

1 APPENDIX 8 - Principal Dive Supervisor Responsibilities

The overall and specific responsibilities of a Principal Dive Supervisor include at least the following:

On Appointment

Ensuring they have a working familiarity with the Queensland Diving Code of Practice, the Australian Standard AS/NZS 2299.2:2002 for Scientific Diving, and any other relevant JCU policies and procedures;

Ensuring they have a comprehensive knowledge of the workings of the DCIEM decompression tables, and any other decompression tables that may be approved for use from time to time;

Completing and forwarding a copy of a JCU *Principal Dive Supervisor Induction Statement of Understanding* to the UDO.

Pre Dive

Ensuring that the diving operation, Risk Assessment, and all dive sites have been registered with and approved by the UDO;

Ensuring suitable measures to control any identified risks have been determined, and ensuring that any individual delegated as responsible for implementing these is capable of doing so, and does them;

Including in the Risk Assessment an Emergency Evacuation Plan, detailing intended procedures for transporting divers to the nearest usable and available recompression facility, and including a realistic estimate of the time necessary for this in the event of an accident (such time is to be taken as the time from when the diver leaves the water to the commencement of his/her recompression in the chamber);

Ensuring all divers on the dive team are listed as current on the JCU Diver Register

Communicating all identified issues from the Risk Assessment to all divers on the dive team;

Ensuring that a Dive Approval has been completed AND APPROVED by the UDO, for the diving operation, prior to departure for the trip. A Dive Approval must be completed and approved for every diving trip.

Notifying a Nominated Contact of details of the diving operation and ensuring the Nominated Contact is aware of their responsibilities in the event personnel from the trip do not report by the designated time;

Conducting a pre trip briefing with the Master of any mother ship being used for a JCU diving operation, before the ship leaves port, detailing the diving activities to be undertaken;

Ensuring that all required diving and safety equipment is in good working order, has been packed (including adequate oxygen supplies), and is transported to the dive site;

Determining whether or not travel after the dive will exceed an altitude threshold, and ensuring that the correct delay before travelling after diving is observed taking into account the type of diving done, and risk factors that may require an extension to the delay period;

Restricting or suspending any operation considered unsafe, whilst in the field, with particular attention to weather forecasts and prevailing conditions;

Ensuring there are adequate means

Ensuring no divers have exceeded permissible bottom times, or experienced any risk factors during the dive that could decrease the safety of their dive;

Ensuring all divers are well after the dive, and not suffering any signs or symptoms of illness;

Conducting a post-dive debrief with all divers to discuss issues arising before, during or after the dive, including notifying every diver of their current nitrogen loading status;

Ensuring all equipment is cleaned/flushed with fresh water at the end of each working day;

Ensuring any defective equipment is tagged OUT OF SERVICE to prevent further use, and is reported to the UDO or a SDO as soon as possible. Equipment known to be faulty in any way must not be used for any JCU diving operation, and shall be sent for repair immediately on return from the field trip;

Ensuring all Dive Record Forms are fully and accurately completed, with regard to the dives listed thereon, including signing off on each form themselves and requiring each diver listed on each Dive Record Form to sign off on that form, attesting that the information is a true and accurate record of their dive/s;

Checking in with the Nominated Contact by the designated time each day, as arranged;

Notifying the UDO as soon as possible of any injury that occurs to a member of the Dive Team (particularly if diving-related), and fully completing a *JCU Accident/Incident Report*.

Post Trip

Ensuring the Nominated Contact is notified of the safe return of the dive team in a timely manner;

Ensuring on completion of the diving operation that all required Post Dive details, including all data from each Dive Record Form fully completed and signed, are submitted to the UDO within 14 days or before their next trip whichever comes first;

Ensuring defective equipment is sent for repair, and notifying the UDO of the problem;

Providing the UDO with a report of any incident resulting in accident or injury (or a near miss).

2 APPENDIX 9 - DIVER RESPONSIBILITIES

GENERAL RESPONSIBILITIES

All individuals seeking to participate in diving activities with JCU **must**:

Apply to the University Diving Officer for listing on the JCU Diver Register, using the JCU Diver Registration Form;

Undertake an induction with the UDO or delegate, including at least the items listed on the JCU Diver Register Assessment Form at [Appendix 1](#);

Comply with the directions of the UDO and any JCU Principal Dive Supervisors;

Read, understand and agree to comply with the most recent version of the JCU Diving Procedures Manual;

Submit certificates and up to date information as required, including new qualifications, dive medicals, oxygen resuscitation and first aid certificates;

Submit current service records for diving equipment used for JCU diving operations;

Read, understand and comply with the requirements of any approved JCU dive plans, Risk Assessments and Emergency Response Plans for all work they undertake, and introduce no deviation from those plans (NB. actions to ensure the wellbeing of the diver or others are exempted);

Maintain an accurate and permanent record of all JCU dives in their Dive Logbook;

Be approved for the level of diving they wish to undertake;

Maintain a high level of knowledge and competence with regard to their responsibilities, the type/s of diving they undertake, and the di(n)-3(d)-3(t)-3(h)3(i)-4(l)9(i)-4(ti)-6)9 1 27.6Tm0 g0(q00-A)11(h)-3(/P ra)-6)11.92 rei8(rv)6)9(c)-6)-3(re)7(c)-6)-3(rd)9(s)