

1 APPENDIX 8 - Principal Dive Supervisor Responsibilities

The overall and specific responsibilities of a Principal Dive Supervisor include at least the following:

On Appointment

- Ensuring they have a working familiarity with the Queensland Diving Code of Practice, the Australian Standard AS/NZS 2299.2:2002 for Scientific Diving, and any other relevant JCU policies and procedures;
- Ensuring they have a comprehensive knowledge of the workings of the DCIEM decompression tables, and any other decompression tables that may be approved for use from time to time;
- Completing and forwarding a copy of a JCU *Principal Dive Supervisor Induction Statement of Understanding* to the UDO.

Pre Dive

- Ensuring that the diving operation, Risk Assessment, and all dive sites have been registered with and approved by the UDO;
- Ensuring suitable measures to control any identified risks have been determined, and ensuring that any individual delegated as responsible for implementing these is capable of doing so, and does them;
- Including in the Risk Assessment an Emergency Evacuation Plan, detailing intended procedures for transporting divers to the nearest usable and available recompression facility, and including a realistic estimate of the time necessary for this in the event of an accident (such time is to be taken as the time from when the diver leaves the water to the commencement of his/her recompression in the chamber);
- Ensuring all divers on the dive team are listed as current on the JCU Diver Register
- Communicating all identified issues from the Risk Assessment to all divers on the dive team;
- Ensuring that a Dive Approval has been completed AND APPROVED by the UDO, for the diving operation, prior to departure for the trip. A Dive Approval must be completed and approved for every diving trip.
- Notifying a Nominated Contact of details of the diving operation and ensuring the Nominated Contact is aware of their responsibilities in the event personnel from the trip do not report by the designated time;
- Conducting a pre trip briefing with the Master of any mother ship being used for a JCU diving operation, before the ship leaves port, detailing the diving activities to be undertaken;
- Ensuring that all required diving and safety equipment is in good working order, has been packed (including adequate oxygen supplies), and is transported to the dive site;
- Determining whether or not travel after the dive will exceed an altitude threshold, and ensuring that the correct delay before travelling after diving is observed taking into account the type of diving done, and risk factors that may require an extension to the delay period;
- Restricting or suspending any operation considered unsafe, whilst in the field, with particular attention to weather forecasts and prevailing conditions;
- Ensuring there are adequate means of communication at every dive site in case of emergency;
- **Conducting a pre-dive briefing** (see [Appendix 2](#)) in the presence of the entire Dive Team (including Diver's Attendants, Boat Handlers and Divers) and discussing all necessary control measures with the Dive Team, in particular where any dive operation contains one or more of the high risk factors listed in various sections and appendices of this Diving Procedures Manual;
- Ensuring every diver is fully aware of their particular tasks for the dive, including knowing which other divers that they are to act as a buddy for;
- Assessing the fitness of all team divers on site immediately before the dive, and vetoing any dive as required, where there is some uncertainty that a diver could safely complete it;
- Nominating a Dive Leader to control the underwater part of the diving operation for each dive team, where there are multiple teams or when the Principal Dive Supervisor is staying at the surface during the dive;
- Delegating full responsibility for monitoring the diving operation, including diver recall and diver safety, to the Diver's Attendant, in the event that the Principal Dive Supervisor intends to dive;
- Ensuring all divers conduct a pre-dive equipment check of their own and other diver's equipment, including, for any diver wearing 'bailout' equipment, performance of a 'bailout' contents check (with details to be recorded by Diver's Attendant) & a bailout activation drill;
- Ensuring all required pre-dive information is accurately recorded on the Dive Record Form;
- Ensuring all divers are aware of their current nitrogen loading status before entering the water, as well as of the permitted maximum bottom time for the intended maximum dive depth as well as the next deepest depth group on the decompression tables;
- Ensuring that a properly qualified and capable Dive Leader is in charge of the 'in water' conduct of the dive, including dive termination in the event of unforeseen circumstances that may reduce diver safety.

During Dive

- Ensuring a qualified and capable Diver's Attendant is present at the surface during every dive, unless otherwise approved;
- Ensuring that the dive is conducted according to the Dive Plan, and within the no-decompression limits of the decompression table approved for the dive;
- Ensuring all dive details for dives conducted on the trip are recorded by a Diver's Attendant on a JCU *Dive Record Form* (see Form 8) **DURING** the dive, listing requested details of that dive;

Post Dive

- Ensuring no divers have exceeded permissible bottom times, or experienced any risk factors during the dive that could decrease the safety of their dive;
- Ensuring all divers are well after the dive, and not suffering any signs or symptoms of illness;
- Conducting a post-dive debrief with all divers to discuss issues arising before, during or after the dive, including notifying every diver of their current nitrogen loading status;
- Ensuring all equipment is cleaned/flushed with fresh water at the end of each working day;
- Ensuring any defective equipment is tagged OUT OF SERVICE to prevent further use, and is reported to the UDO or a SDO as soon as possible. Equipment known to be faulty in any way must not be used for any JCU diving operation, and shall be sent for repair immediately on return from the field trip;
- Ensuring all Dive Record Forms are fully and accurately completed, with regard to the dives listed thereon, including signing off on each form themselves and requiring each diver listed on each Dive Record Form to sign off on that form, attesting that the information is a true and accurate record of their dive/s;
- Checking in with the Nominated Contact by the designated time each day, as arranged;
- Notifying the UDO as soon as possible of any injury that occurs to a member of the Dive Team (particularly if diving-related), and fully completing a *JCU Accident/Incident Report*.

Post Trip

- Ensuring the Nominated Contact is notified of the safe return of the dive team in a timely manner;
- Ensuring on completion of the diving operation that all required Post Dive details, including all data from each Dive Record Form fully completed and signed, are submitted to the UDO within 14 days or before their next trip whichever comes first;
- Ensuring defective equipment is sent for repair, and notifying the UDO of the problem;
- Providing the UDO with a report of any incident resulting in accident or injury (or a near miss).

2 APPENDIX 9 - DIVER RESPONSIBILITIES

GENERAL RESPONSIBILITIES

All individuals seeking to participate in diving activities with JCU **must**:

- Apply to the University Diving Officer for listing on the JCU Diver Register, using the JCU Diver Registration Form;
- Undertake an induction with the UDO or delegate, including at least the items listed on the JCU Diver Register Assessment Form at [Appendix 1](#);
- Comply with the directions of the UDO and any JCU Principal Dive Supervisors;
- Read, understand and agree to comply with the most recent version of the JCU Diving Procedures Manual;
- Submit certificates and up to date information as required, including new qualifications, dive medicals, oxygen resuscitation and first aid certificates;
- Submit current service records for diving equipment used for JCU diving operations;
- Read, understand and comply with the requirements of any approved JCU dive plans, Risk Assessments and Emergency Response Plans for all work they undertake, and introduce no deviation from those plans (NB. actions to ensure the wellbeing of the diver or others are exempted);
- Maintain an accurate and permanent record of all JCU dives in their Dive Logbook;
- Be approved for the level of diving they wish to undertake;
- Maintain a high level of knowledge and competence with regard to their responsibilities, the type/s of diving they undertake, and the diving equipment in use;
- Maintain a level of physical fitness commensurate with the type of diving operation/s in which they are likely to be involved whilst working with JCU. As a MINIMUM, all JCU divers should ensure they are able to meet the requirements of the swim and practical tests at [Appendix 1](#).

If the individual is a volunteer, the following must also be completed:

- A Volunteer Acknowledgment of Induction;
- A comprehensive diving induction with the JCU Diving Officer or their delegate.

SAFETY RESPONSIBILITIES

All JCU divers **must**:

- Be able to maintain their own safety and lend assistance to others within the limits of their training. Divers have a responsibility to be familiar with, and abide by, safe diving practices at all times, so as not to compromise their own safety or the safety of others;
- Ensure they are medically, mentally and physically fit for each dive;
- Inform the UDO or their Principal Dive Supervisor if they feel they do not have the required level of training, expertise or confidence to perform any diving operation;
- Be present at all dive briefings relating to diving operations with which they are associated;
- Only use equipment if they are qualified/competent and comfortable with its use;
- Check all dive equipment prior to use, not dive with any faulty equipment and report all faults to the Principal Dive Supervisor and/or UDO;
- Take responsibility for proper handling, care and maintenance of equipment issued to them;
- Adhere to the buddy system when diving, maintaining contact with assigned buddy/s, monitoring their own air supply, and informing their buddy at regular intervals of air supply status;
- Identify hazards and risks, and act to avoid these, or inform the Principal Dive Supervisor;
- Surface from a dive with no less than 30 Bar of air remaining in their cylinder; and
- Notify the Principal Dive Supervisor as soon as possible of any incident or accident that occurs to them or a buddy.

I have read and understood the responsibilities and obligations of Divers and Dive Supervisors and agree to abide by all rules and regulations in accordance with the latest version of the JCU Diving Operations Manual.

Signed Date