

Reef Check Australia

Work Health and Safety Management Plan



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Introduction

Reef Check Australia (**RCA**) is committed to industry leading standards of work safety and health including electrical and marine safety (**WHS**). The purpose of this document is to detail Reef Check Australia's plan to enable safety and health for our people and those we work with during all our activities.

This plan is an 'active' document, as we are committed to continuously improving the management and standards of health and safety for all of our activities. This plan has been developed in accordance with RCA's Management System framework and to meet applicable legislative requirements.

This plan consists of two key parts:

- Part 1 – which details our health and safety management system general requirements
- Part 2 – which details our hazard management and controls for our key activities

Anyone participating in a RCA activity must comply with all of the requirements included in this document that are applicable to them. It is a condition of participation that these requirements are followed.

References

Legislation	Work Health and Safety Act 2011 (Qld) Electrical Safety Act 2002 (Qld) Safety in Recreational Waters Activities Act 2011 (Qld) Transport Operations (Marine Safety) Act 1994 (Qld) Marine Safety (Domestic Commercial Vessel) National Law Act 2012 (Cth) Public Health Act 2005 (Qld) Food Act 2006 (Qld) and Food Production (Safety) Act 2000 (Qld)
Codes of Practice (Queensland)	How to manage work health and safety risks Code of Practice 2021 Work health and safety consultation, cooperation and coordination Code of Practice 2021 Managing the work environment and facilities Code of Practice 2021 First Aid in the Workplace 2021 Hazardous manual tasks Code of Practice 2021 Labelling of workplace hazardous chemicals Code of Practice 2021 Managing risks of plant in the workplace Code of Practice 2021 Managing the risk of falls at workplaces Code of Practice 2021 Occupational diving work Code of Practice 2005 Recreational diving, recreational technical diving and snorkelling code of practice 2018 Electrical safety code of practice 2021 – Managing electrical risks in the workplace
Reef Check Australia Management System – Related Elements	Reef Check Australia Governance and Compliance Procedure Reef Check Australia Risk Management Procedure Reef Check Australia Code of Conduct Reef Check Australia Employment Procedure Reef Check Australia Volunteer Procedure Reef Check Australia Crisis Response Procedure
Reef Check Australia Management System – Diving requirements	Reef Check Australia Dive Policy and Procedures Reef Check Australia Snorkel Policy and Procedures

PART 1 – Reef Check Australia Health and Safety Management System – General Requirements

WHS Policy

The RCA Operations and Sustainability policy sets out our goals and commitments for health and safety. It provides as follows:

Operations and Sustainability Policy

RCA wishes to conduct its business operations sustainably, ensuring that we provide value to our members and community in accordance with our purposes as a charity.

We will:

- *Perform our business operations for our charitable purpose and adopting industry leading practices;*
- *Establish suitable performance indicators;*
- *Continually review and improve our business processes;*
- *Take all reasonable actions to protect the health and safety of all our people, the environment and the communities in which we operate.*

Every individual must play their part, and our leaders are role models of these commitments.

RCA will establish arrangements to achieve good outcomes by:

- *establishing plans and procedures to manage our operations and eliminate or minimise harm;*
- *consult, coordinate and cooperate with all workers and shared duty holders and other stakeholders;*
- *ensuring responsibilities are clearly defined and individuals are aware and accountable for performance within their scope of responsibility;*
- *allocating the necessary resources to meet these commitments*

WHS organisation and responsibilities

To ensure a positive health and safety culture in RCA, our management must demonstrate visible, authentic, accountable and committed leadership to effectively manage WHS performance.

For all activities, the RCA leader who is charge of the activity is accountable for ensuring the safe and healthy completion of the activity, by maintaining compliance with all legal and contractual requirements related to health and safety. The RCA leader is also accountable for providing a suitable level of WHS resources as well as defining the WHS responsibilities for all persons involved in the activity.

All persons involved in RCA activities have responsibility to implement the relevant requirements of this plan, with the support of their leader. Management will ensure the requirements of this plan are communicated to relevant individuals in an appropriate way to support this implementation.

Legal and other requirements

All RCA activities must be planned and performed to identify and comply with all applicable WHS related laws, codes of practice, regulations, approvals, licenses, permits and other requirements, including contractual and business requirements.

Typical examples for RCA include:

- Legislation and regulations and the applicable WHS Codes of practice. This includes not only WHS laws but also applicable marine safety, diving and other recreational water safety, and electrical safety.
- Our 'contractual' undertakings. We must meet any particular WHS requirements detailed in our sponsorship agreements or services agreements. It is not uncommon for particular customers to have individual reporting and audit requirements.
- Australian Standards wherever called up as mandatory in legislation and otherwise so far as is reasonably practicable for our activities.
- RCA's management system documents – including our governance and compliance procedure and record keeping requirements.
- Any other 'reference' documents listed at the beginning of this procedure, as they are updated from time to time.

When applicable obligations change, they must be communicated to relevant RCA personnel including staff and volunteers (both trained and recreational).

WHS duties

All persons involved with any RCA activity have personal obligations for WHS management under applicable legal and other obligations. This includes the PCBU, Officers, Workers and others.

More information follows.

PCBU duties

RCA has obligations - the WHS Act requires a person conducting a business or undertaking (PCBU) to ensure, so far as is reasonably practicable, the health and safety of their workers (including relevant contractors and volunteers) while at work in the business or undertaking.

This includes:

- provision and maintenance of a work environment without risks to health and safety
- provision and maintenance of safe plant and structures
- provision and maintenance of safe systems of work
- the safe use, handling, storage and transport of plant, structures and substances
- provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking

- health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Similar obligations apply under electrical safety laws and marine and recreational water safety laws as detailed in the reference section above.

What is 'reasonably practicable' to be done in relation to a duty essentially requires us to take all reasonable and possible steps to eliminate or minimise a hazard and risk, applying the hierarchy of control. The [WHS Code of Practice How to Manage Risks](#) provides further information.

Officers

Officers of a PCBU have a duty to exercise [due diligence](#) to ensure their organisation complies with the WHS and electrical safety laws. In particular, the WHS and electrical safety laws impose a specific duty on officers of corporations to exercise due diligence to ensure that the corporation, club or association meets its work health and safety and electrical safety obligations. This requires officers to be proactive in ensuring that the corporation, club or association complies with its duties.

Similar obligations apply under marine and recreational water safety laws as detailed in the reference section above.

Workers

Workers are classified as any person who carries out work, in any capacity, for a PCBU. This may include contractors and some volunteers as well as our employees.

Workers must:

- take reasonable care for their own health and safety and electrical safety
- take reasonable care that their conduct, acts or omissions does not adversely affect the health and safety of others or adversely affect the electrical safety of other persons or property
- comply, so far as they are reasonably able with instructions
- cooperate with reasonable health and safety and electrical safety policies or procedures that have been notified to workers.

Similar obligations apply under marine and recreational water safety laws as detailed in the reference section above.

Other persons at the workplace

A person at a workplace or at a place where electrical equipment is located, whether or not the person has another duty under this part must:

- take reasonable care for his or her own health and safety and electrical safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety or electrical safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the PCBU or given by the person in control of the electrical equipment.

Within RCA this may include our sponsors and members of the public as well as persons to whom services are provided.

Similar obligations apply under marine and recreational water safety laws as detailed in the reference section above. Safety in recreational waters laws specifically extend these duties to persons for whom activities are provided or persons who are onlookers or present for some other reason.

WHS Risk Management

The RCA Risk Management Procedure sets out the company's practices for risk management, and this plan applies those practices in relation to safety and health. The standard required to manage WHS risk is:

- risk is eliminated so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate risk, risk is minimised so far as is reasonably practicable.

A structured risk management approach must be applied to all RCA activities where there is substantial risk involved. RCA has two main ways of doing this:

- For common activities such as diving operations, we apply standardised controls as detailed in our work procedures and RCA risk guide together with application of a risk management process and tool that ensures that site or activity specific hazards taking into account local context are also analysed and controlled; and
- For any new or non-routine activities where there is a substantial risk involved, we must conduct a new hazard identification, risk assessment and control process to ensure that the activities are managed to the required standard.

Refer to the following tools applied for this process:

- **RCA risk matrix** – this is our tool that details our general risk assessment and tolerability criteria. This tool is in **Attachment A** to this plan.
- **RCA HSE risk assessment template** – which is our tool that must be applied to all new or non-routine activities where there is a substantial risk to be managed. This tool is attached in **Attachment B** to this plan.
- **Reef Check Australia Risk Management Guide: Hazard Identification, Mitigation and Risk Assessment** – applies to RCA diving and field operations – which is our tool that must be used and modified as required for all field and diving activities in accordance with the applicable diving procedures

Management authority to accept risks which are not eliminated must be documented and escalated to appropriate levels for approval. As detailed in our RCA Risk matrix, only risks which are managed to level 'LOW' may proceed.

Where controls are selected, the process must also identify the accountability for management of the control and a timeframe for review of that control. Controls selected must be fit for purpose, operated, maintained and effective in design and operation. Controls must be monitored by leaders during the execution of activities.

Leaders must ensure that all persons involved in an activity have been briefed in the requirements of the applicable risk assessments and control requirements. Team members must acknowledge their understanding of the hazard and risks associated with the planned activity as well as the risk controls to be applied. **Every member of the team must feel comfortable with the outcome of the risk assessment before activities can commence.**

Consultation, coordination and cooperation

RCA activities must be conducted in consultation, coordination and cooperation so far as is reasonably practicable with any persons who share safety and health duties in relation to matters affected by our activities. For example, this may include property owners, tour operators, bus drivers and members

of the public in the vicinity of our activities. They may need to be consulted and have input into our WHS Risk management processes.

In addition RCA management must ensure that so far as is reasonably practicable, consultation occurs with our workers who are likely to be directly affected by WHS matters in relation to the controls to be applied, including when there is any change in the context or activity.

Workplace Environment and Facilities

RCA applies the Managing the work environment and facilities Code of Practice to its workplaces and facilities.

Fitness for work

All workers and other persons must be fit to perform the tasks that are involved in the activity and it is the responsibility of each individual to escalate any concerns to their leader before performing any activity.

If workers have particular health issues/concerns (e.g. allergies or medication requirements) they must advise the activity supervisor.

RCA Code of Conduct also applies to drugs and alcohol in the workplace.

Skills and Competencies

Worker and volunteer training /competence must be confirmed (including the possession of any required licence or qualification required) before the commencement of activities. This is done as follows:

- Management verifies competency for workers and trained volunteers as part of the authorisation process for their roles; and
- Volunteers who are participating on a recreational basis are also required to manage their competency through the activity registration process.

All workers and others must receive an appropriate induction / training / instruction / information relevant to the scope of their activities and the management of any site specific hazards they may encounter.

Suitably qualified and experienced people are therefore where practicable selected for work on the basis of their technical expertise as well as their ability to teach and mentor others.

Plant and Equipment

RCA applies the Managing Risks of Plant in the Workplace Code of Practice. All plant and equipment for RCA activities must be managed so that:

- Plant and equipment is selected and procured with regard to fitness for purpose and compliance with any relevant Australian or international standard
- Appropriate actions are planned and taken based on the outcome of a risk assessment for all activities involving plant throughout its lifecycle (eg. selection, design, installation, commissioning, operation, inspection, modification, maintenance, repair, transport, storage, disposal)
- Safe systems are in place to address hazards including providing for pre-use inspection, and appropriate procedures for safe use and foreseeable abnormal operation

- All plant and equipment must be used only for the purpose for which it was designed
- Environmental conditions must be assessed as appropriate before use
- All activities must be conducted by persons who are authorised, trained and competent, and licensed for that item
- Where there are particular compliance requirements for that particular type of plant and equipment, these are met (including eg. marine operations and SCUBA gear requirements)

Procurement and Contracting

All procurement and contracting activities must be conducted so that:

- RCA provides suitable information to contractors and suppliers in relation to the risks involved in the contract or supply
- All contractors and procurement arrangements have been evaluated (pre-contract) to consider WHS performance and capability to manage risk associated with the contract or supply
- All contractors involved in RCA activities are required to comply with RCA WHS plan requirements applicable to their activities (or have an equivalent approach)
- Coordination and consultation arrangements are in place to manage WHS risks with the contractor or supplier
- Contractor and supplier systems have appropriate risk controls in place before contract is performed
- Contractor and supplier delivery of WHS risks is monitored and corrected as required

Emergency Management and First Aid

All RCA facilities and activities must have a risk based emergency plan in place based on an assessment of foreseeable hazards and risks and emergencies. At a minimum this must provide for an effective response to emergency, evacuation processes, notification of emergency services, medical treatment and assistance.

The First Aid and Emergency Action Plan outlines what to do in case of emergency and lists relevant emergency contact information. A copy will be present on site at every RCA activity. If participating in an event coordinated by others, you should ask regarding their emergency action plans.

In the event of an emergency the following overall approach will be taken:

- Prevention of harm to all persons on site
- Raise the alarm (notify all other persons on site)
- Contact the relevant emergency service
- Evacuate from building or area
- Assemble all personnel immediately at the agreed assembly point
- Check all persons are accounted for
- Contact the landowner

Access to first aid resources including equipment, facilities and an appropriate number of workers who are trained in first aid must be available. At every RCA activity, where practicable there shall be a person that holds a current First Aid certificate. In the event of minor injury (e.g. minor cuts, sprains, burns, and stings) the appropriate first aid treatment will be given.

Incident Management

Where a WHS incident occurs, essential actions to make the site safe or minimise the risk of harm must be taken. The relevant emergency response plan must be followed.

All WHS hazards, incidents and near hits must be reported to the team leader or next level manager at the time of observation or occurrence or as soon as reasonably practicable. The RCA hazard and incident notification form is included in **Attachment C** to this plan.

All WHS incidents requiring regulatory or statutory notification to a regulator under the applicable legislation must be reported in the prescribed form as required. This includes WHS notifications but also Safety in Recreational waters notifications. For notifiable incidents the site of an incident must be immediately isolated and secured and the scene not disturbed pending regulatory direction.

All WHS hazards and incidents must be investigated commensurate with the impact or potential impact and appropriate corrective actions implemented.

Information from investigations must be identified to analyse key learnings and trends to be used in the improvement of WHS systems.

Where a medical treatment injury occurs, an Incident Report Form (Appendix C) must be completed. A summary of events leading up to the incident must be included in this report form.

- All accidents and incidents must be notified to the activity supervisor immediately, and then reported to the General Manager as quickly as practically possible
- All medical emergencies, evacuations, fires, and other incidents of a serious nature must be reported immediately to the relevant land owner or manager/management agency
- Do not disturb the scene pending any regulatory notification or other investigation required
- All accidents and incidents must be recorded on the Accident/Incident Register included in this plan (Appendix C) and returned to the General Manager
- All notifiable accidents to any worker(s) need to be recorded on the Accident/Incident Report Form and are to be notified to the local regulator as soon as possible
- Reef Check Australia Board should also be notified asap

Any near miss or other dangerous events should also be reported to the attention of Management for review. In this respect dangerous events include events that exposed workers to a potential serious risk to their health and safety.

Assurance

RCA Management and leaders will establish and implement an assurance program for RCA activities in order to verify that the elements of this WHS plan are effectively applied and are suitable. This will include activities such as audits, HSE inspections, site and activity verifications.

Action and improvement plans as required may be put in place to provide for a clear allocation of responsibility, timeframe and resources for completion of appropriate corrective actions required.

Management of Change

RCA management must ensure that impacts to WHS from temporary or permanent changes as follows are assessed to determine the scope of impact and the change occurs in a controlled manner:

- Introduction of new or changes to existing products, services and processes
- Changes to WHS legal and other obligations
- Changes to hazards or risks in the RCA business
- Developments in knowledge or technology

Introduction of change must include appropriate consultation and communication processes as well as upgrade to relevant systems and equipment.

All workers should escalate identified change as appropriate and are required to facilitate actions to implement change as required.

Safety Recognition and Conformance

RCA management and leaders will recognise excellent WHS performance and take it into account in performance processes.

The RCA Code of Conduct also applies in relation to all WHS aspects of activities. The Code regulates the behaviour of persons working with RCA in all capacities and also forms part of each employee and volunteer's conditions of agreement with RCA and contractor's engagements.

Where any individual is aware of or suspects a breach of this plan, they must immediately report the breach to senior management or the board.

Failure to comply with this Plan's provisions will be managed and dealt with fairly but in accordance with law or contractual provisions as applicable. A failure to comply may result in disciplinary action including potential termination of relationships with RCA or having rights of access to RCA services, facilities or infrastructure revoked. Some breaches may also have consequences for individuals under criminal or civil jurisdictions.

Issues and Complaints

RCA encourages that discussions are held at local level to seek to initially resolve issues and disputes. Where appropriate issues should be raised first with the RCA leader.

RCA encourages the reporting of complaints and any wrongdoing. Complaints may be made to General Manager, or any member of the Board. Complaints may be made in anyway including anonymously.

RCA will comply with whistleblowing protection requirements in the *Corporations Act* as well as applicable WHS legislation and will take all reasonable steps to ensure that persons who are eligible whistle-blowers in relation to any complaints have identity and confidentiality protected and are not subject to unlawful victimisation or reprisals by reason of making complaints.

Complaints will be addressed with due regard to principles of procedural fairness in accordance with our commitment to ensuring integrity in our operations and compliance with all legal obligations.

Part 2 – Reef Check Australia Workplace Hazard Management and Control for key activities

For any new activities not covered below, a hazard and risk assessment must be conducted and approved by management prior to the activity commencing.

Office-based Activities

RCA management will take reasonable steps to provide a suitable office environment in which to safely carry out duties.

Persons at our offices will be inducted and are responsible for being aware of the facilities available, the fire and emergency evacuation procedures and risks associated with the area. Individuals who may be unsure of any aspect of the induction ask a member of staff.

Individuals must ensure that where they are working is comfortable and make sure that you take sufficient breaks. People who spend hours in front of the computer, or who are engaged in repetitive

tasks are encouraged to take short “micro” breaks from their computer or tasks throughout the day in order to ensure your physical health is maintained.

Off-site Activities (home office etc)

RCA management must provide authorisation before any RCA approved activity may be conducted away from an RCA office. Generally many of our volunteers do in practice perform some activities at home.

For persons at home or in your own voluntary venue, it is every person’s responsibility to undertake appropriate risk assessment and management procedures for health, safety and security and to escalate any hazards and risks to the RCA management in accordance with the risk management requirements in this plan.

For example, obligations include ensuring that the area that they are working in is ergonomically comfortable, including:

- Have a good chair that supports your back and is adjustable to you
- Well lit, with extra lights if necessary and minimal glare from windows
- A spacious desktop with objects like phone, mouse and writing pad within easy arms distance
- Control unwanted noise
- Adjustable level of heat and cold to provide a comfortable working environment
- Computer screen at eye level and a comfortable distance
- Appropriate security
- Adequate breaks

Off-site Activities (events, field trips etc)

Individuals participating in a Reef Check Australia event are to follow all requirements of this plan and to actively participate in appropriate risk assessment and management procedures.

All individuals must be suitably prepared for the environment for the activity, for example:

- Hat
- Sunscreen
- Water
- Lunch and snacks (if not provided by RCA)
- Sturdy enclosed shoes
- Warm jacket
- Wet weather jacket.

For work that is based outdoors it your responsibility to wear suitable footwear and clothing for the conditions, if in doubt ask before the event. Before beginning any task ensure that your responsibilities and the risks have been explained fully to you. If you have any questions please ask a member of Reef Check Australia staff immediately. If protective clothing is required for Reef Check Events, it will usually be provided. However, you are responsible for ensuring that you wear the protective gear and wear it correctly to prevent injury.

Some Reef Check Australia events involve standing for long periods or walking on challenging terrain (such as sand). All individuals must ensure they are fit and able to participate in an event and that you understand your responsibilities on the day. If you have any concerns about your ability or fitness to complete a task please let a member of the Reef Check Australia team know so that they can (if reasonable) adjust your tasks appropriately or find you an alternative task that you can complete.

Participants in activities organised by the RCA are assembled together before the activity starts. They are briefed on:

- The purpose of the activity and what to expect
- The supervisor and other staff running the event
- Specific hazards and risk management requirements
- Duration of the activity
- Emergency procedures
- Conclusion requirements

Activities will be supervised by RCA so far as is reasonably practicable and a safety and health debriefing and learning opportunity and risk control review will be conducted at the end of each activity where practicable.

Driving and Journey Management

Driving

Persons required to drive any type of vehicle (hire, company or private) for the purpose of conducting business activity must comply with all local and national road traffic laws including (but not limited to):

- Refrain from using a mobile phone or other communication device, whilst the vehicle engine is running (unless approved hands free device is used);
- Ensure all occupants wear a seatbelt when the vehicle is in motion;
- Not operate a vehicle if under the influence of alcohol or drugs, or any substance or medication that could impair their ability to drive; and
- Only operate a vehicle if licensed for relevant class of vehicle. If your driving licence is endorsed for any reason or you are disqualified from driving, you must inform a Manager immediately;

Drivers must stop driving if they are unduly fatigued. Persons must make alternative travel arrangements or have an appropriate amount of rest / sleep before continuing. As a minimum, drivers must stop for a ten-minute break (or longer) after every two hours of driving.

Hire and Company Cars

If persons are provided with a hire car for the purposes of conducting business activity, RCA will bear the cost of road tax, comprehensive insurance and all maintenance repairs, and will pay for all petrol and oil used whilst on Reef Check business. This excludes mileage to and from home and place of work, which must be paid for by the individual along with any other local domestic use. Any expenses (such as excess) incurred due to accidents that cause damage to the vehicle must be paid for by the driver and Reef Check must not be held liable.

The vehicle may only be used by the person to whom it is issued, or any other staff member as so directed by the Management. For insurance purposes, no learner driver may be allowed to drive a Company vehicle. It is the driver's responsibility to ensure that any defects are reported immediately to the hire company. If necessary, the vehicle should be removed from the road. The vehicle should always be kept with sufficient fuel in the tank for emergency use.

Journey Management

Persons required to drive any type of vehicle (hire, company or private) for the purpose of conducting business activity must take the time to assess their journey. In particular, they should:

- assess driving conditions (including road conditions, weather conditions and familiarity of route);
- assess the route, ensuring the safest route is chosen and if possible avoiding peak traffic flow periods;
- avoid high risk road transport times (dusk, dawn and periods of darkness). Where unavoidable, drivers should be aware of hazards presented at this time, including animals in rural and remote regions; and
- ensure that they have appropriate and functional means of communication in the event of an emergency.

For any journey greater than 2 hours, workers must establish and implement a communication process that ensures that the driver calls in to their supervisor or contact at agreed intervals and upon arrival at destination.

Use of private vehicles

Where persons have been given approval to use private vehicles for business use, the vehicle must be maintained in a safe condition, operated in accordance with local and national traffic laws, and the vehicle must be fit for purpose for its proposed use. In addition, all private vehicles must be registered for use on the open road and deemed roadworthy and free of defects.

All private vehicles must be comprehensively insured by a motor vehicle policy and driven only for purposes that fall within the insurance policy. Any expenses, such as excesses, incurred due to accidents must be paid for by the driver and Reef Check must not be held liable. The vehicle should always be kept with sufficient fuel in the tank in case of an emergency.

Manual handling

RCA applies the Manual Handling Code of Practice. All workers are required to review the code and apply it to their activities.

Fatigue

No person may undertake safety critical tasks when impaired by fatigue. They must advise their leader when they may be affected by fatigue, and appropriate actions taken. The following fatigue factors must be managed for all RCA activities:

- mental and physical work demands
- activity scheduling and planning (including hours and days worked)
- Travel times
- Sleep length and quality
- environmental conditions
- Non-work related factors

Vessel Activities

All vessel activities must be conducted so that the following are managed:

- Vessels chartered must have an appropriate classification eg. as a domestic commercial vessel, have a current certification eg. certificate of survey / certificate of operation, and have systems in place including a safety management system to comply with their certification requirements
- Masters and crew of vessel chartered must be appropriately qualified

- Vessels selected for charter satisfy all applicable compliance requirements including standards for the vessel
- Potential risks associated with the scope of activity (eg. isolated or remote location, other vessels, heavy usage corridors, flooded locations, access to berthing, presence of dangerous marine wildlife)
- An assessment of vessel suitability with regard to the duration and scope of the activity (eg. availability of toilets, drinking water, shelter, power, loading and unloading)
- Potential risk associated with the prevailing and anticipated weather and water conditions (eg. heat, wind, storms, visibility, swell, contaminants in water)
- Risks associated with communication systems in the area
- The availability of emergency equipment and amenities

Persons who are connected with the activity must be confirmed as having adequate fitness for their activities.

Systems must also be in place to ensure persons travelling as passengers:

- Receive a briefing before departure about control measures for safety during the voyage
- Obtain permission of the master before taking anything onboard especially dangerous goods
- Are suitably attired with adequate PPE including footwear and use of PFDs
- Carry sufficient supply of water and food
- Board and disembark from a designated gangway
- Follow instructions of master and crew and
- Do not engage in non-RCA authorised activities eg jumping from the vessel or horseplay

Diving Activities

All diving activities must be conducted so that the following are managed:

- Where applicable the Occupational Diving Work Code of Practice and Recreational diving, recreational technical diving and snorkelling code of practice will be followed
- Systems that meet the intent of applicable legislative standards will be applied, and Reef Check Australia aspires to align to the requirements in AS / NZS 2299 and 2815 wherever applicable and reasonably practicable
- Controls for safe diving activities must include that the following are in place:
 - All diving activities must be authorised by management before commencement
 - A risk assessment and planned work methods are in place (as detailed in RCA's diving and snorkelling policies and procedures)
 - Adequate controls are in place to confirm individual fitness / competence
 - Dive plans have been prepared by a competent person and systems are in place to ensure compliance with the dive plan
 - One or more competent persons are in place to supervise the diving activities at all times
 - An emergency rescue and response plan is in place that takes into account specific site access considerations, therapeutic oxygen requirements, access to hyperbaric facilities and emergency support
 - SCUBA equipment is managed as for RCA plant and equipment requirements in this plan
 - A pre activity brief is conducted so that all individuals acknowledge and understand the control measures in place

PART 3 – Attachments

Attachment A - Risk WHS Assessment Matrix

Assessment of Consequences

LEVEL	DESCRIPTION	EXAMPLE
1	Major	Extensive or life threatening injuries, emergency protocols enacted, loss of production capability, emergency services required.
2	Moderate	Medical Treatment required, emergency services required, person is not able to continue work.
3	Minor	First aid required, person may / may not be able to continue work.
4	Insignificant	No injuries, person able to continue work.

Assessment of Likelihood

LEVEL	DESCRIPTION	EXAMPLE
A	Almost certain	Is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	Might occur at same time.
D	Unlikely	Could occur at same time.
E	Rare	May occur only in exceptional circumstances.

Risk Analysis Matrix

Likelihood	CONSEQUENCE			
	Major 1	Moderate 2	Minor 3	Insignificant 4
A Almost certain	E	E	H	H
B Likely	E	H	H	M
C Possible	E	H	M	L
D Unlikely	H	M	L	L
E Rare	H	M	L	L

Risk Score

Symbol	Risk	Management
E	Extreme Risk	Immediate urgent action required
H	High Risk	Senior management attention needed
M	Moderate Risk	Management attention needed
L	Low Risk	Activity may commence/ manage with routine practices

Activity must only commence or continue when risk score is Low. Should the risk score change during activities, then actions should be taken to reduce the risk to Low before activity continued.

Risk Control strategies

Appropriate control measures should be applied to risks, using the hierarchy of controls in the order listed.

- **Elimination:** where the level of risk cannot be controlled to an acceptable level, no diving should take place. e.g.; foul weather
- **Substitution:** where the risk can be controlled by performing the task using alternative methods of diving, consideration should be given to using these alternative methods. e.g.; shallow water; Snorkel vs SCUBA
- **Design:** plant and procedures should be designed to minimize risk. e.g.; use tender to minimise surface swim
- **Isolation:** persons should be isolated from the identified hazards. e.g.; exposure suits for thermal protection
- **Administrative:** every dive plan should seek to minimize the degree and duration of the diver's exposure to risk. e.g.; plan to avoid prolonged exposure to sun, wind, cold/hot temperatures

Administrative controls include:

- training, supervision, experience and selection of workers
- staffing levels;
- provision of an appropriate diving operations manual;
- organisation and planning before, during and after the dive;
- selection of appropriate plant; and
- selection of the appropriate form and level of communication.

(Refer to drop box to source an excel copy for use)

RCA WHS Plan
Version: 3
Date: February 2022
Document Owner: Management
Next review: February 2025

Attachment C – Hazard and Incident Notification Form

Reef Check Australia Incident Report Form

Contact numbers	
Diver Emergency Service (Australia)	1 800 088 200
Ambulance	000
Wesley Centre for Hyperbaric Medicine (Brisbane)	07 3371 6033

Details of the person completing the report	Name:
	Contact phone number:
	Email address:

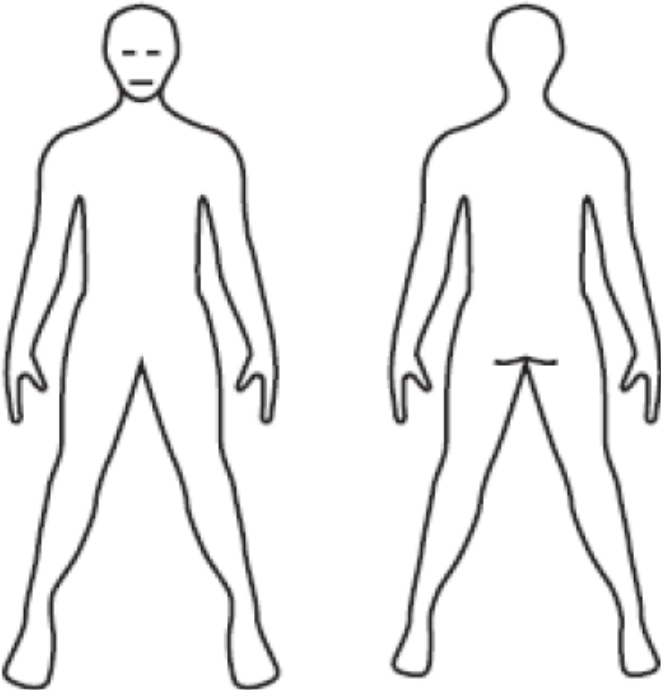

Part A – Details of the Incident/Accident

Time and date of incident	_____:____ am/pm on ____/____/____
Location of incident	
Activity being undertaken	
Brief description of incident / near miss	
Names and contact details for witnesses to the incident	
Was anyone injured	<input type="checkbox"/> No (skip to Part C) <input type="checkbox"/> Yes (complete Part B for each injured person) _____

Part B – Details of Injury

Details of injured person	Name: _____ Date of Birth: ____ / ____ / ____
Contact Details	Mobile: _____ Email: _____

Mechanism of Injury (indicate all relevant)	<input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Manual handling <input type="checkbox"/> Body stressing <input type="checkbox"/> Being hit by falling object <input type="checkbox"/> Hitting an objects with part of the body <input type="checkbox"/> Being hit by moving objects <input type="checkbox"/> Exposure to heat /electricity <input type="checkbox"/> Exposure to biological agent (including body fluid) <input type="checkbox"/> Exposure to Chemical agent <input type="checkbox"/> Exposure to work stress <input type="checkbox"/> Other <input type="checkbox"/> Violence <input type="checkbox"/> Other inappropriate behaviour <input type="checkbox"/> Other: _____
Nature of Injury (indicate all relevant)	<input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Fracture <input type="checkbox"/> Cuts/Scratch/Abrasion <input type="checkbox"/> Bruising <input type="checkbox"/> Burn <input type="checkbox"/> Bite/Sting <input type="checkbox"/> Electrical shock <input type="checkbox"/> Concussion <input type="checkbox"/> Psychological <input type="checkbox"/> Other _____

<p>Bodily Location/s</p>	<p>Shade the part of the body that is injured</p> <div style="text-align: center;">   </div>
<p>Treatment required (highest level only)</p>	<p> <input type="checkbox"/> No treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital outpatient <input type="checkbox"/> Hospital admission </p> <p> <input type="checkbox"/> Other _____ </p>

Part C – Investigation (usually conducted by the supervisor/manager)

<p>Is this a notifiable incident? (refer to Work Health & Safety Incident Investigation Guide)</p>	<p><input type="checkbox"/> Yes. Notify the Office of Fair and Safe Work Queensland (Call 1300 362 128 or complete an online incident notification form). Date Notified: __ / __ / __</p> <p><input type="checkbox"/> No</p>
<p>Investigation Methods</p>	<p><input type="checkbox"/> interviews <input type="checkbox"/> written statements <input type="checkbox"/> examination of accident site <input type="checkbox"/> CCTV review</p> <p><input type="checkbox"/> Other: _____</p> <p>—</p>
<p>Brief Summary of findings (refer to attachments if necessary)</p>	
<p>Causal factors identified (refer to the Work Health & Safety Incident Investigation Guide for definitions of causal factor categories)</p>	<p><input type="checkbox"/> People: _____</p> <p><input type="checkbox"/> Equipment/plant: _____</p> <p><input type="checkbox"/> Environment: _____</p> <p><input type="checkbox"/> Processes/procedures: _____</p> <p><input type="checkbox"/> Organisational factors: _____</p>
<p>Recommendations (refer to the Work Health & Safety Incident Investigation Guide for hierarchy of control definitions)</p>	<p><input type="checkbox"/> Elimination: _____</p> <p><input type="checkbox"/> Substitution: _____</p> <p><input type="checkbox"/> Isolation: _____</p> <p><input type="checkbox"/> Engineering: _____</p> <p><input type="checkbox"/> Administrative: _____</p> <p><input type="checkbox"/> Personal protective equipment: _____</p>

Will recommendations eliminate all hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part D – Actions (usually coordinated by the supervisor/manager)

Confirmation of actions	Are all recommendations accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Note exceptions:
Additional actions to be taken	
Actions completed	Are all actions completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Transfer to the risk register	All remaining hazards transferred to the risk register for monitoring/review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Outstanding actions	All outstanding actions noted against hazards in the risk register: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Communication	<input type="checkbox"/> Incident reporter notified of outcomes on ____/____/____ <input type="checkbox"/> Relevant committee notified of incident and outcomes on ____/____/____

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ **Date:** ____ / ____ / ____