# General diving work: Checklist

This checklist has been produced to assist persons conducting a business or undertaking and workers undertaking general diving work to meet the requirements of the Work Health and Safety (General) Regulations 2022.

The checklist can be used to develop and implement safe work procedures through consultation with workers and their health and safety representatives, where applicable.

|  |  |
| --- | --- |
| General diving work | |
|  | The work being carried out meets the definition of general diving work |
| Medical fitness to dive | |
|  | All divers have a current (12 month) certificate of medical fitness to dive or participate in diving training from a practitioner trained in hyperbaric medicine |
|  | Any conditions on the worker’s current certificate of medical fitness to dive are complied with |
|  | Certificates of medical fitness to dive are kept for one year after work has finished |
| Competency – General diving work | |
|  | Each worker must hold a certificate issued by a training organisation demonstrating that they have acquired the relevant competencies as specified in AS/NZS 2815 for the type of general diving work being undertaken (note: this is not a requirement for incidental diving or limited scientific diving work) |
|  | Each diver has obtained, through training, qualifications or experience, sound knowledge and skills in relation to: |
|  | * the application of dive physics |
|  | * the use, inspection, and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in proposed general diving work |
|  | * the use of decompression tables or dive computers |
|  | * dive planning |
|  | * ways of communicating with another diver and with people at the surface during the general diving work |
|  | * how to carry out general diving work of the type proposed safely |
|  | * diving physiology, emergency procedures and first aid |
|  | A worker must provide written evidence of their dive competency to the PCBU, and these must be kept for one year after work has finished |
| Competency – incidental diving work | |
|  | Each diver has obtained, through training, qualifications or experience, sound knowledge and skills in relation to: |
|  | * the application of dive physics |
|  | * the use, inspection, and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in proposed general diving work |
|  | * the use of decompression tables or dive computers |
|  | * dive planning |
|  | * ways of communicating with another diver and with people at the surface during the general diving work |
|  | * how to carry out general diving work of the type proposed safely |
|  | * diving physiology, emergency procedures and first aid |
|  | Has relevant diving experience  Each diver has logged at least 15 hours of dive experience of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the diving work is to be carried out |
|  | Divers are accompanied and supervised in the water on each dive by a diver who has the relevant competencies specified in AS/NZS 2815.5:2013 |
| Competency – limited scientific diving work | |
|  | Each diver has obtained, through training, qualifications or experience, sound knowledge and skills in relation to: |
|  | * the application of dive physics |
|  | * the use, inspection, and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in proposed general diving work |
|  | * the use of decompression tables or dive computers |
|  | * dive planning |
|  | * ways of communicating with another diver and with people at the surface during the general diving work |
|  | * how to carry out general diving work of the type proposed safely |
|  | * diving physiology, emergency procedures and first aid |
|  | Workers that do not permanently reside in Australia have relevant diving experience, including relevant diving experience obtained outside Australia |
|  | Each worker has logged at least 60 hours of diving experience of which at least 8 hours and 20 minutes were spent diving between 10 metres above and any depth below the maximum depth at which the diving work is to be carried out |
| Competency – competent person supervising diving work | |
|  | The appointed competent person supervising diving work must hold a certificate issued by a training organisation demonstrating that they have completed the training relevant to the type of work they are supervising as specified in AS/NZS 2815.5:2013 |
|  | The dive supervisor has documented experience in the type of general diving work to be supervised |
|  | Is nominated in writing by the PCBU to supervise the diving work |
| Risk assessment | |
|  | The risk assessment has been conducted by a competent person |
|  | A risk assessment has been carried out to: |
|  | * identify reasonably foreseeable hazards that could give rise to risks to health and safety |
|  | * eliminate risks to health and safety so far as is reasonably practicable |
|  | * minimise risks as far as is reasonably practicable by implementing control measures using the hierarchy of controls |
|  | * ensure control measures remain effective, fit for purpose, suitable and used correctly |
|  | * review and as necessary revise control measures to maintain a safe work environment |
|  | A written record of the risk assessment is kept for a period of 28 days after all relevant work finishes and is accessible to all relevant workers and available for inspection |
|  | Risk assessments must be readily accessible to divers |
|  | The written record of the risk assessment is kept for a period of two years if a notifiable incident has occurred |
| Dive plan | |
|  | A dive plan has been prepared by the dive supervisor or other competent person for the general diving work to be carried out |
|  | The dive plan states the: |
|  | * method of carrying out the work |
|  | * tasks and duties of each person involved in the dive |
|  | * equipment, gases, and procedure to be used |
|  | * dive time, bottom times, and decompression profiles |
|  | * specific hazards and control measures |
|  | * emergency procedures (may be a separate document) |
|  | The diving work is carried out in accordance with the dive plan as far as is reasonably practicable |
|  | The dive supervisor provides instruction to workers about the dive plan before commencing the dive |
|  | The dive plan is kept until the work to which it relates is completed |
|  | The dive plan is kept for two years if a notifiable incident has occurred |
| Dive safety log | |
|  | A dive safety log is kept for every dive and contains the following: |
|  | * name of each diver |
|  | * names of other people in the dive team, including the dive supervisor |
|  | * date and location |
|  | * time in and out for each diver |
|  | * maximum depth |
|  | * any incident, difficulty, discomfort, or injury experienced during the dive |
|  | * if using a dive computer |
|  | * if using dive tables – the dive or bottom times, repetitive groups, surface intervals and repetitive factors |
|  | * if using enriched air nitrox (EANx) – the oxygen content of the EANx and maximum operating depth |
|  | * if using mixed gas – the O2 and N2 contents, maximum operating depth, and minimum operating depths of the bottom |
|  | * The safety log entry is signed by all divers and the dive supervisor as soon as practicable after each dive |
|  | * The dive supervisor counts and records on the dive safety log all people on board any vessel before diving commences |
|  | * The dive supervisor counts and records on the dive safety log all people on board the vessel after the diving is completed and before the vessel departs |
|  | * The dive safety log is kept for at least one year after the last entry is made |
|  | * Dive plans must be readily accessible to divers listed on the dive plan |
|  | * The dive safety log is kept for two years if a notifiable incident has occurred |
| Emergency preparedness | |
|  | There is an emergency plan in place for each dive site covering: |
|  | * first aid scenarios (e.g. drowning, inclement weather, marine animal/ mammal interactions) |
|  | * rescue |
|  | * evacuation |
|  | * missing persons |
|  | * communication with emergency services |
|  | * communication with other vessels in the area |
|  | The written emergency plan is available to all workers |
|  | Workers are trained in emergency procedures |
|  | Practical emergency drills are undertaken regularly |
|  | Adequate rescue equipment is available and ready for use (e.g. tender vessel, mermaid, shot and drop lines, safety lines for access to water exit points) |
|  | Diver egress from a vessel is safe |
|  | Communication equipment for use in an emergency is available and viable |
|  | Lookouts have line of sight and can observe all divers whether visually or via a monitoring device |

|  |  |
| --- | --- |
|  | Where tethering line or airline is not viable, the following control measures may assist in monitoring the location of divers and have been considered: |
|  | * surface marker buoys |
|  | * delayed deployment of surface marker buoys |
|  | * electronic signalling devices |
|  | * high visibility signalling devices |
|  | * audible signalling devices (e.g. cylinder bangers or audible air horns) |
|  | * high visibility, reflective or coloured dive equipment |
|  | * radar reflective devices |
|  | * equipment suitable to signal after dark |
|  | Divers are instructed, including by practical demonstration, about when and how to use any signalling equipment |
|  | Portable fire extinguishers are available as required, kept free from obstructions, and are regularly maintained |
| First aid | |
|  | Workers have received adequate first aid training, having regard to the type of hazards to people at the workplace, the risk of those hazards and the number of people at the workplace |
|  | Location and ability of emergency services to directly assist. The time until emergency services can assist (i.e. if remote location, distance from shore, time to return to where assistance can be given |
|  | First aid equipment is available (e.g. in the dive shop, vehicle, vessel) and is adequately supplied, considering the types of hazards, risks of those hazards and numbers of people at the workplace |
|  | Oxygen equipment, including a suitable number of oxygen cylinders, is available and storage is in a grease free area away from other combustibles |
|  | An automated electronic defibrillator (AED) is available, and workers are trained in its use |
|  | First aid equipment is checked regularly |
| Pressure vessels, compressors, and air quality | |
|  | Pressure vessels (i.e. air receivers) are registered with WorkSafe when the hazard level is A, B, or C, according to criteria set out in AS 4343-2014 |

|  |  |
| --- | --- |
|  | Proof of registration with WorkSafe is kept at the workplace; the registration number is stamped on the pressure vessel; and evidence of the registration is displayed on or near the pressure vessel |
|  | Pressure vessels are inspected by a competent person as per AS/NZS 3788:2006 |
|  | Parts of the compressor, other than the pressure vessel, are inspected, repaired, and maintained in accordance with the manufacturer’s procedures or procedures developed by a competent person |
|  | Manufacturer’s instructions and operating manuals for the compressors are available at the workplace |
|  | Compressors used for filling compressed gas cylinders are specifically designed for the purpose of filling compressed air cylinders used for underwater diving |
|  | Maintenance records are kept in a log book |
|  | Compressors are installed in suitable locations so that air intakes are clean and uncontaminated |
|  | Air quality is tested in accordance with the manufacturer’s instructions or if not available in accordance with AS 3848.2 |
|  | A current certificate of air analysis is displayed in the fill station area |
|  | Filters are regularly checked and replaced so they effectively prevent contaminants entering air cylinders |
|  | Drive belts, pulleys and moving parts of air compressors are guarded |
|  | Compressed air cylinders are filled, tested, and maintained according to Australian Standards |
|  | Air quality has been tested in the last three months |
| Dive cylinder filling | |
|  | Gas cylinders are filled safely by a competent person in accordance with the manufacturer’s instructions or AS 3848.2:1999 |
|  | Gas cylinder filling systems are designed, inspected, and operated to minimise the risk to the filler and bystanders |
|  | Decanting and transfilling systems are designed and operated to minimise the risk to the filler and bystanders |
|  | Appropriate warning signs are in place (e.g. no smoking in vicinity, use of oil or grease prohibited in vicinity, dangers of high-pressure gases) |
|  | Pressure gauges are checked and calibrated as per industry requirements |
|  | Cylinder valves are only removed or replaced by a competent person |
|  | Cylinder valves are clearly marked with thread size |
|  | Cylinder valves are stored in such a way that they cannot be mismatched with the incorrect cylinder thread size (metric versus imperial) |
|  | Cylinders put into long term storages are stored in the following manner: |
|  | * vertically with the valve upwards |
|  | * with a low positive internal pressure of dry atmospheric air |
|  | * in a cool dry area free of combustible materials acids or ignition sources |
|  | Cylinders are only filled when safe to do so and workers are kept clear of the fill station (e.g. cylinders that are out of date, damaged or questionable are not filled) |
| Other regulatory considerations | |
|  | Notifiable incidents are reported to WorkSafe as required |
|  | Information, training, and instruction has been provided to workers to ensure their health and safety (e.g. toolbox talks, site, and dive briefings) |
|  | A healthy and safe general working environment is provided (e.g. housekeeping, temperature, availability of drinking water, lighting, and accommodation) |
|  | Personnel protective equipment is provided for all workers, which is maintained and used |
|  | Risks from the following are understood and controlled: |
|  | * working in remote or isolated places |
|  | * slips, trips, and falls or falling objects |
|  | * noise |
|  | * hazardous manual tasks |
|  | * entry to confined spaces |
|  | * plant and structures |
|  | * mobile plant |
|  | * hazardous chemicals |