

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the operation of Domestic Commercial boats during University-related activities to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#), [The Marine Safety \(Domestic Commercial Vessel\) National Law Act 2012](#) (National Marine Safety legislation) and the [Harbors and Navigation Act 1993 \(SA\)](#) and [Regulations 2009 \(SA\)](#).

1 Objectives

- 1.1 To ensure that the risks of all boating activities are identified, assessed and the appropriate control measures are in place to prevent any boating related incident/injury.
- 1.2 To ensure that all boating related incidents/injuries have been:
 - investigated;
 - control measures reviewed before the activity is conducted again; and
 - corrective action(s) implemented where required to prevent a recurrence.

2 Scope

2.1 Personnel

2.1.1 Inclusions

This process is applicable to all persons who undertake University of Adelaide related activities, and/or are employed or engaged by the University or affiliated with the University in any capacity as a worker as defined under the [WHS Act 2012 \(SA\)](#). This includes but is not limited to employees, title holders, volunteers, students, visitors or contractors where applicable.

2.1.2 Exclusions

- Where a specific [Australian Maritime Safety Authority \(AMSA\)](#) exemption has been granted (e.g. EX15 – Marine Safety (Scientific research and educational activities Exemption 2015), the specifics of the exemption will allow for exclusion of specific parts of this chapter, however all other requirements of this chapter will still apply.
- This handbook chapter is not intended to apply to student recreational clubs as they do not form part of the University of Adelaide's activities and are not under the control of the University.
- Chartered boats (a domestic commercial vessel hired from a charter business that comes with an appropriately qualified boat driver – NOTE that a privately owned boat is not exempt under this chapter).

2.2 Locations

2.2.1 Inclusions

All University [workplaces](#) (see definitions).

HSW Handbook	Boating Operations	Effective Date:	15 June 2020	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	9 July 2021	Page 1 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2 Scope (Continued)

2.3 Boats

2.3.1

Inclusions

- Vessels, [Domestic Commercial Vessels](#). (See definitions)
Canoes and kayaks may also be subject to local area canoe and kayak protocols.

3 Process: Vessels

Person Responsible	Actions
<p>3.1 Faculty Executive Manager/Director (note this may be delegated to a Research Technical Services Manager)</p> <p>or</p> <p>Head of Branch</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Nominate a Fleet Officer for the Faculty/Branch to: <ul style="list-style-type: none"> <input type="checkbox"/> ensure that all domestic commercial vessels that are used for a commercial, government or research activity have: <ul style="list-style-type: none"> <input type="checkbox"/> a current certificate of survey and operation (or a permit or exemption); and <input type="checkbox"/> a unique identifier and the identifier is displayed in accordance with Australian Maritime Safety Authority (AMSA) requirements. <p>[Note: Refer to the AMSA website for survey requirements, details on exemptions and the application process(s). Vessels that must have a valid certificate of survey are referred to as "Scheme S" (Survey) vessels. Use the online application "My Boat" to help determine if a vessel is a Scheme S vessel.]</p> <input type="checkbox"/> ensure that all domestic commercial vessels have a certificate of operation before starting any operations, unless they are exempt. (Refer to the AMSA website for the application process and criteria for exemptions. There is a requirement to record the Vessel Class on the application form. See the definitions section or page 2 of the application form); <input type="checkbox"/> ensure a Safety Management System (SMS), based on a risk assessment of the boating operations, has been completed in accordance with the applicable National Standard for Commercial Vessels and is retrievable. See: <ul style="list-style-type: none"> <input type="checkbox"/> Part E of the National Standard for Commercial Vessels — Class 1, 2 and 3 vessels <input type="checkbox"/> Part F2 of the National Standard for Commercial Vessels — Class 4 vessels. <p>(It is recommended that Boat operator(s)/crew members for each vessel are involved in developing, reviewing and updating the SMS. The SMS is valid for up to 5 years.)</p> <input type="checkbox"/> ensure that the appropriate number of crew have been determined for each vessel; <input type="checkbox"/> ensure compliance with the Navigation Act 2012 when operations will be beyond the outer edge of the exclusive economic zone (EEZ - generally 200 nautical miles from the Australian territorial sea baseline); and <input type="checkbox"/> ensure that all boats owned by the Faculty/Branch, comply with the requirements of the National Standard for Commercial Vessels, (as a minimum). This includes, but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> operational procedures; <input type="checkbox"/> the equipment for specific classes of vessels, safety/communication/navigation equipment; <input type="checkbox"/> first aid kits, emergency plans/procedures; <input type="checkbox"/> maintenance of vessel and equipment; and <input type="checkbox"/> log-books for each vessel.

3 Process: Vessels (continued)

Person Responsible	Actions
3.2 Faculty/Branch Fleet Officer	<p>Ensure boating records are maintained, including:</p> <ul style="list-style-type: none"> □ a Faculty/Branch Boat Register (hard copy or electronic copy) for all boats. The register is to include a copy of the registration, description, dimensions, maximum number of persons, restrictions, unique identifier, maintenance records and certificate of survey. □ all boating Certificates of Operation records in accordance with the National Standard for Commercial vessels.

4 Process: Information, instruction and training (qualifications)

Person Responsible	Actions
4.1 Faculty/Branch Fleet Officer	<p>To meet the requirements of the National Standard for Commercial Vessels:</p> <ul style="list-style-type: none"> □ Determine the crewing (see definitions) requirements and level of competency required for the crew of each vessel in accordance with the AMSA (e.g. Master, Coxswain, General Purpose Hand and if Marine Radio Certificate of Proficiency is required). □ Determine if any exemptions are applicable from holding a Certificate of Competency i.e. for low complexity duties. □ Maintain all qualifications/Certificates of competency for anyone crewing the Faculty/Branch domestic commercial vessels Boat Operator Registration forms (Appendix A), copies of any Level 2 Instruction (Proficiencies) and/or Level 3 (Licences, qualifications). (Note: Records may be maintained by the person nominated by the Faculty/Branch to manage the HSW Training Plan (as applicable). See the HSW Training Plan Handbook chapter for further information.) □ Ensure provision of information for all Boat Operators/crew members, prior to working on a boat, which includes: <ul style="list-style-type: none"> □ initial safety training and duties on board the vessel; □ on-board operations; □ the safety management system and emergency procedures (in accordance with the emergency plan); and □ a written record of the information provided, which is signed by each crew member who received the training and is kept on file with other boating records.
4.2 Boat Operators (All crew members, including the master). See definitions .)	<ul style="list-style-type: none"> □ Obtain a Certificate of Competency from the Australian Maritime Safety Authority (AMSA) unless an Australian Maritime Safety Authority (AMSA) exemption has been granted. (Note: A list of each certificate and how to gain the qualification is available on the Obtaining your qualification page of the AMSA website. The Certificate of Competency also requires an eyesight test by a registered optometrist, self-declaration of medical fitness (or medical test where specified) and a record of sea service.) □ Complete a Boat Operator Registration Form (Appendix A) in consultation with your Supervisor and provide the relevant documents as listed.

4 Process: Information, instruction and training (qualifications) Continued

Person Responsible	Actions
4.3 Supervisor	<ul style="list-style-type: none"> <input type="checkbox"/> Approve all boat operators/crew, including verification of the required qualifications and experience by ensuring completion and sign off of the Boat Operator Registration Form (Appendix A). <input type="checkbox"/> Forward completed forms, copies of qualifications, licences and any completed proficiencies to the Faculty/School/Branch Fleet Officer for record purposes. <input type="checkbox"/> Provide boat operators/crew with information/instruction re completion of a Risk Assessment in accordance with the Hazard Management chapter. (A link to a template is available from the Off-Campus Activity information sheet.).

5 Process: Boating activities

Person Responsible	Actions
5.1 Master (See definition)	<p>For each boating activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Faculty/Branch Fleet Officer and discuss requirements. <input type="checkbox"/> Check that all boat operators/crew members have a relevant Certificate of Competency from the Australian Maritime Safety Authority (AMSA). <input type="checkbox"/> Complete a Risk Assessment in accordance with the Hazard Management chapter for your own records and provide a copy to the Supervisor and nominated communications contact prior to departure in consultation with other crew members. (A Risk Assessment template is available from the Off-Campus Activities Information Sheet. To assist in this process, refer to the Safety Management System for the vessel (see section 3.1) to ensure, as a minimum, that your activity meets the requirements. The Safety Management System is available from the Fleet Officer. (Note: Student risk assessments must be authorised by their Supervisor in accordance with the Hazard Management Chapter.) <input type="checkbox"/> Comply with any additional local area procedures for boating. <input type="checkbox"/> Ensure that all persons involved in the activity are aware that no alcohol is to be consumed whilst boating and smoking is not allowed on the boat. <input type="checkbox"/> Ensure that children do not participate in boating activities unless a copy of authorisation by the Head of School/Branch is received in writing prior to the activity. <input type="checkbox"/> Ensure all crew members and passengers implement all safety control measures, as applicable, throughout the activity, including the wearing of approved personal floatation devices at all times when on board the vessel. <p>On return from a boating activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advise the communications contact that the activity is complete. <input type="checkbox"/> Complete the relevant sections of the Sea service and task Logbooks.

5 Process: Boating activities (Continued)

Person Responsible	Actions
5.2 Persons on the boat (Passengers)	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the instructions of the Master and other boat operators/crew members at all times. <input type="checkbox"/> Report any unsafe condition to the Master or other boat operator/crew member immediately. <input type="checkbox"/> Wear approved personal floatation devices at all times on board the vessel. <p>If children are to participate, as students or accompanying staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide supervision for any children under your care (as approved by the Head of School) for the duration of the boating activity.
5.3 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Approve or decline requests to have children involved in each boating activity. (Approval must be in writing.)

6 Process – Incident reporting
(Includes Significant marine incidents and Notifiable incidents (see definitions))

Person Responsible	Actions
6.1 Master (See definition)	<ul style="list-style-type: none"> <input type="checkbox"/> Report all boating incidents in the HSW on-line incident reporting system as soon as possible in accordance with the requirements of the Health, Safety and Wellbeing Handbook chapter Report a safety issue or incident. <input type="checkbox"/> Ensure the Faculty Executive Manager/Director or the Research Technical Services Manager or Head of Branch is notified, as soon as possible, for any: <ul style="list-style-type: none"> <input type="checkbox"/> Marine incidents (as defined): <input type="checkbox"/> Notifiable incidents (as defined) to ensure legislative responsibilities for reporting are met.
6.2 Faculty Executive Manager/Director or Research Technical Services Manager or Head of Branch (in consultation with the Master)	<p>Marine incident reporting (see definitions)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report the incident to: <ul style="list-style-type: none"> <input type="checkbox"/> the local marine safety agency as soon as possible. A written report must also be submitted within 72 hours of becoming aware of the incident; and <input type="checkbox"/> the Australian Maritime Safety Authority (AMSA) using the on-line forms. <p>Notifiable incidents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the Director HSW/Senior HSW Advisor and follow the process for Notifiable incidents outlined in the Report a safety issue or incident and Incident Investigation chapters of the HSW Handbook, to ensure SafeWork SA reporting and investigation requirements are met.

Definitions

Boat Operators – Includes the master and all crew members. (see each definition for further information).

Certificate of Operation – describes the conditions under which a vessel (or fleet of vessels) must operate, and details:

- ☐ the vessels used in the operation;
- ☐ how and where the vessels can operate; and
- ☐ [crew](#) required to operate a vessel safely.

Children – any person under the age of 18 years.

Crew – includes all workers (including the Master), who are responsible for the safe operation of the vessel (including navigation and systems) and to provide services for other persons on board.

The number of crew and key requirements, including the core complement, are provided in [Part E of the National Standard for Commercial Vessels](#).

Crewing

A vessel must carry sufficient competent and trained crew at all times when operating, so that:

- a) the vessel can safely navigate, berth and un-berth; and
- b) the vessel systems essential to safety can be effectively operated and monitored; and
- c) immediate & appropriate emergency action can be taken when there is a failure of an essential system; and
- d) the risk associated with the nature of the activity conducted by the vessel is reduced to the extent that is reasonably practicable; and
- e) a measured response to emergencies or risks that may threaten the vessel or persons on-board during normal or abnormal conditions, when considering all facets of the vessel's operation, can be provided; and
- f) rapid and safe evacuation of all persons on-board the vessel can be facilitated.

Domestic commercial vessels – A vessel that is for use in connection with a commercial, governmental or research activity.

(Note: The use of a vessel in connection with an activity that is not a commercial, government or research activity at the same time as the vessel is used in connection with a commercial, government or research activity does not prevent the vessel from being a domestic commercial vessel. For examples of vessels, see definition)

Marine Incident

The Marine Safety (Domestic Commercial Vessel) National Law Act 2012 (Schedule 1) defines a marine incident as:

- a) A death of, or injury to, a person associated with the operation or navigation of a domestic commercial vessel;
- b) The loss or presumed loss of a domestic commercial vessel;
- c) A collision of a domestic commercial vessel with another vessel;
- d) A collision by a domestic commercial vessel with an object;
- e) The grounding, sinking, flooding or capsizing of a domestic commercial vessel;
- f) A fire on board a domestic commercial vessel;
- g) A loss of stability of a domestic commercial vessel that affects the safety of the vessel;
- h) The structural failure of a domestic commercial vessel;
- i) A close quarters situation;
- j) An event that results in, or could have resulted in:
 - i. The death of, or injury to, a person on board a domestic commercial vessel; or
 - ii. The loss of a person from a domestic commercial vessel; or
 - iii. A domestic commercial vessel becoming disabled and requiring assistance;
- k) The fouling or damaging by a domestic commercial vessel of:
 - i. Any pipeline or submarine cable; or
 - ii. Any aid to navigation within the meaning of the Navigation Act 2012 of the Commonwealth;
- l) A prescribed incident involving a domestic commercial vessel.

HSW Handbook	Boating Operations	Effective Date:	15 June 2020	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	9 July 2021	Page 6 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Definitions (Continued)**Master** – ([Navigation Act, 2012](#))

The person who has command or charge of the commercial vessel and makes decisions for the operation, navigation and safety of the vessel, to ensure compliance with the operation requirements, but does not include a licensed pilot acting as such.

Notifiable Incident [WHS Act 2012 (SA) Section 35 - 39]

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident.

A serious injury or illness requiring the person to have -

- Immediate treatment as an in-patient in a hospital; or
- Immediate treatment for –
 - The amputation of any part of his or her body; or
 - A serious head or serious eye injury; or
 - A serious burn; or
 - The separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - A spinal injury; or
 - The loss of a bodily function; or
 - Serious lacerations; or
- Medical treatment within 48 hrs of exposure to a substance, and includes any other injury or illness prescribed by the regulations (but does not include an illness or injury of a prescribed kind).

Incident notification – prescribed serious illnesses (Regulation 699)

For the purposes of section 36 of the Act, each of the following conditions is a serious illness:

- Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carry out work –
 - With micro-organisms; or
 - That involves providing treatment or care to a person; or
 - That involves contact with human blood or body substances; or
 - That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;

The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:

- Anthrax
- Brucellosis
- Leptospirosis
- Q fever
- Avian influenza
- Hendra virus
- Psittacosis

Dangerous incident

An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance; or
- An uncontrolled implosion, explosion or fire; or
- An uncontrolled escape of gas or steam; or an uncontrolled escape of a pressurised substance; or
- Electric shock; or
- The fall or release from a height of any plant, substance or thing; or
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- The collapse or partial collapse of a structure; or
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- The interruption of the main system of ventilation in an underground excavation or tunnel; or
- Any other event prescribed by the regulations, but does not include an incident of a prescribed kind.

HSW Handbook	Boating Operations	Effective Date:	15 June 2020	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	9 July 2021	Page 7 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Definitions (Continued)

Passengers – Any person on board a vessel who is not a member of the crew.

Vessel –

A craft for use or that is capable of being used, in navigation by water, however propelled or moved and

Includes:

- a boat;
- a canoe;
- a dinghy/tinnie
- a dragon boat;
- a kayak;
- a pontoon;
- air-cushion vehicle;
- a barge;
- a lighter;
- a submersible;
- a ferry in chains;
- a wing-in-ground effect craft

Excludes:

- an aquaculture pen;
- an aquaplane;
- a boogie board;
- a floating structure permanently connected to shore;
- an unpowered inflatable raft;
- an inner tube;
- a kite board;
- a paddleboard;
- a plank of wood;
- a pontoon connected to the mainland;
- a sailboard; a surf ski; a surfboard;
- towed recreational equipment;
- an aircraft;
- an offshore facility (e.g. an oil rig);
- a water-ski.

Vessel Class (AMSA)

<https://www.amsa.gov.au/vessels-operators/regulations-and-standards-vessels/national-standard-commercial-vessels>

“Class” is made up from two elements: Vessel Use (the number) and Area of Operation (the letter).

These are defined as:

(1) Vessel Use

1. Passenger vessel carrying more than 12 passengers
2. Trading vessel carrying up to 12 passengers
3. Fishing operations
4. Hire and drive vessel

(2) Vessel Operation

A	Unlimited operations or coastal and middle waters within a limit of 600 nautical miles to seaward
B	Offshore waters within a limit of 200 nautical miles to seaward or near offshore waters within a limit of 100 nautical miles to seaward
C	Restricted offshore waters within a range of 30 nautical miles from the seaward limit of a safe haven or inshore waters within a limit of 15 nautical miles to seaward
D	Sheltered waters – partially smooth waters and smooth waters
E	Sheltered waters – smooth waters and inland waters

Limits and known conditions

Limits and known conditions can include operational areas, wind, wave and other conditions placed on the vessel by Delegates on the operation. They are usually found on Certificates issued by the Regulator.

7 Definitions (Continued)

Waters (Refer to the [Harbors and Navigation Regulations](#) for additional information)

Partially smooth waters are waters designated partially smooth by the legislation of each State or Territory. They are waters where the significant wave height does not exceed 1.5 metres from trough to crest for at least 90 per cent of the time.

NOTE: Examples of partially smooth waters include parts of bays (e.g.: Botany Bay and Moreton Bay); ports (e.g.: Port Phillip and Port Augusta); areas of water between the mainland and islands (e.g.: Boston Island, Rottnest Island); and inland waters (e.g.: Coorong and Lower Lakes).

Smooth waters are inland waters and any other waters designated as smooth by the legislation of each State or Territory. They are waters where the significant wave height does not exceed 0.5 metres from trough to crest for at least 90 per cent of the time.

Workplace – A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be while at work. Place includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land, on the bed of any water or floating on any waters [WHS Act 2012, Division 3, S8].

8 Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

9 University related documents and policies

University HSW Handbook:

- [Report a safety issue or incident](#)
- [Incident Investigation](#)
- [Plant/Equipment Safety Management](#)
- [Chemical Safety Management](#)

10 Related legislation

- [Work Health and Safety Act 2012 \(SA\)](#) and [WHS Regulations 2012 \(SA\)](#)
- [Marine Safety \(Domestic Commercial Vessel\) National Law Act 2012](#)
- [Marine Safety \(Domestic Commercial Vessel\) National Law Regulation 2013](#)
- Australian Maritime Safety Authority [National System for Domestic Commercial Vessel Safety](#)
- [Navigation Act 2012 \(Cth\)](#)
- [Harbors and Navigation Act, 1993 \(SA\)](#)
- [Harbors and Navigation Regulations \(2009\) \(SA\)](#)
- [AS4758.1:2008 Personal Floatation Devices – General requirements](#)

11 Useful Web-links

- [SA Government – Boating and Marine](#)
- [SA Government – Marine Safety Equipment](#)

HSW Handbook	Boating Operations	Effective Date:	15 June 2020	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	9 July 2021	Page 9 of 10
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

BOAT OPERATOR REGISTRATION FORM (Required for all crew members)

BOAT OPERATOR/CREW	SUPERVISOR	TODAY'S DATE
Name:	Name:	/ /
Contact no.	Contact no.	

SECTION 1: This section is to be completed by the Boat operator/crew member

Certificates of Competency	Please indicate the Certificate of Competency that has been achieved (Y)	Expiry date (Valid for 5 years)	Training that is needed for each type of Certificate of Competency			
			Approved RTO Certificate or Diploma	First Aid HLTAID003	Marine Radio Operators VHF Certificate of Proficiency	Marine Radio Operators Certificate of Proficiency
General Purpose Hand NC			✓	✓		
Coxswain Grade 2 NC			✓			
Coxswain Grade 1 NC			✓	✓	✓	
Master <24m NC			✓	✓		✓
Master (inland waters)			✓	✓		
Master <35m NC			✓	✓		✓
Mate <80m NC			✓	✓		✓
Master <80m NC			✓	✓		✓
Marine Engine Driver Grade 3 NC			✓	✓		
Marine Engine Driver Grade 2 NC			✓	✓		
Marine Engine Driver Grade 1 NC			✓	✓		
Engineer Class 3 NC			✓	✓		

Attach a copy of the Certificate of Competency to this form

Exemption from holding a Certificate of Competency (i.e. for low complexity duties)

Tick if an exemption from holding a Certificate of Competency. (i.e. an Exemption 38 has been issued) Note: To qualify for the exemption a training course with an AMSA approved course provider and completion of a final practical assessment record with an approved trainer assessor is still required.	Please tick
Attach a copy of the Assessment record provided by the approved course provider to this form	

SECTION 2: This section is to be completed by the Supervisor in consultation with the Faculty/Branch Fleet Officer

(Note: The Certificate of Operation issued by the AMSA (which is held by the Faculty/Branch Fleet Officer) will specify the level of competency required for each vessel.)

Name of boat(s)/Identifier that this Boat operator/crew member has the relevant competency to master/crew	Role (please tick)	
	<input type="checkbox"/> Master	<input type="checkbox"/> Crew
	<input type="checkbox"/> Master	<input type="checkbox"/> Crew

BOAT OPERATOR/CREW MEMBER	AUTHORISED BY SUPERVISOR
Signature:	Signature:

Forward the completed form with attachment(s) to the Faculty/Branch Fleet Officer