

Boating Safety Plan

Faculty of Science and Engineering

Note:

- This document is not a risk assessment form.
- The details recorded in this document pertain to the logistics of the boating trip including locations, vehicles, vessels and personnel.
- The information recorded in this plan should match that recorded in the approved Fieldwork Risk Assessment (FWRA); however, additional details of locations and timing, as well as boating specific information, are requested in this form.
- This Boating Safety Plan template has been designed so that information provided in the approved FWRA can be used to populate this document.

Please acknowledge the following:

- ☐ The information recorded in this Boating Safety Plan matches that recorded in the approved FWRA.
- ☐ All signatures must be in place before final sign off by the Boating and Diving Officer (BDO). Only (encrypted) digital signatures are acceptable.
- ☐ The **designated contact person** (as per the FWRA) is to be notified by text or phone call when departing to, and returning from, fieldwork with an estimated completion time and is aware and able to initiate emergency services in the event of non-contact.
- ☐ All vessel Masters must have a current First Aid and CPR Certificate.
- ☐ In instances where members of the crew will be separated from the vessel, one member of the group must hold a current First Aid and CPR certificate and a field first aid kit must be carried.
- ☐ Master takes full responsibility that vessel will be cleaned/hosed and engine flushed upon return
- ☐ Master takes full responsibility to ensure vessel and boat shed is secure and BDO is advised at final completion of trip.
- ☐ After approval by the Boating and Diving Officer/s, the final PDF version of this **Boating Safety Plan** and the **approved FWRA** must be distributed to:
 - the Designated Contact Person/s; and
 - all persons involved in the boating activity (as listed on this form)

Please submit this completed form, along with the approved FWRA, to the Boating and Diving Officer/s for review prior to signing (boating.officer@scu.edu.au)

FSE Boating Safety Plan

1. Fieldwork Leader: *(as per approved FWRA)*

Name:	Phone:	SCU Email:
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2. Fieldwork Title: *(as per approved FWRA)*

Fieldwork Title:

3. Site Information:

Site Location Name	Site and Route Description: <i>include all launch sites, routes, and destinations</i> Locations: <i>provide a street reference address (e.g. Fishery Ck boat ramp accessed from Johnson St., Ballina) or if not applicable, provide a GPS coordinate</i> Route map: <i>provide hard copy images attached to this document</i>	Closest Medical Facility <i>(address and phone number)</i>	Closest Marine Rescue Tower <i>(if applicable)</i> <i>(name and phone number)</i>
1.			
2.			
3.			
4.			

FSE Boating Safety Plan

Site Location Name	Site and Route Description: <i>include all launch sites, routes, and destinations</i> Locations: <i>provide a street reference address (e.g. Fishery Ck boat ramp accessed from Johnson St., Ballina) or if not applicable, provide a GPS coordinate</i> Route map: <i>provide hard copy images attached to this document</i>	Closest Medical Facility <i>(address and phone number)</i>	Closest Marine Rescue Tower <i>(if applicable)</i> <i>(name and phone number)</i>
5.			
6.			
7.			
8.			
9.			
10.			

4. Fieldwork Map:

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5. Trip Details:

Site Location Name	Date/s of Visit/s	Estimated Departure & Return Times	Vessel Name and Master	Crew Members	First Aid Officer/s
1.		Depart: Return:			
2.		Depart: Return:			
3.		Depart: Return:			
4.		Depart: Return:			
5.		Depart: Return:			
6.		Depart: Return:			
7.		Depart: Return:			
8.		Depart: Return:			
9.		Depart: Return:			

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6. Fieldwork Personnel Details:

Name	Position <i>(e.g. staff, postgrad, volunteer, collaborator)</i>	Role <i>(e.g. supervisor, team leader, researcher, field assistant)</i>	Contact Number <i>(mobile phone)</i>	Emergency Contact Details <i>(name and mobile number)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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7. Vehicle, Vessel and Trailer Details: (these details are available in the Boating Safety Plan Vehicle and Vessel Workbook located on BlackBoard)

Towing Vehicle Details		Vessel Details					Boat Trailer Number Plate
Make/model	Number plate	Vessel Name	Unique Vessel Identifier	Make/model	Size	Engine	

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8. Vessel Loading: (This section is to be completed if the boating work involves the collection and transport of field samples i.e. water, soil, sediment)

Vessel Name	Vessel Weight Capacity	Estimated Total Sample Weight	Estimated Total Sample Weight & Weight of all Personnel

9. Useful Information

The following phone Apps are useful for inshore navigation and safety:

- <https://www.marinerescuensw.com.au/boating-safety/marinerescue-app/> (enables logon via app)
- <https://deckee.com/> (provides aerial image of all nearby navigational markers)
- <https://www.emergencyplus.com.au/> (provides current location details including lat/long on home page)

10. Additional Information: *(include any other relevant information that needs to be recorded)*

11. Declarations and Signatures:

Fieldwork Leader

I acknowledge that the information contained in this form is accurate and the contents will be kept up to date. I will provide a copy of this approved safety plan to all persons involved in the boating activity and the designated contact person/s.

Name:

Signature:

Research Leader/Academic Supervisor *(if different to the Fieldwork Leader)*

Name:

Signature:

Designated Person

I acknowledge that I have received a copy of this plan along with the FWRA, I understand my role/s in the unlikely event of an emergency and am fully capable to initiate emergency services as detailed in this boating plan.

Name:

Signature:

Boating and Diving Officer

I acknowledge that I have reviewed this safety plan and am satisfied by the information contained in this form.

Name:

Signature: