Boating Activity Minimum Standard

January 2015

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Responsible Officer | Executive Director – Human Resources
Approved by | Executive Director – Human Resources
Approved and commenced | January 2015
Review by | January, 2018
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle the Standard supports | Work Health and Safety Act 2012 and Regulations
| Uniform Shipping Laws Code
Responsible Organisational Unit | Work Health and Safety Unit – Human Resources
1 Executive Summary

The University of Tasmania is committed to continuously improving the management and standards of Work Health and Safety. This extends to eliminating where reasonably practicable or minimising the risks associated with boating activities.

2 More Information

For further information, contact the Human Resources – Work Health and Safety Unit
Email: health.safety@utas.edu.au

3 Using this Standard

This minimum standard has been developed by the University of Tasmania Diving and Boating Safety Committee (UTDBSC).

The minimum standard provides the requirements for all boating activities undertaken by workers of the University of Tasmania and applies to boats up to 12metres in length. Boating activities include use of personal water craft such as jet skis as well as kayaks, canoes and sit on tops.

Each Manager/Supervisor is required to plan all boating activities, no matter how routine or complex, and obtain authorisation for those activities from the Organisational Unit Officer.

4 Minimum Standard requirements

4.1 Legislation

4.1.1 Requirements for Tasmania Waters


4.1.2 Requirements for Other Waters

Workers who use boats on other waters must comply with the requirements of this minimum standard.

4.1.3 Other Regulations

In addition to the Act and Code, there are Port and Harbour Regulations applicable in designated areas and certain localities have statutory requirements which must be observed by workers.

4.1.4 Availability of Regulations

Where Organisational Units undertake boating activities, copies of the legislation must be made available to workers. Additional information on boating can be obtained from Marine and Safety Tasmania (MAST).
4.2 Boat Registration

University owned boats must be registered as “Commercial”, and are therefore subject to annual survey. Any University of Tasmania boat which is not in current survey is not to be used.

4.3 Vessel surveys

Notwithstanding the National Standard for Commercial Vessels (NSCV) not requiring annual vessel surveys for vessels less than 7.5m in smooth or partly smooth waters, the University requires all vessels to be in survey for all waters.

4.4 Safety Management Plans

All University boats are to have a documented and current Safety Management Plan. The University’s Safety Management Plan for Small Vessels template is to be used for this purpose.

4.5 Qualifications for Operating University Boats

To operate a University boat, the skipper must hold a Certificate of Competency with the exception of kayaks and boats with an engine size of less than 4 Horsepower, which do not require any licence.

The Certificate of Competency is to match:

a) the survey requirements for the vessel and

b) the area of operation.

Notwithstanding the National Standard for Commercial Vessels (NSCV) allowing for research vessels less than 7.5m to be operated by someone with a recreational boating licence, the University’s minimum requirement for vessels over 4hp is a Restricted Coxswain Certificate.

All persons undertaking University boat work are to complete the course Elements of Shipboard Safety (ESS) as contained in the requirements for the Coxswain’s Certificate.

4.6 Approval from Officer

All workers involved in boating activities must obtain approval from the Organisational Unit Officer prior to undertaking any activity.

Approval to undertake boating activities will only be granted by the Organisational Unit Officer after consideration of the following:

- the purpose for which the boat will be used and the type of boat required (e.g. dinghy, punt, shark cat, etc.) motor type and power rating;
- the site or location where the boat will be used
- whether the worker has a current Certificate of Competency for the boat to be used
- whether the worker is competent to handle the boat and ancillary equipment
• the worker’s awareness of the requirements of the relevant legislation and their ability to comply with statutory obligations

• the risk assessment which has been provided by the Manager/Supervisor

• whether an additional Manager/Supervisor has been nominated as a base Manager/Supervisor to be informed as to boating activity commencement and conclusion

• confirmation of the currency of the boat’s, registration, survey and Safety Management Plan.

The Officer must authorise all boating activities.

The Officer may withdraw approval to undertake boating activities at any time he/she is of the view that workers are at risk.

4.7 Fieldteq™

Fieldteq is a management tool for workers participating in field activities and is the preferred system for managing boating and diving activities within the University.

Fieldteq incorporates a risk assessment process, project registration, trip approvals and review as well as meeting record keeping requirements.

As well as record keeping, it provides a central location for policies and procedures relevant to field safety.

To gain access to Fieldteq the person will need to register. Further information is available on the Work Health and Safety website.

4.8 Authority of Manager/Supervisor on Boat

Before departing on any activity which involves the use of a boat, one person must be nominated as the Manager/Supervisor and be responsible for the safe conduct of the activity, including confirming that all required safety gear and necessary spare equipment is available.

The Manager/Supervisor has the authority to cancel, postpone or modify the planned schedule at any time during the trip.

4.9 Boating Safety Equipment

The following boating safety equipment rules are to be followed:

• all boats and trailers must be registered and tested as stipulated by legislation

• all boating equipment must be checked to ensure that it is in good condition, operable and within the manufacturer’s recommendations

• workers who use boats and ancillary equipment must report any damage or malfunctions to the Manager/Supervisor as soon as practicable on return from any boating activity

• safety equipment as prescribed in the Marine Safety National Law Act and Code must be carried on all boats
• a checklist of equipment must be available in each boat

• Manager/Supervisor is to check that all safety equipment is on board prior to departure, and that workers understand the correct use of such equipment

• all safety equipment is to be stored in a boat in such a manner that it is readily accessible in an emergency situation

• the Manager/Supervisor (usually the coxswain) in charge of a vessel has responsibility for ensuring safety equipment such as lifejackets/PFDs is worn by crew/passengers

• any decision made by the Manager/Supervisor in this regard is final, and must be followed by all individuals aboard the boat.

4.10 Personal Flotation Devices (PFDs)

The University requires that PFDs be worn when crew or passengers are on any open deck, including charter vessels.

This requirement may be varied for operational reasons, but only following completion of a documented Risk Assessment for the specific activity to be undertaken which has then been authorised by the Organisational Unit Officer.

In the event of unforeseen circumstances, such as deteriorating weather the Manager/Supervisor (usually the coxswain) in charge of a vessel has responsibility for ensuring PFDs are worn by all crew and passengers.

The Officer is responsible for ensuring:

• Organisational Unit guidelines are developed for the use of PFDs

• sufficient PFDs are available for all persons on the vessel

• the type of PFD selected is appropriate to operational requirements.

4.11 Diving and Snorkelling

Manager/Supervisors are required to submit a Dive Plan to the University of Tasmania Dive Officer prior to any activity involving diving or snorkelling.

The University of Tasmania Diving Operations Manual provides a comprehensive guide for these activities.

The University of Tasmania Dive Officer can be contacted on (03) 6226 2608.

4.12 Worker Numbers

For safety reasons, a minimum of two (2) workers is required for University authorised boating activities regardless of vessel size and/or area of operations.

This number may be increased at the discretion of the Manager/Supervisor depending on the size of the vessel and the nature of the work being conducted.
4.13 Accident Reporting

Manager/Supervisors are required to inform their Officer of any accident or incident as soon as practicable.

An on-line hazard or incident report must be completed and submitted to the Work Health and Safety Unit.

All serious accidents/incidents as defined in Section 35-37 of the Work Health and Safety Act 2012 must be notified to the Work Health and Safety Unit as soon as practicable.

Marine and Safety Tasmania must also be notified of serious injury, grounding and man overboard emergencies.

The UTDBSC is to review all incidents relating to University boating activities, including any incidents involving the boat, trailer or equipment, including when moored, on shore or under tow.

4.14 Completion of Trip

On completing a boating activity, the boating Manager/Supervisor must notify the nominated base Manager/Supervisor that the activity has concluded.

The Manager/Supervisor must also advise the Officer of any defects, damage or incidents involving the boat, motor or equipment.

4.15 Speed Limits

All workers must comply with statutory requirements in relation to speed limits.

4.16 Non-University Boats

4.16.1 Use of Private Boats

No privately owned boat, other than a hire/charter boat, may be used by any University of Tasmania worker without the written permission of the Chair of the University Diving and Boating Safety Committee.

As a minimum requirement, approval will only be considered if privately owned boats are registered, covered by comprehensive insurance and comply with all safety requirements of the Act and Code.

4.16.2 Hire/Charter Boats – Owner Driven and Drive Yourself

Workers wishing to use Hire Boats or Charter Boats for University activities may do so, provided such vessels and activities comply with this minimum standard.
5 Responsibilities

Manager/Supervisors  
Manager/Supervisors need to ensure that workers are able to undertake boating activities safely by implementing this Minimum Standard.

Where a worker is required to supervise a boating activity, the Manager/Supervisor is responsible for ensuring that delegated safety responsibilities are fulfilled and that appropriate supervision is provided.

Manager/Supervisors must also ensure that appropriate records relating to boating activities are kept.

Officers  
Officers need to ensure that where workers are required to undertake boating activities, they do so in accordance with this Minimum Standard.

They are to ensure that Organisational Unit specific guidelines are developed where necessary, and that they are consistent with the information contained in this document.

University Dive Officer  
The University of Tasmania’s Dive Officer is a University-wide suitably qualified and experienced diver who has responsibility for diving activities.

The University Dive Officer is responsible for ensuring all University of Tasmania divers are adequately qualified, trained, equipped and supervised.

Workers  
Workers are to ensure that prior to undertaking any boating activity, the requirements outlined in the University of Tasmania’s Field Activities Minimum Standard are fulfilled e.g. provision of Medical Authorisation form to the Manager/Supervisor, etc.

Whilst undertaking any boating activity, workers are required to do so in a manner which does not adversely affect their own health and safety, or that of others, by following this Minimum Standard.

They must immediately report to the Manager/Supervisor any matter which may affect their own or others’ health and safety.

6 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
</tr>
<tr>
<td>Act</td>
<td>Means the Marine Safety National Law Act 2012 including any amendments made from time to time.</td>
</tr>
<tr>
<td>Boat</td>
<td>Means any vessel that is used, or is capable of being used, as a means of transportation on water.</td>
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Code

Means the *Uniform Shipping Laws Code*.

College

Means
(a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College

Diving and Boating Safety Committee:
The University of Tasmania Diving and Boating Safety Committee is a sub-committee of the University’s Work Health & Safety Committee and has responsibility for the:

- oversight and administration of University diving and boating projects, including compliance with relevant policies and operational procedures
- development of policies and procedures associated with University of Tasmania Diving and Boating activities
- recommendation of appropriate disciplinary action in the event of unsafe diving or boating activities by any individual or group within the University – if necessary including suspension of scientific diving/boating projects, or any individual’s certification as a Scientific Diver within the University
- investigation of all diving and/or boating accidents/incidents, and to report violations of the University’s policies and procedures to the Work Health and Safety Unit
- consideration of scientific diving/boating related problems encountered while diving or operating under the policies or procedures of the University’s Diving Operations Manual and Boating Activity Minimum Standard.

Executive Dean

Means:
(a) the Executive Dean of the relevant College, or
(b) in relation to the University College, the Principal of the University College and includes an authorised delegate of the Executive Dean.

Head of Academic Unit

Means the head of the relevant Academic Unit

In Survey

Means that a vessel has been examined within the past year by Officers of Marine and Safety Tasmania, and has been issued with a certificate of compliance as prescribed in the Act and the Code.

Manager/Supervisor

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, (which includes those with responsibility for students).

Navigate

Means to guide or control a boat.
Officer
For the purpose of this minimum standard Executive Deans and Heads of Organisational and Academic Units are deemed to be Officers under the Work Health and Safety Act 2012.

Organisational Unit
College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Other Person
For the purpose of this minimum standard, other person refers to a visitor using or being transported on a boat.

Other Waters
Means waters which are part of Tasmania and are not covered by the Act or Code, e.g. dams, ponds, etc.

Private Boat
Means any boat that is not owned by the University of Tasmania.

Restricted Coxswain Certificate
Means a certificate issued by Marine and Safety Tasmania (MAST) which is applicable in Tasmania.

Tasmanian Waters
Means the territorial waters and the inland navigable waters, which are part of the State of Tasmania.

Worker
Worker refers to any staff member, and to any student, volunteer or contractor using or being transported on a boat.

7 Supporting Documentation:
- Work Health and Safety Policy
- National Standard for Commercial Vessels (NSCV)

8 Versioning

| Former Versions | Version 1 | Boating Activity Policy; approved by OH&S Committee: 24 November, 1999; revoked by the Work Health and Safety Committee, 27 August 2013
| Current Version | Version 3 | Boating Activity Minimum Standard; (current document) approved January 2015, amended in December 2017 to reflect academic structures and nomenclature. |