

	PRESENT:	Andrew Krockenberger (Chairperson), Philip Osmond, Glen Ewels, Alastair Birtles, Diane Rowe, Mark McCormick (Deputy Chair)
	ATTENDANCE:	Michelle Nethery (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor)
1	APOLOGIES:	Phillip Munday, Rob Coles, Mel Marke (received after meeting commenced)
	NON ATTENDANCE:	Jamie Seymour
2.	MINUTES:	The 01/16 Minutes of the Boating & Diving Committee held on the 16 th February 2016 were adopted as a true and correct record. Moved: Alistair Birtles Seconded: Glen Ewels
3.	ACTION REGISTER	
	Item 1 – Resources & Processes:	
	<u>Boating & Diving Procedure:</u>	Secretariat reported that there were no flying minutes regarding the Dive Manual and that Andrew Reddicliffe who attended the HSEAC meeting advised that no changes were made to the Procedure. Close 2/2016.
	<u>Notification to Deans:</u>	Chair advised no further communication had been sent to Deans. Chair felt that this communication could now be sent as the last issues regarding the Dive Manual have now been completed. Remaining issue is in relation to the proposed new Fair Use Policy/Guideline (see Item 3 – Implementation of Procedures).
	Item 2 - Resources & Process – Implementation of Standards (Boating):	
	<u>Non-Registrable Craft:</u>	See Minutes (Item 5).
	<u>Boating & Diving Records & TRIM:</u>	Glen Ewels reported that it was still unclear as to what boating & diving records actually belong in TRIM. Glen requested that Safety be more involved as he is having difficulty in ascertaining what actually needs to be kept. Andrew Reddicliffe to liaise with Glen and Manager, Corporate Records to progress this - due 3/16 meeting. Issues relating to server and back-ups currently being investigated in relating to the current diving system. Diane Rowe to report on how the server back-ups are being progressed at 3/16 meeting.
	<u>SMS & Operating Plans for all Vessels:</u>	Phil Osmond advised that AMSA are taking over from MSQ and have new formatting requirements of the Safety Management System (SMS) that need to be now incorporated into the SMS of each vehicle. Chair queried whether the other operators are responsible for modifying their own SMS and OP's for vessels. Phil Osmond advised that there are operating documents for each vessel, these need to be updated and modified to fit the AMSA format.
		The HSE Safety Advisor queried the generic Operating Plans (OP) provided to the B&D Unit. It was questioned whether it can be confirmed that the individual owners had modified these OP to truly reflect their own vessel. Proper evaluation of documentation needs to be performed as the onus would be on JCU should there be an incident. The Chair suggested that activities not be allowed if there is no current SOP/Operating Procedure for a particular vessel. The issue is with the checking of these documents against the vessels due to the large number of vessels operated by JCU and the wide distribution of these across Qld and the NT. The Chair noted that a substantial number of vessels are operated by TropWater, which has a Boating Officer so should be able to provide details quickly.
		The Chair proposed that Phil Osmond, Boating Officer, provide the new AMSA template

for the new SMS's within a week and forwarded out to all operators. Request then to go out to all caretakers that they have a week to provide current SMS and OP.

Phil Osmond to provide list of caretakers to Chair prior to 11 May. Chair to write to each of the Caretakers stating that the new format is required 1 month after letter sent, if not any activities operating from that vessel to cease until such documents received.

Item 3 – Resources & Process – Implementation of Procedures (Diving):

Rewording of Dive Manual:

Secretariat noted that Rob Coles had advised that he had forwarded the revised manual to the Committee and had not received any further feedback.

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

See Minutes, Item 5. Accepted by Committee if SOP renamed to be named for a specific compressor. Close 2/16

Guideline to Cover staff undertaking recreational diving & snorkelling on JCU Worksites after hours:

The Chair emphasised that there is a much larger issue than just rewording of the Dive Manual, such as a requirement for a Fair Use Policy/Guideline to encompass staff and volunteers undertaking recreational diving/snorkelling activities after work in addition to use of JCU equipment. The Chair noted this was particularly relevant for Orpheus Island due to staff living onsite and for other remote locations. Alastair Birtles also raised the issue of mixed work/recreation purposes and requested that the development of this Guideline involve consultation with staff who are actively involved in these areas. Mark McCormick queried whether AIMS or Lizard Island would already have developed a Policy/Guideline as a baseline. Mark McCormick to consult with AIMS regarding their Policy/Guideline. Timeframe 3/16.

Item 4 - General Business – First Aid Kit

Glen Ewels reported that a Risk Assessment template had been provided from the Safety Unit. This template has been forwarded to all boat owners/caretakers to make them aware that they can use and modify for assessment of their individual first aid requirements. It was noted that this is an auditable requirement by MSQ. Phil Osmond emphasised that these should be included in each vessels SMS plan.

The Chair proposed that an audit be conducted by the HSE Unit in conjunction with the B&D Unit with regard to ensuring that all vessels have the correct documentation requirements for boats. HSE Safety Advisor requested that this be forwarded to HSEAC for discussion.

It was requested that any documentation forwarded out to vessel owners/caretakers by the B&D unit be copied to the committee.

It was noted that the Risk Assessments for Diving activities includes a first aid element, other activities may not include this aspect.

Item 5 – Compliance, Operational Activities & Hazards – Regulatory Legislation Updates

Glen Ewels remarked that he wasn't able to attend the meeting in Adelaide but had received some papers from it. Glen noted that there was some concern with distinction between high risk and non-high risk diving. Secretariat to forward out these discussion papers.

	<p>ITEM 6 – REPORTING & VERIFICATION</p> <p><u>DAN, Riskware & JCU Red Alert Systems</u> The Chair advised that he had held initial discussions with Vanessa Cannon, Chief of Staff, who is looking into this and is currently waiting on a response from her.</p> <p><u>DAN Membership</u> Relates to above. Chair to investigate possibility of institutional membership and how DAN provides notification back to JCU of any incident. Update for 3/16</p>
4.	COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS
	See Action Item 5.
5.	RESOURCES & PROCESS (IMPLEMENTATION OF STANDARDS)
	<p><u>Human Powered Vessels SOP</u> Tabled at the meeting was the Safety Operating Procedures (SOP) for Human Powered Vessels which had been developed by Rob Coles, TropWater. Glen Ewels commented that apart from TropWater and Orpheus Island no other areas use these types of vessels. It was noted that any variants can be covered off under a Risk Assessment. Committee approved the draft Standard Operating Procedure. Glen Ewels, Phil Osmond to communicate out the SOP to all relevant areas. Close 2/16</p> <p><u>Scuba Tank Filling Compressor SOP</u> SOP developed by Rob Coles, TropWater, Cairns- specific to their particular area. Noted that Committee were happy to approve the tabled SOP with the clarification that it is for use of the specified TropWater Scuba Tank Compressor only. All other compressors already have SOP's in place and are only operated by staff. Close 2/16</p>
6.	REPORTING & VERIFICATION
	<p><i>Riskware Report – 2015 Annual Report Incident, Hazards, Notifiable Events, Potential High/Very High</i></p> <p>Glen Ewels stated that there was one (1) incident reported which relates to an incident in PNG with an individual with possible bends and noted that they require further communication with the individual concerned - more in relation to behavioural field trip issues.</p> <p>It was strongly stressed by the Committee that any diving related incident should be dealt directly with DAN (due to their expertise in this field), any other incidents should be through Red Alert. Glen Ewels raised the issue with regard to students who may be booking and paying for their own travel and having to individually register with Red Alert. The HSE Safety Advisor raised concerns with timeframes of being alerted to any incidents that were being managed by DAN to allow for appropriate JCU management. It was noted that DAN is only required for oversea trips.</p>
7.	GENERAL BUSINESS
	<p><i>Business Arising HSEAC</i> Nil to report.</p> <p><i>Update on JCU & Sector HSE Matters</i> The HSE Safety Officer queried whether there should be more representation on the</p>

Committee. Chair suggested that the university needs to move away from having 2/3 of boats devolved and not being managed in a central way and that boating and diving be managed centrally in an appropriate facility with appropriate staffing. Working out an appropriate balance of management and devolvment needs to be determined. Chair advised that there will be a user group to be developed for the Boating & Diving group to explore further these options.

HSE Safety Advisor suggested that communication channels be explored with other boat users across the University to ensure that information can be promulgated to other boat owners/caretakers and that there be a process for boat owners/caretakers to provide information back to the committee. Chair requested HSE Advisor to investigate how this process can be achieved, update 3/16.

Update on Industry HSE Standards & Practices

Nil noted.

Meeting closed 3:20 pm.

Confirmed:

Chairperson
4 May 2016