

University of Tasmania Diving Safety Committee

Terms of Reference



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Authors:

Terry Bailey and Clodagh Moy (2020)
Catriona MacLeod (2022)

Overview

The Diving Safety Committee (the Committee) is the advisory body responsible for supporting safe diving practices at the University of Tasmania, including in relation to relevant legislation, Australian Standards, codes of practice, industry requirements and the University's Diving Manual. The Committee advises the University Dive Officer regarding development and implementation of relevant University policies, minimum standards, and procedures.

The University of Tasmania is a member of the American Academy of Underwater Sciences (AAUS). The AAUS provides technical advice to the University of Tasmania in accordance with Scientific Diving industry standards. For the purposes of the AAUS procedures, this committee fulfils the same role as a Diving Control Board (DCB) and the University Dive Officer fulfils the same role as Dive Safety Officer (DSO).

Reporting and Relationship with Other Committees

The DSC reports up through the Executive Dean of COSE to the University Executive Team as necessary.

The DSC and Vessel Safety Committee (VSC) require a close working relationship, communication and cross representation of membership (e.g., University Dive Officer sits on the VSC and a member of the VSC sits on the DSC).

Membership

a. Membership

Members are appointed to the Committee based on their role or relevant expertise. Members should have the support of their line manager to carry out their related duties.

The Committee is comprised of the following members:

Full members	Term	Nominee
Chair – Executive Director IMAS	Ongoing	Catriona MacLeod
Director Safety and Wellbeing	Ongoing	Christopher Arnold
University Dive Officer	Ongoing	Vacant
Principal Dive Officer – IMAS Taroona	Ongoing	Jane Ruckert

Autonomous Maritime Systems Operator/Technician - AMC Search	Ongoing	Martin Filleul
Lecturer Maritime Training Ocean – Seafaring AMC	2 years	Vacant
Academic Divers	2 years	Jeff Ross
	2 years	Chris White
Professional Scientific Divers	2 years	Toni Cooper
	2 years	Lachlan Tainsh
Independent (external) professional diver	2 years	Jonathan Benjamin
Advisory members		
Operations Manager IMAS	Ongoing	Kirsten le Mar
General Manager AMC	Ongoing	Gregory Truloff
Dive Health Expert from the Dept of Diving and Hyperbaric Medicine at RHH	Ongoing	

All members of the Committee shall be indemnified by the University in fulfilling their responsibilities.

b. Secretariat

Support to the Committee – Safety and Wellbeing team member.

c. Term of Membership

Non-ongoing members are appointed for a term of two years and may serve more than one term.

d. Chair

The Chair shall convene meetings and provide leadership and direction regarding the conduct of the Committee.

The Chair, working with the University Dive Officer, will support and facilitate the University’s strategic plan for diving.

The Chair will facilitate reporting within the University, including to the University Executive Team through the Executive Dean of COSE.

The Chair will lead and manage updates to the Terms of Reference.

The Chair will be an employee of the University at an appropriate level to facilitate effective operations of the Committee.

e. Member Responsibilities

Members shall represent the interests of both University divers and the University as a whole.

Members shall provide advice on matters that fall within the area(s) of their responsibility or expertise and will actively engage in consideration of papers put before the Committee.

Members shall communicate and disseminate relevant information, as outlined below.

Functions

The Committee will proactively provide operational advice regarding the safe, compliant and appropriate use of diving, snorkelling and breath-hold diving at the University. In addition, the Committee has three key functions:

1. advise
2. co-ordinate
3. communicate.

Advise

The Committee shall review, evaluate and advise on diving and diving support materials, including in relation to:

- policies
- guidelines
- procedures
- risk assessments
- training programs.

The Committee advises on standards, protocols, and operational procedures related to relevant legislation, Australian Standards, codes of practice, industry requirements and the University's Diving Minimum Standards and Procedures, as well as, AAUS minimum standards to address UTAS specific needs and concerns.

The Committee advises on protocols or standards, including training requirements, for authorising individual diving approvals.

The Committee advises and makes recommendations, through the Chair, to the relevant Head of School, regarding diving incident investigations.

The Committee advises and makes recommendations to the University Dive Officer, including in relation to:

- changes in policy and amendments to AAUS standards
- new equipment
- new techniques
- other matter as approved by the Chair.

The Committee seeks, evaluates and advises future diving and diving support opportunities, including collaborative projects with external organisations and assuring relevant UTAS contract management procedures are met.

The Committee reviews and/or contributes advice to submissions into reviews of relevant legislation, regulations, standards, and codes of practice on behalf of the University.

Co-ordination

The Committee supports the co-ordination of training activities and other dive related activities.

Communication

Members are a conduit for their work group divers/dive support personnel and cascade information and communication between the committee and the groups. This may include explaining policies and procedures down the chain and elevating ideas and concerns.

The Chair, with the support of the University Dive Officer, is responsible for communicating the outcomes of each Committee meeting and other general information to the University dive and dive support community.

Members will contribute to communicating and disseminating information including changes to legislation, policies, guidelines, procedures, risk assessments and training programs University stakeholders who may be affected by such changes

Dive activity approvals

The Committee does not have responsibility for individual staff diving activity approvals, they are the responsibility of the relevant Head of Academic Unit. Advice will be provided to the Head of Academic Unit, from the Chair, in relation to the assessment of individual diving capability.

Meeting Guidelines

Frequency

The Diving Safety Committee will meet four times per year. The Chair may call additional meetings of the Committee as and when required.

Agendas

Meeting agendas will be approved by the Chair after consulting the University Dive Officer.

At the first meeting of each calendar year the University Dive Officer will present a Dive Safety Committee annual work plan for discussion and agreement.

Attendance

Members are expected to participate in at least 75 per cent of meetings each calendar year. Members unable to attend a meeting must notify the Chair as soon as possible and may nominate a delegate to attend on their behalf subject to approval by the Chair at least five working days prior to the meeting.

Members who consistently fail to attend meetings may be replaced.

The Chair may invite guests to provide expert advice on subject matters areas outside the expertise of Members.

Quorum

A quorum consists at least four members and the University Dive Officer.

Decision making

The Committee will make decisions by consensus, where consensus cannot be reached the Chair may call for a vote of the members present. A vote can only proceed where a majority of active scientific divers are present.

Decisions may be made out of session, via email or teleconference. All out of session decisions must be recorded in the minutes of the next quorate meeting.

Minutes

A summary of the discussions and all decisions and actions arising from meetings will be recorded by the Secretary. Unconfirmed minutes will be made available to members as soon as practicable after the meeting.

Conflict of Interest Management

Consistent with the University of Tasmania's *Conflict of Interest Policy*, members must declare any conflict of interest whether direct or indirect, pecuniary or otherwise, and perceived or real prior to the matter coming before the Committee.

Terms of Reference Review

The Terms of Reference for the Diving Safety Committee will be reviewed biennially, during the first meeting of the relevant year.