
Diving and Snorkelling Safety Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures set out the requirements for managing health and safety risks associated with diving or snorkelling activities undertaken by all persons as part of research, work or study at Flinders University.

3. Scope

- a. These procedures apply to all workers, students, visitors and collaborators from external organisations involved in any aspect of underwater diving or snorkelling activities related to their research, work or study at Flinders University.
- b. Where operations involve any diving and/or snorkelling, these procedures must be read in conjunction with the [University Diving and Snorkelling Manual](#).
- c. These procedures do not apply to diving or snorkelling clubs associated with Flinders University.

4. Definitions

Diving	SCUBA or surface supplied diving using compressed air, enriched air and mixed gas.
Dive Coordinator	<ul style="list-style-type: none"> • Nominated person responsible for the supervision, safe conduct and overall running of the on-site diving/snorkelling operation. • An experienced diver, approved by the relevant College Dean on the recommendation of the Maritime Safety Dive Officer.
Dive / Snorkel Leader	<ul style="list-style-type: none"> • The 'in water' leader of a diving/snorkelling team. • Nominated by the Dive Coordinator for every dive/snorkel and must be the person most qualified/experienced for the conditions, tasks and equipment of the planned dive/snorkel.
Dive Register	<ul style="list-style-type: none"> • A listing of all University divers who are authorised to dive with the University. • Contains records of a divers' qualifications, experience, medicals and classifications.
Maritime Safety Dive Officer (MSDO)	<p>Person appointed by the University to:</p> <ul style="list-style-type: none"> • Oversee and manage University boating and diving operations. • Ensure diving and snorkelling operations are conducted safely in accordance with Australian legislation, regulations, standards, University policy and procedures.
Scientific diving	Diving performed for the purpose of professional, scientific or archaeological research, cultural and natural resource management or as an educational activity.
Snorkelling	Surface and breath-hold diving where fins, mask and snorkel are used.

5. General

- a. Diving and snorkelling undertaken as part of University education and work (including research) must:
 - i. be undertaken in accordance with the requirements set out in these procedures
 - ii. only be general, incidental or limited scientific diving and not high-risk diving (as defined by [WHS Regulations](#))
 - iii. undertaken in accordance with the WHS Regulations, University [Diving and Snorkelling Safety Manual](#), Australian [ASNZS 2299.2 Occupational diving operations – Scientific diving](#) and [AAUS scientific diving standards](#).
- b. Diving operations undertaken under the auspices of the University will only be authorised for the purposes of non-commercial, scientific, archaeological and media diving for research or educational purposes.
- c. Prior to any person undertaking any diving activity related to their role at the University they must:
 - i. be medically fit to dive and/or snorkel
 - ii. be appropriately qualified as set out in the University Diving and Snorkelling Safety Manual

- iii. have confirmed that they have read and understood the University Diving and Snorkelling Safety Manual, and
- iv. ensure that they have been inducted and registered on the University Dive Register and approved to dive.

6. Minimum Fitness and Competency

- a. All Flinders University SCUBA divers must have as a minimum:
 - i. certified medically fit via a current occupational AS/NZS 2299 dive medical (renewed annually)
 - ii. hold an Open Water diving certificate
 - iii. have at least 18 hours experience and a minimum of 15 logged dives.
- b. Within the first 6 months of undertaking a dive with the University, divers must complete:
 - i. Current Provide First Aid (renewed every 3 years).
 - ii. Oxygen Provider and CPR training (renewed annually).

7. Diver Classifications

- a. In addition to the minimum training and experience set out in Procedure 6, divers will be classified based on their qualifications, knowledge and experience by the MSDO.
- b. The requirements to meet each diver classification, including specific qualifications, training, number of dives, hours of experience, and depth limits are to be determined in line with WHS legislation, Australian Standards and are specified in the [Diving and Snorkelling Safety Manual](#).
- c. All University divers will be classified as either a Restricted, Limited or General Scientific Diver.
- d. Additional skills and qualification as set out in the [Diving and Snorkelling Safety Manual](#) will be required for those roles of Dive Coordinator, Dive / Snorkel Leader and the MSDO.
- e. All divers registering with the University must provide copies of their diving qualifications (including competency criteria), log books and certificates of fitness before the MSDO will determine the diver classification.

8. Field Trip Approval for Diving and Snorkelling

- a. Before the start of any University field trip involving diving or snorkelling, the Field Trip Leader and Dive Coordinator must obtain approval from the Maritime Safety Dive Officer and College Dean or College Vice-President and Executive Dean as outlined in the [Field Trip Procedures](#).
- b. The [Diving / Snorkelling Plan](#) and a [Risk Assessment](#) must be submitted via FlinSafe to the Maritime Safety Dive Officer for review at least 3 working days prior to the commencement of the trip.
- c. Any changes to a Diving / Snorkelling Plan or proposed deviations from standard University diving or snorkelling procedures must be approved by the Maritime Safety Dive Officer before any diving or snorkelling takes place.
- d. Each University diving operation must be undertaken in accordance with a Diving / Snorkelling Plan, which must be developed by the Dive Coordinator appointed for each dive team/activity.

9. Dive Plans and Diving Limits

9.1. Dive Plans

Dive Plans must be developed for each dive operation and as a minimum must cover:

- a. the method of carrying out the diving work
- b. tasks of each person on the dive

- c. dive equipment, gas and procedures to be used
- d. diving limits and times (see Procedure 9.2)
- e. hazards relating to the dive
- f. emergency procedures.

9.2. Diving Limits

- a. The DCIEM dive tables must be used for all University diving operations.
- b. All University divers must adhere to the safe diving limits as outlined in the [Diving and Snorkelling Safety Manual](#). Including diving in the '**No-Deco**' limits of the DCIEM dive table.
- c. All University divers must have read and understood the [Safe Dive Planning – How to use DCIEM dive tables](#) link.
- d. All University divers and particularly Dive Coordinators must know how to fill out the Diving Safety Log, correctly interpret the DCIEM dive tables and for repetitive diving, accurately calculate effective bottom time to safely account for the residual nitrogen in a diver's body.

10. Daily Diving Operations

- a. All dive operations must be supervised by a competent person such as a Dive Coordinator and in-water by the nominated Dive Leader.
- b. As part of managing the risk for diving the following **must** be completed for each diving activity:
 - i. [Diving On-Site Risk Assessment](#)
 - ii. [Diving Safety Briefing](#)
 - iii. [Diving Equipment Checklist](#)
 - iv. [Diving Safety Log](#), or
 - v. [Diving Equipment Checklist & Safety Log Combined](#).

11. Snorkelling

- a. All Flinders University snorkelers must have as a minimum:
 - i. Recreational Dive Medical declaration
 - ii. be competent swimmers.
- b. All Flinders University Snorkel Leaders must also have:
 - i. Rescue Diver minimum and appropriate snorkelling experience
 - ii. Current Provide First Aid (renewed every 3 years).
 - iii. Oxygen Provider and CPR training (renewed annually).
- c. During a snorkelling field trip, the Dive Coordinator is on site and in-charge of supervising the snorkel diving operations and must complete the following:
 - i. [Snorkelling On-Site Risk Assessment](#)
 - ii. [Snorkelling Safety Briefing](#)
 - iii. [Snorkelling Checklist & Safety Log](#)
- d. All snorkelers must adhere to the safe snorkelling limits as outlined in the [Diving and Snorkelling Safety Manual](#).

12. Dive Equipment

- a. All dive equipment used on University dive trips must be serviced annually or to manufacturer's specifications and be in good working order.
- b. Where divers wish to use personal dive equipment, they must forward scanned copies of the annual service record to the Maritime Safety Dive Officer prior to undertaking the dive trip.
- c. Any faulty equipment must be tagged out immediately, recorded on the daily Diving Safety Log and reported to the Maritime Safety Dive Officer.

13. Personal Electrical Shark Deterrents

The use of approved shark deterrents is mandatory for all Flinders University diving and snorkelling operations when diving is undertaken in Australia or regions where dangerous sharks are known to exist overseas. Refer to the [Diving and Snorkelling Safety Manual](#) for approved deterrents.

14. Emergency Procedures

The Dive Coordinator must prepare emergency procedures which outlines the response plan for each diving/or snorkelling operation as part of the diving/snorkelling plan, this is in addition to the general field trip plan.

15. Reporting Accident and Incidents

- a. Workers and students must:
 - i. report all accidents and incidents to their Dive Coordinator as soon as is reasonably practicable after they occur. The Dive Coordinator is then to report details to the Maritime Safety Dive Officer
 - ii. complete an Accident/Incident Report on FlinSafe as soon as reasonably practicable or within 24 hours of the accident/incident occurring.
- b. Notifiable incidents must also be reported **immediately** to the Associate Director, WHS or University Security (available 24/7) who will notify senior management. See [Notification of WHS Incidents](#) and the [Notifiable Incident Flow Chart](#) for more information.
- c. The Associate Director, WHS or delegate is responsible for notifying the relevant Regulator as legally required.

16. Boating Operations

All participants in University diving and/or snorkelling operations must comply with the University's [Boating Safety Procedures](#), if applicable. See [Safe Boating Operations](#) webpage for more information.

17. Authority of Maritime Safety Dive Officer

The University's Maritime Safety Dive Officer (or nominee/ deputy) has the authority to restrict, prohibit or suspend diving and/or snorkelling activities, or require additional safety practices, procedures or equipment to ensure safety.

18. Record Keeping

- a. The Maritime Safety Dive Officer must maintain records of divers and diving/snorkelling operations and keep these records for times as specified by the WHS Regulations, including:
 - i. Risk assessments
 - ii. Diving/ snorkelling plans
 - iii. Diving Safety Logs

- b. Where a notifiable incident has occurred the above records must be kept for a minimum of 2 years.
- c. Dive Coordinators must submit copies of all Diving/Snorkelling logs and other forms listed in Procedure 8 and 11 to the MSDO post trip.

19. University Boating and Diving Committee

- a. The University Boating and Diving Committee is a sub-committee of the University Health and Safety Committee.
- b. Specific functions of the Committee are to:
 - i. provide advice to the University Health and Safety Committee on boating and diving/snorkelling safety processes and procedures
 - ii. monitor boating and diving/snorkelling activities and safety performance, including ensuring that regular audits are undertaken by the MSDO
 - iii. provide a forum for discussing management of boating and diving/snorkelling operation/s.
- c. The Committee meets quarterly and may co-opt additional members as appropriate.

20. Responsibilities

<p>a. College Vice-Presidents and Executive Deans <i>(in Colleges where diving activities take place)</i></p>	<ul style="list-style-type: none"> i. Must allocate sufficient resources for safe diving and snorkelling operations in their College. ii. Ensure that these procedures are implemented in their College. iii. Approve field trips where any component of the operations are risk assessed as high in line with the Field Trip Procedures.
<p>b. College Deans <i>(in Colleges where diving activities take place)</i></p>	<p>Approve all Dive Plans and associated field trip documentation after the Maritime Safety Dive Officer (MSDO) has given approval on the Dive Plan, prior to commencement of all diving activities.</p>
<p>c. Maritime Safety Dive Officer (MSDO) or nominee/deputy</p>	<p>Oversee and manage University Boating and Diving operations, including:</p> <ul style="list-style-type: none"> i. ensure diving and snorkelling operations are conducted safely in accordance with Australian legislation, regulations, standards, University policy and procedure ii. provide advice to staff and students on University procedures as they relate to safe diving and snorkelling iii. undertake an annual audit of diving activities and practices to ensure compliance with this procedure and any relevant standards iv. ensure adequate assessment of all divers' competencies has occurred and ensure records of such assessments are kept v. ensure that staff and students undertaking diving/snorkelling activities are appropriately trained and competent for the diving/snorkelling to be undertaken vi. maintain University Dive Register vii. approve Dive Plans prior to any dive activity commencing viii. ensure that all equipment used for University diving operations is maintained and serviced as required

	<ul style="list-style-type: none"> ix. ensure that appropriate records are maintained in accordance with the University Diving and Snorkelling Safety Manual and legislative requirements x. meet any other responsibilities set out in the University Diving and Snorkelling Safety Manual.
d. Field Trip Leader	<ul style="list-style-type: none"> i. Responsible for the conduct of the overall field trip. ii. Obtain endorsement from the Maritime Safety Dive Officer and approval from the College Dean for the proposed diving/snorkelling operation/s. iii. Have a good working knowledge of these and other relevant Procedures.
e. Dive Coordinators	<p>Responsible for the supervision, safe conduct and overall running of the on-site diving/snorkelling operation, including:</p> <ul style="list-style-type: none"> i. comply with these Procedures and the requirements of the University Diving and Snorkelling Safety Manual ii. adopt, at all times, safe working practices relevant to the diving or snorkelling operation iii. prepare all dive/snorkelling requirements as set out in Procedures 8 to 10 and as outlined in the Diving and Snorkelling Safety Manual iv. undertake diving or snorkelling operations in a safe manner v. comply with the relevant dive/snorkelling plans vi. report to the Maritime Safety Dive Officer any matter which may affect their own health and safety, or that of others vii. report to the Maritime Safety Dive Officer any dive related medical condition or injury viii. report to the Maritime Safety Dive Officer any dive related accident, incident or near miss ix. maintain accurate dive logs and associated forms x. ensure diving is conducted within the 'No-Deco' limits of the DCIEM Dive Tables.
f. Dive/Snorkel Leader	<ul style="list-style-type: none"> i. Maintain an active watch on the dive team in-water to ensure safety. ii. Assist distressed diver/s in an emergency.
g. Supervisors of students	<p>Ensure that where a student's research project involves any diving or snorkelling activity, it is conducted in accordance with these procedures, the University Diving and Snorkelling Safety Manual and the University's work health and safety requirements.</p>
h. Divers/ snorkelers	<ul style="list-style-type: none"> i. Complying with the University's work health and safety policies and procedures, and the requirements of the Diving and Snorkelling Safety Manual. ii. Always adopting safe working practices relevant to the diving/ snorkelling activity. iii. Undertaking any diving/snorkelling activities in a manner which does not adversely affect their own health and safety, or that of others. iv. Complying with the relevant Dive and Field Trip Plans.

	<ul style="list-style-type: none"> v. Reporting to the Dive Coordinator any matter which may affect their own health and safety, or that of others. vi. Reporting to the MSDO any dive-related medical condition or injury that commenced or occurred since their last annual diving medical examination (for divers) or since the last snorkelling fitness checklist (for snorkelers). vii. Maintaining an up-to-date log book, viii. Make sure they have appropriate training in line with their classification listed in the University Dive Register. ix. Meeting any other responsibilities set out in the Diving and Snorkelling Safety Manual.
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21. Related documents

[WHS Risk Management Procedures](#)

[Boating Safety Procedures](#)

[Field Trip Procedures](#)

[Diving and Snorkelling Safety Manual](#)

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