

**IN WATER ACTIVITIES  
HAZARD ANALYSIS AND TREATMENT PLAN**  
Reviewed: September 2023



Task	Hazards	What are the effects of the Hazards	Staff Activities and Tasks	How this will Reduce the Risks
<b>Gear Set Up and Preparation for Activity</b>	<ul style="list-style-type: none"> <li>• Potentially Faulty Gear going to Customers</li> <li>• Not enough equipment going to site leading to 'limited' solutions</li> </ul>	<p>Gear Failure, drowning.</p> <p>Participants can fail to identify potential problems before entry due to inexperience.</p> <p>Minor occurrences can lead to incidents either on or underwater due to inexperience, fear and panic.</p> <p>Equipment failure, especially underwater, can directly lead to death.</p>	<ol style="list-style-type: none"> <li>1. Inspect all gear thoroughly and ensure that it is suitable for use by the Participants.</li> <li>2. Double check that you have all necessary equipment and that it is all in working order</li> <li>3. Take time to log all faults that are discovered into the APP.</li> </ol>	<p>Ensuring that all gear is fully serviceable and ready for use before even leaving the shop will reduce the risk of a catastrophic gear failure.</p> <p>This also provides confidence in our product and gives staff more time to deal with Participants at the site to identify potential issues</p> <p>Finally, customer confidence reduces the risk of panic if something does go wrong.</p>
<b>SITE ASSESMENT FOR HAZARDS BEFORE ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Current</li> <li>• Surface Activity</li> <li>• Waves</li> <li>• Visibility</li> <li>• Marine Life</li> <li>• Underwater Infrastructure</li> </ul>	<p>Current and swell can increase the potential for Participants to become fatigued, swept from the site / operational area. Waves and Swell can force Participants into rocks, walls, or other impact points.</p> <p>High levels of boat activity can lead to the potential for boat or prop strikes</p> <p>Limited Visibility can increase chances of Participants becoming lost, or unable to see hazards during the activity</p> <p>Touching things increase's chance of Stings, Bites, or cuts from marine life at the operational site</p> <p>Any infrastructure or machinery underwater or on the surface can injure or stop a customer from surfacing or getting out of the water.</p>	<ol style="list-style-type: none"> <li>4. The Instructor/Dive Master is to conduct a review of conditions from the surface around the site to ensure the safety of any Participants before anyone enters the water.</li> <li>5. The Instructor/Dive Master (in consultation with the Skipper if on a Boat) is to ensure the site is suitable for the lowest skilled customer. If not, the activity should be moved to another location as necessary or cancelled.</li> <li>6. On a boat, the Skipper becomes the Surface Support Officer (SSO) if there is no other Dive Masters/Instructors on board.</li> <li>7. On shore, a SSO is only appointed if the Site Assessment deems one necessary due to location, surface activity or conditions.</li> <li>8. The Instructor/Dive Master is to brief any SSO (if present) of any conditions that may need to be observed during the activity.</li> </ol>	<p>Early inspection of the site will allow identification of significant untreatable risks (if present and observable).</p> <p>By involving all staff in the decision making, The decision for the activity to proceed will be a joint decision made from the different experience levels/responsibilities views of the staff.</p> <p>On a boat, the Skipper is always responsible for the Boat and its safety, however the Instructor/Dive Master is responsible for Safety of the Participants during the in-water activity and so there must be a joint decision making process.</p> <p>Communications between staff should be discussed and clear recall procedures for the activity should be confirmed and shared with Participants during their briefing to allow for any issues to be identified and shared early.</p>

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<b>PRE – ENTRY PREPERATIONS</b>	<ul style="list-style-type: none"> <li>• Strike from Object</li> <li>• Slips trips and falls</li> </ul>	<p>Potential for heavy items such as paddleboards, kayaks, weight belts, tanks, BCDs and other heavy items to fall onto people or be dropped onto limbs.</p> <p>Participants will be gearing up and moving around the area with the potential for slipping, tripping, or knocking things over.</p> <p>On the surface, especially in car parks or around boats, there is the potential for vehicle/vessel strikes and accidents during set up.</p>	<ol style="list-style-type: none"> <li>9. Instructor/Dive Masters are to issue heavy items and weights, tanks, paddleboards etc. only when safe to do so and the items will not present a hazard to Participants.</li> <li>10. Provide Activity Briefing on site near the area so that potential hazards can be pointed out. Ensure that Participants are gearing up as necessary and appropriate</li> <li>11. Divide the Participants into buddy groups of two or three. Remind all Participants to watch each other. Explain that this is for each other’s safety, make sure proper ‘buddy’ checks are carried out.</li> <li>12. All Participants are to be made aware of their individual requirements to watch each other, ensure each other’s safety and conduct buddy checks and monitor their own dive plan if diving.</li> <li>13. Ensure that the area is prepped for the activity, including recovery lines, flags, and buoys as appropriate to the pre-activity hazard assessment.</li> </ol>	<p>During the set up phase, issue heavy items should be issued one at a time to reduce the risk of Participants dropping things.</p> <p>Once Participants are set up provide a complete briefing on the site including potential hazards and the safe use of any items during the activity to ensure they are aware of hazards</p> <p>Stress entry and exit procedures and remind all participants that we are in a Marine Park and to respect the animals, as we are in their home.</p> <p>The ‘Buddy’ system as endorsed by PADI provides a proven system of redundancy, this transfers well and should be applied to all in water activities.</p> <p>Instructors/Dive Masters are not to act as buddy’s so that they are free to move where needed to support Participants.</p> <p>Instructor/Dive Master (or SSO) to ensure dive flag, lights, buoys are there as appropriate and active before Participants enter the water. Mermaid lines or other assists are to be put into the water as needed.</p>
<b>ENTRY</b>	<ul style="list-style-type: none"> <li>• Slips, Trips and Falls</li> <li>• Drowning</li> </ul>	<p>Potential for Slips when moving into the water.</p> <p>Potential for incorrect entry techniques causing injury to customer</p>	<ol style="list-style-type: none"> <li>14. The Activity start time is to be recorded when all Participants are ready to enter the water.</li> <li>15. Instructor/Dive Master (or SSO) are to aid Participants with entry and brief them on appropriate entry techniques for the site individually as required</li> <li>16. Each Customer is to be checked as “ok” in the water after entry and is to move to the activity start point before the next customer enters the water</li> </ol>	<p>Entry is the first opportunity to assess most Participants water skills.</p> <p>Early identification of Participants with poor water skills or less experience will allow the Instructor/Dive Master to target attention to those who may need extra support.</p> <p>Any customer who has obviously misrepresented their skill level and does not have the necessary skills, is to be escorted back to a safe location and is not to take part in the activity.</p>

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<b>IN WATER SUPPORT</b>	<ul style="list-style-type: none"> <li>• Missing Participants</li> <li>• Activity Hazards</li> <li>• Swimming issues</li> <li>• Drowning</li> </ul>	<p>Participants may drift or swim out of the activity site area either by choice or unknowingly.</p> <p>Potential for boats or hazards that may enter the activity area</p> <p>Lack of skills from Participants that lead to tiredness, frustration, fear, and anger.</p> <p>inability to achieve buoyancy that could lead to drowning if not identified early.</p>	<ol style="list-style-type: none"> <li>Instructor/Dive Master is not to be part of any buddy pairing but to observe all groups as possible.</li> <li>Intervene early in any identified issues to stop situations escalating.</li> <li>Observe for issues with current, visibility or weather that may affect customer safety and change activities or move the Participants as appropriate.</li> <li>Lead Participants away from any identified hazards to a safe location. Cancel the activity if it is unsafe</li> </ol>	<p>Ensuring that all Participants are visible, (if possible) allows for identification of issues as well as for boats and other hazards to be aware of them.</p> <p>Having pre-established communications protocols and being prepared to recall Participants if necessary, can remove the risk completely.</p> <p>Early intervention in issues can reduce the chances of a minor issue escalating into an incident.</p>
<b>ON SURFACE AND DURING EXIT</b>	<ul style="list-style-type: none"> <li>• Boat / Surface Strikes</li> <li>• Slips Trips and Falls</li> </ul>	<p>Hits from items or boats on surface</p> <p>Participants may attempt to exit early in inappropriate areas, or places away from safe exit area.</p> <p>Participants may fall off the ladders, or slip/fall over on exit area</p> <p>Participants may be swept off their feet by waves or current if they are present, which can lead to possible strikes from objects.</p>	<ol style="list-style-type: none"> <li>Instructor/Dive Master to observe the area and exit point before moving group to there. Re-assess the safety of the area after the activity.</li> <li>Come up near a flag, the boat or surface float as necessary.</li> <li>Have Participants take off fins or leg ropes before exiting water to reduce trip hazards.</li> <li>SSO (if present) to support the Participants exiting and have them move or go to a safe area before taking off or dropping any other gear/equipment</li> </ol>	<p>Activities can be going for hours, and the situation at the exit points may have changed. By conducting a reassessment, you can remove/reduce risks if the situation has changed.</p> <p>By keeping exit areas clear of gear you can reduce items becoming trip hazards for others at the exit area.</p> <p>Ensuring that only one person is on a ladder at a time, reduces the chance of someone falling onto another person.</p>
<b>AFTER THE ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Loss of Participants</li> <li>• Scuba related risks</li> <li>• Slips Trips and Falls</li> <li>• Strikes from items</li> </ul>	<p>Participants being left behind, in water or at sites.</p> <p>Decompression Illness / Sickness from breathing compressed air under pressure.</p> <p>Injury from falling, slipping due to swell, water, or unstable uneven ground during pack up</p> <p>Hit or strikes from falling/heavy items equipment, vehicles or boats during pack up</p>	<ol style="list-style-type: none"> <li>Instructor/Dive Master and SSO or Skipper (if Present) are to conduct separate independent checks of group numbers before leaving area</li> <li>Ensure that the pack up area is safe / unchanged during activity, make sure participants packing up are away from vehicles or vessels.</li> <li>Ensure that all items are properly stowed correctly / packed up before leaving</li> </ol>	<p>Twin checks of numbers reduce the likelihood of mistakes with counts, leading to people being missed during activities.</p> <p>With scuba diving, the Dive Master is to check that all dive times are in normal parameters before allowing any further activities to reduce risk of DCI/DCS in divers.</p> <p>Ensuring all items are lifted properly when loading, and secured properly before leaving significantly reduces the possibility of injury.</p>