

MINUTES

BOATING & DIVING SUB COMMITTEE

(1/16)

16 FEBRUARY 2016

	PRESENT:	Andrew Krockenberger (Chairperson), Glen Ewels, Rob Coles, Alastair Birtles, Diane Rowe, Jamie Seymour
	ATTENDANCE:	Michelle Nethery (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor)
1	APOLOGIES:	Marcus Lane, Phillip Osmond, Phillip Munday, Mel Marke, Mark McCormick
	NON ATTENDANCE:	
2.	MINUTES:	The 04/15 Minutes of the Boating & Diving Committee held on the 22 September 2015 were adopted as a true and correct record. Noted apology from Jamie Seymour for 4/15 meeting. Accepted by Andrew Reddicliffe, Seconded Rob Coles.
3.	ACTION REGISTER	
	<p><i>Item 1 – Resources & Processes:</i> <u><i>Boating & Diving Procedure:</i></u> Boating and Diving Procedure approved and published. Close 1/16</p> <p>Alastair Birtles noted congratulations to the team in pulling this together. Alastair also queried HSEAC Outcomes 3/15 Item 14 – Boating & Diving Procedure endorsed with some minor amendments to wording. Andrew Reddicliffe confirmed that these changes were not in relation to the Procedure but referred to the Diving Manual as noted in the 4/15 Boating and Diving Minutes- no actual changes were made to the Procedures. Alastair also queried if a Flying Minute occurred in relation to the forwarding out of changes for the Diving Manual. Action: Secretariat to follow-up 2/16 Meeting.</p> <p><u><i>Notification to Deans:</i></u> Chair has written to the Deans of each College to advise of new Procedures. The Chair to check wording of initial letter to Deans regarding all aquatic or marine activities require ratification by the Boating and Diving Unit. Amend if required. Further communication to occur with final amendments to Dive Manual and development of a new Guideline/SOP for non-registrable craft. Time frame: 2/16 meeting</p> <p><i>Item 2 - Resources & Process – Implementation of Standards (Boating):</i> <u><i>Non-Registrable Craft:</i></u> Rob Coles and Glen Ewels to develop a basic guideline/SOP for use with all non-registrable craft which should be covered off with a risk assessment. Use of any type of marine craft should be approved the Boating and Diving Unit. Suggestion by Alastair Birtles that the tourism industry deal well with some of the areas that will need to be covered off. Rob Coles cautioned that tourism industry practices may be inappropriate due to different supervision needs. Time frame: 02/16 meeting</p> <p><u><i>Boating & Diving Records & TRIM:</i></u> Glen Ewels advised that a few meetings have now been held between himself, Daniel (DakTech) & Chezelle Boevink, Corporate Records Manager. Still trying to identify and determine the details of what needs to be archived, the condensing of information & interval uploads to TRIM. Glen Ewels requested that the HSE unit advise what needs to be archived into the TRIM folders. Andrew Reddicliffe, Glen Ewels and Corporate Records Manager to meet to specify the exact information that should be archived, discuss requirements and technicalities on providing this data. Time Frame: 03/16 meeting</p> <p><u><i>SMS & Operating Plans for all Vessels:</i></u> SMS and OP's of all vessels to presented at the 02/2016 Committee (Part B) for noting</p>	

and ratification. Papers presented at 01/16 for the James Kirby, Saurida, Sea cow and Terapon II to be updated with current relevant contacts. Time Frame: Papers for all JCU vessels to be presented and included under Section B at the 02/2016 meeting.

***Item 3 – Resources & Process – Implementation of Procedures (Diving):
Rewording of Dive Manual:***

Glen Ewels provided the “change-tracked” Dive Manual with the suggested changes particularly regarding “breath-hold” diving. Committee noted further changes needed on page 4 in relation to Contact Information. Changes were made in 3 areas: supervision and modification of dive plans by Supervisor; separating snorkelling from breath-hold diving; and filling of air tanks. There was discussion regarding the description of use of safety tether and float in breath-hold diving- Alastair Birtles raised issue regarding safety line length. Committee agreed on the following changes to this section: delete the word “highly” from first sentence, second paragraph. Remove line “if used a safety line must be at least 5m greater in length than the maximum depth of the dive site”. Add lines “exceptions..... or in clear open waters where the sea conditions may make the use of a float impracticable”. It was noted that these guidelines did not remove the need to consider these issues in the individual risk assessments and the risk management process evaluated by the Boating and Diving Officers.. Close 2/16

The issue of staff and volunteers undertaking recreational diving and snorkelling activities after their formal work activities have been completed for the day was raised. The need to clarify and meet JCU requirements and responsibilities was discussed by the Committee. Alastair Birtles advised that his volunteers often engage in after-work activities with the partner tourism operator under that tourism operator’s commercial diving requirements. Rob Coles, Glen Ewels and Andrew Krockenberger to discuss appropriate wording to ensure all areas/situations covered. Distinction between work time and personal time needs and responsibilities to be clarified and include volunteers and overseas situations. Advice to be sought by the Chair and HSE Advisor regarding the issue of distinguishing between work and after-hours.

Induction Process for Filling of Air Tanks & Use of Compressors:

Rob Coles to develop induction process for the filling of air tanks and use of the compressor in Cairns. Induction and training to be undertaken by all relevant users of this scuba tank filling equipment. Target Completion Date 1/3/2016.

Diving Procedure:

Diving Procedure finalised and published in Policy Library. Close 1/16.

Item 4 – Resources & Process – Implementation of Standards (Boating):

Boating and Diving Procedure forwarded to MSQ for review. Advised that all standards met. Close 1/16

Item 5 – Resources & Process – Implementation of Standards (Diving):

Diving Procedure forwarded to WHSQ for comment. Advised that all requirements met. Close 1/16

Item 6 - General Business – First Aid Kit

Glen Ewels currently working with Dennis Holden from the HSE Unit. Class C boats under old legislation required Level F marine first aid kits which are expensive to maintain and keep current. Risk assessment process occurring to assess the level of AMSA requirements for first aid capability. Close 2/16 meeting

Item 7 – General Business – Survey under the National System for Domestic Commercial Vessels – Regulatory Impact Statement for Consultation

Liaison with Lizard Island occurred- collaborative joint submission. No response from

	<p>AMSA to date. Close 1/16</p> <p>Item 8 – Deputy Chair Role – TOR Chair advised invitation was sent and accepted by Mark McCormick to act as Deputy Chair, Boating & Diving. He will replace Marcus Sheaves as the representative of Marine Biology users on the committee. Close 1/16</p> <p>Item 9 – General Business – Commercial Vessel Operators Chair advised no action to take at this point in time. There was agreement that charter agreements should ensure that commercial vessels chartered should meet same standards (or higher) as JCU vessels. Close 1/16</p>
4.	COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS
	Glen Ewels advised he is currently in communication with AMSA. Safe Work Australia have put out questionnaire for modification to workplace diving regulations. Template sent out with basic information and a response forwarded. Workshop to be held in Adelaide in March regarding this. Some issues with boating and scientific work. Phil Orsmond and/or Glen Ewels to attend this. Update to be provided at 2/16 meeting
5.	RESOURCES & PROCESS (IMPLEMENTATION OF STANDARDS)
	Boating and Diving Procedures completed and no further issues discussed as covered in Action Items.
6.	REPORTING & VERIFICATION
	<p>Riskware Report – 2015 Annual Report Incident, Hazards, Notifiable Events, Potential High/Very High Report noted. HSE Advisor noted that an incident occurred at the end of last year. Control measures now in place for Kirby, investigations still occurring but not related to a specific boating and diving incident, but rather a staffing concern.</p> <p>Diving incident has been reported. This occurred in January 2016 in PNG, some mild decompression symptoms – symptoms did not dissipate. Contacted DAN (Divers Alert Network) and was evacuated back to Port Moresby and then had some treatment here in Australia. Diving doctors now advising okay and no further risk with diving again. Difficulty getting information from doctors due to privacy requirements. Actions: Boating officer undertaking an internal review of circumstances. HSE Safety Officer wants further investigation on the process of triggering of alerts between DAN and links with JCU’s Red Alert and Riskware system. Reporting and notification process and interaction with the HSE unit needs to be formalised. Query institutional membership for DAN. For review 2/16 meeting.</p> <p>2015 Annual Report Accepted with Jamie Seymour’s attendance to an apology for last meeting.</p>
7.	GENERAL BUSINESS
	<p>Business Arising HSEAC Alastair Birtles raised HSEAC action items and discussions regarding field trips. HSE Advisor noted that all feedback has been taken on board and field trips will now be streamlined. Not replacing the current Boating and Diving Register because the Field Trip module under development does not meet all requirements. Andrew Reddicliffe advised that this same process occurs within the Higher Education System and are working with Monash to try and develop a simpler process. Current B&D process to remain unless it can be eventually replaced by a better, simpler system.</p>

Alastair Birtles raised HSEAC lead indicators. Audits/inspections/incident ratio to be developed. Alastair was also concerned with the 21 day benchmark not being appropriate for any boating and diving incidents as when they do occur they tend to be more complex. The Chair advised that this was not being applied in an overly prescriptive way and not a major concern.

Update on JCU & Sector HSE Matters

Nil reported.

Update on Industry HSE Standards & Practices

Nil noted.

Review Terms of Reference & Membership

The Committee accepted the reviewed 2016 Terms of Reference with the only change to keep Phil Osmond as a Boating and Diving SME together with Glen Ewels. Phil Osmond will be double-listed as the Committee Member for the James Kirby as well.

Schedule of Business and Proposed Dates for 2016

Changes to Schedule of Business and Proposed Dates accepted.

Meeting closed 12 noon.

Confirmed:



Chairperson
16 February 2016