



Recreational diving and snorkelling compliance checklist

Date: _____

Business name: _____

Trading name: _____

ABN: _____

Person undertaking assessment: _____

The following information is based on the applicable regulation and code of practice. It is not a complete list of compliance issues covered but serves as an example of a tool that a duty holder may develop to assess their own levels of compliance. Duty holders need to undertake risk management at their own workplace to ensure the control measures that are chosen are suitable for their workplace and the risks being undertaken.

Issues	Yes / No	Action taken
<p>Risk management</p> <ul style="list-style-type: none"> • Has specific risk management been undertaken to ensure the control measures that are chosen are suitable for their workplace and the tasks being undertaken? • Has the risk been reviewed in the last year? • Is a dive/ snorkelling supervisor appointed each day? • Are dive/ snorkelling procedures documented? • Are the responsibilities of lookouts, dive/snorkelling supervisors, dive instructors, guides and other workers documented with respect to health and safety? • How do these people know their responsibilities and the diving/snorkelling procedures to be followed? (Induction, ongoing and emergency training) 		
<p>Dive safety log</p> <ul style="list-style-type: none"> • Is a dive safety log made for all divers/ dives including workers? • Is it signed by all divers on completion of each dive • Is it signed as completed by dive supervisor and master or appointed persons. • Are all entries completed as soon as possible? • Does it contain: <ul style="list-style-type: none"> ○ name of each diver ○ names of buddy(s) ○ name of other person verifying the log ○ date and location ○ time in and out ○ maximum depths ○ incidents and injuries ○ dive or bottom time ○ if not using a dive computer, repetitive groups, surface intervals and repetitive factors ○ if using EANx-O₂ content and maximum operating depth ○ if using mixed gas- O₂ and N₂ contents, maximum operating depth and minimum operating depths of the bottom mix 		

<ul style="list-style-type: none"> • Is the entry signed by the diver and the person verifying the log and the master or another appointed person as soon as practicable after each dive? • Is the dive safety log kept for 1 year? 		
<p>Medical fitness to dive</p> <ul style="list-style-type: none"> • Do all dive workers have a current (12 months) certificate of medical fitness to dive? • Is the dive worker's certificate kept for one year after work has finished? • Has an appropriate medical declaration been completed and assessed for each resort diver? Under 12 years old? • Has an appropriate medical declaration been completed for each entry level certificate trainee divers and a medical certificate from a doctor supplied if required? • Are resort and entry level certificate trainee divers a minimum of 12 years old? • Do certificated divers have their medical fitness assessed? • If diving, do certificated divers have a medical certificate or are they accompanied by a dive supervisor/ instructor? • Are snorkelers given medical advice including advice about strenuous activities, certain at risk medical conditions and to tell workers about medical conditions? 		
<p>Count of all persons on board (vessels only)</p> <ul style="list-style-type: none"> • Is a count made, recorded and signed before departure from port? • Are new counts and totals and signatures recorded for permanent departures and arrivals? • Are counts recorded, compared and signed at each departure from a dive or snorkelling site? (may be several) • Are counts done twice and independently by different crew members using appropriate methods? (active methods preferred) 		
<p>Supervision of divers/snorkelers in open water</p> <ul style="list-style-type: none"> • Does a dive supervisor manage the diving operation and remain at the surface at the dive site? • Is an assessment conducted of the number of supervisory personnel required? • Is the lookout out of the water and solely engaged in being the lookout? • Is the lookout able to rescue and provide first aid or able to direct a person who is capable and immediately available to do so? • Is the lookout equipped and positioned to scan effectively? • Are snorkelling guides used in lieu of a lookout for groups 10 or less after an assessment? • Are resort divers supervised by a dive instructor? (max 4 divers per instructor or 6 		

<p>with cert asst)</p> <ul style="list-style-type: none"> • Are entry level certificate divers supervised by a dive instructor? (max 8 divers per instructor or 10 with cert asst) • Has an assessment been made of the resort or entry level trainee diver/ instructor ratio for the conditions and reduced where required? • Are resort and entry level trainee divers supervised by an in-water dive instructor who is able to make immediate physical contact and assist at all times during the dive? • Is in water supervision by a dive supervisor provided for certificated divers if dive conditions are outside the experience and qualifications of the diver? • Do dive workers dive alone only with appropriate training and qualifications? • Are snorkelers assessed to identify at risk individuals and given additional supervision? • Are at risk snorkelers advised to remain close to supervision, use flotation devices and swim with buddies? 		
<p>Dive site risk assessment</p> <ul style="list-style-type: none"> • Does the dive supervisor assess environmental conditions at the site including currents, weather, surface conditions and visibility? • Is the information recorded on the dive safety log? • Are dive/snorkel operations modified in poor environmental conditions? 		
<p>Skills of divers and snorkelers</p> <ul style="list-style-type: none"> • Are dive workers trained in procedures required at dive site and qualified for work they are doing? • Has each instructor doing resort dives evidence of their competence to conduct resort dives? • Are resort divers briefed and taught mask clearing and regulator removal and replacement skills underwater in an appropriate environment? • Are entry level certificate divers trained through documented training procedures which in principle comply with AS4005.1? • Does a dive supervisor assess each certificated divers and accompany or conduct an assessment dive for each diver where there are doubts as to their competency? • Are divers and snorkelers given information that includes the risks of the activity, entry and exit, boundaries, timings, supervision, signalling and emergency procedures? • Are solo divers assessed, equipped and a dive plan prepared? • Is information provided to non English speakers in a language they can understand? • Are resort or entry level training dives cancelled if the dive instructor is not satisfied the divers understand their instructions? • Are snorkelers planning to breath-hold dive given advice about minimising the risks from 		

hypoxic blackout?		
Equipment for diving <ul style="list-style-type: none"> Is the diving equipment supplied to divers suitable for the diving being undertaken? Is the equipment checked, cleaned and in working order before diving starts? Is the equipment maintained in accordance with manufacturer's specifications? Are certificated divers supplied with audible and visual signalling devices? Are the signalling devices of a type and condition to perform effectively if required? Are cylinders hydro tested and serviced within 12 months by a properly qualified person? 		
Air quality and compressors <ul style="list-style-type: none"> Are compressed air cylinders filled, tested, operated and maintained according to manufacturer's instructions and AS 3848.2? Has air quality been tested within last 3 months? Are air compressors operated in accordance with manufacturer's instructions by competent people? Are air compressor filling systems designed, inspected and operated to minimise risks to the filler and bystanders? 		
Decompression management <ul style="list-style-type: none"> Are all dives should be planned conservatively and consistently to 1 set of recognised dive tables/computer? Are restrictions observed for flying after diving? 		
Dive depths <ul style="list-style-type: none"> Do workers dive deeper than 40 m? Do resort divers dive deeper than 12 m? Do entry level certificated divers dive deeper than 18 m? Are certificated divers advised not to dive deeper than 40 m? 		
Dive ascent training Does any instructor teach more than 1 class involving ascent training in any 24 hr period?		
Emergency plans <ul style="list-style-type: none"> Does the dive/ snorkelling vessel have written emergency plans with which workers are 		

<p>familiar?</p> <ul style="list-style-type: none"> • Do the plans address first aid, rescue, evacuation and missing persons? • Are practical dive/ snorkel emergency drills undertaken regularly? 		
<p>Rescue of a diver</p> <ul style="list-style-type: none"> • Have effective rescue procedures should been developed? • Is there appropriate equipment and trained personnel to undertake effective and efficient rescues? • If a rescue tender is used, is it maintained in the water ready for use? • Have all workers been trained in undertaking these rescues? • Are ship to shore communications functioning? 		
<p>First aid and oxygen</p> <ul style="list-style-type: none"> • Is a first aid kit available at the dive/ snorkelling site and sufficient to cater for injuries? • Is their functioning appropriate oxygen equipment for both breathing and non breathing persons? • Are currently qualified first aiders and oxygen administrators available at the site? • Is the equipment checked daily? • Is there a sufficient oxygen supply? • Has an assessment been undertaken to determine whether an Automatic Electronic Defibrillator (AED) should be available? • Is an AED is available, is it maintained and are trained users available? 		
<p>Risks to divers and snorkelers from vessels</p> <ul style="list-style-type: none"> • Have appropriate controls been adopted to minimise the risk to divers and snorkelers from other vessels? • Are propeller guards fitted to tender vessels? • Are vessels separated from divers and snorkelers where possible? 		
<p>Marine stings</p> <ul style="list-style-type: none"> • Have divers and snorkelers been advised of the risks of marine stings? • Is appropriate first aid and PPE available where a jellyfish risk is exists? 		
<p>Entry and exit from the water</p> <ul style="list-style-type: none"> • Are entry and exit locations suitable and in a safe condition? • Are they appropriate for the activity, persons using the entry and exit, and emergency situations? • Are vessel entry and exit facilities to the shore safe for all persons? 		
<p>Diving using EANx</p>		

<ul style="list-style-type: none"> • Is an appropriately qualified EANx dive supervisor or EANx rebreather dive supervisor present at the site as required? • Are PPO₂ exposure times exceeded? • Are dives planned and undertaken to ensure a PPO₂ of 1.6 bar is not exceeded? • Does each diver analyse the O₂ percentage of their cylinders? • Are O₂ percentages and maximum operating depth (MOD) recorded on the cylinder and dive safety log? • Are cylinders marked 'NITROX'? • Are cylinders filled safely by a competent person in accordance with any manufacturer's instructions? • Are EANx and EANx rebreather dive instructors appropriately qualified and experienced? • Do divers under training have the necessary prerequisite experience? • Prior to certification, do EANx SCUBA divers undertake two EANx training dives; and do EANx rebreather divers undertake one confined water dive and four open water dives? • Are pre-dive checks, planning and emergency procedures reviewed before diving? • Are EANx rebreathers checked, before each dive, in accordance with the manufacturer's instructions? • Are rebreathers NOT used for introductory experiences or resort dives in open water? • Are EANx rebreathers fitted with a PP O₂ monitor for the inspired gas able to be viewed by the diver? 		
<p>Diving using mixed gas</p> <ul style="list-style-type: none"> • Is a dive supervisor present at the site? • Are PPO₂ exposure times exceeded? • Are dives planned and undertaken to ensure a PPO₂ of 1.4 bar while diving and 1.6 bar during decompression are not exceeded? • Are dives planned and undertaken to ensure a PPN₂ of 4.0 bar is not exceeded? • Are dives planned and undertaken to ensure that the breathing gas does not have a PPO₂ that is less than 0.16 bar? • Does each diver analyse the O₂ percentage of their cylinders? • Are O₂ percentages, MOD and the minimum operating depth of the bottom mix recorded on the dive safety log? • Are O₂, N₂, He and other gas percentages, MOD and the minimum operating depth of the bottom mix, and the cylinder serial number recorded on the cylinder? • Are all cylinders clearly marked with their contents? • Are cylinders filled safely by a competent person in accordance with any manufacturer's instructions? 		

<ul style="list-style-type: none"> • Are mixed gas and mixed gas rebreather dive instructors appropriately qualified and experienced? • Do divers under training have the necessary prerequisite experience? • Prior to certification, do mixed gas rebreather divers do one confined water dive and eight open water dives? • Are pre-dive checks, planning and emergency procedures reviewed before diving? • Are mixed gas rebreathers checked, before each dive in accordance with the manufacturer's instructions? • Is mixed gas NOT used for introductory experiences or resort dives? • Are divers using mixed gas with SCUBA equipped with two depth gauges and timers or dive computers, a redundant gas breathing system; at least one 1.5 m hose second stage fitted to the bottom mix; two copies of the dive plan; isolation valves on any manifolded cylinders; and alternative ascent system and a reel if direct ascent to the surface is not possible? • Are divers equipped with mixed gas rebreathers equipped with two depth gauges and timers or dive computers and a redundant gas breathing system? 		
<p>Decompression stop diving (all gases)</p> <ul style="list-style-type: none"> • Are emergency breathing gases positioned for decompression stops? • Is an ascent line or similar available to divers? • Are copies of the dive plan of each dive team available? • Have gas consumption calculations been made allowing for necessary decompression stops, a reserve and not using the redundant gas system? • Is surface support able to respond to an emergency and with knowledge of each dive plan? • Are all divers equipped with an alternate ascent system and a redundant gas system? • Are dives planned and undertaken to ensure a PPO₂ of 1.6 bar is not exceeded? • Are dives planned and undertaken to ensure a PPN₂ of 5.0 bar is not exceeded? • Do divers have the necessary prerequisite training and/or experience for the planned dive? 		
<ul style="list-style-type: none"> • Are notifiable incidents reported to WHSQ as required? • Has information, training and instruction been provided for workers to ensure health and safety? Including tool box talks, site and dive briefings. • Is a safe and healthy general working environment provided? Including housekeeping, temperature, drinking water, 		

<p>lighting, accommodation</p> <ul style="list-style-type: none"> • Is personal protective equipment provided, maintained and used? • Are risks from working in remote or isolated places managed? • Are risks from falls and falling objects controlled? • Are confined spaces identified and only entered by competent persons following appropriate procedures? • Are risks from noise controlled? • Are risks from hazardous manual tasks controlled? • Is work associated with demolition, construction and asbestos controlled as required? • Are risks from plant and structures controlled? • Are risks from mobile plant controlled? • Are risks from hazardous chemicals and lead controlled? 		
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