School of Earth & Environmental Science

Boat Use Policy

Contents

Purpose of Policy ............................................................................................................................................... 2

1 Application & Scope ................................................................................................................................ 2

2 Definitions ................................................................................................................................................ 2

3 SEES Authorised Skippers ...................................................................................................................... 2

4 Booking a Boat for use ............................................................................................................................ 3

5 Cancelling a boat booking ....................................................................................................................... 3

6 Before embarking .................................................................................................................................... 3

   1. Pre-Embarkation checks ................................................................................................................. 4

   2. Towing Boats ................................................................................................................................... 4

   3. Fuel .................................................................................................................................................. 4

   4. Stowage of fuel and equipment ....................................................................................................... 4

   5. Weather ........................................................................................................................................... 4

   6. Communication with the NSW Coastguard ..................................................................................... 4

7 On completion of your trip ....................................................................................................................... 4

   1. Cleaning the boat ............................................................................................................................ 5

   2. Damage reporting ............................................................................................................................ 5

8 Breakdown or Emergency ......................................................................................................................... 5

9 Regular maintenance, service and registration ....................................................................................... 5

10 Replacement and Procurement of boats ............................................................................................... 5

11 Document Control and Change History .................................................................................................. 6

Appendix A: Vehicle Fee Schedule ................................................................................................................... 7

Appendix B: Pre-embarkation Safety Checklist – Stresel and Quintrex .......................................................... 8

Appendix C: Pre-embarkation Safety Checklist – Marlin ............................................................................... 9

Appendix D: Contacting the Coast Guard ....................................................................................................... 10
Purpose of Policy
The School of Earth & Environmental Sciences (SEES) maintain boats that are resources which support the teaching and research functions of the School. The primary purpose of this policy is to ensure the effective and efficient use of SEES vessels and to work within the relevant state and territory road rules and regulations.

The policy is also intended to ensure:
- the integrity, reliability, and good performance of the vessels,
- users have access to appropriate training and support,
- boats are appropriately managed.

1 Application & Scope
1. This policy applies to any person using boats owned by the School of Earth and Environmental Sciences and registered with the NSW maritime services.
2. All members of the unit should be aware of the policy, their responsibilities and obligations. It is the responsibility of every SEES Authorised Skipper to understand and comply with this policy.
3. Academic supervisors have the responsibility to ensure that all students and visitor’s within their research group, undertaking boat operations, are aware of and abide by this policy. Academic supervisors must determine that all individuals assigned to boat operations related to their projects are properly authorised as described in this policy.
4. The policy is to be used in conjunction with relevant University Policies and agreements. All boats and users are also subject to the relevant state and territory maritime rules.
5. The use of SEES boats is subject to the terms and conditions outlined below.

2 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log books</td>
<td>Each boat has a logbook which contains at a minimum the:</td>
</tr>
<tr>
<td></td>
<td>• Log sheets for each of month of the year;</td>
</tr>
<tr>
<td></td>
<td>• Damage report sheets;</td>
</tr>
<tr>
<td></td>
<td>• Boat Use policy;</td>
</tr>
<tr>
<td></td>
<td>• Resuscitation guide (CPR)</td>
</tr>
<tr>
<td></td>
<td>• Accident Guidance</td>
</tr>
<tr>
<td>Boat Licence</td>
<td>This is obtained through NSW Maritime services.</td>
</tr>
<tr>
<td>SEES Authorised Skipper</td>
<td>A boat skipper who has completed SEES procedures necessary for authorisation. See section 3.</td>
</tr>
<tr>
<td>SEES boat use register</td>
<td>A register of current, authorised skippers from within and external to SEES. A boat licence must be sighted by staff for entry into this register. This register is kept in School Office and maintained by the SEES Office staff.</td>
</tr>
<tr>
<td>SEES vehicle booking log</td>
<td>A folder which contains the bookings sheets for SEES boats and vehicles. This log is located in the School Office.</td>
</tr>
</tbody>
</table>

3 SEES Authorised Skippers
Only Authorised Skippers are permitted to drive SEES boats. In order to become authorised, an individual must:
2. Have a current NSW Maritime boat licence (or equivalent);
3. Complete a SEES boat induction and assessment with the Field Equipment Manager (Brent Peterson);
4. Register with the School Office and have your licence sighted.

It is the responsibility of individuals to maintain currency of their boat licence. Under no circumstances is a person authorised to drive a boat without a valid boat licence. It is the responsibility of the boat user to notify the School Office if their boat licence expires so that their name may be removed from the register.

It is the responsibility of a SEES Authorised Skipper to ensure that a SEES boat is operated in a way that complies with all maritime rules and any local or special regulations. All users are personally responsible for infringements that are committed.

Except in cases of genuine emergency, the Authorised Skipper will not permit any other person who is not an authorised skipper to drive the boat. Any incident which requires an unauthorised person to skipper the vessel should be reported to the School Office as soon as possible.

4 Booking a Boat for use

Boats should be booked in the vehicle booking log located in the SEES Office. Your name and destination should be clearly recorded on the booking sheet. Bookings should be made as early as possible and must be made for a set period with the start and end time clearly indicated.

For bookings from persons external to the Unit, an appropriate account number needs to be provided for the booking to be recognised. The schedule of fees for using a SEES boat is listed in Appendix A. Assistance may be provided by the School Office personnel.

Normally, the priorities for boat use are as follows.

1. SEES teaching and field research requirements – staff and postgraduate research, and student field trips
2. Outside users – other departments or approved users.

In exceptional circumstances bookings may need to be changed by the SEES Office and/or Field Equipment Manager, for example if urgent repairs or maintenance are needed.

5 Cancelling a boat booking

Courtesy to other boat users is of highest importance. A cancellation or change in booking should be made as soon as possible. A boat returned early should have the booking sheet updated immediately.

In the event that a boat is not able to be returned within the specified period, it is the responsibility of the authorised driver to notify the School Office as soon as possible giving the reason for the delay and of the expected time of return.

6 Before embarking

The *NSW OHS Act (2000)* requires employers to ensure the health and safety of people who are undertaking work and with equipment within a workplace. This includes the use of boats in the workplace. To ensure that boats used by SEES Authorised Skippers are safe, clean and maintained in good repair, it is important to protect, monitor and report the condition of vehicles.

No person boarding the boat should be under influence of alcohol, drugs or any other substance. The SEES authorised skipper has authority and responsibility for those on board and is responsible for all aspects of boating operations, regardless of the relative seniority of personnel on the boat. These responsibilities include, but are not limited to:

- The safe navigation of the boat to and from the site(s) of operation;
- The safe operation of all equipment, either in the collection of data, or the handling of the boat;
- Ensuring that all personnel on an boat wear a personal flotation device while the boat is underway. At the discretion of the skipper this requirement may be waived in inland waters only.
The SEES Authorised Skipper shall suspend boating operations that are considered unsafe.

1. Pre-Embarkation checks

Before a boat is used a pre-embarkation check should be undertaken (Appendix B and C). A NSW Maritime orange “I’ve Gone Boating” magnetic report card should be filled out and placed on the cover of the vehicle key cabinet. These are located next to the key cabinet.

2. Towing Boats

Before towing a boat trailer, users should understand how to connect the boat to the trailer in a safe manner. There should be knowledge and training on the trailer braking system, if fitted to the trailer, and also on how to launch and retrieve the boat from the trailer to the water. If unsure, please consult the Field Equipment Manager. If appropriate, safety chains and lashes and the engine support should also be fitted correctly.

Care must be taken when towing a boat trailer as the overall stability of the vehicle is reduced and the trailer will track a smaller arc when turning.

3. Fuel

Fuel tanks should be filled COMPLETELY before EVERY trip.

All of the SEES removable outboard engines are two stroke and require a 25:1 fuel oil mix. All permanently fitted engines have on board mixers and only require quality clean high octane fuel.

Fuel and oil is NOT supplied for the quintrex/stessel and inflatables.

Fuel and oil is supplied for the Marlin.

4. Stowage of fuel and equipment

All potentially dangerous materials (including fuel, chemicals, sampling equipment) should be stowed securely.

5. Weather

Use of any boat is always contingent upon weather conditions. Responsibility for monitoring weather conditions prior to departure and during operations resides with the SEES Authorised Skipper. If unfavourable weather conditions prevail, boats scheduled for operations should postpone their operations until there are more favourable conditions. In particular, careful planning and preparation is required for any cold weather operation. See http://www.coastguard.com.au/weather-forecast for more information.

6. Communication with the NSW Coastguard

SEES boats should not be used if radio or alternative communication with a shore station or another vessel is not available. The skipper must be familiar with the type of radio fitted to the SEES boat and with emergency radio procedures and call signs.

The School of Earth & Environmental Sciences is an associate member of the NSW Coastguard, who provide services such as radio monitoring, vessel assistance and tracking.

Before embarking, log your trip with the NSW Coastguard (Appendix D). This should be done for both off shore and enclosed waterways. Use a marine radio if fitted to the vessel or alternatively a mobile phone, if in an enclosed inland waterway and within range, else use the satellite phone if in a remote location. Refer to the Safe Work Procedure for the use of the satellite phone.

7. On completion of your trip

Remember to log off with the NSW Coastguard to avoid the possibility of a false alarm being raised.
1. Cleaning the boat

When the trip is completed, users should review the boats interior and remove personal belongings! All users should remove safety equipment and rubbish. The vessel, trailer and rear of vehicle must be hosed down with fresh water after every use, paying particular attention to the trailer wheel hubs.

The engine should be running when flushing with fresh water. There is available a set of “ear muffs” to be used while the engine is running. Make certain that there is water flowing through the engine when flushing or it will overheat! Clean down any safety equipment that has been wet with salt water and store the safety equipment in the appropriate place. Disconnect any battery isolators before storing the boat. Do not store inflatable boats that are still wet.

2. Damage reporting

Complete a boat walk-around to confirm the state of the vehicle. Report any faults or damage to the Field Equipment Manager. Where appropriate an incident report on SafetyNet should be completed.

In the interest of safety for yourself and others, a “DANGER DO NOT OPERATE THIS EQUIPMENT” tag should be filled out and attached in an obvious place on the boat (e.g. the tow hitch of the boat trailer). These tags are available in the key cupboard, room 41.161.

If you think the boat or associated equipment is damaged and not fit for use:

1. DON’T USE IT
2. REPORT IT
3. TAG IT OUT IMMEDIATELY SO OTHERS DO NOT USE IT

8 Breakdown or Emergency

Contact the Coastguard immediately if you breakdown. If you break down in a remote area, use the EPIRB or satellite phone to seek help.

Emergencies and associated procedures are clearly outlined in the NSW Maritime Boating Handbook, http://www.maritime.nsw.gov.au/sbh/. Topics that all boat users should be familiar with include:

1. Emergency Words (for marine radio use) “PAN PAN PAN” and “MAYDAY”
2. Search and Rescue
3. Fire
4. Persons Overboard
5. Surviving and Treating Hypothermia
6. Carbon Monoxide Poisoning
7. Reporting Vessel Incidents

Boat users should also fill out the appropriate UOW OHS incident/ hazard report in SafetyNet as soon as practicable upon return.

9 Regular maintenance, service and registration

The Field Equipment Manager will complete regular basic maintenance checks of all boats as required by usage, arrange for repairs and service as required and organise the annual registration of boats. Maintenance records and checks will be documented.

The Field Equipment Manager shall skipper all open water boat operations (unless otherwise arranged with the Head of School) and, if requested, will undertake any enclosed operations.

10 Replacement and Procurement of boats

The School of Earth & Environmental Sciences will endeavour to provide and maintain three boats for the undertaking of field trips in relation to research activities.
Document Control and Change History

<table>
<thead>
<tr>
<th>Date approved:</th>
<th>11/2/11</th>
<th>Date Policy will take effect:</th>
<th>14/2/11</th>
<th>Date of Next Review:</th>
<th>30/11/12</th>
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Approved by: Colin Murray Wallace

Custodian title & e-mail address: School Manager sandrac@uow.edu.au

Author: Brent Peterson, Sandra Chapman

Responsible Unit: School of Earth & Environmental Sciences

Supporting documents, procedures & forms of this policy:
- SEES Vehicle booking log
- SEES Authorised Skippers register

References & Legislation:
- NSW OHS Regulations 2001
- Marine Safety (General) Regulation 2009

Audience: Public – accessible to anyone

Expiry Date of Policy: N/A

Version Control

<table>
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<th>Version</th>
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<th>Approved By</th>
<th>Amendment</th>
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<td>1</td>
<td>30 Nov 2010</td>
<td>Colin Murray-Wallace, HOS</td>
<td>New Document</td>
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## Appendix A: Vehicle Fee Schedule

<table>
<thead>
<tr>
<th>Registration</th>
<th>Vehicle Type</th>
<th>Colour</th>
<th>Rate per km School/external</th>
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<tbody>
<tr>
<td>K23182</td>
<td>stessel single</td>
<td>galvanised</td>
<td>$60.00/day</td>
</tr>
<tr>
<td>E49244</td>
<td>Quintrex single</td>
<td>galvanised</td>
<td>$60.00/day</td>
</tr>
<tr>
<td>Q50552</td>
<td>Marlin tandem</td>
<td>aluminium</td>
<td>$35.00/eng hr</td>
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</table>
Appendix B: Pre-embarkation Safety Checklist – Stressel and Quintrex

- No open water operations beyond 2 miles offshore.
- Field Equipment Manager required for open water operations.
- No boating after sunset and before sunrise unless Head of School approval.
- A booking is required in the vehicle booking sheet.
- Check the weather/water conditions.
- NSW Coastguard is aware of trip details and agreed time of return.
- Complete the appropriate “I’ve Gone Boating” safety card and place on key cupboard.
- Clean down all equipment after use, flush engines and stow clean/dry equipment.
- Report all faults and tag out equipment so others do not use it.

SEES Safety Equipment lists:

1. Enclosed Waters Safety Equipment List:
   - Lifejackets (one per person type 1, 2 or 3)
   - Oars or paddles unless 2 engines
   - Bucket/Bailer with lanyard
   - Anchor, Chain/rope attached
   - Sound/horn signal

   - Fire Extinguisher (SEES requirement but not required by law)
   - Waterproof torch (SEES requirement but not required unless operating at night)
   - Orange “V Sheet” (SEES requirement but not required by law)
   - EPIRB (SEES requirement but not required by law)
   - Sunscreen (SEES requirement but not required by law)
   - Phone - can be either personal mobile or dept Sat Phone (SEES requirement but not required by law)

2. Open Waters Safety Equipment List:
   - Lifejackets (one per person type 1)
   - Oars or paddles unless 2 engines
   - Bucket/Bailer with lanyard
   - Anchor, Chain/rope attached
   - Sound/horn signal
   - Fresh water 2L per person
   - Waterproof torch
   - Compass
   - Appropriate map or chart of area
   - Orange “V Sheet”
   - Distress flares 2 x red hand, 2 x orange smoke

   - Fire Extinguisher (SEES requirement but not required by law)
   - Waterproof torch
   - EPIRB (SEES requirement but not required by law)
   - Sunscreen (SEES requirement but not required by law)
   - Phone - can be either personal mobile or dept Sat Phone (SEES requirement but not required by law)
Appendix C: Pre-embarkation Safety Checklist – Marlin

- Field Equipment Manager required for enclosed and open water operations.
- Avoid operations after sunset and before sunrise.
- A booking is required in the vehicle booking sheet.
- Check the weather/water conditions.
- NSW Coastguard is aware of trip details and agreed time of return.
- Complete the appropriate “I’ve Gone Boating” safety card and place on key cupboard.
- Clean down all equipment after use, flush engines and stow clean/dry equipment.
- Report all faults and tag out equipment so others do not use it.

SEES Safety Equipment lists:

3. Enclosed Waters Safety Equipment List:

- Lifejackets (one per person type 1, 2 or 3)
- Bucket/ Bailer with lanyard
- Anchor, Chain/ rope attached
- Sound/ horn signal
- Fire Extinguisher (SEES requirement but not required by law)
- Waterproof torch (SEES requirement but not required unless operating at night)
- Orange “V Sheet” (SEES requirement but not required by law)
- EPIRB (SEES requirement but not required by law)
- Sunscreen (SEES requirement but not required by law)
- Phone - can be either personal mobile or dept Sat Phone (SEES requirement but not required by law)

4. Open Waters Safety Equipment List:

- Lifejackets (one per person type 1)
- Oars or paddles unless 2 engines
- Bucket/ Bailer with lanyard
- Anchor, Chain/ rope attached
- Sound/ horn signal
- Fresh water 2L per person
- Waterproof torch
- Compass
- Appropriate map or chart of area
- Orange “V Sheet”
- Distress flares 2 x red hand, 2 x orange smoke
- Fire Extinguisher (SEES requirement but not required by law)
- Waterproof torch
- EPIRB (SEES requirement but not required by law)
- Sunscreen (SEES requirement but not required by law)
- Phone - can be either personal mobile or dept Sat Phone (SEES requirement but not required by law)
Appendix D: Contacting the Coast Guard

SEES Eagle number (registration number) for NSW Coastguard 2074

This is also written on boat safety dry box

A number of questions will be asked by the Coast Guard when you log on with them.

- Eagle Number
- The ramp you launched from
- Number of people on board
- General location where you are going (GPS coordinates or location description)
- Estimated time of return

Duty officer will confirm these details. From that point on leave telephone or VHF radio on so you are contactable.

You must answer these questions asked, but also IN ADDITION the following information should be given to them:

- Skipper's Name
- Contact number on board (mobile or satellite phone or VHF radio)
- Vessel Name (e.g. Marlin, Quintrex, Stressel)
- Car Rego. or Trailer Number (Tell them whether it is the car or trailer)

Remember to log off with the NSW Coast Guard when you return!!

If you forget to log off the vessel if deemed as overdue and a search and rescue operation will be initiated.

Port Kembla Coast Guard Details

Location – Red Point, Hill 60, 34º29'S 150º55'E
Hours of Operation - 24 hours, 7 days and public holidays
Base Numbers - (02) 4274 4455 or (02) 4274 4288
VHF - channel 16
27 MHz - channel 88
Call Signs – VMR 267
Area Served - North to Stanwell Park, South to Kiama