

Health, Safety and Environment Management System

HSE-PRO-001 Boating Procedure

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1 Intent

To provide an overarching guide for the responsible management of the JCU owned boats and non-JCU owned boats that are used for JCU activities for the purpose of meeting safety requirements stipulated at law.

JCU intends to meet its boating safety obligations by identifying hazards, removing any associated risks and / or installing control measures to prevent or minimise the level of risk to staff, students, contractors, volunteers and visitors engaged in boating activities at the University.

These requirements are set out in the applicable Workplace Health and Safety Regulations, National and State Maritime Regulations, Workplace Health and Safety Codes of Practice and Australian Standards.

2 Scope

The Boating Procedure applies to all people who carry out boating activities at JCU.

This includes people who take part in research or a recognised programme of study at JCU and includes undergraduate, postgraduate studies and collaboration with outside agencies.

The Boating Procedure applies to boating on Queensland waters, international waters and other waters. Other waters may be where JCU teaching and research projects involve the use of a boat on a body of water that is not within the definition of Queensland waters, for example ponds or dams or private property.

The Boating Procedure does not include diving as a boating activity. HSE-PRO-002 Diving Procedure should be referred to for diving activities at JCU.

The Boating Procedure does not include the procurement of boats for JCU.

3 Definitions

Term	Definition
Boat	Means any vessel which is used or is capable of being used as a means of transportation on water and includes a speed boat, dinghy, punt and inflatable craft.
Boat Owner	For the purpose of this Procedure, the Boat Owner is the person that has legal interest in the boat i.e. James Cook University. The Boat Owner may not be the Boat Operator.
Boat Operator	This means the person operating the boat. Subsidiary JCU documents may also refer to this role as Master, Skipper or Handler.
University Boating and Diving Officer	The person appointed by the Boating and Diving Safety Sub-Committee that is responsible to oversee all vessel-based operations at James Cook University.
Crew	A qualified person(s) that may assist the Boat Operator in the

	operation of the boat.
Passenger	A person carried on a JCU owned boat that is not the Boat Operator or a member of the crew
Group Boating Officer	The person, appointed by the Boating and Diving Safety Sub-Committee, that has responsibility for safety compliance, maintenance and administrative functions of a boat owned by JCU and that is not directly managed by the University Boating and Diving Officer.
Boating and Diving Register	An electronic system that is used by Diving and Boating for the management of diving and boating operations JCU
Special personnel	Are carried on board in connection with the special purpose of the vessel, are not passengers or crew, and have knowledge of safety procedures and handling of safety equipment on board
Field Trip Leader	The person authorised by the Director / Dean to lead the field trip, and is responsible for the health and safety for all persons attending for the duration of the field trip.

4 Duty, Obligations and Responsibilities

James Cook University has obligations under the Work Health and Safety Act 2011.

Staff, students and volunteers have obligations under the Work Health and Safety Act 2011 to take reasonable care for their own health and safety and for the health and safety of other persons.

4.1 Boat Owner

The Boat Owner has obligations under the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* to 'so far as is reasonably practicable' to ensure the safe operation of boats.

The Boat Owner must implement and maintain Safety Management Systems (SMS) on their boat to comply with their statutory safety obligations.

The Boat Owner must adhere to the boat SMS, Operating Procedures and laws administered by Maritime Safety QLD, Australian Maritime Safety Authority (AMSA), The Great Barrier Reef Marine Park Authority (GBRMPA) and local Port Authorities.

4.2 Boat Operator

The Boat Operator must strictly adhere to all aspects of the boat SMS, Operating Procedures and laws administered by Maritime Safety QLD, Australian Maritime Safety Authority (AMSA), The Great Barrier Reef Marine Park Authority (GBRMPA) and local Port Authorities.

The Boat Operator must provide evidence of required certifications / qualifications, and receive approval from the UBDO or Group Boating Officer prior to operating any JCU owned boat.

4.3 University Boating and Diving Officer

The University Boating and Diving Officer (UBDO) oversee all vessel-based operations conducted under the auspices of James Cook University.

The UBDO directly manages the boats owned by JCU kept on-campus, Townsville.

The UBDO can restrict or suspend persons from operating JCU boats if it is believed they have not adequately fulfilled their responsibilities as a Boat Operator.

The UBDO manages the Boating and Diving Register and assures Group Boating Officers manage all JCU owned boats to operate to this Procedure

The UBDO facilitates general boating and boat specific inductions.

It is the responsibility of the UBDO to hold, as a minimum, a current coxswain ticket to fulfil the duties of this role.

The UBDO provides recommendation to the Boating and Diving Safety Sub-Committee for the appointment of the Group Boating Officer.

4.4 Group Boating Officer

The Group Boating Officer (GBO) ensures JCU owned boats are operated to this Procedure and can demonstrate this to the UBDO as necessary.

The GBO manages the boats that are owned by JCU and that are not permanently garaged at the Diving and Boating compound at the Townsville campus.

These boats may be kept on or off-campus. For example a GBO may be responsible for a boat that is assigned to a specific JCU research group, which may be based at the Townsville campus or another location.

The GBO is an appointment made by the Boating and Diving Safety Sub-Committee. To be considered, the applicant must:

- Have completed adequate training relevant to the role;
- Have adequate relevant experience to the role; and
- Be recommended for appointment by a UBDO

4.5 Crew

Crew must comply with the lawful directions of the Boat Operator and to comply with the approved instructions that have been developed to provide for their safety and that of others.

Crew of JCU owned boats have a responsibility to ensure they hold the required certifications and qualifications required to undertake the activity prior to undertaking that activity.

Crew must provide evidence of the required certifications / qualifications and receive approval from the UBDO or Group Boating Officer prior to assisting in the operation of any JCU owned boat.

4.6 Passenger

A passenger must comply with the lawful directions of the Boat Operator and Crew to comply with the instructions that have been developed to provide for their safety and that of others.

5 Requirements

5.1 Safety Management System

Both National and QLD Maritime Regulations require specific work health and safety mechanisms to be in place for boat operations.

The primary tool used to achieve this is by having a boat Safety Management System (SMS) in place. The SMS is more generic system for managing boat operations in comparison to the Boat Operating Procedures.

The objective of the SMS is *'to prevent human injury or loss of life, avoid losses due to damage...and avoid damage to the environment'* (NSCV Part E).

An SMS must be **implemented** and **maintained** for every boat owned by JCU.

All Boat Operators must have an understanding of the SMS for the boat they intend to operate.

5.1.1 Boat Operating Procedures

The Operating Procedure provides boat specific information and provide the essential information on how to safely operate and conduct work from that particular boat.

Every JCU boat must have a current Operating Procedures manual.

Where practical, the Operating Procedure should be kept on that boat.

A typical Operating Procedures manual contains information on the following:

- Standard equipment for the boat
- Pre-departure checks
- Safety equipment and personnel briefing
- Propulsion and fuel systems
- Loading, trim and boat handling
- Anchor and mooring
- Radio and other instrument operation

5.2 Document Management

The Safety Management System, operating procedures, training and induction requirements must be regularly reviewed by the Boating and Diving Unit to ensure currency.

Examples of events that may initiate a document review:

- As part of normal cyclic review processes
- Internal or external audit finding
- Infringement notice
- Legislative change
- Post incident investigation
- Changes to equipment or boats

All changes to the SMS must be approved by chair of the Boating and Diving Safety Sub-Committee.

Changes to the operating procedures, training and inductions are managed and approved by the UBDO or GBO.

Changes to the Safety Management System, operating procedures, training and induction must be communicated to the relevant stakeholders including Boating and Diving Safety Sub-committee.

Master copies of the current approved versions of the Safety Management System, operating procedures, training and inductions are to be kept in the Boating and Diving Register.

5.3 Identification of Risk and Assessment

A risk assessment must be undertaken for all work conducted from a boat, including the operation of the boat itself.

5.4 Boat Compliance

5.4.1 Safety Equipment and Communication Devices

It is the responsibility of the Boat Operator to ensure the boat is equipped with the communication devices and the safety equipment of a type, quality and quantity to control the risks associated with the operation of the boat, the number of persons on board and the potential risks.

All safety equipment must be regularly maintained and stowed in an area that is accessible at a time of need.

The boat must be regularly maintained to make sure it is in a seaworthy condition.

5.4.2 Pre-Departure Checks

Pre-departure checks must be undertaken and acknowledged prior to departing on any trip.

5.5 Emergency Procedures

Each SMS provides instructions for what to do in the event of an emergency on that boat.

All persons on board must have sufficient information and knowledge to effectively use all available safety equipment at time of need and facilitate search and rescue operations during daylight or at night.

5.6 Incident Reporting

The JCU Critical Incident Policy provides the overarching instructions for response to, and the management of a critical incident. All users of boating activities should be aware of the JCU Critical Incident Policy.

All incidents involving JCU owned boats and JCU activities must be reported into the JCU incident reporting system, RiskWare.

In addition, some incidences are required to be reported to the Marine Safety Agency. See the section below for what constitutes a reportable marine incident, and how to report it.

5.6.1 Workplace Incident Reporting

All incidents or hazards must be logged into RiskWare within:

- 24 hours for regional incidents
- 48 hours for national incidents
- 72 hours or reasonably practicable for International incidents

Where this timeframe cannot be met due to significant circumstances and reasonable methods have failed, on their return, the person involved, must submit a reason to their Director/Dean or equivalent and a note made in the incident notification once the incident has been submitted into RiskWare.

Where details are not confirmed due to communication issues an incident report can still be logged and details later changed as they are known.

5.6.2 Marine Incident Reporting

The *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* requires that the owner of a boat (Boat Owner) that is involved in a marine incident, report the incident within the required timeframes to the Marine Safety Agency. In Queensland, this is Marine Safety Queensland (MSQ).

The Boat Operator must report the marine incident to the UBDO in the first instance. The UBDO must then immediately notify the JCU HSE Unit.

The HSE Unit will report the incident to the Regulator and remain the contact throughout any investigation.

It is a legal requirement that the marine incident must be reported to MSQ as soon as possible. A written report must also be submitted within 72 hours of becoming aware of the incident.

Under the *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the National Law), a marine incident is classified as:

- A death of, or injury to, a person associated with the operation or navigation of a domestic commercial vessel
- The loss or presumed loss of a domestic commercial vessel
- A collision of a domestic commercial vessel with another vessel
- A collision by a domestic commercial vessel with an object
- The grounding, striking, flooding or capsizing of a domestic commercial vessel
- A fire on board a domestic commercial vessel
- A loss of stability of a domestic commercial vessel that affects the safety of the vessel
- The structural failure of a domestic commercial vessel
- A close quarters situation
- An event that results in, or could have resulted in:
 - The death of, or injury to, a person on board a domestic commercial vessel
 - Or the loss of a person from a domestic commercial vessel
 - Or a domestic commercial vessel becoming disabled and requiring assistance.
- The fouling or damaging by a domestic commercial vessel of:
 - Any pipeline or submarine cable
 - Or any aid to navigation within the meaning of the Navigation Act 2012 of the Commonwealth.
- A prescribed incident involving a domestic commercial vessel.

If in doubt about whether an incident is reportable, it should be reported.

All completed marine incident reports must be electronically attached to the associated incident that has been logged into RiskWare.

5.7 Licensing / Certification Requirements for Operating University Boats

The SMS will stipulate the licensing or certification requirements required by law to operate that boat.

Licenses or certificates of competency must remain current. The Boat Operator must ensure licence or certificates of competency do not elapse over the duration of the trip.

Evidence of renewed / updated licenses or certificates of competency must be provided to the UBDO or Group Boating Officer to ensure the Boating and Diving Register reflects the licensing or certification required by the Authority at all times.

5.8 Minimum Crew

The boat SMS must be referenced to determine the minimum number of persons that must accompany the Boat Operator on a voyage on that boat.

If deemed necessary for the Boat Operator to work alone, a system must be put into place to control the associated risks identified through a risk assessment and approval given by the Boating and Diving Office.

5.9 Non-JCU Boats

Any boat used for JCU work in Australian waters must be commercially registered, unless the law permits the use of an unregistered boat.

Any work proposed using non-JCU boats will be assessed by the UBDO based on the commercial registration details of the boat, the suitability of the boat for the task, safety compliance, crewing requirements and any other operational or compliance concern.

5.10 Training

Only those people who have successfully completed the required training and who have adequate experience and who have completed the required inductions may be approved to operate a JCU owned boat.

Minimum training / experience / induction requirements will be stated in the SMS of that boat. The Crew and / or Operator must provide evidence of such prior to undertaking any boating activities to the UBDO.

In addition, all personnel on board a boat must be briefed by the Boat Operator on the risk assessment for the trip to be undertaken, and other specific safety aspects such as emergency procedures and safety equipment.

5.11 Boating and Diving Register

The Boating and Diving Register is a database that is used for the management of diving and boating activities at JCU.

The Boating and Diving Register provides a centralised data management process for diving and boating document management, certification of boat operators and users, regulatory boating compliance information.

Access and administrative permissions is managed by the UBDO.

Boat Operators and Crew are required to establish a profile on the Boating and Diving Register and upload all required certifications and qualifications prior to undertaking duties on JCU owned boats. It is a requirement of the participants to maintain the information kept in the system to ensure current documentation is maintained at all times.

The UBDO and GBO use the Boating and Diving Register to ensure all participants and operators have the relevant certifications and licenses to perform boating and diving activities proposed for a field trip.

5.12 Boating Field Trips

All boating field trips must be logged in the Boating and Diving Register prior to the trip. The Field Trip Leader must provide an appropriate risk assessment for the field trip and the proposed activities. The Field Trip Leader must demonstrate how the work will comply with any applicable operating procedures. The HSE Field Trip Procedure outlines the requirements for all field trips.

6 Related Documents, Legislation and Other Resources

6.1 Related Documents and Other Resources

Procedure	HSE-PRO-002 Diving Procedure
Policy	Critical Incident Policy

6.2 Regulatory Authorities and Other Relevant Entities

Australian Maritime Safety Authority (AMSA)

Maritime Safety Queensland (MSQ)

6.3 Related Legislation, Codes of Practice and Standards

Legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Maritime Safety Queensland Act 2002 Maritime Safety Queensland Regulation 2002 Transport Operations (Marine Safety) Act 1994 Transport Operations (Marine Safety) Regulation 2004 Marine Safety (Domestic Commercial Vessel) National Law Act 2012 Marine Safety (Domestic Commercial Vessel) National Law Regulation 2012
Codes of Practice	
Standards	National Standard for Commercial Vessels (NSCV)

7 Administration

NOTE: Printed copies of this Procedure are uncontrolled, and currency can only be assured at the time of printing.

7.1 Approval Details

HSE-PRO-001 Procedure Sponsor	Associate Director, Health, Safety & Environment
Approval Authority	Deputy Vice Chancellor, Services and Resources
Consultation Committee	Health, Safety, Environment Advisory Committee
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Contact Unit	safety@jcu.edu.au

7.2 Revision History

Version	Date Amended	Description of changes	Author
1.1	26/10/2015	Procedure naming convention amended to: HSE-PRO-001 - Boating Procedure	Health, Safety & Environment
1.0	22/10/2015	Procedure established	Health, Safety & Environment

Keywords	
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8 Schedule

Not applicable

9 Appendices

Not applicable