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# 1 PURPOSE

The purpose of this document is **in forming part of the Vessel Operations Safety Management System (SMS)** to provide the standard requirements and approval processes for boating activities under the auspices of the University of Western Australia.

## 2 SCOPE

The contents of this manual apply to all people who carry out boating activities. This includes people who take part in research or a recognised programme of study at the University including undergraduate, postgraduate studies and collaboration with outside agencies.

## 3 INTRODUCTION

This manual must be used with the UWA Certificate of Operation (COO) and Associated UWA Vessel Operations Safety Management System (SMS), It is intended to provide procedures to meet the requirements of the Marine Safety (Domestic Commercial Vessel) National Law Act 2012, the WA Marine Act of 1982, the Australian Maritime Safety Authority and the National Marine Safety Committee.

Following the requirements and approval processes detailed in this document and the SMS will minimise the risk of injuries and/or illness. It should be considered the minimum standard needed to ensure safe operations. It defines the criteria and requirements for carrying out all boating activities. It is to be used in conjunction with the Scientific Diving Procedures Manual where diving operations are being undertaken. All forms and documents associated with this manual can be accessed via the Diving and Boating web page <http://www.safety.uwa.edu.au/topics/off-campus/boating-diving>

## 4 LEGAL REQUIREMENTS AND IMPLICATIONS

### 4.1 Liability

In adopting the requirements set forth in this manual, the University of Western Australia assumes no liability not otherwise imposed by law. Outside of those University employees operating a vessel in the course of their employment, each person on board is assumed under these procedures to be voluntarily performing activities for which he/she assumes all risks, consequences and potential liability. The University also assumes no responsibility for the validity of the information supplied by persons wishing to gain acceptance on the University's boating register.

### 4.2 Consequences of Violation of Procedures

Failure to comply with these procedures may result in disciplinary action being taken and may be cause for the revocation or restriction of the University's boating program both within Australia and overseas.

### 4.3 Regulations

**4.3.1** [The National Law \[Marine Safety \(Domestic Commercial Vessel\) National Law Act 2012\]](#) *Marine Safety (Domestic Commercial Vessel) National Law Regulation 2013 at time of writing amendments up to 1<sup>st</sup> September 2016.*

The National Law replaces eight federal, state and territory laws with a single law for the safety of all commercial vessels and their crew in Australian waters. It sets the [National Standard for Commercial Vessels](#) (NSCV) for: construction, operation and seafarer qualifications. It also establishes AMSA as the single national regulator for commercial vessel safety. The National Standard for Commercial Vessels (NSCV) is being progressively introduced to replace the Uniform Shipping Laws Code (USL Code).

Regulations under the national law provide more details about key definitions and transitional arrangements. Key definitions explain what vessels and structures are covered or excluded under the national law.

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Transitional arrangements help local industry to move to the new national system and ensure that people and vessels operating under current state or territory legislation can continue business as per usual.

UWA commercial vessels must be listed on UWA Certificate of Operation Commercial Vessel owners and any person who operates a commercial vessels or a vessel with a special/specific AMSA permit on Australian waters must comply with:

- the Marine Safety (Domestic Commercial Vessel) National Law Act 2012,
- the National Standards for Commercial Vessels and
- Marine Orders or limitation, restrictions or notices issues by AMSA.
- The Safety Management System

Vessel owners and operators must be familiar with the Prevention of Collision at Sea Regulations 1983, life saving appliances, fire appliances and miscellaneous equipment to meet vessel registration requirements.

All vessel operators and owners must be familiar with the rules and regulations for survey exempt and survey vessels in relation to the type of work being performed on the vessel: diving, towing, night navigation lights, distance of operation from shore, and vessel operator license restrictions.

#### 4.3.2 Marine Orders

Marine Orders under the National Law set out the processes and requirements for national certificates, vessel identification, approved training organisations and administrative requirements. Marine Orders are a type of regulation that allows our laws to keep pace with rapid technical and technological change in marine safety, and implement Australia's international maritime obligations.

Current Marine orders can be found [Marine orders standards and regulations](#).

#### 4.3.3 Exemptions

Exemptions from certain elements of the National Law are provided where it is unreasonable to require full compliance with the National Law or where transitional arrangements are required. General exemptions are provided to specific people or vessels, such as heritage vessels or traditional operators. Other exemptions are provided for specific cases, such as special events and temporary arrangements for crewing or vessel operations.

#### 4.3.4 Western Australian Waters

In addition to 4.3.1 No operations in Western Australian waters shall contravene The Western Australian Marine Act 1982 administered by the WA Department of Transport General Regulations.

In addition to the National Act that may apply specific to Western Australia :

- Regulations 14 and 14A of the *Navigable Waters Regulations 1958* (vessel not to be used to cause nuisance or damage and safe navigation of vessels)
- Subsections 59(1) and (4) of the *Western Australian Marine Act 1982* (safe navigation)
- Sections 284 and 304 of the Schedule to the *Criminal Code Act Compilation Act 1913* (culpable driving (not of motor vehicle) causing death or grievous bodily harm and act or omission causing bodily harm or danger)

(Comparable other State and Territory Law see section 5

<https://www.legislation.gov.au/Details/F2016C00828> )

## 5 RESPONSIBILITIES

### 5.1 Review of this and related documents

Any recommendations for modifications or amendments of these procedures should be submitted to the Diving and Boating Safety Officer (DBSO) for consideration.

Review of this document shall occur 3 years post publish date except where significant change requirements have been identified.

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## 5.2 Designation of Responsibilities

### 5.2.1 Diving and Boating Safety Committee (DBSC)

The DBSC is an affiliate of the University Safety Committee.

<http://www.governance.uwa.edu.au/committees/other/safety/diving-and-boating-safety-committee>

Its role is to develop, review and oversee procedures for scientific diving, boating and snorkelling activities. It may be called upon to investigate water related incidents, injuries and violations of procedures and make recommendations of appropriate disciplinary action to Schools / Faculties in the event of unsafe or outside of regulation or UWA best practice diving or boating activities by any individual or group within the University- if necessary including the suspension of these projects.

### 5.2.2 Diving and Boating Safety Officer (DBSO)

The DBSO oversees the implementation of the scientific diving, snorkelling and boating procedures. The role is to assist with the planning, preparation and conduct of these activities. For vessel operators assist with UWA dive register program (see DiveLog / Riskteq) and advise on maintaining equipment, facilities and general boating information. Review and approve boating activities in collaboration with the School or work area. Where required to ensure compliance of University staff and visitors with National Standards. Conduct tasks as outlined in UWA SMS such as specialised routine inspections of University vessels, boating related safety equipment and ensure these are maintained to a high safe working standard. Conduct incident investigations as well as laboratory and desktop audits to ensure all aspects of the University diving and boating operations satisfy the required University policies, procedures and relevant government legislation.

### 5.2.3 Vessel ownership - Who in AMSA's perspective is a vessel Owner

The meaning of "owner" in the National Law

In effect, operators of a vessel are among the "owners" of that vessel for the purposes of the National Law. (In the starkest example, a person who steals a vessel and starts using it for commercial purposes will be an "owner" for the purposes of the National Law

A document evidencing a person's ownership, or being nominated as an owner in a vessel registration system, does not make it so.

It is up to whoever is operating a DCV at a point in time to show that, at that time, that operation of that vessel was authorised by a Certificate of Operation or exempted from the requirement. This includes a vessel Safety Management Plan.

UWA Staff or Students MUST NOT OPERATE A VESSEL WITHOUT verifying a valid COO and reviewing its fit for purpose SMS.

The DBSO may require copies of these documents to see compatibility with UWA procedures and requirements and SMS standards.

For further information contact DBSO.

### 5.2.4 Master of the vessel

The vessel Master is responsible to ensure all operations and activities are conducted in accordance to the specifications of the UWA Safety Management System (SMS) and all other applicable UWA Policy and Procedures. All Masters and Coxswain holders have the responsibility to operate within the restrictions or exceptions on their own certificates.

All UWA vessel trips require a minimum of two people to be present. The Master of the vessel is in charge of all aspects of the boating operation. The Master must have valid qualifications, experience and be registered in the UWA Riskteq (or Dive register) to be allowed to operate a UWA vessel. The Master must follow the UWA vessel specific checkout procedures and must attend a boat induction conducted by the DBSO or DBSO delegate. This being a general boat induction familiarization with UWA SMS conducted prior to commencement of planned work. A Vessel Specific Induction for the UWA vessel being used shall also be undertaken from the school or group managing the vessel.

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UWA personnel (including casual UWA employees) become registered vessel operators after approval from the DBSO and School Administration.

Responsibilities of the Master are to:

- Ensure vessel has valid COO and fit for purpose SMS
- Comply with UWA SMS ( or SMS of the vessel they are operating) and all items in this procedures manual.
- Gain information from Fieldtrip leader (or special person with expertise) on any proposed activity that may compromise the vessel or persons safety.
- Ensure understanding of UWA Scientific Diving Procedures when Diving operations will occur from the vessel
- Ensure a copy of approved Fieldwork plans (including Risk Assessment) is reviewed and discussed prior to trip departure. And information is kept at hand for emergency
- Check current and projected weather conditions;
- Cancel the boating operation in the event of bad weather, or when the safety of the vessel and/or personnel are potentially at risk;
- Ensure that the vessel (review Logbook) and trailer are in operational order, and that all required safety equipment is present, before the vessel is removed from the University.;
- Ensuring by conducting the boat specific pre-launch and post launch checklist (inclusive of but not limited to) :
  - vessel safety equipment is on properly stowed board and fully operational
  - minimum one life jacket (PFD) for each person
  - fuel supplies are adequate for the proposed operation
  - all mechanicals and electronics are in good operational condition
  - equipment is properly stowed and Manage the load stability of the vessel;
  - Carry sufficient fresh water at all times;
  - Other vessel specific items or items noted in UWA SMS
- Filling Logbook details accurately
- Check in and out with shore base
- Launch and retrieve the vessel
- Note in Log book AND report ANY fault or problems with the vessel and/or equipment on returning (suggested "tagging out" vessel)

The Master must not (except when moored or docked):

- Leave the vessel at any time, other than in an emergency or
- Carry out any activity that may divert his or her attention from the responsibilities prescribed above.

### **5.2.5 Other Personnel On Board a Vessel**

Other than the Master, all other persons on board a UWA vessels are to be directly associated with the University (staff, students, lecturers or researchers). If a volunteer (or paid) person is on board the vessel to fulfil some function related to the special purpose of that vessel (such as assisting taking samples, recording

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measurements, operating experimental equipment unrelated to navigating the vessel), then that person is classed as “Special Personnel” and are not classified as “Passengers”.

If a volunteer is on board in a recreational capacity alone, not contributing to the special purpose of the vessel, then that person would be classed as a passenger. Where such a passenger is on board the survey exempt vessel, then the use of the “survey exempt” vessel would be outside the scope of its exemption and the operation would be illegal

### 5.2.6 Fieldwork : Approvers- Supervisors- Leaders

The University must exercise a “duty of care” under the WA Occupational Safety and Health Act 1984. All staff involved in the conduct of field activities should be familiar with the University’s [Occupational Safety and Health Policy](#) and the [Responsibility and Accountability Policy](#), in particular, the responsibilities of supervisors and individuals. A summary of the important responsibilities relevant to field activities is provided below.

Head of Academic/Administrative Unit (Head of School or Delegate)

It is the responsibility of the Head of the Academic/Administrative Unit to ensure that satisfactory provisions for safety and health are made for rural and remote field activities approved by their unit. Heads of the Academic/Administrative Units must institute a system for assessment, approval and review of all field activities in their unit and ensure that occupational safety and health issues are reported and resolved. The Head must be satisfied that the Field Work Supervisor and the Field Work Leader are competent.

It is also a responsibility of the Head to ensure that all field work participants are adequately trained as well as being adequately informed. The distinction between information and training is significant and should not be underestimated (for example, field work involving scuba diving is potentially very dangerous for the untrained, no matter how well informed they may be).

Fieldwork Supervisor

The staff member in charge of a boating field activity must ensure that the risks associated field activities are managed effectively. To do this they must:

- determine the possible hazards that may be encountered during the activity
- assess the risks associated with the possible hazards
- incorporate strategies to minimise the risks to safety and health.

Many of the hazards likely to be encountered on field activities and appropriate risk controls are discussed in these procedures. Hazard identification and risk assessment forms are included to:

- ensure that the responsibilities for safety and health are communicated to all participants
- provide appropriate information, instruction and training to all participants.

The Field Work Supervisor can delegate the supervision or training of a student or staff member to a suitably qualified and/or experienced person, as appropriate for the task. The Field Work Supervisor is, however, responsible for ensuring that each participant has received appropriate training and has gained sufficient competence to undertake the task.

Fieldwork Leader

The Fieldwork Leader in charge of the practical undertaking of field work has a particular responsibility for safeguarding the safety and health of all staff, undergraduate, honours and postgraduate students in their charge as well as any volunteers who may be assisting.

Fieldwork Leaders of field activities must:

- ensure that safe working practices are developed and maintained at all times
- arrange for participants to be instructed in safe and healthy working procedures
- ensure that participants are warned about hazards, and how to avoid, eliminate or minimise them
- ensure that participants under their control use safety equipment provided in the correct manner.

Postgraduate/honours student researchers:

In a fieldwork situation where a postgraduate or honours research student is in charge of the field work (in other words, is the Field Work Leader), it is their Field Work Supervisor’s “duty of care” responsibility to

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instruct the Field Work Leader in their responsibilities and to ensure that the approved "Fieldwork Plan" is submitted and adhered to.

Individuals (staff, students, volunteers)

Each staff member, student and volunteer has a moral and legal responsibility for ensuring that his or her work environment is conducive to good safety and health by:

- undertaking relevant safety and health training
- reading any notices relating to the field activity, attending any briefing sessions and returning any forms to the staff member in charge
- taking action to eliminate, minimise avoid and report hazards of which they are aware
- complying with all occupational safety and health instructions
- making proper use of all safety devices and personal protective equipment
- not placing at risk the safety and health of themselves or any other person
- maintaining dress standards appropriate for the work undertaken.
- maintaining a current "Fieldwork Participant Declaration" form or active "Riskteq" profile

Students and staff with disabilities

The University of Western Australia is committed to being fair, equitable and sensitive to the diverse needs of its staff and students in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders. With respect to field activities, it is the University's responsibility to avoid discrimination against people who have a disability by making reasonable adjustments to the working environment and arrangements.

When students are undertaking a field activity as part of their course requirement, reasonable accommodations will (where reasonable) be made to ensure that students who have a disability can participate. Some students may not, however, be able to undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course. Advice and assistance can be obtained from Equity and Diversity in Human Resources. For the responsibilities of Fieldwork Approvers, Fieldwork Supervisors and Fieldwork Leaders, please see the web information on UWA safety rural and remote (legal responsibilities section) <http://www.safety.uwa.edu.au/topics/off-campus/field-work-remote#responsibilities>

#### **5.2.7 Medical conditions affecting field work participation**

All personnel involved in field work must be mentally and physically fit for the tasks required. They must accept appropriate medical advice where relevant and disclose to the Field Work Leader/Supervisor or Head any limitation imposed by their health that may affect their ability to participate safely in any field work activity. This obligation applies both before and during field work. Information provided must be treated as confidential information, unless non-disclosure creates a risk to other participants.

## **6 BOATING REGISTRATION PROCEDURES**

UWA owned vessels are to be placed on UWA Certificate of Operation. Therefore these vessels must comply with UWA Vessel Operations SMS (and this procedure) requirements. Please contact DBSO.

Vessel applicable under exception 03 division 2 [Item 2.3](#) manpowered inshore operating vessels i.e. kayak row boat. are not require to be on Certificate of Operation.

## **7 REQUIREMENTS FOR BEING MASTER OF A UWA VESSEL**

UWA staff and Students as vessel operators are required to have an active current Riskteq account with copies of applicable qualifications uploaded.

All Domestic seafarers in Australia are regulated under the Marine Safety ( Domestic Commercial Vessel) National Act 2012. Further information regarding qualifications may be found via:

<https://www.amsa.gov.au/qualifications-training/domestic-qualifications>

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Obtaining qualifications:

<https://www.amsa.gov.au/qualifications-training/domestic-qualifications/obtaining-your-qualification>

Sea service and Taskbook requirements:

<https://www.amsa.gov.au/qualifications-training/sea-service-and-task-books/qualifying-near-coastal-sea-service>

International Qualifications - these must be accepted by AMSA via Approved Training Organisation

<https://www.amsa.gov.au/qualifications-training/international-qualifications>

All Masters and Coxswain holder have the responsibility to operate within the restrictions or exceptions on their own certificates.

## 7.1 Coxswain Grade 2 Near Coastal (NC)

Full and current details from AMSA <https://www.amsa.gov.au/coxswain-grade-2-near-coastal-nc>

In brief and correct as at time of writing

Duties authorised by certificate The holder of this certificate can:

- (a) command and operate engines of a vessel <12 m long that is not carrying passengers:
- (i) in sheltered waters or within 5 nm from point of departure, shore base or aquaculture lease; and (ii) with propulsion power:
    - for an inboard engine - <100 kW unless endorsed to < 500 kW inboard propulsion; or
  - (ii) • for an outboard engine – unlimited
- (b) command and operate the engines of a vessel that is not carrying passengers:
- (i) as a tender or auxiliary vessel within 3 nm of a parent vessel in the EEZ; and
  - (ii) with propulsion power:
    - for an inboard engine- 100 kW unless endorsed to < 500 kW inboard propulsion; or
    - for an outboard engine – unlimited

Eligibility Criteria – Coxswain Grade 1 NC

- Be at least 16 years when the certificate is issued;
- Provide evidence of sea service accrual in the form of: An application for a Qualifying Sea Service Assessment (AMSA form 560); or any of the following
  - A declaration in a form acceptable to the National Regulator;
  - An approved sea service log book or task book;
  - A letter, from the operator, owner, master or chief engineer of a vessel detailing the applicant's sea service
- Self-Declaration of Medical Fitness; (AMSA form 558);
- Eyesight Test Certificate Application (AMSA form 542);
- Certificate 2 – Coxswain Grade 1 issued by an AMSA approved training organisation;
- HLTAID003 unit of competency Provide first aid or another certificate that the National Regulator considers equivalent;
- Marine Radio Operators VHF Certificate of Proficiency (MROVCP) issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator;
- Pay fee/s.
- You also will be asked to provide an application for a certificate of competency, proof of identity and two passport-style photographs taken in the previous six months.

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**Sea service** – Coxswain Grade 2 (NC) Sea service required for a Coxswain Grade 2 NC. The applicant must have at least: • 7 days qualifying sea service on commercial or recreational vessels, and a completed approved task book; or • 60 days qualifying sea service on commercial or recreational vessels

## 7.2 Coxswain Grade 1 Near Coastal (NC)

Full and current details AMSA <https://www.amsa.gov.au/qualifications-training/domestic-qualifications/coxswain-grade-1-near-coastal>

As at time of publishing

Duties Authorised by certificate. The holder of this certificate can:

- (a) Command and operate a vessel <12 m long in inshore waters, carrying passengers and with propulsion power;
  - for an inboard engine – 500 kW; or
  - for an outboard engine – unlimited; and
- (b) Under the same propulsion power limits, command and operate vessel

Near Coastal Certificates of Competency issued prior to 1 July 2013 The holder of an existing certificate of competency issued by a state or territory marine safety agency prior to 1 July 2013 may apply to the National Regulator for the following endorsements provided the conditions are met. A current Coxswain Grade 1 NC (or equivalent existing state or territory certificate) can be endorsed to command a vessel on restricted offshore operations if the holder satisfies the following conditions: • The old certificate must have had the same endorsement.

Eligibility Criteria – Coxswain Grade 1 NC

- Be at least 16 years when the certificate is issued;
- Provide evidence of sea service accrual in the form of: An application for a Qualifying Sea Service Assessment (AMSA form 560); or any of the following • A declaration in a form acceptable to the National Regulator; • An approved sea service log book or task book; • A letter, from the operator, owner, master or chief engineer of a vessel detailing the applicant's sea service
- Self-Declaration of Medical Fitness; (AMSA form 558);
- Eyesight Test Certificate Application (AMSA form 542);
- Certificate 2 – Coxswain Grade 1 issued by an AMSA approved training organisation;
- HLT AID003 unit of competency Provide first aid or another certificate that the National Regulator considers equivalent;
- Marine Radio Operators VHF Certificate of Proficiency (MROVCP) issued by the Australian Communications and Media Authority, or higher qualification, or an equivalent qualification approved by the National Regulator;
- Pay fee/s. You also will be asked to provide an application for a certificate of competency, proof of identity and two passport-style photographs taken in the previous six months.

**Sea Service** – Coxswain Grade 1 (NC) While working in a deck or deck and engineering capacity The applicant must have at least:

- 30 days' qualifying sea service on commercial vessels ≥5 m long, and a completed approved task book; or
- 240 days' qualifying sea service on vessels ≥5 m long which all may be accrued on recreational vessels, without a task book.

The following form of sea service will be recognised as equivalent to the above sea service requirements if all other prerequisites for a Coxswain Grade 1 NC certificate of competency are met: • sea service on a commercial vessel ≥4.5m long while operating beyond sheltered waters within 5nm from the point of departure, shore base or aquaculture lease.

## 8 UWA VESSELS

UWA currently owns and operates a number of vessels. All these vessels must comply with be listed in and operate in accordance to UWA COO & UWA Vessel Operations SMS. Vessels are to be managed by the

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Schools. The School managing the Assets (vessel) may make vessel specific rules in addition to the University wide SMS and Certificate of Operation. Please consult with the DBSO.

See UWA SMS Data and Templates for vessel Specifics

<http://www.safety.uwa.edu.au/docs/boating-diving/boating-forms/secured/UWA-Vessel-Operation-Safety-Management-System-Data-and-Templates.xlsx>

## 9 SAFETY IN OPERATION OF UWA VESSELS

### 9.1 General

All vessels and operations must comply with

- Certificate of Operation including the UWA Safety Management System  
<http://www.safety.uwa.edu.au/topics/off-campus/boating-diving>
- Marine Safety(Domestic Commercial Vessel) National Law Act 2012 Marine Orders and Exemptions <https://www.amsa.gov.au/vessels-operators/regulations-and-standards-vessels/national-law-act>
- 
- Local area regulations i.e. Western Australia – WA Department of Transport Commercial Vessel Safety Branch <http://www.transport.wa.gov.au/marine/commercial-vessels.asp>
- Applicable UWA Policy and Procedures (not limited to Boating or Scientific Diving Procedures and Boating Procedures Manuals)

All damage or maintenance issues in regards to UWA vessel must be documented as per UWA SMS.

Commercial vessels which are hired externally with crew the Fieldwork leader and Fieldwork Supervisor must ensure the activity type is noted on the vessels COO and the vessels SMS is fit for purpose of their operational requirements

Master must ensure the operation type is covered by their COO and the vessel SMS is equivalent to or high than UWA's (any continued use by UWA of external vessel the DBSO may request the SMS including copy of COO to determine equivalency , and provide additional equipment depending on the survey level of that vessel. UWA staff should check all safety equipment on UWA vessels or hired vessels prior to departure.

### 9.2 Basic Vessel Safety Equipment

The safety equipment requirements apply to all UWA vessels performing research activities which are deemed commercial by AMSA. And must operate as per general requirements 9.1 However where, canoes, kayaks and similar unpowered boats are either partially or totally exempt from these requirements but, must have the following:

- Personal Floatation Device(s) (PFD) that comply with Australian Standards (must be worn at all times);
- A suitable bailer (unless the hull is permanently enclosed);
- A means of communication in the form of a waterproof mobile phone or hand held radio.

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### 9.3 Additional Vessel Safety Equipment for SCUBA Diving or Snorkelling

All vessels undertaking SCUBA/Snorkelling activities must also:

- During the day, display the international code dive flag “A” (the flag must be 750mm long and 600mm wide);
- During night SCUBA diving, display an all around orange light;
- Carry a O2 kit and oxygen cylinders with enough oxygen to supply 2 injured divers back to appropriate medical care.

### 9.4 Crew Numbers

The Vessel Master has the final say however in conjunction with those wanting to use a vessel for a specific task

Generally all UWA boating activities must have minimum two people on-board. The minimum crew is determined by

- the activities (tasks) of the operation to be conducted
- vessel its capabilities
- survey limits
- Capabilities of those on-board including qualification requirements

This shall be determined by Risk Assessment method and must not be less than the requirements of AMSA and where stipulated in UWA SMS.

The maximum number of participants allowed on vessels is based on load capacity of vessel. If unsure please check with the UWA SMS, DBSO, and survey requirements (to determine the specific maximum number of people allowed based on gross weight allowance, tasks to be undertaken and stability of the vessel.

Note: All diving activities from a vessel must have one qualified person onboard at all times who can render emergency care for SCUBA diving related injuries including possess a current First Aid and Oxygen Provider Certification).

### 9.5 Safe Boating Procedures

These requirements are met by complying with:

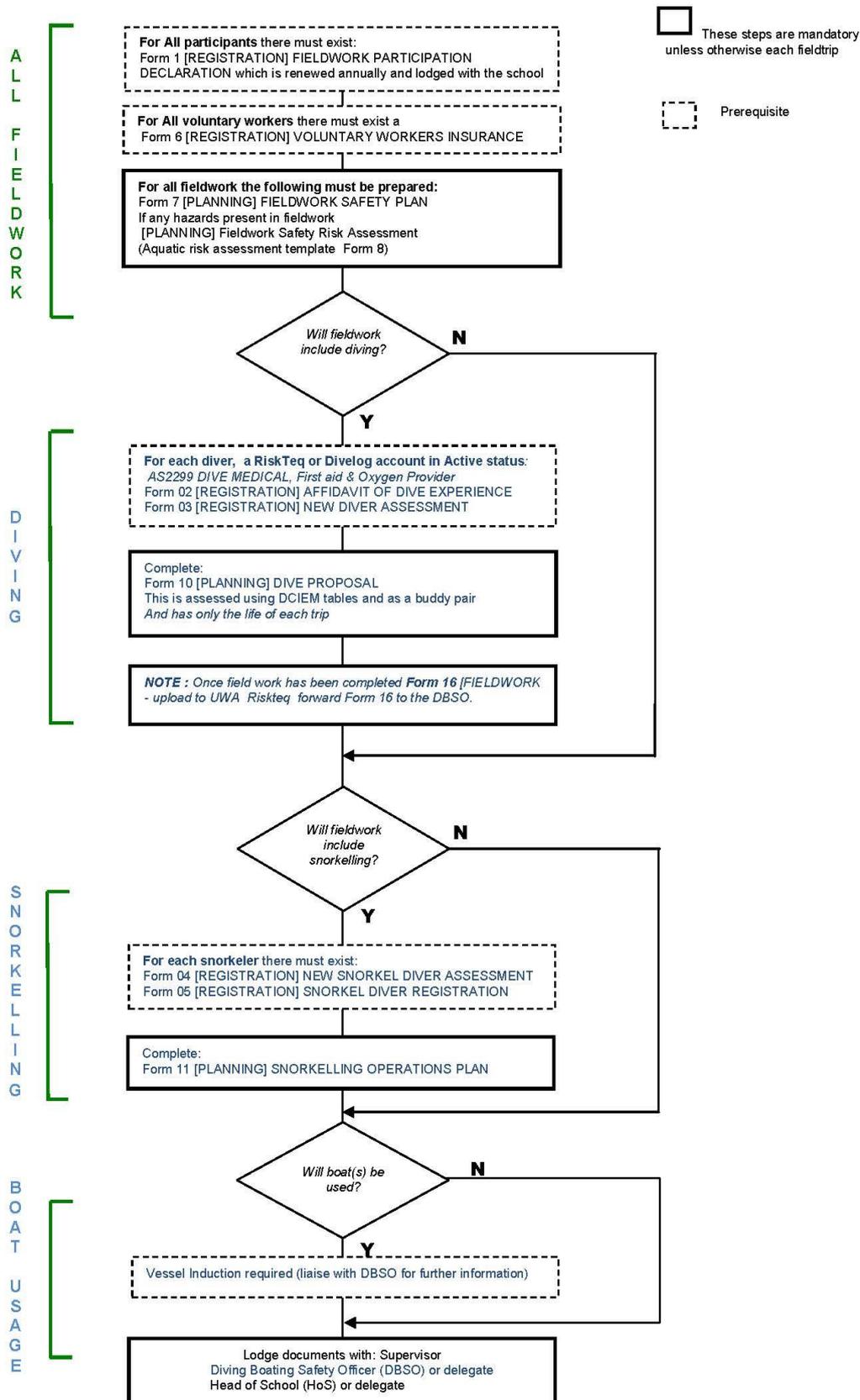
- the UWA SMS
- fieldwork planning this can be met by either
  - Riskteq process
    - appropriate approved account for all participants
    - approved field work Plan

OR

- following the Fieldwork Planning Process outlined in the flowchart

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# FIELDWORK PLANNING PROCESS



**Approval must be received and kept prior to undertaking fieldwork. An electronic copy of final plan shall be left with UWA Point of Contact.**

The fieldwork Planning process requirement may also be covered by the use of a completed Riskteq process.

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### 9.5.1 Forms for Boating Activities or Use of Riskteq

Forms for registration, planning and fieldwork can be viewed on the UWA Diving and Boating Website.

<http://www.safety.uwa.edu.au/topics/off-campus/boating-diving>

All relevant forms must be submitted via the Supervisor and DBSO for final approval by appropriate Head of School (or Delegate) before embarking on any UWA field Trip.

The alternative is active Riskteq account and electronic fieldwork application within Riskteq.

This is conditional on your school using the program.

<http://www.safety.uwa.edu.au/topics/off-campus/RiskTeg>

### 9.5.2 Hazard and Risk Assessment

As part of the fieldwork planning process (requiring approval), Supervisors and Fieldwork Leaders for all boating activities must ensure that an appropriate Risk Assessment (RA) is undertaken and understood how to be utilized.

If knowledge on the specific task is not well understood by the Fieldwork Supervisor it is advised they seek review from an experienced party. The Fieldwork Leader shall review in pre-work briefing or just prior to undertaking specific task to ensure the Risk Assessment (RA) has

- covered all hazards with appropriate control measures
- it is fit for purpose
- understood by all participants.

Use of RA ensuring all hazards are identified and appropriate control measures are understood the following is completed accurately to suit activity:

### 9.5.3 Operational Parameters for UWA Vessels

The Master of the vessel is to ensure safe navigation of the vessel at all times including that:

The vessel operates in accordance to the Safety management System of that vessel that may include

- The vessel is always correctly loaded in accordance with the vessels specifications and the prevailing conditions;
- A proper lookout is maintained;
- The Man Over Board procedure is explained to all persons on board as part of vessel induction prior to departure;
- Nautical charts of the operational area are on board;
- All persons on board are required to travel standing or on the seating provided and are not to travel on the gunnels or the bow;
- Care is taken when refuelling to avoid spillage and potential ignition sources;
- A dive flag is displayed appropriately while diving or snorkelling activities are undertaken.

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#### **9.5.4 Pre Departure Check for UWA Vessels**

Each Vessel Prior to leaving University grounds (or vessel base), it is the Master of the vessel responsibility to ensure:

- The vessel check out/in sheet is filled out and given to the administrator
- The latest weather forecast has been checked;
- The vessel is checked to be correctly and safely secured on the trailer;
- The vessel is checked to make sure it is seaworthy;
- All safety equipment is checked and fuel supply is checked for the planned trip with appropriate reserve margin;

#### **9.5.5 Before Launching**

Prior to launching the vessel, it is the responsibility of the Master to:

- Recheck the vessel, safety gear and personal supplies;
- Ensure the bungs are in, scuppers closed;
- Ensure tie downs are removed;
- Ensure the Shackle on the safety chain is loosened to finger tight;
- Ensure mooring lines are attached (where applicable).

#### **9.5.6 VHF, HF Radio Check In/ Check Out**

It is the responsibility of the Master to ensure

- There is a person with radio operators licence from ACMA to operate any vessel with either VHF HF radio installed. (normally Master themselves)
- the area of operation has sufficient radio coverage for the equipment they have on board prior to departing shore.  
(Note Satellite phones (as alternative) may be required if radio coverage is not available).
- log on with the appropriate organisation who supplies radio safety coverage of the operational area. must log off with the same organisation on completion of the trip

For a list of Western Australian volunteer sea rescue groups, <http://www.vmrwa.org.au/Groups.html>  
And WA's Australian Coastal Radio Monitors [http://acrmwa.org.au/?page\\_id=38](http://acrmwa.org.au/?page_id=38)

#### **9.5.7 Refuelling**

The vessel should be refuelled onshore whenever possible.  
When refuelling on the trailer, ensure that:

- If there are inbuilt fuel tanks, the batteries are turned off;
- If the fuel tank is portable then remove it from the vessel before refuelling. Wipe off any spillage before placing the tank back in the vessel.

When refuelling in water from a bowser, ensure that:

- Engine and batteries are turned off;
- No smoking or other ignition sources are present;
- All signage (e.g. warning signs) are displayed and followed exactly.

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### 9.5.8 Completion of Trip Procedures

Upon returning to port the Master of the vessel is to:

- Load the vessel onto the trailer with vessel equally centred on the rollers;
- Attach trailer security chain and raise the engine(s);
- Secure vessel to trailer with cam straps and secure engines for road travel;
- Rinse off vessel, trailer bearings and engines if fresh water is available. If water is not available go to the nearest service station and carry out rinsing there;
- Turn off batteries and secure any gear on the vessel with straps or put in the vehicle;
- Fill fuel tanks as the tanks must be returned full;
- Fill in the vessel check in/out form and list any maintenance concerns and return to the person incharge of vessel
- Follow up and contact the School immediately regarding any damage which may prevent someone from using the vessel the next day;
- Remove any personal gear and research equipment, lock the vessel compound;
- Fill out the date and time of return, Project Grant number, number of hours or days of use of the vessel;
- Return the vessel folder and vessel keys to the relevant administrative officer.
- Report any vessel issues.

## 10 NON-UNIVERSITY VESSELS

### 10.1 Hire and Drive Vessels

Hire and drive vessels are NOT permitted to be used for any University research. With AMSA classification University research is considered work or a commercial operation and hire and drive vessels may not be used for commercial work. . The only vessels that may be used must be on a Certificate of Operation as a commercial vessel i.e. in survey or survey exempt.

Note: Exemptions from AMSA may possible to use Hire and Drive vessel for Research or can be applied for (this is a long process) please enquire with DBSO.

### 10.2 Recreational Vessels

Recreational vessels are NOT permitted to be used for any University research. With AMSA classification University research is considered work (or a commercial operation) as such recreational vessels are not permitted to be used. The only vessels that may be used must be on a Certificate of Operation as a commercial vessel i.e. in survey or survey exempt.

Note: Exemptions from AMSA may possible to use recreational vessel for Research or can be applied for (this is a long process) please enquire with DBSO.

### 10.3 External (or Non UWA) Vessels use

AMSA approved commercial vessels with appropriate details on their Certificate of Operation (COO) can be utilized chartered or dry hired by UWA staff for fieldwork. In addition, in working with other research groups, UWA research may take place aboard other research or work vessels. If unsure you must consult the DBSO

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### 10.3.1 Chartered vessels (with Captain & crew)

Fieldwork Supervisor and Fieldwork leader need to check, and provide documentation on the following aspects of these external (Non-UWA) vessels as part of the field plan development:

- Ensure the boat is in survey and the survey class is appropriate to the work undertaken;
- Ensure the boat has adequate and serviced safety equipment;
- Ensure all licences and exemptions have been completed;
- Ensure the Master has appropriate Certificate of Competency and is aware of UWA Boating Procedures;
- If diving or snorkelling operation are to be conducted ensure Master and Crew have a relevant understanding of UWA Scientific Diving Procedures;

Ensure That Form 07a (PLANNING) Use of Boats on a Fieldtrip or (Riskteq data) is completed

### 10.3.2 Provided for use or Dry Hire (UWA provided Captain & crew)

All items in 10.3.1

Plus

- Commercial vessels which are hired externally without captain or crew the UWA Master/Coxswain, Fieldwork leader and Fieldwork Supervisor must ensure the proposed activity type is noted on the vessels COO and the vessels SMS covers the activities including the risk assessments covering all items i.e. task specific, minimum manning etc.
- Also due consideration the vessels fit for purpose, layout stability is meeting operational and safety requirements.
- any continued use by UWA of external vessel the DBSO may request the SMS including copy of COO to determine equivalency and appropriateness in fieldwork approval.

## 11 ALCOHOL AND OTHER DRUGS POLICY

### 11.1 Alcohol

A zero blood alcohol limit applies to all vessel operators because alcohol increases:

- The likelihood of an accident through impaired judgment;
- Body heat loss, reducing your survival time if you fall overboard;
- Pulse rate, leading to quick exhaustion if you have to swim to safety.

### 11.2 Prescription medications and other drugs

These can also pose problems. Seasickness, hay fever and other allergy preparations can make personnel feel drowsy or easily confused. Participants are required to check with their doctor or chemist on the possible side effects of any drug they are taking before going boating.

Please note - Seasickness: 2 groups of drugs are used:

- Hyoscine: this is the most suitable drug, however, marked drowsiness can occur, and if possible the drug should be tried initially during a period of non-diving sea travel. Brand name: Hyoscine.
- Antihistamines: these are often more effective against motion sickness, but drowsiness frequently occurs. Considerable individual variation occurs in response to the drugs.

They MUST be tried initially during a period of non-diving sea travel. Medical advice should be sought if a suitable drug is not found. Brand names: Cyclizine and Meclozine

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## 12 MARINE ENVIRONMENT PROTECTION PRACTICES

All research must comply with environmental standards for good practice. For some research projects, approval must be sought from the Department of Parks and Wildlife (DPaW) <https://www.dpaw.wa.gov.au/> if working in Swan River or near marine parks and/or Department of Fisheries (Western Australia) now part of [Department of Primary Industries and Regional Development](#) (DPIRD) if collecting samples or leaving equipment at the research location.

Anchoring must be conducted with care for the substrate and the appropriate type of anchor should be used to minimize damage to substrate and organisms. Mooring for any UWA vessel must be rated for the length and type of weather conditions. All moorings must be serviced and insured before any UWA vessel may be moored. Night anchoring lights must be used whilst moored or at anchor between dusk and dawn.

During night time operations a boat must show the international lights to indicate that "a vessel is restricted in her ability to manoeuvre". These are three lights in a vertical line, the top and bottom lights are red and the middle light is white.

All mooring information MUST be supplied to the DBSO stating the:

- Managing company either private or state managed mooring;
- Last service date;
- Weight rating and length rating for the mooring.

If any of the following information cannot be obtained then the UWA vessel may not be permitted to be left on the mooring for any reason.

## 13 INCIDENTS, INJURIES AND EMERGENCIES

Reminder : Operations involving Diving and/or Snorkelling the Master (and crew) must be familiar with the Scientific Diving Procedures Manual.  
[http://www.safety.uwa.edu.au/\\_data/assets/word\\_doc/0009/2983086/Scientific-Diving-procedures-manual-v2-2.doc](http://www.safety.uwa.edu.au/_data/assets/word_doc/0009/2983086/Scientific-Diving-procedures-manual-v2-2.doc)

It is essential to be prepared for the unexpected at sea. Planning and practising emergency response procedures is a requirement for all vessel operators.

Emergencies at sea may include: collision, explosion or fire, damage to hull, loss of steering or power, sinking or grounding, beaching, person overboard or injured personnel.

### 13.1 Incident reporting

#### Obligations to UWA

- Inform your Fieldwork Supervisor. Any incident or accident must be reported to UWA <http://www.safety.uwa.edu.au/incidents-injuries-emergency/notification>
- It may also be required to be reported to the Department of Commerce, WorkSafe Division.

#### Obligations to Government Departments

You must let the local marine safety agency (In WA DoT Marine Dept.) know as soon as practicable.

*Suggested*

*Contact the DBSO and Asset Manager ASAP.*

If you are involved in an incident that results in or includes:

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- the loss of a vessel
  - a collision with another vessel or an object
  - the grounding, sinking, flooding or capsizing of a vessel
  - a fire (notify Water Police if fire is beyond your capability to extinguish)
  - 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 (Water Police must be notified)
  - the loss, or possible loss, of a person from a vessel (Water Police must be notified)
- Water Police can be contacted 24/7 on 94428600.

### How do I report an incident?

The owner (UWA) or Master of a domestic commercial vessel that is involved in an incident, must inform/alert the local marine safety agency (in WA DoT) soon as possible. A written report must also be submitted within 72 hours of you becoming aware of the incident.

[http://www.transport.wa.gov.au/mediaFiles/marine/MAC\\_F\\_MarineIncidentReport.pdf](http://www.transport.wa.gov.au/mediaFiles/marine/MAC_F_MarineIncidentReport.pdf)

### AMSA incident reporting requirements

<https://www.amsa.gov.au/search?search-terms=domestic%20vessel%20incident%20reporting%20>

Incidents shall also be reported to the Australian Maritime Safety Authority (AMSA) so the circumstances can be looked at, and if necessary, take steps to improve vessel safety.

More information can be found here

- The incident alert form should be sent from the owner/operator or master to AMSA as soon as possible and within four hours of the incident being made known. This incident alert will inform authorities that an incident has happened, but it will not include all the information that will eventually be required.
- An incident report is a more detailed follow up report and must be forwarded from the owner/operator or master to AMSA within 72 hours. <https://www.amsa.gov.au/forms/incident-report>

An incident report is a detailed written record of the marine incident involving a domestic commercial vessel, therefore, the primary vessel (vessel 1 details) recorded on the incident report form must be a Domestic Commercial Vessel.

Sections 88(2) and 89(2) of the National Law state that a written marine incident report is required to be sent to the National Regulator within 72 hours of the owner/master becoming aware of the incident and it must be made in the form approved by the National Regulator. The completed marine incident report form must then be sent to your local Marine Safety Agency(National Regulator delegate -WA DoT) with any supporting documents as required.

- Incident Alert within 4hrs
- <https://www.amsa.gov.au/forms/incident-alert>
- Incident Report within 72 hrs
- <https://www.amsa.gov.au/forms/incident-report>

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## 13.2 Emergency Response Plan

Reminder : Operations involving Diving and/or Snorkelling the Master (and crew) must be familiar with the Scientific Diving Procedures Manual.

1. **Secure the vessel** – to avoid additional difficulties whilst the emergency is managed.
2. **Raise the alarm** – ensure that all persons on board and in the water (i.e. divers or snorkelers) can be informed of an emergency.
3. **Assess the problem** - so that it can be relayed in subsequent communications.
4. **Manage the crew** – make preliminary preparations for possible evacuation.
5. **Position** – establish the vessel position so that it can be relayed in subsequent communications.
6. **Vessel handling** – plan manoeuvres that can assist in the management of emergency situations.
7. **Engineering** – plan for engineering tasks which may be necessary in certain emergencies.
8. **Safety equipment** – arrange that the safety of lifesaving equipment is not compromised by the management of emergencies and that proper deployment is still possible.
9. **Communication** – develop skills for communication (internal and external) and signalling which is appropriate to emergencies.

When the immediate emergency has passed and all necessary steps have been taken to assist the casualties, a full record of the incidents must be compiled while details are still fresh in everyone's mind. Dive Coordinators or other member of the team should make notes; obtain details from other divers, record exact times and any other relevant information.

## 13.3 Obligation to render assistance

(As per National Law act 2012 section 181)

All vessels are bound to render assistance to persons in distress unless:

- They are unable;
- Assistance is unnecessary (others providing);
- In the conditions, it is unreasonable / unsafe to do so.

The persons in distress should be advised and all distress communications should be logged.

The Master of the vessel in distress may, after consultation with the Master's of vessels that answer the call for help, requisition the vessel(s) considered best able to help. The Master of a requisitioned ship must go as quickly as possible to render help.

If the Master of a vessel, which has not been requisitioned, is informed of the requisition of another vessel and that the vessel is complying then the Master is released from the obligation to assist.

If the Master of a vessel is informed by persons in distress, or by the Master of another vessel that reached the distressed vessel, that help is no longer necessary then the Master is released from the obligation to assist.

The Master of the vessel must record all cases of vessels or persons in distress at sea and if the Master did not go as quickly as possible to render help, the reasons why.

Failure to do so is a fault based offence up to 4 years imprisonment

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/na2012123/s181.html](http://www.austlii.edu.au/au/legis/cth/consol_act/na2012123/s181.html)

There is also an obligation to advise others of any dangers to safe navigation which are encountered. This may be issued in the form of a Security message.

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## 13.4 Collision

If a vessel is involved in a collision or other casualty, the Master has a legal obligation to stop the vessel:

- render any possible assistance without endangering their own passengers or crew if the accident results in the event of a death or injury of any person;
- if any damage to another vessel affects its seaworthiness or the safety of those on board;
- and give name and address and if requested, the name of the owner of the vessel to the operator of any other vessel involved
- Gain the reciprocal information as above.
- Report - once all people and vessels are safe (as per incident reporting 13.1 above) Seek DBSO & School as vessel Owners Guidance prior to alerting authorities.

## Related information

### 13.5 Man Overboard

For man overboard risk management and procedures, please refer to Appendix BT2: Code of Practice - Man Overboard: prevention and response.

### 13.6 Boating and Diving Emergencies Protocol

1. Don't panic, stay calm and think clearly.
2. Ensure status of all crew / divers is known.
3. Treat casualties by following the DRABCD action plan:

<b>Danger</b>	Ensure there is no further danger to you, others and the casualty
<b>Response</b>	Is the person responding? If not, call for help. See sections headed Emergency Services and Emergency Communications
<b>Airway</b>	Is the airway clear and open? If not clear mouth and tilt head back.
<b>Breathing</b>	Can you hear or feel the casualty breathing? If not, give 2 initial breaths. If breathing returns, place in recovery position.
<b>CPR</b>	If breathing has not returned, commence CPR alternating 30 compressions with 2 rescue breaths. Perform approximately 2 compressions per seconds pressing down 1/3 of the chest depth. 30:2 try to change rescuer every 2 minutes. Only stop CPR if signs of life return, if instructed by an AED, medical help arrives and takes over or you become physically exhausted and unable to continue. If breathing resumes, place casualty in recovery position.
<b>Defibrillation</b>	Attach an Automated External Defibrillator (AED) as soon as possible following the voice prompts.

4. Provide other First Aid to patient

5. Provide oxygen to the patient if they are suffering from shock (using DAN O2 kit which should provide close to 100% oxygen for about 40min with a 'D' size cylinder)
6. If at sea, return casualties to shore as soon as possible but **immediately** notify the emergency services (Ambulance, Police and Sea Rescue). **See next section, "13.7 Emergency Services"**.

Essential details required are:

- Number of casualties
- Are they conscious and do/did they require resuscitation?
- Is there an obvious major injury or problem?
- What is the progressive state of casualties (e.g. stable, good colour, getting worse)?
- What medical equipment do you have available?

Other relevant information:

- Full diving history for the preceding 48 hours
- Previous medical history (e.g. previous injury, head cold, diabetic)
- Medical training of people on board or at the scene

7. Keep records of details of the incident and advise Your supervisor and the DBSO. If the DBSO is unavailable, contact UWA safety and Health office 08 6488 3938 or AH security and Parking 6488 2222.

## 13.7 Emergency Services

1. Call 000 – (you will be asked if you require Police, Fire or Ambulance) state "Ambulance", when connected to St John's Ambulance Communications Centre, state "Diving Emergency". Mobile phones can also be used to dial 112 for an ambulance. Alternatively, by radio, use VHF (Ch. 16) or 27 MHz radios (Ch. 88).
2. St John's takes details of location, your telephone number, clinical details and they offer First Aid advice.
3. If casualties are to be returned to shore for overland transfer;
  - arrange to meet the ambulance at a specified location, estimate your time of arrival (ETA) and give the name and description of your vessel
  - The ambulance will transport the patient to the nearest hospital for assessment. NOTE: Direct transfer to Fiona Stanley Hospital Hyperbaric Unit only if authorised by their headquarters.
4. If injuries are severe, St. Johns may make the decision to request helicopter evacuation (see section headed Helicopter Evacuation).

### 13.7.1 Diving Evacuation from Rural and Remote Areas

This is diving only and not suited to other activities - correct for West Aust.

A) Contact 000 B) Fiona Stanley Hospital 6152 2222. C) DAN Asia Pacific on 1800 088 200

+, immediately for any evacuation services required if a doctor recommends an evacuation procedure or decompression chamber/hyperbaric chamber located in the Fiona Stanley Hospital

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### 13.7.2 Helicopter Evacuation

The Fire and Emergency Services Association of Australia (FESA) Helicopter Evacuation Services:

- Flies critical care specialists direct to an incident and then transports the injured directly to the hospital that will provide them with the very best of medical care;
- Emergency rescue is available around the clock every day of the year (while the focus of the service is emergency rescue, it also has a secondary role to provide essential hospital transfers);
- The helicopter has an operating range of 200 kilometres from Perth( now also based in Bunbury), covering 90 per cent of Western Australia's population
- With a refuelling stop the service can be extended to cover regional areas such as Geraldton, Kalgoorlie and Albany as required

## 13.8 Volunteer Marine Rescue Groups

<http://www.vmrwa.org.au/index.html>

**FREMANTLE SEA RESCUE**, Fishing Boat Harbour (radios are monitored 24 hours)

VHF channel 73 (or 16 - emergency) or 27 MHz channel 90 (or 88 - emergency)

Call sign = **VN6DI** (Victor – November – Six – Delta – India)

Telephone: 08 9335 1332 (24 hours)

Others:

<http://www.vmrwa.org.au/Groups.html>

## 13.9 Other groups monitoring Radio communications

Australia Coastal Radio Montiors WA Inc. (ACRM) covering Southwest (And Denham) Pronounced “ackram”  
Covering Preston Beach to Margaret River (Seasonal Denham)

<http://acrmwa.org.au/>

## 13.10 VHF / HF Emergency Communications

### 13.10.1 Distress Frequencies

These frequencies are to be used when making Urgency, Safety or Distress calls (see below):

- MF/HF Transceivers 4125, 6215, 8291 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

When making radio distress calls they may be intercepted by other vessels which are able to render assistance.

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### 13.10.2 Distress Call

Should only be used if the vessel is threatened by grave and imminent danger and immediate assistance is required. A Distress Call has absolute priority over all other transmissions and may only be transmitted on the authority of the Master or the person responsible for the safety of the vessel.

The Distress Call is:

1. **“Mayday Mayday Mayday”**.
2. **“This is (name & radio call sign of vessel in distress)”** - spoken 3 times.
3. **“Mayday”**.
4. **“(name and radio call sign of vessel)”**
5. Give details of vessel's position.
6. State nature of distress and assistance required.
7. Other information including number of persons on board.

The Distress Call may be repeated as often as necessary until an answer is received. If no answer is received on distress frequencies, the call may be repeated on any frequency where attention may be attracted. The Distress Call is not used in situations where an individual person aboard the vessel is threatened with immediate danger e.g. a medical emergency. An Urgency Call should be made in these cases.

### 13.10.3 Urgency Call

Only use this type of call when there is a very urgent message but it is not serious enough to justify use of the Distress Call. The Urgency call is used to transmit a message concerning the safety of the vessel or the safety of a person on board. Once again, an Urgency Call can only be made on the authority of the Master or person responsible for the safety of the vessel.

The Urgency Call is:

1. **“Pan Pan, Pan Pan, Pan Pan”**.
2. **“All stations All stations All stations”**.
3. **“This is (name and radio call sign of vessel)”** - spoken 3 times.
4. Give details of vessel's position.
5. Give details of assistance required and other information.
6. You may make an Urgency Call on a Distress Frequency or any other frequency on which you believe attention might be attracted.

### 13.10.4 Safety Call

This type of call should be used to broadcast an important navigational warning to other stations. An example of when the Safety Call should be used is if a large floating object has been sighted that could damage the hull of a vessel. However, a Safety Call is more likely to be made by a coast station or a limited coast station operated by a marine rescue association. A Safety Call may include important weather warnings such as severe thunderstorm or gale warnings.

The Safety Call is:

1. **“Say cure-e-tay Say cure-e-tay Say cure-e-tay”**.
2. **“All stations All stations All stations”**.
3. **“This is (name & radio call sign of vessel or shore station)”** - spoken 3 times.
4. Announce change to working frequency and change channels.
5. **“Say cure-e-tay Say cure-e-tay Say cure-e-tay”**.
6. **“All stations”** - spoken once.

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7. “This is (*name & radio call sign*)” - spoken once.
8. Give details of the warning.

The initial Safety Call to all stations is made on a Distress Frequency which are shown above in the section ‘Distress Frequencies’.

## 14 REFERENCES

### 14.1 Acts and Regulations

The National Law (Marine Safety (Domestic Commercial Vessel) National Law Act 2012)

Marine Safety (Domestic Commercial Vessel) National Law Regulation 2013

AMSA Marine Orders

Occupational Safety & Health Act 1984

Occupational Safety and Health Regulations 1996

Western Australian Marine Act 1982

Prevention of Collisions at Sea Regulations 1983

W.A. Marine (Emergency Procedures and Safety of Navigation) Regulations 1983

W.A. Marine (Life Saving Appliances, Fire Appliances and Miscellaneous Equipment) Regulations 1983

webpage

- <https://www.amsa.gov.au/safety-navigation/health-and-safety/occupational-health-and-safety-inspectorate>
- [Occupational Health and Safety \(Maritime Industry\) Act 1993](#)
- [Transport Safety Investigation Act 2003](#)

### 14.2 Australian Standards and Codes of Practice

Man Overboard: prevention and response – Department of Commerce, WA Code of Practice (2010)

AS 1799.1 Part 1: Small craft - General requirements for power boats

AS 2677 - Inflatable boats

NHMRC Guidelines for Managing Risks in Recreational Water (2008)

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## 15 APPENDICES

Some appendices are extracted from external web pages and are therefore outside of the control of the University. In such cases, the document is included via a hyperlink to the version stored on the UWA Safety and Health website. When carrying out reviews of this manual please refer to the source website to confirm the currency of the document and, if appropriate, replace the document and ensure that the hyperlink is functional.

### 15.1 Appendix BT1: UWA Boat Checkout Procedures

To be in compliance with SMS generally AND local school or local asset managers documents and rules. See UWA SMS <http://www.safety.uwa.edu.au/topics/off-campus/boating-diving>

### 15.2 Appendix BT2: Code of Practice - Man Overboard: prevention and response

[http://www.commerce.wa.gov.au/sites/default/files/atoms/files/man\\_overboard1.pdf](http://www.commerce.wa.gov.au/sites/default/files/atoms/files/man_overboard1.pdf)

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