

## SCU Vessel & Maritime Safety – Field Guide

This field guide provides key safety requirements for vessel and maritime operations at Southern Cross University. It applies to staff, students, contractors, and volunteers engaged in boating, marine research, and fieldwork activities.

### Before Departure

- Complete voyage plan including weather, tides, and risk assessment.
- Ensure skipper holds current AMSA certification and crew/participants are inducted.
- Check vessel survey, safety equipment (PFDs, flares, first aid kit, radios), and fuel levels.
- Log trip details with onshore contact and establish scheduled communication check-ins.

### During Operations

- Wear personal flotation devices (PFDs) at all times on open deck or small craft.
- Follow skipper's instructions and vessel safety procedures.
- Maintain clear communication; use VHF radio as primary, mobile phone as backup.
- Apply fatigue management – rotate duties, monitor for signs of impairment.

### Emergency Preparedness

- Know location and use of lifejackets, EPIRB, flares, and first aid equipment.
- Follow emergency plan for man overboard, fire, capsize, or medical incident.
- Report emergencies immediately to skipper and activate mayday protocols as directed.
- Drills should be conducted and recorded at least annually.

### After Operations

- Debrief crew and participants; record any incidents or near misses.
- Ensure vessel is refuelled, cleaned, and equipment stowed correctly.
- Submit voyage log, training evidence, and incident forms to WHS as required.
- Maintain records for minimum 5 years in line with WHS obligations.

⚠ Always comply with AMSA regulations, SCU procedures, and WHS legislation in both QLD and NSW. Stop work if safety cannot be assured.