

# Recreational scuba diving and snorkelling guidance

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# 'DIVESAFE'

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## 'DIVESAFE'

Providing a safe and healthy workplace for employees is every employer's responsibility in Victoria under the *Occupational Health and Safety Act 2004* (OHS Act). This also applies to self-employed persons who don't have any employees.

For Victorian dive operators, this obligation is broader under the OH&S Act and includes persons other than employees, such as dive participants and general customers.

As the regulator of the OHS Act, WorkSafe seeks to work with all Victorians to reduce the incidence, severity and cost to the community of work-related injury and disease.

The following guidance is based on specific documentation used by WorkSafe inspectors when they visit Victorian recreational scuba and snorkelling dive operators to assess their work safety systems concerning the safety and welfare of members of the public who wish to dive. While it is a detailed guide, it can be used as a reference for those who wish to partake in scuba and snorkelling activities provided by a recognised operator. It contains information that will assist you choose an appropriate provider that has regards to the relevant standards and technical systems of work.

Don't be afraid to ask or challenge the diving provider if you believe they are not doing all they can with regards to the safety.

Further information or advice is available from WorkSafe's Advisory Service on 1800 136 089.

### Relevant reference information:

1. AS 4005 *Training and certification of recreational divers* and AS/NZS 2299.3 *Recreational industry diving and snorkelling operations*.
2. Dive Industry of Victoria Association (DIVA) code of practice, available from [underwatervictoria.com.au](http://underwatervictoria.com.au).
3. QLD Compressed Air Recreational Diving and Recreational Snorkelling code of practice (2005), available from [deir.qld.gov.au/workplace/law/codes/divingcompressed/index.htm](http://deir.qld.gov.au/workplace/law/codes/divingcompressed/index.htm).
4. Adventure Activity Standard (Snorkelling, SCUBA Diving & Wildlife Swims), available from [orc.org.au](http://orc.org.au).

### Additional references

5. AS 2030 - *Verification, filling, inspection, testing and maintenance of cylinders for storage and transport of compressed gases*; AS 2337 *Gas cylinder test stations*; AS 3848 *Filling of portable gas cylinders*
6. Occupational Health and Safety Regulations 2007 (the Regulations) for plant, noise, manual handling, hazardous substances.

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# Section 1: Recreational SCUBA Diving

## 1.1 Pre-dive briefing

Requirement	Questions to ask
Pre-dive briefing appropriately equips divers to undertake a specific dive trip.	What information does the dive operator provide in the pre-dive briefing?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Dive supervisor ensures a pre-dive briefing is given, including as a minimum, likely depths, environmental conditions, hazards to be encountered and recommendations on safe diving practices, emergency procedures and buddy checks.</li> <li>• Information given in the pre-dive briefing is recorded in writing.</li> <li>• Pre-dive safety briefing of scuba divers covers topics which are applicable to the proposed dive, including:               <ul style="list-style-type: none"> <li>○ dive site description</li> <li>○ location of the dive site relative to the anchor or descent/ascent line</li> <li>○ how to use the ascent/descent line</li> <li>○ references to currents and how to navigate back to the line</li> <li>○ maximum depth of area</li> <li>○ maximum bottom time</li> <li>○ minimum 'low on air' before commencing ascent, allowing appropriate amount of air for safe ascent to the surface including safety stops</li> <li>○ maintenance of buddy contact</li> <li>○ ascent rate as per dive tables or computers used</li> <li>○ safety stops and decompression stops</li> <li>○ lost buddy procedure</li> <li>○ out of air/low air procedures</li> <li>○ buddy checks</li> <li>○ entry and exit procedures</li> <li>○ use of relevant boat line set-ups used for the dive.</li> </ul> </li> <li>• Divers advised (as a minimum) to:               <ul style="list-style-type: none"> <li>○ drink fluids prior to and after each dive and report any post-dive symptoms to the dive operator and/or the Diving Emergency Service</li> <li>○ adhere to safe diving practice</li> <li>○ pay close attention to buoyancy and Buoyancy Control Device (BCD) on ascent</li> <li>○ ascent not greater than 18m per minute, preferably around 10m per minute</li> </ul> </li> <li>• if possible, conduct a safety stop as a matter of good practice, even if not indicated in dive tables. All divers not following dive supervisors plan file their own dive plan with the dive supervisor.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 14</li> <li>• DIVA code of practice: p. 17, 18</li> </ul>

## 1.2 Count of all persons on board

Requirement	Questions to ask
No person is left behind.	How are all persons on board accounted for?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>Count of all persons on board, including written record of number and signature and buddy pairings, is done before departure from port.</li> <li>New totals recorded for permanent departures/arrivals.</li> <li>Counts are done, compared and recorded for all persons at each departure from dive/snorkelling site (may be several).</li> <li>Appropriate count method used.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>QLD Code of Practice: p. 7, 8</li> <li>AS/NZS 2299.3: p. 18</li> </ul>

## 1.3 Dive safety log

Requirement	Questions to ask
Dive safety logs keep accurate records of diving experience.	How and when are dive safety logs used?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>All divers have a dive safety log.</li> <li>Accurate records of diving activities are maintained.</li> <li>Each person directly in control of each group of divers completes a dive safety log or ensures it's completed as required.</li> <li>Dive safety logs are signed by all divers on completion of each dive.</li> <li>Dive safety logs are signed and completed by dive supervisor and master or appointed persons.</li> <li>All entries completed as soon as possible.</li> <li>Dive safety logs contain the following information: <ul style="list-style-type: none"> <li>date of dive</li> <li>location and nature of dive site (eg boat or shore diving)</li> <li>environmental conditions at the dive site</li> <li>name of dive supervisor</li> <li>name of diver</li> <li>name of diver's buddy</li> <li>verification of diver's certification level and recent experience</li> <li>time in (time diver left the surface of the water)</li> <li>time out (time diver arrived at surface of the water)</li> <li>maximum depth of dive</li> <li>repetitive dive group if using dive tables</li> <li>any incidents, problems, discomfort or injury suffered by the diver</li> <li>signature of each diver on completion of each dive</li> <li>signature of dive supervisor to signify dive safety log has been completed</li> <li>verification signature of vessel master on completion of dive, if from a boat.</li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>QLD Code of Practice: p. 22-24</li> <li>AS/NZS 2299.3: p.14, 19, 20</li> </ul>

## 1.4 Medicals

Requirement	Questions to ask
Divers are medically fit to dive.	How does the dive operator ensure that divers are medically fit to dive?
<b>What to look for</b>	<ul style="list-style-type: none"><li>• All divers advised of contraindications to diving or conditions that are likely to affect their health (eg cold, flu, hangover, chronic health conditions).</li><li>• Current (12 month) 'certificate of medical fitness to dive' required for all workers.</li><li>• No divers under 12 years old.</li><li>• Appropriate medical declaration for each resort diver (if applicable).</li><li>• Entry level certificate divers should be certified (AS4005.1) as medically fit for diving.</li><li>• Diver's fitness to dive assessed by a physician where required.</li><li>• Snorkellers complete a medical declaration.</li></ul>
<b>Information</b>	<ul style="list-style-type: none"><li>• QLD Code of Practice: p. 9-12</li><li>• AS/NZS 2299.3: p.13, 19</li></ul>

## 1.5 Supervision of divers/snorkellers in open water

Requirement	Questions to ask
Divers/snorkellers are adequately supervised in open water.	What does the dive operator do to supervise divers and snorkellers in open water?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• All scuba divers not specifically certified in self-sufficient diving are assigned to dive with an appropriately experienced dive buddy.</li> <li>• Instructor has students under close personal supervision at all times and is, able to render assistance immediately.</li> <li>• In open water diving/training with less than ideal circumstances, ratio of divers to diver instructors/supervisors is decreased according to the degree of risk posed by diving conditions and any hazards present and assessed by the employer, dive supervisor, dive coordinator or dive instructor as appropriate.</li> <li>• Supervision ratios are reduced if conditions are less than ideal, as appropriate.</li> <li>• The appointed lookout of the water is solely engaged in being the lookout while divers are in the water.</li> <li>• Dive supervisor remains at the surface at the dive site.</li> <li>• In-water supervision by a dive supervisor is provided for certificated divers if dive conditions are outside experience and qualifications of the diver.</li> <li>• Dive supervisor appointment made in writing before the diving operations commence.</li> </ul>
	<p><b>Recreational divers in training</b></p> <ul style="list-style-type: none"> <li>• Maximum of eight students with one dive instructor.</li> <li>• Maximum of 10 students with one dive instructor and at least one dive supervisor or certified assistant.</li> <li>• Maximum of 12 students with one dive instructor and at least two dive supervisors or certified assistants.</li> </ul>
	<p><b>Resort courses</b></p> <ul style="list-style-type: none"> <li>• Maximum of four divers and one dive instructor or six divers and an instructor plus a certified assistant for the initial dive.</li> <li>• Maximum of six divers and one dive instructor for second/subsequent divers conducted within 30 days of the initial dive.</li> </ul>
	<p><b>Dive site supervision</b></p> <ul style="list-style-type: none"> <li>• At every boat diving site, there is one dive supervisor and adequate lookouts to cover visual observation of the dive site.</li> <li>• More than one lookout may be required for large vessels or multiple dive groups operating from the one boat (dive supervisor may act as a lookout).</li> <li>• For shore diving where there is no in-water supervision, a lookout is provided where indicated by the risk assessment.</li> </ul>

<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 12-16</li> <li>• AS/NZS 2299.3: p. 13, 14, 15</li> <li>• DIVA code of practice: p. 17</li> <li>• Diving conditions in Victoria are inherently more demanding than in warmer, more sheltered waters. They may not be defined as a hazard, but can affect suitable ratios.</li> </ul>
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## 1.6 Skills of divers

<b>Requirement</b>	<b>Questions to ask</b>
Diver's certification and experience appropriately match the dives they undertake.	What certification and experience does the dive operator look for before accepting a diver on a dive trip?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Entry level certificate divers are trained through documented training procedures that comply with AS4005.1.</li> <li>• Diver's certification and experience is confirmed before acceptance for participation on a dive excursion or for further training.</li> <li>• Dive supervisor assesses each certificated diver and accompanies or conducts an assessment dive for each diver where there are doubts about their competency.</li> </ul>
	<b>Dive instructors</b> <ul style="list-style-type: none"> <li>• Hold a scuba instructor's certificate issued by a recreational diving training organisation that is current within any renewal requirements of that organisation.</li> <li>• Have been examined for fitness to dive in accordance with medical criteria in AS/NZS 2299.1 and hold a certificate of fitness to dive issued by a medical practitioner with training in underwater medicine within the 12 months prior to diving.</li> <li>• Dive workers are trained in procedures required at the dive site and qualified for the work that they do.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 16-19</li> <li>• AS/NZS 2299.3: p.18, 20</li> <li>• DIVA code of practice: p.17</li> </ul>

## 1.7 Recreational divers in training

<b>Requirement</b>	<b>Questions to ask</b>
Training for recreational divers as appropriate.	How does the dive operator ensure training for recreational divers is appropriate?





<p><b>What to look for</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• All diver certification courses comply with the AS4005 series as a minimum, or another equivalent internationally recognised training series.</li> </ul> <p><i>Training, qualifications and employment of dive instructors</i></p> <ul style="list-style-type: none"> <li>• Dive instructors hold a current scuba instructor's certificate.</li> <li>• Dive instructors have been examined for fitness to dive in accordance with medical criteria in AS/NZS 2299.1</li> <li>• Medical certificate of fitness to dive is current (within 12 months).</li> <li>• System of work in place that controls participation in diving when known predisposing factors exist (eg flying, illness).</li> </ul>
	<p><b>Resort courses</b></p> <ul style="list-style-type: none"> <li>• Participants complete a medical declaration containing information as per Appendix A of AS/NZS 2299.3.</li> <li>• If any medical condition is disclosed, medical advice sought from diving medical practitioner before any diving takes place.</li> <li>• No dives in excess of 12m.</li> <li>• Supervision ratios as per 1.6 above.</li> <li>• Resort courses conducted according to training organisation's published standards and procedures.</li> <li>• Instructor has students under close personal supervision at all times and able to render immediate assistance if required.</li> <li>• Minimum skills taught:             <ul style="list-style-type: none"> <li>○ mask clear</li> <li>○ regulator removal and replacement (underwater)</li> <li>○ emergency ascent procedures.</li> </ul> </li> <li>• On completion, participants issued with a numbered certificate of participation, approved by the training organisation.</li> </ul> <p><i>Advanced or specialty certificate training</i></p> <ul style="list-style-type: none"> <li>• Diving procedures established for those trainees are consistent with provisions of AS/NZS 2299.3.</li> <li>• Participants are medically fit to dive.</li> <li>• Penetration diving is advised by divers who are suitably equipped and qualified to an applicable, recognised certifying organisation standard.</li> </ul>
<p><b>Information</b></p>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p.21</li> <li>• DIVA code of practice: p.18</li> </ul>

## 1.8 Supervision of certified divers

Requirement	Questions to ask
Certified divers are adequately supervised.	What actions does the dive operator take to supervise certified divers?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Competency of each diver is assessed prior to diving, taking into consideration:               <ul style="list-style-type: none"> <li>○ how recent the recreational certificate level is</li> <li>○ how recent the last dive (in similar conditions to proposed site) is</li> <li>○ the diving experience of the diver as contained in logbooks and current fitness to dive.</li> </ul> </li> <li>• Shop staff and staff on board the vessel are adequately trained in policies and procedures for knowing what to do if they encountered a diver inappropriate to dive that diving excursion.</li> <li>• Policies and procedures in dealing with inappropriate divers are cross referenced between shop staff and staff on board the vessel (eg information about qualifications and competency is gained by shop staff, it is communicated to staff on board the vessel).</li> <li>• There is a procedure for staff on board the vessel to enquire about a diver's competency for the intended dive site if this information is not available to them prior to departure.</li> <li>• If there are any doubts as to competency of diver to complete a particular dive, an assessment dive is undertaken or a dive supervisor or dive instructor accompanies the diver on that dive.</li> <li>• Divers trained outside Victoria (or an area with similar dive conditions) complete a local orientation dive with an insured dive master or higher and show proficiency in diving skills.</li> <li>• Divers requesting more weights for their weight belts to assist their buoyancy control are appropriately advised about buoyancy control to ensure they are not over-weighted.</li> <li>• There is an option to decline a diver's participation</li> </ul>



	<ul style="list-style-type: none"> <li>• Certified divers are advised of the following:             <ul style="list-style-type: none"> <li>○ boundaries of the dive site</li> <li>○ environmental conditions and marine life at dive site (eg depth, terrain, currents, visibility, behaviour of marine animals likely to be encountered)</li> <li>○ health and safety issues relating to vessels (eg entry and exit points)</li> <li>○ health and safety issues relating to dive site entry from a beach, jetty, pontoon or river bank</li> <li>○ location and roles of supervisory staff (eg dive instructors/supervisors, lookouts)</li> <li>○ to regularly monitor air levels in air cylinders and minimum air content required for safe return to the surface. Takes into account depth of the dive, exertion levels (eg diving against a current)</li> <li>○ to dive in dive buddy teams</li> <li>○ not to dive to depths greater than training or experience allows</li> <li>○ no recreational diving workers required to dive beyond 40m</li> <li>○ their responsibilities as divers to dive safely and comply with instructions of supervisory staff</li> <li>○ emergency procedures, such as recall, distress and rescue procedures, and the use of signalling devices</li> <li>○ risks to health from multiple ascents or multiple dives in any 24-hour period or series of dives over multiple days; or recommendations of dive training organisations regarding these practices</li> <li>○ any equipment variations or procedures applicable to the type of specialty diving, if carried out.</li> </ul> </li> <li>• If required (eg taking into account competency of divers, environmental conditions, nature of the dive being undertaken) other advice given such as:             <ul style="list-style-type: none"> <li>○ risks to health and safety from nitrogen narcosis at depth and the need to move to shallower water if this occurs</li> <li>○ dangers of maximum bottom time no-decompression diving</li> <li>○ risks of decompression diving</li> <li>○ need for safety stops</li> <li>○ risks associated with flying or altitude exposure after diving</li> <li>○ effects of dehydration after diving</li> <li>○ risks associated with exertion after diving</li> <li>○ risks associated with diving while ill.</li> </ul> </li> <li>• Briefings for non-English speaking backgrounds given verbally or written instructions in a language the divers can understand.</li> </ul>
<p><b>Information</b></p>	<ul style="list-style-type: none"> <li>• NB: these procedures relate to recreational diving at a workplace where the divers are persons who hold an entry-level recreational diving certificate or higher qualification and are not under instruction at the time of the dive.</li> <li>• Divers training to certify to the next higher level may dive under the direct supervision of a suitably qualified instructor for that level.</li> <li>• AS/NZS 2299.3: p.21, 22</li> <li>• DIVA code of practice: p. 18</li> </ul>

## 1.9 Equipment for diving

Requirement	Questions to ask
Diving equipment is suitable and in good working order for diving.	How does the dive operator ensure diving equipment is suitable and in good working order for diving?
<b>What to look for</b>	<p><b>All equipment</b></p> <ul style="list-style-type: none"> <li>• Scuba equipment and other diving gear available only to certified scuba divers or students under the control of an instructor.</li> <li>• Diving equipment supplied to divers is suitable for the diving being undertaken and of sufficient quality to ensure it performs effectively for the wearer.</li> <li>• Where practicable, dive master oversees systematic equipment checks by a competent person/buddy to ensure equipment is in working order before diving starts.</li> <li>• Hire equipment is cleaned using acceptable hygiene practices to ensure health and safety of future users and handlers (eg infectious diseases associated with first aid and emergency procedures).</li> <li>• Equipment is maintained in accordance with manufacturer's specifications.</li> <li>• Certified divers supplied with or supply own audible and visual signalling devices (eg whistle and surface marker buoy – signal tube).</li> <li>• Cylinders hydro tested and serviced at least every 12 months by a properly qualified person.</li> <li>• On all dives exceeding 30 metres in non-current affected areas, a hang tank/safety tank is provided.</li> </ul>
	<p><b>Resort course participants</b></p> <p>Participants wear:</p> <ul style="list-style-type: none"> <li>• Fins and mask.</li> <li>• Compressed air cylinder and valve designed specifically for scuba diving.</li> <li>• Buoyancy control device fitted with a power inflator device.</li> <li>• Regulator fitted with an alternate air source or an alternative air supply.</li> <li>• Submersible depth and cylinder pressure indicators.</li> <li>• Quick-release weight system with predetermined suitable weight. As 'suitable weight' may vary from dive to dive, encourage divers to track weight needs in log books.</li> <li>• Exposure protection as appropriate to conditions.</li> </ul>
	<p><b>Entry-level certificate divers in training</b></p> <p>Participants wear all equipment as specified above (resort course participants), plus:</p> <ul style="list-style-type: none"> <li>• Snorkel (attachable or attached to mask).</li> <li>• Submersible timing device during open water dives.</li> <li>• A knife, dive tool or shears if there is a chance of entanglement.</li> </ul>



	<p><b>Certified divers</b></p> <p>Participants wear all equipment as specified above (resort course participants), plus:</p> <ul style="list-style-type: none"> <li>• Snorkel (attachable or attached to mask).</li> <li>• Submersible timing device during open water dives.</li> <li>• A knife, dive tool or shears if there is a chance of entanglement.</li> <li>• Emergency signalling equipment, including a high visibility signalling device (eg a safety sausage, and an audible signalling device such as a whistle).</li> <li>• A lighted signalling device (eg a glow stick if diving is to take place close to dusk or after dark).</li> <li>• A torch if night diving is being undertaken.</li> <li>• Adequate means of assessing decompression status (eg decompression tables or a dive computer).</li> </ul>
	<p><b>Diving workers</b></p> <p>All equipment as specified above (certified divers), plus:</p> <ul style="list-style-type: none"> <li>• A slate and writing instrument.</li> <li>• Adequate means of assessing decompression status (eg decompression tables or a dive computer).</li> </ul>
	<p><b>Specialty diving equipment</b></p> <ul style="list-style-type: none"> <li>• Each diver (trainee or worker) equipped in accordance with relevant recreational diving training organisation standards.</li> <li>• Certified divers (when participating in a specialty dive) equipped in accordance with the instructions provided during training for that specialty.</li> </ul>
<p><b>Information</b></p>	<ul style="list-style-type: none"> <li>• QLD code of practice: p. 19-20</li> <li>• AS/NZS 2299.3: p. 15, 16</li> <li>• NOHSC 2010 may be a suitable reference for the applicable hygiene practices.</li> <li>• DIVA code of practice: p.17, 18</li> </ul>

## 1.10 Cylinder filling and air quality

Requirement	Questions to ask
Cylinder filling is appropriately administered to ensure good air quality.	How does the dive operator fill your cylinders?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Compressed air cylinders are filled, tested, operated and maintained according to manufacturer's instructions and AS 2030.1 and AS3848.2.</li> <li>• Air quality in accordance with that specified in AS/NZS 2299.1.</li> <li>• Air quality is tested every three months.</li> <li>• Current certificate of air analysis displayed in the fill station area.</li> <li>• Compressed used for filling divers' cylinders is:               <ul style="list-style-type: none"> <li>○ capable of supplying breathing air</li> <li>○ installed in a suitable location</li> <li>○ undergoes pre-use checks in accordance with manufacturer's instructions</li> <li>○ maintained by a trained person (maintenance schedule should also be provided and records of maintenance retained).</li> </ul> </li> <li>• Compressed gas delivery equipment is operated and maintained by competent persons in accordance with manufacturer's specifications, and a maintenance log is kept.</li> <li>• Cylinders not in current test are not filled.</li> <li>• Cylinders not filled beyond their working pressure.</li> <li>• If operating a hydrostatic test station, it has a current Standards Australia test number and the testing of cylinders is in accordance with AS 2030.1, AS 3848.2 and AS 2337.1.</li> <li>• Adequate safety signs are displayed in the fill station refilling area, advising:               <ul style="list-style-type: none"> <li>○ cylinders are to be in test prior to filling</li> <li>○ cylinders that are damaged or their condition suspect will not be filled</li> <li>○ customers to keep clear of the fill station area while filling is being conducted.</li> </ul> </li> <li>• Cylinder fill station operations manual is issued, used during training of each operator, and a copy kept on hand at the fill station. Manual includes a full description of the equipment in use, an explanation of its operation and emergency procedures if an accident occurs.</li> <li>• All pipes, fittings and hoses carrying compressed gases that could move in the event of a high-pressure leak are restrained or guarded to prevent injury. Loose items not kept in the fill station in positions where they could be moved by a leak from any part of the high pressure system. Items that could be contacted by a high-pressure leak are firmly fixed in position. Appropriate protective equipment worn.</li> <li>• No open face valve cylinders are filled above 207 bar unless allowed by requirements in AS 3848.2.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 20</li> <li>• AS/NZS 2299.3: p.17, 18</li> </ul>

## 1.11 Dive tables

Criteria / Requirement	Questions to ask
Dive tables are used.	How does the dive operator make use of dive tables?
<b>What to look for</b>	<ul style="list-style-type: none"><li>• All dives are planned conservatively and consistently to one set of recognised and relatively conservative dive tables/computer (and used in accordance with manufacturer's instructions).</li></ul>
<b>Information</b>	<ul style="list-style-type: none"><li>• QLD Code of Practice: p. 21</li><li>• AS/NZS 2299.3: p.13</li></ul>

## 1.12 Dive depths

Criteria / Requirement	Questions to ask
No diver exceeds their certified diving depth limit.	How does the dive operator ensure no diver exceeds their certified diving depth limit?
<b>What to look for</b>	<ul style="list-style-type: none"><li>• Resort divers do not dive deeper than 12m.</li><li>• Entry level certified divers do not dive deeper than 18m.</li><li>• Dives planned to depths less than 40m unless diver holds verifiable training, experience or both adequate for deeper diving, or is under instruction for diving to greater depths.</li><li>• Recreational diving workers dive within any depth limits stated on their medical certificate and not required to dive to depths in excess of 50m.</li></ul>
<b>Information</b>	<ul style="list-style-type: none"><li>• QLD Code of Practice: p. 21</li><li>• AS/NZS 2299.3: p.13</li></ul>

### 1.13 Diving procedures

Criteria / Requirement	Questions to ask
Planned dive trips are followed.	How does the dive operator ensure that planned dive trips are followed?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Diving operations manual provided at the dive trip and made accessible to personnel involved in the dive trip.</li> <li>• Every dive trip performed in accordance with a predetermined dive plan.</li> <li>• Where dive trips are altered, the new dive trip does not exceed the least experienced diver's qualifications, experience and competency.</li> <li>• Where dive trips are altered, sufficient time is permitted to complete the dive plan without unnecessary haste.</li> <li>• Where diving takes place from the shore, suitable diver retrieval arrangements are made. Where diving takes place from a vessel, boat or platform, (see 'Section 3: Dive boats' on page 30).</li> <li>• Dives completed with a safety stop where safe and practical to do so. Minimum safety stop requirements as advised by dive tables/computer followed. If the line is missed, action taken is to ascend to five metres and complete the appropriate safety stop (usually a minimum of three minutes) and deploy the surface marker buoy/liftbag as soon as possible.</li> <li>• Dive flags displayed at all dive sites where legal to do so.</li> <li>• Dive instructors do not teach more than one class involving ascent training in any 24-hour period</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p.13, 14</li> <li>• DIVA code of practice: p. 18, 21</li> </ul>

### 1.14 Emergency plans

Criteria / Requirement	Questions to ask
An emergency plan is available and known to those who may need to use it.	What is contained in the dive operator's emergency plan?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• The dive/snorkelling vessel has a written emergency plan that workers are familiar with including provisions for lost or injured scuba divers or snorkellers.</li> <li>• Workers are trained in emergency plan.</li> <li>• Emergency plan addresses first aid, search, rescue, evacuation and missing persons.</li> <li>• Workers are aware of WorkSafe's incident notification requirements.</li> <li>• Communication system suitable for contacting an emergency service provided at each dive site.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD code of practice: p. 21</li> <li>• AS/NZS 2299.3: p.13</li> <li>• DIVA code of practice: p. 18</li> </ul>



### 1.15 Rescue of a diver

Criteria / Requirement	Questions to ask
Rescue procedures are adequate to assist divers in difficulty.	What are the procedures for rescuing a diver in difficulty?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Effective rescue procedures are developed, implemented, maintained and reviewed.</li> <li>• Dive staff on board the vessel are able to render immediate assistance to the diver in difficulty.</li> <li>• All workers are trained in undertaking these rescues.</li> <li>• Ship-to-shore communications are functioning, as well as communications with other vessels in the area.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 22</li> </ul>

### 1.16 First aid and oxygen

Criteria / Requirement	Questions to ask
Adequate first aid procedures are in place.	What are the first aid procedures?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• All divers/snorkellers informed of arrangements made in connection with provision of first aid.</li> <li>• Each dive supervisor and instructor is trained in diving first aid.</li> <li>• A first aid kit is available at the dive/snorkelling site.</li> <li>• First aid kit is sufficient to cater for injuries.</li> <li>• There is functioning, appropriate (ie capable of delivering high concentrations) oxygen equipment for both breathing and non-breathing persons.</li> <li>• One or more operators are qualified to use the equipment at each dive site.</li> <li>• There is a sufficient oxygen supply for likely period until medical back-up support could reasonably be expected to become available, taking into account equipment used, the flow rate and numbers of possible patients.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 22</li> <li>• AS/NZS 2299.3: p.19</li> </ul>

### 1.17 Risks to divers/snorkellers from vessels

Criteria / Requirement	Questions to ask
Risks to divers/snorkellers from vessels are minimised as far as is reasonably practicable.	How are risks to divers/snorkellers from vessels minimised as far as is reasonably practicable?

<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Appropriate controls have been adopted to minimise the risk to divers/snorkellers from other vessels.</li> <li>• Access to and egress from the vessel has minimal risks to divers (employees and non-employees).</li> <li>• Where appropriate, a trail line is extended behind the vessel to assist divers return to the vessel.</li> <li>• If diving from a boat at night, lights in accordance with those specified in the International Regulations for Preventing Collisions at Sea are displayed. In addition, appropriate spotlights should be available to help locate divers on the surface.</li> <li>• A powered tender vessel is maintained in a ready condition in the water for rescue during diving operations where the vessel is not capable of being readily used for pick-up and rescue. Requirements for rescue of other persons in the water taken into account (eg snorkellers).</li> <li>• If a vessel, all appropriate marine survey requirements are met.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 25</li> <li>• AS/NZS 2299.3: p.14, 18</li> </ul>

### 1.18 Risks to divers/snorkellers from marine life

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Risks to divers/snorkellers from marine life are minimised as far as is reasonably practicable.	How are risks to divers/snorkellers from marine life minimised as far as is reasonably practicable?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Divers/snorkellers advised of the relative risks of coming into contact with likely marine life on the dive trip.</li> <li>• Divers/snorkellers advised of what to do in the case of an adverse event with marine life.</li> <li>• Appropriate first aid procedures and provisions are in place.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 25</li> </ul>

### 1.19 Flying after diving

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Altitude risks are minimised.	What advice does the dive operator give you about minimum waiting time before flying?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Divers advised they should wait a minimum of 12 hours before flying in pressurised aircraft after a single, no-decompression stop dive.</li> <li>• For dives requiring decompression, multiple dives per day, or multiple days of diving, a minimum pre-flight surface interval of 18 hours is recommended.</li> </ul>

<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p. 25</li> <li>• AS/NZS 2299.3: p.13 makes reference to current recommended practice as set out by the Diver Alert Network (DAN) in regard to flying after diving and altitude exposure after diving. The recommendations above are the current international Diver Alert Network (DAN) guidelines.</li> </ul>
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## Section 2: Recreational snorkelling

### 2.1 Organisation

Criteria / Requirement	Questions to ask
Safety features are incorporated into organising snorkelling activities.	What actions does the dive operator take to incorporate safety into organising snorkelling activities?
<b>What to look for</b>	<p>Prior to recreational snorkelling being conducted:</p> <ul style="list-style-type: none"> <li>• Responsibilities of an activities coordinator are allocated to a particular person. Person is responsible for supervision of recreational snorkelling overall.</li> <li>• Activities coordinator is supported by one or more lookouts. Lookout's sole task is to supervise snorkellers or recreational divers in the water.</li> <li>• Activities coordinator ensures the lookout is available for the whole time snorkelling takes place, including entry to and exit from the water.</li> <li>• Arrangements made for rescue procedures. Any person appointed to perform lookout duties is informed of rescue procedures and their responsibilities for initiating them. Procedures include provision of a tender for use in rescues when the main vessel is not capable of being rapidly deployed to do so.</li> <li>• Competent personnel appointed as rescue personnel, able (individually or between them) to effect a rescue, provide CPR and oxygen and available immediately at the snorkelling site in the event of a rescue being necessary.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 23</li> <li>• Master of the vessel may perform the roles of activities coordinator, lookout and rescuer.</li> </ul>

### 2.2 Preparation for recreational snorkelling

Criteria / Requirement	Questions to ask
There is adequate safety planning in the preparation for recreational snorkelling.	What actions does the dive operator take to include safety planning in the preparation for recreational snorkelling?



<p><b>What to look for</b></p>	<p>Before snorkelling takes place, the activities coordinator conducts the following actions:</p> <ul style="list-style-type: none"> <li>• Find out whether there are any persons who have not previously snorkelled and carry out a special briefing and introduction to snorkelling for them.</li> <li>• Make sure briefings accommodate and are suitable for non-English speaking persons.</li> <li>• Appropriately advise participants who suffer from medical conditions, that can be exacerbated by snorkelling of the risks of participating in this activity, (ideally written advice).</li> <li>• Provide snorkellers with the following information:             <ul style="list-style-type: none"> <li>○ area where the snorkelling is to take place</li> <li>○ hazards that exist, if any</li> <li>○ safety procedures to be followed</li> <li>○ advisability of snorkelling in groups and strongly recommend that snorkelling be carried out in 'buddy' pairs</li> <li>○ method of rescue</li> <li>○ method of recall.</li> </ul> </li> <li>• Snorkellers are made aware of the location of the lookouts and how to signal the lookout if they feel they need assistance.</li> <li>• Snorkellers aware that flotation devices are available. Flotation devices are available to those who request them.</li> <li>• Snorkellers who are not strong swimmers advised to use flotation devices. If quantity available is not enough, snorkelling does not proceed.</li> </ul>
	<p><b>Supervision of snorkellers</b></p> <ul style="list-style-type: none"> <li>• Activities coordinator ensures that adequate lookouts are present for the whole time snorkelling is being conducted.</li> <li>• The master of the vessel ensures a manifest of passengers is maintained. A count of all snorkellers leaving the vessel is made and a count of all snorkellers on their return from the water is verified against the manifest before a vessel moves.</li> <li>• Where a location has more than one group of snorkellers, an area is designated for each group of snorkellers to ensure maintenance of visual supervision.</li> </ul>
	<p><b>Equipment for snorkelling</b></p> <ul style="list-style-type: none"> <li>• Equipment is suitable for the type of recreational snorkelling undertaken and of sufficient quality to ensure it performs effectively in the water.</li> <li>• Masks, snorkels and fins are in good working condition.</li> <li>• Masks, snorkels and fins are available in sufficient quantity and sizes to meet the requirements of snorkellers.</li> <li>• All masks and snorkels are disinfected in accordance with appropriate decontamination procedures (ideally done as soon after use as possible) or just prior to their next use.</li> <li>• Disinfectant is available at the snorkelling site to enable casual disinfecting of masks and snorkels.</li> <li>• Means of entry to and exit from the water (platforms and ladders) are in good condition and appropriate for the numbers of snorkellers.</li> <li>• Diving flag available and is always raised while snorkellers are in the water.</li> </ul>

**Information**

- AS/NZS 2299.3: p. 23, 24
- DIVA code of practice: p. 7

**2.3 Equipment**

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Equipment is appropriate and in good working order.	How does the dive operator ensure equipment is appropriate and in good working order?
<b>What to look for</b>	<p><b>All equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment is suitable for the type of recreational snorkelling undertaken and of sufficient quality to ensure it performs effectively in the water.</li> <li>• Masks, snorkels and fins are in good working condition.</li> <li>• Masks, snorkels and fins are available in sufficient quantity and sizes to meet the requirements of snorkellers.</li> <li>• All masks and snorkels are disinfected after use or just prior to their next use.</li> <li>• Disinfectant is available at the snorkelling site to enable casual disinfecting of masks and snorkels.</li> <li>• Means of entry to and exit from the water (platforms and ladders) are in good condition and appropriate for the numbers of snorkellers.</li> <li>• Diving flag available and always raised while snorkellers are in the water.</li> <li>• Snorkellers are advised of how to select, fit and test the use of their equipment correctly.</li> </ul>
	<p><b>Masks</b></p> <ul style="list-style-type: none"> <li>• Have a safety lens (eg tempered glass).</li> <li>• Fit snorkellers properly.</li> <li>• Have adjustable straps that are secure during snorkelling.</li> <li>• Disinfected prior to use.</li> <li>• Clean and in good condition.</li> </ul>
	<p><b>Snorkels</b></p> <ul style="list-style-type: none"> <li>• Available in all sizes.</li> <li>• Able to be easily secured in correct position during use.</li> <li>• Disinfected prior to use by other people.</li> <li>• Inspected prior to use, ensuring valves are in working condition.</li> <li>• Have mouthpiece lugs in place, clean and free of mould, tears and any sign of perishing.</li> <li>• Straps that are not splitting or perishing, able to be secured.</li> </ul>
	<p><b>Fins</b></p> <ul style="list-style-type: none"> <li>• Available in a variety of sizes.</li> <li>• Free of tears, not perishing.</li> </ul>

<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 23, 24</li> <li>• DIVA code of practice: p. 7, 8</li> </ul>
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## 2.4 Emergency plans

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Sufficient personnel, equipment and procedures in place to ensure a timely and effective rescue can be carried out if required.	What are the dive operator's emergency plans?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Operational staff aware of and adequately trained in emergency procedures for local conditions.</li> <li>• There is an appropriately qualified first aider at each snorkelling site, land based, or on board a charter at a recreational snorkelling site (may be the master of the boat).</li> </ul>
	<b>Emergency plans include:</b> <ul style="list-style-type: none"> <li>• First aid procedures.</li> <li>• Rescue and resuscitation procedures.</li> <li>• Evacuation procedures.</li> <li>• Management when a snorkeller is missing.</li> </ul>
	<b>Emergency equipment</b> <ul style="list-style-type: none"> <li>• First aid equipment and kit as per AS 4005.1.</li> </ul>
	<b>Rescues</b> <ul style="list-style-type: none"> <li>• Sufficient personnel, equipment and procedures in place to administer CPR effectively if required.</li> <li>• Effective communications system/alarm such as a whistle, horn and radio.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• DIVA code of practice: p. 8, 9</li> <li>• AS 4005.1</li> </ul>

## 2.5 Medical issues

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Snorkellers are medically fit to participate.	How does the dive operator ensure that snorkellers are medically fit to participate?
<b>What to look for</b>	<b>Recreational snorkelling workers</b> <ul style="list-style-type: none"> <li>• Able to swim and snorkel and have a current medical to certify fitness for the activity.</li> </ul>



	<p><b>Entry level snorkellers</b></p> <ul style="list-style-type: none"> <li>• Snorkellers are advised of risks, such as:             <ul style="list-style-type: none"> <li>○ snorkelling may be strenuous</li> <li>○ medical conditions that are aggravated by physical activity may also be impacted upon by snorkelling</li> <li>○ medical conditions that may result in a loss of consciousness can be aggravated by snorkelling and can easily be fatal in the aquatic environment.</li> <li>○ asthma can be brought on through being in cold water, by exercise and by inhaling salt water through a snorkel.</li> <li>○ some people may aggravate a medical condition.</li> </ul> </li> </ul>
	<p><b>Concerns regarding medical fitness to snorkel</b></p> <ul style="list-style-type: none"> <li>• Snorkellers complete a medical declaration.</li> <li>• Appropriate action is taken to closely supervise the snorkeller or advise snorkeller to wear a flotation device.</li> <li>• Where possible, provide written advice to the snorkeller on any potential medical implications.</li> <li>• Inform the snorkeller that the activity may not be in their best interest.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• DIVA code of practice: p. 9, 10</li> </ul>

## 2.6 Training

Criteria / Requirement	Questions to ask
Training is appropriate for snorkelling.	What information is provided to you to ensure safe snorkelling?
<b>What to look for</b>	<p><b>Instruction to snorkellers</b></p> <ul style="list-style-type: none"> <li>• Selection and appropriate use of equipment.</li> <li>• Environment where snorkelling will take place.</li> <li>• How to deal with problems that may arise.</li> <li>• Snorkelling site boundaries.</li> <li>• Health and safety issues relating to the vessel and dive site.</li> <li>• Location and roles of supervisors and lookouts.</li> <li>• Emergency and rescue procedures and signalling.</li> <li>• Availability and use of flotation devices.</li> <li>• Other information relevant to the site/activity.</li> <li>• Instruction provided by a qualified snorkelling instructor.</li> <li>• Demonstrations provided where possible to enhance clarity of explanations.</li> </ul>



	<p><b>Snorkelling environment</b></p> <ul style="list-style-type: none"> <li>• Information provided to snorkellers about the site/area where snorkelling will take place, including information on currents, winds, rocks and reefs.</li> <li>• Snorkellers advised about the location of lookouts, supervisors and vessels.</li> <li>• Snorkellers advised about the location of flotation devices.</li> <li>• All locations are appropriate for the skill level of snorkellers and appropriately marked by dive flags.</li> <li>• Snorkelling sites have a safe entry and exit point with minimal water movement.</li> <li>• Snorkelling sites have no obvious dangers, such as boat traffic or a strong current.</li> <li>• Snorkelling sites have a minimum visibility of three metres under water.</li> <li>• Snorkelling does not go ahead in unsafe weather conditions.</li> </ul>
	<p><b>Snorkelling guide</b></p> <ul style="list-style-type: none"> <li>• Takes groups of up to 10 people on a snorkelling tour.</li> <li>• Able to swim and snorkel.</li> <li>• Able to carry out an assessment of the snorkelling ability of potential snorkellers.</li> <li>• Takes a flotation device to provide assistance to snorkellers if needed.</li> <li>• Takes a head count at the beginning and end of the tour.</li> <li>• Ensures each snorkeller has a designated buddy.</li> <li>• Has access to a communication system, and is able to use it to alert of an emergency situation.</li> <li>• Able to complete a rescue of a snorkeller or able to instruct another person to complete a rescue.</li> <li>• Able to perform emergency first aid (including CPR) or is able to direct another person to do so.</li> <li>• Declines taking a snorkeller on a tour if, in their opinion, the prospective snorkeller may become a safety risk to themselves or others.</li> </ul>
	<p><b>Snorkelling supervisors</b></p> <ul style="list-style-type: none"> <li>• Able to swim and snorkel.</li> <li>• Able to assist and advise snorkellers as they enter the water.</li> <li>• Effectively instruct snorkellers on how to safely snorkel in the designated area.</li> <li>• Observe the snorkellers when they are in the water.</li> <li>• Recognise snorkellers who may be in difficulty.</li> <li>• Recognise adverse changes in conditions of weather and/or water and take action to ensure safety of the snorkellers.</li> <li>• Recognise risk factors in the marine environment that may impact safety of snorkellers.</li> <li>• Provide assistance to snorkellers experiencing difficulty, including being able to complete an emergency rescue or instruct another person to complete the rescue.</li> <li>• Access a communication system at all times and know how to communicate an emergency if needed.</li> <li>• Wear clearly identifiable clothing at all times and sunglasses to assist visibility in high sun glare environment.</li> </ul>





	<p><b>Non-English speaking snorkellers</b></p> <ul style="list-style-type: none"> <li>• Information and training is appropriate to accommodate non-English speaking snorkellers.</li> <li>• Understanding of procedures is assessed prior to commencing the snorkelling session.</li> <li>• Close supervision is provided when they first enter the water, and an assessment made of their abilities.</li> </ul>
<b>Information</b>	<p><i>School bus services – Instructions to principals (coordinating schools): primary and secondary schools.</i> This document defines in detail the complementary roles of the Department of Education, the Department of Infrastructure and other state-operated bodies.</p>

## 2.7 Risk management

<b>Criteria / Requirement</b>	<b>Questions to ask</b>
Risks are identified and managed.	How are risks identified and managed?
<b>What to look for</b>	<p><b>Risk assessment</b></p> <ul style="list-style-type: none"> <li>• Risk assessment is conducted.</li> <li>• Risk control strategies put in place.</li> <li>• Where possible, the person appointed to conduct the risk assessment coordinates the snorkelling activity. If possible, this is not the master of the vessel.</li> <li>• All snorkelling procedures documented in operations manual, including responsibilities of lookouts, supervisors and snorkelling guides.</li> </ul>

### **Management of potential problems**

Snorkelling session covers:

- Practising snorkelling beside a boat, platform or in shallow water prior to proceeding into deeper water.
- Location, use and availability of flotation devices, including life jackets.
- Communication strategies and procedures used, in particular how the lookout and/or supervisor will communicate with snorkellers and how snorkellers are to communicate the need for support.
- How to keep the face clear of water by moving into a vertical position in the water.
- How to snorkel with a buddy and stay together.
- That, to the best of the operator's knowledge, snorkellers are not under the influence of drugs, including alcohol and prescription drugs that may impair performance.
- Sun protection while on and off the boat
- How to keep warm in and out of the water (eg wearing wet suits, keeping covered, drying off and getting into dry clothes quickly and keeping out of the wind after exiting the water, dressing appropriately for the condition on the day).
- Snorkellers accounted for as they enter and leave the snorkelling site (see below section on head counts).

### **Supervision of recreational snorkelling in open water**

All supervision conducted to take into consideration:

- Conditions at the snorkel site (eg current, tides, waves, reef, rocks)
- Ability, fitness levels, training and experience of the recreational snorkellers
- Number of snorkellers in the group and the water at any one time.
- Size, location and physical characteristics of the snorkel site.
- Cultural and language variances that may influence communication and a snorkeller's understanding of emergency procedures.
- Experience of the staff in conducting supervision of the snorkelling site.
- Location of the site for emergency back up.

### **Head counts**

- A count of all persons on board is made and recorded when an employer or self-employed person uses a boat to transport persons to, or to the vicinity of, a recreational snorkelling site.
- Before the boat departs for the recreational snorkelling site, the operator ensures a crew member:
  - counts all persons on board
  - makes a written record of the count
  - verifies the count by signing the written record.
- If anyone leaves the boat permanently by alternative transport to shore, or transfers to another vessel, or if an additional person permanently joins the boat, the operator ensures they:
  - count the persons leaving the boat as they leave it
  - count the persons boarding the boat as they board
  - make a written record of each of the counts
  - make a written record of the number of persons currently onboard
  - verifies the information recorded above by signing the written record.
- Before the boat departs from the snorkelling site or the snorkelling vicinity, the operator ensures a crew member:
  - counts the persons onboard
  - makes a written record of the count
  - compares the count with the latest count recorded under this section to ensure the counts agree
  - verifies the information recorded above by signing the written record and record of the comparison.
- The operator keeps the head count records for at least one year.

### **Lookout involved in supervising recreational snorkellers**

(When snorkelling from a boat, there is at least one person acting as a lookout during snorkelling, or there is a guide operating with the group at all times).

- Is out of the water and able to see the whole area where snorkelling takes place.
- If there's more than one lookout, each one covers a designated area.
- Is only involved in lookout functions where possible.
- Is able to recognise relevant hazards.
- Is able to recognise a snorkeller who might be in difficulty.
- Is able to either rescue a snorkeller or direct another person to conduct the rescue.
- Is able to provide first aid, including CPR and oxygen resuscitation.
- Is able to direct another person to provide necessary first aid.
- Is able to use a communication method (eg whistle or horn, to alert the group of an emergency).
- Completes a risk assessment for proceeding with a snorkelling session without a backup, in case the single lookout and/or guide is involved in rescue/first aid.
- Is present for the whole snorkelling session.
- Observes snorkellers as they enter and exit the water.
- Continuously scans and observes people who are snorkelling in the designated area.
- Keeps people within the designated snorkelling site.
- Is able to perform a rescue or direct another person to perform a rescue.
- Is sufficiently fit to perform a rescue.
- Is able to perform first aid in an emergency, or able to direct another person to perform first aid including resuscitation.
- Uses aids to enhance vision of the snorkelling site where needed, such as binoculars and sunglasses.
- Continuously monitors the site, looking out for potential hazards, snorkellers, any adverse change in conditions and responding appropriately.
- Wears identifiable clothing.
- Is able to communicate with snorkellers and appropriate personnel at all times.



	<p><b>Snorkelling supervisor</b></p> <ul style="list-style-type: none"> <li>▪ Is qualified to the standards of the recreational diver training organisation.</li> <li>▪ Notes names of and observes snorkellers as they enter the water, snorkel and leave the water.</li> <li>▪ Advises snorkellers about the site and conditions.</li> <li>▪ Identifies risks that may arise due to a change in circumstance (eg unruly behaviour, fatigue, adverse changes in the weather, tides, currents) and acts accordingly.</li> <li>▪ Assists with rescues and emergencies as required.</li> <li>▪ Remains in communication with snorkellers and support personnel (eg lookouts, guides and boat staff).</li> <li>▪ Wears easily identifiable clothing.</li> <li>▪ Ensures all snorkellers have a buddy prior to entering the water.</li> </ul>
	<p><b>Snorkelling guide</b></p> <ul style="list-style-type: none"> <li>▪ Is aware of location of all snorkellers at all times and ensures snorkellers remain with their designated buddy at all times.</li> <li>▪ Has the role of taking a snorkeller or group of snorkellers on a guided tour. Is in the water or on a vessel sufficiently close to the snorkellers to provide immediate assistance if required, and is able to communicate with them.</li> <li>▪ Has the necessary nationally accredited skills to snorkel, is sufficiently fit to snorkel for the duration of the snorkelling tour and/or to complete a rescue should the need arise.</li> <li>▪ Completes an assessment of each snorkeller's capability to complete the guided tour.</li> <li>▪ Does not permit a person to participate in a tour if, in their opinion, the snorkeller is not sufficiently fit to complete the tour.</li> <li>▪ Only takes small groups on snorkelling tours. The size of the group is determined by the location, conditions and ability of the participants.</li> <li>▪ Has a flotation device available in the water as a resting station if needed.</li> <li>▪ Conducts a count at the beginning and end of a tour and records this information.</li> <li>▪ Divides snorkellers into pairs and instructs them to stay together.</li> <li>▪ Has a communication system that enables them to alert others in case of emergency.</li> <li>▪ Is able to complete a rescue of a snorkeller or able to instruct another person to conduct a rescue.</li> <li>▪ Is able to provide first aid as required, including CPR and oxygen resuscitation, and/or able to instruct another person to do so.</li> </ul>
<p><b>Information</b></p>	<ul style="list-style-type: none"> <li>• DIVA code of practice: p. 12, 13</li> </ul>

## 2.8 Supervision

Criteria / Requirement	Questions to ask
There is adequate supervision of snorkellers.	What actions does the dive operator take to ensure adequate supervision of snorkellers?
<p><b>What to look for</b></p>	<p><b>Supervision of recreational snorkelling in open water</b></p> <p>All supervision conducted to take into consideration:</p> <ul style="list-style-type: none"> <li>• Conditions at the snorkel site (eg current, tides, waves, reef and rocks)</li> <li>• Ability, fitness levels, training and experience of the recreational snorkellers.</li> <li>• Number of snorkellers in the group and the water at any one time.</li> <li>• Size, location and physical characteristics of the snorkel site.</li> <li>• Cultural and language variances that may influence communication and a snorkeller's understanding of emergency procedures.</li> <li>• Experience of the staff in conducting supervision of the snorkelling site.</li> <li>• Location of the site for emergency back up.</li> </ul>
	<p><b>Head counts</b></p> <ul style="list-style-type: none"> <li>• A count of all persons on board is made and recorded when an employer or self-employed person uses a boat to transport persons to, or to the vicinity of, a recreational snorkelling site.</li> <li>• Before the boat departs for the recreational snorkelling site, the operator ensures a crewmember: <ul style="list-style-type: none"> <li>○ counts all persons on board</li> <li>○ makes a written record of the count</li> <li>○ verifies the count by signing the written record.</li> </ul> </li> <li>• If anyone leaves the boat permanently by alternative transport to shore, transfers to another vessel or if an additional person permanently joins the boat, the operator ensures they: <ul style="list-style-type: none"> <li>○ count the persons leaving the boat as they leave it</li> <li>○ count the persons boarding the boat as they board</li> <li>○ make a written record of each of the counts</li> <li>○ make a written record of the number of persons currently on board</li> <li>○ verifies the information recorded above by signing the written record.</li> </ul> </li> <li>• Before the boat departs from the snorkelling site or the snorkelling vicinity, the operator ensures a crewmember: <ul style="list-style-type: none"> <li>○ counts the persons on board</li> <li>○ makes a written record of the count</li> <li>○ compares the count with the latest count recorded under this section to ensure the counts agree</li> <li>○ verifies the information recorded above by signing the written record and record of the comparison</li> </ul> </li> <li>• The operator keeps the head count records for at least one year.</li> </ul>

### **Lookout involved in supervising recreational snorkellers**

(When snorkelling from a boat, there is at least one person acting as a lookout during snorkelling, or there is a guide operating with the group at all times).

- Is out of the water and able to see the whole area where snorkelling takes place.
- If there's more than one lookout, each one covers a designated area.
- Is only involved in lookout functions where possible.
- Is able to recognise relevant hazards.
- Is able to recognise a snorkeller who might be in difficulty.
- Is able to either rescue a snorkeller or direct another person to conduct the rescue.
- Is able to provide first aid, including CPR and oxygen resuscitation.
- Is able to direct another person to provide necessary first aid.
- Is able to use a communication method (eg whistle or horn, to alert the group of an emergency).
- Completes a risk assessment for proceeding with a snorkelling session without a backup, in case the single lookout and/or guide is involved in rescue/first aid.
- Is present for the whole snorkelling session.
- Observes snorkellers as they enter and exit the water.
- Continuously scans and observes people who are snorkelling in the designated area.
- Keeps people within the designated snorkelling site.
- Is able to perform a rescue or direct another person to perform a rescue.
- Is sufficiently fit to perform a rescue.
- Is able to perform first aid in an emergency, or able to direct another person to perform first aid including resuscitation.
- Uses aids to enhance vision of the snorkelling site where needed, such as binoculars and sunglasses.
- Continuously monitors the site, looking out for potential hazards, snorkellers, any adverse change in conditions and responding appropriately.
- Wears identifiable clothing.
- Is able to communicate with snorkellers and appropriate personnel at all times.



	<p><b>Snorkelling supervisor</b></p> <ul style="list-style-type: none"> <li>• Is qualified to the standards of the recreational diver training organisation.</li> <li>• Notes names of and observes snorkellers as they enter the water, snorkel and leave the water.</li> <li>• Advises snorkellers about the site and conditions.</li> <li>• Identifies risks that may arise due to a change in circumstance (eg unruly behaviour, fatigue, adverse changes in the weather, tides, currents, and acts accordingly).</li> <li>• Assists with rescues and emergencies as required.</li> <li>• Remains in communication with snorkellers and support personnel (eg lookouts, guides and boat staff)</li> <li>• Wears easily identifiable clothing.</li> <li>• Ensures all snorkellers have a buddy prior to entering the water.</li> </ul>
	<p><b>Snorkelling guide</b></p> <ul style="list-style-type: none"> <li>• Is aware of location of all snorkellers at all times and ensures snorkellers remain with their designated buddy at all times.</li> <li>• Has the role of taking a snorkeller or group of snorkellers on a guided tour. Is in the water or on a vessel sufficiently close to the snorkellers to provide immediate assistance if required and is able to communicate with them.</li> <li>• Has the necessary nationally accredited skills to snorkel and is sufficiently fit to snorkel for the duration of the snorkelling tour and/or to complete a rescue should the need arise.</li> <li>• Completes an assessment of each snorkeller's capability to complete the guided tour.</li> <li>• Does not permit a person to participate in a tour if in their opinion the snorkeller is not sufficiently fit to complete the tour.</li> <li>• Only takes small groups on snorkelling tours. The size of the group is determined by the location, conditions and ability of the participants.</li> <li>• Has a flotation device available in the water as a resting station if needed.</li> <li>• Conducts a count at the beginning and end of a tour and records this information.</li> <li>• Divides snorkellers into pairs and instructs them to stay together.</li> <li>• Has a communication system that enables them to alert others in case of emergency.</li> <li>• Is able to complete a rescue of a snorkeller or able to instruct another person to conduct a rescue.</li> <li>• Is able to provide first aid as required, including CPR and oxygen resuscitation and/or able to instruct another person to do so.</li> </ul>
<p><b>Information</b></p>	<ul style="list-style-type: none"> <li>• DIVA code of practice: p. 13, 14, 15,16</li> </ul>



## Section 3: Dive boats

### 3.1 Operational procedures for dive boats

Requirement	Questions to ask
Dive boats comply with relevant standards.	Which standards do dive boats comply with?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Dive operator complies with all relevant Marine Safety of Victoria and Victorian Channels Authority (VCA) Regulations, including but not exclusively, those outlined in Appendix A and B of DIVA code of practice.</li> <li>• The vessel has onboard a person nominated as a dive supervisor, who is certified as a dive supervisor from a training organisation.</li> <li>• The vessel has onboard a qualified master and dive supervisor (the same person may fulfil both roles).</li> <li>• The vessel has onboard a person who is appropriately qualified in oxygen provision and resuscitation methods.</li> <li>• Each vessel carries appropriate first aid equipment (see Appendix E of DIVA Code of Practice).</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• Point Lonsdale Light can be contacted on 03 5258 1252 or VHF Channel 16.</li> <li>• DIVA code of practice: p. 18, 19</li> </ul>

### 3.2 Dive supervisor responsibilities

Requirement	Questions to ask
Dive supervisors responsibilities include actions to ensure safety as far as is reasonably practicable.	What are the specific safety responsibilities allocated to dive supervisors?
<b>What to look for</b>	<p><b>Dive supervisor responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Select the appropriate dive site, in consultation with the master.</li> <li>• Conduct a pre-dive safety briefing of divers.</li> <li>• Maintain a visual lookout at all times whilst divers are in the water.</li> <li>• Contact Point Lonsdale Light when diving operations are planned for dive sites within the prohibited anchoring areas (ie Port Phillip Heads, South Channel, West Channel, or within the Port Limit outside Port Phillip Heads – limits of which are outlined on chart AUS 158).</li> <li>• Maintain a proper passenger manifest (see Appendix C of DIVA Code of Practice) that includes certification and competency of divers.</li> <li>• Confirm head count before, regularly during and immediately following the activity, including departure to and from the dive site</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• DIVA code of practice: p. 19</li> </ul>



### 3.3 Diver and dive site ratings

Requirement	Questions to ask
Diver and dive site ratings are matched to divers' skill and experience levels.	How are diver and dive site ratings matched to divers' skill and experience levels?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Rating of the dive specifies the minimum level of training and experience necessary for a participating diver who is not under instruction, to undertake scuba diving at that site.</li> <li>• Divers show the certification cards and logbook for the particular level/ type of diving to the dive operator. If this information is collected at the dive shop (point of sale), it is communicated to the dive operator on board the vessel.</li> <li>• Victorian dive site levels are based on acceptable surface and current conditions throughout the duration of the dive excursion.</li> <li>• Open water/equivalent or higher dive site rating complies with 1-18 metre depth.</li> <li>• Advanced open water/equivalent or higher dive site rating complies with 1-30 metre depth.</li> <li>• Advanced open water with deep diver certification/equivalent or higher dive site rating complies with 1-40 metre depth.</li> <li>• Technical/equivalent or higher dive site rating complies with depths as set by the relevant recognised certifying agency.</li> <li>• Technical trimix/equivalent or higher dive site rating complies with depths as set by the relevant recognised certifying agency.</li> <li>• Dive levels are based on reasonable surface and current conditions. If the dive site is unsuitable for any member of the dive group a more suitable site/dive is chosen to match the level of the least experienced diver.</li> <li>• Qualifying dives are to have been conducted in conditions similar to the conditions the diver is expected to experience.</li> <li>• Divers who hold the relevant certification/s for the type of diving activity but require assistance due to dive conditions are supervised by an insured divemaster or higher.</li> <li>• All divers who have not dived in Victorian waters or equivalent conditions do an area orientation with a certified assistant or above and have it noted in their logbook.</li> <li>• Divers who have not completed a dive within the past 12 months are required to complete a refresher program prior to being accepted on a dive excursion.</li> </ul>
	<p><b>Technical diving</b></p> <ul style="list-style-type: none"> <li>• Divers are appropriately trained and certified in technical diving by a recognised certifying organisation.</li> <li>• A written dive plan with depths, times, safety measures and emergency procedures is supplied to the boat operator prior to the dive.</li> <li>• To retain a current rating, divers have completed and logged at least four technical dives in the last 12 months, undergo a refresher program, or dive with an appropriately qualified instructor.</li> </ul>

**Information**

- DIVA code of practice: p. 19, 20, 21

## Section 4: General area hazards

### 4.1 Plant

Requirement	Questions to ask
All plant used for diving operations conforms to workplace standards.	What is the dive operator's system of work to ensure all plant used for diving operations conforms to workplace standards?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Plant not used unless it's in a serviceable condition as determined through appropriate inspection.</li> <li>• Manufacturer's instructions, appropriate Australian Standards, or documented procedures are used to ensure plant is properly maintained and capable of performing to its design specifications.</li> <li>• Where appropriate, inspection schedules (time-based, usage-based or periodic) established and maintained and a record of inspection maintained.</li> <li>• Where equipment assembled from component parts, assembly carried out according to manufacturer's instructions, documented work procedures or relevant AS/NZS by a person competent to perform the assembly.</li> <li>• Operators are trained, and where required, hold relevant certificates.</li> <li>• Workers and at-risk visitors wear appropriate protective equipment if no other protection is possible.</li> <li>• Adequate and appropriate guarding is installed.</li> <li>• Health and safety information on plant from manufacturers, importers and suppliers is obtained when the plant is purchased.</li> <li>• Plant is suitable for the work or activity being done.</li> <li>• Plant is used properly and safely.</li> <li>• Plant that has been modified has not created risks to health and safety.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 17</li> <li>• 'Diving plant' includes compressors, scuba tanks, life jackets, masks, snorkels, fins, wetsuits, tenders, motors, rubbish bins, as well as machinery and equipment on board vessels, such as kitchen equipment and appliances.</li> <li>• QLD code of practice: p.37</li> <li>• OHS Regulations 2007: Part 3.5</li> </ul>

### 4.2 Noise

Requirement	Questions to ask
Control measures are used to prevent or minimise risk of exposure to noise.	What control measures does the dive operator use to prevent or minimise risk of exposure to noise?

<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Noise emission data is obtained from suppliers.</li> <li>• Excessive noise exposure is limited with respect to eight-hour exposure (85dB A) and peak exposure (140 dB).</li> <li>• Suitable plant with the lowest noise level is selected</li> <li>• Devices that reduce noise, such as mufflers or specially designed mats under motors, are used when appropriate.</li> <li>• Noisy equipment is separated from people by enclosing it (eg sound-proofed area).</li> <li>• Regular maintenance on plant is carried out.</li> <li>• Work practices are arranged so people spend a limited time in a noisy environment.</li> <li>• Personal hearing protectors provided to people in the area where noise is excessive and when other measures to reduce risk of hearing loss are not suitable.</li> <li>• Areas where noise is excessive are signposted.</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD code of practice: p.37, 38</li> <li>• Occupational Health and Safety Regulations 2007: Part 3.2</li> <li>• AS/NZS 1269.1:2005</li> </ul>

### 4.3 Hazardous substances

<b>Requirement</b>	<b>Instruction / Question</b>
Control measures are used to prevent or minimise risk of exposure to hazardous substances.	What control measures does the dive operator use to prevent or minimise risk of exposure to hazardous substances?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• Register kept of all hazardous substances and material safety data sheet (MSDS) for each.</li> <li>• Risk assessment undertaken.</li> <li>• All hazardous substance containers are labelled, readily identified and used correctly.</li> <li>• Relevant information available to all persons who could be exposed to a hazardous substance.</li> <li>• All workers who may be exposed to a workplace hazardous substance trained in safe use. Records kept of training.</li> <li>• Hazardous substances are replaced with less hazardous ones wherever reasonably practicable.</li> <li>• Work area well ventilated.</li> <li>• Proper storage facilities for hazardous substances used.</li> <li>• Emergency planning arrangements made in case of emergency involving hazardous substances.</li> <li>• Precautions for safe use and handling of hazardous substances applied.</li> </ul>

<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p.38, 39</li> <li>• Occupational Health and Safety Regulations 2007: Chapter 4</li> <li>• Some hazardous substances include acidic/caustic cleaning products, chlorine, anhydrous ammonia (a refrigerant), and flammable substances such as fuels, oils, gases and lubricants.</li> </ul>
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## Section 5: Recreational mixed gas diving

### 5.1 EANx diving on scuba

Requirement	Questions to ask
Enriched air nitrox diving is conducted in accordance with AS/NZS 2299.3	Is enriched air nitrox diving conducted in accordance with AS/NZS 2299.3?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• If Enriched Air Nitrox (EANx) diving on scuba is conducted, it is conducted in accordance with specifications in AS/NZS 2299.3 for: <ul style="list-style-type: none"> <li>○ qualifications and experience of an EANx diving instructor</li> <li>○ qualifications and experience of an EANx dive supervisor</li> <li>○ EANx divers in training</li> <li>○ diving on scuba using EANx</li> <li>○ equipment</li> <li>○ pre-dive checks and emergency procedures</li> <li>○ blending, testing and storage of EANx</li> <li>○ EANx dive safety log</li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 25, 26, 27</li> </ul>

### 5.2 EANx diving using rebreathers

Requirement	Questions to ask
Enriched air nitrox diving using rebreathers is conducted in accordance with AS/NZS 2299.3	Is enriched air nitrox diving using rebreathers conducted in accordance with AS/NZS 2299.3?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• If Enriched Air Nitrox (EANx) diving using rebreathers is conducted, it is conducted in accordance with specifications in AS/NZS 2299.3 for: <ul style="list-style-type: none"> <li>○ qualifications and experience of an EANx rebreather instructor</li> <li>○ qualifications and experience of an EANx rebreather dive supervisor</li> <li>○ EANx rebreather divers in training</li> <li>○ diving using EANx rebreathers</li> <li>○ equipment</li> <li>○ pre-dive checks and emergency procedures</li> <li>○ EANx rebreather dive safety log.</li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 27, 28, 29</li> </ul>

<b>Information</b>	<ul style="list-style-type: none"> <li>• QLD Code of Practice: p.38, 39</li> <li>• Occupational Health and Safety Regulations 2007: Chapter 4</li> <li>• Some hazardous substances include acidic/caustic cleaning products, chlorine, anhydrous ammonia (a refrigerant), and flammable substances such as fuels, oils, gases and lubricants.</li> </ul>
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### 5.3 Mixed gases other than EANx on scuba

<b>Requirement</b>	<b>Questions to ask</b>
Mixed gas other than enriched air nitrox diving is conducted in accordance with AS/NZS 2299.3	Is mixed gas other than enriched air nitrox diving conducted in accordance with AS/NZS 2299.3?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• If mixed gas other than EANx on scuba diving is conducted, it is conducted in accordance with specifications in AS/NZS 2299.3 for: <ul style="list-style-type: none"> <li>○ training and qualifications of a mixed gas diving instructor</li> <li>○ prerequisites for trainees</li> <li>○ diving using mixed gases other than EANx on scuba</li> <li>○ equipment</li> <li>○ pre-dive checks and emergency procedures</li> <li>○ mixed gas dive safety log</li> <li>○ blending, testing and storage of mixed gases.</li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 29, 30, 31, 32</li> </ul>

### 5.4 Mixed gases other than EANx on rebreathers

<b>Requirement</b>	<b>Questions to ask</b>
Mixed gas other than enriched air nitrox diving on rebreathers is conducted in accordance with AS/NZS 2299.3	Is mixed gas other than enriched air nitrox on rebreathers diving conducted in accordance with AS/NZS 2299.3?
<b>What to look for</b>	<ul style="list-style-type: none"> <li>• If mixed gas diving other than EANx on rebreathers is conducted, it is conducted in accordance with specifications in AS/NZS 2299.3 for: <ul style="list-style-type: none"> <li>○ qualifications and experience of a mixed gas rebreather diving instructor</li> <li>○ mixed gas rebreather divers in training</li> <li>○ diving using mixed gas rebreathers</li> <li>○ equipment</li> <li>○ pre-dive checks and emergency procedures</li> <li>○ mixed gas rebreather dive safety log.</li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• AS/NZS 2299.3: p. 32, 33, 34</li> </ul>

## Section 6: Decompression diving

### 6.1 Recreational decompression diving

Requirement	Questions to ask
Recreational decompression diving on scuba is conducted in accordance with AS/NZS 2299.3	Is recreational decompression diving on scuba conducted in accordance with AS/NZS 2299.3?
<b>What to look for</b>	<ul style="list-style-type: none"><li>• If recreational decompression diving is conducted, whether the breathing gas is air or other gases, it is done so according to specifications in AS/NZS 2299.3 for:<ul style="list-style-type: none"><li>○ diver surface support station for decompression diving</li><li>○ maximum exposures to decompression diving</li><li>○ prerequisites for divers doing decompression diving to depths of 40m or less on air</li><li>○ prerequisites for divers doing decompression diving to depths over 40m on air.</li></ul></li></ul>
<b>Information</b>	<ul style="list-style-type: none"><li>• AS/NZS 2299.3: p. 35, 36</li></ul>



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