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## Human Resources - HSW Handbook

3.11 Diving Safety Management

Draft 6 – 13 July 2017

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| **IMPLEMENTATION** | | | | |
|  | **Aim**  To prescribe the responsibilities and actions required for the management of diving during University-related activities to ensure the University meets the requirements of the [Health, Safety and Wellbeing (HSW) Policy](http://www.adelaide.edu.au/policies/153/) ~~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) and [WHS Regulations 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx). | | | |
|  | **3.11.1** | **Objectives** | | |
|  |  | **3.11.1.1** | To ensure that the risks of all diving activities are identified, assessed and the appropriate control measures are in place to prevent an injury. | |
|  |  | **3.11.1.2** | To ensure that all diving 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. | |
|  | **3.11.2** | **Scope** | | |
|  |  | **3.11.2.1** | **Workers** | |
|  |  |  | **3.11.2.1.1** | **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 [Work Health and Safety (WHS) Act 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx). This includes but is not limited to employees, title holders, volunteers, students, visitors or contractors where applicable. |
|  |  |  | **3.11.2.1.2** | **Exclusions**  This handbook chapter is not intended to apply to student recreational diving clubs. (Note: If a student recreational club ~~was~~ is assisting with teaching, research or promotional/outreach activities then this chapter would apply.)  Wherever a diving activity is contracted out, the School/Branch must follow the HSW Handbook chapter [Contractor Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/contractor/). |
|  |  | **3.11.2.2** | **Locations** | |
|  |  |  | **3.11.2.2.1** | **Inclusions**  All University workplaces (see section 3.11.11 “definitions”).  (Note: When working off campus/undertaking field work additional University approvals may be required.~~,~~ ~~in addition to this~~ ~~o~~Other States may also have different legislative requirements, and/or Parks and Wildlife may require permits to be completed. Please consult with the School/Branch Diving Officer for advice). |

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| **HSW Handbook** | **3.11 Diving Safety Management** | **Effective Date:** | **TBA** | **Version 2.0** |
| **Authorised by** | **Chief Operating Officer** | **Review Date:** | **TBA** | **Page 1 of 16** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HSW Website.** | | | |

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|  | **3.11.3** | **Process: Assessment of the activity/request** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
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|  |  | **3.11.3.1** | **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~~ |  | * Assess if the diving activity is an ongoing business requirement for the School/Branch:   + If yes - follow this Diving Safety process. ~~proceed to 3.11.4~~.   + If no – outsource (contract) to an external diver with suitable qualifications and experience for the specific task and follow the HSW Handbook chapter [Contractor Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/contractor/). * Ensure you familiarise yourself with the requirements of the [WHS Regulations 2012 (SA)](file://\\uofa\shared$\Services_Resources\Human_Resources\Health%20Safety%20and%20Wellbeing\Communication_Policies%20and%20Procedures\HSW%20Handbook\3.%20Implementation\Diving%20Safety%20Management%20(3.11)\V2.0\Ensure%20the%20workers%20undertaking%20the%20diving%20activities%20comply%20with%20the%20requirements%20of%20the%20WHS%20Regulations%202012%20(SA)%20(Part%208)) (Part 8 Sections 167 - 184) and any other relevant industry standards. * Ensure, where boats are used, that the requirements of the HSW Handbook chapter [Boating Operations](http://www.adelaide.edu.au/hr/hsw/handbook/boating/) are met. |
|  | **~~3.11.4~~** | **~~Process: Hazard Management~~** | | | |
|  |  | **~~Person Responsible~~** | |  | **~~Actions~~** |
|  |  |  |  |  |  |
|  |  | **~~3.11.4.1~~** | **~~Head of School/Branch~~**  ~~(or delegate as per 3.11.3.1)~~ |  | * ~~Manage diving hazards in accordance with the HSW Handbook chapter~~ [~~Hazard Management.~~](http://www.adelaide.edu.au/hr/hsw/handbook/hazard/) |
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|  |  | **~~3.11.4.2~~** | **~~All Workers~~** ~~(including all involved with diving operations including Boat Operators and support workers)~~ |  | * ~~Review and comply with diving risk assessments and implement appropriate controls.~~ |
|  | **3.11.4** | **Process: Appointment of a School/Branch Diving Officer** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.11.4.1** | **Head of School/Branch** |  | * Nominate a Diving Officer(s) (see [definitions](#DivingOfficer)).   ~~and ensure that the School/Branch always has a “Diving Officer (see~~ [~~Table A.1~~](#DivingOfficer)~~) when a diving activity(ies) occurs that is not contracted out and~~   * ~~provide~~ Ensure the Diving Officer ~~with~~ completes ~~a copy of~~ the “Authorised Diving Officer, Coordinator and Diver Form” ([Appendix A](#AppendixA)). ~~for completion.~~ Note: This may require the authorisation of more than one Diving Officer to allow for absences. * Confirm that the Diving Officer meets the ~~following~~ criteria as stated at [Table A.1](#DivingOfficer). * ~~is a Diver;~~ * ~~meets the requirements of a Diving coordinator;~~ * ~~has extensive experience in the supervision of diving operations, specifically for scientific research.~~ * Advise the Diving Officer that they will be responsible for ensuring the School/Branch meets legislative requirements for ~~its~~ School/Branch diving operations. * Send the completed “Authorised Diving Officer, Coordinator and Diver Form” ([Appendix A](#AppendixA)) to the School/Branch Health, Safety and Wellbeing Officer/Coordinator (or person nominated by the School/Branch) to keep on file until at least 1 year past the work to which it relates is completed, as per WHS Regulations 2012 (SA) Part 8 (Section 175). |

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|  | **3.11.5** | **Process: Authorisation of workers undertaking diving~~ers~~ activities ~~(e.g. visiting scientists, workers and students)~~** | | | | |
|  |  | **Person Responsible** | |  | | **Actions** |
|  |  |  |  |  | |  |
|  |  | **3.11.5.1** | **Head of School/Branch** |  | | * Authorise in consultation with the Diving Officer ~~(using~~ [~~Appendix A~~](#AppendixA)~~)~~ any workers who will be undertaking School/Branch diving ~~operations~~ activities. ~~(including visiting international divers);~~ |
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|  |  | **3.11.5.2** | **Diving Officer** |  | | * Ensure workers undertaking diving activities meet the requirements of the “Authorised Diving Officer, Coordinator and Diver Form” [Appendix A](#AppendixA). * Recommend to the Head of School/Branch any restrictions to be placed or removed on restricted divers’ authorisations. * Recommend to the Head of School/Branch when a restricted diver is competent to be authorised as a diver with no restrictions. * Send the completed “Authorised Diving Officer, Coordinator and Diver Form” [Appendix A](#AppendixA) to the School/Branch Health, Safety and Wellbeing Officer/Coordinator (or person nominated by the School/Branch) for record purposes and provide a copy to the worker. * Ensure, ~~in conjunction with the School/Branch Health and Safety Officer,~~ that ~~all~~ there is a system for inducting~~ons~~ ~~are recorded~~ workers into diving activities. * Ensure workers involved in the diving activity are aware of their responsibilities in accordance with this chapter, legislation ([WHS Act](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx) and [Regulations](http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx) 2012 (SA), risk assessment(s) and any relevant industry standards. |
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|  |  | **3.11.5.3** | **School/Branch Health, Safety and Wellbeing Officer/**  **Coordinator (or person nominated by the School/Branch)** |  | | * Maintain the Authorised Diving Officer, Coordinator and Diver-Forms and ensure they are available in hard or electronic copy on request. * Ensure any competencies are recorded on the School/Branch Training Plan. |
|  | **3.11.6** | **Process: Revoking authorisation** | | | | |
|  |  | **Person Responsible** | |  | | **Actions** |
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|  |  | **3.11.6.1** | **Diving Officer**  in consultation with  **Head of School/Branch** |  | | * Determine which part of this handbook chapter, or other legislation, has been breached (i.e. expired certifications, safety breach). * Determine if the breach is appropriate for the person to be revoked,  If ‘Yes’: * ~~Revoke authorisation of Authorised Divers, who are found to be in breach of any part of this Handbook chapter.~~ * ~~Advise the Diving Officer/Deputy and~~ Retrieve the “Authorised Diving Officer, Coordinator and Diver Form” from file for the worker being revoked. * Complete the *Revoke Authorisation* section of the worker’s form; ~~completed “Authorised Diving Officer, Coordinator and Diver Form”~~ [~~Appendix A~~](#AppendixA) ~~on file.~~ * ~~Advise the Diving Officer/Deputy; and~~ * Forward a copy of a revoked authorisation to the ~~diver or restricted diver~~ worker being revoked. * Send a copy of the revocation to the HSWO/C (or person nominated by the School/Branch) to keep on file. |

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|  | **~~3.11.8~~** | **~~Process: Diving activities and documentation~~** | | | |
|  |  | **~~Person Responsible~~** | |  | **~~Actions~~** |
|  |  | **~~3.11.8.1~~** | **~~Head of School/Branch~~** |  | ~~If diving activities are to be conducted below 30m:~~   * ~~Implement measures that ensure compliance with the relevant [WHS Regulations 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx).~~   ~~If planned decompression diving is to be undertaken:~~   * ~~Implement measures that ensure compliance with the relevant~~ [~~WHS Regulations 2012 (SA)~~](http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx)~~.~~ |

This has been divided into Pre Dive, During Dive, and Post Dive activities

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|  | **3.11.7** | **Process: Pre-Diving activities**  **Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.11.7.1** | **Dive Co-ordinator** |  | * ~~Ensure, in conjunction with the School/Branch Health and Safety Officer, that all inductions are recorded~~. * Prepare a dive ~~proposal~~ plan ([Appendix C](#AppendixC)), ~~with~~ including a risk assessment, ~~and Standard Operating Procedure~~ ~~attached~~, for each diving activity ~~and~~ (see the [Hazard Management Chapter](http://www.adelaide.edu.au/hr/hsw/handbook/hazard) ). * Ensure all members of the dive team understand the dive ~~proposal~~ plan including ~~evacuation~~ the risk assessment, communication procedures and emergency procedures. * Ensure diving equipment is in satisfactory condition for the activity. * Ensure each diver has adequate air supply for the task plus an emergency reserve of between 25% and 30%, ~~prior to commencing the dive.~~ * ~~Approve and~~ Sign the dive plan for each activity. * Submit the dive plan and risk assessment to the Diving Officer for final approval.  Note: The risk assessment must include the name and contact number of the nearest bariatric chamber and the Coast Guard. In the event of an emergency, where it is believed that the diver is suffering from decompression illness, both need to be contacted to enable coordination of the emergency response.) |
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|  |  | **3.11.7.2** | **School/Branch Diving Officer(s)** |  | * Review, revoke or approve and sign the dive plan for each activity. * Ensure workers involved in the diving activity have the relevant authorisations. * Ensure workers have been inducted into diving processes including emergency procedures and resuscitation equipment. * Ensure workers involved in the diving activity have completed all relevant proficiency and competency based training (see [Provision of HSW Information, Instruction and Training](http://www.adelaide.edu.au/hr/hsw/handbook/training/) chapter)/ * Consider if a diver has not conducted diving activities for a considerable length of time, and may require ~~need~~ additional instruction and/or training and arrange as applicable. * ~~Submit the completed form to the Head of School/Branch for authorisation.~~ * ~~Ensure divers and restricted divers are aware of their responsibilities in accordance with this chapter, legislation (~~[~~WHS Act~~](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx) ~~and~~ [~~Regulations~~](http://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx) ~~2012 (SA), risk assessment(s) and any associated control measures (including the safe operating procedure(s)) as part of their induction~~. * ~~Review all dive proposals submitted by the Dive Coordinator and provide approval if satisfactory (this may require a review of the risk assessment and Safe Operating Procedures).~~ * ~~Ensure divers are aware of any jurisdictional requirements.~~ |

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|  | **3.11.7** | **Process: Pre-Diving activities (Continued)**  **Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.** | | | | | |
|  |  | **Person Responsible** | | |  | | **Actions** |
|  |  |  |  |  | |  | |
|  |  | **3.11.7.2** | **School/Branch Diving Officer(s)** |  | | * Ensure ~~all~~ divers using privately owned diving equipment are aware of their responsibilities to maintain a service history for their own equipment and to submit a copy to the Health, Safety and Wellbeing Officer/Coordinator (or person nominated by the School/Branch) for inclusion in the School/Branch plant/equipment register and/or dive file. * ~~Conduct~~ ~~practical assessments of~~ Assess diver(s) skills. ~~competencies~~ * Ensure that ~~divers and restricted divers~~ workers undertaking diving activities are trained in the use of emergency and resuscitation equipment. * Ensure divers have a [certificate of medical fitness](https://adas.org.au/medical-fitness/). * Ensure that ~~divers and restricted divers~~ workers undertaking diving activities comply with any conditions stated on their certificate of medical fitness. * Send ~~assessment~~ records to the School/Branch Health and Safety Officer to record on the ~~TNA~~ Training Plan and file. * Send the finalised dive ~~proposal~~ plan to the School/Branch Health, Safety and Wellbeing Officer/Coordinator to keep on record for at least 1 year past the work to which it relates is completed, as per WHS Regulations 2012 (SA) Part 8. | |
|  | **~~3.11.7~~** | **~~Process: Pre-Diving activities (Continued)~~** | | | | | |
|  |  | **~~3.11.7.3~~** | **~~School/Branch Health & Safety Officer~~** |  | | * ~~Ensure, in conjunction with the School/Branch Health and Safety Officer, that all, training and inductions are recorded in the Training Plan~~ * ~~Ensure, in consultation with the Health and Safety Officer, that every diver has an annual medical examination and that it is recorded in the Training Needs Analysis Plan or alternative tracking system (see HSW Handbook chapter~~ [~~Training Needs Analysis and Training Plan)~~](http://www.adelaide.edu.au/hr/hsw/handbook/tna/) * ~~Maintain all diving records, provided by the Diving Officer for at least 5 years or as specified in the relevant HSW handbook chapter.~~ | |
|  | **3.11.8** | **Process: Diving activities**  **Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.** | | | | | |
|  |  | **Person Responsible** | |  | | **Actions** | |
|  |  |  |  |  | |  | |
|  |  | **~~3.11.8.1~~** | **~~School/Branch Diving Officer(s)~~** |  | | * ~~Ensure that a Dive Coordinator is present for all diving activities.~~ * ~~Ensure the dive proposal has been authorised.~~ * ~~Ensure that all workers participating in the diving activity have been authorised.~~ * ~~Ensure that Shark Shields are available for all divers involved in all diving activities unless deemed not required in a Risk Assessment.~~ | |
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|  |  | **3.11.8.1** | **Dive Coordinator** |  | | * Review the dive ~~proposal~~ plan with the dive team when at the dive site and, if required, ~~draft an~~ amend~~ed~~ the dive ~~proposal~~ plan ~~based on~~ to reflect the hazards present. * ~~Coordinate, and~~ Directly supervise diving activities ~~to ensure safety of divers.~~ | |

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|  | **3.11.8** | **Process: Diving activities**  **Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.11.8.1** | **Dive Coordinator** |  | * ~~Ensure that you are present during all diving activities.~~ * ~~Ensure that adequate means of communication (phone or radio) are available for regular and emergency communications at or close to the dive site (~~[~~Marine Radio SA~~](https://www.sa.gov.au/topics/boating-and-marine/marine-radio) ~~provides comprehensive information in South Australia should be via the SA Coast Guard or Government Radio Network [GRN] as applicable).~~ * Liaise with the boat operator where ~~applicable~~ required. * Terminate any dive activity where any unsafe condition ~~occurs~~. arises. * Ensure that Shark Shields are in good working order and being worn by all divers (excluding freshwater activities). * Ensure that all diving equipment (including medical and emergency equipment) is available at the dive site and is fully operational and has been approved by the Diving Officer. * Ensure that diving equipment being used for diving activities is appropriate and adequate for the activity.   In an emergency:   * Contact local diver emergency services and ~~prepare~~ initiate evacuation procedures (including emergency telephone/radio procedures – see [Distress frequencies and calls SA](https://www.sa.gov.au/topics/boating-and-marine/marine-radio/distress-frequencies-and-calls)). * Coordinate recompression support facilities where required (See the risk assessment – you must contact both the Coast Guard and the bariatric facility to coordinate emergency response). |
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|  |  | **3.11.8.2** | **Divers and restricted divers** |  | * ~~Familiarise yourself with, and~~ Follow, the requirements of the dive plan and associated documents. * Follow all instructions given by Dive Coordinator and Diving Officer. * Ensure that your Shark Shield is in good working order and that you are wearing it whenever diving (excluding freshwater activities). * Ensure that you do not dive unless a Dive Coordinator is present. * Ensure that you only dive when you ~~are medically and physically fit to do so~~ hold a certificate of medical fitness. This includes ensuring you are not ~~being~~ under the effects of alcohol or ~~any kind of~~ drugs which may impair judgement. * ~~Ensure that all diving incidents and near misses are reported to the Dive Coordinator in accordance with the HSW Handbook chapter~~ [~~Incident, Near Miss and Investigation~~](http://www.adelaide.edu.au/hr/hsw/handbook/incident/)~~.~~ |

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|  | **3.11.9** | **Process: Post-Diving activities and documentation** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
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|  |  | **3.11.9.1** | **Divers and restricted divers** |  | * Advise the Diving Coordinator of any faulty equipment, including Shark Shield battery usage. * Advise Diving Coordinator if any incidents occurred. |
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|  |  | **3.11.9.2** | **Dive Co-ordinator** |  | * Report all diving incidents and near misses in accordance with the HSW handbook chapter [Incident~~, Near Miss~~ Reporting and Investigation](http://www.adelaide.edu.au/hr/hsw/handbook/incident/). * ~~Notify the Diving Officer of all diving incidents and near misses.~~ * Complete the “[Dive Safety Log” (Appendix B](#AppendixB)) including details of any incidents that occurred. * Return the dive plan and ~~signed~~ completed dive safety log to the Diving Officer ~~upon return to campus or field site.~~ * Participate in diving incident investigations where required. |
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|  |  | **3.11.9.3** | **School/Branch Diving Officer(s)** |  | * Ensure that all diving incidents ~~and near misses~~ are recorded in accordance with the HSW Handbook chapter [Incident, ~~Near Miss~~ Reporting and Investigation](http://www.adelaide.edu.au/hr/hsw/handbook/incident/). * Ensure all plant and/or equipment that is involved in the incident is preserved. * Participate in all diving incident investigations. * Consult with the Head of School/Branch if recommending that authorisation of a diver or restricted diver be revoked (e.g. if a user has demonstrated unsafe work or behaviour or fails their annual medical examination. See section 3.11.7) * ~~Maintain, or~~ Forward to the School/Branch Health and Safety Officer, ~~all~~ ~~approved~~ ~~dive~~ ~~proposal~~, final dive plans and [dive safety log](#AppendixB)s, to keep on file for ~~5 years.~~at least 1 year past the work to which it relates is completed, as per WHS Regulations 2012 (SA) Part 8. |
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|  |  | **3.11.9.4** | **School/Branch Health & Safety Officer** |  | * ~~Maintain all diving records provided by the Diving Officer for at least 5 years or as specified in the relevant HSW handbook chapter..~~ * Ensure where an ~~notifiable~~ incident occurs ~~that~~ the risk assessment and dive plan are attached to the incident report. (See HSW Handbook chapter [Incident, ~~Near Miss~~ Reporting and Investigation](http://www.adelaide.edu.au/hr/hsw/handbook/incident/).) |
|  | **3.11.10** | **Process: Equipment Procurement and Maintenance** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
|  |  |  |  |  |  |
|  |  | **3.11.10.1** | **School/Branch Diving Officer** |  | * Provide advice on the purchase of diving equipment to the Head of School/Branch, Dive Coordinators, divers and restricted divers. * Ensure, in consultation with the School/Branch Health, Safety and Wellbeing Officer/Coordinator, that all diving equipment is managed in accordance with the HSW Handbook chapter [Plant/Equipment Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/plant/). * ~~Approve the use of all diving equipment, including personal diving equipment which is required for School/Branch diving activities.~~ * Ensure~~, in conjunction with the School/Branch Health and Safety Officer,~~ that all diving equipment maintenance is recorded. |

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|  | **3.11.10** | **Process: Equipment Procurement and Maintenance** | | | |
|  |  | **Person Responsible** | |  | **Actions** |
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|  |  | **~~3.11.10.2~~** | **~~Dive Coordinator~~**  **Moved to**  **Pre-Dive – 3.11.8.2** |  | * ~~Ensure that all diving equipment (including medical and emergency equipment) is available at the dive site and is fully operational.~~ * ~~Ensure that all diving equipment being used for diving activities is approved by the Diving Officer.~~ * ~~Ensure that diving equipment being used for diving activities is appropriate and adequate for the activity.~~ |
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|  |  | **3.11.10.2** | **Divers and restricted divers** |  | * Maintain and service diving equipment that has been issued to you. * ~~Keep and make available to the Diving Officer or School/Branch Health and Safety Officer an equipment register, recording all maintenance of personal equipment which has been approved for use by the Diving Officer.~~ * ~~Request approval from the Diving Officer for use of any diving equipment not issued by the School/Branch which is proposed for use in School/Branch diving activities.~~ * Report any faulty equipment immediately to the Dive Coordinator and ~~take~~ tag it out of service (See Appendix D of the [Plant/Equipment Safety Management](http://www.adelaide.edu.au/policies/3043/?dsn=policy.document;field=data;id=5182;m=view) chapter of the HSW Handbook). |
|  | **~~3.11.9~~** | **~~Process: Training, Qualifications and Competencies~~ Moved to PRE-DIVE section** | | | |
|  |  | **~~Person Responsible~~** | |  | **~~Actions~~** |
|  |  | **~~3.11.9.1~~** | **~~Head of School/Branch~~**  ~~(or delegate as per 3.11.3.1)~~ |  | * ~~Ensure that all workers involved in diving activities meet the minimum training, qualification and competency requirements detailed in~~ [~~Appendix A~~](#AppendixA)~~.~~ |
|  |  | **~~3.11.9.2~~** | **~~Nominated School/Branch Diving Officer~~** |  | * ~~Attend the University’s current training program for Hazard Management and the Incident recording reporting system (e.g. RMSS), within 3 months of appointment unless previously completed.~~ [~~Contact your Division/Faculty HSW Manager~~](http://www.adelaide.edu.au/hr/hsw/contact/) ~~for further information regarding training options.)~~ * ~~Coordinate formal training of School/Branch divers and restricted divers~~ * ~~Ensure that divers and restricted divers workers undertaking diving activities are trained in the use of emergency and resuscitation equipment.~~ * ~~Ensure that divers and restricted divers workers undertaking diving activities comply with any conditions stated on their certificate of medical fitness.~~ * ~~Consider if a diver has not conducted diving activities for a considerable length of time, if they need additional training and arrange as applicable.~~ * ~~Assess the competency of all Dive Coordinators, divers and restricted divers.~~ * ~~Record the competency of all Dive Coordinators, divers and restricted divers.~~ * ~~Conduct diving inductions for all Dive Coordinators, divers and restricted divers.~~ * ~~Recommend to the Head of School/Branch any restrictions to be placed or removed on restricted divers’ authorisations.~~ * ~~Recommend to the Head of School/Branch when a restricted diver is competent to be authorised as a diver with no restrictions.~~ * ~~Ensure, in conjunction with the School/Branch Health and Safety Officer, that all training and inductions are recorded in the Training Needs Analysis.~~ |

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|  | **~~3.11.9~~** | **~~Process: Training, Qualifications and Competencies~~ Moved to PRE-DIVE section** | | | |
|  |  | **~~Person Responsible~~** | |  | **~~Actions~~** |
|  |  | **~~3.11.9.3~~** | **~~Dive Coordinator~~** |  | * ~~Monitor the competency of restricted divers and provide recommendations to the Diving Officer for adding or lifting of restrictions.~~ |
|  |  | **~~3.11.9.4~~** | **~~School/Branch Health & Safety Officer~~** |  | * ~~Track, in conjunction with the Diving Officer, all dive medical and other training requirements in the Training Needs Analysis or alternative tracking system.~~ * ~~Maintain all diving records provided by the Diving Officer for at least 5 years or as specified in the relevant HSW Handbook chapter.~~ |

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|  | **3.11.11** | **Definitions**  **Certificate of medical fitness** – A certificate issued by a registered medical practitioner with experience in dive medicine or underwater medicine which states:   * The name of the person to whom it is issued * Date of issue and expiry * Statement of medical fitness or unfitness to carry out diving work   Any conditions relating to the type of diving work the diver is fit to carry out.  **Dive Coordinator**  The dive coordinator coordinates diving activities and ensures the appropriate documentation is provided to the dive officer prior to undertaking diving activities. The dive coordinator ensures all plant and equipment is in an adequate condition prior to undertaking diving activities. A dive coordinator is present at all times during a diving activity ensuring the dive plan is being adhered to.  **Dive Officer**  The dive officer is responsible for overseeing diving activities. The diving officer is responsible for authorising and revoking divers in consultation with the Head of School/Branch. The dive officer ensures all workers undertaking diving activities have the appropriate information, instruction, training and supervision. The dive officer is responsible for completing dive plans and ensuring they are signed off, including any other relevant documentation, by the diving officer prior to diving activities.  **Dive Plan**  Documentation to ensure the risks of a diving activity have been addressed. It generally includes diver certifications, a risk assessment, and other related documents.  **Diver**  A person who performs diving work underwater and who is trained and experienced in diving activities.  **Restricted diver**  A person who has limited diving experience who has been deemed by the diving officer not to have the experience of a diver. A restricted diver has limited conditions and duties.  **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. This 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 [Refer WHS Act 2012 (SA), Division 3, S8]. |

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|  | **3.11.12** | **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~~  ~~3.11.1.1~~ | ~~% of risk assessments held for diving activities.~~ | * ~~Risk Assessments~~ | ~~As per the Internal audit plan~~ | ~~Success = 100%~~  ~~Less than 100% = Corrective action~~ |
|  |  | ~~See objective~~  ~~3.11.1.2~~ | ~~% of diving 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~~ |
|  | **3.11.13** | **Useful information and resources** | | | | |
|  |  | **3.11.13.1** | **University related documents and Policies**  **University HSW Handbook chapters:**  [Hazard Management](http://www.adelaide.edu.au/hr/hsw/handbook/hazard/)  [Plant/Equipment Safety Management](http://www.adelaide.edu.au/hr/hsw/handbook/plant/)  [Boating Operations](http://www.adelaide.edu.au/hr/hsw/handbook/boating/)  [Incident,](http://www.adelaide.edu.au/hr/hsw/handbook/incident/) ~~[Near Miss](http://www.adelaide.edu.au/hr/hsw/handbook/incident/)~~ [Reporting and Investigation](http://www.adelaide.edu.au/hr/hsw/handbook/incident/)  **Information Sheets**:  [Personal Protective Equipment](http://www.adelaide.edu.au/hr/hsw/handbook/ppe/) | | | |
|  |  | **3.11.13.2** | **Related Legislation**   * + [WHS Act 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx)   + [WHS Regulations 2012 (SA)](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx) Part 8 | | | |
|  |  | **3.11.13.3** | **Useful Web-links and documents**   * [Australian Diver Accreditation Scheme](https://adas.org.au/medical-fitness/) * [Incident Reporting System](https://www.adelaide.edu.au/hr/hsw/intranet/rmss/) * South Pacific Underwater Medicine Society [List of underwater medical doctors](http://www.spums.org.au/diving-doctors)   Australian Standards   * [AS2815.1-2008](http://www.saiglobal.com.proxy.library.adelaide.edu.au/online/autologin.asp) Training and Certification of Occupational Divers – Occupational SCUBA Diver - Standard. * [AS/NZS 2299.2:2002](http://www.saiglobal.com.proxy.library.adelaide.edu.au/online/autologin.asp) Occupational diving operations - Scientific diving | | | |

**Appendix A (Page 1 of 2)**

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| **AUTHORISED DIVING OFFICER, COORDINATOR AND DIVER FORM** |

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| **STAFF MEMBER DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| Staff ID number |  | Surname |  |
| School/Branch |  | Given names |  |
| Work contact number |  | Mobile |  |

|  |
| --- |
| **QUALIFICATIONS** |

|  |
| --- |
| ❑ The minimum training, qualification and competency requirements detailed in Table A1 have been met. |
| ❑ Evidence of training, qualification and competency are attached. |
| ❑ Annual medical certificate is attached. |
| Date of last annual dive medical certificate / / . |

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| **RESTRICTIONS (if any)** |

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| **AUTHORISATION (by Head of School/Branch)** |

I hereby authorise the above mentioned as a diver within the University of Adelaide to act in the following capacity. I certify that I have sighted evidence of their diving qualifications and experience.

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Diving Officer | ❑ Dive Coordinator | ❑ Diver | ❑ Restricted diver |
| Name of Head of School/Branch |  | Signature | Date / / |

|  |  |
| --- | --- |
| **INSTRUCTIONS** | **REVOKING AUTHORISATION** |
| **Diver**   * Attach evidence of your training, qualification and competency to this form. * Submit the completed form and evidence to the Diving Officer.   **Diving Officer**   * Forward the completed form to the Head of School/Branch for authorisation. * Following authorisation by the Head of School/Branch, forward a copy (i.e. scanned and sent electronically) to the diver. * Add the diver’s name and annual dive medical date to the School/Branch Training ~~Needs Analysis~~ Plan in consultation with the School/Branch Health, Safety and Wellbeing Officer/coordinator. * Keep this record and associated documents on file. | **This authorisation is revoked for the following reason(s).**  **Signed by (Head of School/Branch)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / /** |

**Appendix A (Page 2 of 2)**

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| **AUTHORISED DIVING OFFICER, COORDINATOR AND DIVER FORM** |

**Table A1: Minimum training, qualification and competency requirements**

|  |  |
| --- | --- |
| **Authorisation Level** | **Requirements** |
| Diving Officer | * All requirements of a diver. * Certified, by an Australian Diver Accreditation Scheme (ADAS) training provider, as competent to the specifications in AS2815.1-2008 Training and Certification of Occupational Divers – Occupational SCUBA Diver - Standard. * Evidence of extensive experience supervising diving operations. * Evidence of at least 100 hours of post certification underwater diving experience of the type of diving activity undertaken by the School/Branch. |
| Dive Coordinator | * All requirements of a diver. * Evidence of at least 15 hours of post certification underwater diving experience of the type of diving activity undertaken by the School/Branch. * Trained in management of diving emergencies. |
| Diver | Australian divers   * Certified as an open water diver and; * Certified Senior First Aider and diving oxygen provider and; * Demonstrated competency in diving theory and practical units as specified in AS/NZS 2299.2:2002 Occupational diving operations - Scientific diving which are relevant to the dives conducted by the School/Branch or; * Certified for general diving work meeting the requirements of AS 4005.2:200 Training and Certification of Recreational Divers – Recreational SCUBA Dive Supervisor.   Visiting international divers   * Evidence of sound knowledge and skill acquired through training, qualification or experience, in relation to the following:   + the application of diving physics;   + the use, inspection and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in the proposed general diving work;   + the use of decompression tables or dive computers;   + dive planning;   + ways of communicating with another diver and with persons at the surface during general diving work;   + how to safely carry out general diving work of the type proposed to be carried out;   + diving physiology and first aid.   All divers   * Evidence of a minimum of 60 hours diving experience obtained including at least 8 hours and 20 minutes spent diving between 10 metres above and any depth below the maximum depth at which the School/Branch diving will be carried out. This experience may have been outside of Australia. * Certified medically fit to dive (within 12 months prior to diving) by a medical practitioner trained in underwater medicine. * Demonstrated competency in safely carrying out diving activities which are conducted by the School/Branch. |
| Restricted Diver | * Certified as an open water diver. * Evidence of at least 15 hours of post certification underwater diving experience. * Certified medically fit to dive (within 12 months prior to diving) by a medical practitioner trained in underwater medicine. |

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

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| **DIVE SAFETY LOG** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School/Branch** |  | **Sheet number** |  | **Date** |  |  | **DIVING COORDINATOR’S STATEMENT *(To be completed post dive)*** | | | |
|  |  |  |  |  |  |  | All persons involved in the diving activities listed below have been accounted for after completion of the diving activities. | | | |
| **Vessel** |  | **Dive location** |  | | |  | **Name** |  | | |
|  |  |  |  |  |  |  | **Signature** |  | | |
| **NAMES OF OTHERS INVOLVED IN THE DIVE (Not listed as divers)** | | | | | |  | **Date** |  | | |
| **Names** | | **Roles** | | | |  |  |  | | |
|  | |  | | | |  | **DIVERS SIGNATURES *(To be completed post dive)*** | | | |
|  | |  | | | |  | **Name** | | **Signature** | **Date** |
|  | |  | | | |  |  | |  |  |
|  | |  | | | |  |  | |  |  |
| **INCIDENT ~~OR~~ ~~NEAR MISS~~ DETAILS** | | | | | |  |  | |  |  |
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| **DIVE DETAILS** | | | | | | | | | | | | | | |
| **Dive #** | **Diver name** | **Time in** | **Time out** | **Total time** | **Bottom time** | **Max depth** | **RG** | **Pre-dive pressure** | **Post-dive pressure** | **SI** | **RF** | **If relevant**  **Mixed gas content** | | **If relevant Min depth of bottom mix** |
| **O2** | **N2** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Appendix C (Page 1 of 3) (NEW APPENDIX)**

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| **DIVE PLAN TEMPLATE -** **FOR SCUBA (Air only)** |

**To be completed by the dive coordinator and dive team in consultation with the Dive Officer.**

|  |  |  |
| --- | --- | --- |
| **Dive Team Details** | | |
| **Dive Coordinator:** | **Date of last medical:** | **Contact Number:** |
| Name: | Date of last medical: | Task(s): |
| Name: | Date of last medical: | Task(s): |
| Name: | Date of last medical: | Task(s): |
| Name: | Date of last medical: | Task(s): |

|  |
| --- |
| **Dive Details** |

**Area(s) of dive(s)**:

**Date(s) of dive** : From . \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Type of dive(s)** (eg. boat (incl. name of boat), shore, drift)

**Dive Profile**

(specify as far as possible intended depth and duration of proposed dive(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Dive 1** | **SI mins** | **Dive 2** | **SI mins** | **Dive 3** | **SI mins** |
| **Start Time** |  |  |  |  |  |  |
| M |  | M |  | M |  | M |
|  | Mins |  | Mins |  | Mins |  |

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| **Hazard Management** |

**Has a risk assessment been completed for this diving activity?**

Yes (it has been sighted by Diving Officer)

No (I affirm that it will be conducted on site)

**Is this a ‘Sheltered Open Water Site’?**

Yes  No

**Equipment:**

All scuba equipment to be used has been serviced in the last 12 months as required by AS/NZS 2299.2:2002

Shark shields ~~will~~ are required be worn for all salt water dives.

(Continued)

**DIVE PLAN TEMPLATE -** **FOR SCUBA (Air only) Appendix C (Page 2 of 3) (NEW APPENDIX)**

|  |
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| **DIVE PLAN TEMPLATE -** **FOR SCUBA (Air only)** |

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| **General Risk Assessment** |

1. What type of activity is proposed?

1. Do you anticipate any adverse weather conditions?  Yes  No

If yes, what precautions will you take?

1. What is the anticipated depth? \_\_\_\_\_\_\_\_\_\_\_\_\_ (Note: Scuba diving will not be conducted at depths > 30 metres)
2. Do you anticipate strong currents?  Yes  No   
   (Divers should be able to swim comfortably against any current or a drift dive should be conducted)

If yes, what precautions will you take?

1. Will divers be subject to altitude during the diving operation?  Yes  No

If yes, what precautions will you take?

1. Are you planning repetitive dives?  Yes  No

(If more than two dives a day are conducted on three consecutive days, diving should not be carried out on the fourth day.)

If yes, what precautions will you take?

1. Two person dive team being requested?  Yes  No  
   (Please justify a two person dive referring to risk assessment.)

1. Diving equipment, breathing gases and procedures being used during dive:

(Continued)

**Appendix C (Page 3 of 3) (NEW APPENDIX)**

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| **DIVE PLAN TEMPLATE -** **FOR SCUBA (Air only)** |

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| **Emergency Plan** |

**2 copies of the emergency plan are required.** 1x copy for dive team and 1x copy to be retained by Diving Officer

|  |  |
| --- | --- |
| **Emergency Contacts** | |
| **Emergency Services** | 000 |
| **Divers Emergency Service** (DES) | 1800 088 200 (in Australia)  61 8 8212 9242 (International) |

Emergencies involving fatalities, serious injuries or serious decompression illness must be reported to:

1. Emergency Services
2. University Security (08) 8313 5990
3. School/Branch Manager
4. Dive Officer
5. School/Branch Health, Safety and Wellbeing Officer/Coordinator
6. Dive Site: What are the directions to the site(s) for Emergency Services?

1. Where is/are the nearest hospital(s) to all your proposed dive site(s)? (Please include distance)

1. Where is the nearest recompression chamber?
2. Where is your home base while carrying out the proposed dives?

Phone number at home base

1. Do you have oxygen and a first aid kit at the dive site?  Yes  No

|  |
| --- |
| **Communications** |

1. **Communications with dive team** : Mobile

Satellite phone

Boat Radio VHF /HF /28Mhz (circle type))

Does the boat have EBIRB?  Yes  No

|  |
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| **Approval** |

**Dive Coordinator Name** **Signature Date**

**Dive Officer Name** **Signature Date**