loss of a person from a vessel, or significant damage to a vessel; and within 72 hours for all other marine accidents.~~
* ~~Complete University of Adelaide~~ [~~Incident, Near Miss Reporting and Investigation~~](https://www.adelaide.edu.au/hr/hsw/handbook/incident/) ~~requirements.~~
* ~~Should you witness an accident, you have a legal obligation to assist where possible, provided that in doing so you do not seriously endanger your own passengers.~~

~~Note:~~

~~The Boat Operator must not (except when anchored, moored or docked)~~

* ~~Leave the boat at any time unless there is a second boat operator on board.~~
* ~~Carry out any activity that may divert his/her attention from the responsibilities prescribed above.~~