

Statement of Understanding

Roles & Responsibilities for supervising snorkeling activities (OIRS)

Trip Name Date

Snorkelling Supervisor

The Snorkelling Supervisor is responsible for the safe conduct of snorkelling at the site and shall coordinate and direct the activities of all persons involved.

The *Snorkelling Supervisor* shall;

- Ensure that all activities are conducted in accordance with JCU procedures, and all appropriate risk control measures are implemented at the site.
- Implement methods to ensure that no person is left behind at the site;
 - Use the **Snorkelling Log** (*Appendix 4*) to count persons before departure to the site, if anyone leaves the site, and before departing the site.
- Before any in-water activity, and in consultation with the BDO, assess snorkelers to determine if they may 'at risk' (*Appendix 1 & 2*).
- Ensure buddy pairs have been assigned.
- Ensure 'at risk' snorkelers can be easily identified in the water and extra attention can be directed to them.
- Ensure other staff members (lookouts, rescuers and first aid providers) have been appointed and positioned appropriately at the site.
- Ensure emergency management plans are well communicated to other supervisory staff, and can be enacted quickly and effectively.
- Ensure emergency equipment is immediately available at the site – communications, first aid kit, oxygen resuscitation kit, sufficient oxygen supply, AED, floatation aids, rescue devices and rescue craft/vessel (if applicable).
 - The condition and function of first aid equipment should be checked daily.
- Ensure the snorkelling site is clearly marked with use of dive flags, buoys, floating lines or other devices which make the boundaries of the site obvious to passing vessels.
- Provide pre-activity briefings and instruction to snorkelers to enhance understanding and increase the likelihood of directions being followed.
- Act as **Lookout** (unless the role of Lookout has been delegated to other staff at the site)
- Act as **Rescuer** (unless the role of Rescuer has been delegated to other staff at the site)
- If required, provide first aid to a casualty, or direct a competent person to provide first aid, and assist as necessary.
- Provide help and advice to snorkelers about the use of equipment and as they enter and exit the water.

Competence of Snorkelling Supervisor

- Have a thorough working knowledge of the operating and emergency procedures and risk assessments which have been developed to safely manage the activities at the site.
- Have reasonable experience of the site, and/or has experience in supervising snorkelling / diving activities at similar locations.
- Be able to recognise hazards and risks in the marine environment.
- Be able to recognise changes to risks due to snorkeler's abilities and behaviour.

- Be able to respond quickly to changes in risk and alter or abort activities as necessary.
- Be a capable swimmer and experienced snorkeler.
- Be competent to carry out a rescue of a snorkeler (unless the role of rescuer has been delegated to other persons at the site) (*Appendix 2*)
- Be competent to provide first aid, oxygen resuscitation, and operation of an AED (unless the role of first aid provider has been delegated to other persons at the site) (*Appendix 2*)
- Be capable of directing a rescue and coordinating the emergency management plan.

NAME	SIGN	DATE

Lookout

At all times while snorkelers are in the water, one or more **Lookouts** shall be present at the surface of the site.

The **Lookout** shall;

- Be positioned to achieve full and un-obstructed vision of the area where snorkelers are at all times.
- Continually scan and observe the whole area and snorkelers effectively.
- Act appropriately to keep people within boundaries.
- Observe and help persons with entry and egress.
- If required, either rescues a person or directs a person to conduct a rescue.
- If necessary, have access to binoculars and polarized sunglasses.
- Wear a brightly colored shirt (or other) so is easily recognized by snorkelers.
- Be part of an effective and pre-planned communication system for the transfer of information between snorkelers, supervisors and other staff.
- Be aware of breath-hold diving taking place and apply additional supervision.

Competence of lookout;

- Be able to recognize hazards or changes which may lead to problems, identifies problems that require adjustments on the operation (tides, currents, marine animals, behavior, fatigue etc.)
- Be able to detect when a snorkeler is in trouble or needs assistance.

NAME	SIGN	DATE

Rescuer

At all times while snorkelers are in the water, one or more **Rescuers** shall be present at the surface of the site.

A **Rescuer** shall;

- Be positioned so as to minimise the distance between themselves and the snorkelers.
- Be in a state of readiness to immediately enter the water and rescue a snorkeler.

- Have rescue devices and floatation aids readily accessible.
- Be part of an effective and pre-planned communication system for the transfer of information between snorkelers, supervisors and other staff.

Competence of a Rescuer

- Have a thorough working knowledge of the operating and emergency procedures which have been developed to safely manage the activities at the site.
- Be a strong swimmer, experienced snorkeler and have an acceptable level of fitness.
- Possess qualifications and/or skills and/or experience for in-water rescue of a person, and also knowledge in the management of snorkelling related injuries and illnesses (*Appendix 2*)
- Be qualified and competent to operate vessels and other rescue craft as necessary.

NAME	SIGN	DATE

Snorkelling Guide

A **Snorkelling Guide** accompanies a snorkeler in the water and remains with them as both a buddy and in-water supervisor.

The **Snorkelling Guide** shall;

- Be a capable swimmer and experienced snorkeler and be able to rescue a snorkeler (*Appendix 2*).
- Have a good understanding of the snorkeler’s abilities and potential problems that may occur.
- Stay with snorkelers at all times unless they are deemed competent to snorkel with another buddy.
- Be able to recognize relevant hazards and snorkelers in difficulty
- Be able to respond quickly to changes in risk and alter or abort activities as necessary.
- Be aware of breath-hold diving and apply additional supervision
- Be part of an effective and pre-planned communication system for the transfer of information between snorkelers, supervisors and other staff.

NAME	SIGN	DATE

First aid provider

At all times while snorkelers are in the water, one or more **First Aid Providers** shall be present at the surface of the site.

The **First Aid Provider** shall;

- Be in a state readiness to assist in the rescue of a person and provide first aid if required.

- Have first aid equipment readily accessible.
- Be part of an effective and pre-planned communication system for the transfer of information between snorkelers, supervisors and other staff.

Competence of First Aid Provider

- Possess current qualifications in First Aid, CPR, and administration of oxygen (Advanced Resuscitation) and operation of an AED (*Appendix 2*).
- Be familiar with the type and use of the oxygen equipment and AED's at the site.

NAME	SIGN	DATE

I understand the roles and responsibilities that have been delegated to me under this Snorkeling Standard and state that I am competent to perform these duties.