

MARINE AND SAFETY TASMANIA Safety Management Manual

This is a *Marine and Safety Tasmania* Safety Management Manual for specific commercial vessels. This Safety Management Manual is NOT a requirement for recreational boats however it provides a comprehensive guide to boating safety and may be of assistance to people engaged in boating activities.

BOAT NAME

Safety Management Manual

This Safety Management Manual (SMM) consists of a Level 2 Safety Management Plan containing:

- General Information
- General Policy and Procedures
- Emergency Procedures

and attached Quarterly Operational Safety Procedures Checklist. All records forming part of the SMM must be kept for 5 years. One copy of this manual must be kept in a secure location ashore, hereafter called the Office, and another aboard the vessel, but only if practicable.

References:

- a. National Standard for Commercial Vessels (www.nmsc.gov.au).
- b. Marine and Safety (Safe Operation) Regulations 2003 (www.thelaw.tas.gov.au).
- c. MAST Guidelines for Level 2 Safety Management Plan.

Level 2 Safety Management Plan

Owners Details

Operator's Details

Complete only if different from Owner

Vessel & Operations

“BOAT NAME”. See description of vessel in Certificate of Survey, in co-located Survey Record Books.

Vessel used for trout fishing in Tasmanian Central Highlands inland waters and coastal estuarine waters , as a fishing platform and a means of transportation within this environment.

Survey Operational Limits, Passenger Capacity and Additional Owner Restrictions.

See Certificate of Survey in co-located Survey Record Book. Nil additional owner restrictions

Crewing and Crew Qualifications

The vessels adequate manning and minimum qualified manning is one, where the Operator is the crewmember. Minimum qualifications are:

- a. Certificate of Competency Coxswain Restricted,
- b. Certificate of Elements of Shipboard Safety.
- c. A First Aid qualification in accordance with NSCV Annex D2.

Voyage Report

Details of passengers form part of the Booking Records maintained at the Office. Details of departure points, destinations, estimated times of return and when to initiate “Overdue” response are verbally made known to a responsible person at the base of operation of the operator for that day.

The base of operation and Responsible Person will normally be XXXXXXXXX, telephone (03) XXXX and a written Voyage Report will be given to a Responsible Person if operating away from this base.

A diary record will be retained for each trip.

Duties and Responsibilities

Owner/Operator

- a. Ensure that he/she has sufficient initial instruction and training to carry out expected normal duties and emergency duties, safely.
- b. Must not operate the vessel for a commercial purpose, if it is not capable of undertaking that purpose safely.
- c. Must not operate the vessel in conditions that it is not capable of handling safely.
- d. Ensure that the vessel is operated within all statutory requirements.
- e. Retain maintenance & servicing records for the vessel,
- f. Ensure that the Responsible Person Ashore is adequately briefed on daily operations.

Responsible Person Ashore

- a. Know the departure points, destinations, estimated times of return and when to initiate “Overdue” response.
- b. Initiate “Overdue” response.

Induction Training

The owner will ensure that other operators of the vessel will;

- a. Be provided with initial on the job training and demonstrations of the operation of the vessel.
- b. Be made aware of life jacket, fire extinguisher and first aid storage locations and operation there of.
- c. Have a full understanding of this Safety Management Manual and sign off accordingly.
- d. Hold current first aid certificates and as a minimum Coxswain Restricted certificates.

The Responsible Person Ashore is to be informed that they:

- a. Must be informed of the departure points, destinations and estimated times of return of the vessel prior to the Operator departing daily;
- b. Must be informed that they must remember this information or record it in writing, if necessary;
- c. Must be informed of the “Overdue” response and
- d. Must be informed when and how to initiate the “Overdue” response.

GENERAL POLICY AND PROCEDURES

Alcohol and Drugs

Operator shall not be under the influence of alcohol or illicit drugs at any time. No alcohol or illicit drugs are to be taken by passengers whilst on board the vessel.

Smoking

No smoking is to occur on board or in the immediate vicinity of refuelling operations.

Start-Up Checks

- a. Review weather forecast and prevailing local conditions.
- b. Check fuel and oil levels.
- c. Check presence and serviceability of all required safety equipment plus spares and emergency items.
- d. Load and/or deploy stores, equipment and deck gear on the vessel.
- e. Secure or confirm security of hull bungs.
- f. Start and check the operation of the machinery.

Passenger Safety Briefing/Demonstration

Passengers should be warned to keep out of the way of the boat and trailer for launching and recovery and advised not to try to assist. Before or immediately after leaving port all passengers are provided with the vessel's basic emergency safety information by announcement or practical demonstration, consisting of:

- a. Where the life jackets are located
- b. How to put on a life jacket;
- c. Inform them of the location of all other safety and emergency equipment;
- d. The need to remain seated at all times when the vessel is under full power;
- e. The need to be wary of snakes when on shore;
- f. Demonstrate how to operate the vessel in an emergency, e.g. the Operator is ill or missing;
- g. Advice on the distribution of weight and stability for the vessel and
- h. Advice on the procedure for a person falling overboard.
- i. Prevention of exposure to heat and cold
- j. Guidance on safe boarding and disembarking the vessel

Reporting of Incidents

Reporting of Incidents is to be in accordance with Survey Record Book 6.4 Incidents and Casualties. Incident Reports are to be in a form approved by MAST from time to time and held in the vessel's Survey Record Book.

EMERGENCY PROCEDURES

Overdue Response

The Operator is to inform the Responsible Person Ashore of the vessel's estimated time of return and the time that this "Overdue" response is to be initiated. Once overdue the Operator is to be contacted. If this fails then the following is to occur:

- a. Immediately contact Tasmania Police (Telephone 62302111) and advise of the situation;
- b. Confirm vessels departure from the designated departure point by despatching a rescue party to the area;
- c. Update Tasmania Police on the result;
- d. Conduct an initial search of the immediate area and, if found, provide assistance as required and
- e. If not found within 2 hours of initiating overdue response, request Tasmania Police assistance.

Person Overboard

- a. Return to the passenger/s and stop the vessel, if necessary.
- b. Reassure the passenger. Assist the passenger to a point whereby he can reboard, in the case of "BOAT NAME" this will be at the Stern where a step is located.
- c. Unconscious passengers are to be lashed to the hull and towed to shore.
- d. Manage passenger/s, as necessary, to prevent hypothermia by promptly removing from the water, isolate from sources of further chilling and undertake activities to slowly warm, e.g. warm drink or dry clothing.
- e. Recover loose items floating in the water.
- f. Resume fishing if **all** passengers are still keen and there is no risk of hypothermia to the immersed angler.
- g. Report incident to MAST.

Medical Emergency

- a. Administer first aid and
- b. If necessary:
 - i. Urgency call by mobile telephone to "000" if within cell or "112" if outside of provider cell.
 - ii. Notify Responsible Person Ashore, if possible.
 - iii. Attract attention by other means, eg. flares, if additional assistance is required.
 - iv. Arrange evacuation by helicopter, other vessel or by proceeding to port.
 - v. Follow procedures for incident reporting.
 - vi. Replenish first aid kit, as necessary.

Fire

- a. Muster passengers away from fire and smoke
- b. Manoeuvre vessel to minimise spread of fire and smoke inhalation.
- c. Use fire extinguisher to extinguish fire if possible
- d. Remove fuel tank/s from the area if possible
- e. Put vessel ashore or abandon vessel and arrange to evacuate passengers back to departure point.
- f. Initiate Medical Emergency procedure, if appropriate
- g. Notify Responsible Person Ashore
- h. Report incident to MAST

Sinking, Flooding or Capsizing

- a. Assess cause and rectify if possible, e.g. put the bungs in.
- b. Consider running the vessel ashore.
- c. Remove water by bailing or powering on.
- d. Abandon vessel, if necessary, and arrange to evacuate passengers back to departure point.
- e. Initiate Medical Emergency procedure, if appropriate
- f. Notify Responsible Person Ashore
- g. Report incident to MAST

Abandon Ship

- a. Account for all passengers and ensure life jackets are correctly fitted.
- b. Ensure propeller stopped.
- c. Place all reasonable communications and emergency equipment in watertight container (ice box).
- d. Make for the shore if very close and within the capability of all passengers, otherwise stay with the vessel.
- e. Facilitate rescue by all available means.
- f. Take measures to counter the effects of exposure and shock.
- g. Report incident to MAST

Attachments

1. Quarterly Operational Safety Procedures Checklist
2. Public Liability Policy, copy
3. Certificate of Survey (see Survey Record Book)
4. Certificate of Competency Coxswain (Limited – All inland waters) for regular operators, copy
5. Certificate of Elements of Shipboard Safety, copy for regular operators
6. A First Aid certificate in accordance with NSCV Annex D2. for regular operators.

The undersigned have read this Safety Management Plan and undertake to act according to the details set out within the plan.

OPERATIONAL CHECKLIST

Instructions for using the Operational Checklist:

Owner to confirm that the operation of the vessel complies with each item in the following table by signing in the appropriate right hand column at the end of month 3, 6, 9 and 12 after the annual survey.

This checklist is a guide and can be modified as required to reflect an owner’s requirements. The Operational Checklist and supporting documentation shall be provided to the Authority or auditor upon request.

Vessel Name: _____ Owner: _____

Period: From / / to: / / _____

Section 1 – Emergency preparation

Emergency preparation	Description	Months (initial)			
		1	2	3	4
Muster stations	There is a process for checking that all people onboard can be accounted for and readied for further emergency actions.				
Person overboard	Crew are practised at recovering a person from the water.				
Fire	There is an organised response to a fire in any area of the vessel.				
Collision/ grounding	There is an organised response for actions following a collision or grounding.				
Flood	Crew are practised at response to a flood situation				
Abandon ship	There is an organised response to a decision to evacuate the vessel.				
Severe weather	There is a plan to secure the vessel in the event of severe weather.				
Medical emergency / serious injury	There is a plan to provide medical assistance, obtain expert advice and provide evacuation				

Section 2– Seamanship

Seamanship	Description	Months (Initial)			
		1	2	3	4
Preparing for sea	The readiness of the vessel, crew and, the suitability of the weather are systematically checked prior to commencing operation.				
Watchkeeping	Manning and layout arrangements allow a safe watch to be kept at all times.				
Communications	The communications equipment is adequate, is in good order and working. It is regularly tested.				
Navigation	Navigation equipment is adequate, is in good order and watchkeepers are competent with its use. It is regularly tested.				
Search and rescue	Crew are trained at carrying out their duties should the vessel be involved in a search and rescue incident.				
Restricted visibility	The vessel crew are trained and practised at operating the vessel in restricted visibility				
Management of watertight integrity	Arrangements to prevent uncontrolled flooding are understood by each crewmember.				
Manoeuvring and steering	Crew are practised at alternative steering arrangements.				
Mooring	Crew are practised at mooring the vessel.				
Anchoring	Crew are practised at anchoring the vessel.				
Transferring people to and from the vessel	Each crewmember is practiced at transferring people to and from the vessel.				
Working with lines	All crew understand the dangers and know how to work with lines under strain.				
Passenger safety briefing	Passengers are provided with safety information to enable them to minimise their exposure to risk.				

Section 3 – Machinery and maintenance

Machinery and maintenance	Description	Months (Initial)			
		1	2	3	4
Operating plant and machinery	Crew are trained in the safe use of all plant and machinery as appropriate to their duties.				
Refuelling	Any risk of pollution is minimised whilst refuelling.				
Pumping of bilges	Arrangements permit the bilges to be kept clean and oil free to prevent the discharge of oil overboard.				
Maintenance of the vessel, its plant and machinery	There is a regular system of maintenance to ensure the vessel, and all plant and machinery is in safe working order.				

Section 4 – Environment

Environment	Description	Months (Initial)			
		1	2	3	4
Disposal of garbage	Garbage is routinely disposed of ashore as required by law.				
Disposal of waste oil	Waste oil is routinely disposed of ashore as required by law.				

Section 5 – Administration

Administration	Description	Months (Initial)			
		1	2	3	4
Records	Records are kept of the identity of each crewmember as required by the authority. Passengers onboard can be accounted for.				
Record keeping	A log in an appropriate form is maintained along with other required records				
Incident reporting	Incidents are reported as required by the Authority.				
Identification of hazards	All spaces on the vessel and the upper deck are routinely checked for slip and trip hazards and hazards to people.				
Crew training and responsibilities	Each crewmember understands their duties and is trained to competently perform their duties. Onboard Safety Training (Induction training) and drills have been carried out and are recorded.				
Record keeping	Records are kept of the routine operation of the vessel.				

Office use only			
Checked at annual survey	By:	Port:	Date:
Checked at audit	By:	Port:	Date:
Checked at random audit	By:	Port:	Date: