



## IMPLEMENTATION

### Aim

To prescribe the responsibilities and actions required for the management of diving 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 \(SA\)](#) and [WHS Regulations 2012 \(SA\)](#).

### 1 Objectives

- 1.1 To ensure that the risks of all diving activities are identified, assessed and the appropriate control measures are in place to prevent an injury.
- 1.2 To ensure that all diving 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 Workers

##### 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 [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#). This includes but is not limited to employees, title holders, volunteers, students, visitors or contractors where applicable.

##### 2.1.2 Exclusions

This handbook chapter is not intended to apply to student recreational diving clubs. (Note: If a student recreational club is assisting with teaching, research or promotional/outreach activities then this chapter would apply.)  
Wherever a diving activity is contracted out, the School/Branch must follow the HSW Handbook chapter [Contractor Safety Management](#).

#### 2.2 Locations

##### 2.2.1 Inclusions

All University [workplaces](#) (see section 12 “definitions”).

(Note: When working off campus/undertaking field work additional University approvals may be required. Other States may also have different legislative requirements, and/or Parks and Wildlife may require permits to be completed. Please consult with the School/Branch Diving Officer for advice).

HSW Handbook	<b>Diving Safety Management</b>	Effective Date:	<b>10 July 2018</b>	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	<b>10 July 2021</b>	Page 1 of 14
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

2 Scope (Continued)

2.3 Diving exclusion

2.3.1 Diving deeper than 30m and/or decompression is not permitted for University diving activities.

3 Process: Assessment of the activity/request

Person Responsible		Actions
3.1	Head of School/Branch	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess if the diving activity is an ongoing business requirement for the School/Branch.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> If yes - follow this Diving Safety process.</li> <li><input type="checkbox"/> If no – outsource (contract) to an external diver with suitable qualifications and experience for the specific task and follow the HSW Handbook chapter <a href="#">Contractor Safety Management</a>.</li> </ul> </li> <li><input type="checkbox"/> Ensure you familiarise yourself with the requirements of the <a href="#">WHS Regulations 2012 (SA)</a> (Part 8 Sections 167 - 184) and any other relevant industry standards.</li> <li><input type="checkbox"/> Ensure, where University owned boats are used, that the requirements of the HSW Handbook chapter <a href="#">Boating Operations</a> are met.</li> </ul>

4 Process: Appointment of a School/Branch Diving Officer

Person Responsible		Actions
4.1	Head of School/Branch	<ul style="list-style-type: none"> <li><input type="checkbox"/> Nominate a School/Branch <a href="#">Diving Officer</a>(s) (see definitions) who holds the training qualifications and competencies as stated in Appendix A (<a href="#">Table A.1</a>).</li> <li><input type="checkbox"/> Ensure the Diving Officer completes the “<a href="#">Authorised Diving Officer, Co-ordinator and Diver Form</a>” (Appendix A). (Note: This may require the authorisation of more than one Diving Officer to allow for absences.)</li> <li><input type="checkbox"/> Advise the Diving Officer that they will be responsible for ensuring the School/Branch diving operations meet legislative requirements.</li> <li><input type="checkbox"/> Ensure that the completed “<a href="#">Authorised Diving Officer, Co-ordinator and Diver Form</a>” (Appendix A) is kept on file until at least 1 year past the work to which it relates is completed, as per <a href="#">WHS Regulations 2012 (SA)</a> Part 8 (Section 175).</li> </ul>

5 Process: Equipment Procurement and Maintenance

Person Responsible		Actions
5.1	School/Branch Diving Officer	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide advice on the purchase of diving equipment to the Head of School/Branch, Dive Co-ordinators, divers and restricted divers.</li> <li><input type="checkbox"/> Ensure that all diving equipment is managed in accordance with the HSW Handbook chapter <a href="#">Plant/Equipment Safety Management</a>.</li> <li><input type="checkbox"/> Ensure that all diving equipment maintenance is recorded.</li> </ul>

5 Process: Equipment Procurement and Maintenance (Continued)

Person Responsible		Actions
5.2	Divers and restricted divers	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain and service diving equipment that has been issued to you.</li> <li><input type="checkbox"/> Report any faulty equipment immediately to the Dive Co-ordinator and tag it out of service (See Appendix D of the <a href="#">Plant/Equipment Safety Management</a> chapter of the HSW Handbook) until repaired and safe to use.</li> </ul>

6 Process: Authorisation of workers undertaking diving activities

Person Responsible		Actions
6.1	Head of School/Branch	<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorise in consultation with the Diving Officer any workers who will be undertaking School/Branch diving activities.</li> </ul>
6.2	Diving Officer	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure workers undertaking diving activities meet the requirements of the “<a href="#">Authorised Diving Officer, Co-ordinator and Diver Form</a>” Appendix A.</li> <li><input type="checkbox"/> Conduct a practical assessment to determine the skill of a diver based on your experience.</li> <li><input type="checkbox"/> Recommend to the Head of School/Branch any restrictions, to be placed or removed on restricted divers’ authorisations, or revocation See <a href="#">Table A.1</a>.</li> <li><input type="checkbox"/> Recommend to the Head of School/Branch when a restricted diver is competent to be authorised as a diver with no restrictions.</li> <li><input type="checkbox"/> Maintain all the completed “<a href="#">Authorised Diving Officer, Co-ordinator and Diver Forms</a>” (Appendix A) on file for record purposes and provide a copy to the worker.</li> <li><input type="checkbox"/> Ensure that there is a system for the provision of information for workers undertaking diving activities.</li> <li><input type="checkbox"/> Ensure workers involved in the diving activity are aware of their responsibilities in accordance with this chapter, legislation (<a href="#">WHS Act</a> and <a href="#">Regulations</a> 2012 (SA), risk assessment(s) and any relevant industry standards.</li> </ul>

7 Process: Revoking authorisation

Person Responsible		Actions
7.1	Diving Officer  in consultation with  Head of School/Branch	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine which part of this handbook chapter, or other legislation, has been breached (i.e. expired certifications, safety breach).</li> <li><input type="checkbox"/> Determine if the breach requires the authorisation to be revoked, If ‘Yes’:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Retrieve the “<a href="#">Authorised Diving Officer, Co-ordinator and Diver Form</a>” from file for the worker being revoked.</li> <li><input type="checkbox"/> Complete the <i>Revoke Authorisation</i> section of the worker’s form;</li> <li><input type="checkbox"/> Forward a copy of a revoked authorisation to the worker whose authorisation is being revoked.</li> <li><input type="checkbox"/> Send a copy of the revocation to the <a href="#">local HSW</a> Team (or person nominated by the School/Branch) to keep on file.</li> </ul> </li> </ul>

**8 Process: Pre-Diving activities**  
(Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.)

Person Responsible		Actions
<p><b>8.1 Dive Co-ordinator</b></p> <p>(Note - The Dive Co-ordinator is to be present at all times during a diving activity)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare a <a href="#">dive plan</a> (Appendix C), including a risk assessment, for each diving activity (see the <a href="#">Hazard Management Chapter</a>).</li> <li><input type="checkbox"/> Ensure all members of the dive team understand the dive plan including the risk assessment, communication procedures, emergency procedures (including rescue equipment) and requirement to wear a shark shield.</li> <li><input type="checkbox"/> Ensure diving equipment is in satisfactory condition for the activity.</li> <li><input type="checkbox"/> Ensure each diver has adequate air supply for the task plus an emergency reserve of between 25% and 30%.</li> <li><input type="checkbox"/> Sign the dive plan for each activity.</li> <li><input type="checkbox"/> Submit the dive plan and risk assessment to the Diving Officer for final approval.</li> </ul> <p>(Note: The risk assessment must include the name and contact number of the nearest bariatric chamber and the Coast Guard. In the event of an emergency, where it is believed that the diver is suffering from decompression illness, both need to be contacted to enable co-ordination of the emergency response.)</p>	
<p><b>8.2 School/Branch Diving Officer</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review, revoke or approve and sign the dive plan for each activity.</li> <li><input type="checkbox"/> Ensure workers involved in the diving activity have the relevant authorisations.</li> <li><input type="checkbox"/> Ensure workers involved in the diving activity have completed all relevant proficiency and competency based training (see <a href="#">Provision of HSW Information, Instruction and Training</a> chapter).</li> <li><input type="checkbox"/> Consider if a diver has not conducted diving activities for a considerable length of time, and may require additional instruction and/or training and arrange as applicable.</li> <li><input type="checkbox"/> Ensure divers using privately owned diving equipment are aware of their responsibilities to maintain a service history for their own equipment and include in the School/Branch plant/equipment register and/or dive file.</li> <li><input type="checkbox"/> Ensure divers have a current <a href="#">certificate of medical fitness</a>.</li> <li><input type="checkbox"/> Ensure that workers undertaking diving activities comply with any conditions stated on their certificate of medical fitness.</li> <li><input type="checkbox"/> Keep the finalised dive plan on record for at least 1 year past the work to which it relates is completed, as per WHS Regulations 2012 (SA) Part 8.</li> </ul>	

**9 Process: Diving activities**

Person Responsible		Actions
<p><b>9.1 Dive Co-ordinator</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the dive plan with the dive team when at the dive site and, if required, amend the plan to reflect the hazards present.</li> <li><input type="checkbox"/> Liaise with the boat operator where required.</li> <li><input type="checkbox"/> Directly supervise diving activities.</li> <li><input type="checkbox"/> Ensure that all diving equipment (including medical and emergency equipment) is available at the dive site and is fully operational and has been approved by the Diving Officer.</li> <li><input type="checkbox"/> Ensure that diving equipment being used for diving activities is appropriate and adequate for the activity.</li> <li><input type="checkbox"/> Ensure that shark shields are in good working order and being worn by all divers (excluding freshwater activities).</li> <li><input type="checkbox"/> Terminate any dive activity where any unsafe condition arises.</li> </ul>	

**9 Process: Diving activities (Continued)**  
(Note: Diving deeper than 30m and/or decompression is not permitted for University diving activities.)

Person Responsible		Actions
<b>9.1</b>	<b>Dive Co-ordinator (Continued)</b>	<p><u>In an emergency:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact local diver emergency services and initiate evacuation procedures (including emergency telephone/radio procedures – see <a href="#">Distress frequencies and calls SA</a>).</li> <li><input type="checkbox"/> Co-ordinate recompression support facilities where required (See the risk assessment – you must contact both the Coast Guard and the bariatric facility to co-ordinate emergency response).</li> </ul>
<b>9.2</b>	<b>Divers and restricted divers</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow, the requirements of the dive plan and associated documents.</li> <li><input type="checkbox"/> Follow all instructions given by Dive Co-ordinator and Diving Officer.</li> <li><input type="checkbox"/> Ensure that your shark shield is in good working order and that you are wearing it whenever undertaking salt water diving.</li> <li><input type="checkbox"/> Ensure that you do not dive unless a Dive Co-ordinator is present.</li> <li><input type="checkbox"/> Ensure that you only dive when you hold a certificate of medical fitness. This includes ensuring you are not under the effects of alcohol or drugs which may impair judgement.</li> </ul>

**10 Process: Post-Diving activities and documentation**

Person Responsible		Actions
<b>10.1</b>	<b>Divers and restricted divers</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advise the Dive Co-ordinator of any faulty equipment, including shark shield battery usage.</li> </ul>
<b>10.2</b>	<b>Dive Co-ordinator</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return the dive plan and completed dive safety log to the Diving Officer.</li> </ul>
<b>10.3</b>	<b>School/Branch Diving Officer(s)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with the Head of School/Branch if recommending that authorisation of a diver or restricted diver be revoked (e.g. if a user has demonstrated unsafe work or behaviour or fails their annual medical examination. (See section 7)</li> <li><input type="checkbox"/> Maintain completed <a href="#">dive plans</a> and <a href="#">dive safety logs</a> on file for at least 1 year past the work to which it relates is completed, as per WHS Regulations 2012 (SA) Part 8.</li> </ul>

**11 Process: Incident Reporting**

Person Responsible		Actions
<b>11.1</b>	<b>Divers and restricted divers</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advise the Dive Co-ordinator if any incidents occurred (including near misses).</li> </ul>
<b>11.2</b>	<b>Dive Co-ordinator</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report all diving incidents/safety issues and near misses in accordance with the HSW handbook chapter <a href="#">Report a safety issue or incident</a> and <a href="#">Incident Investigation</a>.</li> <li><input type="checkbox"/> Complete the “<a href="#">Dive Safety Log</a>” (Appendix B) including details of any incidents that occurred and return to Diving Officer.</li> <li><input type="checkbox"/> Participate in diving incident investigations where required.</li> </ul>

11 Process: Incident Reporting (Continued)

Person Responsible	Actions
11.3 School/Branch Diving Officer(s)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all diving incidents are recorded in the University's <a href="#">on-line incident reporting system</a> and in accordance with the HSW Handbook chapter <a href="#">Report a safety issue or incident</a> and <a href="#">Incident Investigation</a>.</li> <li><input type="checkbox"/> Ensure all equipment that is involved in the incident is preserved until the investigation is finalised.</li> <li><input type="checkbox"/> Participate in all diving incident investigations.</li> </ul>

12 Definitions

**Certificate of medical fitness**

A certificate issued by a registered medical practitioner with experience in dive medicine or underwater medicine which states:

- The name of the person to whom it is issued.
- Date of issue and expiry date.
- Whether or not the person to whom it is issued is, in accordance with the fitness criteria, medically fit to carry out diving work.
- Any conditions in relation to the type of diving work the person it is issued is fit to carry out, or the circumstances in which the person is fit to carry out general diving work, including, in the case of a person who is under 18 years of age, any particular conditions applicable to the age of the person.

**Dive Co-ordinator**

The Dive Co-ordinator, co-ordinates diving activities and ensures the appropriate documentation is provided to the Diving Officer prior to undertaking diving activities. The Dive Co-ordinator ensures all equipment is in an adequate condition prior to undertaking the dive (i.e. pre dive check). A Dive Co-ordinator is present at all times during a diving activity ensuring the dive plan is being adhered to.

**Diving Officer**

The Diving Officer is responsible for overseeing diving activities. The Diving Officer is responsible for authorising and revoking divers in consultation with the Head of School/Branch. The Diving Officer ensures all workers undertaking diving activities have the appropriate information, instruction, training and supervision. The Diving Officer is responsible for completing dive plans and ensuring they are signed off, including any other relevant documentation, by the Diving Officer prior to diving activities.

**Dive Plan**

Documentation to ensure the risks of a diving activity have been addressed. It generally includes diver certifications, a risk assessment and other related documents.

**Diver**

A person who performs diving work underwater and who is trained and experienced in diving activities.

**Limited scientific diving work means general diving work that –**

- (a) Is carried out for the purpose of professional scientific research, natural resource management or scientific research as an educational activity; and
- (b) Involves only *limited diving*.

**Limited diving** means diving that does not involve any of the following:

- (a) Diving to a depth below 30 metres;
- (b) The need for a decompression stop;
- (c) The use of mechanical lifting equipment or a buoyancy lifting device;
- (d) Diving beneath anything that would require the diver to move sideways before being able to ascend;
- (e) The use of plant that is powered from the surface;
- (f) Diving for more than 28 days during a period of 6 months;

[WHS Regulations 2012 (SA)]

HSW Handbook	<b>Diving Safety Management</b>	Effective Date:	<b>10 July 2018</b>	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	<b>10 July 2021</b>	Page 6 of 14
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

**12 Definitions (Continued)**

**Restricted diver**

A person who has limited diving experience who has been deemed by the diving officer not to have the experience of a diver. A restricted diver has limited conditions and duties.

**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. This 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 [Refer WHS Act 2012 (SA), Division 3, S8].

**13 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.

**14**

<b>Useful information and resources</b>	
<b>14.1</b>	<p><b>University related documents and Policies</b>  <b>University HSW Handbook chapters:</b>  <a href="#">Hazard Management</a>  <a href="#">Plant/Equipment Safety Management</a>  <a href="#">Boating Operations</a>  <a href="#">Report a safety issue or incident</a>  <a href="#">Incident Investigation</a></p> <p><b>Information Sheets:</b>  <a href="#">Personal Protective Equipment</a></p>
<b>14.2</b>	<p><b>Related Legislation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">WHS Act 2012 (SA)</a></li> <li>• <a href="#">WHS Regulations 2012 (SA) Part 8</a></li> </ul>
<b>14.3</b>	<p><b>Useful Web-links and documents</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Australian Diver Accreditation Scheme (ADAS)</a></li> <li>• University's <a href="#">on-line incident reporting system</a></li> <li>• South Pacific Underwater Medicine Society <a href="#">List of underwater medical doctors</a></li> </ul> <p>Australian Standards</p> <ul style="list-style-type: none"> <li>• <a href="#">AS/NZS 2299.2:2002</a> Occupational diving operations - Scientific diving</li> <li>• <a href="#">AS2815.1-2008</a> Training and Certification of Occupational Divers – Occupational SCUBA Diver - Standard.</li> </ul>

## AUTHORISED DIVING OFFICER, CO-ORDINATOR AND DIVER FORM

### STAFF MEMBER DETAILS

Staff ID number		Surname	
School/Branch		Given names	
Work contact number		Mobile	

### QUALIFICATIONS

- The minimum training, qualification and competency requirements detailed in Table A1 have been met.
- Evidence of training, qualification and competency are attached.
- Annual medical certificate is attached.

Date of last annual dive medical certificate    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### RESTRICTIONS (if any)

### INSTRUCTIONS

**Diver**

- Attach evidence of your training, qualification and competency to this form.
- Submit the completed form and evidence to the Diving Officer.

**Diving Officer**

- Forward the completed form to the Head of School/Branch for authorisation.
- Following authorisation by the Head of School/Branch, forward a copy (i.e. scanned and sent electronically) to the diver.
- Add the diver's name and annual dive medical date to the School/Branch Training Plan in consultation with the [School/Branch/Faculty/Division Health, Safety and Wellbeing team](#).
- Keep this record and associated documents on file.

### AUTHORISATION (by Head of School/Branch)

I hereby authorise the above mentioned as a diver within the University of Adelaide to act in the following capacity.

<input type="checkbox"/> <b>Diving Officer</b>	<input type="checkbox"/> <b>Dive Co-ordinator</b>	<input type="checkbox"/> <b>Scientific Diver</b>	<input type="checkbox"/> <b>Restricted diver</b> <input type="checkbox"/> <b>Visiting restricted scientific Diver</b> <input type="checkbox"/> <b>Visiting scientific diver</b>
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I certify that I have sighted evidence of their diving qualifications and experience.

Name of Head of School/Branch		Signature	Date        /        /
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### REVOKING AUTHORISATION

**This authorisation is revoked for the following reason(s).**

**Signed by (Head of School/Branch)**    \_\_\_\_\_        /        /



**AUTHORISED DIVING OFFICER, CO-ORDINATOR AND DIVER FORM**

**Table A1: Minimum training, qualification and competency requirements**

(in accordance with [WHS Regulations 2012 \(SA\)](#) and [AS/NZS 2299.2:2002 Occupational diving operations: Scientific diving](#))

When approving dive proposals, the diving officer shall ensure that the divers are trained and competent for the specific diving operation proposed, and have received any extra training they may require prior to particular dives.

Every diver shall be classified as:

- a restricted scientific diver;
- a scientific diver;
- a visiting restricted scientific diver; or
- a visiting scientific diver.

Authorisation Level	Requirements
<b>Scientific SCUBA diver</b> (Self-contained underwater breathing apparatus)	In order to carry out scientific diving using SCUBA, a scientific diver shall have all the competencies set out for training as a scientific SCUBA diver in Paragraph A9.1 of AS/NZS 2299.2: 2002 of Appendix A.
<b>Scientific SSBA Diver</b> (Surface supplied breathing apparatus)	In order to carry out scientific diving using SSBA, a scientific diver shall have all the competencies called up in Paragraph A3.1 of <a href="#">AS/NZS 2299.2: 2002</a> of Appendix A together with those in the additional module for a scientific SSBA diver in Paragraph A9.2 of AS/NZS 2299.2: 2002 of Appendix A.
<b>Limited Scientific diving work</b>  [WHS Regulations 2012 (SA)]	<p>In accordance with <a href="#">WHS Regulation</a> 173(b), a person has relevant diving experience if the person has logged at least 60 hours diving of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the limited scientific diving work is to be carried out.</p> <p><b>Limited scientific diving work means general diving work that –</b></p> <p>(a) Is carried out for the purpose of professional scientific research, natural resource management or scientific research as an educational activity; and</p> <p>(b) Involves only <b>limited diving</b>.</p> <p><b>Limited diving</b> means diving that does not involve any of the following:</p> <p>(a) Diving to a depth below 30 metres;</p> <p>(b) The need for a decompression stop;</p> <p>(c) The use of mechanical lifting equipment or a buoyancy lifting device;</p> <p>(d) Diving beneath anything that would require the diver to move sideways before being able to ascend;</p> <p>(e) The use of plant that is powered from the surface;</p> <p>(f) Diving for more than 28 days during a period of 6 months.</p>
<b>Restricted diver</b>	<p>This category is specifically for persons who are involved in research requiring diving but who have limited diving experience and are deemed by the diving officer of their School/Branch not to have experience equivalent to a scientific diver. As a minimum, the diver should:</p> <p>a) be 18 years of age;</p> <p>b) hold an open water diver certificate from a recognised SCUBA training &amp; certifying organisation; and</p> <p>c) have at least 15h of underwater diving experience after certification.</p> <p>A restricted scientific diver shall:</p> <p>a) not dive using SSBA equipment unless trained in SSBA diving;</p> <p>b) only dive when conditions are suitable for untethered SCUBA mode;</p> <p>c) not dive deeper than 18m depth;</p> <p>d) not act as a standby diver or a dive leader;</p> <p>e) not dive as a restricted diver other than for a single initial period of up to 12 months; and</p> <p>f) not use powered tools or lift bags.</p>

**AUTHORISED DIVING OFFICER, CO-ORDINATOR AND DIVER FORM**

**Table A1: Minimum training, qualification and competency requirements (Continued)**  
 (in accordance with [WHS Regulations 2012 \(SA\)](#) and [AS/NZS 2299.2:2002](#) Occupational diving operations: Scientific diving)

<p><b>Dive Co-ordinator</b></p>	<p><b>In order to fulfil the role of Dive Co-ordinator, a person shall:</b></p> <ul style="list-style-type: none"> <li>a) be a scientific SCUBA diver as above.</li> <li>b) be a scientific SSBA diver, as prescribed above, if also co-ordinating SSBA diving operations;</li> <li>c) be able to recognise and manage diving emergencies;</li> <li>d) have at least 15h of experience as a scientific diver;</li> <li>e) satisfy any other reasonable requirements specified by the School/Branch diving officer.</li> </ul>
<p><b>Diving Officer</b></p>	<p>In order to fulfil the role of diving officer, a person shall -</p> <ul style="list-style-type: none"> <li>a) be trained to a level equal to or exceeding that specified in AS2815.1 and have a certificate to that effect issued by:                             <ul style="list-style-type: none"> <li>• An occupational diver training establishment;</li> <li>• The Australian Diver Accreditation Scheme (ADAS); or</li> <li>• The relevant regulatory authority.</li> </ul> </li> <li>b) If also controlling SSBA diving operations, be trained to a level equal to or exceeding that for a restricted diver as specified in AS2815.2 and have a certificate to that effect issued as in Item (a);</li> <li>c) Have at least 100h of underwater diving experience; and</li> <li>d) Satisfy any other reasonable requirements of the School/Branch.</li> </ul> <p>The diving officer should also keep up to date with current developments in diving technology and practice.</p>
<p><b>Visiting divers (Reciprocity)</b></p>	<p>There shall be full reciprocity between scientific divers authorised to dive pursuant to AS/NZS 2299.2:2002 and persons of other scientific diving organisations out Australia and New Zealand, provided he/she presents satisfactory documentary evidence of qualifications to the diving officer. Such documentary evidence shall include but shall not be limited to a letter or certificate from the diving officer of the reciprocal organisation, diver’s logbooks and a current medical certificate of fitness to dive.</p> <p><u>Diving officers:</u></p> <ul style="list-style-type: none"> <li>• are strongly recommended to arrange appropriate dives at the start of a visiting diver’s stay so that the person’s overall competence to participate in the diving planned can be directly assessed.</li> <li>• Issue of certification: When the School/Branch Diving officer is satisfied that an applicant for visiting scientific diver status is trained and competent to undertake their proposed tasks and has produced satisfactory evidence of fitness to dive, then the diving officer may issue a “visiting scientific diver” certification or a “visiting restricted scientific diver” certification as appropriate subject to special conditions as the diving officer may deem appropriate. This includes medical certification.</li> </ul> <p><u>Limited scientific diving work</u></p> <p>The competence of a worker for limited scientific diving work (see previous section on limited scientific diving work) or refer to <a href="#">WHS Regulation 173, 2012 (SA)</a>.</p> <p>A person who is not permanently resident in Australia must not carry out limited scientific diving work unless the person has –</p> <ul style="list-style-type: none"> <li>a) The training, qualification or experience referred to in <a href="#">WHS Regulation 171(b), 2012 (SA)</a>; and</li> <li>b) Relevant diving experience, including relevant diving experience obtained outside Australia.</li> </ul>

## DIVE SAFETY LOG

<b>School/Branch</b>		<b>Sheet number</b>		<b>Date</b>	
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<b>Vessel</b>		<b>Dive location</b>	
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NAMES OF OTHERS INVOLVED IN THE DIVE (Not listed as divers)	
Names	Roles

INCIDENT DETAILS

DIVE CO-ORDINATOR'S STATEMENT <i>(To be completed post dive)</i>	
All persons involved in the diving activities listed below have been accounted for after completion of the diving activities.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

DIVERS SIGNATURES <i>(To be completed post dive)</i>		
Name	Signature	Date

DIVE DETAILS														
Dive #	Diver name	Time in	Time out	Total time	Bottom time	Max depth	RG	Pre-dive pressure	Post-dive pressure	SI	RF	If relevant Mixed gas content		If relevant Min depth of bottom mix
												O <sub>2</sub>	N <sub>2</sub>	

## DIVE PLAN TEMPLATE - FOR SCUBA (Air only)

To be completed by the Dive Co-ordinator and dive team in consultation with the Diving Officer.

Dive Team Details		
<b>Dive Co-ordinator:</b>	<b>Date of last medical:</b>	<b>Contact Number:</b>
Name:	Date of last medical:	Task(s):
Name:	Date of last medical:	Task(s):
Name:	Date of last medical:	Task(s):
Name:	Date of last medical:	Task(s):

**Dive Details**

**Area(s) of dive(s):** \_\_\_\_\_

**Date(s) of dive:** From . \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Type of dive(s)** (eg. boat (incl. name of boat), shore, drift) \_\_\_\_\_

**Dive Profile** \_\_\_\_\_  
(specify as far as possible intended depth and duration of proposed dive(s):

	Dive 1	SI mins	Dive 2	SI mins	Dive 3	SI mins
<b>Start Time</b>						
M		M		M		M
	Mins		Mins		Mins	

**Hazard Management**

**Has a risk assessment been completed for this diving activity?**

- Yes (it has been sighted by Diving Officer)
- No (I affirm that it will be conducted on site)

**Is this a 'Sheltered Open Water Site'?**

- Yes     No

**Equipment:**

- All scuba equipment to be used has been serviced in the last 12 months as required by AS/NZS 2299.2:2002
- Shark shields are required to be worn for all salt water dives.

(Continued)

HSW Handbook	Diving Safety Management	Effective Date:	10 July 2018	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	10 July 2021	Page 12 of 14
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**DIVE PLAN TEMPLATE - FOR SCUBA (Air only)**

**General Risk Assessment**

1. What type of activity is proposed?

2. Do you anticipate any adverse weather conditions?  Yes  No

If yes, what precautions will you take?

3. What is the anticipated depth? \_\_\_\_\_ (Note: Scuba diving will not be conducted at depths > 30 metres)

4. Do you anticipate strong currents?  Yes  No

(Divers should be able to swim comfortably against any current or a drift dive should be conducted)

If yes, what precautions will you take?

5. Will divers be subject to altitude during the diving operation?  Yes  No

If yes, what precautions will you take?

6. Are you planning repetitive dives?  Yes  No

(If more than two dives a day are conducted on three consecutive days, diving should not be carried out on the fourth day.)

If yes, what precautions will you take?

7. Two person dive team being requested?  Yes  No

(Please justify a two person dive referring to risk assessment.)

8. Diving equipment, breathing gases and procedures being used during dive:

(Continued)

HSW Handbook	<b>Diving Safety Management</b>	Effective Date:	<b>10 July 2018</b>	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	<b>10 July 2021</b>	Page 13 of 14
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

## DIVE PLAN TEMPLATE - FOR SCUBA (Air only)

**Emergency Plan**

**2 copies of the emergency plan are required.** 1x copy for dive team and 1x copy to be retained by the Diving Officer

Emergency Contacts	
<b>Emergency Services</b>	000
<b>Divers Emergency Service (DES)</b>	1800 088 200 (in Australia) 61 8 8212 9242 (International)

Emergencies involving fatalities, serious injuries or serious decompression illness must be reported to:

1. Emergency Services
2. University Security (08) 8313 5990
3. School/Branch Manager
4. Diving Officer
5. School/Branch Health, Safety and Wellbeing Officer

9. Dive Site: What are the directions to the site(s) for Emergency Services?

10. Where is/are the nearest hospital(s) to all your proposed dive site(s)? (Please include distance)

11. Where is the nearest recompression chamber?

12. Where is your home base while carrying out the proposed dives?

Phone number at home base \_\_\_\_\_

13. Do you have oxygen and a first aid kit at the dive site?  Yes  No

**Communications**

14. **Communications with dive team:** Mobile \_\_\_\_\_  
 Satellite phone \_\_\_\_\_  
 Boat Radio VHF /HF /28Mhz (circle type)  
 Does the boat have EPIRB?  Yes  No

**Approval**

Dive Co-ordinator Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Diving Officer Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

HSW Handbook	Diving Safety Management	Effective Date:	10 July 2018	Version 2.0
Authorised by	Chief Operating Officer (University Operations)	Review Date:	10 July 2021	Page 14 of 14
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			