

Underwater Explorers Club of Western Australia (Inc)



By-Laws of the UECWA Part 2

Sixth Edition – December 2021

By-Laws of the UECWA

Revision History

Version	Comments
First Edition - endorsed by Committee - 3 July 2013	Initial version
Second Edition – endorsed by Committee - 7 August 2013	Added - Dive Officers to hold a Recreational Skippers Ticket
Third Edition – endorsed by Committee – 2 October 2013	Removed - Dive Officers to hold a Recreational Skippers Ticket - item 1(a)
Fourth Edition – Endorsed by Committee - April 2014	
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Sixth Edition – Part 1 Endorsed by Committee – 4 December 2019 Sixth Edition – Part 2 Endorsed by Committee – 1 December 2021	Major rewrite – incorporating items omitted from the new Constitution and confining the document to By-Laws only; operating procedures and guidelines are now contained in "Operating Procedures of the UECWA".

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Introduction

The Underwater Explorers' Club of Western Australia (Incorporated), hereinafter referred to as "the UECWA", "the UEC" or "the Club", has been in existence as a Club since 1954 and incorporated in 1957.

The Club is governed by a Constitution revised in accordance with the *Associations Incorporation Act 2015* ("the Act") in June 2019. The Constitution, the rules of the Club, regulates the overall management of the Club as an incorporated association. The Constitution includes the minimum matters that need to be dealt with, as prescribed under the Act, and provides for matters such as management committee elections, meetings and financial records, amongst others. Significantly, the Constitution may only be amended by means of a special resolution of the members.

The Club has additional requirements for rules specific to the day-to-day operation and management of the Club that are not included in the revised Constitution, and typically such additional rules are included in a club's By-laws.

In line with other sporting associations, we have developed this document, the By-Laws of UECWA, to allow for flexibility, efficiency and manageability of our additional rules. The By-Laws expand on and support the Constitution.

Purpose

The By-Laws of the UECWA expand upon the Constitution and provide clearly articulated rules for the safe, equitable and diligent operations of the Club.

These By-Laws are consistent with the Act, the regulations and the Club's Constitution. The UECWA's Constitution binds the Club and its members as an enforceable contract between them. While these By-laws do not have that status, the by-laws support the Constitution and provide clarity on procedural and administrative matters.

Status of By-laws

1. The UECWA may, by resolution at a General Meeting or a Committee Meeting, make, amend or revoke by-laws. Unlike the Constitution, these By-Laws may be revised or added to upon by the Committee without reference to the general membership.
2. By-laws may –
 - a) provide for the rights and obligations that apply to any classes of associate membership (including junior membership, senior membership, honorary membership and life membership) approved under Constitution rule 8(2); and
 - b) impose restrictions on the Committee's powers, including the power to dispose of the association's assets; and
 - c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
 - d) provide for any other matter the association considers necessary or convenient to be dealt with in the By-laws.

3. A By-law is of no effect to the extent that it is inconsistent with the Act, the regulations or the rules of the UECWA Constitution.
4. Without limiting the intent of sub rule 3 (above), a by-law made for the purposes of sub rule 2(c) (above), pertaining to financial reporting and accountability, may only impose requirements on the UECWA that are additional to, and do not restrict, a requirement imposed on the UECWA under Part 5 of the Act.
5. At the request of a member, the UECWA must make a copy of the By-laws available for inspection by the member.

Terms used

Appendix 1 contains a glossary of terms used within this document of By-laws.

The By-Laws of UECWA

The By-laws of the Underwater Explorers Club of Western Australia (UECWA) documents the additional requirements and rules specific to the day-to-day operation and management of the Club that are not included in the revised Constitution.

The By-laws are provided in two parts:

- **Part 1 – Addendum to the Club Constitution**

The format will follow the same basic structure as the Model Rules of Associations as adopted by the UECWA as the Constitution, 7th edition dated June 2019.

- **Part 2 – Additional Rules of the Club – Operational By-Laws (*this document*)**

This part will contain the additional Rules of the Club that are not addressed in the Constitution or Part 1 of these By-laws.

The By-Laws Part 1 and Part 2 will be merged to a single document in a future revision.

PART 2 – Additional Rules of the Club – Operational By-Laws

1. Club Vessel - Crew Selection & Qualification

1.1 Club Skippers

- a. Club Skippers have been trained by the Boat Officer, other skilled Club Skippers and members of the Boating Sub-Committee in accordance with the Club's training procedures in force at the time.
- b. Club Skippers, were, upon completion of training, recommended by the Boat Officer to the Committee of Management for endorsement as Club Skippers.
- c. Club Skippers must hold a Recreational Skippers' Ticket (RST) as a minimum.
- d. Club Skippers must hold a current Provide First Aid Certificate as a minimum.
- e. It is desirable for a Club Skipper to hold a current Administer O2 Certificate.
- f. To become a Club Skipper, a Member must be a qualified Club Dive Officer, and be endorsed by the Boating Sub-Committee as being of suitable skill, character and demeanour to perform the duties of Club Skipper.
- g. To become a Club Skipper a member with the necessary prerequisites must successfully complete the Trainee Skipper requirements, see 1.3 Trainee Skippers, below.

1.2 Club Dive Officers

- a. Club Dive Officers are informally qualified by existing Club Skippers and Club Dive Officers and endorsed by the Committee of Management.
- b. To become a Club Dive Officer, a Member must have been in the club long enough to be familiar with club diving operations, and be endorsed by the Training Officer as being of suitable skill, character and demeanour to perform the duties of Club Dive Officer.
- c. To become a Club Dive Officer, a member with the necessary prerequisites must successfully complete the Trainee Dive Officer requirements, see 1.4 Trainee Dive Officers, below.
- d. A Club Dive Officer must hold a Provide First Aid Certificate (as a minimum).
- e. It is desirable for a Club Dive Officer to hold an Administer O2 Certificate.
- f. It is desirable for a Club Dive Officer to also hold a Recreational Skippers' Ticket (RST).

1.3 Trainee Skippers

- a. Qualified Club Dive Officers may be selected by the Boat Sub-Committee or self-nominate to be trained as a Club Skipper. Commencement of training must be approved by the club Committee of Management.

- b. A Trainee Skipper must be a full Ordinary, Social or Student Member of the Club to undertake the training. Junior, Country Interstate Overseas, and Affiliate Members are not eligible to train as a Club Skipper.
- c. Trainee Club Skippers are trained under the supervision of existing Club Skippers and the Boat Sub-Committee. The training is through a process of acquiring, practicing and demonstrating proficiency in the requisite theory and hands on skippering skills.
- d. The Club Skipper Training requirements require documenting and are not available currently.
- e. When the Trainee Skipper has achieved a level of competency deemed suitable by the Club Skippers, the Boat Officer, and the Boat Sub-committee (if one exists), and has achieved a Recreational Skippers Ticket, the Trainee Skipper will undertake three (3) trips as the Skipper of the Day under the supervision of different Club Skippers.
- g. Once the Trainee Skipper is deemed competent to Skipper the vessel unsupervised and has also achieved a Provide First Aid certificate (as a minimum); the Boat Officer will bring a recommendation to the Committee of Management to seek endorsement of the person as a Club Skipper.
- f. The new Club Skipper will then be added to the crew roster and crew email distribution list and will be eligible for any privileges of the role of Skipper.

1.4 Trainee Dive Officers

- a. Full Ordinary, Social and Student Members of the Club wishing to train as a Dive Officer may self-nominate to undergo training. Junior, Country Interstate Overseas, and Affiliate Members are not eligible to train as a Dive Officer.
- b. Applications to train as a Dive Officer will only be accepted from Members who have been in the club long enough to be familiar with club diving operations, and who display the traits of being of suitable skill, character and demeanour to carry out the duties of a Dive Officer. Commencement of training must be approved by the club Committee of Management.
- h. Training of Trainee Dive Officers is through the process of acquiring, practicing, and demonstrating the requisite hands-on skills and theory outlined in the Trainee Dive Officer booklet, under the supervision of existing Club Dive Officers and Club Skippers. The Dive Officer Training book is [2016-10 REVISED UEC DO Trainee Workbook](#) and can be found on the club cloud under Training.
- i. As the Trainee Dive Officer demonstrates knowledge and proficiency in a required skill to a supervising Skipper or Dive Officer, the Trainee should seek sign-off for that aspect of the training in their Training booklet.
- j. Must complete two trip(s) as the DO of the Day
- k. Once the Member's training component is complete and signed off, and the Trainee has achieved a Provide First Aid certificate (as a minimum) the Training Officer will bring a recommendation to the Committee of Management to seek endorsement of the person as a Club Dive Officer.

- I. The new Club Dive Officer will then be added to the crew roster and crew email distribution list and will be eligible for any privileges of the role of Dive Officer.

1.5 Deckhands

- a. The Club does not officially train or endorse Members to act as Deckhands on the Club Vessel.
- b. Deckhands for Member Use and Social Trips between Port Coogee Marina and the Swan River may be selected by the Skipper of the Day, based on the Skipper's opinion of competency of the person to perform the duties required.
- c. Deckhands for all ocean-going Member Use or Social Trips (excluding the route Port Coogee to Swan River), must be qualified Dive Officers or Skippers, regardless of route or anchoring requirements of the trip.

2. Crew Compensation for Duties Performed

2.1 Current Crew

All crew who are on the current roster may dive free of charge on any regular calendar club boat dive. Special dive trips e.g. Rottnest week-end, Mindarie week, will be dealt with on an ad hoc basis by the committee

2.2 Grandfather Clause

Some existing crew earned Dives in Lieu under the previous arrangements and these are protected by agreement, and may be used after ceasing crew duties until they are either forfeited or earnings exhausted

3. Club Boat Crew Responsibilities

This section of the By-laws is applicable to all boat trips. This includes dive trips, social trips, fishing trips, member use trips and maintenance trips.

3.1 Requirements of Crew for All Trips

- a. All crew must be qualified UEC endorsed crew as detailed in section 1 – Club Boat Crew Qualifications
- b. Crew will adhere to the UEC Club Constitution, By-Laws, Safety Procedures and formal directions of the Committee of Management.

4. Club Boat Operations – All Trip Types

4.1 Duties - Pre-trip (standard maintenance preps)

See Crew Checklist Appendix 5

4.2 Safety Equipment

- a. The safety Officer is responsible for ensuring all Safety Equipment on board is maintained and ready for use
- b. Fire extinguishers shall be serviced 12 monthly.
- c. The Safety Officer shall maintain a list of all safety assets owned by the club including service dates, expiry dates, etc.

4.3 Marina conditions

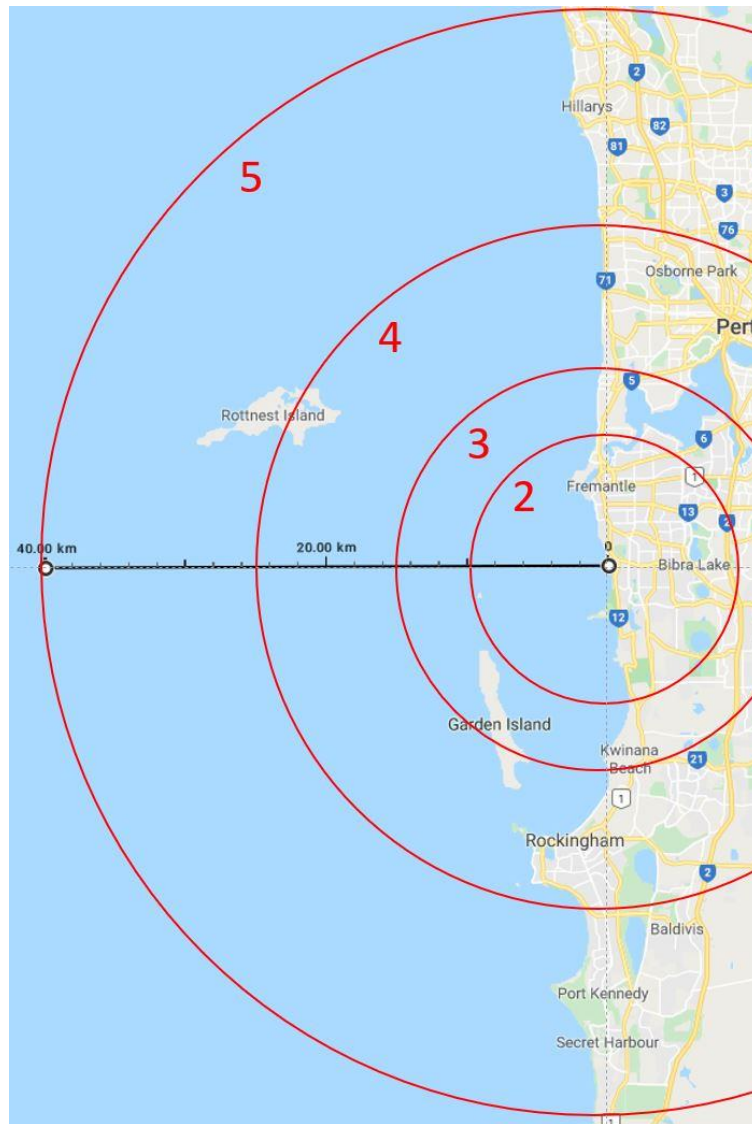
- a. No gas appliance or gas cylinders to be stored on the club boat.
- b. Fuel to be stored outside cabin.
- c. No grinding tools.
- d. No fuel decanting, etc.
- e. Skippers must use appropriate speed while within the Port Coogee marina.
- f. No unloading vehicles in the No Stopping Zone.
- g. All trolleys must be returned to Trolley Bay and locked

4.4 Refuelling

- a. The boat must be refuelled when the remaining fuel is less than or equal to 300L
- b. It is polite to refuel the boat if fuel is nearing the lower limit of 300L

4.5 Loading and Unloading

- a. Trolleys must never be left on the jetties. They must be returned to the trolley bay and locked after use.
- b. Loading and unloading time at the jetty should be kept to a maximum of 15 minutes.
- c. Boat departure time is 8am. Divers should have their gear ready on the jetty 15 minutes beforehand to prevent delay. It is at the Skippers discretion to wait for members who are late.
- d. Dive in Lieu's (DIL's) count as paying divers when minimum numbers are being assessed for a boat dive to proceed.
- e. The minimum number of divers required for a boat dive is determined by the distance to the dive site as per the diagram below. The skipper may exercise a degree of discretion in applying this, particularly where condition may impact safe diving operations.



4.6 Boat Brief

See Boat Briefing Appendix 3

4.7 Anchoring

The anchor will be deployed and retrieved by the Dive Officer (DO) or Deckhand under the direction of the Skipper of the day. Suitably able divers or passengers may assist the DO in these duties.

If difficulties are encountered when endeavouring to retrieve the anchor, the DO or Deckhand will work under the direction of the Skipper.

(Note that during boat dive trips, the Skipper will nominate a diver to check the anchor during the dive.)

4.8 Anchor Management

During boat diving trips the Skipper will have the opportunity to nominate a diver to check the anchor during their dive.

- a) Skipper must nominate a diver to check the anchor during the dive

- b) If the anchor is stuck and requires diver intervention then there must also be a buddy diver in the water who can maintain sight contact and help as necessary. Freeing the anchor can be a difficult operation and the diver performing the operation should be suitably experienced. While divers are in the water retrieving the anchor, the dive boat motor should be in neutral or preferably turned off completely. If it is necessary to manoeuvre the dive boat during retrieval operations extreme care should be taken and observers should be positioned around the boat to advise the Skipper of divers location.
- c) It is strongly recommended that a spare tank and a lift bag (min capacity 50Kg) be kept on board at all times to assist in performing any anchor operations.

4.9 End of Trip Requirements

See End of Trip (Skipper) Checklist Appendix 6

4.10 Incidents

Incident Report

The purpose of an incident report is to record hazards or incidents for the purposes of learning from these events; the club has a strict no blame policy. Names of those involved can be included if it may assist the safety officer in investigating the root cause but it is not a requirement. Names of injured parties should be included so the club can follow up on their well-being.

Submit an incident report whenever there is an incident or near miss during a boat dive trip. Where it is observed by the crew of the day, it is the responsibility of the crew to ensure a report is submitted **to** the **Safety Officer** (and Committee - if you do not wish to remain anonymous).

There is a link to the incident report form on our [cloud](#) and there will be a few copies in the folder on the vessel. A copy can also be seen in Appendix 7. Please note you do not need to use the form - just aim to include the content as listed in the appendix.

Incident Report

Definitions:	<p>Hazard</p> <p>A source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.</p> <p>Incident</p> <p>An unplanned event that results in or has the potential to result in injury, harm to health, damage or loss to person (including members of the public), property or the environment. This includes injury/illness, near miss, property damage</p>
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4.11 End of Trip Reporting

An end of trip report should be sent out by the Skipper to the crew email list after any boat usage – dive trip, social trip, member use trip or maintenance run.

The purpose of a Boat Handover report is to provide a status of Cape Cruiser **to** the **crew and boat officer**. This is just a simple email, but try to include the points in the guideline in Appendix 2.

5. Risk Register

The Risk Register is a recognised methodology of identifying and categorising risks so that the appropriate mitigation measures can be taken to prevent the incident occurring, and in the event an incident occurs, the appropriate actions can be taken to minimise the impact. A full explanation of the process can be found on the club cloud [here](#).

Each risk is then categorised based on the consequence and likelihood to come up with a risk ranking. By doing this the club can focus on the highest risks to the club.

UEC Risk Matrix									
Has occurred in the club in the last year	1	Frequent	<div>Decreasing Likelihood</div>	5	4	3	2	1	
Has occurred in the club in the last 10 years	2	Moderate		6	5	4	3	2	
Has occurred in Perth in the last 10 years	3	Occasional		7	6	5	4	3	
Has occurred in Perth in the last 10 to 30 years	4	Unlikely		8	7	6	5	4	
Has occurred globally in recreational diving	5	Rare		9	8	7	6	5	
Description	Indices			<div>Decreasing Consequence/Impact</div>					
				5	4	3	2	1	
				Incidental	Minor	Moderate	Major	Severe	
			No injury or damage	Results in minor injury or damage to equipment/boat	Results in serious injury or significant damage to equipment/boat	Results in severe (life threatening) injury and/or permanent disability. Results in loss of boat.	Results in fatality		

The current club risk register can be found in Appendix 8 or on the club cloud [here](#).

6. Rescue Dinghy

6.1 Launching and Recovering the Rescue Dinghy

- Ensure that there are at least two people assisting when launching and recovering the dinghy off/onto the marlin board.
- When the dinghy is on the marlin board, secure it with both ropes attached to inside of dinghy, and the bow rope.
- When the dinghy is in the water, secure it to the lee side of the main vessel, amidships. Secure the rope such that the dinghy is accessibly from the side of the marlin board.
- Depending upon the dive site and conditions, and if there is a possibility that the dinghy may be required, the crew should launch the dinghy and run the motor either in the pen at the start of the day, or before the first diver enters the water. This is to ensure the dinghy is operational.

- e. Ensure that the procedure for getting divers in the dingy is discussed during the dive briefing e.g. remove weight belt and BCD/Tank and place in the dingy but keep fins on. No more than two divers should be rescued at one time. This is covered under the dive briefing.

6.2 Operating the Rescue Dinghy

- a. The dinghy should be operated by qualified crew only, except in an emergency where no qualified crew are available. Qualified crew are Skippers and Dive Officers who have completed the UEC Skipper or Dive Officer training.
- b. It is not a legal requirement for a person operating the rescue dinghy to have a Recreational Skippers Ticket (RST) as the outboard motor on the dinghy has a capacity of 6hp. (An RST is required to operate an outboard with a capacity in excess of 6hp).
- c. Any person operating the dinghy must:
 - i. Wear the lifejacket/personal flotation device (PFD) provided for this purpose, or any other lifejacket, and
 - ii. Attach the dead man's switch (the red cord) to their person.

6.3 Recovering Divers Using the Rescue Dinghy

- a. Approach the diver(s) on the surface from the down-wind/down-current side.
- b. Slow to idle on approach and when coming alongside the diver(s) put the dinghy motor into neutral.
- c. While towing is not recommended, if diver(s) are to be towed during recovery they must not be towed in the water by any means other than with the use of a towing bridle.
- d. No more than two divers should be rescued at one time.
- e. If not planning to tow the diver(s), the diver(s) must be brought into the dinghy or have moved away from the dinghy before the engine is put back in gear. Note that in some cases, the diver(s) will pass up their gear and then swim back to the main vessel.

6.4 Stowing the Rescue Dinghy

- a. When the dinghy is not in use it should be washed down with fresh water and stored under cover with the canvas cover over it
- b. The fuel tank should be chained to the dinghy and both chained and locked to the seat struts.
- c. The engine should be flushed with fresh water and stored on the rack beside the head and chained and locked.

7. Diving with UEC

7.1 Club Boat Diving Requirements

- a. Recreational No-Decompression Diving, Solo Diving and Technical Diving are permitted with the appropriate certification and equipment. Typically, Technical Diving will occur on specially scheduled Tec Dive trips.

- b. While solo diving, solo certified divers MUST carry the appropriate equipment and have a redundant air source.
- c. To dive from the club boat divers MUST be either Life or fully paid-up members (Life, Ordinary, Student, CIO) or conducting a nomination dive.
- d. All divers must carry a Surface Marker Buoy (SMB) on every dive from the Club Boat. Deployment is at the discretion of the diver unless otherwise directed by the boat crew.
- e. It is mandatory that all divers carry a dive computer, or depth and pressure gauges and dive tables.
- f. In all cases, it is the diver's responsibility to have the appropriate equipment and ensure it is properly maintained and serviced.
- g. If a diver initiates a dive without the appropriate or mandatory equipment, an incident report will be lodged by the Dive Officer or the Skipper of the Day.
- h. All Nomination divers are required to provide their dive certification for inspection by the Dive Officer of the Day before undertaking their nomination dive.
- i. All Nomination divers must be qualified to a minimum of Advanced Open Water certification (rated to 30m depth).
- j. The Membership Officer will maintain a register of the membership status and qualification of all Diving Members and provide this information to the Dive Coordinator accordingly
- k. All divers Crayfishing must abide by the legal requirements (size, bag limit, tar spot, berries etc) and have a valid licence.
- l. Only Crayfish and Cuttlefish may be landed on the boat during a scheduled diving trip
- f. No line fishing or spearfishing is allowed during a scheduled diving trip

7.1.1 Nomination Dive

- a. The Nomination fee for any prospective new member shall be equal to the Club's current fee for one double dive trip fee.
- g. Upon applying for Club membership, any person wishing to become a new member of the Club shall be required to pay the nomination fee before conducting a dive from the Club's dive vessel.
- h. The Nomination fee entitles the prospective new member to undertake a Nomination dive as one boat dive trip (double dive or single dive) with the Club.
- i. Only one Nomination fee for one Nomination dive may be paid by any person before becoming a member. Lapsed Members proposing to re-join and Members changing Membership type are not entitled or required to conduct additional Nomination dives.
- j. All nominating divers must complete and sign the membership form, the liability form and the medical declaration. These must be passed to the Membership Officer for recording.

- k. Junior divers aged twelve to fifteen must dive with their parent or legal guardian. Junior divers sixteen and seventeen may dive with a nominated adult with the provision of a Junior Diver Authorisation form signed by their parent or legal guardian for each dive.

7.1.2 Boat Brief for Dive Trips

The boat briefing must be given before departing the Marina.

See boat briefing in Appendix 3.

7.1.3 Dive Brief & Dive Site Brief

A Dive Brief (length of dive, safety stop, dingy pick-up procedure etc) is given by the Dive Officer after the boat is anchored and readied for diving at the designated dive site. The Dive Brief is attached in Appendix 4.

A dive site briefing may be given by anyone familiar with the specific site and should include depth, points of interest, navigation tips, possible hazards such as currents, confined spaces etc.

7.1.4 Crew Diving

A Skipper and Dive Officer must remain on the boat at all times. If there are other club trained crew on board then the rostered Skipper and Dive Officer may dive during the surface interval. They are discouraged from diving outside of the surface interval as this results in an extended trip duration and may impact the comfort of the booked divers, particularly in rough seas.

In special circumstances, such as the annual Rottneest trip or where a non-rostered crew has stepped up at the last minute to cover for unavailability of the rostered crew then they may do two dives but only if there is qualified crew onboard to cover for them.

8. Other Trip Types

8.1 Boat Social Trips

8.2 Boat Fishing Trips

8.3 Member Use – Use of Club Boat by Members

- a. UEC members may hire the boat for personal use. The person who books the boat must be a club member, be on the boat and MUST pay for the hire at conclusion of the trip or within 2 business days or by arrangement with the Treasurer. Payment cannot be made by non-members under any circumstances.
- b. Members must not make a personal gain through the use of the boat.
- c. No SCUBA diving is permitted from the boat on private hire.

- d. The boat must be crewed by a UEC Skipper and a UEC deckhand.
- e. It is up to the Skipper to decide if the deckhand is competent to support boating activities on the river (note this covers passage to and from Coogee marina to the harbour/river).
- f. If the boat is to go into open water then the deck crew must be a qualified Dive Officer.
- g. The member booking the boat is responsible for ensuring their guests behave in a manner that does not endanger themselves, other guests or the boat. Any damage incurred will be the cost of the member and disciplinary action may be taken against the member. The Skipper is empowered to remove any person from the boat for unacceptable behaviour.
- h. It is the member undertaking member use that is responsible for ensuring the vessel is left in a clean and serviceable state in preparation for the next trip by the vessel. All litter must be removed, galley and toilet cleaned, water tank filled and at least 300litres of fuel.
- i. For the comfort and safety of all passengers and crew the boat is designated a No Smoking & No Vaping zone
- j. Cost to hire the boat to go to Carnac/Herring Bay is \$150. Cost to go to Rottnest is \$350. Other destinations will be on request. These fees will be reviewed and modified by the Committee of Management from time to time and current prices should be confirmed before accepting bookings.
- k. Any fishing activities must have the appropriate licences and adhere to bag and boat limits.

9. Fundraising and Social Events

Ensure venue is adequately insured – if not being held on the boat

10. Financial

- a. Committee Members (excluding the Boat Officer) are not permitted to spend more than \$100 on essential items on the clubs behalf without prior approval of the Executive Committee (President, Vice President, Treasurer & Secretary). Any expenditure must be declared to the committee with justification.
- b. The Boat Officer, or his delegate, is not permitted to spend more than \$200 on the clubs behalf without prior approval of the Executive Committee.
- c. Members must pay for all outstanding dives before diving from the boat. They may however book a dive, provided on the day of the dive they pay cash for the dive and arrears owed.
- d. Trainee crew are not on the roster and as such do not dive for free. Trainee crew may dive during the surface interval only at no cost. If trainees do a double dive with the regular divers then they pay a single dive rate.
- e. Regular scheduled boat dives are free for Life Members. All other diving specials e.g. Rottnest week, Night Dives etc are charged at the advertised rate.

- f. Crew on the regular calendar roster may dive on any regular scheduled boat dive for free. No DIL's are accrued or used.
- g. DIL's accumulated prior to the current system, where one DIL was acquired for each trip crewed, have a nominal value of \$1 for accounting purposes only. They cannot be exchanged for cash or used for any other club fee e.g. annual membership
- h. Cancellation of any club event (dive or social) within 24 hours of event start time will incur a 50% cancellation fee. Appeal against a cancellation fee may be made to the committee in writing and the fee may be waived where good reason is accepted by the committee e.g. medical reasons or family emergency.
- i. Cancellation of any club event (dive or social) with no notice i.e. no show, will incur the full event fee. Appeal against a cancellation fee may be made to the committee in writing and the fee may be waived where good reason is accepted by the committee e.g. medical reasons or family emergency.

11. List of Appendices

Note that examples of briefings, checklists and registers contained in these appendices may not necessarily be the most up to date version. Current versions may be found in the club OneDrive file share.

1	Glossary
2	Boat reports
3	Boat Briefing
4	Dive Briefing
5	Crew Checklist
6	End of Trip Checklist
7	Incident Reports
8	Risk Register

Appendix 1 – Glossary

In these By-laws, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

associate member means a member with the rights referred to in rule 8(6);

Association means the incorporated association to which these rules apply, also referred to as the **Club**;

books, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

by laws means *by-laws made by the Association under rule 64*;

chairperson means *the Committee member holding office as the chairperson of the Association*;

Club means *the incorporated association to which these rules apply, also referred to as the Association*

Commissioner means *the person for the time being designated as the Commissioner under section 153 of the Act*;

committee means *the management committee of the Association*;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

deputy chairperson means *the Committee member holding office as the deputy chairperson of the Association*;

financial records include —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

financial year, of the Association, has the meaning given in rule 2;

general meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association;

ordinary committee member means a committee member who is not an office holder of the Association under rule 27(3);

ordinary member means a member with the rights referred to in rule 8(5);

register of members means the register of members referred to in section 53 of the Act;

rules mean these rules of the Association, as in force for the time being;

Secretary means the committee member holding office as the secretary of the Association;

special general meeting means a general meeting of the Association other than the annual general meeting;

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

subcommittee means a subcommittee appointed by the committee under rule 48(1)(a);

Treasurer means the committee member holding office as the treasurer of the Association.

Chairperson means- (a) in relation to the proceedings at a Committee meeting or general meeting, the president presiding at the Committee meeting or general meeting in accordance with rule 11; or (b) otherwise than in relation to the proceedings referred to in paragraph (a), the President as referred to in sub-rule 10.(1).(a) or, if that person is unable to perform his or her functions, the Vice President as referred to in sub-rule 10.(1).(b);

President means the President referred to in sub-rule 10.(1).(a);

Vice-President means the Vice-President referred to in sub-rule 10.(1).(b).

Membership Secretary means the Membership Secretary referred to in subrule 10.(1).(e);

Appendix 2 – Boat Reports

To clarify the process for boat handover reports and trip reports.

Boat Handover Report

Report by / Responsibility:	Skipper of the Day
To:	Crew and Boat Officer
Purpose:	To provide a status of Cape Cruiser to the crew and boat officer
Format:	Email
Include these points:	<ul style="list-style-type: none"> – fuel remaining / refuel – oil status / top up – coolant status – running temperature
Comments, as necessary, about	<ul style="list-style-type: none"> – how the vessel ran – the dinghy and outboard – winch and anchoring – maintenance matters

Trip Report

Report by / Responsibility:	Dive Officer of the Day (or Skipper, if so agreed)
To:	Committee
Purpose:	To provide a report of how the day went
Format:	Email
Include these points:	<ul style="list-style-type: none"> – divers on board – the day's diving (conditions, diver comments, crays, etc) – events of note – incidents (if occurred)
Comments, as necessary, about	<ul style="list-style-type: none"> – conditions of vessel upon arrival – management of the day – issues encountered throughout the day (eg: problems with equipment; divers) – maintenance matters

Appendix 3 – Boat Briefing

Boat Briefing



1. Welcome everyone especially new divers and introduce yourself, the skipper and any trainees
2. Sea sickness tablets and sunscreen now before it's too late
3. Responsibilities
 - a. Skipper is in charge of boat and the DO is responsible for all boat set up and diving activities
 - b. The crew are all voluntary, please be courteous and help with boat duties where required or asked
 - c. Responsible for their own safety and to keep all fingers clear of bollards and posts when approaching jetty and pen
 - d. At the end of the trip do not disembark from the boat until the boat is securely tied and the Skipper or Dive Officer instructs that it is safe to do so.
 - e. Person-overboard procedure – do not take your eyes off person in water, shout man overboard until attention raised
4. Gear
 - a. Set up gear for the first dive while in marina
 - b. Ensure all their gear is stowed safely and keep walkways clear
 - c. Tanks should be securely tied
 - d. Weight belts buckled up in rear tray
5. Boat Orientation
 - a. Can go anywhere on board but take care as deck is slippery when wet and hold on when using the ladder, particularly when boat is underway
 - b. Cabin is a dry area – bags inside but not on seats. Do not enter the cabin in wet gear – ask the DO or skipper to get your bag
 - c. Point out head (toilet) and use – the three P's (Paper, Poo & Pee), no dirty paper in bin, no flushing in marina or river
 - d. VERY hot shower at rear of boat – take care and put cold on first
 - e. Boat is no smoking or vaping
 - f. No bin on the boat and to take rubbish home
6. Safety Equipment and location
 - a. First Aid kit in the hull
 - b. Lifejackets under the seats
 - c. EPIRB, flares and defibrillator (AED) behind pr under the skipper's seat
 - d. Oxygen in hull V berth
 - e. Fire extinguisher
 - f. Dingy/rescue boat (not a taxi)
7. About to Depart
 - a. Where are we going
 - b. Travel time and 10 minute reminder before arrival
 - c. Take care, particularly while boat is moving, slippery floor and approaching jetties.

Appendix 4 – Dive Briefing

Dive Site Briefing



1. Dive Site
 - a. Site name & direction in relation to the boat and anchor, stress to new divers that the site **IS AT OR NEAR THE ANCHOR** not underneath or behind the boat.
 - b. points of interest
 - c. maximum depth & hazards such as current, surge, swell, boats etc.
2. Point out:
 - a. Flag on the anchor
 - b. Descent/drop line at rear
 - c. Sharkshield on the drop line so be wary of what you touch
 - d. The Mermaid line
 - e. Dive statistics before entry - Air or Nitrox and Pressure
3. Signals
 - a. Water entry - ok signal on entry and on resurfacing.
 - b. Single hand waving up for non-urgent pick up and two hands waving for emergency.
4. State maximum dive time (usually 60 minutes) and minimum return air (50 bar). No decompression diving.
5. State lost buddy procedure – look for 1 minute and then ascend to surface following usual ascent procedure.
6. Absolutely NO solo diving allowed without certification and equipment – stress requirement to have a redundant air source (pony bottle) at any time they are diving alone.
7. Safety stop (3 or 5 at 5m). Safety stop is more important than 50 bar on return.
8. If being picked up by dinghy
 - a. remove weight belt & BCD
 - b. Use fins to propel self over side into dinghy.
 - c. Watch propeller (engine should be in idle as approaching diver in water).
9. Remind them to give dive statistics as they board the boat – air remaining, bottom time and maximum depth and to report to the DO if they are feeling unwell.
10. No fish to be returned to the boat except Crayfish and Cuttlefish. Remind Crayfishers or Cuttlefishers that THEY need a licence (not their mate who's in the boat). Absolutely no females in berry (eggs), tar spot or undersized crabs should come back to the boat. Where possible please check size limits before your return. On return, remove centre tail fin. Discuss catch limits per diver and procedure if exceeded.
11. Advise divers of the emergency recall procedure – knocking on chain 3 times and then repeated as necessary means return immediately to the anchor on the bottom. Then ascend to boat with no safety stop if safe to do so.
12. Make sure everyone knows who their buddy is and remind them to make buddy checks – air on, weight belt on, all straps secure, occy in place.
13. Advise that Safety Marker Buoys are mandatory. Check that everyone has one (spares in V berth).
14. Ask Skipper if have any comments. Any divers if any questions?
15. Ask an experienced diver (eg off duty skipper or DO) to check anchor is secure and not caught on any reef, obstructions etc

Appendix 5 – Crew Checklist



Underwater Explorers Club of W.A. Inc.

Crew Checklist

1. The Boat – Dive Officer

- a. Unlock door and chains from motor and dinghy
- b. Fill water container – run hose for long enough to ensure fresh water in container
- c. Check toilet and bin are clean
- d. Set up Dinghy and motor – check enough fuel in can. Remember to put bung in dinghy. Strap down fuel can in boat. Ensure motor attachment line is secured. Ensure boat securely lashed to mermaid board for travel. Ensure fuel bleed is closed in case fuel can is knocked on its side.
- e. Open hatch to upstairs if closed
- f. Open up side clears for boat loading

2. The Boat – Skipper

- a. Open engine hatch & secure with rope
- b. Turn on 2 x Col-Hersey to Both
- c. Push all auxiliary switches to up position
- d. Check coolant level
- e. Check oil dip stick and top up if required
- f. Check bilges for water and oil
- g. Record depart fuel and hours in log book
- h. Reset digital log
- i. Start motor and check oil pressure
- j. Visual check in engine hold
- k. Check flow of sea-water (over side of boat and out of exhaust)

3. The Pen Departure

- a. Fix two fenders to side skipper will berth against
- b. Remove Springer and lay on jetty or hook for easy retrieval as boat moves out
- c. On instruction from skipper remove all bow mooring ropes
- d. Remove stern mooring ropes and stand ready
- e. Prepare front and rear ropes for loading jetty – usually stored in basket above dive seats

4. Loading Jetty

- a. The skipper will typically use the front rope to pivot the boat onto the jetty. Secure bow rope to forward bollard and under handrail – loop around jetty bollard when in reach & back under handrail – lock off so skipper can pivot rear onto jetty (skipper will instruct length required). You may need to slacken off rope once rear rope on bollard to allow the boat to sit alongside.
- b. Prepare rear rope for use and attach to bollard/cleat – if person available give instruction for them to secure over bollard – remember hands/fingers clear at all times - and secure back on cleat when alongside.

5. Divers Aboard

- a. Check off names as divers arrive. Phone any missing divers to see if on way.
- b. Do a role call once everyone onboard – note final headcount before departure to give to Fremantle Sea Rescue (remember to include the crew)
- c. Make sure that everyone has completed the correct forms. On the Booking List provided by the Dive Coordinator there is a column marked Updated Forms Received. If there is a Y in the column, then no action required. If column is blank then the diver (nomination or affiliate) must fill out a Nomination, Liability and Medical Declaration Form. Ensure all forms are signed in the correct place and check Cert Card. These form to be sent to Membership Secretary.

6. Give boat briefing:

- a. Welcome everyone especially new divers and introduce yourself, the skipper and any trainees
- b. Sea sickness tablets and sunscreen now before it's too late
- c. Responsibilities
 - i. Skipper is in charge and the DO is responsible for all boat set up and diving activities
 - ii. The crew are all voluntary, to be courteous and help with boat duties where required or asked
 - iii. Responsible for their own safety and to keep all fingers clear of bollards and posts when approaching jetty and pen
 - iv. Man overboard procedure – do not take your eyes of person in water, shout man overboard until attention raised
- d. Gear
 - i. Set up gear for the first dive while in marina
 - ii. Ensure all their gear is stowed safely and keep walkways clear
 - iii. Tanks should be securely tied and
 - iv. Weight belts buckled up in rear tray
- e. Boat Orientation
 - i. Can go anywhere on board but take care as deck is slippery when wet and hold on when using the ladder, particularly when boat is underway
 - ii. Cabin is a dry area – bags inside but not on seats. Do not enter the cabin in wet gear – ask the DO or skipper to get your bag
 - iii. Point out head (toilet) and use – the three P's (Paper, Poo & Pee), no dirty paper in bin, no flushing in marina or river
 - iv. Cold shower at rear of boat
 - v. Boat is no smoking & no vaping
 - vi. No bin on the boat and to take rubbish home
- f. Safety Equipment and location
 - i. First Aid kit in the hull
 - ii. Lifejackets under the seats

- iii. EPIRB and flares behind skippers seat
 - iv. Defibrillator (AED) under seat behind skipper
 - v. Oxygen in hull V berth
 - vi. Fire extinguisher
 - vii. Dingy/rescue boat (not a taxi)
- g. About to Depart
- i. Where are we going
 - ii. Travel time and 10 minute reminder before arrival
 - iii. Take care, particularly while boat is moving, slippery floor and approaching jetties

7. Jetty Departure

- a. Check all equipment stowed safely and neatly, weight belts buckled up and tanks secured especially extras on the deck
- b. Cast off stern line on instruction from skipper. Note the skipper will most likely pivot on the front line so have rope locked but ready for quick release on instruction from skipper
- c. All Nominations, MUD, or RLS diving for first time MUST fill out and sign nomination, liability and medical declaration forms (note these are all a standard form now). The booking sheet will show who has to fill out forms. These forms must be forwarded to the Membership Secretary.
- d. **Call Sea Search & Rescue (Fremantle Sea Rescue) Channel 90 (Skipper)**
 - i. *VN6DI, VN6DI, this is Echo Foxtrot 809, Echo Foxtrot 809, Echo Foxtrot 809, Over*
 - ii. *Response from FSR*
 - iii. *VN6DI, this is Echo Foxtrot 809, we are departing Coogee Marina and travelling to (eg west side of Rottne) for a days' diving, we have xx POB (people on board) and xxx litres of fuel. The Skipper and Dive Officer will remain on board while divers are in the water. Our estimated time of return is approximately 1600 hrs. Over*
 - iv. *Response from SSR*
- e. Make up buddy pairs and ensure everyone knows who they are diving with
- f. Get all emergency contact details on booking sheet if not already completed
- g. Write up dive log sheet

8. Dive Site Approach & Anchoring (repeat for second dive)

- a. Fit bow drop line and anchor flag
- b. Pre-release anchor with security chain connected to check it will release immediately when needed on site
- c. Remove anchor security chain (watch fingers) & get handle ready (do not leave handle in winch when not in use)
- d. Check water depth with skipper
- e. On instruction from skipper ease off friction clutch to release anchor
- f. Control anchor decent (watch fingers) and lay out anchor chain in line on sea bed as boat moves back. Keep eye on anchor chain depth markings (Red 10m, White 20m, Blue 30m – note these markings are currently missing from the chain – the new chain to old chain transition is 30m).
- g. Tighten clutch when instructed, put on rope damper if required then slacken chain and lock chain with securing dog (watch fingers) – release clutch slightly to put load on bollard not winch – retighten clutch

- h. Drop stern drop line and flag & secure.
- i. Deploy ladder and tie safety rope
- j. Deploy mermaid line
- k. Deploy Dive Flag on bridge
- l. Ensure oars and anchor is in dinghy, ensure bung is in, and launch dinghy (two people required for this).
- m. Start dinghy engine before divers enter the water (depending on conditions)
- n. Dinghy Operator must wear PFD when operating dinghy
- o. Fill mask bucket

9. Dive Site (repeat for second dive)

- a. Discuss with Skipper dive site details (location, depth, direction from anchor, current etc)

10. Give dive briefing:

- a. Dive Site
 - a. Site name & direction in relation to the boat and anchor, stress to new divers that the site IS AT OR NEAR THE ANCHOR not underneath or behind the boat
 - b. points of interest
 - c. maximum depth & hazards such as current, surge, swell, boats etc.
- b. Point out:
 - a. Flag on the anchor
 - b. Descent/drop line at rear
 - c. The Mermaid line
 - d. Dive statistics before entry - Air or Nitrox and Pressure
- c. Signals
 - a. Water entry - ok signal on entry and on resurfacing.
 - b. Single hand waving up for non-urgent pick up and two hands waving for emergency
- d. State maximum dive time (usually 60 minutes) and minimum return air (50 bar). No decompression diving
- e. State lost buddy procedure – look for 1 minute and then ascend to surface following usual ascent procedure – no solo diving allowed without certification and equipment
- f. Safety stop (3 or 5 at 5m). Safety stop is more important than 50 bar on return
- g. If being picked up by dinghy
 - a. remove weight belt & BCD
 - b. Use fins to propel self over side into dinghy.
 - c. Watch propeller (engine should be in idle as approaching diver in water).
- h. Remind them to give dive statistics as they board the boat – air remaining, bottom time and maximum depth and to report to the DO if they are feeling unwell
- i. Remind any crayfishers or other fishers that they need a licence. No females in berry (eggs), tar spot or undersized Crays. Remove center tail fin. Discuss catch limits per diver and procedure if exceeded
- j. Advise divers of the emergency recall procedure – knocking on chain 3 times and then repeated as necessary means return immediately to the anchor on the bottom. Then ascend to boat with no safety stop if safe to do so.
- k. Make sure everyone knows who their buddy is and remind them to make buddy checks – air on, weight belt on, all straps secure, occy in place

- l. Advise that Safety Marker Buoys are mandatory. Check that everyone has one (spares in V berth).
- m. Ask Skipper if have any comments. Any divers if any questions?
- n. Ask an experienced diver (eg off duty skipper or DO) to check anchor is secure and not caught on any reef, obstructions etc

11. Diver Water Entry

- a. Log divers start time and air pressure & are buddied as they enter water
- b. Once all divers are in check the dinghy starts and runs okay (depending on the conditions). This step is particularly important if there is any current at the site. Remember to open the bleed screw, pump the carburetor, pull out choke, check dead man switch (red cord) is in place and check in neutral before starting
- c. Once all divers in water get out oxygen kit and check
- d. Keep an eye out for bubbles in water and any divers surfacing in distress
- e. As divers surface and climb aboard log their time out, bottom time, max depth, decompression stop and air remaining
- f. When all divers aboard check all divers, passengers and crew accounted for before departure – do a role call
- g. Ask divers for feedback on site. Fill in a dive site report form and forward to dive coordinator for logging of details.
- h. Take down dive flag
- i. Recover mermaid line
- j. Recover rear drop line and spare tank if used
- k. Recover ladder and secure
- l. Recover and secure dinghy on marlin board. Close bleed screw.
- m. Make sure walkways are clear and all diving equipment, fins, cameras, tanks etc are properly stowed If a second dive is planned ensure there is one hour of surface time between. Repeat this step for second dive
- n. **DO A ROLE CALL BEFORE LEAVING DIVE SITE**
- o. **Skipper to ensure role call completed and all divers accounted for before starting engine**

12. Leaving Dive Site (repeat for second dive)

- a. When skipper ready move to bow and release securing chain (watch fingers). Request someone assist with anchor retrieval.
- b. While using arm to direct skipper in direction of chain start to recover anchor in a controlled fashion. Only use winch when anchor chain is straight down or trailing to the rear of the boat. This is to ensure the swivel runs up the anchor release groove to pull the anchor out backwards. If you try to winch in while the chain is stretching forward the anchor will not release.
- c. If anchor is stuck follow instruction from skipper. This will usually require the dog to be attached so the skipper can give the anchor a 'jerk' to free. Be very careful not to catch fingers/thumb between dog and chain if chain goes taut.
- d. Once drop line and flag appears remove and stow
- e. Secure anchor with securing chain and slack off winch
- f. Advise skipper (and passengers) all ready for departure

13. Collecting Dive Fees

- a. Collect cash or note EFT for all divers. Note nomination divers must pay cash. It's a good idea to keep the cash collected separate from own money just in case figures don't tally.
- b. Make out receipt in book
- c. If Membership Secretary onboard give him Dive Log, booking sheet and any membership/nomination forms
- d. Pay cash into UEC bank account as soon as possible
- e. Email receipt, dive booking sheet, dive log, nomination forms and any banking references to Treasurer and Membership

14. Boat Pen and Cleaning

- a. Log in with Sea Search & Rescue Channel 90. If running late log in and advise them of new ETA. (Skipper)
 - i. *VN6DI, VN6DI, this is Echo Foxtrot 809, Echo Foxtrot 809, Echo Foxtrot 809 - over*
 - ii. *Response from SSR*
 - iii. *VN6DI, this is Echo Foxtrot 809, we have arrived at Coogee Marina and are logging out, thank-you for your coverage - over.*
 - iv. *Response from SSR*
- b. On entering Marina do a role call
- c. Moor at loading jetty as per section 3
- d. Ensure all belongings removed by divers before departure for pen
- e. Stow dinghy (do before going to pen as makes it easier to attach mooring lines at stern)
- f. As approach pen attach Springer, then stern lines, then bow lines. Ensure all secured correctly
- g. Put fenders between boat and pen
- h. Roll down all clears, and clip up clear retainers, except the front access clear on the starboard side
- i. Wash down boat, dingy, outboard & toilet with fresh water
- j. Run motor with fresh water if used and stow & lock. Make sure fuel can bleed screw is closed and locked on dinghy chain
- k. Fill boat water tank
- l. Ensure toilet cleaned, bin emptied and door roped open
- m. Check fridge is empty
- n. Ensure all cabin windows locked
- o. Turn off auxiliary switches and Col-Hersey switches (Skipper)
- p. Make sure boat ignition key and fuel card returned to box
- q. Leave cabin hold cover at angle to allow air to circulate
- r. Cover instrument panel and skippers seat with towels
- s. Make sure everything clean, tidy, switched off and properly stowed
- t. Lock cabin door

Appendix 6 – End of Trip Checklist



SKIPPER

Have you.....

- Secured all ropes in the pen
- Put fenders between boat and Jetty
- Logged off with FSR
- Filled out the log book
- Switched off all instruments and covered
- Put towels over dash
- Switched off Cole Hersee and anchor winch switches
- Shut and locked all cabin windows
- Washed & locked engine, ducky and fuel tank
- Checked toilet clean and door roped open
- Checked fridge empty
- Checked all clears down and ties fixed up
- Checked boat washed down
- Checked bin emptied
- Left boat key and fuel card on boat
- Left cabin hold cover at angle to allow air circulation
- Locked door
- Closed engine hatch

Appendix 7 – Incident Reports

To clarify the process particularly around who should be notified of an incident, when it should be discussed and when findings/recommendations should be made to crew and committee.

Report by / Responsibility:	Skipper or Dive Officer or Diver or Passenger (anyone – and can be anonymous) Where an event is observed by the crew of the day, it is the responsibility of the crew to ensure an Incident Report is submitted
To:	Safety Officer and Committee
Purpose:	To record hazards or incidents for the purposes of learning from these events; no blame approach
Format:	Use the Incident Report Form or free form email The Incident Report Form is preferred as it provides prompts for report content
Include these points:	When it occurred (date, time) Where it occurred What occurred Anyone hurt / almost hurt Anything damaged / almost damaged Why it occurred Actions taken to address the hazard or incident (if appropriate) Any observations or recommendations <i>(Be mindful of protecting privacy in reports and in club e-mails.)</i>
Definitions:	Hazard A source or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. Incident An unplanned event that results in or has the potential to result in injury, harm to health, damage or loss to person (including members of the public), property or the environment. This includes injury/illness, near miss, property damage



Underwater Explorers Club of Western Australia Inc.
Safety Incident Report

Safety Officers Report:

Recommendation:

Has the Risk Register been updated to reflect any findings?			
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Has the committee been briefed?			
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Have any learnings been communicated to crew?			
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Safety Officers Name		Signed	
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Date			
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Appendix 8 – Risk Register

Risk ID	Hazard	Category	Consequence (Impact)	Consequence	Likelihood	Initial Risk	Mitigation Action i.e. what should be done to prevent hazard occurring (red text indicates club need to review actions)	Immediate Measures if hazard occurs to minimise consequences	Controlled Risk	Comments
1	Heart Attack / Stroke / Significant Medical condition.	Diving Operations	Fatal	1	2	2	Ensure medical have been filled out and potential problems checked with medical referee. Dive boat to have AED All crew to be trained 1st Aiders	Carry out Life support and administer CPR & AED if required. Call for qualified help	3	If maintain observation then consequence can hopefully be reduced by fast response and first aid.
2	Rapid Ascent.	Diving Operations	DCI / Lung Overexpansion Injury / Arterial Gas Embolism (AGE) / Ear Drum or Round Window Rupture Fatality	1	3	3	Ensure buoyancy control and confidence in the water is established prior to going deeper. Weight checks are performed when new gear is used; especially for dry suits. Ensure student is aware of correct procedure if it occurs. Regular servicing / maintenance of equipment	Treat patient as if they have DCI - administer O2, keep patient lying down (do not sit upright) and seek medical help immediately.	3	Need to be aware of inexperienced divers. DO should remind inexperienced divers to control ascent and breath out while ascending
3	Shark attack	Diving Operations	Serious Injury, permanent disability, fatality	1	3	3	No line or spear fishing while diving. Use shark shields. Emergency response signal (hull knock) if shark sighted. Remain on bottom until safe	Recall all divers by hull knocking Recover diver from water, administer first aid and send for emergency help.	3	Cannot remove this risk entirely Club to consider shark shield for deco line
4	Boat comes down on diver while preparing to exit water	Diving Operations	Serious head injury Diver unconscious in water	2	2	3	Remind divers to stay clear of the boat while preparing to exit Deploy mermaid line so divers can hold on at a distance while waiting to exit	Recover diver from water Administer first aid and send for qualified help if required	4	Look at possible boat modifications to allow divers to exit with fins on
5	Boat Engine Fire	Boat Operations	Boat stranded at sea. Engine destroyed Boat destroyed People in water Serious injury	2	3	4	Ensure vessel is serviced annually Take VHF radio and or mobile phone. Engine compartment isolation switch	Shut engine compartment isolation switches Use fire extinguisher if feasible Launch ducky for lifeboat Put on lifejackets Call Fremantle sea rescue Abandon ship if no alternative	4	
6	Falling Cylinders	Boat Loading	Minor Injury	4	1	4	Ensure all cylinders are laid down when not attended. Ensure cylinders are secured in the boat or laid down. Ensure bottles are secured on cart when transporting via gangway.	Administer first aid and send for qualified help if needed.	4	Need to look at a better method of storing excess cylinders as foam holders do not hold tanks in rolling conditions
7	Falling Cylinders when rigging up	Diving Operations	Minor Injury	4	1	4	Ensure all cylinders are laid down when not attended. Ensure cylinders are secured in the boat or laid down.	Administer first aid and send for qualified help if needed.	4	Need to look at a better method of storing excess cylinders as foam holders do not hold tanks in rolling conditions
8	Injury from dive boats or other boat.	Diving Operations	Serious Injury or Fatality.	1	3	3	Flag 'Alpha' flown while divers are underwater. Monitoring of other surface traffic by boat cover. Divers marked by SMBs or ascending under DSMBs. Don't dive in shipping lanes.	Contain bleeding by applying pressure. Remove casualty from water and call for help on the radio. Where no bleeding watch out for signs of concussion.	4	With a large dive boat and flag and DO to watch other boats should stay clear. DO to warn divers if dive location is near channel eg Geordie Bay caves
9	Slips, trips or falls on entry/exit of boat	Boat Loading	Minor Injury	4	1	4	Ensure caution at all times, help each other where there is obvious risk.	Administer first aid and send for qualified help if needed.	4	

Risk ID	Hazard	Category	Consequence (Impact)	Consequence	Likelihood	Initial Risk	Mitigation Action i.e. what should be done to prevent hazard occurring (red text indicates club need to review actions)	Immediate Measures if hazard occurs to minimise consequences	Controlled Risk	Comments
10	BCD fails to inflate in water	Diving Operations	Panic and thereby drowning.	1	1	1	DO to remind divers to do buddy check before entering water Inflate BCD before entering water Regular servicing of equipment Easily dropped weight belt	Ascend as far as possible then drop weight belt if safe to do so (check below for other divers) & watch rate of ascent Deploy SMB if required (manual inflation) Manual inflation of BCD	5	
11	Boat capsizes	Boat Operations	Boat sinks Boat destroyed People trapped in cabin People in water Serious injury Fatality	1	3	3	Ensure any modifications to boat are counterbalanced with weight in keel	Check for injuries & missing people Issue lifejackets if possible Call Fremantle Sea Rescue if possible Launch ducky if possible; If abandoning ship - grab safety equipment (EPIRB, flares, lifejackets) - if possible	5	
12	Boat Collision	Boat Operations	Boat stranded at sea. Boat destroyed People in water Serious injury Fatality	1	3	3	Skippers trained to high standard Ensure boat navigation and anchor lights are working	Check for injuries & missing people Issue lifejackets Call Fremantle Sea Rescue Launch ducky if may need to abandon ship; If abandoning ship - grab safety equipment (EPIRB, flares, lifejackets)	5	
13	Boat Explosion	Boat Operations	Boat stranded at sea. Boat destroyed People in water Serious injury Fatality	1	3	3	Ensure vessel is serviced annually Take VHF radio and or mobile phone. Engine compartment isolation switch	Check for injuries & missing people Issue lifejackets Call Fremantle Sea Rescue Launch ducky if may need to abandon ship. If abandoning ship - grab safety equipment (EPIRB, flares, lifejackets)	5	
14	Boat hits rocks	Boat Operations	Boat stranded at sea. Boat destroyed People in water Serious injury Fatality	1	3	3	Skipper trained to high standard GPS fitted Aluminium hull less likely to be holed	Check for injuries & missing people Issue lifejackets Call Fremantle Sea Rescue Launch ducky if may need to abandon ship	5	
15	Boat lists	Boat Operations	Boat stranded at sea. People and equipment overboard	2	3	4	Ensure any modifications to boat are counterbalanced with weight in keel Ensure bilge pump working	Check bilge pump running Issue Lifejackets Launch ducky if may need to abandon ship Call Fremantle Sea Rescue	5	

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16	Boat takes on water	Boat Operations	Boat stranded at sea. Boat sinks People in water Serious injury Fatality	1	3	3	Ensure bilge pump working	Check bilge pump running Issue Lifejackets Launch ducky if may need to abandon ship Call Fremantle Sea Rescue; If abandoning ship - grab safety equipment (EPIRB, flares, lifejackets)	5	
17	Diver does not surface	Diving Operations	Fatality	1	3	3	Buddy system & Lost buddy procedure Solo dive training	Check with buddy when last seen Call Fremantle Sea Rescue Launch ducky to search surface Organise underwater search with divers who have sufficient air	5	
18	Diver lost in confined space (cave or wreck) due to poor visibility	Diving Operations	Fatality	1	3	3	DO reminds divers of this risk before dive Do not enter confined spaces in poor visibility or night time when exits cannot be seen Ensure exit can always be seen Deploy a line to retrace route Deploy a static light at entrance to act as a guide	Wait for silt to settle Feel for exit Swim towards area with poorest viz (route taken in will have most disturbed silt)	5	This is a real issue when night diving and light from the entrance/exit to the cave cannot be seen
19	Diver trapped in confined space (cave/swim thru/wreck)	Diving Operations	Fatality	1	3	3	Buddy system Carry knife Training to remove BCD underwater Do not enter confined spaces	Buddy frees diver Diver removes BCD to free themselves Buddy removes divers BCD to free them Buddy deploys DSMB and goes for help	5	
20	Drift diving.	Diving Operations	DO will lose sight of divers and or SMB. Drifting in open water Drowning	1	3	3	Divers to have SMBs on surface. Divers need to DSMB as backup.	Start search for divers, call for other boat to help search if required. Contact Fremantle Sea Rescue	5	SMBs are mandatory so should not lose sight of divers. UEC does not generally do drift diving.
21	Entanglement, nets, lines or ropes etc.	Diving Operations	Suffocation leading to fatality.	1	3	3	Carry appropriate cutting instruments; these should be kept in an accessible place. Stay with buddy	Stay calm and summon help from your buddy; ascend as soon as the problem is resolved.	5	If carry knife and stay with buddy this should not happen
22	Equipment Failure	Diving Operations	Panic/ Confusion and thereby drowning.	1	1	1	Ensure equipment is properly maintained and assembled correctly. Ensure all equipment functioning before entering water (BCD, Regs) including buddy checks	Stay calm and carry out appropriate rescue skill. Ascend to the surface.	5	If correct checks are carried out beforehand this should not occur
23	Falling/Slipping Weights	Diving Operations	Minor/Major Injury - Uncontrolled Ascent.	2	2	3	Ensure all weights are securely attached to the weight belt and that the belt is adjusted properly. Buddy checks	At any sign of weight belt slipping attempt to tighten on the bottom and abort dive. If uncontrolled ascent assess diver and contact relevant parties if medical treatment is required.	5	

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24	Hit by prop.	Diving Operations	Serious Injury or Fatality.	1	1	1	Brief divers the importance of checking the surface prior to surfacing. Use shot lines where available. Use DSMD if shot line not available Fit boats with prop guard where practical Do not put dive boat in gear without checking divers clear	Contain bleeding by applying pressure. Remove casualty from water and call onshore for help immediatly.	5	
25	Man Over Board	Boat Operations	Serious Injury	3	2	4	DO boat briefing to remind people to hold on while moving about the boat. Ensure people sit inside the boat and hold on. The Skipper is to give clear instruction when speeding up and slowing down or carrying out anchor freeing manouvres. Any non suited person to wear a life jacket when on the ducky. DO to complete a head count after each dive and when returning to the Heads	All crew on the boat to alert the Skipper and point to the casualty. Casualty to be picked up Administer first aid cal for further help if serious injury has occurred.	5	
26	Nitrogen Narcosis	Diving Operations	Fatal	1	3	3	Ensure divers are with someone who has relevant depth experience. Don't dive beyond limits/experience. Limit dive depths to 30m	Explain Narcosis, consequences and symptoms to divers prior to deep dives. If Nitrogen Narcosis starts then ascend until it stops.	5	As UEC does not usually dive below 30m this should not happen
27	No working O2 kit available.	Diving Operations	In the event of an incident there will be no oxygen to administer to divers.	3	2	4	Always carry at least 2 O2 set on every trip. Check kit is working before leaving for dive site	Use Nitrox or anything where there is a higher O2 % content.	5	DO's need to get into the habit of checking O2 kit is working before leaving the pen.
28	Panicking Diver.	Diving Operations	Fatal.	1	3	3	Ensure training has been completed. Stay with buddy and look for signs of distress	Ascend to the surface. If necessary and safe to do so carry out controlled buoyant lift.	5	Inexperienced divers are usually paired with experienced and buddy should look for signs of distress. Only assist a panicked diver if there is no risk to the person assisting.
29	Poor or Worsening visibility.	Diving Operations	Separation of divers/team. Drifting in open water Drowning	1	2	2	Carry buddy lines, strobes and torches. Consider aborting dive.	Use buddy lines and torches. Hold onto each other if needed. Contact Fremantle Sea Rescue if divers lost	5	If divers are carrying lights this should not occur. Divers to carry back up light source such as light stick or spare torch.
30	Running out of air on the dive.	Diving Operations	Panic and thereby drowning.	1	3	3	Agree in buddy check at what level of air you are surfacing at. (Not less than 50 bar). Agree before diving who is the leader; ensure frequent monitoring, where buddy divers are involved ensure their air is also checked.	Use alternative air source or redundant air source as required. Ascend to the surface immediately.	5	If follow diving procedures (min 50 bar) and buddy checks this should not happen
31	Explosives and munitions.	Diving Operations	Injury caused by explosives; serious/death.	1	5	5	Don't dive near underwater explosive work and do not touch or raise ammunition if found.	Administer first aid and send for qualified help if needed.	5	Not considered likely for UEC dives

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32	Diver separation from boat.	Diving Operations	Drifting in open water Drowning	1	2	2	Role call at end of every dive to ensure all divers have returned SMB to be used if not on a wreck dive. DSMB to be used on a wreck dive and deployed before continuing to the surface. Boat to stay in close vicinity of dive site.	Start search for divers, call for other boat to help search if required. Contact Fremantle Sea Rescue	5	Mandatory use of SMB should prevent this from happening
33	Low daylight level.	Diving Operations	Divers may surface and may not be seen by boat.	1	2	2	If entering water in low light levels, divers to carry torches for signaling to cover parties and launch DSMB. Divers to carry lights stick or spare torch. Divers to check lights are working	Start search for divers, call for other boat to help search.	5	
34	Wreck Penetration -Internal.	Diving Operations	Divers might get trapped inside wreck.	1	5	5	No wrecks in UEC boat range that this could occur Divers should have good buoyancy control to stop stirring up silt, divers to use distance line and independent air source.	Contact other dive boats for assistance; then start search for divers.	5	
35	Bad Airfill (Carbon Monoxide Poisoning)	Diving Operations	Fatal	1	5	5	Ensure air fills are sourced from reputable outlets, Check air before entering water and do not dive if air has an unusual taste or odour	Remove diver immediately from the water. Administer First Aid and summons medical assistance immediately	5	Carbon monoxide poisoning becomes a greater issue more quickly at depth
36	Heat Exhaustion and Heat Stroke	Diving Operations	Heat Stroke is life-threatening and requires immediate attention	1	5	5	Don't fully kit up in wetsuits etc too early, keep hydrated Provide sun screen on board and remind divers to use it in briefing	Stop activities immediately, remove patient to a cool / shady area, remove unnecessary clothing/wetsuits, give patient cool water. In the case of Heat Stroke - medical assistance must be called immediately, cool the patient aggressively	5	Symptoms of Heat Stroke - patient will have stopped sweating (despite being so hot), skin is hot and flushed, strong but rapid pulse
37	Oxygen Toxicity	Diving Operations	Fatal - convulsions leading to drowning	1	5	5	Ensure divers are properly trained to use Nitrox	Remove diver immediately from the water. Administer First Aid and summons medical assistance immediately; if breathing - administer O2 (CPR/Rescue breaths if non-breathing); Treat patient for shock, keep patient lying down	5	O2 toxicity symptoms will disappear once the patient ascends
38	Suspected DCS (Type I and Type II)	Diving Operations	Fatal	1	4	4	Plan your dive and dive to your plan Regular servicing of equipment to reduce the chances of failure, Always complete Safety Stops where possible Dive conservatively Do not dive without a working computer	Remove patient from the water (in-water rescue breaths if necessary); Summons medical assistance immediately (including Divers Alert Network); Lie patient down on level ground; If breathing - administer O2; Non-breathing: commence CPR/Rescue breaths/Defib	5	DCS can happen to anyone - even when diving conservatively. If in doubt - always treat patient for DCI (err on the side of caution)

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39	Anchor stuck and will not release	Boat Operations	Lost anchor Divers at risk of injury during operations to release	4	1	4	Care in deploying anchor correctly (boat into wind , anchor deployed while boat moving back to lay chain straight) Skipper to designate experienced diver to check anchor before returning to boat Anchor design has releasing mechanism Crew to winch only when chain vertical (boat over anchor) so not pulling against anchor	Deploy chain snubber and give gentle tug while forward of anchor to engage releasing mechanism Deploy two divers to go down and free anchor Use a lift bag during anchor release operations (club to procure lift bag) If conditions do not allow safe deployment of divers attach a buoy to anchor chain and release chain from boat. Return when conditions improve to recover anchor	5	Club has purchased a spare anchor and there is chain and rope available so if anchor has to be jettisoned diving operations can continue Club is in process of purchasing a lift bag
40	Boat Cabin Fire	Boat Operations	Boat stranded at sea. Boat destroyed People in water Serious injury	2	3	4	No naked flames in cabin No gas canisters to be stored inside cabin No smoking on board	Use fire extinguisher is feasible Launch ducky for lifeboat Put on lifejackets Call Fremantle sea rescue Abandon ship if no alternative, if abandoning ship - grab safety equipment (EPIRB, flares, lifejackets)	6	
41	Divers left behind at dive site	Diving Operations	Adrift at sea Injury from boat propeller Fatality	1	1	1	Crew to check divers off on log sheet as they return Role call at the end of every dive	Return to site as soon as possible Notify Fremantle Sea Rescue and Water police Divers to carry SMB's	5	
42	Deteriorating weather (including increasing / severe current)	Boat Operations	People seasick/impact injury & risk to boat.	5	1	5	Skipper to check weather forecast before trip & monitor conditions constantly during trip.	Alternative site planned and return to shore if required.	6	
43	Dehydration; including Dry Suit Diving.	Diving Operations	DCI/ Cramps and or Hyperthermia.	4	2	5	All divers to drink plenty of fluids pre & post dive. Divers suffering from a hang over not to dive. Wear hat and stay in shade	If cramp or Hyperthermia occurs; buddy to signal and dive to be aborted. Summon help to get casualty back to land. and give fluid. If DCI has set in then O2 to be administered and medical help called for.	6	
44	Diver Separation.	Diving Operations	Panic due to loss of bearings or orientation.	5	1	5	Carry buddy line for use if visibility is bad. Each person to carry a DSMB if separated abort dive and surface.	If separation occurs carry out separation plan/lost buddy procedure. Regroup on the surface and check dive profile was adhered to.	6	If lost buddy procedure is adhered to this should not happen
45	Diver unable to swim to boat	Diving Operations	Incidental	5	1	5	Check current before entering water - swim upstream of current Navigate to stay within reach of boat Surface if unsure of boat location Carry SMB	Deploy SMB Launch ducky and rescue	6	Club to look at underwater location systems

By-Laws of the UECWA

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46	Falling/Slipping of Diving Weights	Boat Loading	Minor Injury	4	2	5	Ensure all Weights are on a belt with buckle done up or in a bag. DO to remind divers in boat briefing	Administer first aid and send for qualified help if needed.	6	Need to include reminder in DO boat briefing about doing up buckle
47	Ear / Sinus Barotrauma; Reverse Block (ear)	Diving Operations	Ear and sinus damage.	4	2	5	Any suspected ear problems to be checked with doctor prior to diving No diving to be carried out if a cold is in evidence. Ensure equalizing of ears on descent & ascent. If the ears start to hurt during the dive, ascend to acceptable depth or abort dive.	Consult medical help.	6	
48	Mechanical failure.	Boat Operations	Boat stranded at sea.	5	1	5	Ensure vessel is serviced annually. Take VHF radio and mobile phone.	Deploy anchor to hold position Bring tools and spares Contact relevant person/persons to advise on repair Contact Fremantle Sea Rescue	6	
49	Illness incl seasickness	Diving Operations	Divers may fall ill.	5	1	5	Dive officer needs to observe divers and react accordingly. Boat first aid kit to include sea sickness tablets	Administer first aid (including O2) and send for qualified help if needed.	6	
50	Odd number of divers.	Diving Operations	Diving in a 3 some may mean that the 3rd diver is not monitored effectively.	5	2	6	Do not dive in 3s unless absolutely necessary and avoid Crayfishing groups. Agree who monitors who before entering water.	Start search for divers. Call for other dive boat to help search. Call Fremantle Sea Rescue	6	This a a real issue when cray fishing as its hard enough to keep 2 cray fishers together never mind 3.
51	Stings / Marine Life Injuries	Diving Operations	Sting by jellyfish other marine creature.	5	2	6	Keep clear of jellyfish and wear protective gear	First aid, send for qualified help if needed. Vinegar need to on the boat.	6	Check if we should carry anything in the first aid kit for this
52	Hypercapnia while diving on rebreather	Diving Operations	Diver feels unwell Diver goes unconscious Fatality	1	2	2	Rebreather training Diver monitors exercise to remain within units performance envelope Buddy system (no solo diving)	Diver wears strap to secure mouthpiece Buddy provides assistance	6	Need rebreather trained person to review this hazard
53	Computer failure	Diving Operations	Divers will have no method of determining deco requirements	5	2	6	Check computer before dive. Check computer constantly to know of most recent data Ascend immediately and stop for as long as possible at 6 meters. For plane deco dive make a backup from tables and carry it with you Use buddies computer data as a last resort	Administer O2 and monitor.	7	
54	Medication.	Diving Operations	Divers may not use medication that may cause complications when diving.	5	3	7	Divers to tell DO of any medication they are taking. Divers to be aware of which medications can cause problems.	Administer first aid and send for qualified help if needed.	7	
55	Missed decompression stops.	Diving Operations	Divers may miss stops and this may result in DCL.	4	3	6	DO to remind divers about safety stop.	Administer O2 and monitor.	7	UEC does not normally do deco diving and deep dives are well advertised so not usually an issue

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56	New location	Diving Operations	A risk may be missed.	5	3	7	DO to plan diving at site with knowledge from charts, dive guides and local knowledge.	Use experiences dive first time the location is dived	7	
57	Hypothermia / Hyperthermia	Diving Operations	Undue stress to diver. If left untreated, can develop into a more urgent medical situation	3	4	8	Be prepared with appropriate clothing and accessories (i.e. hat, jumper, cold / hot drinks, etc) Keep stock of automatic heat & ice pads on boat for emergency use	Take measures to keep body temperature comfortable during and between dives	7	Only really becomes an issue if left untreated
58	Disabled Skipper	Boat Operations	Stranded boat	5	4	8	Train DO's in basic boat handling skills (starting engine, putting in gear etc)	Utilise second Skipper on board (if available); Contact Sea Rescue	8	
59	Wreck diving - External.	Diving Operations	Divers might get injured by sharp metal etc.	4	4	7	Divers to wear gloves, and be observant of sharp edges etc.	Administer first aid and send for qualified help if needed.	8	UEC wrecks are no more unsafe than limestone/coral edges so not really an issue
60	Mask Squeeze / Dry Suit Squeeze.	Diving Operations	Bruising to face / body	5	2	8	Ensure drivers are instructed to blow out of their nose to equalize pressure, especially on depth progression dives. Complete Buddy checks prior to each dive (ensure all hoses etc are attached)	Advise divers to seek medical help if there is post dive pain.	9	Only a risk to complete novices and low consequence so not an issue
61	No/Loss of Communication.	Diving Operations	Difficult to contact emergency services.	4	5	8	Mobile phone is charged and has signal prior to dive. Ensure VHF radio is working prior to dive.	Signal other boats to transmit message	9	
62	Distress Call from another (nearby) vessel	Boat Operations		5	4	8		Divers in the water - recall all divers and then assist; Divers on board - render assistance immediately (where possible)	9	
63	Sunstroke/sunburn	Boat Operations	Discomfort to diver/crew	4	1	4	Provide sunscreen on the boat DO to remind divers to wear sunscreen and protective clothing/hat	Keep area cool. If really serious then seek medical help	9	
64	Lost / dropped equipment	Diving Operations	Diving operations may be hindered depending on item (i.e. dropped ladder)	5	5	9	Utilise available help when moving heavier equipment	Search & recovery - using lift bags or any other available equipment	9	