

1 PURPOSE

To ensure legal compliance and the management of health and safety risks associated with scientific diving.

2 SCOPE

This requirement applies to all staff, students, contractors and other personnel working under the management or control of the University of Melbourne, participating in diving using self contained underwater breathing apparatus (SCUBA) for the purposes of teaching and learning or research.

3 DEFINITIONS

Scientific diving

Occupational diving, defined as diving performed for the University of Melbourne, such as scientific research and scientific research as an educational activity.

4 REQUIREMENTS

4.1 Equipment

The supervisor shall designate an equipment supervisor, to be responsible for the storage, maintenance, testing and use of the equipment held by the Department.

All diving equipment shall be tested in accordance to the manufacturer's specifications.

All testing and maintenance shall be recorded in a book and stored electronically in their local areas.

Equipment shall be checked by users, and any faults or defects reported to the supervisor immediately. Faulty equipment shall be removed from and tagged out in accordance with the [Health & Safety: Unsafe plant and equipment requirements](#)

Staff and students are not permitted to use privately owned SCUBA tanks or vests without authorisation from the supervisor.

4.2 Diving records and certification

The supervisor shall ensure that all staff and students participating in diving activities have current SCUBA or equivalent diver qualifications.

All divers shall have current SCUBA or equivalent qualifications in accordance with the level of complexity of the dive and the allocated responsibilities during the dive. Training shall include at least one of the following:

- AHCLPW305: Perform diving for scientific purposes
- SISOSCB301A: SCUBA dive in open water to a maximum depth of 18 metres

- PADI open water
- other recognised training

Divers must be of a minimum age of 18 years to undertake diving activities at the University.

The supervisor shall designate a record supervisor, to be responsible for maintaining dive records.

Diving activities shall be recorded in a diving record book and maintained by a designated staff member. Records shall include:

- date
- location
- time(s)
- water depth
- purpose

Logs of individual activities shall be maintained by staff or students.

4.3 Dive medical

The supervisor shall ensure that staff and students have an annual medical for fitness to dive.

Staff and students shall undertake and pass a dive medical in accordance with the Australian Standards AS/NZS 2299.1.

4.4 Diving practices

The supervisor shall ensure that risk assessments have been documented, and that adequate control measures are in place in accordance with [Health & Safety: Risk management requirements](#).

Staff and students shall undertake the following diving practices:

- maintain readiness in accordance with the diving schedule;
- attend appropriate first aid courses and carry first aid kits (at least one first aid kit per diving team);
- implement emergency procedures, including knowing the location of the nearest medical aid;
- develop and document a dive plan, taking into account the risk assessment;
- ensure all equipment is checked thoroughly, including communications equipment; and
- obey all boating and marine laws.

Refer to the [Field work guidelines](#) for more information on risks, recommended controls and diving practices.

4.5 Diving incidents

Any diving incidents shall be reported and investigated in accordance with the [Health & Safety: Incident, injury, hazard reporting and investigation requirements](#).

5 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

AS/NZS 2299.1 Occupational diving operations: Standard operational practice

AS/NZS 2299.2 Occupational diving operations: Scientific diving

AS 2815 Parts 1 to 4: Training and certification of occupational divers (series)

AS/NZS 2815.5: Training and certification of occupational divers – Dive supervisor

AS/NZS 2815.6: Training and certification of occupational divers – Restricted occupational SCUBA diver

[Health & Safety: Unsafe plant and equipment requirements](#)

[Health & Safety: Risk management requirements](#)

[Health & Safety: Incident, injury, hazard reporting and investigation requirements](#)

7 ASSOCIATED DOCUMENTATION

7.1 Processes

Nil

7.2 Forms

Nil

7.3 Guidance

[Field work guidelines](#)