ANU Scuba Club

Safety Management System

Vessels: “Capricorn”; 58460
“Tigger; 56496

Changes

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1. General

The ANU SCUBA club is an affiliated club of the Sport and Recreation Association (Inc) of the Australian National University, and has been in existence since May 1968.

ANUSC aims to promote diving within the university community, mainly by providing a focus for the pooling of members’ experience and backing this with a collection of club equipment. Club members run regular trips along the southeastern coastline of Australia, in particular the South Coast of NSW, with occasional trips to the Central and North coasts of NSW or into Victoria, and an annual trip to Lady Musgrave Island on the Great Barrier Reef. The club provides cheap access to SCUBA gear, boat rides and a wealth of accumulated experience encouraging members to improve their level of SCUBA diving.

Club members operate two boats, “Tigger” and “Capricorn” which are owned by the ANU Sport and Recreation Association (Inc.). The boats are garaged at SRA premises in Canberra. Each boat is a custom-built 5.3m aluminium-hulled Rigid Inflatable diving Boat (RIB). Each is licensed to carry 10 people, however common practice is to limit this to 6-7 divers with gear.

Website: http://scuba.club.anu.edu.au/

Club President 2012: Chris Bloomfield

Contact details: 0403 316 280.

Designated Person: in the ANUSC, the Designated Person is defined as the Boat Officer (or in the absence of a Boat Officer, the Gear Officer).

Contact details: Russell Patrick 0439 396 873
2. ANUSC’s Safety & Environment Policy

The policy of ANUSC is to have its members carry out healthy and safe recreational diving.

ANUSC will:

- provide for safe practices to be followed by members in the operation of a vessel;
- establish safeguards against all identified risks to prevent or minimise their impact (risk management); and
- seek to encourage club members participating in Club activities to improve their safety management skills.

These objectives will be achieved by:

- adopting a policy of having drug and alcohol free Club boating activities;
- maintaining high standards of safety consciousness and protection of the environment;
- encouraging Club members to think about safety and protecting the environment;
- making sure that boat crews understand and follow Club safety procedures;
- continuously monitoring the effectiveness of the SMS; and
- following all mandatory and relevant rules, regulations, codes and guidelines and standards which apply to the ANUSC which may include the Commercial Vessels Act; the Water Traffic Regulations; the Occupational Health and Safety Act; the Protection of the Environment Operations Act; the Passenger Transport Act; the National Standards for Commercial Vessels; and the Marine Safety (Commercial Vessels) Regulation.

All members are expected to follow the ANUSC Safety Procedures at all times and to take the necessary precautions in the interests of human life, property and the marine environment.

3. Club Responsibilities and Authorities

ANUSC is administered on behalf of its membership by a Committee of between 4 and 8 persons, elected and appointed each year pursuant to the
Club’s Constitution.
The Club’s operates to enable members to carry out dive trips and any boat that is in use is under the control of those Club members participating, who take responsibility for their own safety.

For the purposes of each boat run in the course of activities enabled by the Club, the vessel will be in the control of a Club member licensed to operate the boats that the Club has access to, who for all purposes will be the skipper of the vessel while that boat run is in progress.

4. Resources / Boats

The ANUSC has access to two 5.3m aluminium-hulled dive boats that are registered by the ANU Sport and Recreation Association (Inc.), which together can carry 12 divers. Both boats were built by AIRIB in Brisbane. The older boat (Tigger) was built in 2005 and has a 90hp Yamaha 2 stroke motor; the new (January 2010) boat is named Capricorn (“the Goat”) and has a 115hp Yamaha 4 stroke motor.

Both boats are equipped with UHF radios, depth sounders, EPIRBs, flares, V-sheet and all other required safety equipment. The Club also has GPS units for navigation.

The Club encourages all active club members to become familiar with the
boating rules on our waterways, and to get a boat licence.

5. Operational Procedures

5.1 Dive Planning/ Briefing

Where possible, well before a dive run participants shall be briefed by a club member with knowledge of the area to be dived with details of the boat trip to be undertaken, and of the dive to be done. Where the exact location of the dive is unknown, a person travelling on the boat is to be identified who will provide a dive brief to all divers prior to the dive.

Immediately before the run participants will check (See Appendix 1):

- Mandatory Safety Equipment (Life jackets, fire extinguisher, V-sheet, flares, bailer, navigation equipment, torch, water supplies, etc)
- fuel
- two-stroke oil
- dive flag
- foot pump for pontoons
- the operation of the radio and/or alternative means of communicating with the shore

At the beginning of each boat run the skipper will ensure that the boat is logged on with the local Marine Rescue station. The boat must be logged off again at the end of each run. Where there is poor reception or the Marine Rescue station is not operating the skipper and crew must consider and implement at least one of the following options:

- both boats operate together and do not separate during the run
- a phone providing coverage at sea out from a populated coastal area is taken in a dry box
- there is a club operated base station that the boats communicate with.

Other considerations to ensure adequate communication between the boat(s) and the shore:

- dive planning is to include the anticipated destination, time of arrival and time of return
- there shall be a nominated shore contact for all dives, and a plan for communicating changes in dive destinations or delays
- boat crews are to inform the trip coordinator or their delegate of any changes before the dive run
- notify major changes in dive location en-route by radio or mobile phone
- if a delay is expected, adjust your estimated time of return (ETR) with
the Coastal Patrol/ Marine Rescue if logged in, or the remainder of the group on the shore
• taking longer for your dive over the planned time is likely to delay subsequent boat runs and inconvenience other members or towers waiting to collect the boat, and possibly cause great anguish for the trip coordinator and others waiting on the shore
• if a boat is overdue by between one and one-and-a-half hours (this may be reduced due to hours of daylight remaining for a search, or worsening weather conditions) then the shore contact is to contact the local Coastal Patrol/ Marine Rescue services and advise that the boat is overdue.

During the run the skipper and those crew members who are most familiar with boat operations and with the site will brief participants with information about the boating operations, including safe operating conditions, monitoring vessel trim and speed, observing navigation markers and other vessels, watching for landmarks and hazards, monitoring fuel and other necessities; and about safe anchoring procedures.

5.2 Launching/ retrieval

Launching and retrieval are to be carried out in accordance with any local regulations, and must always be carried out with the safety of participants as a prime consideration. In occasions where the boat is launched and retrieved across a beach, the Club has prepared specific guidelines.

5.3 Anchoring

Capricorn and Tigger are each fitted with a reef-pick anchor with 8 metres of chain and 125 metres of anchor line. Anchors are dropped and raised manually. If required, the anchor can be changed to a plough type sand anchor for a specific trip (such anchors are kept in the boat shed).

The first divers to descend on any dive are normally tasked with securing the anchor.
It is the responsibility of all divers on the boat to ensure that they are satisfied with the security of the anchor.

In situations where there is a likelihood of the anchor “pulling”, options for increasing the safety of the dive that the skipper and the boat crew are to consider include:
• diving in shifts (or having the other boat keep watch)
• attaching a dive-reel to the anchor rope near the bottom
• moving the boat to a more secure anchorage.
6. **Emergency Procedures**

6.1 **Collision / Grounding**

If a collision occurs, the skipper will stop the vessel and determine whether there are any injuries or damage on his/her boat or on the other boat involved (if any). Assistance will be given to the other vessel (if any) if required.

The skipper will ensure that authorities are informed as required, and if it necessary and if possible, steer the vessel towards the nearest boat ramp, shallow water or a sandy beach.

6.2 **Diver lost**

The skipper and other boat crew will:

- conduct an immediate search of the area down-current of the last known location of the missing diver
- no later than 10 minutes after the diver is noticed as missing, alert the local Marine Rescue station (or the shore party where there is no contact with Marine Rescue) that there is a missing diver
- it is important that an exact location is able to be provided. This can be by reference to a local coastal formation, or as GPS coordinates from a Club or members GPS.
- continue the search, ensuring that fuel/oil is adequate for the return journey together with a safe reserve, and maintain contact with the Marine Rescue and/or the shore party.

A laminated sheet that has the radio contact details and phone numbers for all NSW Marine Rescue stations along the coast is kept in each boat console. If needed, additional copies can be printed from the club website - see [http://scuba.club.anu.edu.au/boats/VMR_stations&coverageNSW.pdf](http://scuba.club.anu.edu.au/boats/VMR_stations&coverageNSW.pdf)

6.3 **Diving injuries - DCS**

Any diving related injury is to be treated in accordance with the training and experience that the certified divers within the club have. It is advisable to contact the shore and the local emergency services [000, or 112 from an Australian mobile phone made prior to January 2002] and the Diver Emergency Service [phone 1800 088 200]
6.4 Serious Injury

In the event of a serious injury, the skipper and other crew members will notify authorities and coordinate with emergency services, identifying a suitable point for patient transfer.

Participants will ensure that the patient’s family are notified and will take the patient’s and witnesses’ personal details. The skipper will notify the Safety Adviser or a Committee member. A NSW Maritime Incident Report Form will also be submitted.

7. Communication about safety - Reporting Incidents and Accidents

The Club’s website contains extensive material about safety, relating to both diving activities and boating activities. Those materials emphasise the following points.

Members are encouraged to speak up on matters of safety. When a passenger, feel free to say "please slow down" or "I think you're too close to those rocks". Voice your concerns. Ask questions, lots of them. If you don’t know, are unsure, or simply baffled by something, ask. You get to learn and it forces more experienced members to justify and/or re-evaluate their (largely correct) practices. Suggest alternatives to current practices. The traditional way has usually been arrived at through iteration but sometimes lateral thinking is called for. Everything is open for discussion. Spread the knowledge.

If you know, teach. Routinely urge the least experienced boat driver to take control. Don’t let others slide into roles of reliance. If you witness, experience or cause an incident or near-miss, let us know. It will become part of the recorded club history (warts and all), and hopefully help to avoid similar incidents in future. Read other member’s contributed stories. Get (re)trained. Take a first aid course, read a boating manual, learn how to use the club oxygen kit, consider signing up with the Diver’s Alert Network, do (or better yet, organise) a "Stress and Rescue" course.

Excessive speed is dangerous.

Actual diving is relatively safe; we are more likely to suffer a car accident driving to the coast or a boating accident in getting to the dive site. Speed is a factor. When towing (at a very minimum) observe the speed limit. Slow down on rough roads or in poor conditions. Be gentle. Don’t tailgate. Check your load. On the water, keep the speed down. Strive to make the trip comfortable for all unless safety dictates otherwise, e.g., crossing a bar. Five minutes saved getting to and from a dive site isn’t worth the concomitant discomfort of other passengers.
Incident / near-miss reporting

We care about your safety and would like to know of any incident or near-miss that happens during a club activity. You can email the committee, or use this form to send an (optionally anonymous) report. By collecting this information, we hope to find out what can go wrong and what's going right, to reduce the risk of incidents in the future. It will also assist us in our requirement to report all safety incidents to the SRA.

An occasional series describes incidents and near-misses, and what lessons we can learn from them.

Any defects or things that need repairing will be reported to the Committee and normally will be noted at the next Committee meeting and corrective action put in train.

The Committee will review all reports of boating accidents, incidents and near-misses and will if necessary consult with the crew to try to find out why the accident / incident happened and how it could be prevented from happening again. When a possible solution has been found, it will be trialled. If it is successful it will be documented in the SMS. If it is unsuccessful another solution will be looked for.

8. Maintenance and Recording

ANUSC has checklists for vessel maintenance. The Boat Officer is responsible for the regular maintenance of the vessels.

Routine checks of safety equipment are carried out as per schedule.

Routine services are recorded in the vessel’s service log.

Each vessel’s motor has an annual service, generally timed to be before the Club’s major expedition each year to Lady Musgrave Island on the Great Barrier Reef.

9. Review and Evaluation

ANUSC reviews the SMS every 12 months to ensure that the SMS is up to date. This is the responsibility of the Boat Officer and the Safety Adviser.

Results of the review are recorded on the “Changes page” at the front
Appendix 1  Vessel Start Up check list

Driver/ Crew

- External inspection of vessel
- Check engine oil level, top up if necessary
- Check fuel level (adequate fuel for the proposed run, with plenty to spare)
- Check dive tanks and equipment safely stowed/secured
- Check safe to go, then start engine
- Observe engine idling and check gauges