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| | PRESENT: | Andrew Krockenberger (Chairperson), Mark McCormick (Deputy Chair), Glen Ewels, Diane Rowe, Rob Coles, Ben Lawes, Jamie Seymour |
| | ATTENDANCE: | Michelle Nethery (Minutes Secretary), Andrew Reddicliffe (Permanent Advisor) |
| 1 | APOLOGIES: | Philip Osmond, Phil Munday, Mel Marke |
| | NON ATTENDANCE: | |
| 2. | MINUTES: | The 04/16 Minutes of the Boating & Diving Committee held on the 10 th October 2017 were adopted as a true and correct record. Moved: Glen Ewels Seconded: Mark McCormick |
| 3. | ACTION REGISTER | |
| | | <p><i>Resources & Process – Implementation of Procedures (Boating):</i></p> <p><u><i>Item 1 - New AMSA Template for SMS & Operating Plans to all Caretakers:</i></u> Glen Ewels noted document sent through as an addendum to original papers. Glen commented that future changes may occur in alignment due to R&I restructure and that the body of documents should be fine unless a boat owner raises an issue regarding this – noting however, that these documents will always be in a cycle of continuous updates.</p> <p>Rob Coles reported that some of the links were not working. Rob also noted some confusion in relation to reporting of incidents and whether this should be through Riskware and the HSE Unit then being responsible of reporting through to the appropriate body regarding any notifiable incidents. Man-over-board process induction to be reviewed as every 3 months not practical for all boats.</p> <p>The Chair noted that from the report provided to him that there are 8 boats without a current SMS and not currently in operation, as they have no current use within JCU requirements. Chair raised issue as to then whether the boats should be sold off.</p> <p>Action:</p> <ul style="list-style-type: none"> • Rob Coles to provide detail around wording regarding man-over-board procedures. • Glen Ewels and Andrew Reddicliffe to review process regarding Notifiable Incidents to meet JCU and AMSA requirements. • Chair to action an investigation into the possibility of divesting the eight boats identified as not in operation. <p><u><i>Item 2 - List of Caretakers & Letter to Caretakers regarding new format SOP & OP:</i></u> Covered under Item 1. Close 1/17.</p> <p><u><i>Item 3 - Server Back-up Progress:</i></u> Di Rowe advised that she had spoken to relevant personnel but noted this has not progressed and no quote has been provided. Timeframe: 2/17 meeting</p> <p><i>Resources & Process – Implementation of Procedures (Diving):</i></p> <p><u><i>Item 4 - Staff undertaking recreational diving & snorkelling on JCU Worksites after hours:</i></u> Chair noted that advice received was that there can be no distinction between work and recreational activities as per HSE advice – hence no wording to be drafted. All activities to follow normal work related rules. Committee discussed the issue with regard to OIRS staff and recreational activities. Chair to contact OIRS regarding personal activities on days off. Close 1/17.</p> <p><i>Compliance, Operational Activities & Hazards – Regulatory Legislation Updates</i></p> <p><u><i>Item 5 - DAN, Riskware & JCU Red Alert Systems</i></u> Chair noted that he has been advised that the JCU International Insurer assures JCU that</p> |

there is no necessity to have DAN membership due to the fact that they both utilise the same providers. It was noted however, if you are taking personal recreational activities whilst away individuals may still wish to undertake personal insurance with DAN.

Jamie Seymour questioned if individuals are required to follow Insurer procedures in particular around jellyfish stings where they state you need to treat with vinegar whereas JCU research indicates otherwise. Andrew Reddicliffe to contact Kama Weier, JCU Insurance Advisor for advice.

Glen Ewels queried whether the JCU Insurance Officer should be provided with an approved trip plan in particular for overseas trips. Glen Ewels requested a clear pathway of what requirements are to be met. Chair to provide advice to Glen Ewels.

Mark McCormick noted that DAN have a variety of levels of insurance – in particular coverage for issues requiring long term assistance which cover aspects such as wages etc. Mark queried if this level of coverage would be provided under the JCU insurance.

Action:

- HSE Advisor to contact JCU Insurance Officer regarding protocols around following insurance procedures, particularly around jellyfish stings.
- Chair to provide advice to Glen Ewels regarding what information will be required to be provided to JCU Insurance Officer.
- Chair to request a comparison of the two Product Disclosure Statements on coverage in relation to diving activities.

General Business

Item 6 - Communication Channels to Boat Owners/Caretakers

Glen Ewels noted that he was unsure as to what is happening with the website. Di Rowe advised that the Boating and Diving content still needs to be finalised. Di Rowe to follow-up.

Item 7 – Boat Chartering

Committee noted list provided by Glen Ewels, Glen noted that there was one more to be added. Glen Ewels stated that they have a system when chartering that the providers need to provide a Certificate of Operation together with an Air Purity Certificate if undertaking diving activities. These vessels were being entered into the Boat Register (as Z Boats) which represent chartered boats in use.

Chair noted with the decommissioning of the Kirby that JCU will need to go to a tender process for Preferred Providers who will then be required to meet a variety of requirements.

Rob Coles queried what level of documents were required when utilising other government bodies vessels. Chair also noted that this becomes difficult when undertaking activities overseas. Glen Ewels suggested that this should come down to the Trip Leader to ensure that all safety requirements are met regarding Duty of Care obligations. Chair noted that further discussion also required for live-aboard vessels.

Action:

- Glen Ewels to provide a paper related to boat chartering framework to be provided to the Committee by 3/17 Meeting.

Item 8 – Terms of Reference

See Agenda Item 7 General Business.

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| 4. | COMPLIANCE, OPERATIONAL ACTIVITIES & HAZARDS |
| | <p>Regulatory Legislation Updates Nil reported. Glen Ewels noted that still awaiting response regarding submissions to AMSA in relation to boating and diving legislative updates.</p> |
| 5. | RESOURCES & PROCESS (IMPLEMENTATION OF PROCEDURES) |
| | <p>Glen Ewels advised that he is currently reviewing the Competency Assessments in particular for diving with assistance from medical personnel. Chair suggested that a forum is required for regular monthly meeting with other Boating and Diving Officers.</p> |
| | <p><u>Action:</u></p> <ul style="list-style-type: none"> • Glen Ewels to arrange meeting with Ben Lawes, Andrew Krockenberger and Shawn Smith regarding Boating and Diving Officers roles and responsibilities and future regular meetings between Boating and Diving Officers. |
| 6. | REPORTING & VERIFICATION |
| | <p>Riskware Report –Incident, Hazards, Notifiable Events, Potential High/Very High Incidents (2016 Annual Report) Andrew Reddicliffe reported only 4 incidents from 2016. Chair requested information on how many boating and diving activities were undertaken across the University to be included into future reports. Glen Ewels to provide data for each quarter, Glen noted only able to provide data at a University level.</p> <p>DTHM also to be added into the Riskware report as a separate column- does include some relevant activities.</p> <p>2016 Annual Report of Committee Andrew Reddicliffe advised that this report is a breakdown of topics covered and outcomes together with Attendees for the 2016 period. Accepted by Committee.</p> |
| | <p><u>Action Items:</u></p> <ul style="list-style-type: none"> • Glen Ewels to provide HSE Administrative Officer with quarterly reports on registered boating and diving activities across the university. • Administrative Officer to add DTHM under Business Units in Riskware Report. • Administrative Officer to add Registered Boating & Diving Activities into Riskware Report. • The Boating and Diving sub-committee recommends the acceptance of the 2016 Annual Report of the Boating and Diving Sub-Committee of HSEAC. |
| 7. | GENERAL BUSINESS |
| | <p>Business Arising HSEAC Nil to report.</p> <p>Update on JCU & Sector HSE Matters Nil to report.</p> <p>Update on Industry HSE Standards & Practices Nil noted.</p> <p>Review Terms of Reference and Membership of Committee The following changes were noted for the 2017 Terms of Reference and Committee Membership:</p> |

- Boating and Diving Officers:
 - Mr Phillip Osmond to be removed as Boating and Diving Officer due to acceptance of a redundancy
 - Additional Boating and Diving Officers to be added:
 - Boating & Diving Officers (OIRS) - two to be nominated due to the roster situation – names to be provided.
 - Boating & Diving Officer (Cairns) – Mr Paul Leeson
- Member of the Division of Research and Innovation (James Kirby) – Mr Ben Lawes to replace Mr Phillip Osmond. After retirement of the James Kirby at end of June, Ben Lawes to remain as an invited Committee guest.
- Member of the Division of Tropical Environments and Societies – vacant position – Chair to discuss with Deputy Chair on suitable replacement and invite to be sent.

Schedule of Business and Proposed Dates 2017

No issues noted with proposed dates. HSE Administrative Officer to organise room bookings for the remainder of the year.

External Audit of Boating and Diving

Glen Ewels queried that he had heard that an external audit was to occur. The Chair confirmed that there is an intent for an external audit to occur, run via the HSE Unit. However, at this stage it appears that no suitable auditor is available within the sector. Andrew Reddicliffe advised that a recent government body, Reef Check, had undertaken a recent boating and diving audit by a company called AusSafe. Currently awaiting to see what the costs may be. The Chair noted that costs may determine how regular these external audits may occur – potential timeframe of every 5 years. HSE Advisor noted that this audit will only be based on health and safety processes and requirements.

Chair noted the work that Glen Ewels and Amos Mapleston had undertaken with an internal audit performed last year.

Research Infrastructure Change Plan

B&D Officers now sit under MARF (Marine and Aquaculture Research Facility) supervised by Ben Lawes. Ben noted that no practical aspects of this change have been acted upon as yet.

Committee noted that Phil Osmond was offered a redundancy, which has been accepted, so is finishing at JCU around the end of March, 2017. Chair noted the loss of expertise that Phil brought to the Committee and the University.

Actions:

- The revised Terms of Reference for 2017 were accepted with the following changes:
 - Boating and Diving Officers:
 - Mr Phillip Osmond to be removed as Boating and Diving Officer due to acceptance of a redundancy
 - Additional Boating and Diving Officers to be added:
 - Boating & Diving Officers (OIRS) - two to be nominated due to the roster situation – names to be provided.
 - Boating & Diving Officer (Cairns) – Mr Paul Leeson
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| | <ul style="list-style-type: none">• HSE Secretariat to book and send calendar invites for remaining Committee Meetings for 2017. |
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Meeting closed – 11:45 am.

Confirmed:

Chairperson
13 February 2017