

FRDC 2005/228 – A software audit tool for assessing occupational health and safety compliance with industry best practice on board a commercial fishing vessel

A pilot project conducted in the western rock lobster industry, to create a software audit tool for assessing occupational health and safety compliance with industry best practice on board a commercial fishing vessel

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Australian Government

**Fisheries Research and
Development Corporation**



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Non-technical summary

2005/228 A pilot project conducted in the western rock lobster industry, to create a software audit tool for assessing occupational health and safety compliance with industry best practice on board a commercial fishing vessel

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Objectives:

1. Design and test an assessment tool to evaluate the uptake of the WAFIC Occupational Health and Safety Code in the Western Rock Lobster sector in WA.
2. Demonstrate the benefits of such a tool to the WA Commercial fishing Industry for wider application throughout the state and Australia.
3. Demonstrate to other states through the peak bodies, the benefits of the audit tool as part of the Occupational Health and Safety National Extension for the Australian Professional Fishing Industry.

Outcomes achieved to date

The majority of work for this project was conducted by the PI under the PI's business Taylored Health and Safety Pty. Ltd. As of January 2009, the PI took an employee role with KASA Consulting and completed the work for this project under that banner.

A pilot project developed in the Western Australian Rock Lobster Industry to design and test an audit tool to assess a rock lobster fishermen's uptake of the WAFIC OSH Code has been completed.

The pilot project included two components. Component 1 was to develop an audit question set in Microsoft word to reflect the clauses of the WAFIC OSH Code part 1 and 2 and the pot and trap fishery specific section. The second component was to develop a web site to be able to upload the question set, input data from audits and design and develop reports.

With modifications to the question set this audit tool can be easily applied to other fisheries in WA and to all fisheries across Australia. The process can be applied to any audit criteria e.g. Environment and Quality as the functionality of the web design allows this. The only changes required are to the word based question set.

The Western Australian Fishing Industry Council has had a comprehensive health and safety code for use in the wild catch fishing industry in place since 1992. The OSH Code (hereafter referred to as the Code) was developed as a result of an increasing fatality and serious incident rate within the industry and pressure from both government agencies with jurisdiction over the fishing industry (Worksafe WA and Marine Safety WA) for WAFIC to act over the r incident rate.

The Code was issued as a formal printed document in 1997 and while the education and awareness process continues to this day, questions have been raised by WAFIC, Industry and Government agencies as to the Code's effectiveness and uptake by industry.

This project involved the Principal Investigator (hereafter referred to as the PI) developing the audit tool (question set) and conducting the trial audits and the Co-Investigator (AXON IT) accessing the software, developing the web based system and uploading all necessary documentation.

The question set reflected the content and structure of the Code: Part 1 Responsibilities; Part 2 – General guidelines; and Part 3 – Pot and Trap.

The question set was refined over eight versions based upon feedback from trial audits.

SafetyNet is the name assigned to the web site where all the data is collated and reports produced.

Twenty two sample audits were conducted randomly within the Western Rock Lobster sector and the data entered into the software. The audits and subsequent data collected was not analyzed other than collection of answers for each question. A statistical analysis was not within the scope of the pilot project.

The reports that can be generated by the data base are simple pie charts or bar graphs. They are easy to access and interpret from SafetyNet. Sample reports on the data from the twenty two audits were used to design and test the report generator.

While the audit tool has been piloted within the Western Rock Lobster industry, the audit tool can be adapted to any sector across Australia by designing the question set and uploading to the web. It has been designed so that it can be adapted to enable each state to audit their industry where and when required to assess the uptake of each state's OSH Code.

The use of Microsoft word for the audit tool also provides flexibility to adapt the question set and reports for other types of audits e.g. environmental and quality audits.

Keywords:

Rock lobster, Worksafe, Marine Safety, audit, Microsoft word, software, SafetyNet

Acknowledgments

WAFIC would also like to thank the many industry members in the western rock lobster sector that assisted us in the development of the accident report form and gave as valuable guidance on the most practical method of collecting information.

Definitions

WAFIC:	Western Australia Fishing Industry Council
WRLC;	Western Rock Lobster Council
FRDC:	Fisheries Research and Development Corporation
Audit:	A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the objectives.
PI:	Principal Investigator (Tanya Adams)
WAFIC SET:	Western Australia Fishing Industry Council safety, Education and Training Committee
SSA:	Seafood Services Australia

Background

FRDC Research and Development Program

At the time of the project application this project related to the R&D program: Industry development under Strategy 6 - occupational health and safety: to increase and apply the knowledge of occupational health and safety in the fishing industry.

Western Australian Fishing Industry Council OSH Code

The Western Australian Fishing Industry Council has had a comprehensive health and safety code (herein after referred to as the Code) for use in the wild catch fishing industry in place since 1992. The Code was developed as a result of an increasing fatality and serious incident rate within the industry and pressure from both government agencies with jurisdiction over the fishing industry (Worksafe WA and Marine Safety WA) for WAFIC to act over the incident rate.

Both Worksafe WA and Marine Safety WA indicated to WAFIC that the industry had two choices – either be governed by specialist OSH Act requirements for the fishing industry or to develop a set of industry best practice guidelines. WAFIC chose the second option and subsequently engaged an OSH Consultant (Tanya Adams of Taylored Health and Safety) to the fishing industry from 1992 to develop the WAFIC OSH Code –in consultation with industry members.

Development of the Code began in 1992. This was the first part of the process to introduce OSH to industry; the second part being to embark on an extensive education and awareness program.

The consultative process for the development of the Code involved establishing fishery specific consultative groups, of practicing fishermen, to assist with the development of various sections of the Code. Broadly, discussions with these fishery specific groups centered on providing practical methods to achieve compliance with the safety and health principles of both sets of legislation and the fishery specific guidelines.

These fishery specific consultative groups also encouraged wherever possible to assist the local Professional Fishermen's Association (PFA's) to include OSH in meeting and workshop agendas. By engaging the local fishermen to interact with their members, some of the fear and resentment to the proposed changes was reduced. Also by engaging people at fishery meetings, the correct information was presented to industry rather than the relying on inaccurate information being passed from fisher to fisher.

The Code is structured in three parts:

- Part 1 includes the legislative requirements applicable to the fishing industry as per the *Occupational Safety and Health Act 1984* and the *WA Marine Act 1982*.
- Part 2 includes the specific safety and health requirements for a fishing vessel as per the *WA Marine Act Regulations*, the *Occupational Safety and Health Regulations* and also the key priority areas for the fishing industry as identified by Worksafe, Coroners reports and accident data held by Worksafe and DPI (Marine Safety)
- Part 2 also contains the existing legislative requirements as per the *WA Marine Act 1982* and associated Regulations. These included vessel surveys, certificate of competency, manning levels, emergency equipment and procedures etc.
- Part 3 includes the specific requirements for a fishing vessel as per the fishery involved. This section outlines the best practice standards WAFIC had developed with industry relating to specific hazards on board a vessel in a fishery. For example, for the Western Rock Lobster sector, one of the main hazards relates to manual handling tasks associated with pot handling. The OSH Regulations state manual handling hazards must be identified, the risk assessed and suitable control methods introduced to reduce the risk. The manual handling guidelines of the pot / trap fishery addressed the manual handling tasks with safe work procedures.

Uptake of the Code

Whilst the Code has been available as a formal printed document since 1997 and the education and awareness process continues to this day, questions have been asked by WAFIC and Government agencies as to the Code's effectiveness and uptake by industry.

It is recognised that the fatality rate and serious accident rate have decreased; however, there is no reliable data available that can be used to correlate the decrease in incidents with the introduction of the Code and education and awareness

program.

At numerous industry forums questions have been raised as to whether the time and money invested in the Code and the education and awareness program has seen their original objective achieved. In addition, considering the original choice put to WAFIC in 1992 from the Regulators for industry to develop a set of best practice guidelines, or for government to develop Regulations for the fishing industry, an assessment of the effectiveness of the industry program was required to provide feedback to the Regulators.

The WA Worksafe Commission has also been monitoring the WAFIC OSH program and has made regular enquiries regarding the status, the uptake and the way forward for the program.

Audit tool project

WAFIC succeeded in gaining FRDC funds to develop an auditing program to measure the Code's effectiveness and rate of uptake across one sector of industry as a pilot study.

It was decided to conduct the pilot project on the Rock Lobster Fishery as this group was easier to access, with the majority being day fishers and located within short – medium travel distance by motor vehicle. This group was also the largest in number and was well represented by an industry peak group – the Western Rock Lobster Council.

The intent of the auditing program was to provide an automated approach to gathering data that could provide instantaneous results to the fisher. The company supplying the audit tool software technology and web design for this project was AXON Information Technology (AXON IT). AXON IT had supplied similar types of systems to other private and public sector groups across Australia and was an ideal solution to enhancing the uptake of the Code audit tool, which would otherwise be a paper based exercise.

AXON IT's patent pending Key Performance Manager® (KPM) assessment systems offer significant efficiency benefits while maintaining the quality and consistency necessary to fulfill the objectives of the WAFIC program.

The proposed KPM system provides a very flexible, easy to use system that can handle a variety of sector specific audits within the one consistent framework. KPM also provides WAFIC with the ability to conduct other types of assessments including environmental or quality audits and industry surveys.

While this project focused on the Rock Lobster industry, KPM would enable WAFIC to extend the OHS auditing program to all sectors of the Western Australian Fishing industry. It is intended that the tools and methodology developed during the pilot project phase will also be suitable for use where similar codes are introduced in other states as part of the OHS National Extension Strategy (FRDC 2002/231).

Other FRDC projects in this area

There have been two other OSH related projects funded by the FRDC since 2003 with WAFIC as the applicant.

FRDC 2003 / 236 – Accident Statistics Tool

The FRDC 2003 / 236 project designed and tested a software based accident report collection system that was able to transfer data from a paper report form received from fishermen into a database. This then allowed a variety of data analysis reports to be generated.

While the project was trialed and developed with the Western Rock Lobster Industry, the form has been adapted to suit other sectors within WA. The software has the scope to include other sectors for data input. The accident/ incident report form has also been included in other states OSH documentation as part of the project outlined below – FRDC 2002/231 OSH National Extension.

This project is complete. For further details please see FRDC 2003/228: Final Report: Accident Statistics Tool. The status of this project with respect to the WA Western Rock Lobster fishery in 2008 is that accident forms books were distributed to industry, fisher completed forms are sent to WAFIC and each incident is entered into the data base

FRDC 2002/231: OSH National Extension

Following on from the work conducted in WA in the OSH program, FRDC funds were obtained to develop similar OSH documentation for each state of Australia. The project provided funds for the PI to develop OSH documentation including the legislative requirements under each states OSH legislation and Marine Safety legislation. Similarly to the WA program, the OSH Code for each state contained generic OSH guidelines and then fishery specific guidelines.

This project is complete. All states have their respective documentation. For further details please see the Final Report 2002/231: Occupational Health and Safety National Extension for the Australian Professional Fishing Industry.

Need

As discussed above, the Code has been in available as a formal printed document since 1997 and while the education and awareness process continues to this day, the evidence of industry utilization of the Code and compliance with the legislative requirements remained anecdotal. There was no formal evidence of how well the industry was performing in the area of the OSH

While the fatality rate and serious accident rate had decreased, there was no form of reliable data that could correlate the decrease in incidents to the introduction of the Code and the industry education and awareness program.

For the uptake of the Code to be effectively evaluated a suitable tool was required to assess fishermen with respect to their compliance with the Code requirements. While a paper based system could have been used, the opportunity to develop a web based system using Microsoft word would streamline the process of auditing and collating data with feedback to the fisherman.

This audit tool could be the model for other states to use to assess industry compliance with their state OSH Code developed under 2002/231 as discussed above.

While focused on the Rock Lobster industry this proposal is designed to enable WAFIC to extend the OHS auditing program to all sectors of the Western Australian Fishing industry. It is intended that the tools and methodology developed during the pilot project phase will also be suitable for use where similar codes are introduced in other states as part of the OHS National Extension Strategy

Objectives

1. Design and test an assessment tool to evaluate the uptake of the WAFIC Occupational Health and Safety Code in the Western Rock Lobster sector in WA
2. Demonstrate the benefits of such a tool to the WA Commercial fishing Industry for wider application throughout WA and Australia
3. Demonstrate to other states through the peak bodies, the benefits of the audit tool as part of the Occupational Health and Safety National Extension Strategy for the Australian Professional Fishing Industry

Methods

Overview

This project involved the PI developing the audit tool (question set) and conducting the trial audits and the Co-Investigator (AXON IT) accessing the software and developing the web based system.

In summary, the project involves the design and piloting of an auditing process based on the WAFIC OSH Code Part 1 ,Responsibilities as shown in Attachment 1 (pages 12-23); Part 2 – General guideline, as shown in Attachment 1 (pages 24-29); and Part 3 – Pot and Trap as shown in Attachment 2.

While this project was conducted over a period of two years 2007 - 2009, the audit tool (Question set) was based on the original WAFIC Code developed in 1992 with the final updates in 2003.

While there have been significant changes to the OSH legislation in WA since 1992 and also since 2003, the audit tool was required to reflect the content of the WAFIC Code as it was issued to industry in 1992 – 1997 with updates in 2003.

The following is an overview of the project methodology:

- Stage 1: Project Specification
- Stage 2: Initial consultation with all parties
- Stage 3: Supply of KPM Software
- Stage 4: Audit Tool Development
- Stage 5: Distribution & Pilot Trials
- Repeat of stages 4 and 5 until question set finalized
- Stage 6: Upload to web
- Stage 7: Report set
- Stage 8: Reporting to stake holders

Stage 1: Project Specification

The initial project specifications contained the early concepts regarding the demographics to be collected, the structure of the question set and the verifications that would be used. This initial structure is shown in Attachment 3.

It was considered critical to collect demographic details as this information gave an insight into a range of factors that may indicate trends in the audit answers. For example, page 2 demonstrates the types of questions required to gain an understanding of the level of participation in the WAFIC annual pre season safety sessions. This included whether or not the owner and skipper had attended the 1 day OSH workshop and if the crew had attended the pre seasons workshop, even if at the time of the workshop they were working for another skipper.

This information was important because the Code was never implemented as a standalone document. The pre-season training and awareness sessions conducted from 1993 – 2006 were the main methods WAFIC and WRLC used to communicate with industry about OSH.

These sessions took a variety of forms, some years being a formal process involving an assessment and other years being an industry briefing session. They have always focussed heavily on the duty of care responsibilities and have been critical to the uptake of the Code.

The next few pages of the project specification indicate the broad structure planned for the audit. The section titled: Part 3 Duty of Care identifies the methodology for asking questions about the responsibilities sections. It was agreed by the PI and AXON IT to structure the questions to follow the exact format of the Code; therefore, the duty of care questions would be asked in the order of owner, skipper, and crew.

Included in the project specification was the initial plan for the Validations and the ratings to be used; however, this altered quite significantly once the project got underway, as it was determined after several audits that there were too many rating categories in this section.

In the section titled: Part 4: General Guidelines and Part 5: Pot and Trap the structure of the questions also reflected the structure of the Code. The Validations were included with a yes/ no answer. This however changed once audits began and it was determined that a broader range of ratings was required

Stage 2: Initial consultation with all parties

During the establishment of the audit protocol and process for the pilot audits, various meetings were held with industry members to explain the project objectives and methodology.

The PI attended various meetings of the Western Rock Lobster Council (WRLC,) various Professional Fishermen's Association meetings and spoke to individual members at the commencement of the project and during the project itself.

The PI also attended the WAFIC subcommittee – Safety, Education and Training (SET) where a formal report on this project and the other two FRDC OSH projects was presented.

In November 2007, a presentation on the three FRDC OSH projects was provided to the WA Worksafe Commission. This presentation is shown in Attachment 4. The version of the question set at November 2007 was provided to members of the Commission

The Worksafe WA Commission is the OHS Ministerial appointed policy group for WA workplaces. It is this group that had been encouraging WAFIC to develop the audit tool and to keep the Commission informed of the progress.

Stage 3: Supply of KPM Software

A summary of the software is shown below. A more detailed explanation is shown in Attachment 6: Presentation of FISHSAFE online auditing 170608

KPM Online's has a unique patent pending technology that means that anyone who can use Word can capture, collate, analyse and report on data, quickly and efficiently. KPM Online can be used to turn simple Word documents into online:

- Audits (Environmental or OHS as proposed)
- Surveys
- Checklists
- Training needs analysis tools

While KPM has the capability to provide respondents with immediate feedback, for the purposes of this project and as only 1 auditor was conducting the trial audits, data was collected by paper and entered into the data base.

The analysis of the data is discussed later in this report however it was envisaged that this analysis might include:

- A summary report to individual fishermen showing the results for their operation, compared to the overall score for their industry sector.
- Non-Conformance action sheets highlighting areas for improvement where responsibility and completion dates can be assigned.
- Summary reports comparing up take up and compliance with the WAFIC Code in different groups (e.g. compare performance between each of the 3 West Australian Rock Lobster zones).
- Gap analysis reports identifying widespread areas of non-conformance (used to identify where additional support and or industry training may be required).

- Surveys/assessments of safety attitudes and/or knowledge.

While it is envisaged that auditors will assist in conducting the first round of audits the process can be repeated in the future (perhaps as a self assessment) and improvements noted.

Stage 4: Audit Tool (Question set) Development

Developing the question set was a combined process involving stages 4 and 5; whereby, once developed, audits would be conducted and the question set reviewed and improved.

It is anticipated that the question set may be subject to minor alterations over the next 12 months. This can be accommodated within the software as WAFIC can arrange for the upload of the new question set at any time.

a) Hierarchy of the question set

When using the KPM software template the Heading Style hierarchy as used in Microsoft word automatically control the appearance of Headings at different levels in a document.

Heading 1

Heading 2

Heading 3

Heading 4

The heading structure reflected the original structure of the Code and ensured the weightings for each question were correct. All Heading 2's are part of a Heading 1 section. All Heading 3's are part of a Heading 2 section and so on down the levels. In other words a Heading 1 section cannot be followed by a Heading 3 or 4 without a Heading 2 in between to maintain the unbroken 'tree'.

As summarised earlier in this report the question set was developed in three specific sections that reflects the structure of the Code. These sections are:

Part 1: Duty of Care Responsibilities for Owners, Skippers and crew under the OSH Act 1984 (WA) and the Marine Act (WA). The OSH Act has specific sections t and these sections were used as headings in the Code.

These sections for responsibilities in the Code are:

- Safe systems of work
- Provision of information, instruction, training and supervision
- Consultation and co-operation
- Provision of personal protective clothing and equipment
- Safe plant and substances

Part 1 of the Code and subsequent question set was the main section where the hierarchy of the question set mattered the most.

Part 2 (pages 24-29) Generic Health and Safety requirements for any commercial fishing vessel in WA follows the applicable OSH Regulations as the outline .each Regulation has guidelines below it to explain its application to a fishing vessel.

Part 2 of the Code also contains the applicable Marine Act Regulations i.e. certificate of survey, crew competencies etc. This is provided in a summary only.

The major difference between the two sets of Regulation is that The Marine Safety Regulations are statements of fact and must be adhered to. The OSH Regulations dictate an outcome to be achieved, and there may be more than one way to meet the Regulation.

Part 2 questions were asked in groups where the headings were the link to the WAFIC Code. For example:

Heading 1

Emergency procedures

Heading 2

Emergency plans, drills, evaluations of drills etc

Part 3 of the Code is the Pot and Trap (fishery) guidelines. This section takes the OSH Regulations and applies best practice for a vessel owner/ skipper and crew to follow. For example. The OSH Regulations states a manual handling risk assessment and control must be done for a workplace. The WAFIC Code identifies the manual handling hazards on board a rock lobster vessel (i.e. lifting pots) and the safe work methods as a best practice model to follow to reduce the risk of a manual handling injury.

Part 3 questions were asked in groups where the headings were the link to the WAFIC Code. For example: pot and trap handling was heading one and tasks such as retrieving ,stacking and setting pots were all level two headings.

b) Question set order

Both the PI and AXON IT revisited the structure of the question set as originally detailed in the project specification (Attachment 3). The two options were:

(i) Ask the Owner, skipper and crew the relevant questions under each heading i.e. ask the owner, skipper and crew about Work systems, then ask the owner, skipper and crew about information, instruction and training and so on until all the subject headings such as consultation, personal protection etc. are addressed.

There were however differences in the subject headings for each, for example, safe plant and substances was not included in the Code section for the owner or the crew. In addition, the crew headings were different to the owners and skippers

This would mean a significant deviation on how the Code was written but could still achieve the same result with the question layering.

OR

(ii) Ask the questions in the order they appear in the Code i.e. ask the questions of the owner under the requirements of the duty of care in the Code; for example, the owner of the vessel is asked about work systems, information and training, consultation, personal protection and reporting of accidents.

Then the skipper is asked the questions under the requirements of the duty of care in the Code; for example work systems, information and training, consultation, personal protection safe plant and substances, reporting of accidents and general duty to all on the vessel.

Then the crew are asked the questions under the duty of care requirements of the Code; for example providing assistance, personal protective equipment and clothing, misuse or damage to equipment, reporting hazards, report injury or harm to health and co-operation with the skipper.

It was resolved that most appropriate and practical method of ordering the questions was to ask every question of the owner, then every question of the skipper and then every question of the crew. This would flow easier and recognises that in 2008 there was a growing number of non owner operator members of the Western Rock Lobster industry as compared to in the mid – late nineties. This would enable the owner of the vessel to have the audit asked at a separate time and location to the skipper.

It was also considered a more time efficient method of auditing, as it was desirable to keep the time limits for an individual audit to 1.5 – 2.0 hours maximum. Therefore the version as shown in WAFIC Question set version 1 071107 Attachment 7 was adopted as the methodology of the order of audit questions.

With regard to the order of the next two sections i.e. Generic Safety and Health requirements for any commercial fishing vessel in WA and the Specific Safety and Health requirements for a Western Rock Lobster vessel, the hierarchy of the question set was not an issue as each question stood alone in the audit tool.

c) Question set development (early stages)

The question set was developed in a three step process and kept separate until both project investigators were satisfied with the basic format. Then as discussed later in this report the question sets were combined into a single document.

Part 1: Responsibilities

Part 2: Generic health and safety applicable to any fishing vessel

Part 3: Pot and Trap specific health and safety requirements for a Western Rock Lobster vessel

The WAFIC Question set for Responsibilities Version 1:071107 (Attachment 7) was the first structured version of Part 1 of the Code. In this Attachment Part 2 and 3 were still under development.

The structure of the demographic data on the first page of the question set was established to be able to track results in different towns, fishing zones etc.

The information collected in page 2 of the question set is centred on the industry member's participation in industry driven OSH programs since 1992. It was critical to gather this information as the results of the main audits may show a difference between those who have participated and those who have not. Also on this second page is a question relating to the nature of employment / engagement agreement between owners-skippers and crew.

There are varied forms of engagement agreements between owners, skippers and crew and this data was considered useful information, to determine any relationship to an industry members audit performances and the engagement agreements in place.

For statistical purposes, the capture of the data on whether the vessel has a safety plan, was also considered to be useful for strategic planning by the Western Rock Lobster Council and WAFIC.

The first draft of the Part 2 General question set version 1 is shown in Attachment 8. This version's question set mirrored Part 2 of the Code (General guidelines section), with no altering of the order or validation as to whether there were double up of questions as compared to the responsibilities sections. The intent of this section was to get the main framework outlined and assess then what modifications were required.

The first draft of the Pot and Trap specific questions are attached in Attachment 9. This was a basic outline of the question set for this section and in later versions the text was added.

One of the key requirements to this question set development was to ensure repetition of questions was minimised and that the order of questions being asked was a smooth flow. A significant effort was made to ensure that there was no 'jumping around' with the questions. It was also recognised that fishermen would not be responsive to questions that were repetitive and did not flow as they were asked

d) Question set (composite document)

Version 1 of the composite document is shown in Attachment 10. This was the first version where all three question sets have been amalgamated.

As this was the first composite version, the text for the questions and validation was treated more quantitatively rather than qualitatively as the main objective was to get all the question sets under one document. Once this assessment was done, the three main actions from review of this question set were to:

- Broadly identify any repetitive questions.
- Identify where there were questions asking the same thing in the Responsibilities and the generic OSH sections.
- Address words and phrases that may have been vague or very subjective in the validations, recognising that one objective is to minimise the subjectivity of the answers.
- Review the hierarchy of the question set structure.

The second version of the composite question set is shown in Attachment 11 and the main changes between Version 1 and 2 were:

- Reorder of some questions relating to written agreements the induction and on the job training requirements for the skipper to deliver to the crew was made specific and therefore easier to evaluate conformance during an audit.
- Deleting repeat questions.
- Group all PPCE items.
- Include crew training under crew responsibilities....”
- Include cyclones in weather
- Reflect correct words as per WAFIC Code in pot and trap specifics.

Version 3 of the composite question set is shown in Attachment 12.

The main changes made from Version 2 to Version 3 were:

- Recording safety and health background data on the first page
- Inclusion of Seamanship in generic work guidelines as a standalone item due to its importance in operating a vessel safely.
- Including abandon vessel and life rafts in Emergency Equipment and Procedures
- Previously separate sections on skin cancer, eye damage, personal health, alcohol and drugs and infectious disease were all included under one heading – Personal Health. This was necessary to maintain the hierarchy of the question set and to ensure importance is placed on the subject and the components that make it up come under the title.
- Under Part 2 – Generic Work Guidelines; Manual handling (Section 2.12) it was included in Minimising Risk as this was manual handling in general. The specifics of manual handling are addressed in Pot and Trap (see the following section).
- Mariners deleted from Part 3 – Work Guidelines; Pot and Trap Seamanship / Mariners and included in the generic section and given a higher priority of question level.
- Reordering of questions in Part 3 – Work Guidelines – Pot and Trap; to ensure similar functions were grouped together i.e. questions were re – ordered into pot and trap handling, and machinery and equipment.

This Version (3) of the composite question set was used to conduct the first two audits. (There were originally another 2 audits planned in that time span, however the fishers had to cancel the appointment at the last moment) Further information on the audits is discussed below in the initial audits section.

Version 4 of the composite question set is shown in Attachment 14.

Modifications after the first two audits were conducted. After the first two audits it was recognised that the question set was too confusing to work with for an owner / skipper, too many questions were asked more than once and the audit took longer than necessary. Therefore two question sets were created. One for an owner and a skipper and one for an owner/skipper

The main changes made from Version 3 to Version 4 were:

- Question reword of Part 1 Owner – Responsibilities, Question 2; to reflect a hazard management system.
- Deletion of the question relating to maintenance in Part 1 – Skipper – Responsibilities – Work Systems; was deleted as it included the requirements in Question 1 regarding the vessel being in a seaworthy condition.
- Text changes to the management of boots cleanliness.

Version 5 of the question set is shown in Attachment 14 This version formalised the new additions, which were highlighted in red in Version 4.

Version 6 of the question set is shown in Attachment 15. The alterations made from Version 5 are shown in the comments column.

Modifications made to Version 6 that are currently reflected in Version 7 were;

- Modifications to the front page to capture data if the vessel is leased, collect information on crew experience
- Drop down lists for types of employment arrangements
- A question regarding maintenance of the vessel was inserted
- Separated question sets for owner / skipper (same person) and owner and skipper to reduce the size of the documents
- Inserted question regarding chemicals and Material Safety Data Sheets
- Inserted a separate question to determine if the skipper and crew change the work system when encountering heavy weather
- Established the rating systems used for the safety and health background data- and the question set. There are two systems used, which are Yes - Part – No- N/A and 4 +, 3+, 2+, 1+ (these ratings are discussed in section e below).
- Included fatigue management , plant guarding, plant isolation questions
- Included a question asking about risk minimisation for man overboard and a rescue procedure (this was a suggestion from the Worksafe WA Commission meeting)
- Reduced double up of questions as changes have been made , similar questions were reworked
- Finalised the corrective actions rating scales and information collected and reproduced for the fisher to action

Version 7 of the question set is shown in Attachments 16 and 17.

Version 8 of the question set is shown in Attachments 23 and 24. This is the current version at the time of the finalisation of this report.

e) Ratings

There are two types of rating scales used in the question sets:

(i) First scale: Yes Part No N/A

The majority of the questions use this scale. It is designed to fulfil the audit requirements, and be able to discuss with the fisher where the gaps are for them. Any entry other than 'yes' will require the corrective actions to be completed and these actions will itemise which of the verifications was not met and should be.

All verifications included in the question sets relate to clauses in the WAFIC OSH Code.

Safe Plant and Substances				
1) Are all guards, locks, and devices on plant installed?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Emergency stop mechanism for the winch • Winch controls marked forward and reverse • Rope guards on the winch • Pot tipper lock • Guards on moving parts in engine room • Identify any changes that increase the risk of an incident 				
Comments / Corrective Actions:				

'Yes' or full conformance:

All the verification requirements are met or there are equivalent systems in place.

'Part' or partial conformance:

Only some of the verification requirements have been met.

'No' or non-conformance rating:

None of the verification requirements are met.

'N/A' or not applicable

The requirement is not applicable to the vessel.

(ii) Second scale: 4+ 3-4 1-2 0

This scale is used to capture data that is required for numbers only. The intent of these questions is to determine whether the fisher has been proactive over a number of years in attending industry driven safety awareness sessions.

3) Has the owner/ skipper attended WAFIC / WRLC pre-season safety awareness sessions?	4 +	3-4	1-2	0
Check to see how many the owner / skipper can recall. Check records held at WAFIC. If not attended any ask why not. Answer:				

Stage 5: Distribution & Pilot Trials

a) Initial pilot audits

Initial pilot audits were held in Fremantle (45 minutes south of Perth) and Ledge Point (1.5 hours north of Perth). Originally it was planned to do 4 audits, randomly selected to test the question set and the technique used by the auditor to ask the questions.

No demographics were used to select the fishers to participate. As the question set was in a raw state this initial phase was necessary to check how the question set was constructed.

As discussed above 4 audits were booked for Fremantle but owing to fishers not being available, only 2 were completed. The two fishers where the question set was tested were industry members that the PI had not had any contact with during 16 years of association with WAFIC.

This was ideal, as a lot of the points discussed were new to these fishers, whereas in the two audits conducted in Ledge Point, safety plans had been developed for their vessels by the PI and the level of understanding of the issues was significantly higher.

The second 2 audits were conducted in Ledge Point. The PI has had a lot of prior association with the fishers that were audited, and both vessels had a safety plan.

b) Second round audits

20 sample audits of fishers in the owner / skipper and owner and skipper category's were conducted in April – May 2009. Fishers were randomly selected from three regional locations and chosen for the audit if they agreed to participate. The fishers audited included those who had participated in the free Small Business safety advice program in WA through Worksafe WA.

The primary objective of the sample audits conducted was to 'test' the question to evaluate the intent of the questions and the information provided in the verifications and look at repetitive questions.

The sample audit process also allowed one to one discussions with the owner/ skipper, or owner and skipper and the crew to refresh their understanding of the requirements of the WAFIC Code. These sample audits were not designed to get statistically significant information, but rather to design the audit tool and test the software.

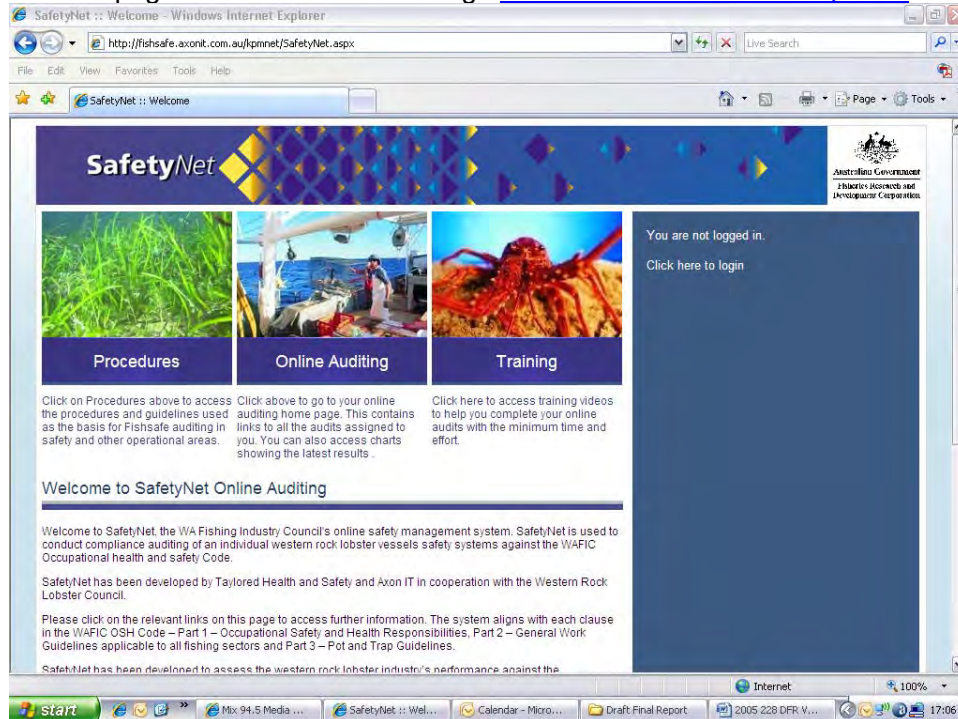
Stage 6 Upload to web

a) Web site-SafetyNet

The web site has two functions. One to provide information to the general public and interested parties. The other to provide a portal to be able to enter audit data and manage reports etc... Auditors have a log in and are able to access the auditing portal

b) Public access

The webpage can be accessed through www.wafic.axonit.com.au/kpmnet



By scrolling down the home page, there is a link to “How to enter ratings and corrective actions.”

By accessing this link, the user is taken to the next page, which has a link to the WAFIC Code- General section, and the WAFIC Code- Pot and Trap .By clicking these links, PDF copies of the documents are available.

The information on the ratings used in the auditing is also outlined on this page.

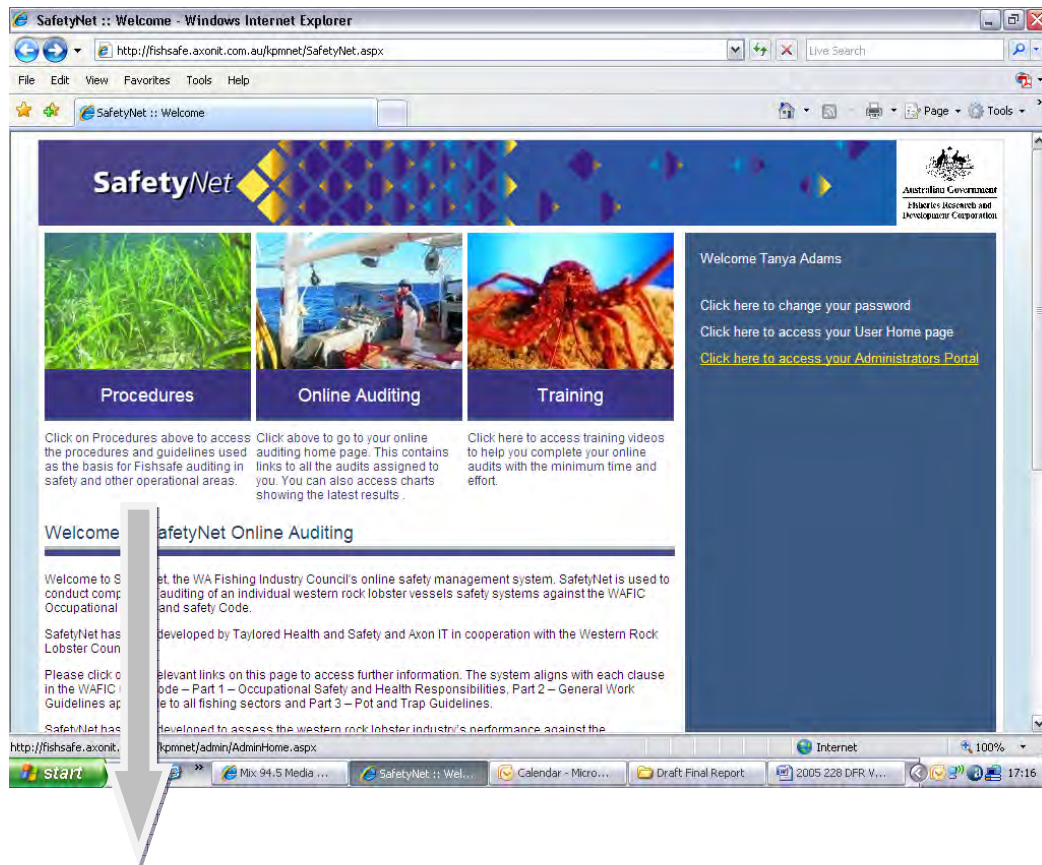
c) Auditors portal

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Entering data

The first step for the auditor in entering data to SafetyNet is to log on through the administrator Portal with a log on and password. This front page prior to log on is shown in b) above.

The page immediately below is after log in.



After logging on the auditor can access the following links

By clicking on **Procedures**, the following links are seen:

[Link: How to conduct and complete the audit](#)

[Link: How to apply the rating](#)

[Link: Verifications / validations](#)

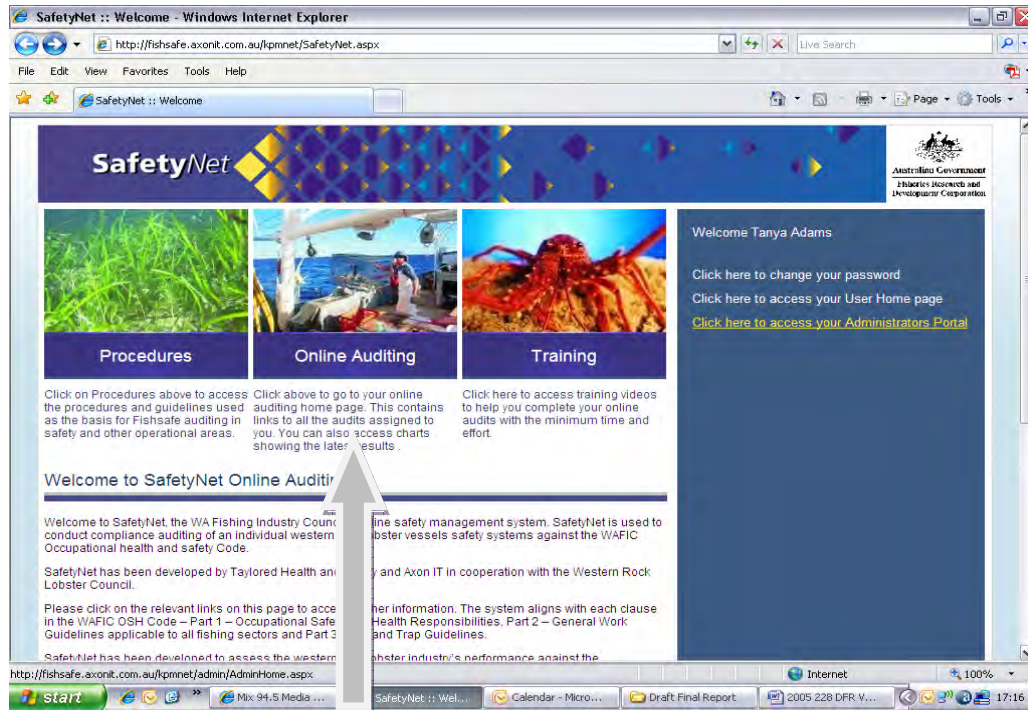
[Link: Entering corrective actions](#)

[Link: Risk assessing corrective actions](#)

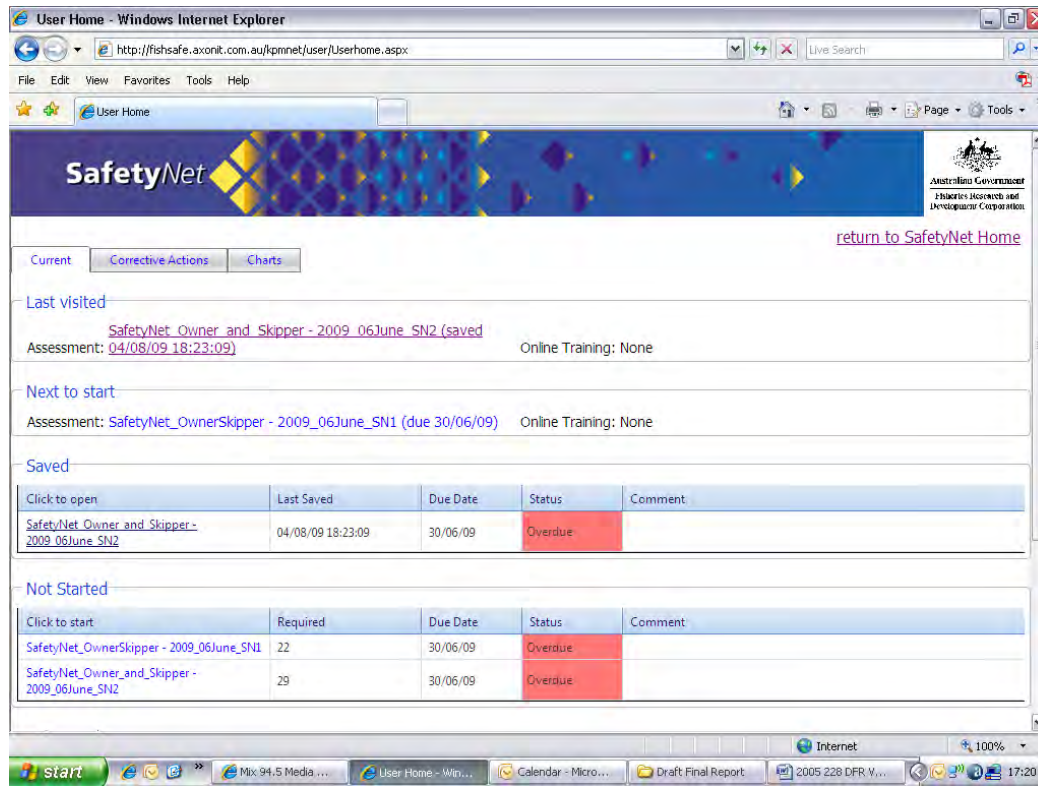
[Link: WAFIC OSH Code General Revised](#)

[Link: WAFIC Pot and Trap](#)

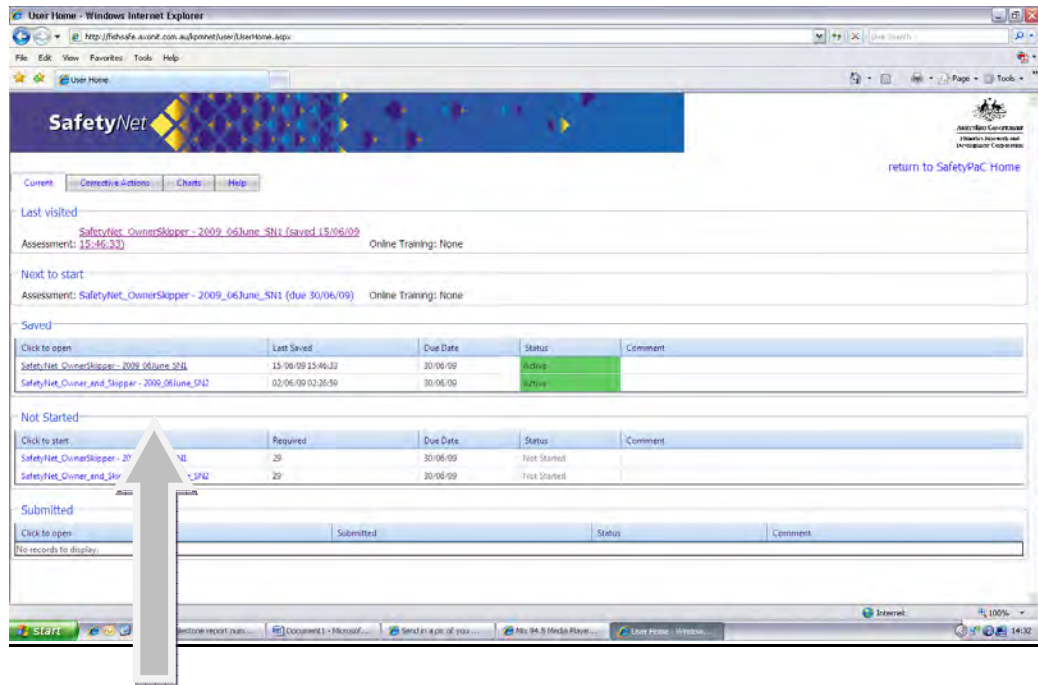
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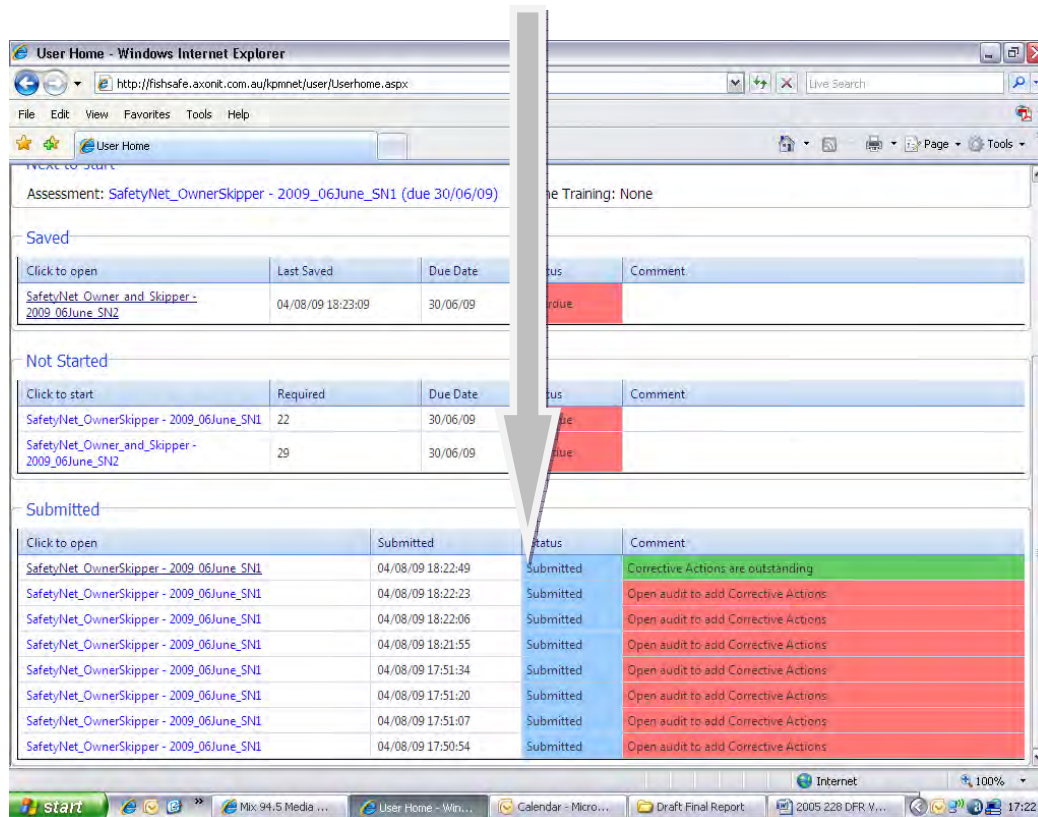
By clicking on online auditing, the audit logs are shown.



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Once the data for each audit is submitted, the audit then transfers to submitted.

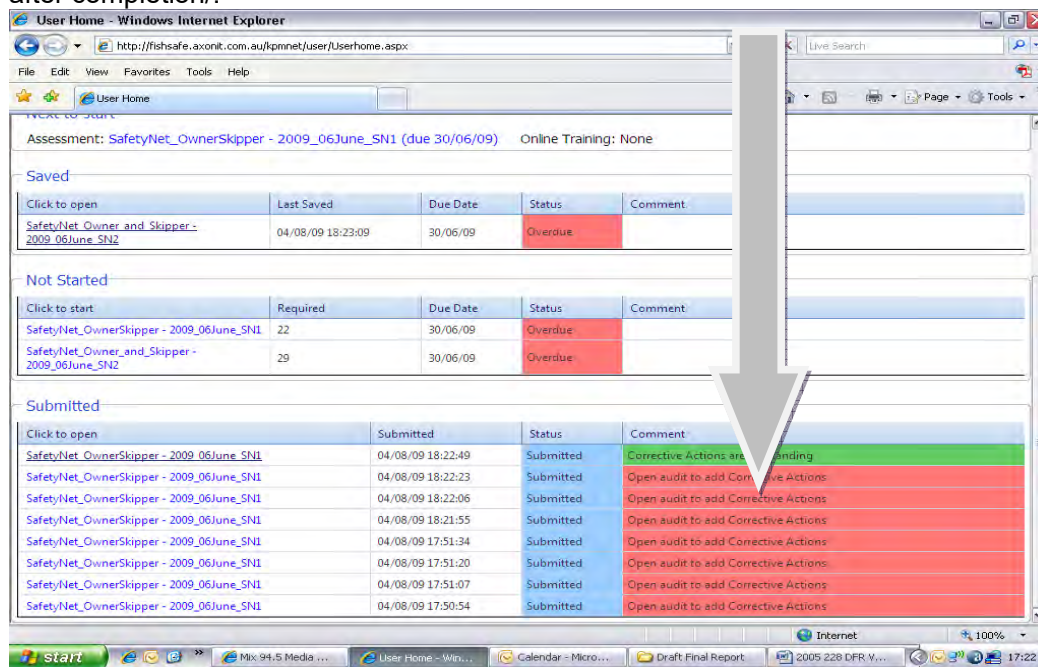


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A new audit is commenced through accessing 'not started'
Below is an example of the front page of the question set. The current question set is version 8.

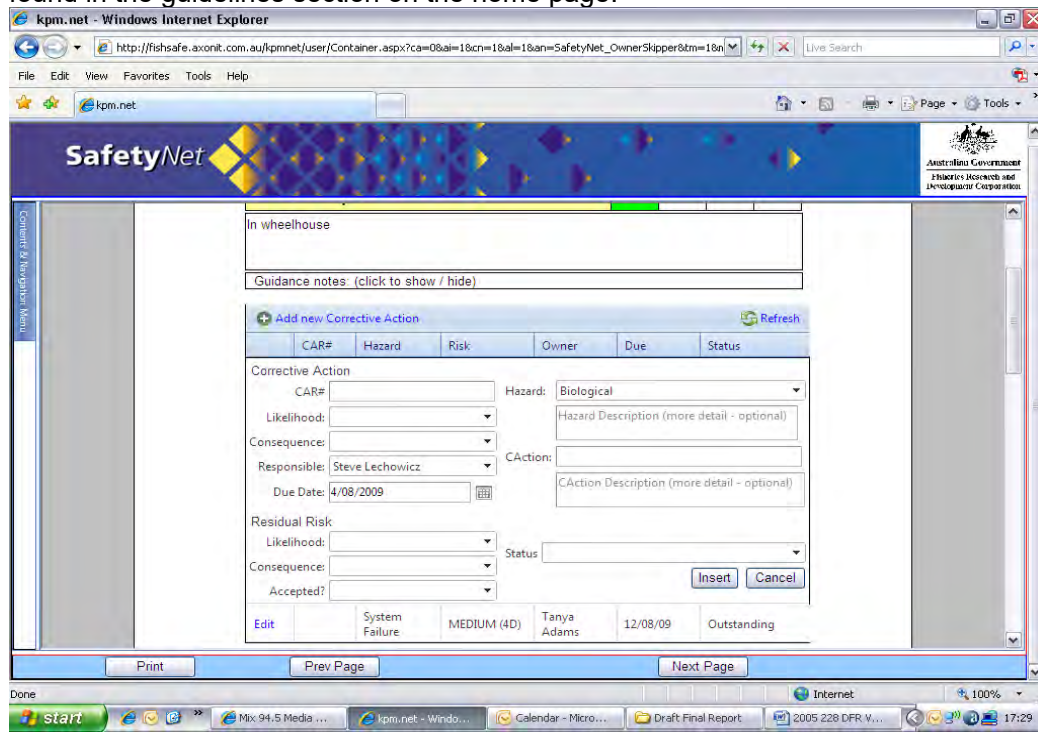


Under each question, there is provision for entering corrective actions. Corrective actions are applied for each question as required either at the time of the audit or after completion/.

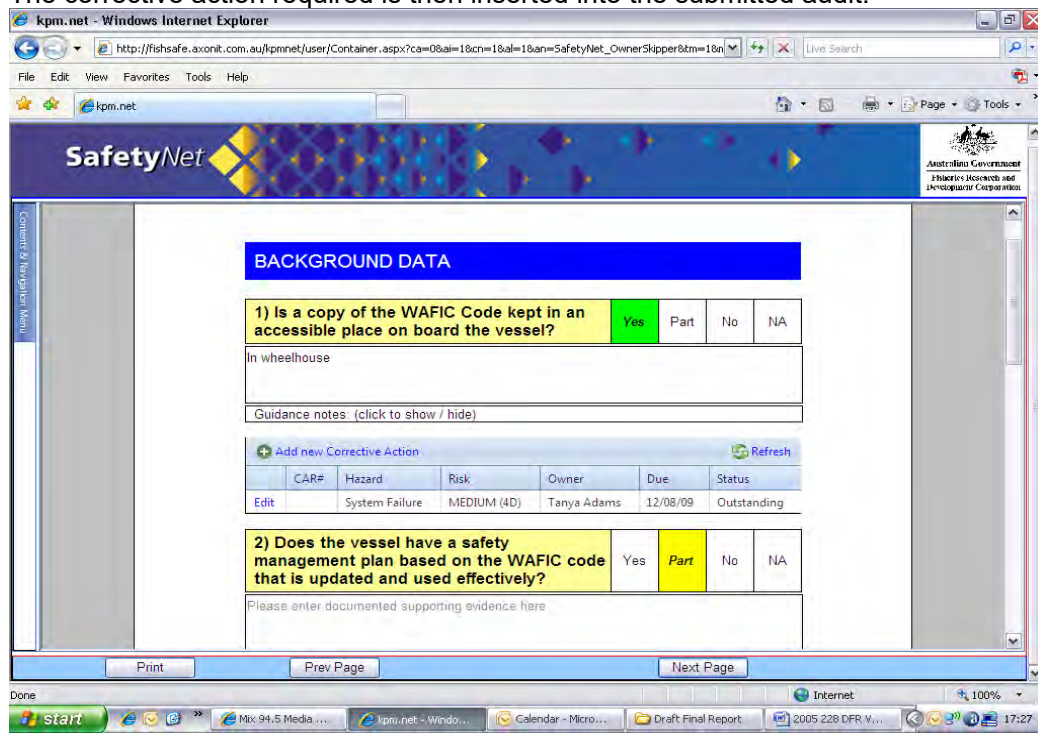


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The text is entered as required in the data fields below. Each corrective action is then automatically rated in accordance with the risk assessment matrix, which can be found in the guidelines section on the home page.



The corrective action required is then inserted into the submitted audit.



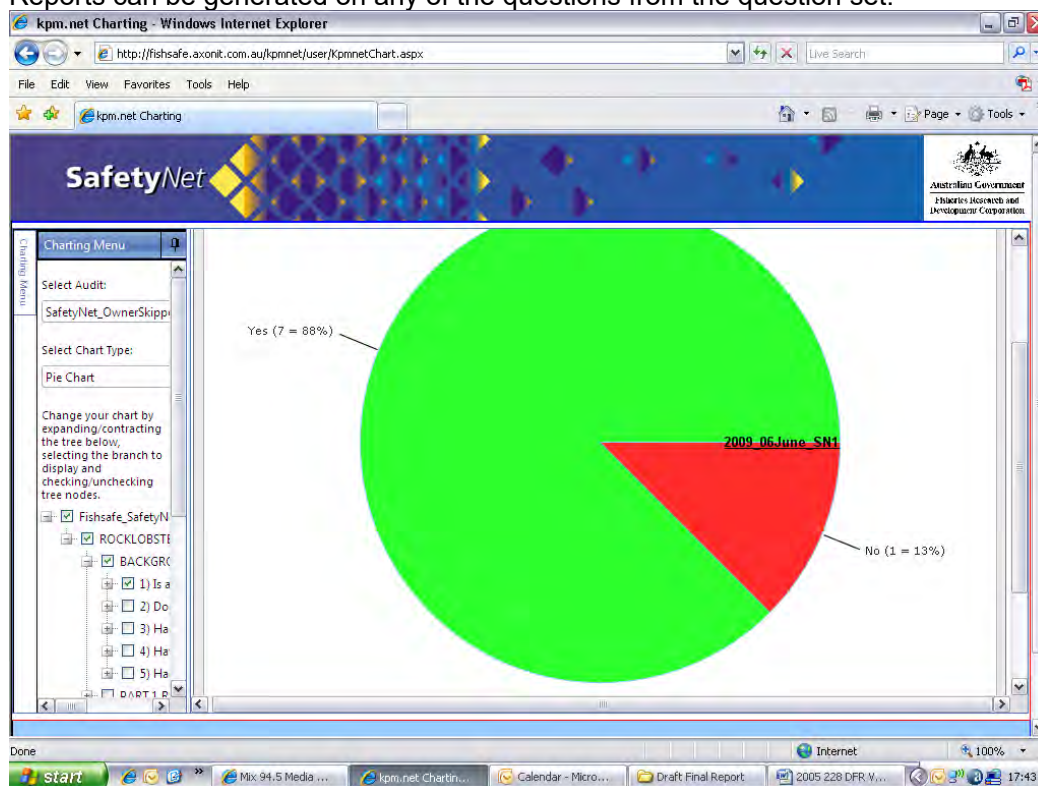
The full audit and list of corrective actions can then be printed out, or if the audit is done via the web, the Auditee can get instantaneous results.

Stage 7: Report set

The report set is where the data collected can be reproduced and assessed in the form of pie charts or bar graphs.

The first page of the charts menu is shown below. The reports are initially filtered by whether it is owner/ skipper or owner and skipper. The next division is by the main heading of the question set. For example, the results for those vessels with a safety management plan can be found from isolating the ticks on the menu and asking for a pie chart or bar graph on that question only, as shown below.

Reports can be generated on any of the questions from the question set.



Stage 8: Reporting to stake holders

Industry Consultation

The PI has had a long association with the WA Fishing Industry and many of the industry members who were part of this project. Owing to the long association, the PI had gained trust from the industry and did not need to establish herself as a trustworthy person to work on the project. This was critical as the information gathered in the audit when testing the system was of a sensitive nature and required confidentiality.

The WRL industry was chosen to pilot the system as access to this group was the easiest owing to the industry being based on day fishers, with long periods of time at sea not being the norm. There were also significant numbers of personnel in the industry available to audit.

During the course of this project, the PI has attended the quarterly WAFIC safety, Education and Training Committee to update members on the progress of the project. In attendance at that meeting are the WAFIC CEO and a Board Member. Also in attendance is the Executive Officer – Western Rock Lobster Council.

The PI had weekly telephone discussions with the WAFIC Safety, Education, and Training Manager regarding the project and was in regular telephone contact with industry members organising audit schedules. The PI was conducting audits in April – May and during that audit schedule was in contact with owner/skippers and crew.

The PI has also attended regional Professional Fishermen's meetings to discuss the project.

Presentation to Worksafe WA Commission

This project is of particular interest to the Worksafe WA Commission, which is the Government policy body for OSH in WA. Worksafe, the Commission and the Regulatory arm of the Worksafe Department are keen to see how well the Code has been taken up by industry.

A presentation of the project development and data collected so far was provided on June 3 2009. The power point presentation is shown in Attachment 18: Update to Worksafe Commission.

Just prior to the Worksafe presentation, the software system had a slight malfunction and data that was entered could not be retrieved. For the Worksafe Commission presentation, the data from all the audits was manually calculated and formatted into the results as shown in Attachment 19: Fishsafe Owner Skipper Results. These results will be discussed under Results and discussion.

While the data collected was from different versions of the question set due to enhancements made along the way, and the sample size was small, some of the information available indicated positive outcomes. It was, however, reinforced to the Worksafe Commission members that this project was never about getting statistically significant results, as it was about developing the tool, and learning from the process.

There were some useful suggestions from members of the Commission that have been / will be incorporated into the question set. The Commission were very impressed with the software capabilities and the ease of use with which instantaneous reports can be obtained.

The Chair of the Commission was keen to see WAFIC continue past the pilot stage and obtain funding to conduct a significant number of audits in Western Rock Lobster with the final question set. The Commission is also very keen for WAFIC to apply for funding to expand the audit tool to all fisheries in WA.

Presentation to Ministerial Fishing Industry Advisory Committee (MFIAC)

MFIAC is a Government Ministerial appointed committee overseeing safety and education matters concerning the fishing industry. MFIAC is comprised of Government representatives from DPI: Marine Safety branch, Worksafe WA and Department of Fisheries WA as well as industry and WAFIC.

A presentation was made to MFIAC on July 8 (Attachment 20) to update members of the committee on the progress of all three FRDC funded projects in particular this project.

Results and discussions

1. Design and test an assessment tool to evaluate the uptake of the WAFIC Occupational Health and Safety Code in the Western Rock Lobster sector in WA

Software system/ web design

The software operating system was well established with the IP belonging to AXON IT. AXON IT had developed similar software systems for many other clients and was well versed in the requirements of the auditing process.

Over the time of the project, AXON IT had introduced new capabilities in the system such as the provision for corrective actions and the ability to have a wider scope when deciding what reports were required.

The web page designs were modelled on previous work AXON IT had implemented and were therefore very familiar with the type of systems required having conducted with both public and private sector agencies. In addition the rolling screen with the FRDC , WRLC and WAFIC logos was a “nice to have’ design feature.

The design of the format of the main home page was contracted to graphic designers with the Logo – SafetyNet as the name chosen for the audit tool. Pictures were sourced from photo libraries and text was developed by the PI and AXON IT.

Question set

As discussed earlier in the report, the question set took some time to develop and this was critical, as the need to keep the question set reflecting a set of guidelines that were developed many years prior to the audit as well as delivering the outcomes for the project was the main objective.

When developing audit questions, the specificity of the verifications was critical. The verifications to each answer needed to be unambiguous to achieve a consistent audit process and meaningful results. Due to the WAFIC OSH Code, being written by the PI for this project and the PI’s 16 years experience in the fishing industry the process of developing the verifications adapted from the WAFIC OSH Code guidelines was streamlined.

There was some overlap in the WAFIC OSH Code between Part 2 General Work Guidelines applicable to all fishing sectors and the Part 3 – Pot and Trap fishery specific guidelines. As discussed earlier, this was due to the methodology involved with the development of the WAFIC OSH Code. The Part 1 and Part 2 Guidelines were first developed in the early nineties, while the fishery specific sections were produced later in the mid to late nineties.

During the development of the question set and the audits conducted there was significant repetition of similar questions due to the original structure of the Code as discussed above. Therefore the question set went through several versions to eliminate the repetition and to ensure that all aspects of one question, no matter where it appeared in the Code, were asked.

The final set of ratings used for the background data and the question set was discussed throughout the project between the PI and AXON IT. The ratings needed to reflect a simple approach as to what data was to be collected and why.

The background data number ratings as discussed previously did not alter during the course of the question set development. The only changes were the structure of the data input from a software design aspect.

Audits

Two rounds of audits were conducted over a 12 month period. The initial audits (2) demonstrated the overlaps in the question set that required alteration and confirmed the structure of the question set. These early audits showed the structure required for fluent audits was to ask the questions of the owner, then the skipper and then the crew covering the essential elements of the Code in the order the Code was written.

During the second round of audits (20) the question set underwent several changes. The structure remained the same, however, some questions were combined and where questions wouldn't have been clear to an auditor who was working with the question set for the first time, the questions were clarified.

There were no barriers to obtaining industry support for the PI to conduct the audits for the project. This was due to the PIs strong personal involvement with the industry over many years. The audits were also seen as an educational process for some fishers who had not had the exposure to the WAFIC OSH program as others. There were a number of industry members who had not had the opportunity to ask questions regarding the WAFIC OSH program and it was seen as a good opportunity to do on a one to one basis.

Sample results

The projects objectives were not about producing meaningful results, but to design the audit tool and test it to a stage that it was a useable audit process.

It was, however, possible to do some preliminary analysis of the information gathered from the audits completed. The information was manually collated and is considered useful to gain an initial understanding of the pilot audit outcomes. These results were tabled at the Worksafe Commission meeting on June 3 2009.

The results are shown in Attachment 6 –SafetyNet Owner Skipper (2) results 020609. Overall, the sample audits showed that fishers have a good understanding of safe work practices, induction, and risk reduction.

The area that fishers do not comply with is the documentation of these processes. Even with the Code in place for over 10 years, the basics of recording the crew induction was not being complied with. This was a consistent finding of the sample audits. Many processes existed but were not documented.

These initial sample results have been provide to the WRLC for their comments and application. This will be discussed further under further development
This data has been reported to the WAFIC SET committee and will be discussed with the WRLC and WAFIC Board.

2. Demonstrate the benefits of such a tool to the WA Commercial fishing Industry for wider application throughout the state and Australia

WAFIC Safety, Education and Training meetings

The WAFIC Board has several sub- committees. One of those is the Safety, Education and Training (SET) sub-committee. This group deals with all matters across all sectors concerning, marine and workplace safety, industry education and industry training.

The group is comprised of industry representatives and also public and private training groups. Government Regulators are invited to attend as required. Members of this committee are responsible for keeping their networks informed of the activities of the committee. The WAFIC CEO and also the Safety, Education and Training Manager (Steve Hall) is the co-coordinator of this committee and is the link to wider industry regarding SET matters. It was the responsibility of the WAFIC SET Manager to liaise with all industry sectors on this project and to assist the PI wherever required.

However as of July 2009, Steve Hall has resigned from WAFIC and the process of maintaining the OSH function is under review.

The PI attended these meetings to report on a range of matters concerning safety and health and also reported on the three FRDC funded projects. An example of a typical report to the quarterly meetings is shown in Attachment 21.

Worksafe and Marine Safety consultation

As has been discussed earlier in this report, presentations have been made to the WA Worksafe Commission and also the Ministerial Fishing Industry Advisory Committee.

This has enabled those government groups to be informed of the progress and the status of all three FRDC OSH projects.

3. Demonstrate to other states through the peak bodies, the benefits of the audit tool as part of the Occupational Health and Safety National Extension for the Australian Professional Fishing Industry

Network meetings

The PI attended as many SSA network meetings as possible. At many of these meetings the PI was also attending for the FRDC funded National OSH extension 2002/231. Generally an update was provided in a presentation to the network meeting via power point covering all three projects. An example of a presentation made to the SSA network meeting is shown in Attachment 22.

Benefits and adoption

The audit tool has been produced for the Western Rock Lobster industry to be able to begin audits of fishers across the industry. These audits will enable statistically significant results to be gathered to provide information to industry on where the gaps in the uptake of the Code exist. Both WRLC and WAFIC can then address the areas of need in the future.

In addition, the two main government regulators – DPI -Marine Safety and Department of Commerce – Worksafe WA will be keen to get results of audits conducted over the 2009 / 10 /11 seasons. These results will be used as a measure on how effective the industry OSH program has been since 1992 and whether Worksafe and / or DPI need to intervene by establishing Codes of Practice or Regulations.

This final report will be uploaded to the WRLC <http://www.rocklobsterwa.com/> and WAFIC <http://www.wafic.com.au/> web sites to provide information to industry and other interested persons. In addition the safetyNet web site link will be added to both web sites.

This audit system is easily transferred to other fisheries as the core of the question set is not specific to Western Rock Lobster. Only Part 3 of the question set, which is Pot and Trap specific, would need reviewing to the specific requirements of another fishery.

The tool can be incorporated in the FRDC funded National Extension OSH Industry Codes project. This audit tool can be adjusted by modifying the question set to suit each States requirements. The software system is a standard item that would not need adjustment. There would however be a cost to each State for accessing the software and this is discussed below in further development.

While other States may not have the pressure of the Government Regulators observing the progress of the industry in self regulation, each State has similar documentation to WA. The FRDC is keen to see those States using the documentation and providing the follow up through an audit tool such as this.

The additional benefits of this project are that it has given the PI an opportunity to showcase the information technology and to demonstrate how easy it is to transfer the audit tool to other sectors and other industry groups.

Further development

The first stage of further development identified is the need for the WRLC to conduct a statistically significant number of audits on industry members using the audit tool. This will enable the information to be gathered on the uptake of the WAFIC OSH Code for both industry and Government.

The next stage would be to develop the question set for all other sectors within the WA Professional Fishing Industry. This would enable a more comprehensive assessment of the industry uptake of the Code as there have been fatalities and serious incidents in more sectors than the Western Rock Lobster fishery.

For those rock lobster industry members who are well versed in word documents and data entry, they could use the tool to self assess their performance.

Further developments to the web site could occur, through developing training tools and online videos etc. to support the WAFIC OSH program and assist with industry members to enhance their training skills. The facility exists through the existing web site for the training enhancements.

As discussed above in adoption, each state now has an OSH Code modeled on the WA version to suit their specific legislative requirements. This audit tool could be adapted to each states OSH guidelines and audits could be conducted of the industry uptake of the OSH guidelines.

The three projects conducted by the PI form a suite of OSH tools that are available to industry across Australia. The suite includes this project as well as the OSH National extension which provided each states with a set of OSH guidelines and the accident statistics report form and data base.

Planned outcomes

The planned outcomes were outlined in the original application. This section will now discuss each planned outcome and how well it has been achieved.

The audit tool is a practical assessment system that can be used to audit OSH performance by an external person who is trained in the audit tool and the specificity of the question set. The audit tool has been designed to transfer a word document into the question set from where data can be entered via the web. Some industry members may use this as a self assessment tool on an annual basis.

The reports generated by the data base are simple pie charts or bar graphs. They are easy to access and interpret from safetyNet.

Through the liaison with government agencies as discussed in this report the industry has been able to demonstrate that it has the tools and the capacity to assist industry members to self regulate in the area of OSH.

This audit tool has been developed to the needs of the commercial wild catch industry in WA and it has the capacity to be adapted to any sector in Australia.

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This audit tool also has the capacity to be adapted to other forms of audits such as audits in the environmental and quality sectors. The software would remain the same, with the changes arising from the word documents uploaded to the web. Aesthetic changes would be made to any web site hosting the service to suit the industry or type of audit process.

This audit tool as been designed to follow on for each State to be able to audit their industry where and when required assessing the uptake of each states OSH Code.

Conclusion

This project has achieved the objective of conducting a pilot project in the Western Rock Lobster industry for creating a software audit tool for assessing OSH compliance to the WAFIC OSH Code.

References

WAFIC OH&S Code Version 1 – author – Tanya Adams – Taylored Health and Safety Pty. Ltd 1997

WAFIC OH&S Code Version 1 updates/ amendments – author – Tanya Adams – Taylored Health and Safety Pty. Ltd 2003

Intellectual property

The intellectual property (IP) for this project exists as follows:

- The software system is AXON IT IP
- SafetyNet web site remains the property of WAFIC and FRDC
- Question set remains the property of WAFIC and FRDC
- Data collected is confidential information that remains with WAFIC

Staff

Principal Investigator:

Tanya Adams – Taylored Health and Safety Pty. Ltd. and KASA Consulting

Co-Investigator;

Steve Lechowicz – AXON IT

WAFIC Safety, Education and Training Manager:

Steve Hall (2006 – 2009)

Attachments:

1. WAFIC OSH Code Part 1 ,Responsibilities and Part 2 – General guidelines
2. WAFIC OSH Code Part 3 – Pot and Trap
3. Initial project specifications for industry
4. Update to Worksafe WA Commission 071107
5. WAFIC Question Set 071107 Display version only
6. Presentation of FISHSAFE online auditing 170608
7. WAFIC Part 1 Question set- Responsibilities version 071107
8. WAFIC Part 2 Question set- General Safety Requirements Version 1 080508
9. WAFIC Part 3 Question set- Pot and Trap specific 080508
10. WAFIC Composite question set version 1 100508
11. WAFIC Composite question set version 2
12. WAFIC Composite question set version 3
13. WAFIC Composite question set version 4
14. WAFIC Composite question set version 5
15. WAFIC Composite question set version 6
16. WAFIC Composite question set version 7 – Owner and skipper 020609
17. WAFIC Composite question set version 7 – Owner/skipper 020609
18. WAFIC Update to Worksafe WA Commission 030609
19. WAFIC Fishsafe_SafetyNet_Owner/Skipper(2) results 020609
20. MFIAC 080709
21. OH&S report to WAFIC SET 130509
22. SSA network meeting Wednesday April 9 2008
23. Fishsafe SafetyNet Owner and skipper question set version 8
24. Fishsafe SafetyNet Owner /skipper question set version 8

**Attachment 1:
WAFIC OSH Code Part 1, Responsibilities and Part 2 – General guidelines**



OCCUPATIONAL
HEALTH AND SAFETY CODE
FOR THE COMMERCIAL FISHING INDUSTRY
IN WESTERN AUSTRALIA

VERSION 2
UPDATED 2003



INTRODUCTION

WAFIC has initiated the development of a comprehensive occupational health and safety programme, policies and health and safety code for the fishing industry, in accordance with the framework of the Occupational Safety and Health Act and the Marine Act.

This Code contains occupational health and safety responsibilities of owners, licencees, skippers, and crew members as well as specific guidelines for safe work practices.

This safety code has been compiled by an independent consultant, after consultation on a regular basis with industry representatives and government bodies.

WAFIC considered this to be a very positive step towards managing the occupational health and safety issues confronting the fishing industry.

IAN FINLAY
CHAIRMAN

GRAHAM SHORT
CHIEF EXECUTIVE



ACKNOWLEDGEMENTS

WAFIC acknowledges the support and assistance of Worksafe Western Australia and the Department for Planning and Infrastructure – Marine Safety – and the Fisheries Department in the development of this Code.

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Enquiries should be directed to the Chief Executive Officer, Graham Short, PO Box 55, Mt Hawthorn, W.A. 6016. Phone: (08) 9244 2933 or Fax: (08) 9244 2934.

REVIEW

This Code has been compiled within the consultative process involving owners, licencees, skippers and crew members of the Western Australian Commercial Fishing Industry.

This Code has been reviewed by the Ministerial Commercial Fishing Advisory Committee – Marine Safety Sub Committee – and feedback from that group has been incorporated into this document.

The Marine Safety Sub Committee will be used as a reference group following industry consultation for any future additions or changes to the Code.

This is Version 2 of the code which includes updates of certain sections. Some of the sections that have been updated are also in the General section of the code. Make sure that when making reference to the General section that both the existing section and the updated section are referred to.

This Version was updated in 2003.

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Produced by Callaghan Professional Writing Pty Ltd
Video Stills by Elephant Productions
Illustrations by Terry Allen
Design by Charmaine Cave, Cave Design
Printed by ?*

LIABILITY FOR USE

The information in this Code is given in good faith and is based on the knowledge and experience of those who contributed to the document in their chosen field of expertise.

The Western Australian Fishing Industry Council shall not be liable for any loss, damages or other claim in respect of or arising from any death of or injury to or damage to property of any person which may occur while any person conducts any fishing activities concerned with guidelines in this Code and it is expressly stated and brought to the readers attention:

- (a) this Industry Code is not a complete technical guide for fishing operations and it should be used in conjunction with existing company procedures; and
- (b) this Industry Code is designed to assist in the process of understanding the responsibilities of owners, licencees, skippers and crew with regard to Occupational Health and Safety.

OVERVIEW OF THE OCCUPATIONAL SAFETY AND HEALTH ACT

In Western Australia, the Occupational Safety and Health Act applies general duties to protect persons at work from hazards and to maintain safe and healthy workplaces.

Some of the general duty provisions in the Act are qualified by the words “so far as is practicable”.

The *Duties of Employers* are:
General duty:

Employers must, so far as is reasonably practicable provide and maintain a working environment where employees are not exposed to hazards.

The General duty includes:

- . Safe systems of work
- . Information, instruction, training and supervision
- . Consultation and cooperation
- . Personal protection
- . Safe plant and substances
- . Reporting of accidents

The *Duties of Employees* are:
General Duty:

Employees must take reasonable care for their own safety and health at work and avoid harming the safety and health of other people.

The General duty includes:

- . Following health and safety instructions
- . Using personal protective clothing and equipment
- . Taking good care of equipment
- . Reporting hazards
- . Reporting work-related injuries or harm to health

- Cooperating with employers so that employers are able to carry out their duties under the Act.

The Duties of Employers and Self-Employed Persons

An employer or a self-employed person shall -

- a) take reasonable care to ensure his own safety and health at work; and
- b) so far as is practicable, ensure that the safety or health of a person not being his employee is not adversely affected wholly or in part as a result of the work in which he or any of his employees is engaged.

The Duties of Persons Who Have Control of Workplaces

- (1) A person who has, to any extent, control of-
 - a) a workplace where persons who are not employees of that person work or are likely to be in the course of their work; or
 - b) the means of access to and egress from a workplace

shall take such measures as are practicable to ensure that the workplace, or the means of access to or egress from the workplace, as the case may be, are such that the persons who are at the workplace or use the means of access to and egress from the workplace are not exposed to hazards.

- (2) Where a person has, by virtue of a contract or lease, an obligation of any extent in relation to the maintenance or repair of a workplace or the means of access to and egress from the workplace, the person shall be treated for the purposes of subsection (1) as being a person who has control of that workplace or that means of access or egress.
- (3) A reference in this section to a person having control of any workplace or means of access to or egress from a workplace is a reference to a person having control of that workplace or that means of access or egress in connection with the carrying on by that person of a trade, business or undertaking (whether for profit or not).

OBJECTIVES OF THE CODE

This Health and Safety Code for the fishing industry has six main objectives:

- To enable the Fishing Industry to self regulate occupational health and safety in line with the legislation.
- To promote and secure the health and safety of people at work on fishing vessels.
- To minimise the risk of hazards for people at work on fishing vessels.
- To reduce, eliminate and control hazards on fishing vessels.
- To assist in securing safe hygienic work environments on fishing vessels.

6. To foster co-operation and consultation between owners, licencees, skippers and crew members in the fishing industry.

NOTES ON TERMINOLOGY

The terminology in the Code has not been standardised rigidly, however various phrases are used where instructions or recommendations are given and should be interpreted as follows:-

- SHALL/WILL: There are no circumstances under which this recommendation should be ignored.
- SHOULD: Normal practice would expect this to be followed but there may be occasion to deviate from the normal practice provided the level of risk is not increased.
- ENSURE: Generally means to make sure or certain to occur.
- INDUCTION: The training of all persons new to the job in that particular workplace.

DEFINITION

SHARE FISHING: A share fisherman carries on with another or others, a business of fishing operations. A true share fishing agreement is an agreement in respect of fishing operations and is usually evidenced by a written contract which specifies the rights and obligations of the parties. It is usual for a contract to provide that the parties should share (in stated proportions) the gross proceeds of the sale of the fish and that they each bear a portion of the operating expenses.

THE FOLLOWING DEFINITIONS ARE FROM THE OCCUPATIONAL SAFETY & HEALTH ACT 1984.

CONTRACTS (AS PER SECTION 19(4) OF THE ACT)

For the purposes of this section where, in the course of a trade or business carried on by him, a person (in this section called **the principal**) engages another person (in this section called **the contractor**) to carry out work for the principal -

- (a) the principal is deemed, in relation to matters over which he has control or, but for an agreement between him and the contractor to the contrary, would have had control, to be the employer of -
- (i) the contractor; and
 - (ii) any person employed or engaged by the contractor to carry out or to assist in carrying out the work; and
- (b) the persons mentioned in paragraph (a)(i) and (ii) are deemed, in relation to those matters, to be employees of the principal.

- EMPLOYER: Means –
- a) a person by whom an employee is employed under a contract of employment; and

- b) in relation to an apprentice, or industrial trainee, the person by whom the apprentice or industrial trainee is employed under an apprenticeship or industrial training agreement.

EMPLOYEE:

Means –

- a) a person by whom work is done under a contract of employment; or
- b) an apprentice or industrial trainee.

HAZARD:

In relation to a person, means anything that may result in -

- a) injury to the person or
- b) harm to the health of the person.

PLANT

includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto.

PRACTICABLE

means reasonably practicable having regard, where the context permits, to -

- a) the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring;
- b) the state of knowledge about-
 - (i) the injury or harm to health referred to in paragraph (a)
 - (ii) the risk of that injury or harm to health occurring; and
 - (iii) means of removing or mitigating the risk or mitigating the potential injury or harm to health; and
- c) the availability, suitability and cost of the means referred to in paragraph (b) (iii)

RISK

in relation to any injury or harm, means the probability of that injury or harm occurring.

SELF-EMPLOYED PERSON

means a person who works for gain or reward otherwise than under a contract of employment or an apprenticeship or industrial training agreement, whether or not he employs another person.

WORKPLACE

means a place, whether or not in an aircraft, ship, vehicle, building, or other structure, where employees or self-employed persons work or are likely to be in the course of their work.

HOW TO USE THIS CODE

WHO DOES THIS CODE APPLY TO?

This Code has application to every owner (meaning the owner of the vessel), licensee, skipper and licensed fisherman operating in Western Australia.

HOW DO I USE THIS CODE?

There are three parts to this Code.

The first part, Sections A & B detail how requirements can be met in line with the Occupational Safety and Health Act 1984 and the Marine Act. The owner may enlist a representative to carry out the functions of the Code.

Either Section A or Section B will apply to you. In other words, if you operate under a Share Fishing Agreement/Joint Venture/Other refer to Section A. If you operate under an employer/employee agreement, refer to Section B.

In many circumstances it may not be clear whether the arrangement in which you are working comes within Section A or Section B. This is not assisted by the fact that the Occupational Safety and Health Act expands the definition of employer/employee incorporating contracts and agreements. (See the reference to Section 19(4) in definitions). However, the main point to consider for owners, licensees is the level of control that owner, licensee has over the operation.

In some fisheries, the responsibilities may differ as listed in A & B. This will be identified in the fishery specific section with responsibilities listed in that section.

Generally speaking, the obligations of the employer are greater than the obligations for those operating under a Share Fishing or Joint Venture Agreement. Therefore, if you are not sure whether Section A or Section B of this Code applies to you, the safest thing to do is to seek advice on your responsibilities.

The second part, (the sections following Sections A & B containing details concerning deck safety, emergency equipment and procedures, training, alcohol and drugs etc), apply to all fishermen throughout Western Australia.

The third part details safe working practices for each specific fishery you are working in.

You should refer to the appropriate Appendix when indicated in the body of the Code.

Whether you or your company choose to operate under this Code is at your discretion, however the advantages are that this code provides information on how you or your company can meet your legal obligations as well as specific guidelines that your industry believe are appropriate and practicable.

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SECTION A & B

RESPONSIBILITIES

A. SHARE FISHING AGREEMENT/JOINT VENTURE/OTHER

1. OWNER OF THE VESSEL

1.1 WORK SYSTEMS

- 1.1.1 Shall assist the skipper to understand the requirement to keep the vessel seaworthy and properly equipped at the commencement of and during the season.
- 1.1.2 Shall assist the skipper to ensure the vessel meets all statutory requirements as deemed by the Marine Act, Occupational Safety & Health Act, Fisheries Act and AQIS (e.g. life-saving appliances, survey, radio equipment, fire appliances.)
- 1.1.3 Should request the skipper to ensure an appropriate procedure exists for rectifying hazardous equipment/situations on board the vessel. (eg. skipper rectifies hazards at sea where possible and makes log book entries for problems that cannot be rectified immediately.)
- 1.1.4 Shall require the skipper to ensure a maintenance checklist system for the vessel exists.
- 1.1.5 Shall ensure all agreements provide a clause determining what costs are to be shared with regard to vessel maintenance.
- 1.1.6 Shall require the skipper to conduct emergency drills at the beginning of the season and at regular intervals thereafter.
- 1.1.7 In accordance with the Occupational Safety and Health Regulations 1996, the owner/owner's representative shall ensure a system exists on board for:
 - (a) Identifying hazards on board the vessel that people are likely to be exposed to.
 - (b) Assessing the risk of injury or harm to a person on board that could result from each hazard.
 - (c) Considering the ways the risks may be reduced.

1.2 INFORMATION AND TRAINING

- 1.2.1 Where the owner is engaging the skipper and crew directly, the owner should formalise agreements and responsibilities with the crew.
- 1.2.2 Where the skipper is engaging the crew directly, the owner should require the skipper to formalise agreements with the skipper and crew.
- 1.2.3 Shall ensure the vessel is appropriately manned for the position of Master, Engineer (as required), Crew.
- 1.2.4 Shall discuss with the skipper the details in this code as part of the owner/owner's representative-skipper induction.

- 1.2.5 Should ensure the skipper is aware of any unusual vessel characteristics and specific vessel requirements.
- 1.2.6 Should encourage the skipper to undergo training programmes as appropriate.

1.3 CONSULTATION AND COOPERATION

- 1.3.1 Should encourage the skipper to understand his/her responsibility to consult and discuss matters relating to health and safety with all persons on board.
- 1.3.2 Shall ensure that concerns raised by skippers regarding the safety of the vessel are dealt with to the satisfaction of all parties without prejudice.

1.4 PERSONAL PROTECTION

- 1.4.1 Should ensure that agreement has been reached between parties on who will provide and maintain personal protective equipment.

1.5 REPORTING OF ACCIDENTS

- 1.5.1 Shall assist the skipper in establishing and maintaining a formalised accident reporting system for the vessel.
- 1.5.2 Shall require the skipper to be aware of his/her responsibility for accident reporting.
- 1.5.3 Shall ensure a system exists for the reporting of major injuries or fatalities, as per the Occupational Safety and Health regulations and the Marine Act.

2. SKIPPER OF THE VESSEL

2.1 WORK SYSTEMS

- 2.1.1 Shall ensure the vessel is properly equipped and operates in a safe manner during fishing operations.
- 2.1.2 Shall assist the owner to ensure the vessel meets statutory requirements as deemed by the Marine Act, Occupational Safety & Health Act, Fisheries Act and AQIS.
- 2.1.3 Shall do all that is reasonably practicable to ensure that any hazardous situations on board the vessel are rectified.
- 2.1.4 Shall do all that is reasonably practicable to ensure that the work area layout on board the vessel does not place any person at an increased risk.
- 2.1.5 Shall ensure the appropriate maintenance checklist system for the vessel is completed. (eg. log book entries or other means of recording.)
- 2.1.6 Shall ensure emergency drills are held, at the beginning of the season and at regular intervals thereafter.

- 2.1.7 In accordance with the Occupational Safety and Health Regulations 1996, the skipper shall follow the system for the vessel for:
- (a) Identifying hazards on board the vessel that people are likely to be exposed to.
 - (b) Assessing the risk of injury or harm to a person on board that could result from each hazard.
 - (c) Considering the ways the risks may be reduced.

2.2 INFORMATION AND TRAINING

- 2.2.1 Where the owner is engaging the skipper and crew directly, the skipper should ensure agreements are formalised.
- 2.2.2 Where the skipper is engaging the crew directly, the skipper should formalise agreements with the crew.
- 2.2.3 Shall discuss with the crew where hazards exist on the vessel and discuss safe working practices in those areas.
- 2.2.4 Shall ensure the on board induction is conducted for crew including discussing the crew's responsibilities as per this code.
- 2.2.5 Shall participate in the induction with the owner/owner's representative.
- 2.2.6 Shall ensure that crew members are adequately instructed and trained on safe working procedures.

2.3 CONSULTATION AND COOPERATION

- 2.3.1 Shall assist crew members to understand their responsibility to discuss matters relating to health and safety as per this code.
- 2.3.2 Shall assist crew members to become aware of their responsibilities concerning safety at sea as per this code.
- 2.3.3 Shall ensure that concerns raised by crew regarding the safety of the vessel are considered without prejudice.

2.4 PERSONAL PROTECTION

- 2.4.1 Should ensure that agreement has been reached between appropriate parties on who will provide and maintain personal protective equipment.
- 2.4.2 Shall use personal protective equipment when required.

2.5 SAFE PLANT AND SUBSTANCES

- 2.5.1 Shall ensure as far as is reasonably practicable the vessel, machinery and equipment are in a safe working order.
- 2.5.2 Shall assist the crew in maintaining the machinery and equipment on the vessel, so that those on board are not unreasonably exposed to hazards.

2.6 REPORTING OF ACCIDENTS

- 2.6.1 Skipper should record all reported accidents on the vessel as per the log book or other recording system.
- 2.6.2 Shall ensure that the owner is advised of accidents that are required to be reported to Worksafe or the Department of Transport.
- 2.6.3 Shall ensure the reporting of accidents to the Department of Transport as per the Marine Act Section 64 in accordance with the appendix in this code.

2.7 GENERAL DUTY TO ALL ON THE VESSEL

- 2.7.1 Shall ensure as far as is reasonably practicable that people on board the vessel (including visitors) are not exposed to hazards.
- 2.7.2 Shall ensure as far as is reasonably practicable that people embarking and disembarking the vessel are not exposed to hazards.

3.0 CREW OF THE VESSEL

3.1 PROVIDE ASSISTANCE

- 3.1.1 Shall as far as is reasonably practicable assist the skipper in the correct maintenance of the vessel, and rectifying any hazardous situations.
- 3.1.2 Shall maintain a satisfactory level of cleanliness and hygiene in the vessel at all times.
- 3.1.3 Shall participate in the emergency drills on board the vessel.
- 3.1.4 Shall engage in safe work methods on board the vessel.

3.2 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- 3.2.1 Shall use personal protective equipment when required, or as instructed.
- 3.2.2 Should ensure that agreement has been reached between appropriate parties on who will provide and maintain personal protective equipment.

3.3 NO MISUSE OR DAMAGE TO EQUIPMENT

- 3.3.1 Shall not misuse or deliberately damage equipment.
- 3.3.2 Should only use equipment for the purposes intended in normal use, within normal operating requirements.
- 3.3.3 Shall not alter machinery, unless instructed to by the skipper.

3.4 REPORTING HAZARDS

3.4.1 Should report to the skipper all accidents on the vessel as per the log book or other recording system.

3.5 REPORT INJURY OR HARM TO HEALTH

3.5.1 Shall report to the skipper when affected by an injury, illness or disease arising from work.

3.6 COOPERATE WITH THE SKIPPER

3.6.1 Should formalise share fishing agreements and any other agreements.

3.6.2 Should where practicable attend industry developed and endorsed training programmes.

3.6.3 Shall participate in the on board induction.

B. EMPLOYER-EMPLOYEE AGREEMENT

1. OWNER (EMPLOYER)

In order to clarify the Occupational Health and Safety responsibilities each employer shall ensure that the lines of responsibility are listed in writing.

1.1 PROVIDE A SAFE SYSTEM OF WORK.

1.1.1 Shall instruct the appropriate person to ensure the vessel is seaworthy and properly equipped at the commencement of and during the season.

1.1.2 Shall make whatever arrangements are necessary and appropriate to ensure the vessel meets all statutory requirements as deemed by the Marine Act, Occupational Safety & Health Act, Fisheries Act and AQIS.

1.1.3 Shall instruct the skipper to ensure an appropriate procedure exists for reporting and rectifying hazardous equipment/situations on board the vessel. (eg. skipper rectifies hazards at sea where possible and makes log book entries for problems that cannot be rectified immediately).

1.1.4 Shall instruct the appropriate person to ensure the work area layout on board the vessel is such that as far as practicable hazards are reduced, and any person on board is not at increased risk.

1.1.5 Shall instruct the skipper to conduct emergency drills at the beginning of the season and at regular intervals thereafter.

1.1.6 Shall ensure that procedures are in place to satisfactorily address vessel maintenance.

- 1.1.7 In accordance with the Occupational Safety and Health Regulations 1996, the owner/owner's representative shall ensure a system exists on board for:
- (a) Identifying hazards on board the vessel that people are likely to be exposed to.
 - (b) Assessing the risk of injury or harm to a person on board that could result from each hazard.
 - (c) Considering the ways the risks may be reduced.

1.2 PROVIDE INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

- 1.2.1 Where the owner is engaging the skipper and crew the owner should ensure that written employment contracts are put in place for all employees.
- 1.2.2 Where the skipper is engaging the crew directly, the owner should require the skipper to formalise written employment contracts with the crew.
- 1.2.3 Shall ensure the vessel is appropriately manned for the position of Master, Engineer (as required), Crew.
- 1.2.4 Shall ensure the skipper/crew are aware of the details in this code as part of the skipper/crew induction.
- 1.2.5 Shall ensure the skipper is aware of any unusual vessel characteristics and specific vessel requirements. Where appropriate the owner should instruct the skipper to discuss these requirements with the crew.
- 1.2.6 Should encourage the skipper and crew to undergo training programmes as appropriate.
- 1.2.7 Shall ensure the skipper understands that he/she is responsible for the on board crew induction.

1.3 CONSULTATION AND COOPERATION

- 1.3.1 Shall ensure the skipper understands the responsibility to consult and discuss matters relating to health and safety with all persons on board.
- 1.3.2 Shall ensure the skipper is aware of his/her responsibilities concerning safety at sea.
- 1.3.3 Shall ensure that concerns raised by skippers regarding the safety of the vessel are dealt with to the satisfaction of all parties without prejudice.

1.4 PERSONAL PROTECTION

- 1.4.1 Should ensure employment contracts contain the responsibility for provision and maintenance of personal protective equipment.

1.5 SAFE PLANT AND SUBSTANCES

1.5.1 Shall ensure where practicable that the vessel, machinery and equipment are in a safe working order.

1.6 REPORTING OF ACCIDENTS

1.6.1 Shall ensure a formalised accident reporting system exists on each vessel.

1.6.2 Shall ensure the skipper is aware of his/her responsibility with accident reporting.

1.6.3 Shall ensure a system exists for the legal reporting of accidents as per the Occupational Safety & Health Act and Regulations and Marine Act requirements. See Appendix in this code.

2. SKIPPER OF THE VESSEL

2.1 PROVIDE A SAFE SYSTEM OF WORK

2.1.1 Shall as far as practicable ensure the vessel is properly equipped and operated in a safe manner during fishing operations.

2.1.2 Shall ensure the vessel meets statutory requirements as deemed by the Marine Act, Occupational Safety & Health Act, Fisheries and AQIS, while at sea.

2.1.3 Shall do what is reasonably practicable to ensure that hazardous situations on board are rectified.

2.1.4 Shall ensure the appropriate maintenance checklist system for the vessel is completed. eg. log book entries or other means of recording.

2.1.5 Shall ensure emergency drills are held at the beginning of the season and at regular intervals thereafter.

2.1.6 Shall do all that is reasonably practicable to ensure the work area layout on the vessel does not place any person at an increased risk of an accident.

2.1.7 Shall ensure where practicable that the vessel, machinery and equipment are in a safe working order.

2.1.8 In accordance with the Occupational Safety and Health Regulations 1996, the skipper shall follow the system for the vessel for:

- (a) Identifying hazards on board the vessel that people are likely to be exposed to.
- (b) Assessing the risk of injury or harm to a person on board that could result from each hazard.
- (c) Considering the ways the risks may be reduced.

2.2 PROVIDE INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

- 2.2.1 Where the skipper is engaging the crew directly, the skipper should formalise agreements with the crew.
- 2.2.2 Shall as far as is reasonably practicable ensure that crew members have been adequately instructed, and trained on safe working procedures.
- 2.2.3 Shall ensure the on board induction for crew, including discussing the crews responsibilities as per this code, has been conducted.
- 2.2.4 Shall as far as is reasonably practicable provide a level of supervision of crew as required depending on the skills and experience of each crew member.
- 2.2.5 Shall as far as is reasonably practicable, ensure the crew are aware of where hazards exist on the vessel and instruction given on safe working practices in those areas to crew.
- 2.2.6 Shall assist the crew to maintain the machinery and equipment on board the vessel.
- 2.2.7 Shall participate in the induction with the owner/owner's representative.

2.3 CONSULTATION AND COOPERATION

- 2.3.1 Shall allow crew on board to discuss issues concerning crew and vessel health and safety.
- 2.3.2 Shall ensure that concerns raised by crew regarding the safety of the vessel are considered without prejudice.
- 2.3.3 Shall assist crew members to become aware of their responsibilities, concerning safety at sea.

2.4 PERSONAL PROTECTION

- 2.4.1 Shall ensure that wherever required, personal protective equipment is used and maintained.

2.5 REPORTING OF ACCIDENTS

- 2.5.1 Skipper should record all reported accidents on the vessel as per the log book or other recording system.
- 2.5.2 Shall ensure the owner is advised of accidents that are required to be reported to Worksafe and the Department of Transport.

2.6 HYGIENE

- 2.6.1 Shall ensure a satisfactory level of cleanliness and hygiene is maintained on the vessel.

2.7 NO MISUSE OR DAMAGE TO EQUIPMENT

- 2.7.1 Shall ensure as far as is practicable no misuse or deliberate damaging of equipment (including emergency equipment) occurs.
- 2.7.2 Shall ensure that equipment is used only for the purposes intended, within normal operating requirements.

2.8 INJURY OR HARM TO HEALTH

- 2.8.1 Shall do all that is reasonably practicable to assist, where a crew member is affected by an injury, illness or disease arising from work.

2.9 GENERAL DUTY TO ALL ON THE VESSEL

- 2.9.1 Shall ensure as far as is reasonably practicable that people on board the vessel (including visitors) are not exposed to hazards.
- 2.9.2 Shall ensure as far as is reasonably practicable that people embarking and disembarking the vessel are not exposed to hazards.

3.0 CREW OF THE VESSEL (EMPLOYEES)

3.1 FOLLOW INSTRUCTIONS

- 3.1.1 Shall follow the skipper's instructions on correct maintenance of the vessel.
- 3.1.2 Shall maintain a satisfactory level of cleanliness and hygiene in the vessel at all times.
- 3.1.3 Shall participate in all appropriate training provided on board the vessel (e.g. including emergency drills).
- 3.1.4 Shall follow instructions on safe work methods.

3.2 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- 3.2.1 Shall use personal protective equipment when required, and/or as instructed.
- 3.2.2 Shall maintain all personal protective equipment as per the employment contract.

3.3 NO MISUSE OR DAMAGE TO EQUIPMENT

- 3.3.1 Shall not misuse or deliberately damage equipment (including emergency equipment).
- 3.3.2 Should use equipment for the purposes intended as normal use, within normal operating requirements.
- 3.3.3 Should not alter machinery (ie. removal of guarding), unless instructed to by the skipper.

3.4 REPORTING HAZARDS

- 3.4.1 Shall follow instructions for rectifying hazards on the vessel.
- 3.4.2 Shall report a hazard that he/she notices.

3.5 REPORT INJURY OR HARM TO HEALTH

- 3.5.1 Shall report to the skipper when a crew member is affected by an injury, illness or disease that could affect their capacity to work safely.

3.6 COOPERATE

- 3.6.1 Shall ensure all employment contracts with the owner and or skipper are agreed in writing.
- 3.6.2 Should cooperate with the skipper in maintaining where necessary and improving the health and safety on board the vessel.
- 3.6.3 Should where practicable attend industry developed and endorsed training programmes.
- 3.6.4 Shall attend the on board induction.



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Firearm Safety

1.0 EMERGENCY EQUIPMENT AND PROCEDURES

1.1 GENERAL

1.1.1 Each vessel will have the correct emergency equipment provided and readily available at all times, as per the Department for Planning and Infrastructure equipment list (Appendix 1).



1.1.2 Crew members will be adequately trained in emergency procedures, either by video, booklets, direct instruction. The details will be documented.



1.1.3 Appropriate signs/stickers should be displayed on board, identifying the location of the emergency equipment.

1.2 FIRE FIGHTING

1.2.1 Fire fighting equipment must be kept in its proper location and correctly maintained.



1.2.2 Good fire prevention procedures must be in place on board.

1.2.3 The correct extinguisher must be used at all times.



1.3 ABANDON VESSEL, SURVIVAL AND RESCUE

1.3.1 Survival raft (where required)

- Life rafts will be fitted in a place for easy access and deployment
- No life raft of any kind will be fastened down
- Life rafts will be fitted with a hydrostatic release, be able to float freely, or be fitted to an approved launching device
- Where awnings are installed on deck the life raft will be positioned above the awning

1.3.2 Each vessel will conduct regular emergency drills, with new crew members and existing crew members at the beginning of the season and at regular intervals thereafter. The details of the drills will be documented.

1.3.3 Emergency drills required by the Western Australian Marine Act are:

- fire fighting procedures
- launching lift rafts
- collision procedures

1.3.4 Emergency drills recommended by industry are:

- man overboard
- life jackets
- abandon vessel
- confined spaces rescue procedure

1.3.5 Any additional EPIRBs carried on a vessel should be in an easily accessible place.

2.0 HEARING CONSERVATION

2.1 Any person entering the engine room (whilst machinery is running) will wear approved hearing protection.

2.2 All persons will be given instruction on the correct fitting of ear protection.

2.3 All machinery in the engine room shall be regularly maintained to ensure noise levels emitted are minimised.

3.0 ALCOHOL AND OTHER DRUGS (ALSO SEE UPDATES)

3.1 No drugs, other than prescription medicines and first aid items will be carried or used on board any fishing vessels.

3.2 When a member of the crew is likely to be an increased risk to safety, due to alcohol or other drugs, that crew member can be refused entry to the vessel.

3.3 No crew member will arrive for work, or in the course of their work be under the influence of any alcohol or drug substance so as to affect their ability to work in a safe manner.

3.4 When in the opinion of the skipper a crew member is an increased risk to safety while at sea, the skipper should remove that person from the fishing process until that crew member is able to work without increased risk to safety.

3.5 Refusal of entry onto the vessel must be based on the assessment of that crew member's ability to do the job he/she has been engaged to do.

4.0 TRAINING REQUIREMENTS

4.1 Specific short courses dealing with selected health and safety topics may be developed by industry and made available to industry.

5.0 WEATHER CONDITIONS

5.1 The skipper should ensure that the safety of the crew be considered at all times when encountering inclement weather conditions.

5.2 For any vessel operating in areas where cyclones are expected, the skipper and the owner must have a cyclone contingency plan for the vessel.

6.0 VESSEL MODIFICATION

6.1 Whenever vessel modification is carried out, the safety and health requirements both in this code and other requirements as they arise will be considered.

7.0 CLOTHING AND FOOTWEAR

7.1 The ideal clothing requirements should be:

- light weight boots and/or boots one size too big
- heavy duty rubber gloves
- sun visor/hats where required
- sunscreen where required
- light weight clothing
- apron with a quick release mechanism

7.2 Appropriate clothing and footwear should be worn when working in the vicinity of machinery on deck, i.e: close fitting, no toggles, ties or torn edges.

8.0 PORT SAFETY COMMITTEES

8.1 Where Health and Safety Committees are established in regional locations, the following are guidelines:

8.2 The Committee should be comprised of:

- Independent chairperson where appropriate.
- Vessel owners, skippers and crew for each sector of the fishing industry operating out of the port.
- 1 Fisheries Department representative.
- 1 Department of Transport representative.
- Shore based personnel as appropriate.

8.3 The Committee should include the following in the terms of reference:

- Consider any proposed changes to the Occupational Safety and Health Code section for the relevant fishing sector.
- Consider an agreed approach to specific issues e.g: working at heights.
- Monitor the effectiveness of the Code within the various fisheries.
- Evaluate how special programs can be introduced into each sector.
- Consider guidelines that affect the commercial fishing industry and the impact on the fisheries in the port locations.

9.0 ACCIDENT REPORTING

- 9.1 Owners and skippers shall ensure that legislative requirements for accident reporting are met.
- 9.2 Reporting procedures shall be as listed in:
 - Appendix 3 - Occupational Safety and Health Act and Regulations
 - Appendix 4 - Marine Act

The Department of Transport require reporting of accidents immediately by phone or other means and completion of the Marine Accident Report within 24 hours of the event.

10. INFECTIOUS DISEASES

- 10.1 Always wash hands after working and before eating or smoking.
- 10.2 Cover cuts and sores with waterproof dressings and / or bandages before working.
- 10.3 If there is an accident where a cut is suffered, immediately wash the cut (soap and water and / or antiseptic) and then cover it with a dressing or bandage.
- 10.4 If a cut has been caused by an object which may have human blood, body fluids or tissues on it, seek first aid advice.
- 10.5 Gloves should be worn when handling product and bait.
- 10.6 Hand washing after administration of first aid is essential.
- 10.7 Personal items such as razors and toothbrushes must not be shared.

11.0 SKIN CANCER/EYE DAMAGE PREVENTION (ALSO SEE UPDATES)

- 11.1 Wear a broad brimmed hat or cap with a flap.
- 11.2 Wear a shirt with sleeves to ensure protection of the back, shoulders and arms.
- 11.3 Use a 30+ broad spectrum sunscreen – layer sunscreen on, don't rub in.
- 11.4 Where possible wear sunglasses with an eye protection factor 10, polaroid glarefoil lenses with 99.9% glare reduction.

12.0 DANGEROUS SPECIES

- 12.1 All fishermen should be aware of the fish species that can cause injury or illness.
- 12.2 The skipper will instruct crew in the correct handling procedures for poisonous / dangerous species.

- 12.3 Appropriate protective equipment shall be worn when handling / sorting catch.
- 12.4 Adequate first aid information on the treatment of injuries caused by dangerous species will be available on board the vessel.
- 12.5 Information on identification, prevention and treatment concerning dangerous species can be obtained by phoning 13 11 26.

13.0 GENERAL

- 13.1 Crew members should be able to move safely on board the vessel in order to complete tasks, and walk areas should be kept free of obstructions.
- 13.2 Skippers shall ensure where practicable that for areas under their control, there is a safe means of access to and egress from the workplace and those areas of access and egress are kept free of obstructions.
- 13.3 Where there is an area on board the vessel where there is a hazard that may not be readily apparent, the skipper shall ensure that a sign exists for that area to inform crew.
- 13.4 The owner shall ensure that the deck area of the vessel has a slip resistant surface and is as far as practicable free from any obstruction that may cause a person to fall.
- 13.5 No escape hatches are to be locked.
- 13.6 Whilst the vessel is unmanned, the escape hatch may be secured (not locked) internally.
- 13.7 The master shall ensure the escape hatch is unsecured whilst the vessel is manned.
- 13.8 All sea going vessels under construction shall be fitted with an anchor light.
- 13.9 One year from the date of the next equipment survey, all existing vessels shall be fitted with an anchor light (as at June 1997).
- 13.10 The anchor light is to be clearly visible in a 360 degree arc, and is to have an individual switch.
- 13.11 Where there is an unavoidable obstruction (for example a radar scanner) a second light may be fitted to provide a full 360 degree vision.

14.0 MANUAL HANDLING (ALSO SEE UPDATES)

Definition: manual handling is any activity where a person exerts a force to lift, lower, carry, push, pull, move or restrain any object. Manual handling activities include lifting, pushing, pulling, holding, grasping, throwing and carrying.

- 14.1 The Skipper shall ensure that manual handling tasks are assessed in the course of normal operations.
- 14.2 Assessment of manual handling tasks must consider the following factors:
- do crew have to overreach or reach above shoulder height?
 - do crew have to twist while lifting?
 - does the object require an awkward grip?
 - is it a sharp edge object?
 - is the task very repetitive?
 - is the task done over a long period of time?
 - what is the weight of the object?
 - is the lifting in a confined space?
 - do the crew have to carry the load over a long distance?
- 14.3 Methods for reducing the risk of manual handling tasks
- redesign the task considering how and where the job is done,
 - assess whether mechanical lifting equipment is necessary,
 - crew training.

APPENDIX

1. Department of Transport Equipment List
2. Cyclone Contingency Plan Guidelines
3. Occupational Safety & Health Regulations – Accident Reporting
4. Marine Act – Accident Reporting

EQUIPMENT CHECK LIST: (To be read with corresponding note numbers below)

NOTE	SURVEY ITEM	VESSEL LENGTH	REQUIREMENTS
1	LIFERAFT	ALL LENGTHS LESS THAN 15m	Coastal liferaft/lifeboat or Approved Dinghy for 100% complement. Internal buoyancy may be fitted in lieu of liferaft/boat or dinghy. } SEE NOTE1
2	LIFEBUOYS	15 – 25m LESS THAN 15m	2 Lifebuoys, one with self-igniting light, one with buoyant line. 1 Lifebuoy with self igniting light.
3	LIFE JACKETS	ALL LENGTHS	An approved lifejacket with light and whistle for each person – SEE NOTE 3
4	PYROTECHNICS	ALL LENGTHS	3 Rockets, 2 red hand flares and 1 orange smoke signal.
5	DINGHY EQUIPMENT	ALL LENGTHS	2 Red hand flares and 1 orange smoke signal, heliograph, rations and one litre of water per person, watertight torch. (i) Inflatable liferafts are fitted with an approved equipment pack. (Checked during annual service) (ii) A dinghy must be provided with an approved equipment pack. (Contact the Department) (iii) Contact the Department if you intend to carry a lifeboat.
6	SOUND SIGNAL	ALL LENGTHS	Horn or portable air / gas horn.
7	MISCELLANEOUS EQUIPMENT	ALL LENGTHS	Clock and Barometer, Depth sounding device (echo sounder), Signalling light, N & C flags, Navigation lights and shapes appropriate to vessel's operation, Anchors, anchor chain (or rope), anchor winch, First aid kit, Log book, Approved radio installation, Compass, Gas detector for LPG installations, Charts for areas of operation.
8			
9			
10			
11			
12			
13			
14			
15			
16			
17	FIRE PUMP	15 – 25m	1 Fire pump hose and nozzle.
18	FIXED FIRE INSTALLATION	OVER 12.5m	Fitted in propulsion machinery space. Vessels built before 1983 may be granted an exemption.
19	FIRE EXTINGUISHERS	15m – 25m LESS THAN 25m	1 Readily available in each accommodation and service space 2 Suitable for oil fires Class 3C less than 10m, 1 extinguisher required } SEE NOTE19
	FIRE BUCKETS	ALL LENGTHS	2 with lanyard. (Class 3 under 10 metres, 1 required)
20	EMERGENCY ELECTRICAL INSTALLATION	ALL LENGTHS	2 Torches. An emergency power source capable of operating the navigation lights and radio for at least 3 hours. Normal engine starting batteries may be acceptable provided they are suitably positioned.
21 to 32	VARIOUS	ALL LENGTHS	ITEMS CHECKED AT PERIODIC SURVEY – SEE NOTES 21 TO 32 BELOW

Refer to corresponding notes

NOTES

THESE NOTES REFER TO CORRESPONDING EQUIPMENT NOTE NUMBERS ABOVE

1	Inflatable Liferaft to be serviced annually. Internal buoyancy is only acceptable on class C vessels under 15m. Approved dinghies are for class 3C only. Liferaft/boat shall be marked with vessel's name/I.D. fitted with reflective tape 300mm long, 50mm wide and spaced at 500mm centres. The raft/boat shall be fitted in a place for easy access, be fitted with hydrostatic release or be float free, or be fitted to approved launching device.
2	Lifebuoys are to be marked with vessel's name and four bands of reflective tape at 90° to each other. The self igniting light is to be attached to one lifebuoy and a minimum of 27m of buoyant line attached to the other. Lifebuoys must be readily accessible.
3	Lifejackets are to be marked with vessel's name, fitted with reflective tape, and self igniting lights which are to be renewed by the expiry date. Jackets are to be stowed in an easily accessible place for emergency use. "SOLAS" jackets are required for class B vessels. "COASTAL" jackets are required for class C vessels. "SOLAS" jackets may be used.
4	Pyrotechnics are to be renewed by the manufacturer's expiry date marked on each one.
5	Equipment to be fitted in watertight container. These pyrotechnics are required in addition to those provided at (4) for the vessel.
6	A fixed horn must give minimum 110dB.
7	Clock is to be in view of radio installation.
8	Signalling light requires a facility for flashing, not just on/off switch. This torch may be one of the 2 torches required for the emergency electrical installation requirements.
9	The minimum size of the flags is 600mm x 400mm.
10	Navigation lights will be tested at survey. A separately switched anchor light is required.
11	Anchors up to 25kg may be fitted with rope in lieu of chain; but at least 3m of chain must be shackled between rope and anchor. Anchors 25kg to 49kg may be fitted with rope, providing 6m of chain is shackled between rope and anchor. Anchors 50kg to 100kg:- one anchor requires to have chain shackled to it, the other anchor may be fitted with rope with 6m of chain shackled to it. Anchors over 100kg:- both anchors require chain to be fitted. An anchor winch is required for anchors over 30kg.
12	A basic first aid kit of bandages, plasters, acriflavine, aspirin, cotton wool, dressings, gauze for burns, burn antiseptic cream, safety pins, scissors and tourniquet shall be kept in a container and contents kept clean.
13	A book designated as the log book is required to be kept on board at all times and made available to the surveyor on completion of the survey.

CONTINUED OVERLEAF

14	All vessels require the following distress frequencies: 2182, 4125, 6215, 8291 kHz. Vessels operating north of N.W. CAPE (LAT 21°47') require the additional frequencies: 12290, 16420 kHz. All vessels must also fit at least ONE of the following Maritime Safety Information (MSI) frequencies appropriate to the area of operation: 2201, 4426, 6507, 8176 kHz. Vessels fitted with VHF SEAPHONE are limited to operate within 20NM radius of an OTC station only. Vessels fitted with VHF are limited to operate within 20NM radius of Fremantle, or an approved 24-hour manned coastal radio station. A tuning card for these frequencies must be displayed next to the radio. The radio licence is to be produced at the time of survey. A test call will be made. Call sign is to be permanently displayed adjacent to the radio.
15	The compass is to be adjusted every 3 years and the deviation card displayed adjacent to the steering position.
16	If LPG is fitted a gas detector is required if it is possible for the gas to leak below deck or accumulate in the vessel.
17	Fire pump will be tested with the fire hose and nozzle fitted. (Deck hoses are only acceptable if nozzle is readily attachable in an emergency.)
18	Fixed fire fighting installation is to be serviced annually and a copy of the service document provided to this department.
19	Minimum size of foam fire extinguisher is 9 litre. Minimum size of dry powder extinguisher is 4.5kg. Minimum size of CO ₂ extinguisher is 3kg.
20	One of these torches may be the vessel's signalling light and liferaft torch (see notes 5 & 8).

} All portable extinguishers must be serviced annually.

AT EACH PERIODICAL SURVEY OF THE VESSEL, THE SURVEYOR MAY ALSO INSPECT THE FOLLOWING:
(MANY SMALL VESSELS WILL NOT HAVE ALL OF THE FOLLOWING ITEMS).

21	Main and auxiliary machinery, controls and instruments: engines will be run whenever practical.
22	Cooling system, exhaust system and fuel system (exhausts must be lagged).
23	Steering systems. Emergency steering, (recommended but not mandatory on twin-screw vessels).
24	LPG installation. Pressure vessels. Electrical installation. (LPG audible alarm and solenoid cut-off to be functional).
25	Pipework (all sea water rubber piping must be double-clipped each end).
26	Machinery guards on all rotating machinery.
27	Cargo/fishing gear, including winches, cranes, deck machinery etc.
28	Alarm systems. (All vessels require a machinery space bilge alarm, audible at helm). A bilge alarm is required in all compartments where sea water pumping systems are fitted. The bilge alarm must not operate off the same float switch that operates the bilge pump.
29	Bilge system. Pumps will be tested whenever practical.
30	Emergency shut-offs on fuel valves, engine room fans etc. vent closures.
31	Watertight integrity – doors, hatches, closing devices, windows, ventilators, etc.
32	Guardrails, freeing ports, emergency escapes.



**EQUIPMENT LIST
&
SURVEY REQUIREMENTS
FOR
CLASS
2B, 2C, 3B, 3C
VESSELS
UNDER 25m
DATE OF ISSUE: FEB. 1999**

IMPORTANT

This leaflet has been designed to assist a vessel owner in preparing a vessel for periodical survey in accordance with the W.A. Marine Act.
It is not intended to cover every aspect of survey regulations, and compliance with this leaflet does not necessarily constitute compliance with all relevant statutes. Some vessels may have been granted exemptions in respect of some items of equipment.
If further information is required, please contact the COMMERCIAL VESSEL SAFETY BRANCH at one of the offices below.

1 Essex St
Fremantle WA 6160
Fremantle Ph: (08) 9216 8237
Geraldton Ph: (08) 9921 3340

APPENDIX 2

CYCLONE GUIDELINES

CYCLONE CONTINGENCY PLAN GUIDELINES FOR COMMERCIAL FISHING VESSELS IN WESTERN AUSTRALIA

TERMS OF REFERENCE

This document is designed to provide all owners, skippers and crew with guidance in developing a cyclone contingency plan for each of their own company vessels.

It is expected that individual owners and companies will establish a specific cyclone contingency plan (for action to be taken in case of a cyclone) for every vessel they own or manage.

These guidelines include two reference sources from the Bureau of Meteorology. These references are – Marine Weather Services and Tropical Cyclones.

When company or vessel cyclone contingency plans are completed they should be included in both shore bases and on board vessel documentation.

These guidelines make the assumption that the skipper of the vessel has had adequate training in vessel operation in cyclone conditions, and also has a sound understanding of the nature of cyclone activity.

OUTLINE OF A CYCLONE PLAN

A cyclone plan for each company or vessel should contain the following:

- company policy and responsibilities of owners, skippers and crew
- technical information regarding:
 - tropical cyclone classification
 - marine warning technology
 - marine forecasts
- forecast and warning delivery system
- list of anchorages and shelter areas and information on using these areas
- shore based liaison and contact details
- crew training for cyclone procedures
- further information

COMPANY POLICY AND RESPONSIBILITIES

POLICY (example only)

The official cyclone season extends from November through to April, however cyclones can occur at any time. Cyclones are experienced more on the northwest coast of Western Australia which is one of the most cyclone prone coasts anywhere in the world.

As fishing operations are carried out in these areas it is essential that all skippers, crew and associated personnel are provided with information regarding cyclones in order to manage conditions accordingly.

Therefore, this company has developed this cyclone contingency plan to ensure that all parties are fully informed. It is essential that safe working procedures are adopted to ensure the safety of the skipper and crew and minimal risk to the vessel is maintained.

The purpose of this policy and plan is to ensure that all skippers, crew and other company staff are aware of their responsibilities and the procedures to follow in the event of a cyclone developing.

Nothing in this plan will override the authority of a master, or interfere with his independent discretion.

RESPONSIBILITIES

COMPANY/OWNER

1. The company/owner shall ensure the skipper trains the crew of each vessel in cyclone response procedures.
2. The company/owner shall ensure that each vessel has a copy of the company cyclone contingency plan and the relevant harbour plan or plan for selected areas of shelter on board and at company shore based offices.
3. The company/owner shall ensure that the skipper and crew of each vessel are aware of the contents and procedures contained within the cyclone contingency plan.
4. The company/owner shall instruct the skipper to conduct cyclone training drills for all crew.
5. The company/owner shall ensure that each vessel has the Bureau of Meteorology cyclone plotting map/chart.
6. The company/owner is encouraged to provide devices on board the vessel to maximize access to information.
7. The company/owner shall ensure that appropriate shelter areas for the region being fished are discussed with the skipper prior to departure from port.

SKIPPER

1. The skippers shall ensure they are familiar with the requirements of the company cyclone contingency plan and ensure that all crew on board the vessel have been fully trained in vessel procedures.
2. The skipper shall ensure they are familiar with the relevant harbour plan for the area being fished and that all crew members are aware of the plan and its requirements.
3. The skipper shall ensure that all the requirements in this plan are followed to minimise risk to the vessel and crew.
4. The skipper shall discuss with the owner/owner's representative/company, areas of appropriate shelter in accordance with the area being fished, prior to departure.
5. The skipper shall ensure that all relevant navigational charts are on board.
6. The skipper shall continually obtain the most current meteorological

- information about a cyclone and plot the predicted and actual track of a cyclone into the charts.
7. The skipper shall ensure that regional radio broadcasts are monitored at least daily, preferably twice daily during the cyclone season in order to obtain early warning of a cyclone watch.
 8. Where the company has a designated shore base, the skipper shall ensure constant radio contact with the base to receive up to date information.
 9. Where the company has a designated shore base, the skipper shall discuss action to take with regard to impending impact from the cyclone.
 10. The skipper shall ensure that at all times the following are maintained:
 - good quality calibrated barometer
 - radio equipment, radar and echo sounder in good working order
 - bilges are clean and all pumps are in good working order
 - oil and fuel filters for main engines and generators are clean and secure with sufficient spares on board
 11. Every safety precaution shall be taken to seek shelter or leave the path of the cyclone, in time to ensure the safety of the crew and the vessel, taking into particular account the information obtained from '6' above and the other points made above.

CREW

1. The crew shall ensure they are familiar with the requirements of the company cyclone contingency plan.
2. The crew shall ensure they are familiar with the relevant harbour plan for the area being fished.
3. The crew shall ensure they understand the requirements of these plans and the specific vessel procedures.
4. The crew shall participate in any training drills conducted on the vessel for cyclone procedures.
5. The crew shall follow instructions given by the skipper, or the second in charge, in action to take for a cyclone.

TECHNICAL INFORMATION

Tropical Cyclone Classification

Descriptive material provided in attachment 1.

Marine Warning Terminology

Descriptive material found in attachments 1 and 2.

Marine Forecasts

Descriptive material found in attachments 1 and 2.

Forecast and Warning Delivery System

Descriptive material found in attachments 1 and 2.

LIST OF ANCHORAGES OR SHELTER AREAS

N.B.

Shelter may be found in a variety of anchorages and will vary in quality and appropriateness depending on the vessel, weather conditions, vessels in company, characteristics of anchorage. No anchorage or harbour can be safe for all vessels in all circumstances. Skippers and/or shore based personnel must exercise judgement in selecting anchorages for the circumstances with which they are presented and in consideration for minimising risk to the crew and vessel.

GUIDELINE 1

For each fishery in which vessels are operating, prior to commencing fishing operations the owner and skipper must establish the appropriate shelter areas available to them. Appropriate shelter areas can include further out to sea, anchorage in a sheltered area, cyclone mooring or a berth in a harbour.

GUIDELINE 2

All crew should be placed in the most appropriate place for safety. There may be times that dependent on where the vessel is located that it is safer to remain on the vessel in shelter.

GUIDELINE 3

The Department of Transport should be contacted for available information regarding shelter areas, prior to departure.

GUIDELINE 4

Where there are cyclone contingency plans for a harbour within the fishery that vessels are operating in, the skipper must make themselves aware of the plans and the procedures in those plans. The skipper must also ensure liaison takes place with the designated harbour coordinators.

GUIDELINE 5

Where there are no cyclone contingency plans for a harbour within the fishery that vessels are operating in, the skipper must ensure they are familiar with access and egress to the harbour and any navigational requirements.

SPECIFIC VESSEL ACTION

This is dependent on the distance from the cyclone, the distance from the most appropriate shelter and the distance travelled within the fishery and the location of the vessel when the initial warnings are given.

Vessel procedures should include the following:

- Muster all crew and review the vessel's safety procedures for cyclones
- Ensure booms, equipment and assorted gear are well secure, mooring

lines and nets stowed wherever possible below deck and/or in the lowest part of the vessel.

- Ensure scuppers are clear and are not able to be blocked by loose gear moving around the deck
- Secure all hatches ports and doors without padlocking
- Check that life rafts, buoys, radio beacons and other safety equipment is secure
- Adequate supply of torches are available
- Make the vessel as water tight as possible. Have rags or dry towels available to prevent water reaching electrical equipment
- Remove all awnings
- Secure catch freezer holds
- Tank configuration adjusted for optimum stability
- Supplies of food and water on hand

SHORE BASED LIAISON

Where possible owners and companies should establish shore base stations or liaison. This may be the fleetmaster or the local harbour coordinator to coordinate procedures for access into harbours.

CREW TRAINING

Company plans must reflect the areas in which crew require training regarding cyclone procedures. These requirements will include the following:

- clear understanding of the vessel's cyclone plan and the relevant harbour plan/s
- clear understanding of the specific vessel procedures in activating the vessel cyclone plan
- emergency drill procedures such as life jackets, life rafts, EPIRBs, flares, first aid kits

FURTHER INFORMATION

The cyclone contingency plan should include any reference material or texts to provide the skipper and crew with as much information as possible in order to manage the situation.

LIABILITY FOR USE

The information in these guidelines is given in good faith and is based on the knowledge and experience of those who contributed to the document in their chosen field of expertise.

The Western Australian Fishing Industry Council shall not be liable for any loss, damages or other claim in respect of or arising from any death of or injury to or damage to property of any person which may occur while any person conducts any fishing activities using these guidelines. This is expressly stated and brought to the readers attention:

- (a) these guidelines are not a complete technical guide for managing vessels or procedures in cyclone conditions and it should be used in conjunction with existing company procedures;
and
- (b) these guidelines should be used to assist in the process of an individual company developing its own contingency plan for the company or vessels.

A guide for mariners in northwest Australia

TROPICAL CYCLONES



Cyclones Are Dangerous

The northwest coast of Western Australia experiences more severe cyclones than any other part of the Australian coastline and is one of the most cyclone-prone coasts anywhere in the world.

On average, two tropical cyclones cross the Western Australian coastline during each cyclone season. The season extends from November through to April, but most coastal impacts occur in the period from January to March.

The awesome fury of the wind at sea during a severe tropical cyclone can be terrifying. The highest cyclonic wind gust in Australia is 144 knots (kn) recorded at Leamouth near Exmouth during cyclone Inias in March 1999 and also at Varanus Island (part of the Mariaballo Islands located off the west Pilbara coastline) during cyclone Olivia in April 1996.

The huge waves generated by cyclonic winds over the open sea are a serious threat to vessels. An examination of damage to the east side of the North Pacific "A" gas platform following tropical cyclone Orlan in April 1989 indicated that waves of more than 20 metres had battered the base of the rig.

Tropical cyclones are low pressure systems that form in the tropics which, in the southern hemisphere, have well defined clockwise wind circulation with surface winds exceeding gale force (34 kn). Short period wind gusts are often 40 per cent or more higher than the average wind speed. **Severe tropical cyclones** have surface winds greater than hurricane force (63 kn).

The **circular eye** of a tropical cyclone is an area characterised by light winds and often by clear skies. The eye is typically 20 nautical miles (nm) or so across but the eye of a cyclone can range from under 5 to over 50 nm wide.

The eye is surrounded by a dense ring of cloud known as the **eye wall** which is the area of heaviest winds and seas. Following the passage of the eye the winds shift to the opposite direction with equal force.



Tracks of severe tropical cyclones that crossed the northwest coastline in the period 1991-92 to 2000-01.

Tropical cyclones vary in both size and intensity. Small cyclones such as Orlan (April 1995) may be only 60 nm across whereas large storms, such as Orlan (April 1989) and Joan (December 1975), may be up to 300 nm across. Both large and small cyclones can have equally devastating wind speeds near the centre.

Radar and satellite images often show that the eye wall clouds are the innermost cell of a series of spiral rain-band clouds. These bands may extend up to 300 nm from the eye wall and are often associated with thunderstorms and very strong wind squalls.

Marine Warning Terminology

Australian and international practice refers to tropical cyclone centre positions in DEGREES and TENTHS of a degree. For example 25.4 South is the latitude of twenty five decimal four degrees south, not twenty five degrees four minutes south. The term at the decimal point is multiplied by 60, i.e. 0.4 degrees = 24 minutes.

Severe Wind Warning - Winds averaging 25 to 33 kn
Gale Warning - Winds averaging 34 to 47 kn
Storm Warning - Winds averaging 48 to 63 kn
Hurricane Warning - Winds averaging over 63 kn
All wind force warnings for High Seas are given in UTC, that is Western Standard Time minus 8 hours.

Note: More details are given in the Australian Marine Weather Services brochure available from Bureau Offices in Perth, Broome, Port Hedland, Leamouth, Carnarvon and Geraldton.

Marine Forecasts

Coastal Waters Forecasts: Are issued for vessels operating within 60 nm of the coast. These are issued at 0420, 1120 and 1530 WST.

Coastal Waters Warnings: Are issued for vessels within 60 nm of the coast. These are issued whenever a tropical cyclone or developing weather situation is likely to cause strong winds, gales, storm or hurricane force winds. The initial warning attempts to achieve a 12 to 24 hour lead-time and warnings are renewed every 6 hours.

Warnings for the High Seas: If a cyclone exists, is forecast to develop, or moves into the WA Region then, depending on the strength of the winds it is generating, a Gale, Storm or Hurricane Warning is issued immediately. The need becomes apparent and then at 6-hourly intervals at 0500, 1100, 1700 & 2300 UTC. The first warning attempts to achieve 12 to 24 hours lead-time.

Warnings to Coastal Communities

Cyclone advice to coastal communities take the form of Cyclone Watch or Warning messages and use metric units for wind speed and distance. A **Cyclone Watch** is issued 6-hourly whenever gales may occur on the coast within the 24 to 48-hour period.

A **Cyclone Warning** is issued 3-hourly when gales are expected to affect coastal communities within the next 24 hours. For more information on the warning system for coastal communities see the pamphlet *Surviving Cyclones* available from local Bureau of Meteorology or State Emergency Service offices.

► Coastal Waters zones in West and North West WA and adjacent areas
 Services to dotted area broadcast by Darwin Radio (VID), dark blue areas by Perth Radio (VIP) and VID, light blue areas by VIP.

Frequencies kHz
2201, 4426, 6507, 8176, 12365 and also **VHF Channel 67** (Some centres only).
 Call Telstra on **1800 253 271** for details.
 Volunteer Coast Guard also broadcasts to these areas.

► Marine broadcast schedules*

Location	Forecasts†	Warnings
Coastal NWWA		
North of NW Cape (VID)	1600/1900	33 mins past each even hour
Western high seas (VIP)	0016/0316	10 mins past each odd hour
Northern high seas (VID)	1000/0300	33 mins past each even hour

†UTC (GMT) 01 Aug 2002. †Western Standard Time

► Trial VHF broadcasts
 A trial of VHF broadcast of the Bureau's marine forecasts and warnings is being undertaken by two WA Bureau of Meteorology Field Offices in Broome, Carnarvon, Geraldton and Esperance. These Offices should be contacted for further information on the trial, times and schedules by telephoning:

Broome	08 911 1200
Carnarvon	08 951 1311
Geraldton	08 9923 3671
Esperance	08 971 1728

BUREAU OF METEOROLOGY
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► Coastal Waters zones in South West WA and adjacent areas
 Services to light blue areas broadcast by Perth Radio (VIP), dark blue areas by Melbourne Radio (VIM) and VIP.

Frequencies kHz
2201, 4426, 6507, 8176, 12365 and also **VHF Channel 67** (Some centres only).
 Call Telstra on **1800 253 271** for details.
 Volunteer Coast Guard also broadcasts to these areas.

► Marine broadcast schedules*

Location	Forecasts†	Warnings
Coastal WA/SA (VIP)	0716/1416	10 mins past each odd hour
Coastal SA (VIM)	0546/1446/1746	46 mins past each odd hour
Western high seas (VIP)	0016/0316	10 mins past each odd hour
South East high seas (VIM)	0546/2046	46 mins past each odd hour

†UTC (GMT) 01 Aug 2002. †Western Standard Time

POSITIONAL ONLY
 - PRINTERS. PLEASE REPLACE WITH
 4-COLOUR SCAN



MARINE WEATHER SERVICES

A GUIDE TO AUSTRALIA'S MARINE FORECASTS AND WARNINGS

MARINE FORECASTS AND WARNINGS

Routine coastal waters and high seas forecasts and warnings are produced by the Bureau of Meteorology and are available in a number of forms. The information is available from a variety of other sources.

Routine Coastal Waters Forecasts are for areas within 50 nautical miles of the coast (see map on page 10 for coastal waters forecast). They are issued by Regional Forecasting Centres in each capital city and are issued daily and are more frequent if there is a forecast for change which may occur.

Routine High Seas Forecasts are issued once daily by the Regional Forecasting Centres in Perth, Darwin, Brisbane and Melbourne for the areas beyond the coastal waters surrounding Australia.

Warnings for Coastal Waters are issued whenever strong winds, gales, storm or hurricane-force winds are expected. The initial warning attempts to provide a 12 to 24-hour lead-time and warnings are renewed every 6 hours.

Warnings to Shipping on the High Seas are issued whenever gale, storm or hurricane-force winds are expected. The initial warning attempts to provide a 12 to 24-hour lead-time and warnings are renewed every 6 hours.

NOTE: Australian and international practice refers to weather system positions for marine use in DEGREES and TENTHS of a degree. For example 25.4 South is the latitude of twenty five decimal four degrees south, NOT twenty five degrees four minutes south. To convert the decimal to minutes, multiply by 60 i.e. 0.4 degrees = 24 minutes.

WINDS

Winds flow in order to more evenly distribute heat between the equator and polar regions. Wind direction and speed are determined by the patterns of highs, lows and fronts seen on weather maps and by local effects such as sea-breezes and thunderstorm downdrafts. When the isobars (lines of equal pressure) around highs and lows become more closely spaced, then winds increase. That is, the higher (or tighter) the pressure gradient, the stronger the wind speed.

Stronger wind speeds are associated with tropical cyclones, deep lows and cold fronts. Sudden squalls are associated with thunderstorms, heavy showers or the passage of a cold front or low pressure trough and can happen in clear skies (e.g. the Southerly Buster in NSW). The very strongest winds are caused by tropical cyclones, deep mid-latitude low pressure systems and tornadoes/water spouts.

DEFINITIONS AND TERMINOLOGY

Wind speed mentioned in forecasts and coastal observations refers to the average speed over a 10 minute period at a height of 10 metres above the surface. It is given in knots. A knot (kn) is equal to a speed of one nautical mile per hour. Note: 10 knots = 18.5 km/h and 10 km/h = 5.4 knots.

Gusts may be up to 40 per cent stronger than the average speed.

A **squall** is an abrupt and large increase of wind speed with a duration of the order of minutes which diminishes rather suddenly.

Strong wind: 25 to 33 kn. **Gale force:** 34 to 47 kn. **Storm force:** more than 47 kn.

Hurricane force (used for tropical areas only) more than 53 kn (remembering these are all ten-minute averages).

Wind direction is given in the 16 compass points and is the direction the wind is coming from.

Wave height is vertical distance between the top of crest and bottom of trough.

Wind (or sea) waves are generated by the local prevailing wind and vary in size according to the length of time a particular wind has been blowing, the fetch (distance the wind has travelled over the water) and the depth of the water.

Swell waves are the regular longer period waves that were generated by the winds of distant weather systems. There may be several sets of swell waves travelling in different directions, causing a confused sea state.

Sea state is the combination of wind waves and swell.

The **wave and swell heights** described in Bureau observations and forecasts refer to 'significant wave heights' which represent the average of the highest one-third of the waves. Some waves will be higher and some lower than the significant wave height. **The probable maximum wave height can be up to twice the significant wave height.**

Keg/Truck waves can occur when wind waves and/or a combination of swell waves join to produce a very high wave. These can be even higher than the probable maximum wave height, and can result from the added influence of currents, tides, distant weather systems and shape and depth of the seabed.

UTC (Universal Time Co-ordinate): time references in warnings for High Seas are given in UTC. Australian Eastern Standard Time is UTC + 10 hrs. Western Standard Time is UTC + 8 hrs.



BUREAU OF METEOROLOGY

FORECAST AND WARNING DELIVERY SYSTEMS

Coastal Marine Radio Telstra operates marine radio transmitters around the Australian coastline with marine (Coastal and High Seas) forecasts and warnings broadcast at scheduled times on the following frequencies: 2201, 4428, 6507, 8176, 12365 kHz, and VHF Channel 87 (Some centres only. Check with Telstra for details).

Broadcast schedules can be obtained from the Bureau's Weather By Fax and Internet services or from Telstra's Customer Service Centre on 1800 810 023. When a weather warning is issued it will be broadcast when first received, and then at scheduled broadcast times.

Public Broadcast Radio/TV Stations The Bureau distributes coastal waters forecasts and warnings to the ABC and commercial networks (both city & country stations). Broadcasting of these varies between stations.

Recorded Telephone Services The Bureau operates a number of recorded services via Weathercall for coastal waters forecasts and warnings. Call costs for 1900 services are 77¢ cents per minute. Check your local telephone directory; dial 1900 066 113 or poll Weather By Fax on 1902 935 254 (60¢ cents per minute) for a list of your local numbers. Services are:

- Local Waters Forecasts: Supplied for capital city boating.
- Severe Weather Warning Service: Marine and land based warnings.
- Marine Forecasts: Full coastal waters forecasts and latest actual reports.

Weather By Fax The Bureau of Meteorology operates a polling fax service which provides around 200 fax products, including weather charts (updated 3-hourly), satellite photos (updated hourly), weather radar reports, the latest warnings, marine coastal waters forecasts and the latest actual reports. Call costs for fax products are 56¢ cents per minute.

Set your Fax in 'Poll Receive' mode and dial 1800 630 100 for a Free Mail Directory. This system can also be accessed through a personal computer or lap-top using a modem. Access is also available via Seaphone and Inmarsat.

AXMIN/AXI HF Radio Fax The AXMIN/AXI HF radio fax service transmits a range of weather charts and warning summaries on a 24-hour basis which can be obtained via Weather by Fax (includes Coastal Radio) on 13 420 000 (60¢ cents per minute) on the Bureau's Home Wide Web site or by phoning one of the Bureau's 24-hour city offices. It does not include marine forecast text or satellite pictures.

This system can also be accessed via a Personal Computer or a Personal Computer connected through a HF simulator using two HF Radio terminals. Call costs for receiving recorded weather information fax attached to your HF radio or a Personal Computer connected through a HF simulator.

Satellite Communications Satcom services and Inmarsat can be used to download marine weather forecasts and warnings through the Weather by Fax service. Weather by Fax Satcom provider for details about accessing the Bureau's voice and fax services. As part of the Global Marine Distress & Safety System (GMDSS) Telstra transmits via Satcom C a complete range of marine safety information, including weather warnings, free of charge.

Internet Information about the range of Bureau of Meteorology forecast and warning services is available on the internet via the World Wide Web. The address of the Bureau's Home Page on the Internet is: <http://www.bom.gov.au>. The menu includes the latest satellite photos, weather maps, marine forecasts and warnings and a range of educational pages. Enhanced marine, satellite and weather radar products using passwords are also available from the Bureau's Home Page.

* Includes GST higher from mobile & public phones.

Coastal Waters Forecast Areas



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SAFETY HINTS

- 1 Know the local factors that influence sea conditions and know where to reach shelter quickly.
- 2 Learn how to read the weather map (pamphlet available).
- 3 Be aware that the weather map in the morning newspaper was prepared the day before.
- 4 Always check the latest forecast and warnings before going to sea and know what conditions exceed your safety limits.
- 5 Beware of rapidly darkening and lowering cloud—squalls may be imminent.
- 6 When at sea, listen to the weather reports on public or Telstra marine radio.
- 7 Be flexible—change your plans if necessary.

Wind, Waves, Weather Booklet

A more detailed explanation of meteorological systems and local weather effects is available for a number of sections of the Australian coastline in a Bureau of Meteorology Boating Weather Series booklet entitled Wind, Waves, Weather. Contact the Bureau office in your capital city for details on availability.

Bureau of Meteorology
Telephone Contacts

Brisbane	07 3239 8700
Sydney	02 9296 1555
Melbourne	03 9568 4915
Hobart	03 6221 2600
Adelaide	08 8368 2600
Perth	08 8203 2222
Darwin	08 8820 3800



APPENDIX 3

OCCUPATIONAL SAFETY AND HEALTH REGULATIONS 1996

NOTIFICATION UNDER SECTION 19 OF CERTAIN INJURIES

- 2.4 (1) For the purpose of section 19(3) of the Act, the kinds of injury incurred by an employee to be notified by an employer to the Commissioner are –
- (a) a fracture of the skull, spine or pelvis;
 - (b) a fracture of any bone –
 - (i) in the arm, other than in the wrists or hand;
 - (ii) in the leg, other than a bone in the ankle or foot;
 - (c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
 - (d) the loss of sight of an eye;
 - (e) any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
- (2) Notification of an injury to which section 19(3) of the Act applies is to be made –
- (a) in the form of Form 1 in Schedule 2; or
 - (b) by telephone
- (3) The prescribed particulars for the purposes of the notification of an injury to which section 19(3) of the Act applies are –
- (a) name and business address of the employer;
 - (b) name, sex and occupation of the employee;
 - (c) address of the place at which the injury was incurred;
 - (d) date and time the injury was incurred;
 - (e) brief description of how the injury was incurred and the type of machine or equipment, if any, involved;
 - (f) nature of the injury or, where applicable, report of death; and
 - (g) the place to which the employee has been taken

NOTIFICATION UNDER SECTION 19 OF CERTAIN DISEASES

- 2.5 (1) For the purposes of section 19(3) of the Act, the kinds of disease affecting an employee to be notified by an employer to the Commissioner are the diseases set out in column 1 of the Table to this regulation that have been contracted in the course of the kind of work set out opposite that disease in column 2 of the Table.

TABLE

DISEASE	WORK
<p>1. Infectious diseases:</p> <p>tuberculosis viral hepatitis legionnaires' disease HIV</p>	<p>Work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection</p>
<p>2. Occupational zoonoses:</p> <p>Q fever anthrax leptospiroses brucellosis</p>	<p>Work involving the handling of or contact with animals, animal hides, skins, wool, hair, carcasses or animal waste products</p>

- (2) Notification of a disease to which section 19(3) of the Act applies is to be made –
 - (a) in the form of Form 2 in Schedule 2; or
 - (b) by telephone
- (3) The prescribed particulars for the purposes of the notification of a disease to which section 19(3) of the Act applies are –
 - (a) name and business address of the employer;
 - (b) name, sex and occupation of the employee;
 - (c) name and address of the workplace where the employee works;
 - (d) name of the disease; and
 - (e) date of diagnosis of the disease.

SCHEDULE 2 — FORMS RELATING TO GENERAL PROVISIONS

FORM 1 — NOTIFICATION OF INJURY

[Regulation 2.4(2)]

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
 PO Box 294
 WEST PERTH WA 6872
 Phone: (09) 327 8777 Fax: (09) 321 8973

INJURY REPORTING TELEPHONES:
 (09) 327 8800
 (1800) 198 118

Section 1: Employer Details

Employer Name:	_____	Date of Injury:	_____ / _____ / _____
Workplace Name:	_____		
Address:	_____		

Suburb/Town:	_____	Time of injury:	_____ : _____ am
Postcode:	_____		
Phone number:	_____		
Fax Number:	_____		
WorkCover Number:	_____		_____ : _____ pm

Address of workplace where injury occurred:	_____	

Suburb/Town:	_____	Postcode: _____
Phone Number:	_____	
Fax Number:	_____	
Type of workplace where injury occurred: (eg. construction site, panel beating shop, etc)	_____	

Section 2: Details of injured person

Surname:	_____	Estimated time person is unable to work: _____ days
Given Names:	_____	
Occupation:	_____	
Date of Birth: _____ / _____ / _____	Age: _____	
Sex: Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

Section 3: Injury Details

Nature of injury: Brief description of how injury occurred	_____

Place injured person removed to:	_____
Name of person reporting accident:	_____
Position:	_____
Phone Number:	_____
Person for liaison:	_____
Phone Number:	_____

OFFICE USE ONLY:	
Person receiving report:	<input type="checkbox"/> Nat.
Date: ___/___/___	<input type="checkbox"/> Loc.
Time:	<input type="checkbox"/> Ag.
	<input type="checkbox"/> Type

FORM 2 — NOTIFICATION OF DISEASE

[Regulation 2.5(2)]

Occupational Safety and Health Act 1984

WorkSafe Western Australia Commissioner
PO Box 294
WEST PERTH WA 6872
Phone: (09) 327 8777 Fax: (09) 321 8973

DISEASE REPORTING TELEPHONES:
(09) 327 8800
(1800) 198 118

Section 1: Employer Details

Employer Name:		
Workplace Name:		
Address:		
	Suburb/Town:	Postcode:
Phone Number:		WorkCover Number:
Fax Number:		

Section 2: Details of person affected

Surname:		
Given Names:		
Occupation:		
	Date of Birth: __/__/__	Age: ____
Sex: Male:	<input type="checkbox"/>	Female: <input type="checkbox"/>

Section 3: Diagnosis Details

Name of Disease:		
Date of Diagnosis:		
Name of Medical Practitioner:		
Address:		
	Suburb/Town:	Postcode:
Phone Number:		
Fax Number:		

Section 4: Description of work done by affected person

Section 5:

Name of person reporting disease:	
Position:	
Phone Number:	
Person for liaison:	
Phone Number:	

APPENDIX 4

LEGISLATIVE REQUIREMENTS - MARINE AND HARBOURS - WESTERN AUSTRALIAN MARINE ACT

Duties in case of collision, casualty, etc.: (Section 64)

- (1) In every case of collision between two vessels, the master of each vessel, if and so far as he can do so without danger to his own vessel, crew, and passengers (if any) -
 - a) stay by the other vessel until he has ascertained that she has no need of further assistance and render to the other vessel, her master, crew and passengers (if any) such assistance as may be practicable and necessary in order to save them from any danger caused by the collision; and
 - b) give to the master of the other vessel the name of his own vessel and of her port of registry or of the port or place to which she belongs and also the names of the ports or places from which she comes and to which she is bound.
- (2) A master of a vessel who without reasonable excuse fails to comply with subsection (1) is guilty of an offence.

Penalty: \$ 1,000
- (3) (Not applicable)
- (4) If a commercial vessel -
 - (a) sustains a casualty;
 - (b) sustains damage affecting her seaworthiness or efficiency, either in the hull or in any part of the boilers and machinery;
 - (c) causes the loss of or damage to any other vessel;or where by reason of a casualty happening to or on board a commercial vessel loss of life or serious injury to any person ensues, the master or owner of the vessel shall immediately after the happening of any of those events send to the General Manager by the fastest means of communication available to him a report containing full particulars of the event and of the probable cause of the event, stating the name and official number (if any) of the vessel, the port to which she belongs, the names of the master, mates and owner and the numbers and other particulars of their certificates (if any) and, if practicable, the present position of the vessel.

Penalty: \$1,000
- (5) Where the master or owner of a vessel is required by subsection (1) to send a report to the General Manager immediately after the happening of an event of a kind described in that subsection, the master or owner of the vessel shall, if possible within 24 hours after the happening of the event or if it is not so possible within 24 hours then as soon as it is possible, send to the General Manager by letter a report signed by the master or owner and containing all of those particulars and confirming the report sent in accordance with subsection (4).

Penalty: \$500



Marine Incident Report

Instructions for Completion of Form

Complete and return within 3 days of incident (s).

Manager Operational Safety
Department for Planning and Infrastructure,
PO Box 402,
Fremantle, W.A. 6959

Telephone: 08 9216 8940
Mobile: 0499 096 601 (24hrs.)
Facsimile: 08 9216 8982

Complete each section by placing an "X" in the appropriate box(es).

Boat Name: _____

Registration ALP / SPV No: _____

PLEASE PRINT FULL NAME AND ADDRESS OF PERSON COMPLETING REPORT

Name: _____

Address: _____

Signature: _____

INCIDENT DESCRIPTION

Date: _____ Time: _____ Location: _____

TYPE OF INCIDENT

- | | | | |
|--|---|--|---|
| A <input type="checkbox"/> COLLISION | B <input type="checkbox"/> GROUNDING | H <input type="checkbox"/> STRUCTURAL FAILURE | N <input type="checkbox"/> OTHER PERSONAL INJURY |
| aa <input type="checkbox"/> Of vessels | ba <input type="checkbox"/> intentional | I <input type="checkbox"/> LOSS OF STABILITY | na <input type="checkbox"/> All by person / vessel |
| ab <input type="checkbox"/> With a fixed object | bb <input type="checkbox"/> Unintentional | J <input type="checkbox"/> FIRE | nb <input type="checkbox"/> Skating |
| ac <input type="checkbox"/> With a floating object | C <input type="checkbox"/> CAPSIZING | K <input type="checkbox"/> EXPLOSION | nc <input type="checkbox"/> Parasailing |
| ad <input type="checkbox"/> With an animal | D <input type="checkbox"/> SINKING | L <input type="checkbox"/> PERSON OVERBOARD | nd <input type="checkbox"/> Diving |
| ae <input type="checkbox"/> With overhead object | E <input type="checkbox"/> SWAMPING | M <input type="checkbox"/> ONBOARD INCIDENT | ne <input type="checkbox"/> Other injury caused by operating vessel |
| af <input type="checkbox"/> With submerged object | F <input type="checkbox"/> FLOODING | ma <input type="checkbox"/> Fall within vessel | |
| ag <input type="checkbox"/> With wharf | G <input type="checkbox"/> LOSS OF VESSEL | mb <input type="checkbox"/> Crushing / pinching | |
| | | mc <input type="checkbox"/> Other onboard injury | |

ENVIRONMENTAL CONDITIONS

- | WEATHER | WATER | WIND | VISIBILITY |
|-----------------------------------|---|--|---------------------------------|
| A <input type="checkbox"/> Clear | A <input type="checkbox"/> Calm | A <input type="checkbox"/> None | A <input type="checkbox"/> Good |
| B <input type="checkbox"/> Hazy | B <input type="checkbox"/> Choppy | B <input type="checkbox"/> Light (1-6 knots) | B <input type="checkbox"/> Fair |
| C <input type="checkbox"/> Cloudy | C <input type="checkbox"/> Rough | C <input type="checkbox"/> Moderate (8-15 knots) | C <input type="checkbox"/> Poor |
| D <input type="checkbox"/> Rain | D <input type="checkbox"/> Very rough | D <input type="checkbox"/> Strong (15-30 knots) | |
| E <input type="checkbox"/> Frost | E <input type="checkbox"/> Strong current | E <input type="checkbox"/> Storm (over 30 knots) | |
| F <input type="checkbox"/> Fog | | | |

LOCATION

- | | |
|--|--|
| A <input type="checkbox"/> Inland waters | C <input type="checkbox"/> Inshore waters |
| B <input type="checkbox"/> Enclosed waters | D <input type="checkbox"/> Offshore waters |

SEVERITY

- | | |
|---|---|
| A <input type="checkbox"/> Fatal incident | D <input type="checkbox"/> Major damage |
| B <input type="checkbox"/> Serious injury | E <input type="checkbox"/> Moderate damage |
| C <input type="checkbox"/> Vessel lost | F <input type="checkbox"/> No damage |
| | G <input type="checkbox"/> Property damage only |

OPERATION AT TIME OF INCIDENT

- A Underway
- B Berthing
- C Skirting
- D Racing
- E Towing

- F Being towed
- G Drifting
- H At anchor
- I Tied to berth
- J Fueling

- K Fishing
- L Diving
- M Swimming
- N Other (specify) _____

VESSEL DETAILS

COMMERCIAL

- A Passenger
- B Non-passenger
- C Fishing vessel
- D Hire and drive vessel

RECREATIONAL

- E Motor boat
- F House boat
- G Paddle (row) boat
- H PWC (jet ski)
- I Sailing boat
- J Other _____

HULL MATERIAL

- A Steel
- B Fibreglass / GRP
- C Aluminium
- D Ferro-Cement
- E Timber
- F Other _____

CONTRIBUTING FACTORS

- A Restricted visibility
- B Bar conditions
- C Wash of passing vessel
- D Floating or submerged object
- E Wind / sea state
- F Tidal conditions
- G Other _____

MATERIAL FACTORS

- A Inadequate stability
- B Equipment failure
- C Electrical
- D Navigation
- E Machinery
- F Hull failure
- G Other _____

DETAILS OF PERSON IN CHARGE

Family Name of Person in Charge: _____ Other Names: _____

Address: _____

Telephone Number (after hours): _____ Telephone Number (business hours): _____

Age: _____ Years

Gender: Male
 Female

QUALIFICATIONS

A Type of Certificate or Licence: _____

B Issue Date of Certificate or Licence: _____

OFFICE USE ONLY

C Validity of Qualifications: A Valid B Not Valid C Not Required

DETAIL OF PERSON AT THE HELM

Was the person at the helm the person in charge? Yes If "Yes", please go to the next section below
 No If "No", was the person: A Passenger B Crew

Give full details

Family Name of person at helm: _____ Other Name(s): _____
 Address: _____
 Telephone Number (after hours): _____ Telephone Number (business hours): _____
 Age: _____ Years Gender Male Female

QUALIFICATIONS

A Type of Certificate or Licence: _____
 B Issue Date of Certificate or Licence: _____

OFFICE USE ONLY

C Validity of Qualifications A Valid B Not Valid C Not Required

DETAILS OF ANY INJURIES

Use the codes below to complete the table e.g. ⇨

INJURY CODE

A Fatal B Serious C Minor D None

ACTIVITY CODE

A Passenger F Water Skier
 B Person in Charge G Jet Skier
 C Person at Helm H Para-filer
 D Crew I Surf skateboard rider
 E Swimmer J Diver
 K Other

Injury Code	Activity Code	Male	Female	Age
B	D	✓		27

LOCATION OF VESSEL FOR INSPECTION

Commercial Vessel Only: _____

FOR OFFICE USE ONLY

- Alcohol or drugs
- BAC of deceased: _____
- Error of judgement
- Excessive speed
- Failure to keep a proper lookout
- Fatigue
- Inexperience
- Inaccurate mooring
- Lack of fuel
- Lack of maintenance
- Navigational error
- Overloading
- Other human factors
- Unknown

INCIDENT DESCRIPTION

Use the space below to provide a full description (including a diagram) of the incident and events leading up to the incident. (If insufficient space, provide a separate page).

DESCRIPTION

DIAGRAM



North

**Attachment 2:
WAFIC OSH Code Part 3 – Pot and Trap**

PART 3 – POT/TRAP GUIDELINES

1. Deck Safety	PT 2
2. Pot & Trap Handling	PT 2
3. Pot/Trap Handling	PT 3
4. Machinery & Equipment Safety (Pots only)	PT 4
5. Hearing Conservation	PT 4
6. First Aid/Medical	PT 4
7. Induction for Crew Members	PT 5
8. Diving (applies to pots only)	PT 5
9. Vessel Modification	PT 7
10. General	PT 7
11. Weather Conditions	PT 8

APPENDIX

1. Induction Outline – Crew	PT 9
2. Guidelines for Handling Pots	PT 11
3. Induction - Skipper	PT 13

1.0 DECK SAFETY

- 1.1 Proper lookout shall be maintained at all times.
- 1.2 No unnecessary gear will be left loose liable to cause tripping.
- 1.3 Engine room hatches will remain closed and secure while work continues and, on completion of work.
- 1.4 Where practicable slip resistant floor surface/matting should be provided.
- 1.5 Decks shall be hosed down and/or cleaned on a regular basis.
- 1.6 During hours of darkness sufficient lighting shall be provided on deck to enable crew to move about and work.
- 1.7 Work practices should be closely monitored during heavy weather.
- 1.8 Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on.
- 1.9 A suitable watch position should be maintained at a steering station where navigational aids are in close proximity and vision is not impaired.
- 1.10 Tank or other hatches (especially those flush with the deck) should be closed whenever possible/practical.
- 1.11 Where the vessel is set on autopilot, the skipper or watchkeeper will remain in the wheelhouse at the control maintaining a proper lookout.
- 1.12 Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going. In any situation, a suitable container can be used on the vessel.
- 1.13 Emergency knives should be placed in a readily accessible place. eg. below the gunwhale, cacker box, front of the deck.



2.0 POT & TRAP HANDLING

- 2.1 When casting pots and traps, all lines will be checked to ensure correct placement to prevent entanglement of limbs in the process.
- 2.2 Pots should be stacked up to three high. Where necessary to stack higher than three, health and safety requirements should be complied with.



- 2.3 When handling pots, correct lifting techniques should be used (see Appendix 2).
- 2.4 When handling traps 2 crew will lift the traps and correct lifting techniques will be used.
- 2.5 Whenever practical, warm up stretching should be done prior to commencing lifting work.

- 2.6 When stacking pots, minimising rope and float tangling should be considered.
- 2.7 When handling traps, minimising rope and float tangling should be considered.
- 2.8 On Rock Lobster vessels, whenever practical, waist height bait buckets should be used.
- 2.9 When releasing a snagged line with the winch, crew members should keep clear as the pot or trap and ropes come on board the deck.
- 2.10 Correct lifting principles will be used when:
 - lifting crates out of holding tanks
 - lifting crates of lobster from the vessel to the jetty
 - lifting crates of lobster from the vessel to the dingy
 - lifting crates of lobster from the dinghy to a transport vehicle
 - lifting bait boxes

3.0 POT/TRAP HANDLING

- 3.1 There shall be an agreed system discussed for setting and pulling pots/traps between the skipper and deckhands, prior to the start of fishing operations.
- 3.2 The skipper and deckhands shall ensure each party are prepared and in position before the signal is given to set or pull the pot/ trap, particularly in heavy conditions.
- 3.3 Before the winch is engaged checks should be made that deckhands have no chance of becoming caught in the moving parts of the winch.
- 3.4 When the pot/trap is coming aboard the winch operator and deckhands should make sure they are clear of the tipper and other crushing points.
- 3.5 The deckhand throwing the rope should stand next to the deckhand setting the pot/trap on the side of the vessel rather than further in board. This reduces the distance that a rope travels in the air before reaching the water, reducing the risk of entanglement.
- 3.6 If there are two deckhands setting pots/traps, establish a system where the deckhand with the rope should stand clear of the other deckhand holding the pot/trap making sure the other is clear when the rope is released. There shall be an agreed system discussed for setting pots

between the deckhands, prior to the start of fishing operations.

- 3.7 There should be adequate time before the signal is given between pot/trap settings.
- 3.8 Where the skipper does not have a full view of the pot/trap setting procedures on the deck, additional forms of communication between the deck and the skipper shall be established.
- 3.9 When attempting to release a snagged pot/trap with the winch, crew members should keep clear and remain vigilant until the pot/trap is freed and normal operations can continue.

4.0 MACHINERY AND EQUIPMENT SAFETY (POTS ONLY)

- 4.1 When throwing the grapple iron, a safe procedure shall be used.
 - eg. From near the fly bridge, clear head room between the crew member and the fly bridge should be maintained.
 - eg. Lean out from the vessel and throw the grapple iron underarm and backhand.
- 4.2 All winches shall have an emergency stop mechanism.
- 4.3 All winches shall have the control in sight of the winch.
- 4.4 All tippers should have an effective tipper lock with an appropriate release.
- 4.5 Any loose nails or damaged pots or traps should be repaired as soon as practical.

5.0 HEARING CONSERVATION

- 5.1 Noise levels on vessels may be assessed by industry in accordance with the Occupational Safety and Health Regulations 1996, and co-ordinated by Industry.
- 5.2 Where possible machinery emitting noise levels above allowable levels should be acoustically shielded.
- 5.3 Where the deck noise is above allowable levels, hearing protection will be worn.

6.0 FIRST AID/MEDICAL


- 6.1 All vessels will carry a first aid kit.
- 6.2 At least one member of the crew shall have a current senior first aid certificate/training.
- 6.3 Where possible if C.P.R. is to be performed, a mouthpiece should be used.
- 6.4 The skipper shall ensure that all crew members are aware of the major marine stingers and the correct first aid treatment.

7.0 INDUCTION FOR CREW MEMBERS

- 7.1 Any crew member entering the fishing industry commencing work on any vessel should complete a two part induction programme as per 8.2 as practicable.
- 7.2 The two part induction programme consists of:
- a) attendance at an onshore training course that is both industry coordinated and endorsed. The content of that course will include items listed in Appendix one - Part A.
 - b) participation in an on board induction on the vessel conducted by the skipper. The content of that induction should include items listed in Appendix one - Part B.
- 7.3 The skipper shall conduct the onboard induction for all crew on an annual basis. Essential items in the induction will be conducted prior to leaving port and in week 1.
- 7.4 All crew members new to a particular fishing vessel will attend the on board induction on the vessel conducted by the skipper as per 8.2(b).
- 7.5 The completion of these induction programmes should be included as a requirement in each crew member's and skipper's share fishing agreement/employment contract and should be recorded as such.
- 7.6 The induction program will form part of the industry endorsed training programme for all members.
- 7.7 Where any crew member has attended an industry endorsed or accredited training programme, concerning the items listed in Appendix one - Part A, they can be exempt from Part 8.2 (a).
- 7.8 All skippers will have an induction session with the owner or the owners representative of the vessel. Details documented as per Appendix 3.

8.0 DIVING (APPLIES TO POTS ONLY)

- 8.1 Skippers shall ensure that crew members who are required to dive on pots below the water surface have completed the Open Water Diving Qualification as per the Recreational Diving Industry Code of Practice. Eg. PADI.
- 8.2 Skippers and crew members holding dive qualifications will ensure that divers attend refresher courses, as required under the qualifications they hold.
- 8.3 All qualified divers will ensure they complete the annual medicals per the Australian Standard 4005.1, Appendix A.
- 8.4 The skipper of the vessel shall have a basic knowledge of diving requirements, including dive tables and divers first aid.

- 
- 8.5 The owner of the dive equipment shall ensure all tanks are filled according to the Australian Standard 2030.1 - 1989 and 2299 - 1990.
 - 8.6 The owner of the dive equipment shall ensure that all dive equipment is correctly maintained and serviced.
 - 8.7 Skippers and divers shall ensure that weather conditions are favourable for diving and that the risk of accidents is not increased.
 - 8.8 Skippers shall ensure that when crew members are required to dive, to release snagged lines or pots, the hazards below the water surface shall, where practicable be identified.
 - 8.9 The diver shall assess the hazards below the water surface.
 - 8.10 Skippers shall ensure that when crew members are required to dive using a snorkel and mask, the hazards of the dive shall be assessed.
 - 8.11 The diver in consultation with the skipper shall ensure the appropriate dive tables are followed when using tanks or surface supplied air. Dive tables shall be kept on board the vessel.
 - 8.12 The skipper shall record and manage the bottom times for multiple dives.
 - 8.13 The dive flag shall be displayed on the vessel when diving is in progress.
 - 8.14 The skipper in consultation with the diver shall monitor the depth and frequency of dives per day.
 - 8.15 Divers shall dive to the depth of their dive qualification only, eg. open water dive to 18 metres, advanced dive qualification to 28 metres.
 - 8.16 Dives shall be done to the relevant dive tables or dive computer.
 - 8.17 The skipper shall ensure that if diving is to be conducted from the vessel, at least one person on board is trained in resuscitation techniques/ first aid.
 - 8.18 The skipper shall ensure that there is a suitable plan for the retrieval of the diver in case of an emergency.
 - 8.19 The skipper shall ensure that a suitable plan for the diver to safely re-enter the vessel is in place.
 - 8.20 The skipper shall ensure emergency procedures for the vessel are in place in case of a serious accident with the diver eg. radio procedures, hospital contact, recompression procedures.
 - 8.21 The skipper shall ensure that at no times are the pots to be pulled until the diver is above the water surface.
 - 8.22 The vessel should have spare diving equipment on board with full tanks for emergency purposes. The gear should have two regulators on it.
 - 8.23 The skipper shall ensure that when all members are in a rescue

procedure that the vessel is secured.

8.24 The skipper shall ensure that crew members who are not trained in diving procedures, have a basic understanding of dive and rescue procedures.

8.25 The skipper shall ensure that the vessel stays in sight of divers bubbles.

9.0 VESSEL MODIFICATION

(to be read in conjunction with 6.0 in general work guidelines section)

9.1 Where the vessel modification involves the main controls and/or the wheelhouse, the following must be considered:

- clear vision from the controls to the winch must be maintained
- ability to control the vessel and adequately monitor the crew

10.0 GENERAL

10.1 Regular use of sunscreen should be encouraged.

10.2 All fishermen are recommended to protect their hands when handling lobster, and fish.

10.3 Precautions will be taken when handling other fish species when raising pots, and traps.

10.4 All wet weather gear, and protective clothing and equipment should be left in a place where the gear can dry out, after completion of fishing activities.

10.5 Items such as gloves etc should be left inside out after fishing activities to allow for drying.

10.6 The vessel should be operating at a safe speed when the gear is run off.

10.7 All persons involved in the fishing process should shower as soon as possible after leaving the vessel and completion of fishing activities.

10.8 Crew members should be encouraged to have a balanced diet and adequate fresh water intake.

10.9 Regular consumption of vegetables is important in preventing infection from punctures from cray and fish spines.

10.10 Adequate footwear should be worn dependant on the deck surface.

10.11 Appropriate clothing should be worn that reduces friction on the skin, e.g. padded apron.



11.0 WEATHER CONDITIONS

(to be read in conjunction with 5.0 in general work guidelines section)

- 11.1 The skipper shall consider weather conditions when working in reef areas
- 11.2 Due care should be taken when boarding the vessel from a dinghy in poor weather
- 11.3 In poor weather conditions, the skipper and crew working on the deck shall determine the use of a personal flotation device and/or auto inflating jacket.
- 11.4 In poor weather conditions the skipper should ensure that crew are adequately watched and the vessel is maneuvered with additional care.

APPENDIX 1

WAFIC

INDUCTION OUTLINE - CREW

OCCUPATIONAL HEALTH AND SAFETY

POT/TRAP VESSELS

- (A) On shore course
- (B) On Board Induction

(A) ON SHORE COURSE

- Overview of fishing industry and nautical terminology
- Overview of Occupational Safety and Health Act and the Marine Act
- Life saving appliances
 - life-jackets
 - lifebuoys
 - rafts
- Emergency equipment
 - fire extinguishers
 - flares
 - EPIRBS
 - N C flags
 - heliograph
- General radio and operation techniques
- Hypothermia
- First Aid
- Alcohol and drugs
- Health and Hygiene
- Skin Cancer

(B) ON BOARD INDUCTION

(Conducted by the Skipper on every vessel for every crew member on that vessel for the first time)

	Date		Date
* Vessel familiarisation – general		* General Safety	
		- fuel and water filling points	
* Vessel work routines – general		- no smoking while fuelling up	
		- hatches and openings	
* Alcohol and Drugs Policy for the vessel		- eye and hip height (sharp objects)	
		- safety on deck	
* Personal protective equipment/ clothing - boots		- mechanical equipment	
- gloves		- embarking and disembarking to jetties, dinghies	
- apron		- winches	
- wet weather gear		- chemicals, location, use, identification, protection	
* Personal and shipboard hygiene - general		* Emergency procedures	
		- fire	
* Emergency equipment location and use - life jackets		- abandoning ship	
- life rafts		- launching and inflating life rafts	
- flares		- sea survival - including hypothermia	
- fire extinguishers		- gas leak	
		- persons overboard	
* Safety on deck			
		* Basic accident prevention	
* Basic radio operations		- fatigue	
		- noise	
* Vessel controls		- footwear	
- auto pilot		- manual handling	
- engine off			
- anchor			
- radio			
- navigation aids			
* Deckhand skills			
- winching			
- rope coiling			
- skinning			
- baiting			
- stacking/handling pots			
- setting lines			
- grappling			
- rope handling			
- handling gauging lobster			
- knives			

.....
SKIPPER

.....
CREW

.....
DATE

APPENDIX 2



1. Taking first purchase of pots, weight at the bridle, assists in keeping the back straight.



2. Do not bend at the waist.



3. Take the weight of the pot above the knees. Keep back straight. Hand grip on upper most side of battens. Keep pot close to the body at all times during the lifting and carrying.



4. Use the pitch and roll of the boat. Lean backward lifting the pot.



5. No arching of the back



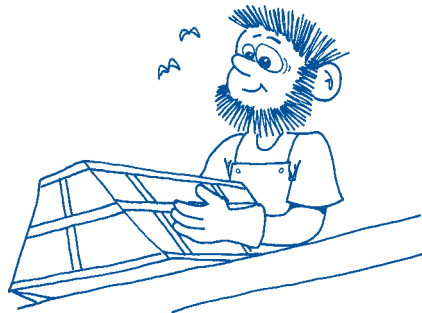
6. Point feet in direction of move. Following with hips and torso. Use both sides of the body equally. Hold the pot close to the body.



7. Do not hold the pot extended.



8. Avoid twisting the back while moving the pot.



9. Use the gunwhale or gunwhale rail to slide the pot forward or aft as soon as possible after lifting.



10. Only lift below shoulder height. Stacking 2 – 3 pots high.

APPENDIX 3

**WAFIC
SKIPPER INDUCTION
OCCUPATIONAL HEALTH AND SAFETY**

I being the owner or the owner's representative of
the vessel have discussed with skipper
..... the WAFIC Occupational Health and Safety
Code in this induction.

I being the skipper of the vessel
..... have with owner or the owner's representative
..... discussed and understood the WAFIC
Occupational Health and Safety Code in this induction.

.....
OWNER

.....
SKIPPER

.....
VESSEL

.....
DATE

Attachment 3:
Initial project specifications for industry

FRDC PROJECT NUMBER: 2005/228

A pilot project conducted in the western rock lobster industry , to create a software audit tool for assessing occupational health and safety compliance with industry best practice on board a commercial fishing vessel

PROJECT SPECIFICATIONS:**Part 1 -Page 1 Demographics****DETAILS**

Fishery Type	Type=(text:hidden)
State	State=(text:hidden)
Zone	Zone=(text:hidden)

Owner Name	Owner=(text:hidden)
License Holder	Licensee=(text:hidden)
Skipper	Skipper=(text:hidden)
Contact Number	Contact Number=(text:hidden)
Contact Fax	Contact Fax=(text:hidden)
Contact Email	Contact Email=(text:hidden)
Contact Address	Contact Address=(text)

Vessel Name	Vessel=(text:label)
HIN	HIN=(text:hidden)
Registration Number	Registration No.=(text:hidden)
Number of Crew	No. Crew=(text)

Page 2 onwards : Gather information :

- On the fisher
- Rate the use of the WAFIC Code overall
- Has the vessel a safety management plan
- Frequency of attending WAFIC's, annual pre season sessions
- Has the business sought assistance through the Worksafe Small Business program

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper?	Yes=(1)	No=(0)
--	---------	--------

Describe below & list parties:

Comments=(text)

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner/skipper and crew?	Yes=(1)	No=(0)
---	---------	--------

Describe below & list parties:

Comments=(text)

Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes=(1)	No=(0)
--	---------	--------

Describe below:

Comments=(text)

Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes=(1)	No=(0)
---	---------	--------

Describe when this was done and if it was done in response to any particular training course:

Comments=(text)

Has the owner attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
---	---------	--------

Describe courses attended:

Comments=(text)

Has the skipper attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?

Yes=(1)

No=(0)

Describe courses attended:

Comments=(text)

Have the crew attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?

Yes=(1)

No=(0)

Describe courses and attendees:

Comments=(text)

Is there evidence that the owner attended the WAFIC/WRL duty of care workshop in 2004?

Yes=(1)

No=(0)

Describe courses and attendees:

Comments=(text)

Is there evidence that the skipper attended the WAFIC/WRL duty of care workshop in 2004?

Yes=(1)

No=(0)

Describe courses and attendees:

Comments=(text)

Since it's introduction have the owner/ skipper upgraded the vessel safety plan?

Yes=(1)

No=(0)

Describe the improvements and why they were made:

Comments=(text)

Have the vessel owner or skipper taken part in the Worksafe small business program?

Yes=(1)

No=(0)

Describe courses and attendees:

Comments=(text)

Is the safety plan used onboard on a day to day basis?

Yes=(1)

No=(0)

Describe :

Comments=(text)

Part 3 Duty of Care

1. Methodology of asking questions for Responsibilities sections

Ask the questions relating to the component of the duty of care to the vessel owner, vessel skipper and vessel crew relative to what their duty of care exists and their control they have over each section. This is to clearly identify who is responsible for what.

Example: Component of duty of care = Work systems

(see page 12- 15 in the attached WAFIC OH&S Code PDF document)

Owner

Question : Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition and in strict accordance with survey?

Validation: Current vessel survey, emergency equipment tested and tagged, visual

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Has the owner implemented a hazard management system for the vessel and all plant and equipment?

Validation: Display evidence of a hazard form and system in safety plan , display hazard identification and risk assessment analysis

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Does the owner require that the skipper has developed and implemented safe work methods for specific tasks onboard the vessel?

Validation: Display evidence of a safe work procedures for each identified hazard in the vessel safety plan

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Does the owner have evidence that the skipper is conducting emergency drills as required?

Validation: Checking every 6 months by reviewing log books or equivalent that the skipper has conducted USL Fire, Launching life rafts and collision Industry man over board, lifejackets abandon vessel and confined spaces drills

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Skipper

Question: Does the skipper maintain the vessel in a seaworthy and safe condition?

Validation: Visual, daily maintenance logs, hazard reports, maintenance forms to owner

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Does the skipper have and maintain a hazard management system for the vessel and all plant and equipment?

Validation: Visual, daily maintenance logs, hazard reports, maintenance forms to owner

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?

Validation: Evidence of following vessel safe work procedures, identified procedures missing from the plan and included them

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Question: Does the skipper routinely conduct emergency drills as required?

Validation: Evidence in log book or other that the drills ie conducted USL Fire, Launching life rafts and collision Industry man over board, lifejackets abandon vessel and confined spaces drills have been conducted

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

Crew

Question: Does the crew assist the skipper in the proper maintenance of the vessel and reporting of hazards?

Validation: Evidence in maintenance logs where crew have assisted in the vessel maintenance. Evidence of entries by the crew the hazard report system.

Response:

None=(0)	Minor=(1)	Moderate=(2)	Full=(3)	Best Practice=(4)	NA=()
----------	-----------	--------------	----------	-------------------	--------

2. Repeat process for each component of pages 12 – 15 of the WAFIC PDF document

Part 4: General guidelines(see pages 23 – 36 of WAFIC OH&S Code PDF)

1.0 EMERGENCY EQUIPMENT AND PROCEDURES

1.1 General

Question: Does the vessel have the correct emergency equipment provided and readily available at all times, as per the Department for Planning and Infrastructure equipment list (Appendix 1).

Validation: Check off equipment on board to list, check it is easily accessible

Response: Yes=(1) No=(0)

Question: Are crew members adequately trained in emergency procedures, either by video, booklets, direct instruction. The details will be documented.

Validation: Crew induction sheets completed every year. Check for presence of WAFIC safety induction video package.

Response: Yes=(1) No=(0)

Question: Are the appropriate signs/stickers displayed on board, identifying the location of the emergency equipment.

Validation: Check for fire extinguisher , hearing protection , radio emergency use signs etc

Response: Yes=(1) No=(0)

Part 5 : Pot / Trap specifics(see page 2 of the WAFIC OH&S - Pot and Trap PDF)

1.0 DECK SAFETY

Question: Is a proper lookout maintained at all times.

Validation: Check vessel log book, check vessel safe work procedures

Response: Yes=(1) No=(0)

Question: No unnecessary gear will be left loose liable to cause tripping.

Validation: Check on day of assessment, is the daily check list sign visible

Response:

Yes=(1)	No=(0)
---------	--------

**Attachment 4:
Update to Worksafe WA Commission 071107**



UPDATE TO THE WORKSAFE WA
COMMISSION
NOVEMBER 7 2007

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

TWO ASPECTS OF THE OSH PROGRAM

- Accident statistics program
- Uptake of the WAFIC OH&S Code audit tool-

FISH SAFE ONLINE

ACCIDENT STATISTICS TOOL

WHY WAS IT INITIATED?

- No system in place for collection information
- Are target areas being addressed?
- Workcover and Worksafe statistics injury rates only deal with workers on workers compensation – less than 10% of the industry
- Use as an additional education tool for OSH in general

PROCESS

- Began in 2004 as a pilot in rock lobster
- Data collection form progressively evolved
- Software system developed to collect data
- Education and awareness of the objectives of the project with industry
- Inclusion of the form in vessel safety management plans

OUTCOMES

- Each vessel has its book of forms
- Start formally 2007 / 2008 season
- Continue with education and awareness as part of normal business
- Other sectors to follow, trawl, abalone, long line etc
- Form and software can be altered for different sectors

UPTAKE OF THE WAFIC OH&S
CODE AUDIT TOOL

FISH SAFE ONLINE

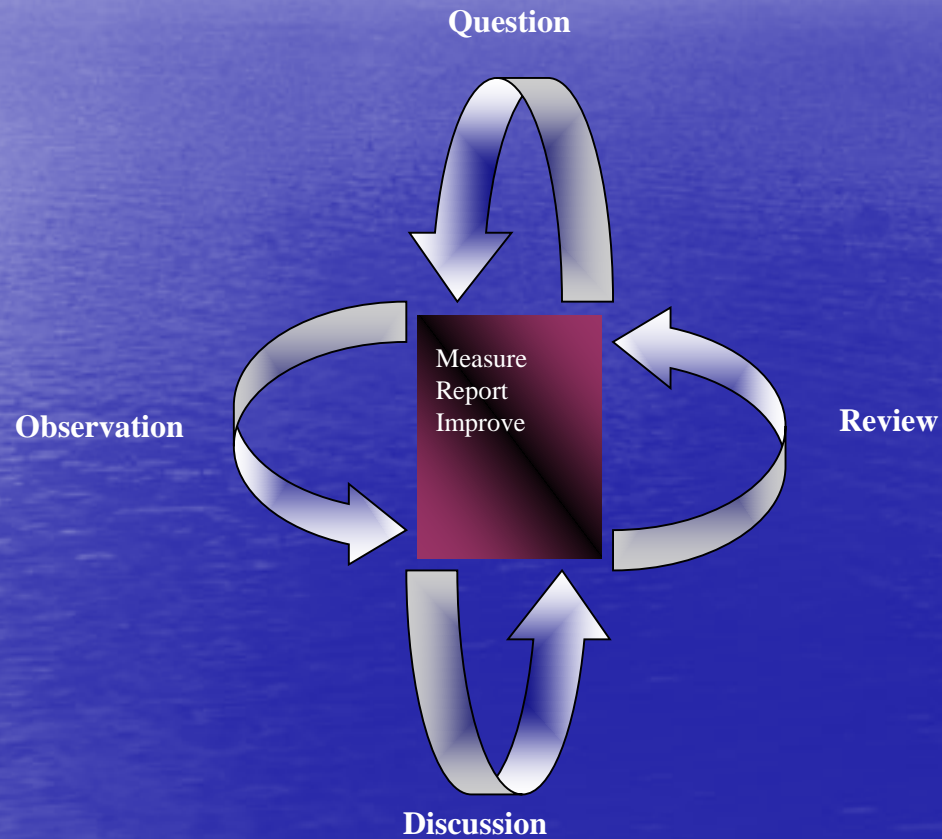
BACKGROUND TO WAFIC OSH CODE

- Developed 1992 - 1996
- Pressure from Worksafe re fatality rate and other OSH issues
- Raise awareness of OSH with industry
- Introduce the option of self regulation V Stronger Regulatory impact

WHY WAS THE UPTAKE TOOL INITIATED?

- Measure the impact of the WAFIC OH&S Code
- Worksafe expectation of results for self regulation
- Education and training for industry as part of the project

CONTINUOUS IMPROVEMENT IS THE KEY



FISHSAFE Online Auditing System

Based on...

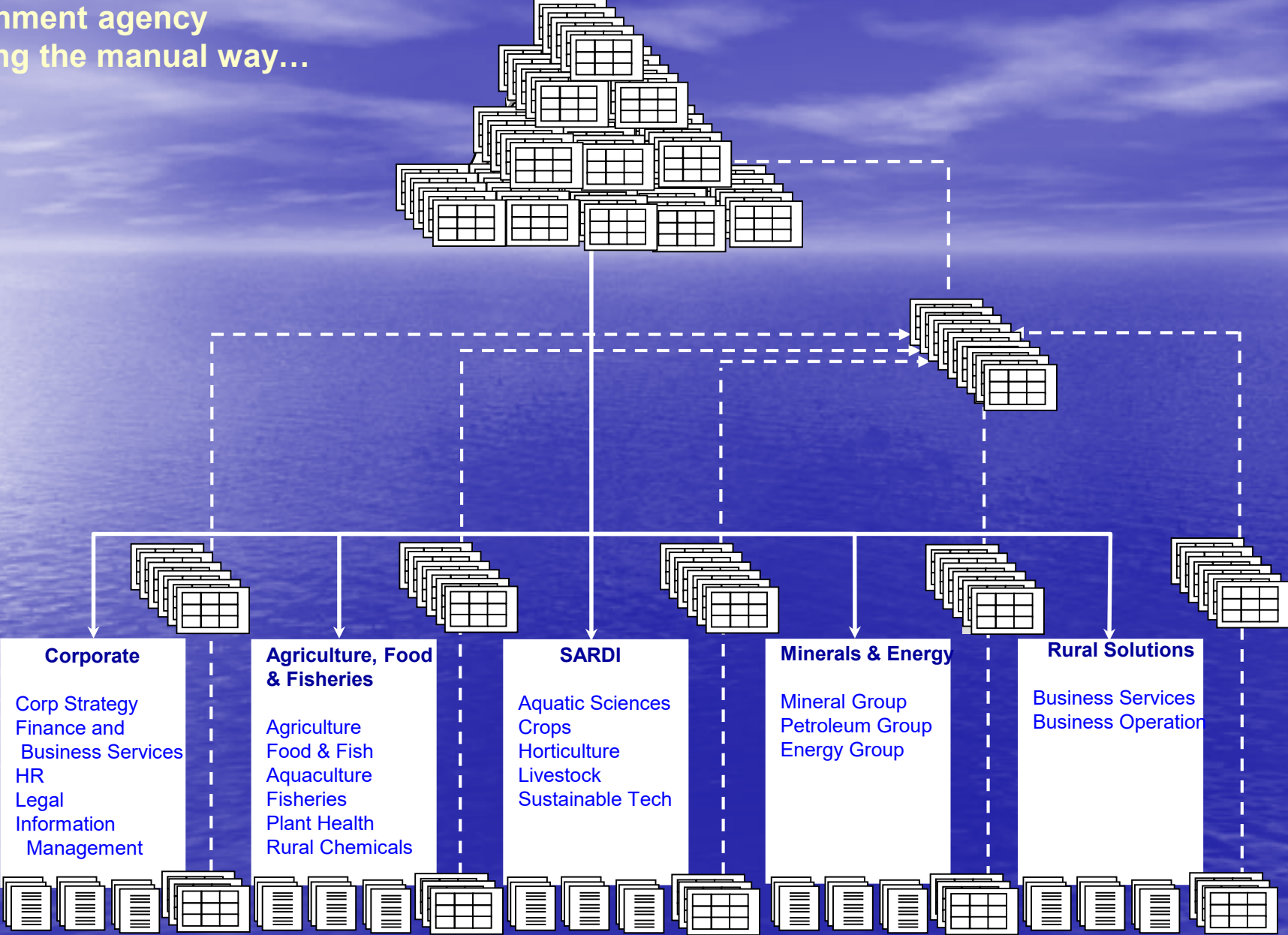


Awards

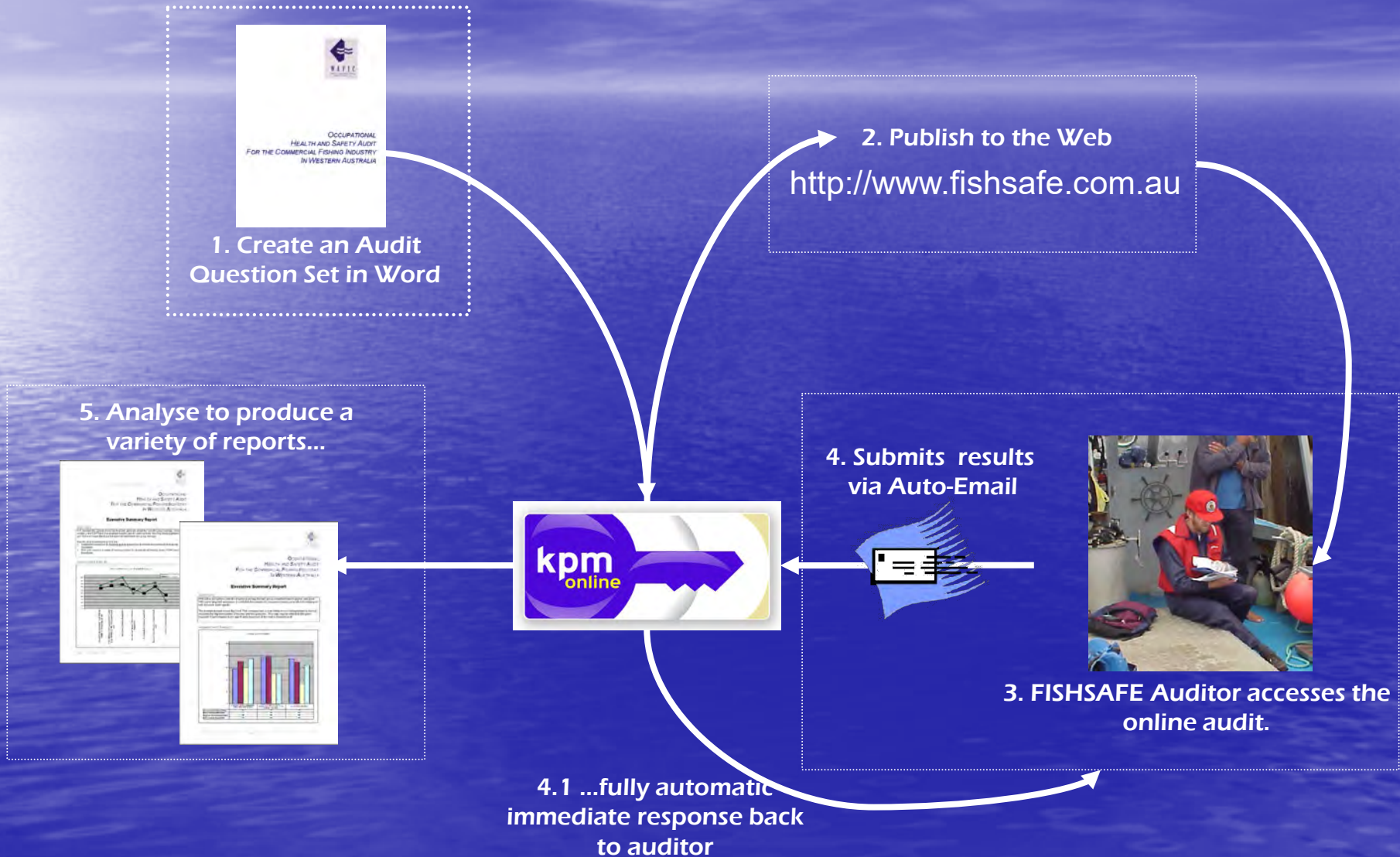
- IT Secrets 2003 for innovation
- SA Safety Award 2006 (for PIRSAFE)
- National Safety Award 2006 (for PIRSAFE)



Here is an example of a SA government agency auditing the manual way...



The FISHSAFE Online Auditing System



FISHSAFE - from Word to the Web...automatically

We used KPM to convert the FISHSAFE audits into web pages on the web...

WORD DOCUMENT

WEB PAGE

FISHSAFE C

DETAILS

Fishery Type	
State	
Zone	

Owner Name	
Skipper	
Contact	

Vessel Name	
HIN	
Registration Number	
Number of Crew	

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** **No**

Describe below & list parties:
Comments=(text)

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** **No**

Hide Nav Save Submit Fwd

FISHSAFE Checklist

Welcome to FISHSAFE Online.

To begin your FISHSAFE audit click on the 'Yes' and 'No' ratings and type in any supporting comments.

When you have completed your audit click on the Submit button to send it in. You will then receive an automatic action plan via email.

- FISHSAFE Checklist
- DETAILS
- DOCUMENTATION
- DUTY OF CARE
- WORK GUIDELINES
- HAZARD RISK ASSESSMENT
- SAFE ACCESS AND EGRESS
- MANUAL HANDLING
- ELECTRICAL SAFETY
- ACCIDENT REPORTING
- DANGEROUS FISH SPECIES
- CYCLONE CONTINGENCY PLAN
- FIRST AID
- FATIGUE MANAGEMENT
- ALCOHOL AND DRUGS
- CONFINED SPACES
- CREW INDUCTION AND TRAINING

DETAILS

Fishery Type	
State	
Zone	

Owner Name	
Skipper	
Contact	

Vessel Name	
HIN	
Registration Number	
Number of Crew	

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** **No**

Describe below & list parties:

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** **No**

Next

Powered by KPM Online Version 3.0.0

How do the Auditors complete an Audit Online?

Auditors can open an online audit from the website OR on their computer if they are not online. Filling the audit in is a matter of clicking to set conformance and typing in comments...

Welcome to FISHSAFE Online.

To begin your FISHSAFE audit click on the 'Yes' and 'No' ratings and type in any supporting comments.

When you have completed your audit click on the Submit button to send it in. You will then receive an automatic action plan via email.

- FISHSAFE Checklist
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- FIRST AID
- FATIGUE MANAGEMENT
- ALCOHOL AND DRUGS
- CONFINED SPACES
- CREW INDUCTION AND TRAINING

FISHSAFE Checklist

DETAILS

Fishery Type	Rock Lobster
State	WA
Zone	B
Owner Name	John Smith
Skipper	John Smith
Contact	0412 345 678
Vessel Name	Big Rock
HIN	H123456
Registration Number	123456
Number of Crew	6

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** **No**

Describe below & list parties:

Some comments on fishing arrangements

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner/skipper and crew? **Yes** **No**

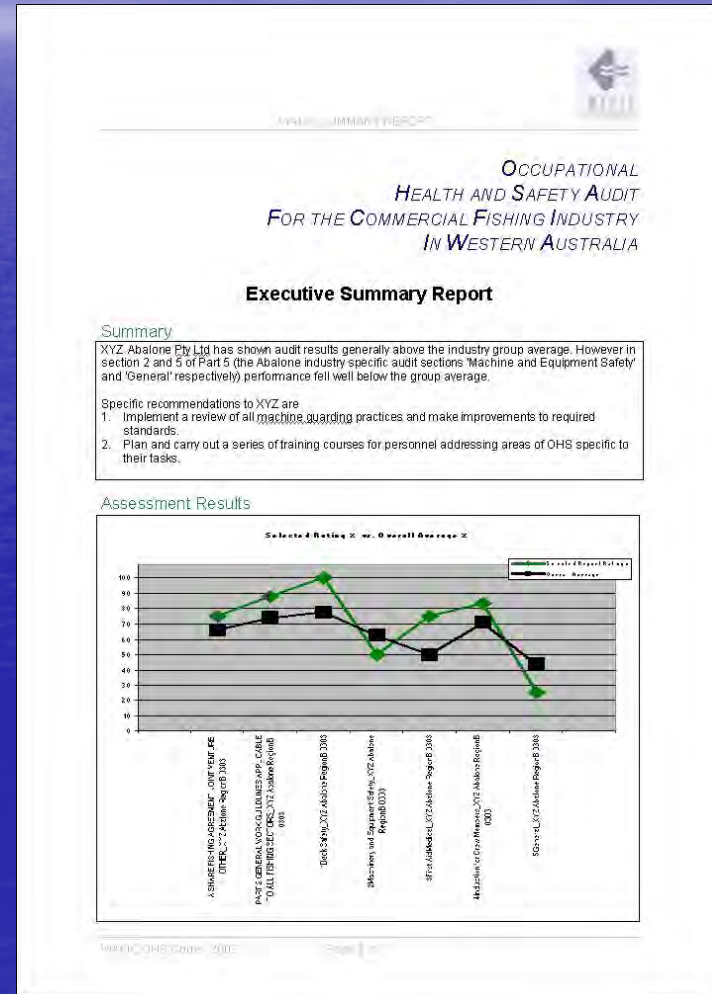
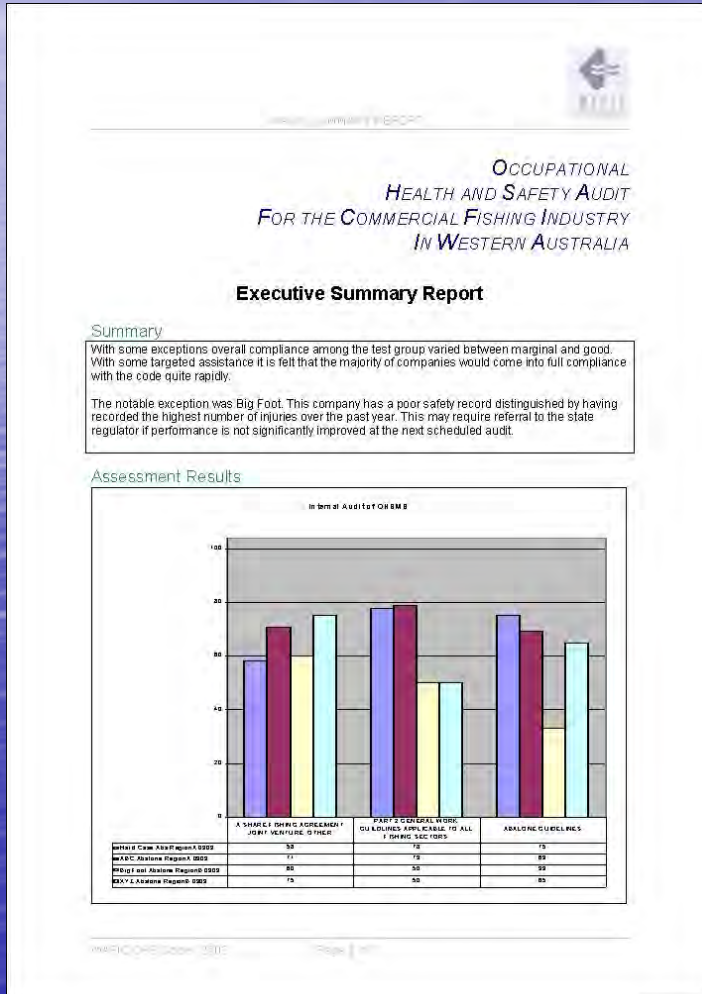
Describe below & list parties:

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Powered by KPM Online Version 3.0.0

Automated Outputs - Examples

Charts can be produced automatically or when required to support strategic planning.



STAGE 1 – COMPILATION OF THE QUESTION SET



BodyText2 Lucida 10 B I U [bulleted list icon] [numbered list icon] [indentation icon] [text color icon] [background color icon]

3 2 1 [tab stops] 10 11 12 13 14 15 16

Background Data

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper?	Yes=(1)	No=(0)
--	---------	--------

Describe below & list parties:

Comments=(text)

Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes=(1)	No=(0)
--	---------	--------

Describe below:

Comments=(text)

Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes=(1)	No=(0)
---	---------	--------

Describe when this was done and if it was done in response to any particular training course:

Comments=(text)

Has the owner attended <u>WAFIC/WRL</u> pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
--	---------	--------

+ Describe courses attended:

Comments=(text)





Part 1 Duty of Care - Owner

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition and in strict accordance with survey?

Verifications/Validations: <ul style="list-style-type: none"> • Site current certificate of survey • Check manning levels • Emergency equipment tested and tagged
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Has the owner implemented a hazard management system for the vessel and all plant and equipment?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none"> • a hazard report form & risk assessment matrix
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the owner require that the skipper has developed and implemented safe work methods for specific tasks onboard the vessel?

Verifications/Validations:



Part 1 Duty of Care - skipper

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Does the skipper maintain the vessel in a seaworthy and safe condition?

Verifications/Validations:

There is evidence of:

- daily maintenance logs
- hazard reports and
- copies of maintenance forms being sent to owners

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

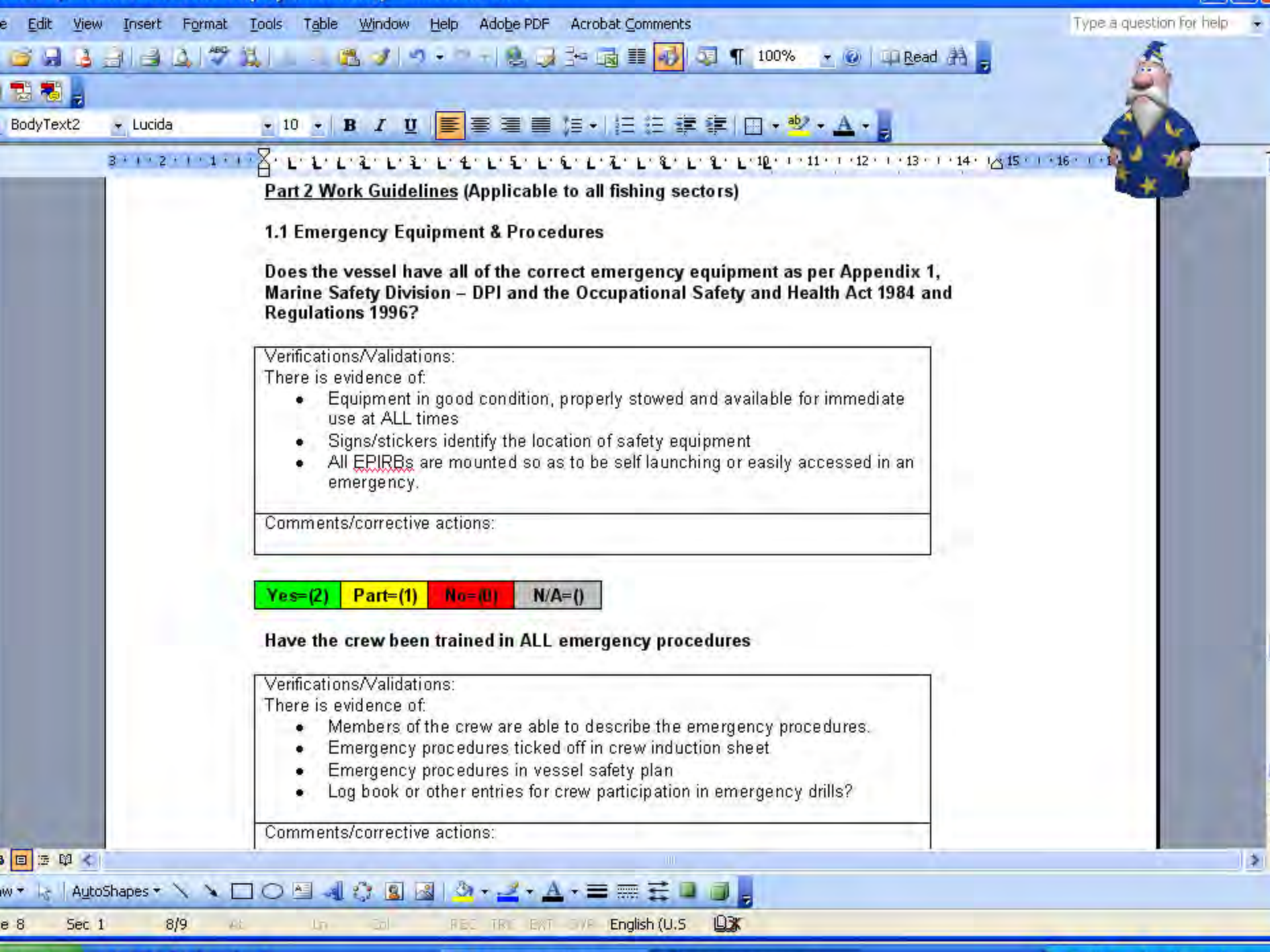
Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?

Verifications/Validations:

There is evidence of:

- hazards being reported and assessed using the agreed hazard & risk assessment matrix

Comments/corrective actions:



Part 2 Work Guidelines (Applicable to all fishing sectors)

1.1 Emergency Equipment & Procedures

Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?

Verifications/Validations:

There is evidence of:

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs/stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency.

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=(0)

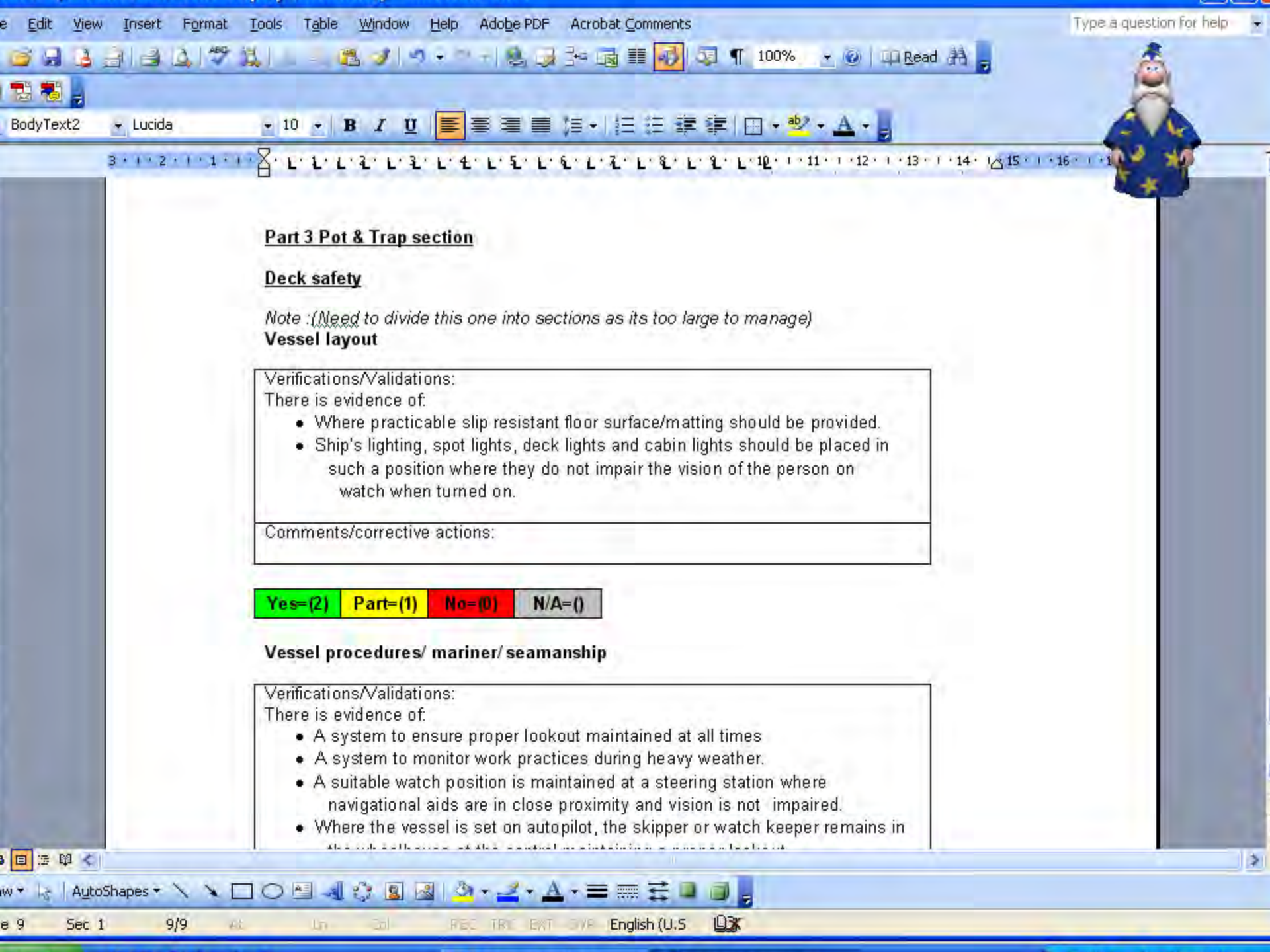
Have the crew been trained in ALL emergency procedures

Verifications/Validations:

There is evidence of:

- Members of the crew are able to describe the emergency procedures.
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills?

Comments/corrective actions:



Part 3 Pot & Trap section

Deck safety

Note : (Need to divide this one into sections as its too large to manage)

Vessel layout

Verifications/Validations:

There is evidence of:

- Where practicable slip resistant floor surface/matting should be provided.
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on.

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Vessel procedures/ mariner/ seamanship

Verifications/Validations:

There is evidence of:

- A system to ensure proper lookout maintained at all times
- A system to monitor work practices during heavy weather.
- A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired.
- Where the vessel is set on autopilot, the skipper or watch keeper remains in the cockpit/bridge area of the vessel at all times.

STAGE 2 - INITIAL AUDITS

- Conduct 10 audits in December 2007 – January 2008
- Revisit question set
- Recompile with KPM software
- Start addressing fine tuning of the reports
- Keep industry informed of the project progress

STAGE 3- LARGER SAMPLE GROUP OF AUDITS

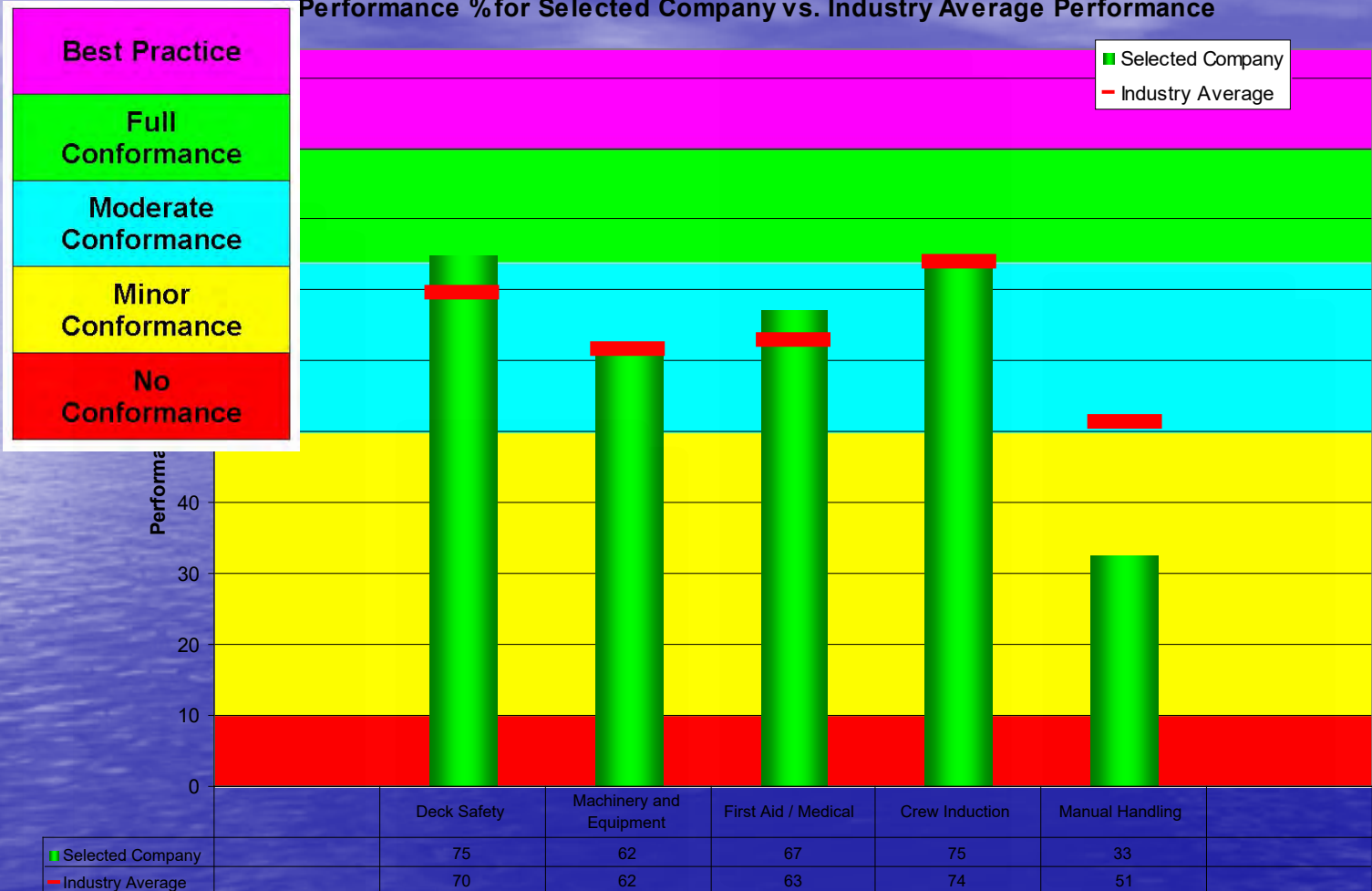
- January – April 2008
- 30 audits to be conducted
- Regionally and zone spread
- Final recompilation of questions set
- Final drafting of reports
- Keep industry informed of the project progress

STAGE 4 – QUESTION SET AND REPORTS

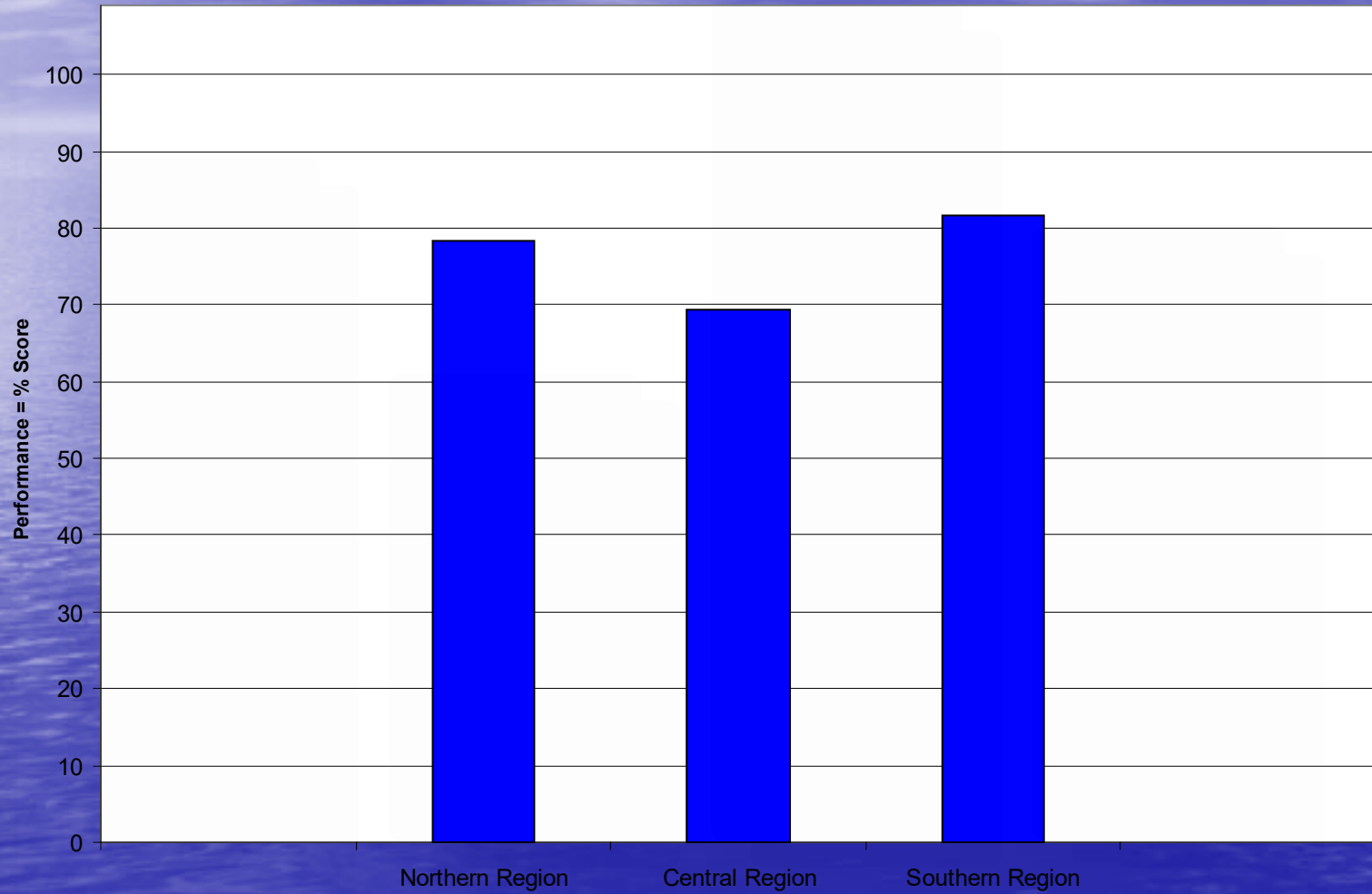
- April – May 2008
- Questions set completed
- Reports demo completed
- Keep industry informed of the project progress
- Take the Project and results National (April onwards)

SAMPLE REPORTS

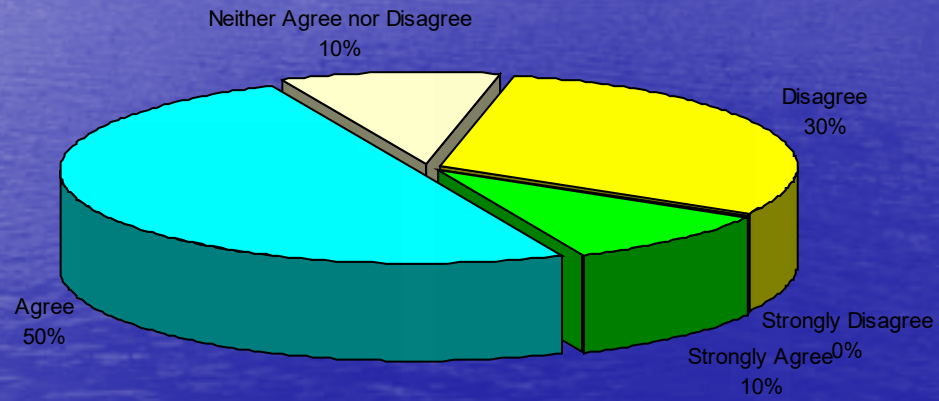
Performance % for Selected Company vs. Industry Average Performance



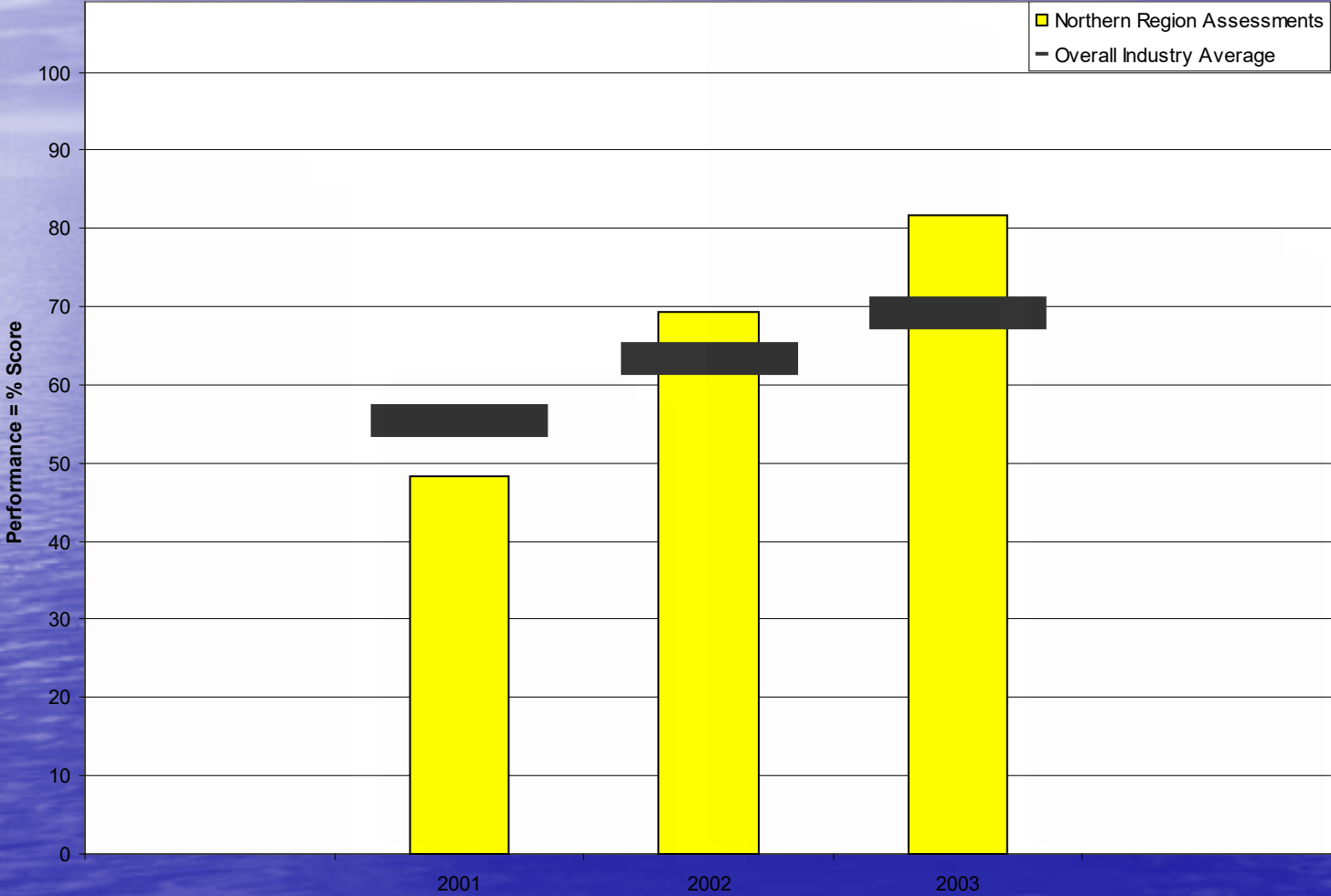
Regional Performance Comparison



OHS training is an important part of my job



Progress Over Time for Northern Region vs Overall Industry Progress





**Attachment 5:
WAFIC Question Set 071107 Display version only**

Draft

FishSafe Online

WAFIC Code Audit

Question Set

DISPLAY VERSION ONLY

Fishery Type	Type=(text:hidden)
State	State=(text:hidden)
Zone	Zone=(text:hidden)

Owner Name	Owner=(text:hidden)
License Holder	Licensee=(text:hidden)
Skipper	Skipper=(text:hidden)
Contact Number	Contact Number=(text:hidden)
Contact Fax	Contact Fax=(text:hidden)
Contact Email	Contact Email=(text:hidden)
Contact Address	Contact Address=(text)

Vessel Name	Vessel=(text:label)
HIN	HIN=(text:hidden)
Registration Number	Registration No.=(text:hidden)
Number of Crew	No. Crew=(text)

Definitions:

For the purposes of this audit the following definitions will apply:

Vessel log : means the vessel log book or an equivalent system used to record **TA to look at marine act WA**

Code: means the Western Australian Fishing Industry Council (WAFIC) Occupational Health and Safety Code

SMP: means Safety Management Plan

Others to be added

Background Data

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper?	Yes=(1)	No=(0)
Describe below & list parties:		
Comments=(text)		
Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes=(1)	No=(0)
Describe below:		
Comments=(text)		
Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes=(1)	No=(0)
Describe when this was done and if it was done in response to any particular training course:		
Comments=(text)		
Has the owner attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses attended:		
Comments=(text)		
Has the skipper attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses attended:		
Comments=(text)		
Have the crew attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Is there evidence that the owner attended the WAFIC/WRL duty of care workshop in 2004?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Is there evidence that the skipper attended the WAFIC/WRL duty of care workshop in 2004?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Since it's introduction have the owner/ skipper upgraded the vessel safety plan?	Yes=(1)	No=(0)
Describe the improvements and why they were made:		
Comments=(text)		

Have the vessel owner or skipper taken part in the Worksafe small business program?	Yes=(1)	No=(0)
---	---------	--------

Describe courses and attendees:
Comments=(text)

Is the safety plan used onboard on a day to day basis?	Yes=(1)	No=(0)
--	---------	--------

Describe :
Comments=(text)

Part 1 Duty of Care - Owner

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition and in strict accordance with survey?

Verifications/Validations: <ul style="list-style-type: none">• Site current certificate of survey• Check manning levels• Emergency equipment tested and tagged
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Has the owner implemented a hazard management system for the vessel and all plant and equipment?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• a hazard report form & risk assessment matrix
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the owner require that the skipper has developed and implemented safe work methods for specific tasks onboard the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• safe work procedures for each identified hazard in the vessel safety plan
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the owner have evidence that the skipper is conducting emergency drills as required?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• that the owner has checked that drills are being conducted at least 6 monthly
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 1 Duty of Care - skipper

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Does the skipper maintain the vessel in a seaworthy and safe condition?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• daily maintenance logs• hazard reports and• copies of maintenance forms being sent to owners
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• hazards being reported and assessed using the agreed hazard & risk assessment matrix
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• the safe work procedures routinely being implemented
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the skipper routinely conduct emergency drills as required?

Verifications/Validations: There is evidence of the vessel log or equivalent, that the skipper has conducted the following drills within the last 6 months: <ul style="list-style-type: none"><input type="checkbox"/> USL<input type="checkbox"/> Fire,<input type="checkbox"/> Launching life rafts and collision<input type="checkbox"/> man over board,<input type="checkbox"/> lifejackets<input type="checkbox"/> abandon vessel and<input type="checkbox"/> confined spaces.
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 1 Duty of Care - crew

Does the crew assist the skipper in the proper maintenance of the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• the vessel being well maintained and crew playing an active part in maintenance
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Do the crew routinely report hazards?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• crew making entries in the hazard reporting system
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Do the crew routinely follow the agreed safe work methods for the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• Members of the crew are able to describe safe work methods and confirm that they are routinely followed.• non conformance being recorded in the vessel log book or equivalent.• all crew routinely participate in emergency drills?
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 2 Work Guidelines (Applicable to all fishing sectors)

1.1 Emergency Equipment & Procedures

Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?

Verifications/Validations:

There is evidence of:

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs/stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency.

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Have the crew been trained in ALL emergency procedures

Verifications/Validations:

There is evidence of:

- Members of the crew are able to describe the emergency procedures.
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills?

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

1.2 Fire Fighting

Are good fire prevention procedures in place and appropriate fire fighting equipment properly located and maintained?

Verifications/Validations:

There is evidence of:

- Check galley, engine spaces crew compartments. The correct types Fire Fighting equipment are readily available.
- Check crew daily responsibilities for fire prevention
- Check vessel safety procedures for fire prevention expectations i.e. galley, accommodation, fuel handling
- Check for sticker/ information on types of extinguishers and fire to be used on

Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 3 Pot & Trap section

Deck safety

Note : (Need to divide this one into sections as its too large to manage)

Vessel layout

Verifications/Validations:

There is evidence of:

- Where practicable slip resistant floor surface/matting should be provided.
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on.

Comments/corrective actions:

Yes=(2) **Part=(1)** **No=(0)** **N/A=()**

Vessel procedures/ mariner/ seamanship

Verifications/Validations:

There is evidence of:

- A system to ensure proper lookout maintained at all times
- A system to monitor work practices during heavy weather.
- A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired.
- Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout.

Comments/corrective actions:

Yes=(2) **Part=(1)** **No=(0)** **N/A=()**

Vessel safe system of work

Verifications/Validations:

There is evidence of:

- A procedure ensuring decks are hosed down and/or cleaned on a regular basis.
- During hours of darkness sufficient lighting being provided on deck to enable crew to move about and work.
- Tank or other hatches (especially those flush with the deck) are closed whenever possible/practical.
- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going. A suitable container that is used for ablution.
- Emergency knives are placed in a readily accessible place. Eg. below the gunwhale, cacker box, front of the deck.
- No unnecessary gear being left loose liable to cause tripping.
- Engine room hatches being closed and secure while work continues and, on completion of work.

Comments/corrective actions:

Yes=(2) **Part=(1)** **No=(0)** **N/A=()**

Attachment 6:
Presentation of FISHSAFE online auditing 170608

WAFIC – Rock Lobster Online Safety Audit Management System



Australian Government

**Fisheries Research and
Development Corporation**

Presented by...

Axon IT & Taylored Health and Safety

Based on...



OCCUPATIONAL
HEALTH AND SAFETY CODE
FOR THE COMMERCIAL FISHING INDUSTRY
IN WESTERN AUSTRALIA

KPM Online

- FISHSAFE uses KPM Online for online auditing, analysis and reporting
- KPM Online produces measurable savings in time and \$
- Because KPM imports standard Word documents you have complete control of your audits

FISHSAFE Online Auditing System

Based on...

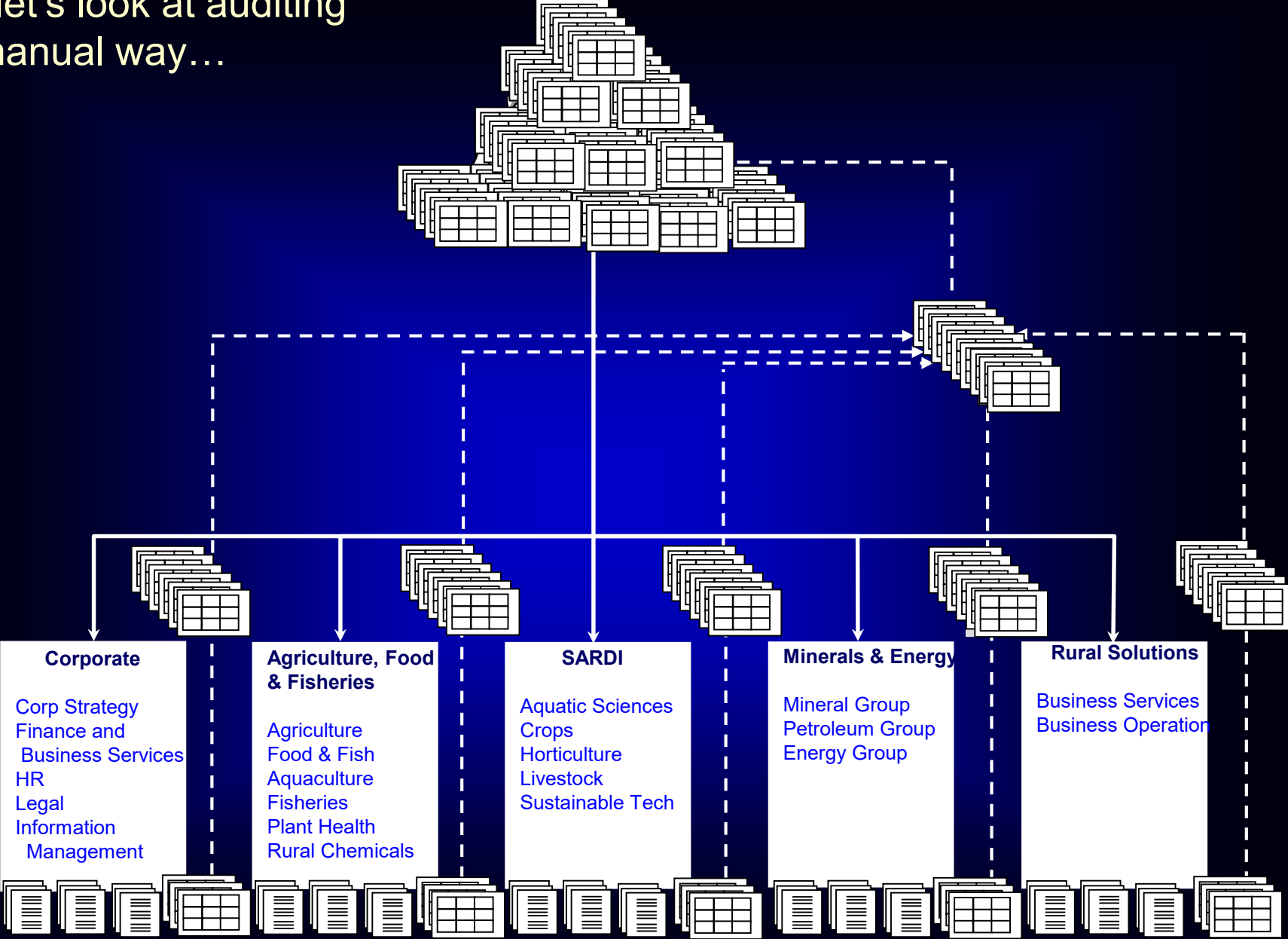


Awards

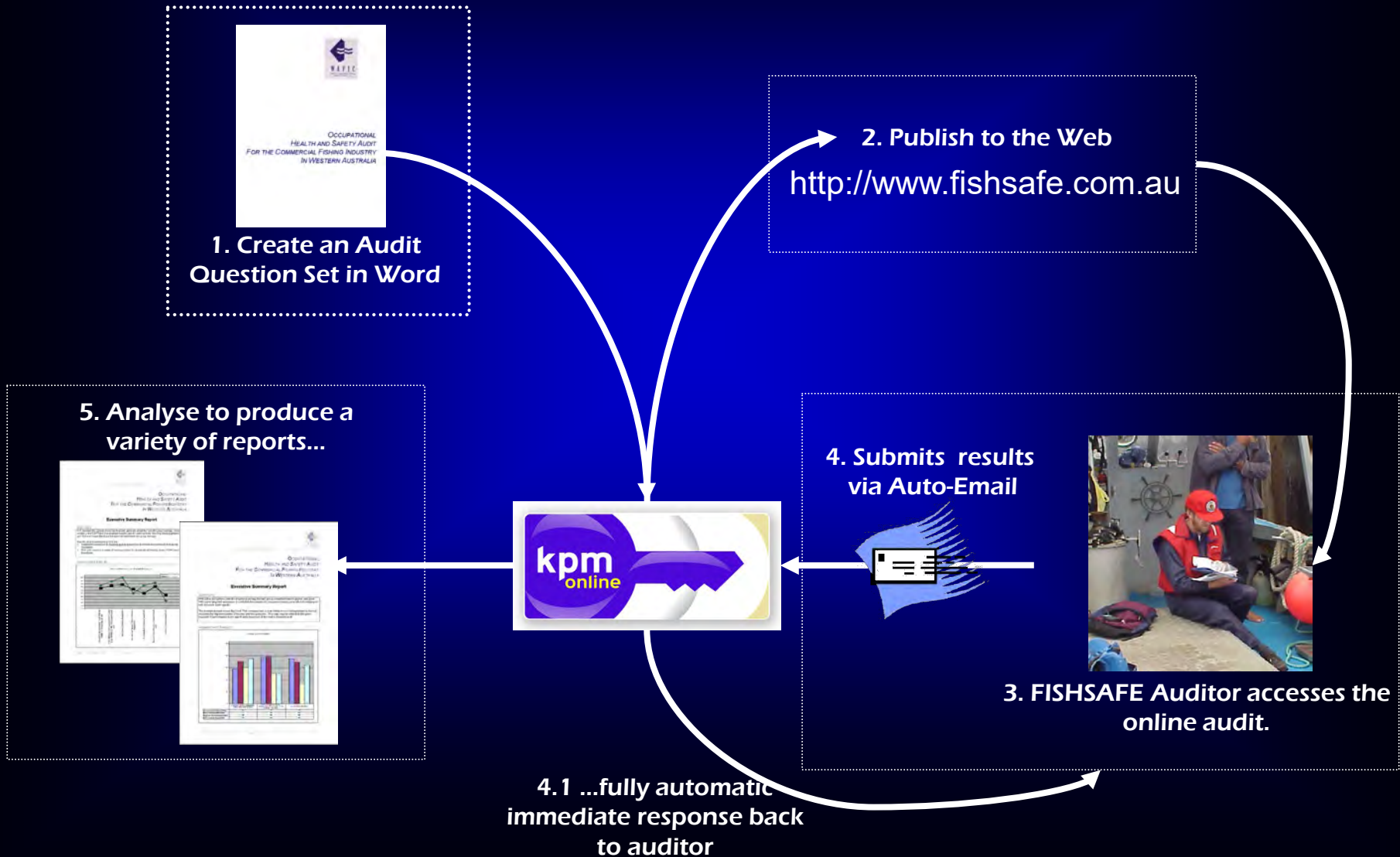
- IT Secrets Award for Innovation 2003
- State Safety Award 2006 (PIRSAFE)
- National Safety Award 2006 (PIRSAFE)



First let's look at auditing the manual way...



The FISHSAFE Online Auditing System



FISHSAFE - from Word to the Web...automatically

We used KPM to convert the FISHSAFE audits into web pages on the web...

The image shows a side-by-side comparison of a Microsoft Word document and its converted HTML version in a Microsoft Internet Explorer browser. The Word document on the left is titled "Fishsafe RockLobster_V6.doc" and contains a form for an online audit. The browser window on the right is titled "C:\Program Files\AxonIT\KPMOnline\XML\Fishsafe_RockLobster_V6.html" and displays the converted HTML version of the form. The browser window also shows a navigation pane with a tree view of the document structure and a footer with "Powered by KPM Online Version 3.0.1".

Word Document Content:

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	
STATE	
ZONE	
PFA	

OWNER	
SKIPPER	

CONTACT NUMBER	
CONTACT EMAIL	
CONTACT ADDRESS	

VESSEL NAME	
NUMBER OF CREW	

OWNER SKIPPER	
ARRANGEMENT	

SAFETY BACKGROUND

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?
Describe:

2) Does the vessel have a safety management plan based on WAFIC Code?

Buttons: Hide Nav, Save, Submit, Fwd

Page 1 Sec 1 1/26 At 19.5cm Ln 29 Col 1 REC. TRK

Done

My Computer 100%

Browser Window Content:

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	
STATE	
ZONE	
PFA	

OWNER	
SKIPPER	

CONTACT NUMBER	
CONTACT EMAIL	
CONTACT ADDRESS	

VESSEL NAME	
NUMBER OF CREW	

OWNER SKIPPER	
ARRANGEMENT	

SAFETY BACKGROUND

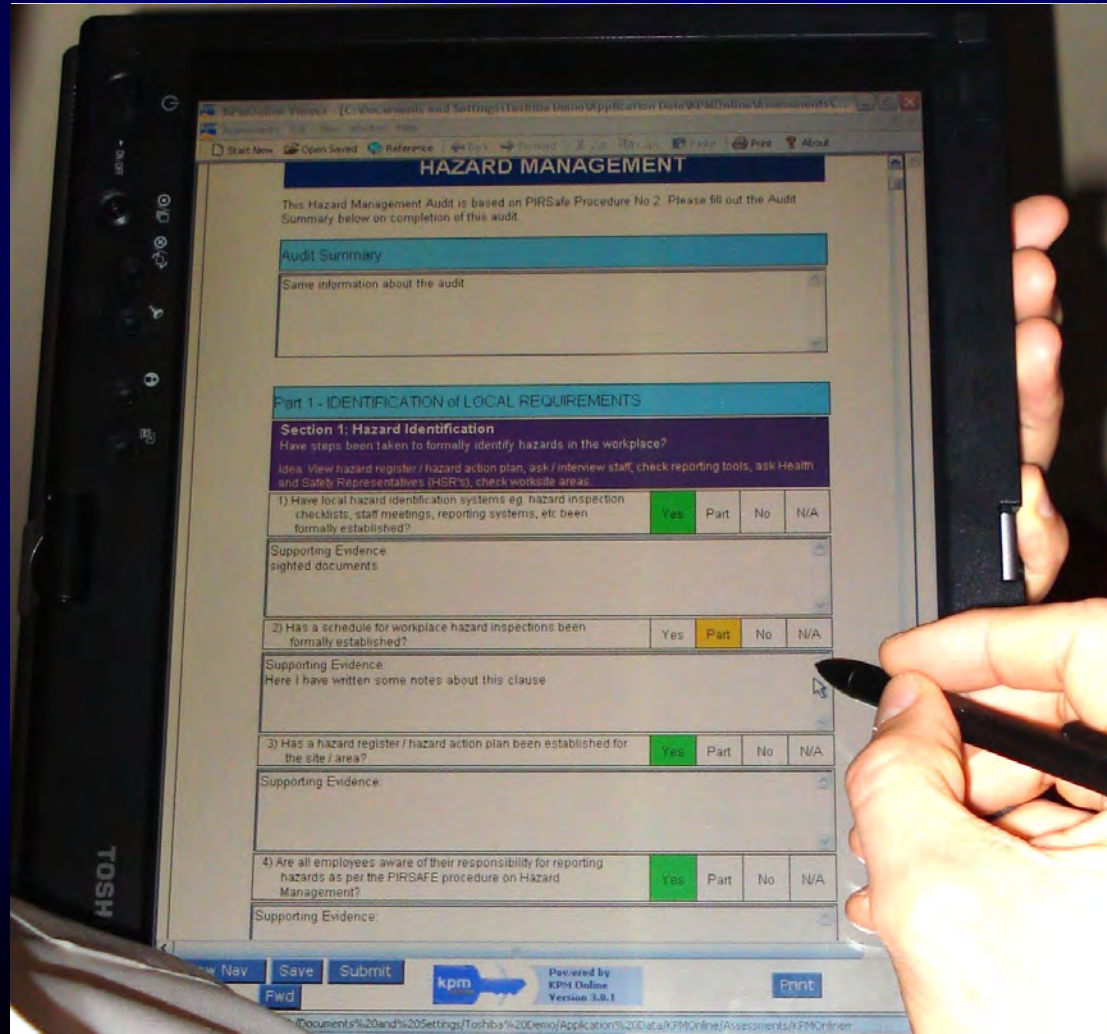
1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel? Yes Part No N/A

Buttons: Hide Nav, Save, Submit, Fwd, Print

Powered by KPM Online Version 3.0.1

How do the Auditors complete an Audit Online?

Auditors can open an online audit from the intranet site. Filling the audit in is a matter of clicking to set conformance and typing in comments...



KPM Online – Training Evaluation

http://www.axonit.com/KPMOnline/Training/Training_Evaluation.html - Microsoft Internet Explorer - [Working Offline]

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://www.axonit.com/KPMOnline/Training/Training_Evaluation.html Go Links

TRAINING EVALUATION FORM

KPM Online - Introductory Training

Rating the Course
Please click on the appropriate ratings along side each question.

What was your impression of the training provided?	Very Poor	Poor	Satisfactory	Good	Excellent
How would you rate your level of understanding gained from the training?	Very Poor	Poor	Satisfactory	Good	Excellent
How would you rate the effectiveness of the Tutorials?	Very Poor	Poor	Satisfactory	Good	Excellent
How would you rate the training in relation to your expectations?	Very Poor	Poor	Satisfactory	Good	Excellent

What did you like the best or was the most interesting aspect of the training provided?

Creating a range of different online assessments and surveys with differing layouts and appearances using Word documents and then turning them into online web pages without needing any web programming knowledge.

What did you like the least or was the least interesting aspect of the training provided?

Rating the KPM Online System
Please click on the rating that best describes your understanding of the parts of the KPM Online system shown below.

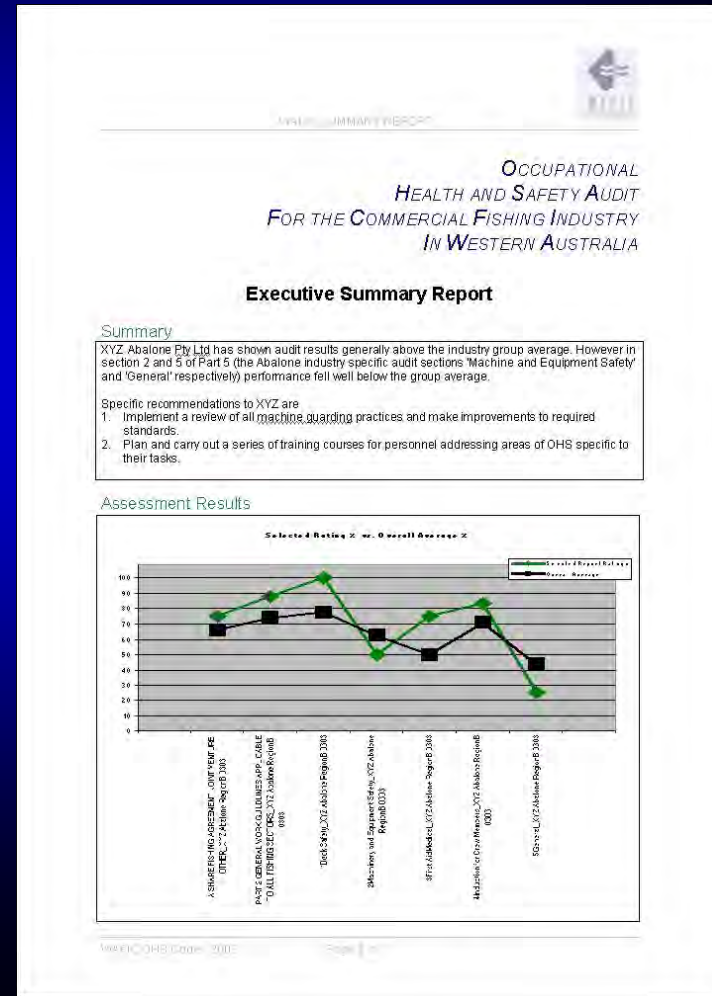
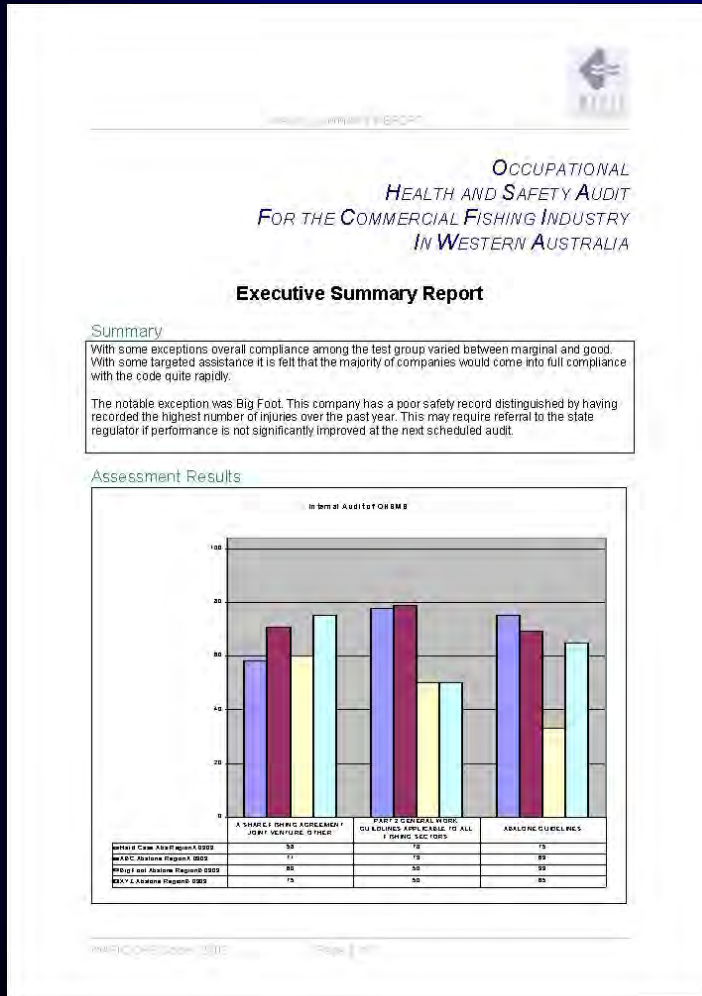
If you have any comments please enter them in the text areas under each question.

Creating Question Sets in Word.	Very Difficult	Difficult	Neutral	Easy to use	Very Easy
---------------------------------	----------------	-----------	---------	-------------	-----------

Done Internet

Automated Outputs - Examples

Charts can be produced automatically or when required to support strategic planning.



Automated Outputs - Examples

Reports can include images or even videos.

1.1.1.14 Divers Hose

Each diver shall have a surface-supply air hose and harness. The air hose shall include a non-return valve located as close as possible to the diver. It shall comply with [ACOP - TFD 3.11.2.6](#) and [clause 5.3.2](#).

The hose and its fittings must have been tested to a pressure equal to 1.5 times its maximum operating pressure not more than 12 months prior to use.

Excellent	Unsatisfactory
Good	Immediate Action Required
Satisfactory (Complies)	Not Applicable

COMMENTS:

10 mm Barrell hose with lifeline and comms. System in place for testing (last tested 10/99). Ref. To photograph below.



1.1.1.15 Emergency Air Supply

Each diver must be provided with emergency air supply complying with [ACOP - TFD 3.16.5](#).

Excellent	Unsatisfactory
Good	Immediate Action Required
Satisfactory (Complies)	Not Applicable


COMMENTS:

The system in use is well designed and considered appropriate for low risk diving (eg. mort dives). When diving around loose net etc. consideration should be given to using larger ball out cylinders.
Ref to Photograph below.

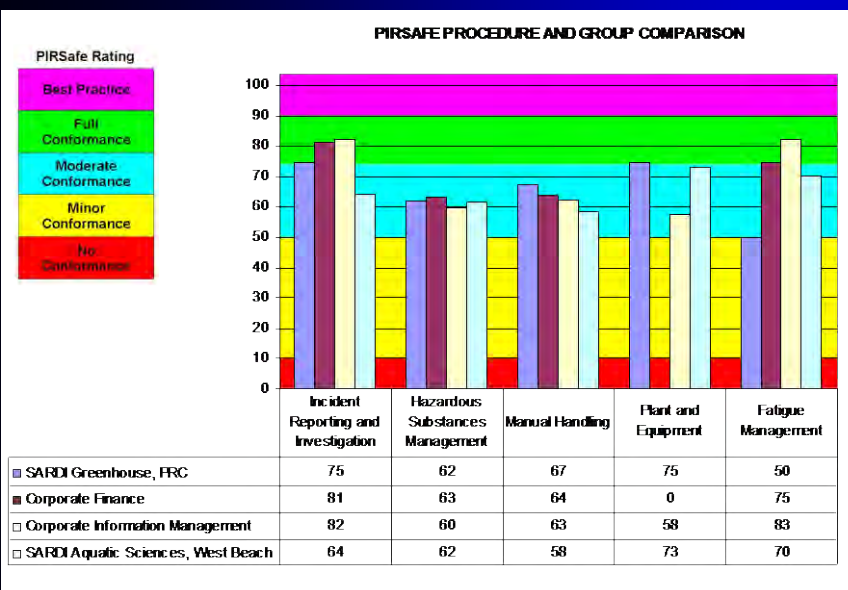
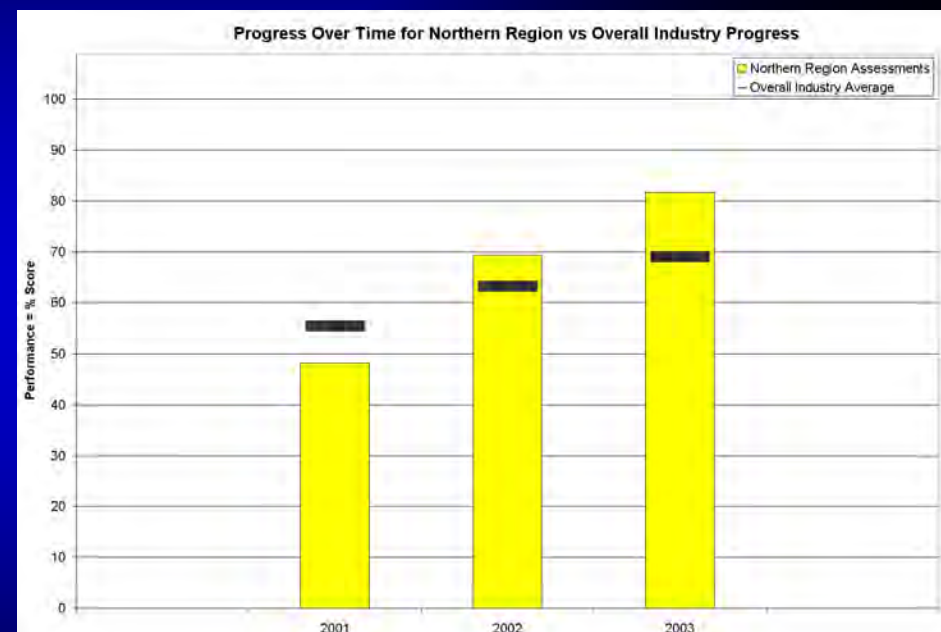
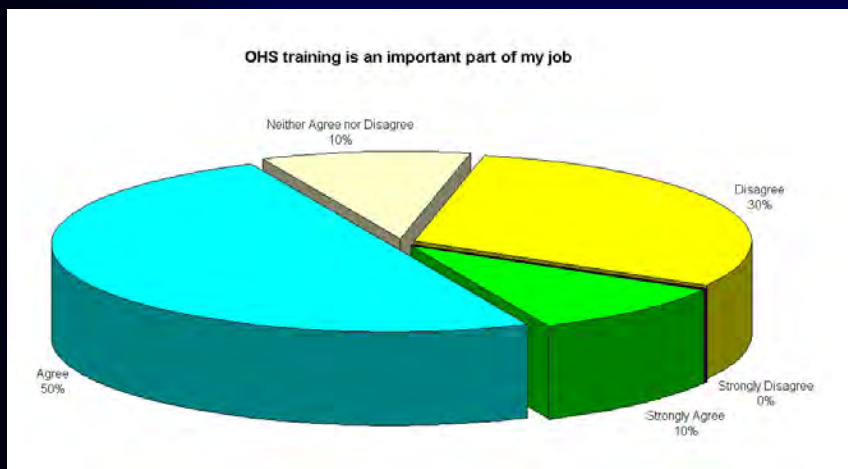


Immediate feedback to Auditors

As soon as the Auditor submits their completed audit KPM Online automatically sends back a summary report containing all Non-Conformances in an Action Plan.

 PIRSAFE ONLINE AUDIT REPORT							
Division: Corporate		Business Group: Human Resources		Unit: OHS			
Location: Level 16 101 Grenfell St		Audit Team Leader:		Audit Date:			
Audit Team:							
Audit / Question	Rating	Comments	Corrective Action	Action By	Date Due	Sign Off	Date
HAZARD MANAGEMENT							
Part 1 IDENTIFICATION of LOCAL REQUIREMENTS							
Section 1 Hazard Identification							
1) Have local hazard identification systems eg hazard inspection checklists staff meetings reporting systems etc been formally established?	Part						
2) Has a schedule for workplace hazard inspections been formally established?	00	Some more supporting evidence about hazard inspections Some more supporting evidence about hazard inspections Some more supporting evidence about hazard inspections Some more supporting evidence about hazar Some more supporting evidence about hazard inspectionsd inspections Some more supporting evide Some more supporting evidence about hazard inspectionsnce about hazard inspections Some more supporting evidence about hazard inspections					
3) Has a hazard register hazard action plan been established for the site area?	00	Some supporting evidence about Hazard Registers.					
Part 2 VERIFICATION of IMPLEMENTED SYSTEMS							
Section 1 Hazard Identification							
1) Are hazard inspection checklists or other appropriate hazard identification systems being used?	00	Comments					
2) Are workplace inspections undertaken as per the formal schedule?	00	More comments					
TRAINING							
Part 1 IDENTIFICATION of LOCAL REQUIREMENTS							
Section 1 Identification of Training Needs							
1) Have competency and OHSW training needs been clearly identified for all positions?	00	Training comments on a training hazard					
2) Have all staff undergone a training and competency-	00	More comments					

Analysis - Examples



Thank you for your interest.

**Attachment 7:
WAFIC Part 1 Question set- Responsibilities version 071107**

ATTACHMENT 3

Draft

FishSafe Online WAFIC Code Audit Question Set

Order set version 071107

Fishery Type	Type=(text:hidden)
State	State=(text:hidden)
Zone	Zone=(text:hidden)

Owner Name	Owner=(text:hidden)
License Holder	Licensee=(text:hidden)
Skipper	Skipper=(text:hidden)
Contact Number	Contact Number=(text:hidden)
Contact Fax	Contact Fax=(text:hidden)
Contact Email	Contact Email=(text:hidden)
Contact Address	Contact Address=(text)

Vessel Name	Vessel=(text:label)
HIN	HIN=(text:hidden)
Registration Number	Registration No.=(text:hidden)
Number of Crew	No. Crew=(text)

Definitions:

For the purposes of this audit the following definitions will apply:

Vessel log : means the vessel log book or an equivalent system used to record **TA to look at marine act WA**

Code: means the Western Australian Fishing Industry Council (WAFIC) Occupational Health and Safety Code

SMP: means Safety Management Plan

Others to be added

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper?	Yes=(1)	No=(0)
Describe below & list parties:		
Comments=(text)		
Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes=(1)	No=(0)
Describe below:		
Comments=(text)		
Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes=(1)	No=(0)
Describe when this was done and if it was done in response to any particular training course:		
Comments=(text)		
Has the owner attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses attended:		
Comments=(text)		
Has the skipper attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses attended:		
Comments=(text)		
Have the crew attended WAFIC/WRL pre-session safety awareness sessions (1994-2003)?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Is there evidence that the owner attended the WAFIC/WRL duty of care workshop in 2004?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Is there evidence that the skipper attended the WAFIC/WRL duty of care workshop in 2004?	Yes=(1)	No=(0)
Describe courses and attendees:		
Comments=(text)		
Since it's introduction have the owner/ skipper upgraded the vessel safety plan?	Yes=(1)	No=(0)
Describe the improvements and why they were made:		
Comments=(text)		

Have the vessel owner or skipper taken part in the Worksafe small business program?	Yes=(1)	No=(0)
---	---------	--------

Describe courses and attendees:
Comments=(text)

Is the safety plan used onboard on a day to day basis?	Yes=(1)	No=(0)
--	---------	--------

Describe :
Comments=(text)

Part 1 Duty of Care - Owner

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition and in strict accordance with survey?

Verifications/Validations: <ul style="list-style-type: none">• Site current certificate of survey• Check manning levels• Emergency equipment tested and tagged
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Has the owner implemented a hazard management system for the vessel and all plant and equipment?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• a hazard report form & risk assessment matrix
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the owner require that the skipper has developed and implemented safe work methods for specific tasks onboard the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• safe work procedures for each identified hazard in the vessel safety plan
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the owner have evidence that the skipper is conducting emergency drills as required?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• that the owner has checked that drills are being conducted at least 6 monthly
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 1 Duty of Care - skipper

Provision and maintenance of the workplace, plant and systems of work that, so far as is practicable, the employees are not exposed to hazards

Does the skipper maintain the vessel in a seaworthy and safe condition?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• daily maintenance logs• hazard reports and• copies of maintenance forms being sent to owners
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• hazards being reported and assessed using the agreed hazard & risk assessment matrix
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• the safe work procedures routinely being implemented
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Does the skipper routinely conduct emergency drills as required?

Verifications/Validations: There is evidence of the vessel log or equivalent, that the skipper has conducted the following drills within the last 6 months: <ul style="list-style-type: none"><input type="checkbox"/> USL<input type="checkbox"/> Fire,<input type="checkbox"/> Launching life rafts and collision<input type="checkbox"/> man over board,<input type="checkbox"/> lifejackets<input type="checkbox"/> abandon vessel and<input type="checkbox"/> confined spaces.
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Part 1 Duty of Care - crew

Does the crew assist the skipper in the proper maintenance of the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• the vessel being well maintained and crew playing an active part in maintenance
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Do the crew routinely report hazards?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• crew making entries in the hazard reporting system
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Do the crew routinely follow the agreed safe work methods for the vessel?

Verifications/Validations: There is evidence of: <ul style="list-style-type: none">• Members of the crew are able to describe safe work methods and confirm that they are routinely followed.• non conformance being recorded in the vessel log book or equivalent.• all crew routinely participate in emergency drills?
Comments/corrective actions:

Yes=(2) Part=(1) No=(0) N/A=()

Information instruction training and supervision

Owner

Has the skipper been provided with an induction that is specific to both the vessel and the type of fishing to be under taken?

There is evidence of:

- the skippers induction having taken place
- the relevant sections of the WAFIC Code having been included in the induction
- any unusual vessel characteristics being made known to the skipper

Does the owner have evidence that the skipper has conducted a formal induction of all crew?

There is evidence of:

- crew induction checklists having been completed for all crew members as per the code

Does the owner encourage the skipper to undertake training programs appropriate to the business?

There is evidence of:

- statements of attainment or certificates of participation

Skipper

Does the Skipper ensure that all members of the crew undergo a formal induction?

There is written evidence of:

- crew member inductions being recorded using the WAFIC crew induction checklist.

Have the crew been provided with safety training that is specific to both the vessel and the type of fishing to be under taken.

There is evidence of:

- vessel/fishery specific safety training having been undertaken

Can the skipper demonstrate that each member of the crew is supervised taking account of the task and their skills and experience?

There is evidence of:

- appropriate supervision being provided that takes account of individual crew member's needs

Crew

Have all members of the crew participated in a formal crew induction on this particular vessel?

Crew members are able to demonstrate that they are aware of and routinely follow the agreed procedures

Are all members of the crew aware of the safety management plan and do they routinely following the safe work procedures?

There is evidence of:

- crew members having access to the SMP
- procedures being understood and followed
- As a minimum members of the crew must have
- Best practice elements of ship safety

Can individual crew members demonstrate that they understand their duty of care responsibilities?

- *Question all crew members*
- *Best practice a detailed knowledge of both legislation and the WAFIC Code.*

Consultation and co-operation

Owner

Has the owner taken steps to ensure that the skipper consults with the crew when developing the vessels safe work procedures?

There is evidence of:

Skipper

Can the skipper provide evidence that the crew were consulted when developing the vessels safe work procedures?

There is evidence of:

- the owner and skipper involving crew members in the developing of procedures

Does the skipper report safety hazards to the owner where the skipper is unable to resolve the problem?

- *Look for documents (e-mails, invoices etc. relating to work done)*

Are the agreed systems sufficient to ensure that the vessel is properly maintained and all identified hazards effectively controlled?

Crew

Is there evidence of the crew routinely being consulted in relation OHS and vessel safety?

- *Interview all crew members; crew should confirm that they are encouraged to take an active role in safety.*

Personal Protective Equipment and Clothing

Applicable to all

Is responsibility for the provision of PPE understood and has written agreement been reached as to who will provide it.

There is evidence of:

- the parties having consulted and reached agreement

Have the skipper and crew been trained in the proper use, cleaning and storage of PPE.

There is evidence of:

- PPE being part of skipper and crew inductions.
- PPE being provided and properly stored and maintained
- PPE being used in accordance with the vessel safe work procedures.

Safe Plant and Substances

Owner

Are systems in place to ensure that the hazards associated with plant are identified and controlled to the extent that is reasonably practicable?

Inspect the vessel and all plant and equipment

There is evidence of:

- Plant having been assessed and the associated risks controlled
- all drive systems are guarded

#####

Are systems in place to ensure that the hazards associated with substances are identified and controlled to the extent that is reasonably practicable?

R

Skipper

Has the skipper taken all reasonable steps to ensure that the hazards associated with plant have been identified and minimised?

R

Has the skipper taken all reasonable steps to ensure that the hazards associated with substances have been identified and minimised?

R

Reporting of incidents injuries and diseases

Owner

Has the owner has taken steps to ensure that all incidents, injuries and diseases are reported where required by legislation?

R

V

- Best practice: The owner has a system for recording all accidents and incidents?

Skipper

Has the skipper reported any incidents, injuries and diseases when required to do so by legislation?

R

V

Crew

Do members of the crew routinely report any injury or harm connected with the work activity to health to the skipper?

R

V

- Incidents/accidents should be reported immediately

General duty to all on the vessel

Applicable to all

Is a system in place to ensure that as far as reasonably practicable all persons who board the vessel are not exposed to hazards?

R

V

- Ensure that system is routinely followed
- Best practice: A visitor induction

Part 2 Work Guidelines (Applicable to all fishing sectors)

2.1 Emergency Equipment & Procedures

2.1.1 General:

Q Does the vessel have all of the correct emergency equipment as per Appendix 1, Dept of Transport Safety Equipment List?

R

V

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs/stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency.

2.1.2 Fire Fighting

Q Are good fire prevention procedures in place and appropriate fire fighting equipment properly located and maintained?

R

V

- Check galley, engine spaces crew compartments. The correct types FF equipment are readily available.

2.1.3 Abandon Vessel Survival and Rescue

Q Are emergency drills conducted as required by the Code. I.e. when new crew join the vessel, at the beginning of the season and at regular intervals?

R

V

- Evidence of drills having been conducted should be available in the form of notations in the ships log, induction records etc.

Q Are survival rafts (where required) properly located and maintained?

R

V

Raft(s) must be:

- located where they are easy to access and deploy
- fitted with a hydrostatic release, be able to float free. They are not to be fastened down unless it is in an approved launching device
- located above or clear of awnings and other obstructions
- serviced at appropriate intervals and in test (check date)

Q Have emergency drills required by the West Australian Marine Act been performed?

R

V

Drills include:

- fire fighting procedures

- launching life rafts
- collision procedures.

Q Have emergency drills recommended by industry been performed?

R

V

Drills include:

- man overboard
- lifejackets
- abandon vessel
- confined space rescue procedures.

2.2 Training

Q Where industry specific short courses dealing with select OHS topics have been developed have all members of the crew attended

R

V

For Rock Lobster courses include:

- X
- Y

2.3 Alcohol & other drugs

Q Are drugs other than prescription medicines and first aid items carried or used on board the vessel?

R Note reverse score.

V

- Record any exceptions.

2.3 Vessel Modification

Q Has the vessel been modified and if so have OHS requirements been considered?

R

V

- Record modifications and score accordingly.

2.3 Weather Conditions

Q Does the skipper ensure that the safety of the crew is considered where inclement weather is encountered or likely to be encountered?

R

V

- Ships log shows evidence of running for cover
- All members of the crew have access to appropriate wet weather gear and footwear.

Q If the vessel is operating in areas where cyclones may occur have the skipper and owner implemented a cyclone contingency plan?

R

V

- A written plan showed be sighted and evidence provided that all members of the crew are familiar with it.

Port Safety Committees

Accident Reporting

Infectious Diseases

Dangerous Species

General

Manual Handling

PPE

1. Hearing Conservation
2. Clothing and Footwear
3. Skin Cancer
4. Eye Damage Prevention

**Attachment 8:
WAFIC Part 2 Question set- General Safety Requirements Version 1 080508**

ATTACHMENT 4

QUESTION SET GENERIC HEALTH AND SAFETY FOR ALL VESSELS

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Emergency Equipment and Procedures - general

a) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Equipment in good condition, properly stowed and available for immediate use at ALL times
 - Signs / stickers identify the location of safety equipment
 - All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

Comments=(text)Comments / Corrective Actions:

b) Have the crew been trained in ALL emergency procedures?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Members of the crew are able to describe the emergency procedures
 - Emergency procedures ticked off in crew induction sheet
 - Emergency procedures in vessel safety plan
 - Log book or other entries for crew participation in emergency drills
 - Crew have watched the WAFIC DVD – Safety induction and completed the assessment for the DVD

Comments=(text)Comments / Corrective Actions:

c) Has the vessel got all the required and recommended signs fixed on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

- Verifications/Validations:
- Hearing protection on engine room hatch
 - Fire extinguisher sign above extinguisher
 - No smoking sign in designated areas
 - First aid sign above first aid box
 - Warning signs for catch points above winch
 - Controls of winch marked forward and reverse

Comments=(text)Comments / Corrective Actions:

2.2 Fire Fighting

a) Are all fire extinguishers in their correct location?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Visual sighting of location

Comments=(text)Comments / Corrective Actions:

b) Does the vessel practice good fire prevention procedures?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Visual observation
 - Evidence of fire prevention items in the vessels safety procedures

Comments=(text)Comments / Corrective Actions:

c) Do the skipper and crew know which extinguisher is used for which fire?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Chart showing types of fires and matching extinguishers on board , on display or in vessel safety procedures
 - Evidence of crew having the WAFIC safety induction pocket booklet with them

Comments=(text)Comments / Corrective Actions:

2.3 Abandon vessel, survival and rescue

a) Are life rafts located to allow easy, quick use?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Visual observation of
- Fitted in a place for easy access
 - Not fastened down
 - Fitted with hydrostatic release
 - Not under warnings or deck structures

Comments=(text)Comments / Corrective Actions:

2.4 Hearing Conservation

a) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a sticker on the engine room hatch
 - Inclusion of this requirement in the crew induction

Comments=(text)Comments / Corrective Actions:

b) Have the skipper and crew been given instruction on the use of hearing protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Shown as per manufacturer recommendation
 - Recorded in the vessel log book and/ or training record

Comments=(text)Comments / Corrective Actions:

c) Is the plant in the engine room, maintained to minimize noise?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence in the vessel maintenance records of attention to noise in engine room.

Comments=(text)Comments / Corrective Actions:

2.5 Alcohol and drugs

a) Does the vessel have an alcohol and drugs policy in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a vessel policy using section 3 – page 25 of the WAFIC Code or equivalent or above.

Comments=(text)Comments / Corrective Actions:

2.6 Training requirements

a) Does the vessel have a training requirement for skippers and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Acceptance by verbal confirmation that the skipper understands the importance on going training
- Evidence of the requirement for ongoing training in the vessel safety procedures and skipper / crew written engagement agreements
- Training register use to record any training done on or off the vessel

Comments=(text)Comments / Corrective Actions:

2.7 Weather Conditions

a) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a weather policy in vessel safety procedures
- Provision of a personal flotation device (inflatable) for crew when required

Comments=(text)Comments / Corrective Actions:

b) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

- Verifications/Validations:
- Evidence of a cyclone plan for the vessel
 - Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
 - Inclusion of cyclone procedure sin the vessel induction for crew

Comments=(text)Comments / Corrective Actions:

2.8 Vessel modification

a) How is vessel modification where it affects the running of the vessel discussed with the crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

- Verifications/Validations:
- Evidence of notes made in the vessel safety procedures for modification affecting work methods
 - Evidence of entries in the vessel log book or training register for updates to crew on plant and equipment

Comments=(text)Comments / Corrective Actions:

2.9 Clothing and footwear

a) Are vessel clothing requirements identified for the vessel	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

- Verifications/Validations:
- The list as in section 7 , page 26 of the WAFIC OH&S Code are used as the base for the vessel
 - The vessel safety procedures have the clothing and footwear requirements listed

Comments=(text)Comments / Corrective Actions:

a) Has the requirement for clothing and footwear around machinery been identified?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures

Comments=(text)Comments / Corrective Actions:

2.10 Infectious Diseases

a) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

Evidence the vessel safety procedures contains

- Washing hands after working, before eating or smoking
- Cover sores or cuts with bandaids
- Gloves used when handling product and bait
- No sharing or razors or toothbrushes

Comments=(text)Comments / Corrective Actions:

b) Are infection prevention techniques practiced when administering first aid?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

Evidence that the first aid policy contains:

- Treatment of cuts
- Use of gloves for al first aid
- Hand washing after first aid administration

Comments=(text)Comments / Corrective Actions:

2.11 Skin cancer / eye damage prevention

a) Is there a prevention of skin cancer and eye damage policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

Evidence the vessel safety procedures contains

- Wear a broad brimmed hat
- Wear a shirt with sleeves
- Use a 30+ sunscreen applied regularly
- Use Polaroid sunglasses

Comments=(text)Comments / Corrective Actions:

2.12 Dangerous species

a) Is there a dangerous species policy for the vessel Yes = (2) Part = (1) No = (0) N/A = ()

Verifications/Validations:

Evidence the policy contains:

- Pictures of dangerous species
- Handling techniques of dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

b) Does the skipper provide training on dangerous species? Yes = (2) Part = (1) No = (0) N/A = ()

Verifications/Validations:

Evidence the crew induction contains:

- Pictures of dangerous species
- Handling techniques of dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2.13 General

a) Can crew move about the deck without slip, trip hazards Yes = (2) Part = (1) No = (0) N/A = ()

Verifications/Validations:

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas

Comments=(text)Comments / Corrective Actions:

b) has the skipper ensured there are signs for non apparent hazards Yes = (2) Part = (1) No = (0) N/A = ()

Verifications/Validations:

- Visual observation of signs/ stickers in less apparent hazard areas:
- Signs and stickers could include, nip or catch points, raised engine hatches

Comments=(text)Comments / Corrective Actions:

c) Is there adequate lighting for the vessel by day and night?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch

Comments=(text)Comments / Corrective Actions:

d) Are escape hatches fitted and unlocked while the vessel is manned?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Visual evidence of un locked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

Comments=(text)Comments / Corrective Actions:

2.14 Manual handling

a) Does the skipper conduct risk assessments on all manual handling tasks?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0 , page 29 are taken into account when identifying and assessing manual handling tasks

Comments=(text)Comments / Corrective Actions:

2.15 Cyclones

a) Does the vessel have a cyclone plan?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence in the vessel safety procedures that the cyclone guidelines in the WAFIC OH&S Code Appendix 2 have been adopted by the vessel or an equivalent policy exists

Comments=(text)Comments / Corrective Actions:

**Attachment 9:
WAFIC Part 3 Question set- Pot and Trap specific 080508**

ATTACHMENT 5
QUESTION SET
SPECIFIC ROCK LOBSTER REQUIREMENTS

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Vessel Layout.	Yes =(2)	Part =(1)	No=(0)	N/A =()
-------------------	-------------	--------------	------------	-------------

Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments=(text)Comments / Corrective Actions:

2) Vessel procedures / mariner / seamanship.	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- A system to ensure proper lookout maintained at all times
- A system to monitor work practices during heavy weather
- A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout

Comments=(text)Comments / Corrective Actions:

3) Vessel safe system of work.	Yes =(2)	Part =(1)	No=(0)	N/A =()
--------------------------------	-------------	--------------	------------	-------------

Verifications/Validations:

- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
- Tank or other hatches (especially those flush with the deck) closed while work is on
- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for ablution
- Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
- No unnecessary gear being left loose liable to cause tripping

Comments=(text)Comments / Corrective Actions:

99) Overwrite with real question text?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Validation 1
- Validation 2
- Validation 3

Comments=(text)Comments / Corrective Actions:

99)Overwrite with real question text? **Yes =2** **Part =(1)** **No=(0)** **N/A =()**

- Verifications/Validations:
- Validation 1
 - Validation 2
 - Validation 3

Comments=(text)Comments / Corrective Actions:

99)Overwrite with real question text? **Yes =2** **Part =(1)** **No=(0)** **N/A =()**

- Verifications/Validations:
- Validation 1
 - Validation 2
 - Validation 3

Comments=(text)Comments / Corrective Actions:

99)Overwrite with real question text? **Yes =2** **Part =(1)** **No=(0)** **N/A =()**

- Verifications/Validations:
- Validation 1
 - Validation 2
 - Validation 3

Comments=(text)Comments / Corrective Actions:

99)Overwrite with real question text? **Yes =2** **Part =(1)** **No=(0)** **N/A =()**

- Verifications/Validations:
- Validation 1
 - Validation 2
 - Validation 3

Comments=(text)Comments / Corrective Actions:

99)Overwrite with real question text? **Yes =2** **Part =(1)** **No=(0)** **N/A =()**

- Verifications/Validations:
- Validation 1
 - Validation 2
 - Validation 3

Comments=(text)Comments / Corrective Actions:

**Attachment 10:
WAFIC Composite question set version 1 100508**

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	Type=(text:hidden)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
OWNER NAME	Owner=(text:hidden)
LICENSE HOLDER	Licensee=(text:hidden)
SKIPPER	Skipper=(text:hidden)
CONTACT NUMBER	Contact Number=(text:hidden)
CONTACT FAX	Contact Fax=(text:hidden)
CONTACT EMAIL	Contact Email=(text:hidden)
CONTACT ADDRESS	Contact Address=(text)
VESSEL NAME	Vessel=(text:label)
HIN	HIN=(text:hidden)
REGISTRATION NUMBER	Registration No.=(text:hidden)
NUMBER OF CREW	No. Crew=(text)
OWNER SKIPPER	OwnerSkipper=(text:hidden)
ARRANGEMENT	Arrangement=(text:hidden)

SAFETY BACKGROUND

Are non employer / employee arrangements in place between the owner and skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the crew attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the vessel safety plan been updated since it was first introduced?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the vessel owner or skipper taken part in the Worksafe small business program?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Evidence=(text)Describe:

Is the safety plan used onboard on a day to day basis?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Evidence=(text)Describe:

PART 1 – OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Owner Responsibilities

Work Systems

1) Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition in strict accordance with survey?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Site current certificate of survey
- Check manning levels
- Emergency equipment tested and tagged

Comments=(text)Comments / Corrective Actions:

2) Has the owner fulfilled their duty of care for the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of a hazard report form & risk assessment matrix
- Employer / employee – owner has implemented the system
- Share fishing agreement – sited and discussed with skipper

Comments=(text)Comments / Corrective Actions:

3) Has the owner fulfilled their duty of care for the development of safe work practices?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of safe work procedures for each identified hazard in the vessel safety plan
- Employer / employee – owner has implemented the system with the skipper and crew
- Share fishing agreement – discussed with skipper and require skipper to implement

Comments=(text)Comments / Corrective Actions:

4) Does the owner have evidence that the skipper is conducting emergency drills as required?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly

Comments=(text)Comments / Corrective Actions:

Information and Training

1) Does the owner have evidence that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Skipper, MED, crew certification in accordance with Schedule as per the Marine Act

Comments=(text)Comments / Corrective Actions:

2) Has the owner discussed the WAFIC OH&S Code with the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Owner / skipper induction as per page PT13 of the WAFIC OH&S Code

Comments=(text)Comments / Corrective Actions:

3) Has the owner advised the skipper of any specific vessel requirements or idiosyncrasies?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Expectations for the vessel and information regarding the vessel between the owner and the skipper are part of the written employment agreement

Comments=(text)Comments / Corrective Actions:

4) Does the owner encourage the skipper to attend relevant training programs to enhance his / her skills and abilities?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The written agreement between the owner and skipper contains a section outlining the skipper's training requirements

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Does the owner require the skipper to have an issue resolution procedure for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- There is an issue resolution procedure for the vessel

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Has the owner fulfilled their duty of care for personal protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of a list of protective clothing and equipment
- Employer / employee – owner has supplied protective clothing and equipment
- Share fishing agreement – owner has discussed with skipper as to who supplies what

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Has the owner discussed with the skipper the OSH Act and Marine Act requirements?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – owner has supplied the information and forms and requires the skipper to report any incidents to the owner
 - Share fishing agreement – owner has discussed with skipper as to what forms are required and the skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Skipper Responsibilities

Work Systems

1) Does the skipper maintain the vessel in a seaworthy and safe condition?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Daily maintenance logs
 - Hazard reports
 - Copies of maintenance forms sent to owners

Comments=(text)Comments / Corrective Actions:

2) Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Hazards reported and assessed using agreed hazard & risk assessment matrix

Comments=(text)Comments / Corrective Actions:

3) Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Evidence of written safe work procedures
 - Safe work procedures routinely being implemented

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Is there an issue resolution procedure for the vessel? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Evidence of a formal written procedure
- Log book entries to demonstrate the procedure is being used

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Is there an agreement in place defining who is responsible for supplying personal protection clothing and equipment? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Requirements written down as part of the vessel safety procedures
- Employer / employee – all protective clothing and equipment supplied by the employer
- Share fishing agreement – written agreement defines who supplies what

Comments=(text)Comments / Corrective Actions:

2) Is the personal protective equipment being used? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Evidence of log book entries for instances when **not** being used
- Verbal question of skipper and crew to determine use of equipment

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Does the skipper follow the OSH Act and Marine Act requirements for reporting accidents? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Demonstrated understanding of what incidents need to be reported
- Employer / employee – skipper reports any incidents to the owner
- Share fishing agreement – skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Is the machinery and equipment in safe working order?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Vessel maintenance system in place
- Liaison between skipper and owner of the vessel for maintenance issues
- Visual check for guards on moving parts as per legislative requirements

Comments=(text)Comments / Corrective Actions:

2) Has ALL machinery been kept in a safe state by the skipper (i.e. no guards removed or other modifications that increase risk)?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Visual evidence of proper guarding on all machines
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

3) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

Comments=(text)Comments / Corrective Actions:

4) Does the skipper assist the crew to maintain the plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

Comments=(text)Comments / Corrective Actions:

Visitor Safety

1) Has the skipper put in place procedures to ensure the safety of visitors and others on the vessel that may not be working?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of a visitors safety induction

Comments=(text)Comments / Corrective Actions:

2) Has the skipper a safe procedure for all persons embarking and disembarking the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Evidence in visitors safety induction of safe methods to embark and disembark the vessel in all situations (i.e. on land and at sea)

Comments=(text)Comments / Corrective Actions:

Crew Responsibilities

Providing Assistance

1) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

Comments=(text)Comments / Corrective Actions:

2) Do the crew members routinely report hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Entries in the hazard reporting system made by crew

Comments=(text)Comments / Corrective Actions:

3) Do the crew members routinely follow the agreed safe work methods for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

Comments=(text)Comments / Corrective Actions:

4) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

Comments=(text)Comments / Corrective Actions:

5) Do ALL crew members participate in emergency drills?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in log book entries of who has participated in drills
- Evidence in training register of who has participated in drills
- Recognition of need to have drills written down in vessel safety procures

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Do ALL crew members have the correct personal protective equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in vessel safety procedures of requirements
- Visual observation of the equipment

Comments=(text)Comments / Corrective Actions:

2) Do ALL crew members use the equipment at ALL times?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Verbal discussion with crew as to when they use equipment
- Visual observation

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Do crew misuse equipment on board?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

Comments=(text)Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Visual evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

Reporting Hazards and Injuries

1) Do crew report hazards to the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of crew making entries in the vessel hazard report system

Comments=(text)Comments / Corrective Actions:

2) Do crew report injuries or illness to the skipper that are a result of work?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

Comments=(text)Comments / Corrective Actions:

Cooperation with Skipper

1) Are all agreements with the owner or skipper formalized in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of a written agreement including OSH items

Comments=(text)Comments / Corrective Actions:

2) Have the crew been encouraged to attend relevant training programs?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in written agreement of training programs required to work on the vessel
- Evidence of a pre-sea qualification being required prior to commencing work

Comments=(text)Comments / Corrective Actions:

3) Have the crew been provided with an induction?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Formal vessel crew induction form completed for each crew member
- Reference in induction to vessel safety procedures

Comments=(text)Comments / Corrective Actions:

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Equipment in good condition, properly stowed and available for immediate use at ALL times
 - Signs / stickers identify the location of safety equipment
 - All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

Comments=(text)Comments / Corrective Actions:

2) Have the crew been trained in ALL emergency procedures?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Members of the crew are able to describe the emergency procedures
 - Emergency procedures ticked off in crew induction sheet
 - Emergency procedures in vessel safety plan
 - Log book or other entries for crew participation in emergency drills
 - Crew have watched the WAFIC DVD Safety Induction and completed the assessment

Comments=(text)Comments / Corrective Actions:

3) Are ALL required and recommended signs fixed on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Hearing protection on engine room hatch
 - Fire extinguisher sign above extinguisher
 - No smoking sign in designated areas
 - First aid sign above first aid box
 - Warning signs for catch points above winch
 - Controls of winch marked forward and reverse

Comments=(text)Comments / Corrective Actions:

2.2 Fire Fighting

1) Are all fire extinguishers are in their correct location and up to date and of the required types?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

- Verifications/Validations:
- Check all required locations (galley, engine spaces and crew compartments etc)
 - Check all required extinguisher types
 - Check all extinguishers are up to date

Comments=(text)Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- The correct types of fire fighting equipment are readily available.
 - Check crew daily responsibilities for fire prevention
 - Check vessel safety procedures for fire prevention expectations i.e. galley, accommodation, fuel handling
 - Check for sticker / information on types of extinguishers and fire type to be used on

Comments=(text)Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Questioning the skipper and crew to determine understanding
 - Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
 - Evidence of crew having the WAFIC safety induction pocket booklet with them

Comments=(text)Comments / Corrective Actions:

2.3 Abandon Vessel, Survival and Rescue

1) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Fitted in a place for easy access
 - Not fastened down
 - Fitted with hydrostatic release
 - Not under warnings or deck structures

Comments=(text)Comments / Corrective Actions:

2.4 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection (Personal Protection)?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Hearing protection sticker on the engine room hatch
 - Inclusion of this requirement in crew induction

Comments=(text)Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/ or training record

Comments=(text)Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in the vessel maintenance records of attention to noise in engine room

Comments=(text)Comments / Corrective Actions:

2.5 Alcohol and Drugs

1) Does the vessel have an alcohol and drugs policy in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

Comments=(text)Comments / Corrective Actions:

2.6 Training Requirements

1) Does the vessel have a training requirement for skippers and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Verbal confirmation that the skipper understands the importance of ongoing training
- Requirement for ongoing training in the vessel safety procedures and skipper / crew written **agreements**
- Training register use to record all training done on or off the vessel

Comments=(text)Comments / Corrective Actions:

2.7 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Evidence of a weather policy in vessel safety procedures
 - Provision of a personal flotation device (inflatable) for crew in poor high risk weather and / or when required
 - Evidence of additional supervision of crew under high risk weather
 - Evidence of minimising deliberate pot placement in reef areas

Comments=(text)Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of a cyclone plan for the vessel
 - Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
 - Inclusion of cyclone procedures in the vessel induction for crew
 - Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments=(text)Comments / Corrective Actions:

2.8 Clothing and Footwear

1) Are clothing requirements identified for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

- Verifications/Validations:
- The list in section 7, page 26 of the WAFIC OH&S Code is used for the vessel
 - The vessel safety procedures have the clothing and footwear requirements listed
 - Protective clothing and equipment is washed , hung up inside out after each days fishing

Comments=(text)Comments / Corrective Actions:

2) Has the requirement for clothing and footwear around machinery been identified?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
 - Visual confirmation of appropriate clothing being worn

Comments=(text)Comments / Corrective Actions:

2.9 Infectious Diseases

1) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with appropriate dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

Comments=(text)Comments / Corrective Actions:

2) Are infection prevention techniques practiced when administering first aid?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

Comments=(text)Comments / Corrective Actions:

2.10 Skin Cancer and Eye Damage Prevention

1) Is there a vessel policy on prevention of skin cancer and eye damage?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

Comments=(text)Comments / Corrective Actions:

2.11 Dangerous Species

1) Is there a dangerous species policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- The crew induction includes the following
 - Pictures of dangerous species
 - Handling techniques for dangerous species
 - Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
 - **Protective clothing and equipment**
 - First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2.12 Minimizing Risk

1) Can crew move about the deck without slip and trip hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Visual observation of the deck area while working
 - Carpets on deck
 - Non slip deck paint
 - Mats in work areas

Comments=(text)Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

Comments=(text)Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Anchor lights clearly visible in a 360 degree arc
 - Anchor light to have individual switch

Comments=(text)Comments / Corrective Actions:

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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- Verifications/Validations:
- Visual evidence of unlocked hatches while vessel is working
 - Unlocked escape hatches are part of the vessel safety procedures

Comments=(text)Comments / Corrective Actions:

2.13 Manual Handling

1) Does the skipper conduct risk assessments on all manual handling tasks?	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

Comments=(text)Comments / Corrective Actions:

2.14 Personal health

1) Are crew member encouraged to adopt a healthy lifestyle	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drunk at least 2 litres of water a day
- Crew to minimise alcohol
- Crew discouraged from indulging in illegal drugs in out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments=(text)Comments / Corrective Actions:

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Vessel Layout.	Yes =(2)	Part =(1)	No=(0)	N/A =(
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Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments=(text)Comments / Corrective Actions:

2) Vessel procedures / mariner / seamanship.	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- A system to ensure proper lookout maintained at all times
 - A system to monitor work practices during heavy weather
 - A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired
 - Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout

Comments=(text)Comments / Corrective Actions:

3) Vessel safe system of work.	Yes =(2)	Part =(1)	No=(0)	N/A =()
--------------------------------	-------------	--------------	------------	------------

- Verifications/Validations:
- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
 - During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
 - Tank or other hatches (especially those flush with the deck) closed while work is on
 - Where vessels are not fitted with toilet facilities on board and ablation for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
 - A suitable container that is used for ablation
 - Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
 - No unnecessary gear being left loose liable to cause tripping

Comments=(text)Comments / Corrective Actions:

2.0 Pot and trap handling

1) Is there a safe system for retrieving pots using the winch	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence that before the winch is engaged, check that crew are not able to be caught in moving parts of winch
 - Evidence that before pot comes aboard, winch operator and crew to be well clear of the pot tipper and other catch points
 - Evidence that where there is a snagged pot before attempting to release the snagged pot with the winch, crew members should keep clear and remain vigilant until the pot is freed and normal operations can continue.

Comments=(text)Comments / Corrective Actions:

2) How high are pots stacked on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Verbal evidence of 3 max high
- Verbal evidence of whether 3 high is changed dependant on number of pots and area fished
- Validation 3

Comments=(text)Comments / Corrective Actions:

3) Are good manual handling practices used in pot lifting?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of the WAFIC Code – Pot and Trap section – Appendix 2 being used as a guide
- Method equivalent to the WAFIC Code – Pot and Trap section – Appendix 2 being used

Comments=(text)Comments / Corrective Actions:

4) Are warm up exercises used on a daily basis prior to fishing operations commencing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Physical Evidence of warm up stretches used by display by skipper and crew
- Validation 2
- Validation 3

Comments=(text)Comments / Corrective Actions:

5) Are ropes and float tangle minimized when pots are stacked?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Physical evidence of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

Comments=(text)Comments / Corrective Actions:

6) Are waist height bait buckets used?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Visual evidence of height of buckets
- Validation 2
- Validation 3

Comments=(text)Comments / Corrective Actions:

7) How are snagged lines released when retrieving pots from the water?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:
 Evidence of a safe procedure for throwing the grapple to include:

- From near the fly bridge, clear head room between the crew member and the fly bridge should be maintained.
- Lean out from the vessel and throw the grapple iron underarm and backhand.

Comments=(text)Comments / Corrective Actions:

8) Are correct lifting principles used for lifting crates of lobster tasks	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- crates of lobster out of holding tanks – 2 people , using a hook and rope
- crates of lobster from the vessel to the jetty – 2 people using standard lifting techniques
- crates of lobster from the vessel to the dingy – 2 people using standard lifting techniques with pitch and roll of boat through side door or through transom
- crates of lobster from the dinghy to a transport vehicle – 2 people using standard lifting techniques
- lifting bait boxes-2 people using standard lifting techniques

Comments=(text)Comments / Corrective Actions:

9) Is there a system for setting pots and throwing ropes and floats to minimize legs entanglement	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Physical demonstration of system
- Look for placement of legs from both crew relative to ropes

Evidence of a system that incorporates the following:

- The skipper and crew ensure each party are prepared and in position before the signal is given to set the pot, particularly in heavy conditions.
- A safe speed for setting pots(less than 8 knots)
- The deckhand throwing the rope should stand next to the deckhand setting the pot on the side of the vessel rather than further in board. This reduces the distance that a rope travels in the air before reaching the water, reducing the risk of entanglement.
- If there are two deckhands setting pots, the deckhand with the rope should stand clear of the other deckhand holding the pot/trap making sure the other is clear when the rope is released.
- There should be adequate time before the signal is given between pot/ trap settings.
- Where the skipper does not have a full view of the pot/trap setting procedures on the deck, additional forms of communication between the deck and the skipper should be in place

Comments=(text)Comments / Corrective Actions:

3.0 Machinery and equipment

1) Does the winch have an emergency stop mechanism?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence on the winch of a emergency stop lever OR
- Evidence that the who ever controls the winch can stop it immediately with the existing controls
- Evidenece that the winch controller has full view of the winch

Comments=(text)Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of a physical tipper lock on the winch

Comments=(text)Comments / Corrective Actions:

3) Are pots in safe working order?	Yes =(2)	Part =(1)	No=(0)	N/A =()
------------------------------------	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of no loose nails
- Evidence of slats in place
- Evidence of no loose material protruding from the pot

Comments=(text)Comments / Corrective Actions:

4.0 CREW INDUCTION

1) Have the crew attended an onshore training course that is both industry coordinated and endorsed.	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Course attended by crew that contains the items listed in the WAFIC OH&S Code – Pot Trap section Appendix one - Part A.

Comments=(text)Comments / Corrective Actions:

2) Have the crew been provided with an onboard induction	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of a crew induction form completed for each year of service
- Crew induction form contains the points listed in the WAFIC OH&S Code – Pot Trap section Appendix one - Part B

Comments=(text)Comments / Corrective Actions:

3) Has the crew induction been included as part of the written agreement with the owner or skipper?
Verifications/ validations

- Evidence of the crew induction form attached to the written agreement

5.0 DIVING

If diving is done on snagged pots from the vessel, is there a safe work procedure?

Evidence that the WAFIC OH&S Code – Pot and Trap section 8 – diving guidelines are used

Attachment 11:
WAFIC Composite question set version 2

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	Type=(text:hidden)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
OWNER NAME	Owner=(text:hidden)
LICENSE HOLDER	Licensee=(text:hidden)
SKIPPER	Skipper=(text:hidden)
CONTACT NUMBER	Contact Number=(text:hidden)
CONTACT FAX	Contact Fax=(text:hidden)
CONTACT EMAIL	Contact Email=(text:hidden)
CONTACT ADDRESS	Contact Address=(text)
VESSEL NAME	Vessel=(text:label)
HIN	HIN=(text:hidden)
REGISTRATION NUMBER	Registration No.=(text:hidden)
NUMBER OF CREW	No. Crew=(text)
OWNER SKIPPER	OwnerSkipper=(text:hidden)
ARRANGEMENT	Arrangement=(text:hidden)

SAFETY BACKGROUND

Are non employer / employee arrangements in place between the owner and skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the crew attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the vessel safety plan been updated since it was first introduced?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the vessel owner or skipper taken part in the Worksafe small business program?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Evidence=(text)Describe:

Is the safety plan used onboard on a day to day basis?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Evidence=(text)Describe:

PART 1 – OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Owner Responsibilities

Work Systems

1) Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition in strict accordance with survey?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Site current certificate of survey
- Check manning levels
- Emergency equipment tested and tagged

Comments=(text)Comments / Corrective Actions:

2) Has the owner fulfilled their duty of care for the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of a hazard report form & risk assessment matrix
- Employer / employee – owner has implemented the system
- Share fishing agreement – sited and discussed with skipper

Comments=(text)Comments / Corrective Actions:

3) Has the owner fulfilled their duty of care for the development of safe work practices?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of safe work procedures for each identified hazard in the vessel safety plan
- Employer / employee – owner has implemented the system with the skipper and crew
- Share fishing agreement – discussed with skipper and require skipper to implement

Comments=(text)Comments / Corrective Actions:

4) Does the owner have evidence that the skipper is conducting emergency drills as required?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly

Comments=(text)Comments / Corrective Actions:

Information and Training

1) Does the owner have evidence that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Skipper, MED, crew certification in accordance with Schedule as per the Marine Act

Comments=(text)Comments / Corrective Actions:

2) Has the owner discussed the WAFIC OH&S Code with the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Owner / skipper induction as per page PT13 of the WAFIC OH&S Code

Comments=(text)Comments / Corrective Actions:

3) Has the owner advised the skipper of any specific vessel requirements or idiosyncrasies?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Expectations for the vessel and information regarding the vessel between the owner and the skipper are part of the written employment agreement

Comments=(text)Comments / Corrective Actions:

4) Does the owner encourage the skipper to attend relevant training programs to enhance his / her skills and abilities?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- The written agreement between the owner and skipper contains a section outlining the skipper's training requirements

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Does the owner require the skipper to have an issue resolution procedure for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- There is an issue resolution procedure for the vessel

Comments=(text)Comments / Corrective Actions:

2) Are all engagement agreements with the skipper formalized in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- There is a written engagement agreement

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Has the owner fulfilled their duty of care for personal protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a list of protective clothing and equipment
 - Employer / employee – owner has supplied protective clothing and equipment
 - Share fishing agreement – owner has discussed with skipper as to who supplies what

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Has the owner discussed with the skipper the OSH Act and Marine Act requirements?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – owner has supplied the information and forms and requires the skipper to report any incidents to the owner
 - Share fishing agreement – owner has discussed with skipper as to what forms are required and the skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Skipper Responsibilities

Work Systems

1) Does the skipper maintain the vessel in a seaworthy and safe condition?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Daily maintenance logs
 - Hazard reports
 - Copies of maintenance forms sent to owners

Comments=(text)Comments / Corrective Actions:

2) Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Hazards reported and assessed using agreed hazard & risk assessment matrix

Comments=(text)Comments / Corrective Actions:

3) Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of written safe work procedures
- Safe work procedures routinely being implemented

Comments=(text)Comments / Corrective Actions:

4) Does the skipper conduct emergency drills as required by legislation and industry standards?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

Evidence in vessel log or equivalent that the skipper has conducted the following drills:

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

Comments=(text)Comments / Corrective Actions:

5) Does the skipper use the vessel maintenance recording system?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of log book entries
- Maintenance forms back to the owner

Comments=(text)Comments / Corrective Actions:

Information and Training

1) Does the vessel have a training requirement for skippers and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel

Comments=(text)Comments / Corrective Actions:

2) Has the skipper had a formal induction with the owner?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of owner / skipper induction as per page PT13 of the WAFIC OH&S Code
- Verbal evidence from the skipper to indicate what items were discussed

Comments=(text)Comments / Corrective Actions:

3) Have the crew been encouraged to attend relevant training programs?	Yes =(2)	Part =(1)		N/A =()
--	-------------	--------------	--	------------

- Verifications/Validations:
- Evidence in written agreement of training programs required to work on the vessel
 - Evidence of a pre-sea qualification being required prior to commencing work

Comments=(text)Comments / Corrective Actions:

4) Have the crew attended an onshore training course that is equivalent to a pre sea qualification or at sea service qualification (e.g. OH&S at sea, small craft / coxswain, master 5?)	Yes =(2)	Part =(1)		N/A =()
--	-------------	--------------	--	------------

- Verifications/Validations:
- Check for any DPI certification
 - Check for OHS at sea certification(TAFE , SMI or equivalent)
 - Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

Comments=(text)Comments / Corrective Actions:

5) Have the crew been provided with a vessel induction?	Yes =(2)	Part =(1)		N/A =()
---	-------------	--------------	--	------------

- Verifications/Validations:
- Check crew induction forms completed for each year of service
 - Check induction form contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part B
 - Reference in induction to vessel safety procedures

Comments=(text)Comments / Corrective Actions:

6) Has the skipper explained to the crew where hazard exist on the vessel and the safe work procedures for those hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	--------	------------

- Verifications/Validations:
- Evidence of a crew induction form completed for each crew member
 - Written explanation of each item in the crew induction form
 - Evidence of ongoing training for crew on safe work procedures

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Is there an issue resolution procedure for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a formal written procedure
 - Log book entries to demonstrate the procedure is being used

Comments=(text)Comments / Corrective Actions:

2) Are all engagement agreements between the skipper and the crew formalized in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a written agreement including OSH items

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Is there an agreement in place defining who is responsible for supplying personal protection clothing and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Requirements written down as part of the vessel safety procedures
 - Employer / employee – all protective clothing and equipment supplied by the employer
 - Share fishing agreement – written agreement defines who supplies what

Comments=(text)Comments / Corrective Actions:

2) Is the personal protective equipment (PPE) being used?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of log book entries for instances when PPE is not being used by the crew
 - Verbal question of skipper and crew to determine use of equipment

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Does the skipper follow the OSH Act and Marine Act requirements for reporting accidents? Yes
=(2) Part
=(1) No=(
0) N/A
=()

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – skipper reports any incidents to the owner
 - Share fishing agreement –skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Is the machinery and equipment in safe working order? Yes
=(2) Part
=(1) No=(
0) N/A
=()

- Verifications/Validations:
- Vessel maintenance system in place
 - Liaison between skipper and owner of the vessel for maintenance issues
 - Visual check for guards on moving parts as per legislative requirements

Comments=(text)Comments / Corrective Actions:

2) Has ALL machinery been kept in a safe state by the skipper (i.e. no guards removed or other modifications that increase risk)? Yes
=(2) Part
=(1) No=(
0) N/A
=()

- Verifications/Validations:
- Visual evidence of proper guarding on all machines
 - Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

3) Where modifications affect the running of the vessel are they discussed properly with the crew? Yes
=(2) Part
=(1) No=(
0) N/A
=()

- Verifications/Validations:
- Notes made in the vessel safety procedures for modification affecting work methods
 - Entries in vessel log book or training register for updates to crew on plant and equipment

Comments=(text)Comments / Corrective Actions:

4) Does the skipper assist the crew to maintain the plant and equipment? Yes
=(2) Part
=(1) No=(
0) N/A
=()

- Verifications/Validations:
- Evidence of safe work instructions for the plant and equipment
 - Verbal questions of the crew asking about what maintenance they do

Comments=(text)Comments / Corrective Actions:

Visitor Safety

1) Has the skipper put in place procedures to ensure the safety of visitors and others on the vessel that may not be working?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of a visitors safety induction

Comments=(text)Comments / Corrective Actions:

2) Has the skipper a safe procedure for all persons embarking and disembarking the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence in visitors safety induction of safe methods to embark and disembark the vessel in all situations (i.e. on land and at sea)

Comments=(text)Comments / Corrective Actions:

Crew Responsibilities

Providing Assistance

1) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

Comments=(text)Comments / Corrective Actions:

2) Do the crew members routinely report hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Entries in the hazard reporting system made by crew

Comments=(text)Comments / Corrective Actions:

3) Do the crew members routinely follow the agreed safe work methods for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

Comments=(text)Comments / Corrective Actions:

4) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

Comments=(text)Comments / Corrective Actions:

5) Do ALL crew members participate in emergency drills?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Evidence in log book entries of who has participated in drills
- Evidence in training register of who has participated in drills
- Recognition of need to have drills written down in vessel safety procures

Comments=(text)Comments / Corrective Actions:

Personal Protection equipment and clothing

1) Do ALL crew members have the correct personal protective clothing and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- The list in section 7, page 26 of the WAFIC OH&S Code is used as a basis for the vessel requirements
- The vessel safety procedures have clothing and footwear requirements listed
- Visual observation of the equipment

Comments=(text)Comments / Corrective Actions:

2) Do ALL crew members use the equipment at ALL times?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Verbal discussion with crew as to when they use equipment
- Visual observation

Comments=(text)Comments / Corrective Actions:

3) Do the crew maintain the protective clothing and equipment ?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
---	-------------	--------------	--------	-------------

- Verifications/Validations:
- Gloves and aprons are washed , hung up inside out after each days fishing
 - Gum boots/ footwear are washed and left on deck under cover to dry

Comments=(text)Comments / Corrective Actions:

4) Has the requirement for clothing and footwear around machinery been identified?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
--	-------------	--------------	--------	-------------

- Verifications/Validations:
- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
 - Visual confirmation of appropriate clothing being worn

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Do crew misuse equipment on board?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
---------------------------------------	-------------	--------------	--------	-------------

- Verifications/Validations:
- Entries in log book from skipper indicating misuse
 - Entries in log book indicating equipment not use for the purpose it was designed

Comments=(text)Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
--	-------------	--------------	--------	-------------

- Verifications/Validations:
- Visual evidence of guards removed by crew
 - Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

Reporting Hazards and Injuries

1) Do crew report hazards to the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
---	-------------	--------------	--------	-------------

- Verifications/Validations:
- Evidence of crew making entries in the vessel hazard report system

Comments=(text)Comments / Corrective Actions:

2) Do crew report injuries or illness to the skipper that are a result of work?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Incident forms completed for the vessel
 - Log book entries recording injuries or illness
 - Worksafe forms completed where required
 - DPI - Marine Safety forms completed where required

Comments=(text)Comments / Corrective Actions:

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Equipment in good condition, properly stowed and available for immediate use at ALL times
 - Signs / stickers identify the location of safety equipment
 - All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

Comments=(text)Comments / Corrective Actions:

2) Have the crew been trained in ALL emergency procedures?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Members of the crew are able to describe the emergency procedures
 - Emergency procedures ticked off in crew induction sheet
 - Emergency procedures in vessel safety plan
 - Log book or other entries for crew participation in emergency drills
 - Crew have watched the WAFIC DVD Safety Induction and completed the assessment

Comments=(text)Comments / Corrective Actions:

3) Are ALL required and recommended signs fixed on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Hearing protection on engine room hatch
 - Fire extinguisher sign above extinguisher
 - No smoking sign in designated areas
 - First aid sign above first aid box
 - Warning signs for catch points above winch
 - Controls of winch marked forward and reverse

Comments=(text)Comments / Corrective Actions:

2.2 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types?	Yes =(2)	Part =(1)	No =(0)	N/A =(0)
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Check all required locations (galley, engine spaces and crew compartments etc)
- Check all required extinguisher types as per survey requirements
- Check all extinguishers are up to date on tags

Comments=(text)Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice?	Yes =(2)	Part =(1)	No =(0)	N/A =(0)
--	-------------	--------------	------------	-------------

Verifications/Validations:

- The correct types of fire fighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

Comments=(text)Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes =(2)	Part =(1)	No =(0)	N/A =(0)
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Questioning the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

Comments=(text)Comments / Corrective Actions:

2.3 Abandon Vessel, Survival and Rescue

1) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes =(2)	Part =(1)	No =(0)	N/A =(0)
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

Comments=(text)Comments / Corrective Actions:

2.4 Hearing Conservation(for the vessel)

1) Does every person who enters the engine room while the engine is running wear hearing protection ?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

Comments=(text)Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/ or training record

Comments=(text)Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence in the vessel maintenance records of attention to noise in engine room

Comments=(text)Comments / Corrective Actions:

2.5 Alcohol and Drugs

1) Does the vessel have an alcohol and drugs policy in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

Comments=(text)Comments / Corrective Actions:

2.7 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a weather policy in vessel safety procedures
- **Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required**
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas

Comments=(text)Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments=(text)Comments / Corrective Actions:

2.9 Infectious Diseases

1) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- **Covering sores or cuts with sterile dressing**
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

Comments=(text)Comments / Corrective Actions:

2) Are infection prevention techniques practiced when administering first aid?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

Comments=(text)Comments / Corrective Actions:

2.10 Skin Cancer and Eye Damage Prevention

1) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- The safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

Comments=(text)Comments / Corrective Actions:

2.11 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- **What Protective clothing and equipment is required to handle dangerous species**
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2.12 Minimizing Risk

1) Can crew move about the deck without slip and trip hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas

Comments=(text)Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

Comments=(text)Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch

Comments=(text)Comments / Corrective Actions:

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

Comments=(text)Comments / Corrective Actions:

2.13 Manual Handling

1) Does the skipper conduct risk assessments on all manual handling tasks?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

Comments=(text)Comments / Corrective Actions:

2.14 Personal health

1) Are all crew members encouraged to adopt a healthy lifestyle	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments=(text)Comments / Corrective Actions:

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel layout arranged to minimize risk and hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments=(text)Comments / Corrective Actions:

2) Are vessel procedures / mariner / seamanship all performed to ensure safety of vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- A system to ensure proper lookout maintained at all times
- A system to monitor work practices during heavy weather
- A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout

Comments=(text)Comments / Corrective Actions:

3) Are day to day safe systems of work used on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
 - During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
 - Tank or other hatches (especially those flush with the deck) closed while work is on
 - Where vessels are not fitted with toilet facilities on board and ablation for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
 - A suitable container that is used for ablation
 - Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
 - No unnecessary gear being left loose liable to cause tripping

Comments=(text)Comments / Corrective Actions:

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Evidence of a safe procedure for throwing grapple to include:
- If thrown from near the fly bridge clear headroom is maintained
 - If thrown from the side of the vessel lean out and throw grapple underarm and backhand
- Evidence of a safe system that includes:
- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
 - Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
 - Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

Comments=(text)Comments / Corrective Actions:

2) Pots are never stacked more than 3 high?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

- Verifications/Validations:
- Verbal confirmation pots are never stacked more than 3 high regardless of number of pots or the area being fished

Comments=(text)Comments / Corrective Actions:

3) Are safe manual handling practices used in pot lifting?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide

Comments=(text)Comments / Corrective Actions:

4) Are warm up exercises used every day prior to fishing operations commencing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
Verifications/Validations: <ul style="list-style-type: none"> • Skipper and crew demonstrate warm up stretches used every day 				
Comments=(text)Comments / Corrective Actions:				
5) Is rope and float tangle minimized when pots are stacked?	Yes =(2)	Part =(1)	No=(0)	N/A =()
Verifications/Validations: <ul style="list-style-type: none"> • Observation of how pot ropes and floats are stacked • Either ropes separated from pots when pots are stacked OR • Ropes and floats run down the side of the pot stacks OR • Ropes and floats stacked on top of each pot 				
Comments=(text)Comments / Corrective Actions:				
6) Are waist height bait buckets used?	Yes =(2)	Part =(1)	No=(0)	N/A =()
Verifications/Validations: <ul style="list-style-type: none"> • Visual check of bucket height 				
Comments=(text)Comments / Corrective Actions:				
7) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes =(2)	Part =(1)	No=(0)	N/A =()
Verifications/Validations: <p>Safe system to include</p> <ul style="list-style-type: none"> • Try hauling the pot from another angle to dislodge the snag; • Add extra length of rope for more leverage; • Leave the pot until the next day or two and try steps 1-3 again; • If unsuccessful in releasing the snag tie the pot rope to the bollard (away from the propeller) or front of the vessel and tow to dislodge the snagged pot. Stand well clear of the rope in case it breaks • If the snagged pot can not be removed then cut the pot rope using the knife stored in the basket area 				
Comments=(text)Comments / Corrective Actions:				

8) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Crates of lobster from holding tanks are lifted by two people using a hook and rope
 - Crates of lobster from vessel to jetty are lifted by two people using safe techniques
 - Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
 - Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
 - Bait boxes are lifted by two people using safe techniques

Comments=(text)Comments / Corrective Actions:

9) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Demonstration of system – observe placement of legs by crew relative to ropes
 - System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

Comments=(text)Comments / Corrective Actions:

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

- Verifications/Validations:
- Check accessible emergency stop lever on winch OR
 - Check that operator can stop the winch immediately using existing controls
 - Check that the winch operator has full view of the winch

Comments=(text)Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Check presence of tipper lock on the winch

Comments=(text)Comments / Corrective Actions:

3) Are all pots in safe working order?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

Comments=(text)Comments / Corrective Actions:

3.5 Diving

1) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

Comments=(text)Comments / Corrective Actions:

**Attachment 12:
WAFIC Composite question set version 3**

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	
STATE	
ZONE	
PFA	

OWNER NAME	
LICENSE HOLDER	
SKIPPER	
CONTACT NUMBER	
CONTACT FAX	
CONTACT EMAIL	
CONTACT ADDRESS	

VESSEL NAME	
HIN	
REGISTRATION NUMBER	
NUMBER OF CREW	

OWNER SKIPPER	
ARRANGEMENT	

SAFETY BACKGROUND

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

3) Has the owner attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

4) Has the skipper attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

5) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

6) Has the owner attended the WAFIC / WRL duty of care workshop?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

7) Has the skipper attended the WAFIC / WRL duty of care workshop?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

PART 1 – RESPONSIBILITIES

Owner Responsibilities

Work Systems

1) Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition in strict accordance with survey?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Site current certificate of survey
- Check manning levels
- Emergency equipment tested and tagged

Comments / Corrective Actions:

2) Has the owner fulfilled their duty of care for the hazard management system for the vessel and all plant and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a hazard report form & risk assessment matrix
- Employer / employee – owner has implemented the system
- Share fishing agreement – sited and discussed with skipper

Comments / Corrective Actions:

3) Has the owner fulfilled their duty of care for the development of safe work practices?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Evidence of safe work procedures for each identified hazard in the vessel safety plan Employer / employee – owner has implemented the system with the skipper and crew Share fishing agreement – discussed with skipper and require skipper to implement 				
Comments / Corrective Actions:				
4) Does the owner have evidence that the skipper is conducting emergency drills as required?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly 				
Comments / Corrective Actions:				
Information and Training				
1) Does the owner have evidence that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Skipper, MED, crew certification in accordance with Schedule as per the Marine Act 				
Comments / Corrective Actions:				
2) Has the owner discussed the WAFIC OH&S Code with the skipper?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Owner / skipper induction as per page PT13 of the WAFIC OH&S Code 				
Comments / Corrective Actions:				
3) Has the owner advised the skipper of any specific vessel requirements or idiosyncrasies?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Expectations for the vessel and information regarding the vessel between the owner and the skipper are part of the written employment agreement 				
Comments / Corrective Actions:				

4) Has the owner provided a formal induction for the skipper?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of owner / skipper induction as per page PT13 of the WAFIC OH&S Code
- Verbal evidence from the owner and skipper to indicate what items were discussed

Comments / Corrective Actions:

5) Does the owner encourage the skipper to attend relevant training programs to enhance his / her skills and abilities?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The written agreement between the owner and skipper contains a section outlining the skippers training requirements

Comments / Corrective Actions:

Consultation and Cooperation

1) Does the owner require the skipper to have an issue resolution procedure for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- There is an issue resolution procedure for the vessel

Comments / Corrective Actions:

2) Are all engagement agreements with the skipper formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- There is a written engagement agreement

Comments / Corrective Actions:

Personal Protection

1) Has the owner fulfilled their duty of care for personal protection?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a list of protective clothing and equipment
- Employer / employee – owner has supplied protective clothing and equipment
- Share fishing agreement – owner has discussed with skipper as to who supplies what

Comments / Corrective Actions:

Reporting Accidents

1) Has the owner discussed with the skipper the OSH Act and Marine Act requirements?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – owner has supplied the information and forms and requires the skipper to report any incidents to the owner
 - Share fishing agreement – owner has discussed with skipper as to what forms are required and the skipper reports incidents

Comments / Corrective Actions:

Skipper Responsibilities

Work Systems

1) Does the skipper maintain the vessel in a seaworthy and safe condition?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Daily maintenance logs
 - Hazard reports
 - Copies of maintenance forms sent to owners

Comments / Corrective Actions:

2) Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Hazards reported and assessed using agreed hazard & risk assessment matrix

Comments / Corrective Actions:

3) Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of written safe work procedures
 - Safe work procedures routinely being implemented

Comments / Corrective Actions:

4) Does the skipper conduct emergency drills as required by legislation and industry standards?	Yes	Part	No	N/A
Verifications/Validations: Evidence in vessel log or equivalent that the skipper has conducted the following drills: <ul style="list-style-type: none"> • Fire (USL requirements at least every 3 months) • Launching life rafts (USL requirements at least every 3 months) • Collision (USL requirements at least every 3 months) • Man overboard (on induction and 2 monthly) • Life jackets (on induction and 2 monthly) • Confined spaces rescue (2 monthly) 				
Comments / Corrective Actions:				
5) Does the skipper use the vessel maintenance recording system?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Evidence of log book entries • Maintenance forms back to the owner 				
Comments / Corrective Actions:				
Information and Training				
1) Does the vessel have a training requirement for skippers and crew?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Verbal confirmation that the skipper understands the importance of ongoing training • Evidence of a training register used to record all training done on or off the vessel 				
Comments / Corrective Actions:				
2) Have the crew been encouraged to attend relevant training programs?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Evidence in written agreement of training programs required to work on the vessel • Evidence of a pre-sea qualification being required prior to commencing work 				
Comments / Corrective Actions:				
3) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Course should be equivalent to OH&S at sea, small craft / coxswain, master 5 • Check for any DPI certification • Check for OHS at sea certification (TAFE, SMI or equivalent) • Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A 				
Comments / Corrective Actions:				

4) Have the crew been provided with a vessel induction?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Check crew induction forms completed for each year of service
- Check induction form contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part B
- Reference in induction to vessel safety procedures

Comments / Corrective Actions:

5) Has the skipper explained to the crew where hazard exist on the vessel and the safe work procedures for those hazards?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a crew induction form completed for each crew member
- Written explanation of each item in the crew induction form
- Evidence of ongoing training for crew on safe work procedures

Comments / Corrective Actions:

Consultation and Cooperation

1) Is there an issue resolution procedure for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a formal written procedure
- Log book entries to demonstrate the procedure is being used

Comments / Corrective Actions:

2) Are all engagement agreements between the skipper and the crew formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a written agreement including OSH items

Comments / Corrective Actions:

Personal Protection

1) Is there an agreement in place defining who is responsible for supplying personal protection clothing and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Requirements written down as part of the vessel safety procedures
- Employer / employee – all protective clothing and equipment supplied by the employer
- Share fishing agreement – written agreement defines who supplies what

Comments / Corrective Actions:

2) Is the personal protective equipment (PPE) being used?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of log book entries for instances when PPE is not being used by the crew
- Verbal question of skipper and crew to determine use of equipment

Comments / Corrective Actions:

Reporting Accidents

1) Does the skipper follow the OSH Act and Marine Act requirements for reporting accidents?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Demonstrated understanding of what incidents need to be reported
- Employer / employee – skipper reports any incidents to the owner
- Share fishing agreement – skipper reports incidents

Comments / Corrective Actions:

Safe Plant and Substances

1) Is the machinery and equipment in safe working order?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Vessel maintenance system in place
- Liaison between skipper and owner of the vessel for maintenance issues
- Visual check for guards on moving parts as per legislative requirements

Comments / Corrective Actions:

2) Has ALL machinery been kept in a safe state by the skipper (i.e. no guards removed or other modifications that increase risk)?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Visual evidence of proper guarding on all machines
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments / Corrective Actions:

3) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

Comments / Corrective Actions:

4) Does the skipper assist the crew to maintain the plant and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

Comments / Corrective Actions:

Visitor Safety

1) Has the skipper put in place procedures to ensure the safety of visitors and others on the vessel that may not be working?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a visitors safety induction

Comments / Corrective Actions:

2) Has the skipper a safe procedure for all persons embarking and disembarking the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence in visitors safety induction of safe methods to embark and disembark the vessel in all situations (i.e. on land and at sea)

Comments / Corrective Actions:

Crew Responsibilities

Information and Training

1) Does the crew attend training courses provided for them?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation that the crew understands the importance of ongoing training
- Evidence of attendance in the training register

Comments / Corrective Actions:

2) Does the crew identify training needs and inform the skipper?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation that the crew raises training needs with the skipper

Comments / Corrective Actions:

Consultation and Cooperation

1) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of crew signatures on maintenance forms
 - Verbal questions determining level of maintenance
 - Verbal questions of skipper and crew re supervising crew involved in maintenance

Comments / Corrective Actions:

2) Do the crew members routinely report hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Entries in the hazard reporting system made by crew

Comments / Corrective Actions:

3) Do the crew members routinely follow the agreed safe work methods for the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of safe work procedures in vessel safety procedures
 - Crew can describe safe work methods and confirm they are routinely followed
 - Non-conformance recorded in the vessel log book or equivalent

Comments / Corrective Actions:

4) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Visual evidence of cleanliness
 - Evidence of written requirements in crew contract agreements

Comments / Corrective Actions:

5) Do ALL crew members participate in emergency drills?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence in log book entries of who has participated in drills
 - Evidence in training register of who has participated in drills
 - Recognition of need to have drills written down in vessel safety procures

Comments / Corrective Actions:

Personal Protection				
----------------------------	--	--	--	--

1) Do ALL crew members have the correct personal protective clothing and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- The list in section 7, page 26 of the WAFIC OH&S Code is used as a basis for the vessel requirements
 - The vessel safety procedures have clothing and footwear requirements listed
 - Visual observation of the equipment

Comments / Corrective Actions:

2) Do ALL crew members use the equipment at ALL times?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal discussion with crew as to when they use equipment
 - Visual observation

Comments / Corrective Actions:

3) Do the crew maintain the protective clothing and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Gloves and aprons are washed , hung up inside out after each days fishing
 - Gum boots/ footwear are washed and left on deck under cover to dry

Comments / Corrective Actions:

4) Has the requirement for clothing and footwear around machinery been recognized by the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
 - Visual confirmation of appropriate clothing being worn

Comments / Corrective Actions:

Safe Plant and Substances				
----------------------------------	--	--	--	--

1) Do crew misuse equipment on board?	Yes	Part	No	N/A
---------------------------------------	-----	------	----	-----

- Verifications/Validations:
- Entries in log book from skipper indicating misuse
 - Entries in log book indicating equipment not use for the purpose it was designed

Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual evidence of guards removed by crew • Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident? 				
Comments / Corrective Actions:				

Reporting Hazards and Injuries

1) Do crew report hazards to the skipper?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Evidence of crew making entries in the vessel hazard report system 				
Comments / Corrective Actions:				

2) Do crew report injuries or illness to the skipper that are a result of work?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Incident forms completed for the vessel • Log book entries recording injuries or illness • Worksafe forms completed where required • DPI - Marine Safety forms completed where required 				
Comments / Corrective Actions:				

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Are vessel procedures / mariner / seamanship all performed to ensure safety of vessel and crew?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • A system to ensure proper lookout maintained at all times • A system to monitor work practices during heavy weather • A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired • Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout 				
Comments / Corrective Actions:				

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Equipment in good condition, properly stowed and available for immediate use at ALL times Signs / stickers identify the location of safety equipment All EPIRBs are mounted so as to be self launching or easily accessed in an emergency
--

Comments / Corrective Actions:

2) Have the crew been trained in ALL emergency procedures?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Members of the crew are able to describe the emergency procedures Emergency procedures ticked off in crew induction sheet Emergency procedures in vessel safety plan Log book or other entries for crew participation in emergency drills Crew have watched the WAFIC DVD Safety Induction and completed the assessment
--

Comments / Corrective Actions:

3) Are ALL required and recommended signs fixed on the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Hearing protection on engine room hatch Fire extinguisher sign above extinguisher No smoking sign in designated areas First aid sign above first aid box Warning signs for catch points above winch Controls of winch marked forward and reverse
--

Comments / Corrective Actions:

4) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Fitted in a place for easy access Not fastened down Fitted with hydrostatic release Not under warnings or deck structures

Comments / Corrective Actions:

2.3 Fire Fighting

1) Are all fire extinguishers in their correct location, up to date and of the required types?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Check all required locations (galley, engine spaces and crew compartments etc) • Check all required extinguisher types as per survey requirements • Check all extinguishers are up to date on tags

Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • The correct types of fire fighting equipment are readily available. • Check crew daily responsibilities checklist for fire prevention • Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling • Check for sticker / information on types of extinguishers and fire type to be used on
--

Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Questioning the skipper and crew to determine understanding • Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures • Evidence of crew having the WAFIC safety induction pocket booklet with them
--

Comments / Corrective Actions:

2.4 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Evidence of a weather policy in vessel safety procedures • Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required • Evidence of additional supervision of crew under high risk weather • Evidence of minimising deliberate pot placement in reef areas
--

Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of a cyclone plan for the vessel
 - Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
 - Inclusion of cyclone procedures in the vessel induction for crew
 - Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments / Corrective Actions:

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Hearing protection sticker on the engine room hatch
 - Inclusion of this requirement in crew induction

Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Shown as per manufacturer recommendation
 - Recorded in the vessel log book and/ or training record

Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence in the vessel maintenance records of attention to noise in engine room

Comments / Corrective Actions:

2.6 Personal health

1) Are all crew members encouraged to adopt a healthy lifestyle	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments / Corrective Actions:

2) Are warm up exercises used every day prior to fishing operations commencing?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Skipper and crew demonstrate warm up stretches used every day

Comments / Corrective Actions:

3) Does the vessel have an alcohol and drugs policy in writing?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

Comments / Corrective Actions:

4) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

Comments / Corrective Actions:

5) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

Comments / Corrective Actions:

6) Are infection prevention techniques practiced when administering first aid?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

Comments / Corrective Actions:

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

Comments / Corrective Actions:

2.8 Minimizing Risk

1) Can crew move about the deck without slip and trip hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Visual observation of the deck area while working • Carpets on deck • Non slip deck paint • Mats in work areas
--

Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)
--

Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Anchor lights clearly visible in a 360 degree arc • Anchor light to have individual switch
--

Comments / Corrective Actions:

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Visual evidence of unlocked hatches while vessel is working • Unlocked escape hatches are part of the vessel safety procedures
--

Comments / Corrective Actions:

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

Comments / Corrective Actions:

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel layout arranged to minimize risk and hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments / Corrective Actions:

2) Are day to day safe systems of work used on the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
- Tank or other hatches (especially those flush with the deck) closed while work is on
- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for ablution
- Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
- No unnecessary gear being left loose liable to cause tripping

Comments / Corrective Actions:

3) Pots are never stacked more than 3 high?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation pots are never stacked more than 3 high regardless of number of pots or the area being fished

Comments / Corrective Actions:

3.2 Pot and Trap Handling

1) Are safe manual handling practices used in pot lifting?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide

Comments / Corrective Actions:

2) Is rope and float tangle minimized when pots are stacked?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Observation of how pot ropes and floats are stacked • Either ropes separated from pots when pots are stacked OR • Ropes and floats run down the side of the pot stacks OR • Ropes and floats stacked on top of each pot 				
Comments / Corrective Actions:				
3) Are waist height bait buckets used?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual check of bucket height 				
Comments / Corrective Actions:				
4) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes	Part	No	N/A
Verifications/Validations:				
Safe system to include...				
<ul style="list-style-type: none"> • Hauling the pot from another angle to dislodge the snag • Adding extra length of rope for more leverage • Leaving the pot for 24 to 48 hours and try the above again • If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear. • If above unsuccessful then cut the pot rope using the knife stored in the basket area 				
Comments / Corrective Actions:				
5) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Crates of lobster from holding tanks are lifted by two people using a hook and rope • Crates of lobster from vessel to jetty are lifted by two people using safe techniques • Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom • Crates of lobster from dingy to vehicle are lifted by two people using safe techniques • Bait boxes are lifted by two people using safe techniques 				
Comments / Corrective Actions:				

6) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
- The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
- Vessel is kept to a safe speed for setting pots (less than 8 knots)
- Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
- If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
- Adequate time is allowed between each pot setting for safety
- If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

Comments / Corrective Actions:

7) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

Comments / Corrective Actions:

8) Is there a safe system for retrieving pots using the winch?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

Evidence of a safe procedure for throwing grapple to include:

- If thrown from near the fly bridge clear headroom is maintained
- If thrown from the side of the vessel: lean out and throw grapple underarm and backhand

Evidence of a safe system that includes:

- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
- Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
- Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

Comments / Corrective Actions:

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Check presence of tipper lock on the winch 				
Comments / Corrective Actions:				
3) Are all pots in safe working order?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Check pots have no loose nails • Check slats in place • Check pots have no loose material protruding 				
Comments / Corrective Actions:				

Attachment 13:
WAFIC Composite question set version 4

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Version 4 100308

Audit Details

FISHERY TYPE	Type=(text:hidden)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
OWNER NAME	Owner=(text:hidden)
LICENSE HOLDER	Licensee=(text:hidden)
SKIPPER	Skipper=(text:hidden)
CONTACT NUMBER	Contact Number=(text:hidden)
CONTACT FAX	Contact Fax=(text:hidden)
CONTACT EMAIL	Contact Email=(text:hidden)
CONTACT ADDRESS	Contact Address=(text)
VESSEL NAME	Vessel=(text:label)
HIN	HIN=(text:hidden)
REGISTRATION NUMBER	Registration No.=(text:hidden)
NUMBER OF CREW	No. Crew=(text)
OWNER SKIPPER	OwnerSkipper=(text:hidden)
ARRANGEMENT	Arrangement=(text:hidden)

SAFETY BACKGROUND

Are non employer / employee arrangements in place between the owner and skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the WAFIC code been used to develop a safety management plan for this vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the crew attended WAFIC / WRL pre-session safety awareness sessions?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the owner attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the skipper attended the WAFIC / WRL duty of care workshop?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Has the vessel safety plan been updated since it was first introduced?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Evidence=(text)Describe:

Have the vessel owner or skipper taken part in the Worksafe small business program?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Evidence=(text)Describe:

Is the safety plan used onboard on a day to day basis?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Evidence=(text)Describe:

PART 1 – OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Owner Responsibilities

Work Systems

1) Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition in strict accordance with survey?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Site current certificate of survey
 - Check manning levels
 - Emergency equipment tested and tagged

Comments=(text)Comments / Corrective Actions:

2) Has the owner fulfilled their duty of care for the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a hazard report form & risk assessment matrix
 - Employer / employee – owner has implemented the system
 - Share fishing agreement – sited and discussed with skipper

Comments=(text)Comments / Corrective Actions:

3) Has the owner fulfilled their duty of care for the development of safe work practices?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of safe work procedures for each identified hazard in the vessel safety plan
 - Employer / employee – owner has implemented the system with the skipper and crew
 - Share fishing agreement – discussed with skipper and require skipper to implement

Comments=(text)Comments / Corrective Actions:

4) Does the owner have evidence that the skipper is conducting emergency drills as required?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly

Comments=(text)Comments / Corrective Actions:

Information and Training

1) Does the owner have evidence that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Skipper, MED, crew certification in accordance with Schedule as per the Marine Act

Comments=(text)Comments / Corrective Actions:

2) Has the owner discussed the WAFIC OH&S Code with the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- Owner / skipper induction as per page PT13 of the WAFIC OH&S Code

Comments=(text)Comments / Corrective Actions:

3) Has the owner advised the skipper of any specific vessel requirements or idiosyncrasies?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- Expectations for the vessel and information regarding the vessel between the owner and the skipper are part of the written employment agreement

Comments=(text)Comments / Corrective Actions:

4) Does the owner encourage the skipper to attend relevant training programs to enhance his / her skills and abilities?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- The written agreement between the owner and skipper contains a section outlining the skippers training requirements

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Does the owner require the skipper to have an issue resolution procedure for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	------------

Verifications/Validations:

- There is an issue resolution procedure for the vessel

Comments=(text)Comments / Corrective Actions:

2) Are all engagement agreements with the skipper formalized in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

Verifications/Validations:

- There is a written engagement agreement

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Has the owner fulfilled their duty of care for personal protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Evidence of a list of protective clothing and equipment
 - Employer / employee – owner has supplied protective clothing and equipment
 - Share fishing agreement – owner has discussed with skipper as to who supplies what

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Has the owner discussed with the skipper the OSH Act and Marine Act requirements?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – owner has supplied the information and forms and requires the skipper to report any incidents to the owner
 - Share fishing agreement – owner has discussed with skipper as to what forms are required and the skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Skipper Responsibilities

Work Systems

1) Does the skipper maintain the vessel in a seaworthy and safe condition?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Daily maintenance logs
 - Hazard reports
 - Copies of maintenance forms sent to owners

Comments=(text)Comments / Corrective Actions:

2) Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

- Verifications/Validations:
- Hazards reported and assessed using agreed hazard & risk assessment matrix

Comments=(text)Comments / Corrective Actions:

3) Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of written safe work procedures
- Safe work procedures routinely being implemented

Comments=(text)Comments / Corrective Actions:

4) Does the skipper conduct emergency drills as required by legislation and industry standards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

Evidence in vessel log or equivalent that the skipper has conducted the following drills:

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

Comments=(text)Comments / Corrective Actions:

5) Does the skipper use the vessel maintenance recording system?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	-------------

Verifications/Validations:

- Evidence of log book entries
- Maintenance forms back to the owner

Comments=(text)Comments / Corrective Actions:

Information and Training

1) Does the vessel have a training requirement for skippers and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel

Comments=(text)Comments / Corrective Actions:

2) Has the skipper had a formal induction with the owner?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of owner / skipper induction as per page PT13 of the WAFIC OH&S Code
- Verbal evidence from the skipper to indicate what items were discussed

Comments=(text)Comments / Corrective Actions:

3) Have the crew been encouraged to attend relevant training programs?	Yes =(2)	Part =(1)		N/A =()
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- Verifications/Validations:
- Evidence in written agreement of training programs required to work on the vessel
 - Evidence of a pre-sea qualification being required prior to commencing work

Comments=(text)Comments / Corrective Actions:

4) Have the crew attended an onshore training course that is equivalent to a pre sea qualification or at sea service qualification (e.g. OH&S at sea, small craft / coxswain, master 5?)	Yes =(2)	Part =(1)		N/A =()
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- Verifications/Validations:
- Check for any DPI certification
 - Check for OHS at sea certification(TAFE , SMI or equivalent)
 - Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

Comments=(text)Comments / Corrective Actions:

5) Have the crew been provided with a vessel induction?	Yes =(2)	Part =(1)		N/A =()
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- Verifications/Validations:
- Check crew induction forms completed for each year of service
 - Check induction form contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part B
 - Reference in induction to vessel safety procedures

Comments=(text)Comments / Corrective Actions:

6) Has the skipper explained to the crew where hazard exist on the vessel and the safe work procedures for those hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of a crew induction form completed for each crew member
 - Written explanation of each item in the crew induction form
 - Evidence of ongoing training for crew on safe work procedures

Comments=(text)Comments / Corrective Actions:

Consultation and Cooperation

1) Is there an issue resolution procedure for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of a formal written procedure
 - Log book entries to demonstrate the procedure is being used

Comments=(text)Comments / Corrective Actions:

2) Are all engagement agreements between the skipper and the crew formalized in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of a written agreement including OSH items

Comments=(text)Comments / Corrective Actions:

Personal Protection

1) Is there an agreement in place defining who is responsible for supplying personal protection clothing and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

- Verifications/Validations:
- Requirements written down as part of the vessel safety procedures
 - Employer / employee – all protective clothing and equipment supplied by the employer
 - Share fishing agreement – written agreement defines who supplies what

Comments=(text)Comments / Corrective Actions:

2) Is the personal protective equipment (PPE) being used?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of log book entries for instances when PPE is not being used by the crew
 - Verbal question of skipper and crew to determine use of equipment

Comments=(text)Comments / Corrective Actions:

Reporting Accidents

1) Does the skipper follow the OSH Act and Marine Act requirements for reporting accidents? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

- Verifications/Validations:
- Demonstrated understanding of what incidents need to be reported
 - Employer / employee – skipper reports any incidents to the owner
 - Share fishing agreement – skipper reports incidents

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Is the machinery and equipment in safe working order? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

- Verifications/Validations:
- Vessel maintenance system in place
 - Liaison between skipper and owner of the vessel for maintenance issues
 - Visual check for guards on moving parts as per legislative requirements

Comments=(text)Comments / Corrective Actions:

2) Has ALL machinery been kept in a safe state by the skipper (i.e. no guards removed or other modifications that increase risk)? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

- Verifications/Validations:
- Visual evidence of proper guarding on all machines
 - Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

3) Where modifications affect the running of the vessel are they discussed properly with the crew? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

- Verifications/Validations:
- Notes made in the vessel safety procedures for modification affecting work methods
 - Entries in vessel log book or training register for updates to crew on plant and equipment

Comments=(text)Comments / Corrective Actions:

4) Does the skipper assist the crew to maintain the plant and equipment? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

- Verifications/Validations:
- Evidence of safe work instructions for the plant and equipment
 - Verbal questions of the crew asking about what maintenance they do

Comments=(text)Comments / Corrective Actions:

Visitor Safety

1) Has the skipper put in place procedures to ensure the safety of visitors and others on the vessel that may not be working?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of a visitors safety induction

Comments=(text)Comments / Corrective Actions:

2) Has the skipper a safe procedure for all persons embarking and disembarking the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in visitors safety induction of safe methods to embark and disembark the vessel in all situations (i.e. on land and at sea)

Comments=(text)Comments / Corrective Actions:

Crew Responsibilities

Providing Assistance

1) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

Comments=(text)Comments / Corrective Actions:

2) Do the crew members routinely report hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Entries in the hazard reporting system made by crew

Comments=(text)Comments / Corrective Actions:

3) Do the crew members routinely follow the agreed safe work methods for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

Comments=(text)Comments / Corrective Actions:

4) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

Comments=(text)Comments / Corrective Actions:

5) Do ALL crew members participate in emergency drills?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in log book entries of who has participated in drills
- Evidence in training register of who has participated in drills
- Recognition of need to have drills written down in vessel safety procures

Comments=(text)Comments / Corrective Actions:

Personal Protection equipment and clothing

1) Do ALL crew members have the correct personal protective clothing and equipment?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The list in section 7, page 26 of the WAFIC OH&S Code is used as a basis for the vessel requirements
- The vessel safety procedures have clothing and footwear requirements listed
- Visual observation of the equipment

Comments=(text)Comments / Corrective Actions:

2) Do ALL crew members use the equipment at ALL times?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Verbal discussion with crew as to when they use equipment
- Visual observation

Comments=(text)Comments / Corrective Actions:

3) Do the crew maintain the protective clothing and equipment ?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
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- Verifications/Validations:
- Gloves and aprons are washed , hung up inside out after each days fishing
 - Gum boots/ footwear are washed and left on deck under cover to dry

Comments=(text)Comments / Corrective Actions:

4) Has the requirement for clothing and footwear around machinery been identified?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
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- Verifications/Validations:
- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
 - Visual confirmation of appropriate clothing being worn

Comments=(text)Comments / Corrective Actions:

Safe Plant and Substances

1) Do crew misuse equipment on board?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
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- Verifications/Validations:
- Entries in log book from skipper indicating misuse
 - Entries in log book indicating equipment not use for the purpose it was designed

Comments=(text)Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
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- Verifications/Validations:
- Visual evidence of guards removed by crew
 - Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments=(text)Comments / Corrective Actions:

Reporting Hazards and Injuries

1) Do crew report hazards to the skipper?	Yes =(2)	Part =(1)	No=(0)	N/A =(0)
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- Verifications/Validations:
- Evidence of crew making entries in the vessel hazard report system

Comments=(text)Comments / Corrective Actions:

2) Do crew report injuries or illness to the skipper that are a result of work?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> • Incident forms completed for the vessel • Log book entries recording injuries or illness • Worksafe forms completed where required • DPI - Marine Safety forms completed where required 				
Comments=(text)Comments / Corrective Actions:				

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> • Equipment in good condition, properly stowed and available for immediate use at ALL times • Signs / stickers identify the location of safety equipment • All EPIRBs are mounted so as to be self launching or easily accessed in an emergency 				
Comments=(text)Comments / Corrective Actions:				

2) Have the crew been trained in ALL emergency procedures?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> • Members of the crew are able to describe the emergency procedures • Emergency procedures ticked off in crew induction sheet • Emergency procedures in vessel safety plan • Log book or other entries for crew participation in emergency drills • Crew have watched the WAFIC DVD Safety Induction and completed the assessment 				
Comments=(text)Comments / Corrective Actions:				

3) Are ALL required and recommended signs fixed on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> • Hearing protection on engine room hatch • Fire extinguisher sign above extinguisher • No smoking sign in designated areas • First aid sign above first aid box • Warning signs for catch points above winch • Controls of winch marked forward and reverse 				
Comments=(text)Comments / Corrective Actions:				

2.2 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Check all required locations (galley, engine spaces and crew compartments etc)
- Check all required extinguisher types as per survey requirements
- Check all extinguishers are up to date on tags

Comments=(text)Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- The correct types of fire fighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

Comments=(text)Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Questioning the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

Comments=(text)Comments / Corrective Actions:

2.3 Abandon Vessel, Survival and Rescue

1) Are life rafts located to allow easy, quick, unobstructed use at ALL times? Yes
=(2) Part
=(1) No=(
0) N/A
=()

Verifications/Validations:

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

Comments=(text)Comments / Corrective Actions:

2.4 Hearing Conservation(for the vessel)

1) Does every person who enters the engine room while the engine is running wear hearing protection ?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

Comments=(text)Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes =(2)	Part =(1)	No=(0)	N/A =()
---	-------------	--------------	------------	-------------

Verifications/Validations:

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/ or training record

Comments=(text)Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence in the vessel maintenance records of attention to noise in engine room

Comments=(text)Comments / Corrective Actions:

2.5 Alcohol and Drugs

1) Does the vessel have an alcohol and drugs policy in writing?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

Comments=(text)Comments / Corrective Actions:

2.7 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a weather policy in vessel safety procedures
- **Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required**
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas

Comments=(text)Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

Verifications/Validations:

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments=(text)Comments / Corrective Actions:

2.9 Infectious Diseases

1) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- **Covering sores or cuts with sterile dressing**
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

Comments=(text)Comments / Corrective Actions:

2) Are infection prevention techniques practiced when administering first aid?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

Verifications/Validations:

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

Comments=(text)Comments / Corrective Actions:

2.10 Skin Cancer and Eye Damage Prevention

1) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

Comments=(text)Comments / Corrective Actions:

2.11 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- **What Protective clothing and equipment is required to handle dangerous species**
- First aid treatments for each identified species

Comments=(text)Comments / Corrective Actions:

2.12 Minimizing Risk

1) Can crew move about the deck without slip and trip hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas

Comments=(text)Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

Verifications/Validations:

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

Comments=(text)Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

Verifications/Validations:

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch

Comments=(text)Comments / Corrective Actions:

4) Are escape hatches fitted and unlocked while the vessel is manned? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

Verifications/Validations:

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

Comments=(text)Comments / Corrective Actions:

2.13 Manual Handling

1) Does the skipper conduct risk assessments on all manual handling tasks? **Yes = (2)** **Part = (1)** **No = (0)** **N/A = ()**

Verifications/Validations:

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

Comments=(text)Comments / Corrective Actions:

2.14 Personal health

1) Are all crew members encouraged to adopt a healthy lifestyle	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments=(text)Comments / Corrective Actions:

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel layout arranged to minimize risk and hazards?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments=(text)Comments / Corrective Actions:

2) Are vessel procedures / mariner / seamanship all performed to ensure safety of vessel and crew?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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Verifications/Validations:

- A system to ensure proper lookout maintained at all times
- A system to monitor work practices during heavy weather
- A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout

Comments=(text)Comments / Corrective Actions:

3) Are day to day safe systems of work used on the vessel?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
 - During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
 - Tank or other hatches (especially those flush with the deck) closed while work is on
 - Where vessels are not fitted with toilet facilities on board and abluation for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
 - A suitable container that is used for abluation
 - Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
 - No unnecessary gear being left loose liable to cause tripping

Comments=(text)Comments / Corrective Actions:

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Evidence of a safe procedure for throwing grapple to include:
- If thrown from near the fly bridge clear headroom is maintained
 - If thrown from the side of the vessel lean out and throw grapple underarm and backhand
- Evidence of a safe system that includes:
- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
 - Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
 - Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

Comments=(text)Comments / Corrective Actions:

2) Pots are never stacked more than 3 high?	Yes =(2)	Part =(1)	No=(0)	N/A =()
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- Verifications/Validations:
- Verbal confirmation pots are never stacked more than 3 high regardless of number of pots or the area being fished

Comments=(text)Comments / Corrective Actions:

3) Are safe manual handling practices used in pot lifting?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide

Comments=(text)Comments / Corrective Actions:

4) Are warm up exercises used every day prior to fishing operations commencing?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> Skipper and crew demonstrate warm up stretches used every day 				
Comments=(text)Comments / Corrective Actions:				
5) Is rope and float tangle minimized when pots are stacked?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> Observation of how pot ropes and floats are stacked Either ropes separated from pots when pots are stacked OR Ropes and floats run down the side of the pot stacks OR Ropes and floats stacked on top of each pot 				
Comments=(text)Comments / Corrective Actions:				
6) Are waist height bait buckets used?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
<ul style="list-style-type: none"> Visual check of bucket height 				
Comments=(text)Comments / Corrective Actions:				
7) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes =(2)	Part =(1)	No=(0)	N/A =(
Verifications/Validations:				
Safe system to include				
<ul style="list-style-type: none"> Try hauling the pot from another angle to dislodge the snag; Add extra length of rope for more leverage; Leave the pot until the next day or two and try steps 1-3 again; If unsuccessful in releasing the snag tie the pot rope to the bollard (away from the propeller) or front of the vessel and tow to dislodge the snagged pot. Stand well clear of the rope in case it breaks If the snagged pot can not be removed then cut the pot rope using the knife stored in the basket area 				
Comments=(text)Comments / Corrective Actions:				

8) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Crates of lobster from holding tanks are lifted by two people using a hook and rope
 - Crates of lobster from vessel to jetty are lifted by two people using safe techniques
 - Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
 - Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
 - Bait boxes are lifted by two people using safe techniques

Comments=(text)Comments / Corrective Actions:

9) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Demonstration of system – observe placement of legs by crew relative to ropes
 - System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

Comments=(text)Comments / Corrective Actions:

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes =(2)	Part =(1)	No=(0)	N/A =(
---	-------------	--------------	------------	-----------

- Verifications/Validations:
- Check accessible emergency stop lever on winch OR
 - Check that operator can stop the winch immediately using existing controls
 - Check that the winch operator has full view of the winch

Comments=(text)Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes =(2)	Part =(1)	No=(0)	N/A =(
--	-------------	--------------	------------	-----------

- Verifications/Validations:
- Check presence of tipper lock on the winch

Comments=(text)Comments / Corrective Actions:

3) Are all pots in safe working order?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Check pots have no loose nails
 - Check slats in place
 - Check pots have no loose material protruding

Comments=(text)Comments / Corrective Actions:

3.5 Diving

1) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes =(2)	Part =(1)	No=(0)	N/A =()
--	-------------	--------------	------------	------------

- Verifications/Validations:
- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

Comments=(text)Comments / Corrective Actions:

**Attachment 14:
WAFIC Composite question set version 5**

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	
STATE	
ZONE	
PFA	

OWNER NAME	
LICENSE HOLDER	
SKIPPER	
CONTACT NUMBER	
CONTACT FAX	
CONTACT EMAIL	
CONTACT ADDRESS	

VESSEL NAME	
HIN	
REGISTRATION NUMBER	
NUMBER OF CREW	

OWNER SKIPPER	
ARRANGEMENT	

SAFETY BACKGROUND

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

3) Has the owner attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

4) Has the skipper attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

5) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	Yes	Part	No	N/A
--	-----	------	----	-----

Describe:

6) Has the owner attended the WAFIC / WRL duty of care workshop?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

7) Has the skipper attended the WAFIC / WRL duty of care workshop?	Yes	Part	No	N/A
---	-----	------	----	-----

Describe:

PART 1 – RESPONSIBILITIES

Owner Responsibilities

Work Systems

1) Has the owner made provision to supply and maintain the vessel in a seaworthy and safe condition in strict accordance with survey?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Site current certificate of survey
- Check manning levels
- Emergency equipment tested and tagged

Comments / Corrective Actions:

2) Has the owner fulfilled their duty of care for the hazard management system for the vessel and all plant and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a hazard report form & risk assessment matrix
- Employer / employee – owner has implemented the system
- Share fishing agreement – sited and discussed with skipper

Comments / Corrective Actions:

3) Has the owner fulfilled their duty of care for the development of safe work practices?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> Evidence of safe work procedures for each identified hazard in the vessel safety plan Employer / employee – owner has implemented the system with the skipper and crew Share fishing agreement – discussed with skipper and require skipper to implement 				
Comments / Corrective Actions:				
4) Does the owner have evidence that the skipper is conducting emergency drills as required?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly 				
Comments / Corrective Actions:				
Information and Training				
1) Does the owner have evidence that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> Skipper, MED, crew certification in accordance with Schedule as per the Marine Act 				
Comments / Corrective Actions:				
2) Has the owner discussed the WAFIC OH&S Code with the skipper?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> Owner / skipper induction as per page PT13 of the WAFIC OH&S Code 				
Comments / Corrective Actions:				
3) Has the owner advised the skipper of any specific vessel requirements or idiosyncrasies?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> Expectations for the vessel and information regarding the vessel between the owner and the skipper are part of the written employment agreement 				
Comments / Corrective Actions:				

4) Has the owner provided a formal induction for the skipper?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of owner / skipper induction as per page PT13 of the WAFIC OH&S Code
 - Verbal evidence from the owner and skipper to indicate what items were discussed

Comments / Corrective Actions:

5) Does the owner encourage the skipper to attend relevant training programs to enhance his / her skills and abilities?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- The written agreement between the owner and skipper contains a section outlining the skippers training requirements

Comments / Corrective Actions:

Consultation and Cooperation

1) Does the owner require the skipper to have an issue resolution procedure for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- There is an issue resolution procedure for the vessel

Comments / Corrective Actions:

2) Are all engagement agreements with the skipper formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- There is a written engagement agreement

Comments / Corrective Actions:

Personal Protection

1) Has the owner fulfilled their duty of care for personal protection?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of a list of protective clothing and equipment
 - Employer / employee – owner has supplied protective clothing and equipment
 - Share fishing agreement – owner has discussed with skipper as to who supplies what

Comments / Corrective Actions:

Reporting Accidents

1) Has the owner discussed with the skipper the OSH Act and Marine Act requirements?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Demonstrated understanding of what incidents need to be reported
- Employer / employee – owner has supplied the information and forms and requires the skipper to report any incidents to the owner
- Share fishing agreement – owner has discussed with skipper as to what forms are required and the skipper reports incidents

Comments / Corrective Actions:

Skipper Responsibilities

Work Systems

1) Does the skipper maintain the vessel in a seaworthy and safe condition?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Daily maintenance logs
- Hazard reports
- Copies of maintenance forms sent to owners

Comments / Corrective Actions:

2) Does the skipper routinely use the hazard management system for the vessel and all plant and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Hazards reported and assessed using agreed hazard & risk assessment matrix

Comments / Corrective Actions:

3) Has the skipper developed and implemented safe work methods for specific tasks onboard the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of written safe work procedures
- Safe work procedures routinely being implemented

Comments / Corrective Actions:

4) Does the skipper conduct emergency drills as required by legislation and industry standards?	Yes	Part	No	N/A
Verifications/Validations: Evidence in vessel log or equivalent that the skipper has conducted the following drills: <ul style="list-style-type: none"> • Fire (USL requirements at least every 3 months) • Launching life rafts (USL requirements at least every 3 months) • Collision (USL requirements at least every 3 months) • Man overboard (on induction and 2 monthly) • Life jackets (on induction and 2 monthly) • Confined spaces rescue (2 monthly) 				
Comments / Corrective Actions:				
5) Does the skipper use the vessel maintenance recording system?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Evidence of log book entries • Maintenance forms back to the owner 				
Comments / Corrective Actions:				
Information and Training				
1) Does the vessel have a training requirement for skippers and crew?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Verbal confirmation that the skipper understands the importance of ongoing training • Evidence of a training register used to record all training done on or off the vessel 				
Comments / Corrective Actions:				
2) Have the crew been encouraged to attend relevant training programs?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Evidence in written agreement of training programs required to work on the vessel • Evidence of a pre-sea qualification being required prior to commencing work 				
Comments / Corrective Actions:				
3) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Course should be equivalent to OH&S at sea, small craft / coxswain, master 5 • Check for any DPI certification • Check for OHS at sea certification (TAFE, SMI or equivalent) • Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A 				
Comments / Corrective Actions:				

4) Have the crew been provided with a vessel induction?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Check crew induction forms completed for each year of service
- Check induction form contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part B
- Reference in induction to vessel safety procedures

Comments / Corrective Actions:

5) Has the skipper explained to the crew where hazard exist on the vessel and the safe work procedures for those hazards?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a crew induction form completed for each crew member
- Written explanation of each item in the crew induction form
- Evidence of ongoing training for crew on safe work procedures

Comments / Corrective Actions:

Consultation and Cooperation

1) Is there an issue resolution procedure for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a formal written procedure
- Log book entries to demonstrate the procedure is being used

Comments / Corrective Actions:

2) Are all engagement agreements between the skipper and the crew formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a written agreement including OSH items

Comments / Corrective Actions:

Personal Protection

1) Is there an agreement in place defining who is responsible for supplying personal protection clothing and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Requirements written down as part of the vessel safety procedures
- Employer / employee – all protective clothing and equipment supplied by the employer
- Share fishing agreement – written agreement defines who supplies what

Comments / Corrective Actions:

2) Is the personal protective equipment (PPE) being used?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of log book entries for instances when PPE is not being used by the crew
- Verbal question of skipper and crew to determine use of equipment

Comments / Corrective Actions:

Reporting Accidents

1) Does the skipper follow the OSH Act and Marine Act requirements for reporting accidents?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Demonstrated understanding of what incidents need to be reported
- Employer / employee – skipper reports any incidents to the owner
- Share fishing agreement – skipper reports incidents

Comments / Corrective Actions:

Safe Plant and Substances

1) Is the machinery and equipment in safe working order?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Vessel maintenance system in place
- Liaison between skipper and owner of the vessel for maintenance issues
- Visual check for guards on moving parts as per legislative requirements

Comments / Corrective Actions:

2) Has ALL machinery been kept in a safe state by the skipper (i.e. no guards removed or other modifications that increase risk)?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Visual evidence of proper guarding on all machines
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments / Corrective Actions:

3) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

Comments / Corrective Actions:

4) Does the skipper assist the crew to maintain the plant and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

Comments / Corrective Actions:

Visitor Safety

1) Has the skipper put in place procedures to ensure the safety of visitors and others on the vessel that may not be working?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a visitors safety induction

Comments / Corrective Actions:

2) Has the skipper a safe procedure for all persons embarking and disembarking the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence in visitors safety induction of safe methods to embark and disembark the vessel in all situations (i.e. on land and at sea)

Comments / Corrective Actions:

Crew Responsibilities

Information and Training

1) Does the crew attend training courses provided for them?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation that the crew understands the importance of ongoing training
- Evidence of attendance in the training register

Comments / Corrective Actions:

2) Does the crew identify training needs and inform the skipper?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation that the crew raises training needs with the skipper

Comments / Corrective Actions:

Consultation and Cooperation

1) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of crew signatures on maintenance forms
 - Verbal questions determining level of maintenance
 - Verbal questions of skipper and crew re supervising crew involved in maintenance

Comments / Corrective Actions:

2) Do the crew members routinely report hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Entries in the hazard reporting system made by crew

Comments / Corrective Actions:

3) Do the crew members routinely follow the agreed safe work methods for the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of safe work procedures in vessel safety procedures
 - Crew can describe safe work methods and confirm they are routinely followed
 - Non-conformance recorded in the vessel log book or equivalent

Comments / Corrective Actions:

4) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Visual evidence of cleanliness
 - Evidence of written requirements in crew contract agreements

Comments / Corrective Actions:

5) Do ALL crew members participate in emergency drills?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence in log book entries of who has participated in drills
 - Evidence in training register of who has participated in drills
 - Recognition of need to have drills written down in vessel safety procures

Comments / Corrective Actions:

Personal Protection				
----------------------------	--	--	--	--

1) Do ALL crew members have the correct personal protective clothing and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The list in section 7, page 26 of the WAFIC OH&S Code is used as a basis for the vessel requirements
- The vessel safety procedures have clothing and footwear requirements listed
- Visual observation of the equipment

Comments / Corrective Actions:

2) Do ALL crew members use the equipment at ALL times?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal discussion with crew as to when they use equipment
- Visual observation

Comments / Corrective Actions:

3) Do the crew maintain the protective clothing and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

Comments / Corrective Actions:

4) Has the requirement for clothing and footwear around machinery been recognized by the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

Comments / Corrective Actions:

Safe Plant and Substances				
----------------------------------	--	--	--	--

1) Do crew misuse equipment on board?	Yes	Part	No	N/A
---------------------------------------	-----	------	----	-----

Verifications/Validations:

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual evidence of guards removed by crew • Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident? 				
Comments / Corrective Actions:				

Reporting Hazards and Injuries

1) Do crew report hazards to the skipper?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Evidence of crew making entries in the vessel hazard report system 				
Comments / Corrective Actions:				

2) Do crew report injuries or illness to the skipper that are a result of work?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Incident forms completed for the vessel • Log book entries recording injuries or illness • Worksafe forms completed where required • DPI - Marine Safety forms completed where required 				
Comments / Corrective Actions:				

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Are vessel procedures / mariner / seamanship all performed to ensure safety of vessel and crew?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • A system to ensure proper lookout maintained at all times • A system to monitor work practices during heavy weather • A suitable watch position is maintained at a steering station where navigational aids are in close proximity and vision is not impaired • Where the vessel is set on autopilot, the skipper or watch keeper remains in the wheelhouse at the control maintaining a proper lookout 				
Comments / Corrective Actions:				

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Equipment in good condition, properly stowed and available for immediate use at ALL times Signs / stickers identify the location of safety equipment All EPIRBs are mounted so as to be self launching or easily accessed in an emergency
--

Comments / Corrective Actions:

2) Have the crew been trained in ALL emergency procedures?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Members of the crew are able to describe the emergency procedures Emergency procedures ticked off in crew induction sheet Emergency procedures in vessel safety plan Log book or other entries for crew participation in emergency drills Crew have watched the WAFIC DVD Safety Induction and completed the assessment
--

Comments / Corrective Actions:

3) Are ALL required and recommended signs fixed on the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Hearing protection on engine room hatch Fire extinguisher sign above extinguisher No smoking sign in designated areas First aid sign above first aid box Warning signs for catch points above winch Controls of winch marked forward and reverse
--

Comments / Corrective Actions:

4) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> Fitted in a place for easy access Not fastened down Fitted with hydrostatic release Not under warnings or deck structures

Comments / Corrective Actions:

2.3 Fire Fighting

1) Are all fire extinguishers in their correct location, up to date and of the required types?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Check all required locations (galley, engine spaces and crew compartments etc) • Check all required extinguisher types as per survey requirements • Check all extinguishers are up to date on tags

Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • The correct types of fire fighting equipment are readily available. • Check crew daily responsibilities checklist for fire prevention • Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling • Check for sticker / information on types of extinguishers and fire type to be used on
--

Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Questioning the skipper and crew to determine understanding • Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures • Evidence of crew having the WAFIC safety induction pocket booklet with them
--

Comments / Corrective Actions:

2.4 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations: <ul style="list-style-type: none"> • Evidence of a weather policy in vessel safety procedures • Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required • Evidence of additional supervision of crew under high risk weather • Evidence of minimising deliberate pot placement in reef areas
--

Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of a cyclone plan for the vessel
 - Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
 - Inclusion of cyclone procedures in the vessel induction for crew
 - Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments / Corrective Actions:

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Hearing protection sticker on the engine room hatch
 - Inclusion of this requirement in crew induction

Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Shown as per manufacturer recommendation
 - Recorded in the vessel log book and/ or training record

Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence in the vessel maintenance records of attention to noise in engine room

Comments / Corrective Actions:

2.6 Personal health

1) Are all crew members encouraged to adopt a healthy lifestyle	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments / Corrective Actions:

2) Are warm up exercises used every day prior to fishing operations commencing?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Skipper and crew demonstrate warm up stretches used every day

Comments / Corrective Actions:

3) Does the vessel have an alcohol and drugs policy in writing?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

Comments / Corrective Actions:

4) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

Comments / Corrective Actions:

5) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

Comments / Corrective Actions:

6) Are infection prevention techniques practiced when administering first aid?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

Comments / Corrective Actions:

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

Comments / Corrective Actions:

2.8 Minimizing Risk

1) Can crew move about the deck without slip and trip hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas

Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch

Comments / Corrective Actions:

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

Comments / Corrective Actions:

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

Comments / Corrective Actions:

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel layout arranged to minimize risk and hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Where practicable slip resistant floor surface / matting should be provided
- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on

Comments / Corrective Actions:

2) Are day to day safe systems of work used on the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Procedure ensuring decks are hosed down and / or cleaned on a regular basis
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work
- Tank or other hatches (especially those flush with the deck) closed while work is on
- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for ablution
- Emergency knives are placed in a readily accessible place e.g. below the gunwhale, cacker box, front of the deck
- No unnecessary gear being left loose liable to cause tripping

Comments / Corrective Actions:

3) Pots are never stacked more than 3 high?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation pots are never stacked more than 3 high regardless of number of pots or the area being fished

Comments / Corrective Actions:

3.2 Pot and Trap Handling

1) Are safe manual handling practices used in pot lifting?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide

Comments / Corrective Actions:

2) Is rope and float tangle minimized when pots are stacked?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Observation of how pot ropes and floats are stacked • Either ropes separated from pots when pots are stacked OR • Ropes and floats run down the side of the pot stacks OR • Ropes and floats stacked on top of each pot 				
Comments / Corrective Actions:				
3) Are waist height bait buckets used?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual check of bucket height 				
Comments / Corrective Actions:				
4) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes	Part	No	N/A
Verifications/Validations:				
Safe system to include...				
<ul style="list-style-type: none"> • Hauling the pot from another angle to dislodge the snag • Adding extra length of rope for more leverage • Leaving the pot for 24 to 48 hours and try the above again • If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear. • If above unsuccessful then cut the pot rope using the knife stored in the basket area 				
Comments / Corrective Actions:				
5) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Crates of lobster from holding tanks are lifted by two people using a hook and rope • Crates of lobster from vessel to jetty are lifted by two people using safe techniques • Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom • Crates of lobster from dingy to vehicle are lifted by two people using safe techniques • Bait boxes are lifted by two people using safe techniques 				
Comments / Corrective Actions:				

6) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

Comments / Corrective Actions:

7) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

Comments / Corrective Actions:

8) Is there a safe system for retrieving pots using the winch?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

Evidence of a safe procedure for throwing grapple to include:

- If thrown from near the fly bridge clear headroom is maintained
- If thrown from the side of the vessel: lean out and throw grapple underarm and backhand

Evidence of a safe system that includes:

- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
- Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
- Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

Comments / Corrective Actions:

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Check presence of tipper lock on the winch 				
Comments / Corrective Actions:				
3) Are all pots in safe working order?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Check pots have no loose nails • Check slats in place • Check pots have no loose material protruding 				
Comments / Corrective Actions:				

**Attachment 15:
WAFIC Composite question set version 6**

FISHSAFE ONLINE AUDIT

Based upon the WAFIC Code

ROCK LOBSTER

Audit Details

FISHERY TYPE	
STATE	
ZONE	
PFA	

OWNER	
SKIPPER	
CONTACT NUMBER	
CONTACT EMAIL	
CONTACT ADDRESS	

VESSEL NAME	
NUMBER OF CREW	

OWNER SKIPPER	
EMPLOYMENT ARRANGEMENT	
CREW NAME	
CREW LENGTH OF TIME WITH THIS SKIPPER	
CREW NAME	
CREW LENGTH OF TIME WITH THIS SKIPPER	
CREW NAME	
CREW LENGTH OF TIME WITH THIS SKIPPER	

EXPLANATION AS TO BACKGROUND OF THE QUESTION SET

SAFETY AND HEALTH BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

YES - Accessible – within easy reach.
 Verifications: Expect to see in the wheelhouse with other papers
 Describe where it is held:

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?	Yes	Part	No	N/A
---	-----	------	----	-----

Verification for YES it must

- have the requirements as per safety plan:
- been reviewed within the last 3 years
- evidence it is used

3) Has the owner/ skipper attended WAFIC / WRL pre-season safety awareness sessions?	4 +	3-4	1-2	0
---	-----	-----	-----	---

Check to see how many the owner / skipper can recall.
 Check records held at WAFIC.
 If not attended any ask why not. Answer:

4) Has the owner attended WAFIC/WRL pre –season safety awareness sessions?	4 +	3-4	1-2	0
---	-----	-----	-----	---

Check to see how many the owner can recall
 Check records held at WAFIC
 If not attended any ask why not. Answer:

5) Has the skipper attended WAFIC / WRL pre-season safety awareness sessions?	4 +	3-4	1-2	0
--	-----	-----	-----	---

Check to see how many the skipper can recall
 Check records held at WAFIC
 If not attended any ask why not. Answer:

6) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4 +	3-4	1-2	0
--	-----	-----	-----	---

Check records held at WAFIC
 If not attended any ask why not. Answer:

7) Has the owner attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes	Part	No	N/A
--	-----	------	----	-----

Evidence should be a training file and or certificate
 Check records held at WAFIC
 If not attended, ask why not. Answer:

8) Has the skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes	Part	No	N/A
--	-----	------	----	-----

Evidence should be a training file titled xxxxxxx and or certificate
 Check records held at WAFIC
 If not attended ask why not. Answer

PART 1 – RESPONSIBILITIES

Questions for an Owner-Skipper

Work Systems

1) Is the vessel in compliance with survey?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications for YES:

- Site current certificate of survey
- Check crew numbers equivalent to survey
- Fire extinguishers tested and tagged
- Daily maintenance logs for oil changes, maintenance schedule, breakdown

Comments / Corrective Actions:

2) How do you manage hazards as they arise on the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Response includes reference to risk assessment
- Evidence the issue is written down in the log book,
- Evidence of verbal or written risk assessment matrix
-

Comments / Corrective Actions:

3) Are there safe work procedures for the vessel that have been implemented?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
 - Safe work procedures are routinely implemented - documented
 - If WAFIC Code is used – documented how it is implemented

Comments / Corrective Actions:

4) Are emergency drills conducted at regular intervals?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
For a YES: Evidence in vessel log or equivalent records that the skipper has conducted the following drills:
- Fire (USL requirements at least every 3 months)
 - Launching life rafts (USL requirements at least every 3 months)
 - Collision (USL requirements at least every 3 months)
 - Man overboard (on induction and 2 monthly)
 - Life jackets (on induction and 2 monthly)
 - Confined spaces rescue (2 monthly)

Comments / Corrective Actions:

Information and Training

1) Do you have the correct certification in accordance with survey requirements under the WA Marine Act?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Sight the Skipper, MED, crew certification

Comments / Corrective Actions:

2) Have the crew been trained in ALL emergency procedures?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Members of the crew are able to describe the emergency procedures
 - Emergency procedures ticked off in crew induction sheet
 - Emergency procedures in vessel safety plan
 - Log book or other entries for crew participation in emergency drills
 - Crew have watched the WAFIC DVD Safety Induction and completed the assessment

Comments / Corrective Actions:

3) Has a formal induction for ALL crew members been conducted every year?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
 - Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)
 -

Comments / Corrective Actions:

4) Has the owner-skipper undertaken any additional training apart from the master and MED and encourage the crew members to attend relevant training programs?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal confirmation that the skipper understands the importance of ongoing training
 - Evidence of a training register used to record all training done on or off the vessel
 - Written agreement containing crew training options

Comments / Corrective Actions:

Consultation and Cooperation

1) Have you got any examples of how you resolve safety and health issues on board the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- The answer should included that issues are taken seriously and acted upon

Comments / Corrective Actions:

2) Are all employment agreements between the owner-skipper and crew members formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- There is a written engagement agreement including OHS items could be Share Fishing Agreement or employer / employee with catch rate or wage

Comments / Corrective Actions:

Personal Protection

1) Is there a written agreement for who supplies what items of personal protective clothing and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal demonstration of a list of protective clothing and equipment and who supplies it
 - Written as a separate agreement or part of the Share Fishing Agreement
 - Tick off how it is organised:
 - Skipper – aprons, gloves, sunscreen
 - Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
 - Tubigrip – who supplies

Comments / Corrective Actions:

2) Is personal protective clothing and equipment being used as required?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal demonstration of a list of protective clothing and equipment and who supplies it
 - Written as a separate agreement or part of the Share Fishing Agreement
 - Tick off how it is organised:
 - Skipper – aprons, gloves, sunscreen
 - Crew – footwear, bib and brace, wet weather gear, hat , sunglasses

Comments / Corrective Actions:

Reporting Accidents

1) Are you aware of what accidents/ incidents must be reported to Worksafe and DPI - Marine safety?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
 - Demonstrated understanding of what incidents need to be reported
 - Owner-skipper has required forms

Comments / Corrective Actions:

Safe Plant and Substances

1) Are all guards, locks and devices on plant installed?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Emergency stop mechanism for the winch
 - Winch controls marked forward and reverse
 - Rope guards on the winch
 - Pot tipper lock
 - Guards on moving parts in engine room
 - Identify any changes that increase the risk of an incident

Comments / Corrective Actions:

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

Comments / Corrective Actions:

3) Does the skipper get the crew to maintain the plant and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

Comments / Corrective Actions:

Visitor Safety

1) Has the owner-skipper implemented a visitors induction?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a visitors safety induction template
- Evidence of visitors induction completed and filed

Comments / Corrective Actions:

2) Has the owner-skipper a safe procedure for all persons getting on and off the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Safe methods to embark and disembark dinghy to vessel and reverse

Comments / Corrective Actions:

Owner Responsibilities

Work Systems

1) Is the vessel in compliance with survey?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Site current certificate of survey
- Check crew numbers equivalent to survey
- Fire extinguishers tested and tagged

Comments / Corrective Actions:

2) is there a process for the vessel on how hazards are managed as they arise?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Response included a reference to risk assessment
- If the owners is hand son they should

Comments / Corrective Actions:

3) Are there safe work procedures for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented - documented
- If WAFIC Code is used – documented how it is implemented

Comments / Corrective Actions:

4) How do you check that the skipper is conducting emergency drills as required?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly
- Checked log books
- Checked drills register

Comments / Corrective Actions:

Information and Training

1) How do you check that the vessel will be manned in accordance with survey requirements under the WA Marine Act?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Written in agreements that the Skipper, MED, crew certification will be in accordance with the Marine Act at all times

Comments / Corrective Actions:

2) Does the skipper recognize the need to train the crew in ALL emergency procedures?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

Comments / Corrective Actions:

3) How do you ensure the skipper is aware of any specific vessel requirements or handling requirements?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Information regarding the vessel requirements between the owner and the skipper are part of the written employment agreement

Comments / Corrective Actions:

4) How do you induct the skipper?	Yes	Part	No	N/A
-----------------------------------	-----	------	----	-----

Verifications/Validations:

- Use of the owner / skipper induction as per page PT13 of the WAFIC OH&S Code
- Verbal evidence from the owner and skipper to indicate what items were discussed
- Induction checklist

Comments / Corrective Actions:

5) What extra training as the skipper done to improve his knowledge and skills for the job?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The written agreement between the owner and skipper contains a section outlining the skippers training requirements
- Skippers attended Industry training
- Skipper is upgrading his Master class ticket

Comments / Corrective Actions:

Consultation and Cooperation

1) Do you know how the skipper resolves safety and health issues on board as they arise?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Feedback from the skipper about how he managed the situation

Comments / Corrective Actions:

2) Are all employment agreements with the skipper formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- There is a written agreement

Comments / Corrective Actions:

Personal Protection

1) Does the skipper have an agreement on what clothing and equipment he supplies and what the crew supply?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Written as a separate agreement or part of the Share Fishing Agreement
 - Skipper – aprons, gloves, sunscreen
 - Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
 - Tubigrip – who supplies

Comments / Corrective Actions:

Reporting Accidents

1) Are you aware of the requirements of what accidents have to be reported to Worksafe and DPI?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
 - Demonstrated understanding of what incidents need to be reported
 - Has required forms

Comments / Corrective Actions:

1) Are all guards, locks and devices on plant installed?

Skipper Responsibilities

Work Systems

1) How do you maintain the vessel in a seaworthy and safe condition?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Daily maintenance logs
- Hazard reports
- Copies of maintenance forms sent to owners

Comments / Corrective Actions:

2) How do you manage hazards as they arise on the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Response includes reference to risk assessment
- Evidence the issue is written down in the log book,
- Evidence of verbal or written risk assessment matrix
-

Comments / Corrective Actions:

3) Are there safe work procedures for the vessel that have been implemented?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented - documented
- If WAFIC Code is used – documented how it is implemented

Comments / Corrective Actions:

4) Are emergency drills conducted at regular intervals?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:
Evidence in vessel log or equivalent that the skipper has conducted the following drills:

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

Comments / Corrective Actions:

Information and Training				
---------------------------------	--	--	--	--

1) Do you have the correct certification in accordance with survey requirements under the WA Marine Act?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal confirmation that the skipper understands the importance of ongoing training
 - Evidence of a training register used to record all training done on or off the vessel

Comments / Corrective Actions:

2) have the crew been trained in all emergency procedures?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/validations
- Members of the crew are able to describe the emergency procedures
 - Emergency procedures ticked off in crew induction sheet
 - Emergency procedures in vessel safety plan
 - Log book or other entries for crew participation in emergency drills
 - Crew have watched the WAFIC DVD Safety Induction and completed the assessment

Comments / Corrective Actions:

3) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
 - Check for any DPI certification
 - Check for OHS at sea certification (TAFE, SMI or equivalent)
 - Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

Comments / Corrective Actions:

4) Has an induction for ALL crew members been conducted every year?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
 - Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)
 -

Comments / Corrective Actions:

Comments / Corrective Actions:

Consultation and Cooperation

1) Have you got examples of how you resolve safety and health issues?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The answer should included that issues are taken seriously and acted upon

Comments / Corrective Actions:

2) Are all employment agreements between the skipper and the crew formalized in writing?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a written agreement including OSH items

Comments / Corrective Actions:

Personal Protection

1) Is there a written agreement for who supplies what items of personal protective clothing and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal demonstration of a list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
- Tubigrip – who supplies

Comments / Corrective Actions:

2) Is the personal protective clothing and equipment being used as required?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal demonstration of a list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat , sunglasses

Comments / Corrective Actions:

Reporting Accidents

1) Are you aware of what accidents/incidents must be reported to Worksafe and DPI- Marine Safety	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
 - Demonstrated understanding of what incidents need to be reported
 - Owner-skipper has required forms

Comments / Corrective Actions:

Safe Plant and Substances

1) Are all guards, locks and devices on plant installed?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Emergency stop mechanism for the winch
 - Winch controls marked forward and reverse
 - Rope guards on the winch
 - Pot tipper lock
 - Guards on moving parts in engine room
 - Identify any changes that increase the risk of an incident

Comments / Corrective Actions:

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Notes made in the vessel safety procedures for modification affecting work methods
 - Entries in vessel log book or training register for updates to crew on plant and equipment

Comments / Corrective Actions:

3) Does the skipper get the crew to maintain the plant and equipment?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Evidence of safe work instructions for the plant and equipment
 - Verbal questions of the crew asking about what maintenance they do

Comments / Corrective Actions:

Visitor Safety

1) Is there a visitors induction developed and used?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Evidence of a visitors safety induction template
 - Evidence of visitors induction completed and filed

Comments / Corrective Actions:

2) Is there a safe procedure for getting on and off the vessel?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Safe work procedure for embarking and disembarking the vessel from the jetty to the vessel and reverse • Safe work procedure to embark and disembark the dinghy to vessel and reverse 				
Comments / Corrective Actions:				

Crew Responsibilities

Safe work systems and work instructions

1) Do you follow safe work procedures for tasks on the vessel	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Evidence of safe work procedures in vessel safety procedures • Crew can describe safe work methods and confirm they are routinely followed • Non-conformance recorded in the vessel log book or equivalent 				
Comments / Corrective Actions:				
2) Do the crew members routinely report hazards?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Verbal confirmation of the types of hazards found • Verbal confirmation of how it was managed by the skipper 				
Comments / Corrective Actions:				
3) Do the crew assist the skipper in the proper maintenance of the vessel?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Evidence of crew signatures on maintenance forms • Verbal questions determining level of maintenance • Verbal questions of skipper and crew re supervising crew involved in maintenance 				
Comments / Corrective Actions:				
4) Does the skipper conduct regular emergency drills?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Verbal confirmation of what drills are conducted and when 				
Comments / Corrective Actions:				

5) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual evidence of cleanliness • Evidence of written requirements in crew contract agreements 				
Comments / Corrective Actions:				
	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • 				
Comments / Corrective Actions:				
	Yes	Part	No	N/A
<ul style="list-style-type: none"> • 				
Comments / Corrective Actions:				
Personal Protection				
1) Do all crew members have the correct personal protective clothing and equipment?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Skipper supplies – aprons, gloves, sunscreen • Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses • Visual observation of the equipment • Tubigrip – who supplies 				
Comments / Corrective Actions:				

2) Do all crew members use the equipment at all times?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal discussion with crew as to when they use equipment
- Visual observation

Comments / Corrective Actions:

3) Do the crew maintain the protective clothing and equipment?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

Comments / Corrective Actions:

4) Has the requirement for clothing and footwear around machinery been recognized by the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

Comments / Corrective Actions:

Safe Plant and Substances

1) Do crew misuse equipment on board?	Yes	Part	No	N/A
---------------------------------------	-----	------	----	-----

Verifications/Validations:

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

Comments / Corrective Actions:

2) Has any machinery been altered by the crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Visual evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident?

Comments / Corrective Actions:

Reporting Hazards and Injuries

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Incident forms completed for the vessel
 - Log book entries recording injuries or illness
 - Worksafe forms completed where required
 - DPI - Marine Safety forms completed where required

Comments / Corrective Actions:

Consultation and Cooperation

1) Have you had a vessel induction every year whilst on this vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Verbal confirmation of the inductions
 - Crew member can recount a variety of items from the induction
 - Crew member can locate the safety plan / WAFIC OH&S Code or other which the induction was based on

Comments / Corrective Actions:

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?	Yes	Part	No	N/A
---	-----	------	----	-----

- Verifications/Validations:
- Verbal confirmation of how look out is managed between skipper and crew
 - A system to monitor work practices during heavy weather
 - Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
 - Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

Comments / Corrective Actions:

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Equipment in good condition, properly stowed and available for immediate use at ALL times
 - Signs / stickers identify the location of safety equipment
 - All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

Comments / Corrective Actions:

Comments / Corrective Actions:

3) Are ALL required and recommended signs fixed on the vessel?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Hearing protection on engine room hatch
 - Fire extinguisher sign above extinguisher
 - No smoking sign in designated areas
 - First aid sign above first aid box
 - Warning signs for catch points above winch
 - Controls of winch marked forward and reverse

Comments / Corrective Actions:

4) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Fitted in a place for easy access
 - Not fastened down
 - Fitted with hydrostatic release
 - Not under warnings or deck structures

Comments / Corrective Actions:

2.3 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- Check all required locations (galley, engine spaces and crew compartments etc)
 - Check all required extinguisher types as per survey requirements
 - Check all extinguishers are up to date on tags

Comments / Corrective Actions:

2) Are good fire prevention procedures in place and in practice?	Yes	Part	No	N/A
--	-----	------	----	-----

- Verifications/Validations:
- The correct types of fire fighting equipment are readily available.
 - Check crew daily responsibilities checklist for fire prevention
 - Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
 - Check for sticker / information on types of extinguishers and fire type to be used on

Comments / Corrective Actions:

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Questioning the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

Comments / Corrective Actions:

2.4 Weather/ Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Evidence of a weather policy in vessel safety procedures
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

Comments / Corrective Actions:

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

Comments / Corrective Actions:

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

Comments / Corrective Actions:

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/ or training record

Comments / Corrective Actions:

3) Is the plant in the engine room, maintained to minimize noise?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Evidence in the vessel maintenance records of attention to noise in engine room

Comments / Corrective Actions:

2.6 Personal health

1) Are all crew members encouraged to adopt a healthy lifestyle	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

Comments / Corrective Actions:

	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

-

Comments / Corrective Actions:

3) Does the vessel have an alcohol and drugs policy in writing?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent 				
Comments / Corrective Actions:				
4) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> Safety procedures include directions on the following Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses Using 30+ sunscreen applied regularly 				
Comments / Corrective Actions:				
5) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> The safety procedures include directions on the following Washing hands after working, before eating or smoking Covering sores or cuts with sterile dressing Wearing gloves when handling product and bait No sharing of razors or toothbrushes Showering straight after fishing has finished for the day 				
Comments / Corrective Actions:				
6) Are infection prevention techniques practiced when administering first aid?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> The first aid policy contains appropriate directions on the following Treatment of cuts Wearing gloves for all first aid Hand washing after all first aid 				
Comments / Corrective Actions:				

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

Comments / Corrective Actions:

2) Does the skipper provide training on dangerous species?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

Comments / Corrective Actions:

2.8 General vessel safety

1) Is the risk of slips ,trips and falls minimised?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on
-

Comments / Corrective Actions:

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

Comments / Corrective Actions:

3) Is there adequate lighting for the vessel by day and night?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Anchor lights clearly visible in a 360 degree arc • Anchor light to have individual switch • During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work • 				
Comments / Corrective Actions:				
4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Visual evidence of unlocked hatches while vessel is working • Unlocked escape hatches are part of the vessel safety procedures 				
Comments / Corrective Actions:				
5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks 				
Comments / Corrective Actions:				

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimize risk and hazards?	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on • Regular deck cleaning • 				
Comments / Corrective Actions:				
2) Do you have a procedure for urination that minimises the risk of going overboard	Yes	Part	No	N/A
Verifications/Validations:				
<ul style="list-style-type: none"> • Where vessels are not fitted with toilet facilities on board and ablution for fishermen is over the side of the vessel, another crew will be notified of where that crew is going. • A suitable container that is used for ablution 				
Comments / Corrective Actions:				

3) Do you have safe pot stacking method(eg not more than 3 high)?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
- Visual observation during fishing
- Verbal confirmation that when moving pots only they are stacked 4 high

Comments / Corrective Actions:

3.2 Pot and Trap Handling

1) Are safe manual handling practices used in pot lifting?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew won the method of lifting pots

Comments / Corrective Actions:

2) Is rope and float tangle minimized when pots are stacked?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

Comments / Corrective Actions:

3) Are waist height bait buckets used?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Visual check of bucket height

Comments / Corrective Actions:

4) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

Safe system to include...

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

Comments / Corrective Actions:

5) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Crates of lobster from holding tanks are lifted by two people using a hook and rope • Crates of lobster from vessel to jetty are lifted by two people using safe techniques • Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom • Crates of lobster from dingy to vehicle are lifted by two people using safe techniques • Bait boxes are lifted by two people using safe techniques 				
Comments / Corrective Actions:				
6) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Demonstration of system – observe placement of legs by crew relative to ropes • System to incorporate the following: <ul style="list-style-type: none"> • The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions) • Vessel is kept to a safe speed for setting pots (less than 8 knots) • Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope • If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released • Adequate time is allowed between each pot setting for safety • If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper 				
Comments / Corrective Actions:				
7) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes	Part	No	N/A
Verifications/Validations: <ul style="list-style-type: none"> • Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used 				
Comments / Corrective Actions:				

8) Is there a safe system for retrieving pots using the winch?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

Evidence of a safe procedure for throwing grapple to include:

- If thrown from near the fly bridge clear headroom is maintained
- If thrown from the side of the vessel: lean out and throw grapple underarm and backhand

Evidence of a safe system that includes:

- Before the winch is engaged, check that crew have no chance of becoming caught in the moving parts of the winch
- Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
- Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

Comments / Corrective Actions:

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes	Part	No	N/A
---	-----	------	----	-----

Verifications/Validations:

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

Comments / Corrective Actions:

2) Does the pot tipper have a tipper lock?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Check presence of tipper lock on the winch

Comments / Corrective Actions:

3) Are all pots in safe working order?	Yes	Part	No	N/A
--	-----	------	----	-----

Verifications/Validations:

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

Comments / Corrective Actions:

**Attachment 16:
WAFIC Composite question set version 7 – Owner and skipper 020609**

SafetyNet

Online Safety Management Tool

ROCKLOBSTER AUDIT for OWNER and SKIPPER

Scope – Owner is not Skipper

This audit is used for fishing operations where the owner and the skipper are two different people. If you are auditing a fishing operation where the owner is also the skipper please use the ROCKLOBSTER_OWNER_SKIPPER question set.

AUDIT DETAILS

FISHERY TYPE	Fishery=(text:label)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
PFA	PFA=(text:hidden)

OWNER	Owner=(text)
SKIPPER	Skipper=(text)
CONTACT NUMBER	Contact Number=(text)
CONTACT EMAIL	Contact Email=(text)
CONTACT ADDRESS	Contact Address=(text)

VESSEL NAME	Vessel Name=(text)
TOTAL NUMBER OF CREW	Number of Crew=(number:hidden)

EMPLOYMENT ARRANGEMENT	Employment Arrangement=(text:hidden)
------------------------	--------------------------------------

How many of the crew have been with the skipper for less than 1 year?	New Crew=(number:hidden)
How many of the crew have been with the skipper for less than 2 years?	1Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 3 years?	2Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 4 years?	3Year Crew=(number:hidden)

	umber:hi dden)
How many of the crew have been with the skipper for less than 5 years?	4Year Crew=(n umber:hi dden)
How many of the crew have been with the skipper for 5 years or more?	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in commercial fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in commercial fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in commercial fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in commercial fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in commercial fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in commercial fishing	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in Rocklobster fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in Rocklobster fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in Rocklobster fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in Rocklobster fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in Rocklobster fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in Rocklobster fishing	5Year Crew=(n umber:hi dden)

	dden)
--	-------

Purpose

To ensure fishing operations comply with the WAFIC Code for managing workplace hazards relating to the specific fishery and in general across all fisheries.

Guidance Notes – Please Read

Below each question you will find Guidance notes. Click on these to show (or hide) short notes that list the sort of information you will need to answer each question consistently.

BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the code must be accessible and within easy reach. Expect to see it in the wheelhouse with other papers. Describe where it is held in the supporting evidence above.

(correctiveactions)

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the safety management plan must

- have all the requirements as per a safety plan
- have been reviewed within the last 3 years
- be used and have evidence to show it is used

(correctiveactions)

3) Has the owner attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	3- 4=(2)	1- 2=(1)	0=(0)
--	------------	-------------	-------------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the owner can recall. Check records held at WAFIC. If the owner has not attended any ask why not and record answer above.

(correctiveactions)

4) Has the skipper attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	3-4=(2)	1-2=(1)	0=(0)
--	--------	---------	---------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the skipper can recall. Check records held at WAFIC. If the skipper has not attended any ask why not and record answer above.

(correctiveactions)

5) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	3-4=(2)	1-2=(1)	0=(0)
--	--------	---------	---------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check records held at WAFIC. If the crew has not attended any ask why not and record answer above.

(correctiveactions)

6) Has the owner attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the owner has not attended any ask why not and record answer above.

(correctiveactions)

7) Has the skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the skipper has not attended any ask why not and record answer above.

(correctiveactions)

PART 1 – RESPONSIBILITIES

The following questions are related to the responsibilities of the owner. The skipper's responsibilities are included in the next section.

Work Systems – Owner

1) Is the vessel in compliance with survey?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(correctiveactions)

2) Is there a system that the skipper must follow for maintaining the vessel as per survey requirements and recording maintenance properly?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is a documented maintenance procedure for the skipper to follow including logging all maintenance activities

(correctiveactions)

3) Is there a process to manage hazards as they arise on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check the process includes

- Reference to risk assessment
- That hazards are written down in the log book
- A written or verbal risk assessment matrix

(correctiveactions)

4) Are there safe work procedures for the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented – documented
- If WAFIC Code is used – documented how it is implemented

(correctiveactions)

5) Is there a procedure to check that the skipper is conducting emergency drills as required?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Evidence that the owner has checked that USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly
- Checked log books
- Checked drills register as per the following requirements
- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(correctiveactions)

Information and Training - Owner

1) Is there a procedure to check that the vessel is manned in accordance with survey requirements under the WA Marine Act?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Written in agreements that the Skipper, MED, crew certification will be in accordance with the Marine Act at all times

(correctiveactions)

2) Does the owner recognize the need to train the crew in ALL emergency procedures?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that the owner has ensured

- The crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(correctiveactions)

3) Has a formal induction for the skipper been conducted?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of skipper induction as per page PT13 of the WAFIC OH&S Code
- Evidence from owner and skipper on what was included in induction
- Induction checklist
- Written notes on the induction form of additions to the skipper induction specific to the vessel(e.g. special handling, mooring, anchoring)

(correctiveactions)

4) Is there a procedure to ensure that a formal induction for ALL crew members is conducted every year?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service

(correctiveactions)

5) Has the owner encouraged the skipper to undertake additional training apart from the master and MED?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The written agreement between the owner and skipper contains a section outlining the skippers training requirements

(correctiveactions)

Consultation and Cooperation - Owner

1) Have you got any examples of how the skipper resolves safety and health issues on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The answer should included that issues are taken seriously and acted upon
- Feedback from the skipper to the owner on how situations are managed

(correctiveactions)

2) Are all employment agreements between the owner and the skipper formalized in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is a written agreement

(correctiveactions)

Personal Protection – Owner

1) Is there a written agreement with the skipper for who supplies what items of personal protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
- Tubigrip – who supplies

(correctiveactions)

Reporting Requirements – Owner

1) Are you aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Owner has required forms

(correctiveactions)

Safe Plant and Substances – Owner

1) Are all guards, locks and devices on plant installed?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(correctiveactions)

2) Where modifications affect the running of the vessel is the skipper made aware of specific vessel or handling requirements?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
 - Information regarding the vessel requirements between the owner and the skipper are part of the written employment agreement

(correctiveactions)

3) Have all chemicals that are used been assessed for hazards to health?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
 - Evidence of owner awareness of chemicals in use and hazards of various chemicals

(correctiveactions)

4) Are the Material Safety Data Sheets complete for all chemicals in use and all less than 5 years old?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
 - Evidence owner has copies of MSDS

(correctiveactions)

Visitor Safety – Owner

1) Has the owner verified that the skipper has implemented a visitor's induction?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
 - Evidence of a visitors safety induction template

(correctiveactions)

2) Has the owner checked that the skipper has implemented a safe procedure for all persons getting on and off the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Awareness of methods used to embark and disembark the vessel in from the jetty to vessel and reverse
- Awareness of methods used to embark and disembark dinghy to vessel and reverse

(correctiveactions)

Work Systems – Skipper

1) Is the vessel in compliance with survey?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(correctiveactions)

2) Is vessel maintenance recorded properly in the log?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There are daily maintenance logs for oil changes, maintenance schedule and breakdown

(correctiveactions)

3) How do you manage hazards as they arise on the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The response includes reference to risk assessment
- That hazards are written down in the log book
- There is a written or verbal risk assessment matrix

(correctiveactions)

4) Are there safe work procedures for the vessel that have been implemented?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented – documented
- If WAFIC Code is used – documented how it is implemented

(correctiveactions)

5) Are emergency drills conducted at regular intervals? **Yes=(6)** **Part=(3)** **No=(0)** **NA=()**

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” there must be evidence in vessel log or equivalent records that the skipper has conducted the following drills

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(correctiveactions)

Information and Training – Skipper

1) Do you have the correct certification in accordance with survey requirements under the WA Marine Act? **Yes=(6)** **Part=(3)** **No=(0)** **NA=()**

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must

- Sight the skipper, MED and crew certification
- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel

(correctiveactions)

2) Have the crew been trained in ALL emergency procedures? **Yes=(6)** **Part=(3)** **No=(0)** **NA=()**

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(correctiveactions)

3) Has a formal induction for ALL crew members been conducted every year?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
- Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)

(correctiveactions)

4) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(correctiveactions)

5) Has the owner-skipper undertaken any additional training apart from the master and MED and encourage the crew members to attend relevant training programs?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel
- Written agreement containing crew training options

(correctiveactions)

Consultation and Cooperation – Skipper

1) Have you got any examples of how you resolve safety and health issues on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should include that issues are taken seriously and acted upon

(correctiveactions)

2) Are all employment agreements between the owner-skipper and crew members formalized in writing?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is a written engagement agreement including OHS items could be Share Fishing Agreement or employer / employee with catch rate or wage

(correctiveactions)

Personal Protection – Skipper

1) Is there a written agreement for who supplies what items of personal protective clothing and equipment?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat, sunglasses
- Tubigrip – who supplies

(correctiveactions)

2) Is personal protective clothing and equipment being used as required?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat, sunglasses

(correctiveactions)

Reporting Requirements – Skipper

1) Are you aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Skipper has required forms

(correctiveactions)

Safe Plant and Substances – Skipper

1) Are all guards, locks and devices on plant installed?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(correctiveactions)

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

(correctiveactions)

3) Does the skipper get the crew to maintain the plant and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

(correctiveactions)

4) Have all chemicals that are used been assessed for hazards to health?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals

(correctiveactions)

5) Are the Material Safety Data Sheets complete for all chemicals in use and all less than 5 years old?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Sight all MSDS

(correctiveactions)

Visitor Safety – Skipper

1) Has the skipper implemented a visitor's induction?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a visitors safety induction template
- Evidence of visitors induction completed and filed

(correctiveactions)

2) Has the skipper implemented a safe procedure for all persons getting on and off the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Safe methods to embark and disembark dinghy to vessel and reverse

(correctiveactions)

Work Systems – Crew

1) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

(correctiveactions)

2) Does the crew assist the skipper in the proper maintenance of the vessel?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

(correctiveactions)

3) Do the crew members routinely report hazards?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of the types of hazards found
- Verbal confirmation of how it was managed by the skipper

(correctiveactions)

4) Does the crew follow safe work procedures on the vessel?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

(correctiveactions)

5) Does the skipper conduct regular emergency drills?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be verbal confirmation of what drills are conducted and when (see below for requirements)

- Fire (USL requirements at least every 3 months)

- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(correctiveactions)

Information and Training – Crew

1) Do the crew members take part in training for ALL emergency procedures?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(correctiveactions)

2) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(correctiveactions)

3) Has the crew had a formal induction every year whilst on this vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of the inductions
- Crew member can recount a variety of items from the induction
- Crew member can ,locates the safety plan / WAFIC OH&S Code or other which the induction was based on

(correctiveactions)

Consultation and Cooperation – Crew

1) Do crew members inform and cooperate with the skipper to resolve safety and health issues on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should included that issues are taken seriously and reported to the skipper

(correctiveactions)

Personal Protection – Crew

1) Do all crew members have the correct personal protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Skipper supplies – aprons, gloves, sunscreen
- Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses
- Visual observation of the equipment
- Tubigrip – who supplies

(correctiveactions)

2) Is personal protective clothing and equipment being used as required at ALL times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal discussion with crew as to when they use equipment
- Visual observation

(correctiveactions)

3) Does the crew maintain the protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

(correctiveactions)

4) Does the crew recognize the requirement for appropriate clothing and footwear around machinery?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

(correctiveactions)

Reporting Requirements – Crew

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

(correctiveactions)

Safe Plant and Substances – Crew

1) Does the crew use the equipment on board in the correct way?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that there are no

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

(correctiveactions)

2) Does the crew maintain and use equipment without altering it?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is no visual or verbal evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident

(correctiveactions)

3) Do crew members practice the safe handling requirements for all chemicals in use on the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals
- Awareness of MSDS

(correctiveactions)

Visitor Safety – Crew

1) Do crew members assist the skipper with the safe procedure for all persons getting on and off the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew are aware of safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Crew are aware of safe methods to embark and disembark dinghy to vessel and reverse
- Crew are aware that visitors may require assistance to understand / practice embarking and disembarking safely

(correctiveactions)

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how look out is managed between skipper and crew
- Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

(correctiveactions)

2) Is there a system to monitor work practices in heavy weather?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how monitoring is managed between skipper and crew
- How do practices differ from normal for heavy weather conditions

(correctiveactions)

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment? Equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs / stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

(correctiveactions)

2) Are ALL required and recommended signs fixed on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection on engine room hatch
- Fire extinguisher sign above extinguisher
- No smoking sign in designated areas
- First aid sign above first aid box
- Warning signs for catch points above winch
- Controls of winch marked forward and reverse

(correctiveactions)

3) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

(correctiveactions)

2.3 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- ALL required locations (galley, engine spaces and crew compartments etc)
 - ALL required extinguisher types as per survey requirements
 - ALL extinguishers are up to date on tags

(correctiveactions)

2) Are good fire prevention procedures in place and in practice?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- The correct types of fire fighting equipment are readily available.
 - Check crew daily responsibilities checklist for fire prevention
 - Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
 - Check for sticker / information on types of extinguishers and fire type to be used on

(correctiveactions)

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Questioning the skipper and crew to determine understanding
 - Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
 - Evidence of crew having the WAFIC safety induction pocket booklet with them

(correctiveactions)

2.4 Weather and Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of a weather policy in vessel safety procedures
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

(correctiveactions)

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

(correctiveactions)

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

(correctiveactions)

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Shown as per manufacturer recommendation

- Recorded in the vessel log book and/ or training record

(correctiveactions)

3) Is the plant in the engine room, maintained to minimize noise?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel maintenance records of attention to noise in engine room

(correctiveactions)

2.6 Personal Health

1) Are all crew members encouraged to adopt a healthy lifestyle?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

(correctiveactions)

2) Does the vessel have an alcohol and drugs policy in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

(correctiveactions)

3) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses

- Using 30+ sunscreen applied regularly

(correctiveactions)

4) Is there a personal hygiene and prevention of infectious disease policy for the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

(correctiveactions)

5) Are infection prevention techniques practiced when administering first aid?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

(correctiveactions)

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

(correctiveactions)

2) Does the skipper provide training on dangerous species?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

(correctiveactions)

2.8 General Vessel Safety

1) Is the risk of slips ,trips and falls minimised?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on

(correctiveactions)

2) Has the skipper ensured there are signs for non-apparent hazards?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

(correctiveactions)

3) Is there adequate lighting for the vessel by day and night?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work

(correctiveactions)

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

(correctiveactions)

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

(correctiveactions)

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimize risk and hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on
- Regular deck cleaning

(correctiveactions)

2) Do you have a procedure for urination that minimises the risk of going overboard?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is

- over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for abluion

(correctiveactions)

3) Do you have safe pot stacking method (e.g. not more than 3 high)?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
 - Visual observation during fishing
 - Verbal confirmation that when moving pots only they are stacked 4 high

(correctiveactions)

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Evidence of a safe procedure for throwing grapple to include:
 - If thrown from near the fly bridge clear headroom is maintained
 - If thrown from the side of the vessel: lean out and throw grapple underarm and backhand
 - Evidence of a safe system that includes:
 - Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
 - Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
 - Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

(correctiveactions)

2) Is there a safe system for identifying sinkers or gear tangled on the pot rope before it is winched up?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must
- Check with skipper and crew to establish use and effectiveness of safe system

(correctiveactions)

3) Are safe manual handling practices used in pot lifting?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew on the method of lifting pots

(correctiveactions)

4) Is rope and float tangle minimized when pots are stacked?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

(correctiveactions)

5) Are waist height bait buckets used?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual check of bucket height

(correctiveactions)

6) Is there a safe system for releasing snagged lines when retrieving pots from the water?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

(correctiveactions)

7) Are safe manual handling practices used when lifting crates of lobster tasks?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crates of lobster from holding tanks are lifted by two people using a hook and rope
- Crates of lobster from vessel to jetty are lifted by two people using safe techniques
- Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
- Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
- Bait boxes are lifted by two people using safe techniques

(correctiveactions)

8) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

(correctiveactions)

9) If diving is done on snagged pots from the vessel is there a safe work procedure?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

(correctiveactions)

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

(correctiveactions)

2) Does the pot tipper have a tipper lock?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check presence of tipper lock on the winch

(correctiveactions)

3) Are all pots in safe working order?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

(correctiveactions)

**Attachment 17:
WAFIC Composite question set version 7 – Owner/skipper 020609**

SafetyNet

Online Safety Management Tool

ROCKLOBSTER AUDIT for OWNER / SKIPPER

Scope – Owner is also the Skipper

This audit is used for fishing operations where the owner is also the skipper. If you are auditing a fishing operation where the owner is not the skipper please use the ROCKLOBSTER_OWNER_AND_SKIPPER question set.

AUDIT DETAILS

FISHERY TYPE	Fishery=(text:label)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
PFA	PFA=(text:hidden)

OWNER / SKIPPER	OwnerSkipper=(text)
CONTACT NUMBER	Contact Number=(text)
CONTACT EMAIL	Contact Email=(text)
CONTACT ADDRESS	Contact Address=(text)

VESSEL NAME	Vessel Name=(text)
TOTAL NUMBER OF CREW	Number of Crew=(number:hidden)

EMPLOYMENT ARRANGEMENT	Employment Arrangement=(text:hidden)
------------------------	--------------------------------------

How many of the crew have been with the skipper for less than 1 year?	New Crew=(number:hidden)
How many of the crew have been with the skipper for less than 2 years?	1Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 3 years?	2Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 4 years?	3Year Crew=(number:hidden)

	dden)
How many of the crew have been with the skipper for less than 5 years?	4Year Crew=(n umber:hi dden)
How many of the crew have been with the skipper for 5 years or more?	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in commercial fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in commercial fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in commercial fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in commercial fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in commercial fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in commercial fishing	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in Rocklobster fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in Rocklobster fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in Rocklobster fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in Rocklobster fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in Rocklobster fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in Rocklobster fishing	5Year Crew=(n umber:hi dden)

Purpose

To ensure fishing operations comply with the WAFIC Code for managing workplace hazards relating to the specific fishery and in general across all fisheries.

Guidance Notes – Please Read

Below each question you will find Guidance notes. Click on these to show (or hide) short notes that list the sort of information you will need to answer each question consistently.

BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the code must be accessible and within easy reach. Expect to see it in the wheelhouse with other papers. Describe where it is held in the supporting evidence above.

(correctiveactions)

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the safety management plan must

- have all the requirements as per a safety plan
- have been reviewed within the last 3 years
- be used and have evidence to show it is used

(correctiveactions)

3) Has the owner / skipper attended WAFIC / WRL pre-season safety awareness sessions?

4+=(
3)

3-
4=(2)

1-
2=(1)

0=(0)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the owner / skipper can recall. Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(correctiveactions)

4) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	3-4=(2)	1-2=(1)	0=(0)
--	--------	---------	---------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check records held at WAFIC. If the crew has not attended any ask why not and record answer above.

(correctiveactions)

5) Has the owner / skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(correctiveactions)

PART 1 – RESPONSIBILITIES

Work Systems

1) Is the vessel in compliance with survey?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(correctiveactions)

2) Is vessel maintenance recorded properly in the log?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There are daily maintenance logs for oil changes, maintenance schedule and breakdown

(correctiveactions)

3) How do you manage hazards as they arise on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The response includes reference to risk assessment
- That hazards are written down in the log book
- There is a written or verbal risk assessment matrix

(correctiveactions)

4) Are there safe work procedures for the vessel that have been implemented?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented – documented
- If WAFIC Code is used – documented how it is implemented

(correctiveactions)

5) Are emergency drills conducted as required?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” there must be evidence in vessel log or equivalent records that the skipper has conducted the following drills

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(correctiveactions)

Information and Training

1) Do you have the correct certification in accordance with survey requirements under the WA Marine Act?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must

- Sight the skipper, MED and crew certification
- Verbal confirmation that the skipper understands the importance of ongoing training

- Evidence of a training register used to record all training done on or off the vessel

(correctiveactions)

2) Have the crew been trained in ALL emergency procedures?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(correctiveactions)

3) Has a formal induction for ALL crew members been conducted every year?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
- Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)

(correctiveactions)

4) Has the owner-skipper undertaken any additional training apart from the master and MED and encourage the crew members to attend relevant training programs?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel
- Written agreement containing crew training options

(correctiveactions)

Consultation and Cooperation

1) Have you got any examples of how you resolve safety and health issues on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- The answer should included that issues are taken seriously and acted upon

(correctiveactions)

2) Are all employment agreements between the owner-skipper and crew members formalized in writing?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- There is a written engagement agreement including OHS items could be Share Fishing Agreement or employer / employee with catch rate or wage

(correctiveactions)

Personal Protection

1) Is there a written agreement for who supplies what items of personal protective clothing and equipment?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
- Tubigrip – who supplies

(correctiveactions)

2) Is personal protective clothing and equipment being used as required?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat, sunglasses

(correctiveactions)

Reporting Accidents

1) Are you aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Owner-skipper has required forms

(correctiveactions)

Safe Plant and Substances

1) Are all guards, locks and devices on plant installed?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(correctiveactions)

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

(correctiveactions)

3) Does the skipper get the crew to maintain the plant and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

(correctiveactions)

4) Have all chemicals that are used been assessed for hazards to health?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals

(correctiveactions)

5) Are the Material Safety Data Sheets complete for all chemicals in use and all less than 5 years old?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Sight all MSDS

(correctiveactions)

Visitor Safety

1) Has the owner-skipper implemented a visitor's induction?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a visitors safety induction template
- Evidence of visitors induction completed and filed

(correctiveactions)

2) Has the owner-skipper implemented a safe procedure for all persons getting on and off the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Safe methods to embark and disembark dinghy to vessel and reverse

(correctiveactions)

Work Systems – Crew

1) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

(correctiveactions)

2) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

(correctiveactions)

3) Do the crew members routinely report hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of the types of hazards found
- Verbal confirmation of how it was managed by the skipper

(correctiveactions)

4) Does the crew follow safe work procedures on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

(correctiveactions)

5) Does the skipper conduct regular emergency drills?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” there must be verbal confirmation of what drills are conducted and when (see below for requirements)

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(correctiveactions)

Information and Training – Crew

1) Do the crew members take part in training for ALL emergency procedures?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(correctiveactions)

2) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(correctiveactions)

3) Has the crew had a formal induction every year whilst on this vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of the inductions
- Crew member can recount a variety of items from the induction
- Crew member can ,locates the safety plan / WAFIC OH&S Code or other which the induction was based on

(correctiveactions)

Consultation and Cooperation – Crew

1) Do crew members inform and cooperate with the skipper to resolve safety and health issues on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should included that issues are taken seriously and reported to the skipper

(correctiveactions)

Personal Protection – Crew

1) Do all crew members have the correct personal protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Skipper supplies – aprons, gloves, sunscreen
- Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses
- Visual observation of the equipment
- Tubigrip – who supplies

(correctiveactions)

2) Is personal protective clothing and equipment being used as required at ALL times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal discussion with crew as to when they use equipment
- Visual observation

(correctiveactions)

3) Does the crew maintain the protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

(correctiveactions)

4) Does the crew recognize the requirement for appropriate clothing and footwear around machinery?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

(correctiveactions)

Reporting Requirements – Crew

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

(correctiveactions)

Safe Plant and Substances – Crew

1) Does the crew use the equipment on board in the correct way?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that there are no

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

(correctiveactions)

2) Does the crew maintain and use equipment without altering it?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is no visual or verbal evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident

(correctiveactions)

3) Do crew members practice the safe handling requirements for all chemicals in use on the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals
- Awareness of MSDS

(correctiveactions)

Visitor Safety – Crew

1) Do crew members assist the skipper with the safe procedure for all persons getting on and off the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew are aware of safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Crew are aware of safe methods to embark and disembark dinghy to vessel and reverse
- Crew are aware that visitors may require assistance to understand / practice embarking and disembarking safely

(correctiveactions)

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how look out is managed between skipper and crew
- Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

(correctiveactions)

2) Is there a system to monitor work practices in heavy weather?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how monitoring is managed between skipper and crew
- How do practices differ from normal for heavy weather conditions

(correctiveactions)

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment? Equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs / stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

(correctiveactions)

2) Are ALL required and recommended signs fixed on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection on engine room hatch
- Fire extinguisher sign above extinguisher
- No smoking sign in designated areas
- First aid sign above first aid box
- Warning signs for catch points above winch
- Controls of winch marked forward and reverse

(correctiveactions)

3) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

(correctiveactions)

2.3 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- ALL required locations (galley, engine spaces and crew compartments etc)
- ALL required extinguisher types as per survey requirements
- ALL extinguishers are up to date on tags

(correctiveactions)

2) Are good fire prevention procedures in place and in practice?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The correct types of fire fighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

(correctiveactions)

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Questioning the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

(correctiveactions)

2.4 Weather and Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of a weather policy in vessel safety procedures
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

(correctiveactions)

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

(correctiveactions)

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

(correctiveactions)

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Shown as per manufacturer recommendation

- Recorded in the vessel log book and/ or training record

(correctiveactions)

3) Is the plant in the engine room, maintained to minimize noise?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel maintenance records of attention to noise in engine room

(correctiveactions)

2.6 Personal Health

1) Are all crew members encouraged to adopt a healthy lifestyle?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

(correctiveactions)

2) Does the vessel have an alcohol and drugs policy in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

(correctiveactions)

3) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses

- Using 30+ sunscreen applied regularly

(correctiveactions)

4) Is there a personal hygiene and prevention of infectious disease policy for the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

(correctiveactions)

5) Are infection prevention techniques practiced when administering first aid?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

(correctiveactions)

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

(correctiveactions)

2) Does the skipper provide training on dangerous species?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

(correctiveactions)

2.8 General Vessel Safety

1) Is the risk of slips ,trips and falls minimised?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on

(correctiveactions)

2) Has the skipper ensured there are signs for non-apparent hazards?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

(correctiveactions)

3) Is there adequate lighting for the vessel by day and night?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work

(correctiveactions)

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

(correctiveactions)

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

(correctiveactions)

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimize risk and hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on
- Regular deck cleaning

(correctiveactions)

2) Do you have a procedure for urination that minimises the risk of going overboard?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is

- over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for abluion

(correctiveactions)

3) Do you have safe pot stacking method (e.g. not more than 3 high)?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
 - Visual observation during fishing
 - Verbal confirmation that when moving pots only they are stacked 4 high

(correctiveactions)

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Evidence of a safe procedure for throwing grapple to include:
 - If thrown from near the fly bridge clear headroom is maintained
 - If thrown from the side of the vessel: lean out and throw grapple underarm and backhand
 - Evidence of a safe system that includes:
 - Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
 - Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
 - Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

(correctiveactions)

2) Is there a safe system for identifying sinkers or gear tangled on the pot rope before it is winched up?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must
- Check with skipper and crew to establish use and effectiveness of safe system

(correctiveactions)

3) Are safe manual handling practices used in pot lifting?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew on the method of lifting pots

(correctiveactions)

4) Is rope and float tangle minimized when pots are stacked?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

(correctiveactions)

5) Are waist height bait buckets used?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual check of bucket height

(correctiveactions)

6) Is there a safe system for releasing snagged lines when retrieving pots from the water?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

(correctiveactions)

7) Are safe manual handling practices used when lifting crates of lobster tasks?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crates of lobster from holding tanks are lifted by two people using a hook and rope
- Crates of lobster from vessel to jetty are lifted by two people using safe techniques
- Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
- Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
- Bait boxes are lifted by two people using safe techniques

(correctiveactions)

8) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

(correctiveactions)

9) If diving is done on snagged pots from the vessel is there a safe work procedure?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

(correctiveactions)

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

(correctiveactions)

2) Does the pot tipper have a tipper lock?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check presence of tipper lock on the winch

(correctiveactions)

3) Are all pots in safe working order?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

(correctiveactions)

Attachment 18:
WAFIC Update to Worksafe WA Commission 030609



FISH SAFE ONLINE -SAFETYNET

OBJECTIVE OF AUDIT TOOL

- Measure the compliance by the rock lobster industry with the WAFIC OH&S Code
- Provide a mechanism for feedback to Worksafe on industry performance
- Identify gaps in WAFIC OSH program for Western Rock Lobster

AUDIT SUMMARY

- 25 sample audits to design question set
- Version 7 of question set in place
- Final audits July 2009
- Fatigue and plant isolation to be added

SafetyNet :: Home - Windows Internet Explorer

http://fishsafe.axonit.com.au/kpmnet/user/SafetyPaC.aspx

SafetyNet :: Home

Safety PaC

Australian Government
Fisheries Research and
Development Corporation



Procedures

Click on Procedures above to access the procedures and guidelines used as the basis for Fishsafe auditing in safety and other operational areas.



Online Auditing

Click above to go to your online auditing home page. This contains links to all the audits assigned to you. You can also access charts showing the latest results .



Training

Click here to access training videos to help you complete your online audits with the minimum time and effort.

Welcome Tanya Adams

[Click here to access your auditing home page](#)

[Click here to access your Administrators portal to config and review audit results](#)

Welcome to SafetyNet Online Auditing

Welcome to SafetyNet, the WA Fishing Industry Council's online safety management system. SafetyNet is used to conduct compliance auditing of an individual western rock lobster vessels safety systems against the WAFIC Occupational health and safety Code.

SafetyPaC has been developed by the Workplace Safety and Wellbeing Unit in conjunction with Axon IT. The system aligns with auditing requirements under the WorkCover Performance Standards for Self Insurers and the DPC's OHS Management System Framework.

Safetynet has been developed by WAFIC in conjunction with the Western Rock Lobster Council in conjunction with Axon IT.

Please click on the relevant links below to access further information. The system aligns with each clause in the

Internet 100%

start SafetyNet :: Home - ... 10:53 PM

****NB: Whilst many of the questions ask for formal evidence, it is acceptable that informal arrangements which are in place and which still achieve the question outcome be used / described to help verify the question. Where this is the case, information must be given detailing the informal system.****

Rating Scale

There are two types of rating scales for the elements of the Divisional SMAP.

The first scale is as follows:



When you enter a rating by clicking on the answer "Yes", "Part", "No" or "N/A", the colour will change to the corresponding colour shown above

'Yes' or Conformance Rating

The activities undertaken and results achieved fulfil the requirements of the Divisional SMAP criteria. While further improvements may still be possible, the minimum requirements are being met.

'Part' or Partial Conformance Rating

The inadequate implementation of a system or part of a system, failure to follow the documented system or procedures in its entirety, or a minor or isolated lapse in a system or procedure

'No' or Non-Conformance Rating

The activities undertaken and the results achieved do not fulfil the specified requirements of the Divisional SMAP criteria. This may be caused by the absence of a system or evidence of systems or procedures not being followed.

'NA' or Not Applicable

Because of the nature of the operation of the business unit/agency, the requirements of a particular Divisional SMAP criteria are not applicable.



The second scale is as follows:



User Home - Windows Internet Explorer

http://fishsafe.axonit.com.au/kpnnnet/user/UserHome.aspx

User Home

return to SafetyPaC Home

Current **Corrective Actions** Charts Help

Last visited

SafetyNet_OwnerSkipper - 2009_06June_SN1 (saved 02/06/09)
 Assessment: 22:00:37 Online Training: None

Next to start

Assessment: SafetyNet_OwnerSkipper - 2009_06June_SN1 (due 30/06/09) Online Training: None

Saved

Click to open	Last Saved	Due Date	Status	Comment
SafetyNet_OwnerSkipper - 2009_06June_SN1	02/06/09 22:00:37	30/06/09	Active	
SafetyNet_Owner_and_Skipper - 2009_06June_SN2	02/06/09 02:26:59	30/06/09	Active	

Not Started

Click to start	Required	Due Date	Status	Comment
SafetyNet_OwnerSkipper - 2009_06June_SN1	29	30/06/09	Not Started	
SafetyNet_Owner_and_Skipper - 2009_06June_SN2	29	30/06/09	Not Started	

Done Internet 100%

start User Home - Window... Document1 - Microsof... 10:54 PM

SafetyNet

Online Safety Management Tool

ROCKLOBSTER AUDIT for OWNER / SKIPPER

Scope - Owner is also the Skipper

This audit is used for fishing operations where the owner is also the skipper. If you are auditing a fishing operation where the owner is not the skipper please use the ROCKLOBSTER_OWNER_AND_SKIPPER question set.

AUDIT DETAILS

FISHERY TYPE	RockLobster
STATE	WA
ZONE	ZONE A
PFA	Fremantle

SAMPLE AUDIT FINDINGS

- Summary word document

Attachment 19:

WAFIC Fishsafe_SafetyNet_Owner/Skipper(2) results 020609

SafetyNet

Online Safety Management Tool

ROCKLOBSTER AUDIT for OWNER / SKIPPER

Scope – Owner is also the Skipper

This audit is used for fishing operations where the owner is also the skipper. If you are auditing a fishing operation where the owner is not the skipper please use the ROCKLOBSTER_OWNER_AND_SKIPPER question set.

AUDIT DETAILS

FISHERY TYPE	Fishery=(text:label)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
PFA	PFA=(text:hidden)

OWNER / SKIPPER	OwnerSkipper=(text)
CONTACT NUMBER	Contact Number=(text)
CONTACT EMAIL	Contact Email=(text)
CONTACT ADDRESS	Contact Address=(text)

VESSEL NAME	Vessel Name=(text)
TOTAL NUMBER OF CREW	Number of Crew=(number:hidden)

EMPLOYMENT ARRANGEMENT	Employment Arrangement=(text:hidden)
------------------------	--------------------------------------

How many of the crew have been with the skipper for less than 1 year?	New Crew=(number:hidden)
How many of the crew have been with the skipper for less than 2 years?	1Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 3 years?	2Year Crew=(number:hidden)
How many of the crew have been with the skipper for less than 4 years?	3Year Crew=(number:hidden)

	dden)
How many of the crew have been with the skipper for less than 5 years?	4Year Crew=(n umber:hi dden)
How many of the crew have been with the skipper for 5 years or more?	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in commercial fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in commercial fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in commercial fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in commercial fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in commercial fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in commercial fishing	5Year Crew=(n umber:hi dden)

How many of the crew have less than 1 years experience in Rocklobster fishing	New Crew=(n umber:hi dden)
How many of the crew have less than 2 years experience in Rocklobster fishing	1Year Crew=(n umber:hi dden)
How many of the crew have less than 3 years experience in Rocklobster fishing	2Year Crew=(n umber:hi dden)
How many of the crew have less than 4 years experience in Rocklobster fishing	3Year Crew=(n umber:hi dden)
How many of the crew have less than 5 years experience in Rocklobster fishing	4Year Crew=(n umber:hi dden)
How many of the crew have 5 or more years experience in Rocklobster fishing	5Year Crew=(n umber:hi dden)

Purpose

To ensure fishing operations comply with the WAFIC Code for managing workplace hazards relating to the specific fishery and in general across all fisheries.

Guidance Notes – Please Read

Below each question you will find Guidance notes. Click on these to show (or hide) short notes that list the sort of information you will need to answer each question consistently.

BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?

Yes=
84%

Part=

No=
12%

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the code must be accessible and within easy reach. Expect to see it in the wheelhouse with other papers. Describe where it is held in the supporting evidence above.

(corrective actions)

2) Does the vessel have a safety management plan based on the WAFIC code that is updated and used effectively?

Yes=
48%

Part=
36%

No=
12%

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the safety management plan must

- have all the requirements as per a safety plan
- have been reviewed within the last 3 years
- be used and have evidence to show it is used

(corrective actions)

3) Has the owner / skipper attended WAFIC / WRL pre-season safety awareness sessions?

4+=
70%

3-4=
20%

1-2=
10%

0=(0)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the owner / skipper can recall. Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(corrective actions)

4) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4+= 20%	3-4= 20%	1-2= 40%	0= 10%
--	------------	-------------	-------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check records held at WAFIC. If the crew has not attended any ask why not and record answer above.

(corrective actions)

5) Has the owner / skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes= 60%	Part=	No= 40%	NA=()
--	-------------	-------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(corrective actions)

PART 1 – RESPONSIBILITIES

Work Systems

1) Is the vessel in compliance with survey?	Yes= 100%	Part=	No=	NA=
--	--------------	-------	-----	-----

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(corrective actions)

2) Is vessel maintenance recorded properly in the log?	Yes= 100%	Part=	No=	NA=
---	--------------	-------	-----	-----

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There are daily maintenance logs for oil changes, maintenance schedule and breakdown

(corrective actions)

3) How do you manage hazards as they arise on the vessel?	Yes= 70%	Part= 25%	No= 5%)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The response includes reference to risk assessment
- That hazards are written down in the log book
- There is a written or verbal risk assessment matrix

(corrective actions)

4) Are there safe work procedures for the vessel that have been implemented?	Yes= 48%	Part= 48%	No= 4%	NA=()
--	-------------	--------------	-----------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented – documented
- If WAFIC Code is used – documented how it is implemented

(corrective actions)

5) Are emergency drills conducted as required?	Yes= 60%	Part= 30%	No= 10%	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be evidence in vessel log or equivalent records that the skipper has conducted the following drills

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training

1) Do you have the correct certification in accordance with survey requirements under the WA Marine Act?	Yes= 100%	Part=	No=	NA=
--	--------------	-------	-----	-----

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Sight the skipper, MED and crew certification
- Verbal confirmation that the skipper understands the importance of ongoing training

- Evidence of a training register used to record all training done on or off the vessel

(corrective actions)

2) Have the crew been trained in ALL emergency procedures?	Yes= 48%	Part= 36%	No= 16%	NA=()
--	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

3) Has a formal induction for ALL crew members been conducted every year?	Yes= 72%	Part= 0%	No= 28%	NA=()
---	----------	----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
- Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)

(corrective actions)

4) Has the owner-skipper undertaken any additional training apart from the master and MED and encourage the crew members to attend relevant training programs?	Yes= 12%	Part= 12%	No= 76%	NA=()
--	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel
- Written agreement containing crew training options

(corrective actions)

Consultation and Cooperation

1) Have you got any examples of how you resolve safety and health issues on board the vessel?	Yes= 60%	Part= 30%	No= 10%	NA=()
---	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- The answer should included that issues are taken seriously and acted upon

(corrective actions)

2) Are all employment agreements between the owner-skipper and crew members formalized in writing?	Yes= 70%	Part= 20%	No= 10%	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- There is a written engagement agreement including OHS items could be Share Fishing Agreement or employer / employee with catch rate or wage

(corrective actions)

Personal Protection

1) Is there a written agreement for who supplies what items of personal protective clothing and equipment?	Yes= 70%	Part= 20%	No= 10%	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat , sunglasses
- Tubigrip – who supplies

(corrective actions)

2) Is personal protective clothing and equipment being used as required?	Yes= 100%	Part= 20%	No= 10%	NA=()
--	--------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal list of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement
- Tick off how it is organised:
- Owner-skipper – aprons, gloves, sunscreen
- Crew – footwear, bib and brace, wet weather gear, hat, sunglasses

(corrective actions)

Reporting Accidents

1) Are you aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?	Yes= 84%	Part=	No= 16%	NA=()
--	----------	-------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Owner-skipper has required forms

(corrective actions)

Safe Plant and Substances

1) Are all guards, locks and devices on plant installed?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(corrective actions)

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes= 84%	Part=	No= 16%	NA=()
--	----------	-------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

(corrective actions)

3) Does the skipper get the crew to maintain the plant and equipment?	Yes= 84%	Part=	No= 16%	NA=()
---	----------	-------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work instructions for the plant and equipment
- Verbal questions of the crew asking about what maintenance they do

(corrective actions)

4) Have all chemicals that are used been assessed for hazards to health?	Yes= 100%	Part= 10%	No= 0%	NA= 90%
--	--------------	--------------	-----------	------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals

(corrective actions)

5) Are the Material Safety Data Sheets complete for all chemicals in use and all less than 5 years old?	Yes= 100%	Part= 10%	No= 0%	NA= 90%
---	--------------	--------------	-----------	------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Sight all MSDS

(corrective actions)

Visitor Safety

1) Has the owner-skipper implemented a visitor's induction?	Yes= 36%	Part= 28%	No= 36%	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a visitors safety induction template
- Evidence of visitors induction completed and filed

(corrective actions)

2) Has the owner-skipper implemented a safe procedure for all persons getting on and off the vessel?	Yes= 72%	Part= 28%	No= 0%	NA=()
--	-------------	--------------	-----------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Safe methods to embark and disembark dinghy to vessel and reverse

(corrective actions)

Work Systems – Crew

1) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes= 90%	Part= 10%	No=	NA=()
---	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

(corrective actions)

2) Does the crew assist the skipper in the proper maintenance of the vessel?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

(corrective actions)

3) Do the crew members routinely report hazards?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of the types of hazards found
- Verbal confirmation of how it was managed by the skipper

(corrective actions)

4) Does the crew follow safe work procedures on the vessel?	Yes= 84%	Part= 16%	No=	NA=()
---	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

(corrective actions)

5) Does the skipper conduct regular emergency drills?	Yes= 84%	Part= 16%	No=	NA=()
---	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” there must be verbal confirmation of what drills are conducted and when (see below for requirements)

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training – Crew

1) Do the crew members take part in training for ALL emergency procedures?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

2) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes= 12%	Part= 60%	No= 28%	NA=()
---	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(corrective actions)

3) Has the crew had a formal induction every year whilst on this vessel?	Yes= 54%	Part= 46%	No=	NA=()
--	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of the inductions
- Crew member can recount a variety of items from the induction
- Crew member can ,locates the safety plan / WAFIC OH&S Code or other which the induction was based on

(corrective actions)

Consultation and Cooperation – Crew

1) Do crew members inform and cooperate with the skipper to resolve safety and health issues on board the vessel?

Yes=
90%

Part=
10%

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should included that issues are taken seriously and reported to the skipper

(corrective actions)

Personal Protection – Crew

1) Do all crew members have the correct personal protective clothing and equipment?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Skipper supplies – aprons, gloves, sunscreen
- Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses
- Visual observation of the equipment
- Tubigrip – who supplies

(corrective actions)

2) Is personal protective clothing and equipment being used as required at ALL times?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal discussion with crew as to when they use equipment
- Visual observation

(corrective actions)

3) Does the crew maintain the protective clothing and equipment?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

(corrective actions)

4) Does the crew recognize the requirement for appropriate clothing and footwear around machinery?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

(corrective actions)

Reporting Requirements – Crew

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes= 100%	Part=	No=	NA=()
---	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

(corrective actions)

Safe Plant and Substances – Crew

1) Does the crew use the equipment on board in the correct way?	Yes= 100%	Part=	No=	NA=()
---	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that there are no

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

(corrective actions)

2) Does the crew maintain and use equipment without altering it?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is no visual or verbal evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident

(corrective actions)

3) Do crew members practice the safe handling requirements for all chemicals in use on the vessel?	Yes= 5%	Part= 5%	No= 5%	NA= 90%
--	------------	-------------	-----------	------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals
- Awareness of MSDS

(corrective actions)

Visitor Safety – Crew

1) Do crew members assist the skipper with the safe procedure for all persons getting on and off the vessel?	Yes= 72%	Part= 28%	No= ()	NA= ()
--	-------------	--------------	------------	------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew are aware of safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Crew are aware of safe methods to embark and disembark dinghy to vessel and reverse
- Crew are aware that visitors may require assistance to understand / practice embarking and disembarking safely

(corrective actions)

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?	Yes= 84%	Part= 16%	No= ()	NA= ()
---	-------------	--------------	------------	------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how look out is managed between skipper and crew
- Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

(corrective actions)

2) Is there a system to monitor work practices in heavy weather?	Yes= 84%	Part= 16%	No=	NA=()
--	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how monitoring is managed between skipper and crew
- How do practices differ from normal for heavy weather conditions

(corrective actions)

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment? Equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996	Yes= 100%	Part=	No=	NA=()
---	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs / stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

(corrective actions)

2) Are ALL required and recommended signs fixed on the vessel?	Yes= 48%	Part= 24%	No= 28%	NA=()
--	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection on engine room hatch
- Fire extinguisher sign above extinguisher
- No smoking sign in designated areas
- First aid sign above first aid box
- Warning signs for catch points above winch
- Controls of winch marked forward and reverse

(corrective actions)

3) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

(corrective actions)

2.3 Fire Fighting

1) Are all fire extinguishers are in their correct location, up to date and of the required types?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- ALL required locations (galley, engine spaces and crew compartments etc)
- ALL required extinguisher types as per survey requirements
- ALL extinguishers are up to date on tags

(corrective actions)

2) Are good fire prevention procedures in place and in practice?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The correct types of fire fighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

(corrective actions)

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes= 90%	Part= 10%	No=	NA=()
---	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Questioning the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

(corrective actions)

2.4 Weather and Ocean Conditions

1) Does the skipper recognize the increased risk of bad weather conditions on the safety of the vessel and crew?	Yes=100%	Part=	No=	NA=()
--	----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a weather policy in vessel safety procedures
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

(corrective actions)

2) Does the skipper recognize the increased risk of cyclones and the need to have a specific procedure?	Yes=100%	Part=	No=	NA=()
---	----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

(corrective actions)

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?	Yes=100%	Part=	No=	NA=()
--	----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

(corrective actions)

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes=100%	Part=	No=	NA=()
---	----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Shown as per manufacturer recommendation

- Recorded in the vessel log book and/ or training record

(corrective actions)

3) Is the plant in the engine room, maintained to minimize noise?	Yes= 100%	Part=	No=	NA=()
---	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel maintenance records of attention to noise in engine room

(corrective actions)

2.6 Personal Health

1) Are all crew members encouraged to adopt a healthy lifestyle?	Yes= 72%	Part= 14%	No= 14%	NA=()
--	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

(corrective actions)

2) Does the vessel have an alcohol and drugs policy in writing?	Yes= 72%	Part=	No= 28%	NA=()
---	----------	-------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

(corrective actions)

3) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes= 72%	Part= 28%	No=	NA=()
--	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses

- Using 30+ sunscreen applied regularly

(corrective actions)

4) Is there a personal hygiene and prevention of infectious disease policy for the vessel?

Yes=
72%

Part=
28%

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The safety procedures include directions on the following
- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

(corrective actions)

5) Are infection prevention techniques practiced when administering first aid?

Yes=
60%

Part=
24%

No=
16%

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The first aid policy contains appropriate directions on the following
- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

(corrective actions)

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?

Yes=
72%

Part=
28%

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The policy includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

(corrective actions)

2) Does the skipper provide training on dangerous species?

Yes=
84%

Part=

No=
16%

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The crew induction includes the following
- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

(corrective actions)

2.8 General Vessel Safety

1) Is the risk of slips, trips and falls minimised?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check one or more :

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on

(corrective actions)

2) Has the skipper ensured there are signs for non-apparent hazards?

Yes=
48%

Part=
12%

No=
40%

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

(corrective actions)

3) Is there adequate lighting for the vessel by day and night?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work

(corrective actions)

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes= 100%	Part=	No=	NA=()
---	--------------	-------	-----	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

(corrective actions)

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes= 45%	Part= 40%	No= 15%	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

(corrective actions)

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimize risk and hazards?	Yes= 100%	Part=	No=	NA=()
---	--------------	-------	-----	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on
- Regular deck cleaning

(corrective actions)

2) Do you have a procedure for urination that minimises the risk of going overboard?	Yes= 72%	Part=	No= 28%	NA=()
--	-------------	-------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Where vessels are not fitted with toilet facilities on board and ablution for fishermen is

- over the side of the vessel, another crew will be notified of where that crew is going.
- A suitable container that is used for abluion

(corrective actions)

3) Do you have safe pot stacking method (e.g. not more than 3 high)?	Yes= 60%	Part= 24%	No= 16%	NA=()
--	----------	-----------	---------	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
 - Visual observation during fishing
 - Verbal confirmation that when moving pots only they are stacked 4 high

(corrective actions)

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Evidence of a safe procedure for throwing grapple to include:
 - If thrown from near the fly bridge clear headroom is maintained
 - If thrown from the side of the vessel: lean out and throw grapple underarm and backhand
 - Evidence of a safe system that includes:
 - Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
 - Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
 - Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

(corrective actions)

2) Is there a safe system for identifying sinkers or gear tangled on the pot rope before it is winched up?	Yes= 100%	Part=	No=	NA=()
--	-----------	-------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must
- Check with skipper and crew to establish use and effectiveness of safe system

(corrective actions)

3) Are safe manual handling practices used in pot lifting?	Yes= 84%	Part= 16%	No=	NA=()
--	----------	-----------	-----	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew on the method of lifting pots

(corrective actions)

4) Is rope and float tangle minimized when pots are stacked?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

(corrective actions)

5) Are waist height bait buckets used?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual check of bucket height

(corrective actions)

6) Is there a safe system for releasing snagged lines when retrieving pots from the water?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

(corrective actions)

7) Are safe manual handling practices used when lifting crates of lobster tasks?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crates of lobster from holding tanks are lifted by two people using a hook and rope
- Crates of lobster from vessel to jetty are lifted by two people using safe techniques
- Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
- Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
- Bait boxes are lifted by two people using safe techniques

(corrective actions)

8) Is there a safe system for setting pots and throwing ropes and floats to minimize leg entanglement?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
 - The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
- Vessel is kept to a safe speed for setting pots (less than 8 knots)
- Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
- If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
- Adequate time is allowed between each pot setting for safety
- If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

(corrective actions)

9) If diving is done on snagged pots from the vessel is there a safe work procedure?

Yes=

Part=

No=

NA=
100%

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

(corrective actions)

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

(corrective actions)

2) Does the pot tipper have a tipper lock?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check presence of tipper lock on the winch

(corrective actions)

3) Are all pots in safe working order?

Yes=
100%

Part=

No=

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

(corrective actions)

**Attachment 20:
MFIAC 080709**



MFIAC UPDATE
OCCUPATIONAL SAFETY AND
HEALTH PROGRAM

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

THREE SEGMENTS

- WAFIC OH&S CODE
- WAFIC Accident Statistics Program
- WAFIC OH&S Code Audit Tool

WAFIC OH&S CODE

WAFIC OH&S CODE

- Developed 1992 - 1996
- Pressure from Worksafe re fatality rate and other OSH issues
- Raise awareness of OSH with industry
- Addressed OSH issues and a tool for introducing OSH to industry
- Self Regulation V Stronger Regulatory impact

WAFIC OH&S CODE(cont.)

- Updated version to be released in August 2009
- Revised version contains NSCV requirements
- Design and format in line with Ferry & Charter Boat COP

ACCIDENT STATISTICS TOOL

WHY WAS IT INITIATED?

- No system in place for collection information
- Are target areas being addressed?
- Workcover and Worksafe statistics injury rates only deal with workers on workers compensation – less than 10% of the industry
- Use as an additional education tool for OSH in general

PROCESS

- Began in 2004 as a pilot in rock lobster
- Data collection form progressively evolved
- Software system developed to collect data
- Education and awareness of the objectives of the project with industry
- Inclusion of the form in vessel safety management plans

INCIDENT FORM



Incident Reporting System

Enter a New Incident

Find an Incident

Reports

Maintain the Lists

Exit



WAFIC

Western Australian Fishing
Industry Council Inc.



Australian Government

**Fisheries Research and
Development Corporation**



Add or Edit an Incident

Incident Information	Injury Locations	What Happened?	Incident Location, Location Conditions and Yes/No Questions
----------------------	------------------	----------------	---

Industry Name **Incident Date**

Form Number **Incident Time**

Company Name

Vessel Name

Complete if applicable:

Injured Person's Name

Injured Person's Role

How many years of experience does the injured person have in the current job?

Severity of injuries sustained:

Name(s) of the person(s) involved in near miss

This record was created on: 16/03/2004 3:05:07
This record was last modified at: 16/03/2004 3:08:36



Report Wizard

- Bruising numbers versus any injury location
- How many incidents in each zone versus month of year?
- Number of incidents in each age category
- Number of incidents in each years of experience category
- Number of incidents versus severity
- Number of incidents versus yes or no on induction carried out
- Person continued working (this financial year)
- Report Last Executed
- Skin infection numbers versus any injury location
- Sprain/strain numbers versus any injury location
- Top 5 contributing factors
- Top 5 injury categories
- Total Number Of Incidents

Execute

Modify

Rename

Delete

New Report

Close

OUTCOMES

- Each vessel has its book of forms
- In place since 2007 / 2008 season
- Continue with education and awareness as part of normal business
- Other sectors to follow, trawl, abalone, long line etc
- Form and software can be altered for different sectors

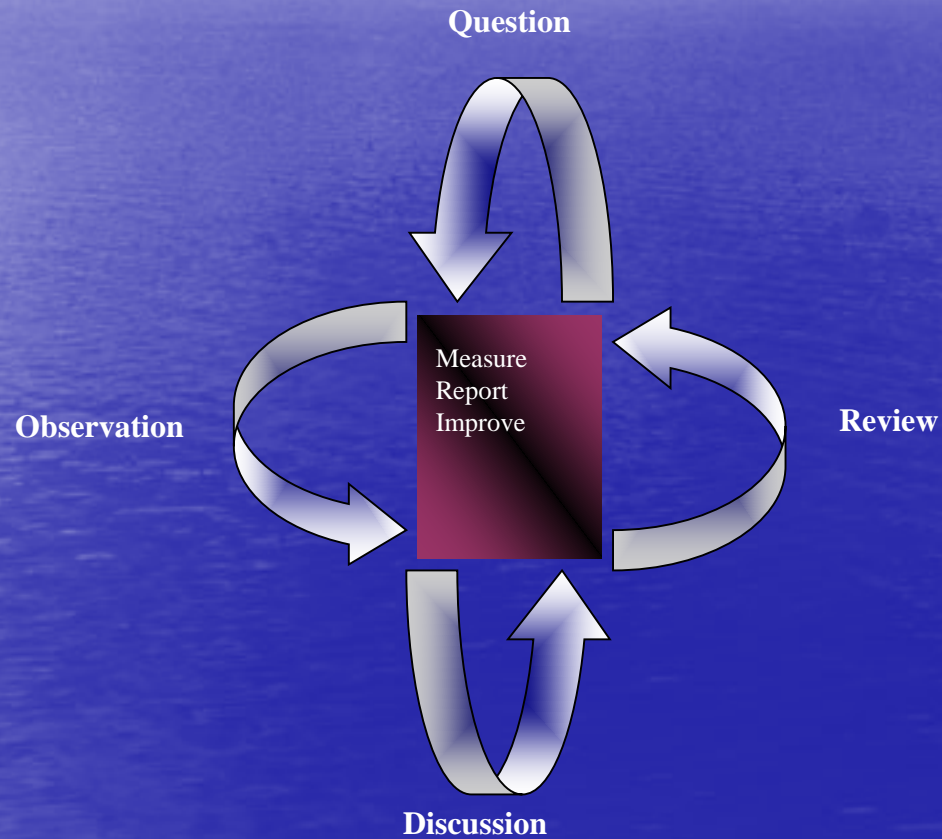
SAFETYNET

WAFIC OH&S Code Audit Tool

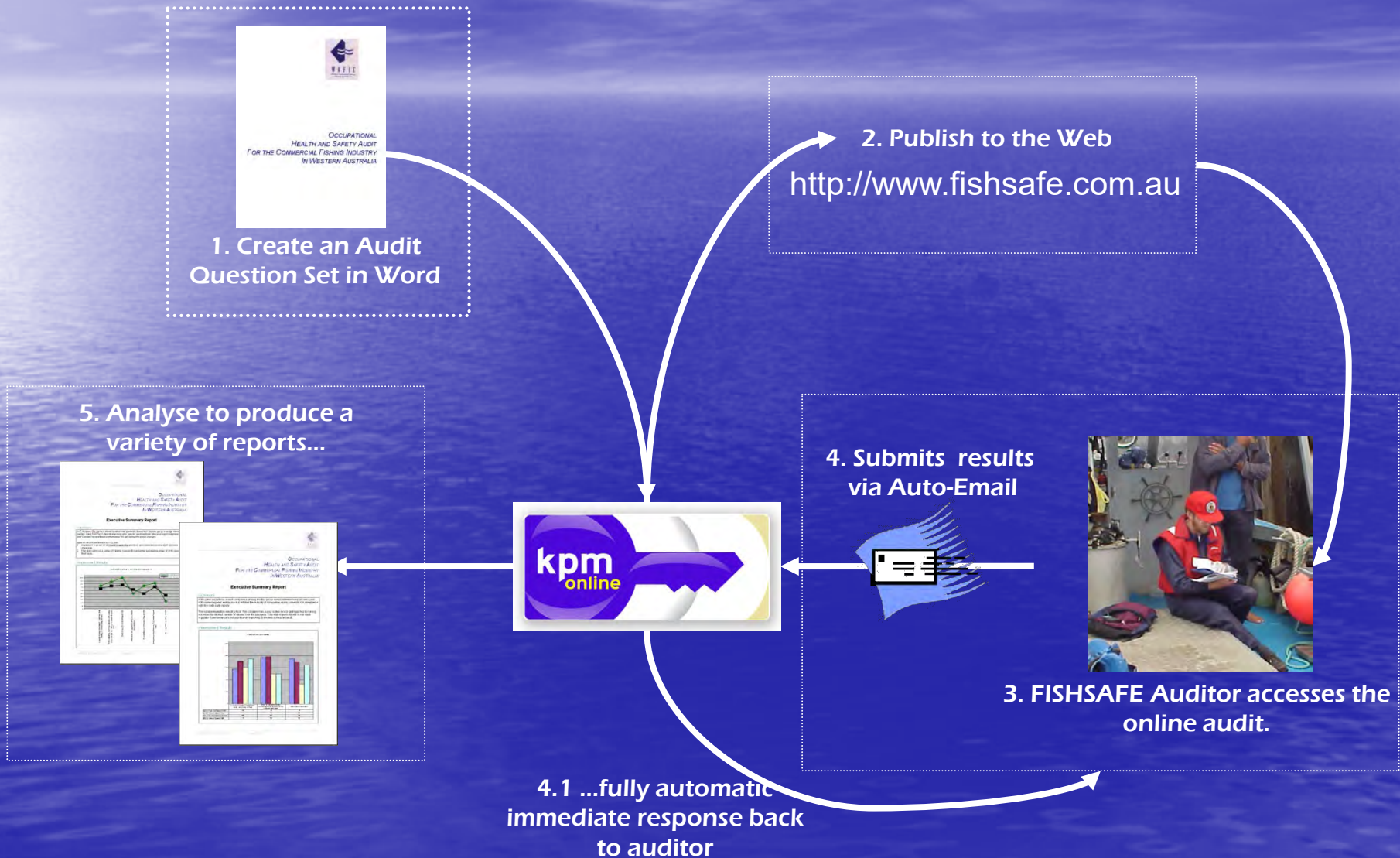
OBJECTIVE OF AUDIT TOOL

- Measure the compliance by the rock lobster industry with the WAFIC OH&S Code
- Provide a mechanism for feedback to Worksafe on industry performance
- Identify gaps in WAFIC OSH program for Western Rock Lobster

CONTINUOUS IMPROVEMENT IS THE KEY



The FISHSAFE Online Auditing System



FISHSAFE - from Word to the Web...automatically

We used KPM to convert the FISHSAFE audits into web pages on the web...

WORD DOCUMENT

WEB PAGE

FISHSAFE C

DETAILS

Fishery Type	
State	
Zone	

Owner Name

Skipper

Contact

HIN

Registration Number

Number of Crew

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? Describe below & list parties:
Comments=(text)

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between

FISHSAFE Checklist

DETAILS

Fishery Type	
State	
Zone	

Owner Name

Skipper

Contact

Vessel Name

HIN

Registration Number

Number of Crew

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? Describe below & list parties:
Next

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between Yes No

Next

Hide Nav Save Submit Fwd

kpm Powered by KPM Online Version 3.0.0

How do the Auditors complete an Audit Online?

Auditors can open an online audit from the website OR on their computer if they are not online. Filling the audit in is a matter of clicking to set conformance and typing in comments...

Welcome to FISHSAFE Online.

To begin your FISHSAFE audit click on the 'Yes' and 'No' ratings and type in any supporting comments.

When you have completed your audit click on the Submit button to send it in. You will then receive an automatic action plan via email.

- FISHSAFE Checklist
- DETAILS
- DOCUMENTATION
- DUTY OF CARE
- WORK GUIDELINES
- HAZARD RISK ASSESSMENT
- SAFE ACCESS AND EGRESS
- MANUAL HANDLING
- ELECTRICAL SAFETY
- ACCIDENT REPORTING
- DANGEROUS FISH SPECIES
- CYCLONE CONTINGENCY PLAN
- FIRST AID
- FATIGUE MANAGEMENT
- ALCOHOL AND DRUGS
- CONFINED SPACES
- CREW INDUCTION AND TRAINING

FISHSAFE Checklist

DETAILS

Fishery Type	Rock Lobster
State	WA
Zone	B
Owner Name	John Smith
Skipper	John Smith
Contact	0412 345 678
Vessel Name	Big Rock
HIN	H123456
Registration Number	123456
Number of Crew	6

DOCUMENTATION

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? **Yes** No

Describe below & list parties:

Some comments on fishing arrangements

Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner/skipper and crew? **Yes** No

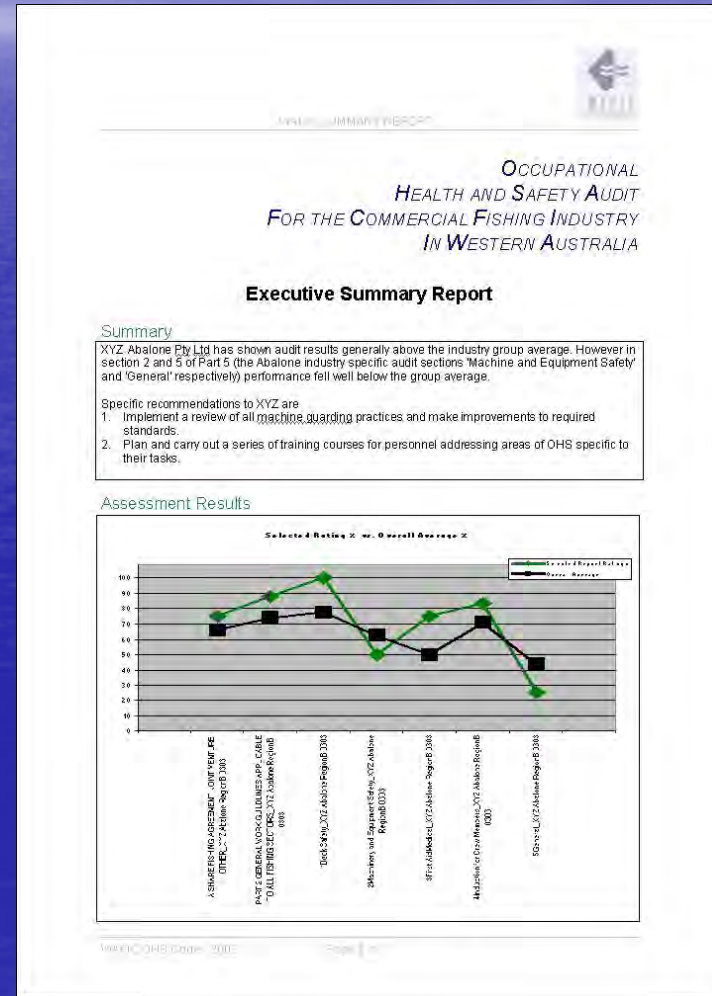
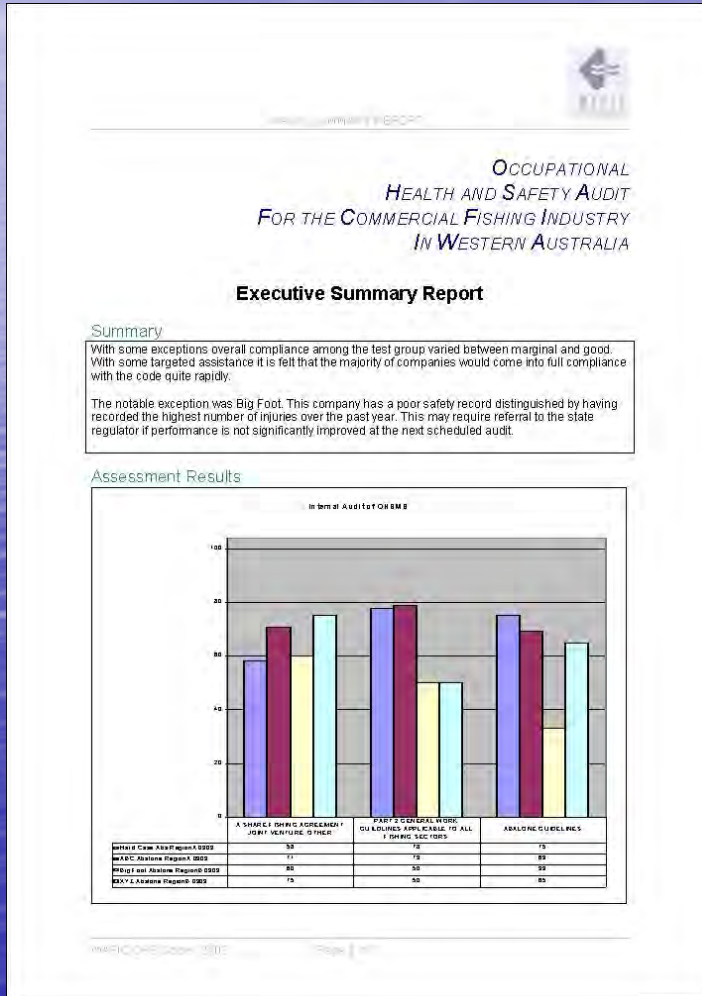
Describe below & list parties:

Hide Nav Save Submit Fwd Powered by KPM Online Version 3.0.0 Next

Done My Computer

Automated Outputs - Examples

Charts can be produced automatically or when required to support strategic planning.



STAGE 1

COMPILATION OF THE QUESTION
SET AND VERIFICATIONS

****NB: Whilst many of the questions ask for formal evidence, it is acceptable that informal arrangements which are in place and which still achieve the question outcome be used / described to help verify the question. Where this is the case, information must be given detailing the informal system.****

Rating Scale

There are two types of rating scales for the elements of the Divisional SMAP.

The first scale is as follows:



When you enter a rating by clicking on the answer "Yes", "Part", "No" or "N/A", the colour will change to the corresponding colour shown above

'Yes' or Conformance Rating

The activities undertaken and results achieved fulfil the requirements of the Divisional SMAP criteria. While further improvements may still be possible, the minimum requirements are being met.

'Part' or Partial Conformance Rating

The inadequate implementation of a system or part of a system, failure to follow the documented system or procedures in its entirety, or a minor or isolated lapse in a system or procedure

'No' or Non-Conformance Rating

The activities undertaken and the results achieved do not fulfil the specified requirements of the Divisional SMAP criteria. This may be caused by the absence of a system or evidence of systems or procedures not being followed.

'NA' or Not Applicable

Because of the nature of the operation of the business unit/agency, the requirements of a particular Divisional SMAP criteria are not applicable.

The second scale is as follows:



QUESTION SET

The background of the slide is a deep blue gradient. On the left side, there is a bright, glowing light source that creates a shimmering, rippling effect across the surface, resembling water reflecting sunlight. The overall atmosphere is serene and professional.

STAGE 2

WEB PAGES DEVELOPMENT

SafetyNet :: Home - Windows Internet Explorer


http://fishsafe.axonit.com.au/kpnnnet/user/SafetyPaC.aspx

File Edit View Favorites Tools Help


SafetyNet :: Home

SafetyNet


Australian Government
Fisheries Research and
Development Corporation



Procedures



Online Auditing



Training

Welcome Tanya Adams

[Click here to access your auditing home page](#)

[Click here to access your Administrators portal to config and review audit results](#)

Click on Procedures above to access the procedures and guidelines used as the basis for Fishsafe auditing in safety and other operational areas.

Click above to go to your online auditing home page. This contains links to all the audits assigned to you. You can also access charts showing the latest results.

Click here to access training videos to help you complete your online audits with the minimum time and effort.

Welcome to SafetyNet Online Auditing

Welcome to SafetyNet, the WA Fishing Industry Council's online safety management system. SafetyNet is used to conduct compliance auditing of an individual western rock lobster vessels safety systems against the WAFIC Occupational health and safety Code.

SafetyPaC has been developed by the Workplace Safety and Wellbeing Unit in conjunction with Axon IT. The system aligns with auditing requirements under the WorkCover Performance Standards for Self Insurers and the DPC's OHS Management System Framework.

SafetyNet has been developed by WAFIC in conjunction with the Western Rock Lobster Council in conjunction with Axon IT.

Please click on the relevant links below to access further information. The system aligns with each clause in the WAFIC OSH Code – Part 1 – Occupational Safety and Health Responsibilities, Part 2 – General Work Guidelines applicable to all fishing sectors and Part 3 – Pot and Trap Guidelines.

Internet 100%

start SafetyNet :: Home - ... Milestone reports Milestone report num... 23:05

User Home - Windows Internet Explorer

http://fishsafe.axonit.com.au/kpnnnet/user/UserHome.aspx

File Edit View Favorites Tools Help

User Home

SafetyNet

Australian Government
Fisheries Research and
Development Corporation

[return to SafetyPaC Home](#)

Current **Corrective Actions** Charts Help

Last visited

[SafetyNet_OwnerSkipper - 2009_06June_SN1 \(saved 15/06/09\)](#)
Assessment: [15:46:33](#) Online Training: None

Next to start

Assessment: [SafetyNet_OwnerSkipper - 2009_06June_SN1 \(due 30/06/09\)](#) Online Training: None

Saved

Click to open	Last Saved	Due Date	Status	Comment
SafetyNet_OwnerSkipper - 2009_06June_SN1	15/06/09 15:46:33	30/06/09	Active	
SafetyNet_Owner_and_Skipper - 2009_06June_SN2	02/06/09 02:26:59	30/06/09	Active	

Not Started

Click to start	Required	Due Date	Status	Comment
SafetyNet_OwnerSkipper - 2009_06June_SN1	29	30/06/09	Not Started	
SafetyNet_Owner_and_Skipper - 2009_06June_SN2	29	30/06/09	Not Started	

Submitted

Click to open	Submitted	Status	Comment
No records to display.			

Internet 100%

start | Milestone report num... | Document1 - Microsof... | Send in a pic of you ... | Mix 94.5 Media Playe... | User Home - Window...

14:32

The background is a blue gradient with a sun on the left side, creating a bright reflection on the water surface. The text is centered in the middle of the image.

STAGE 3

PILOT AUDITS

AUDIT SUMMARY

- 25 sample audits to design question set
- Version 7 of question set in place
- Final audits July 2009
- Final verifications

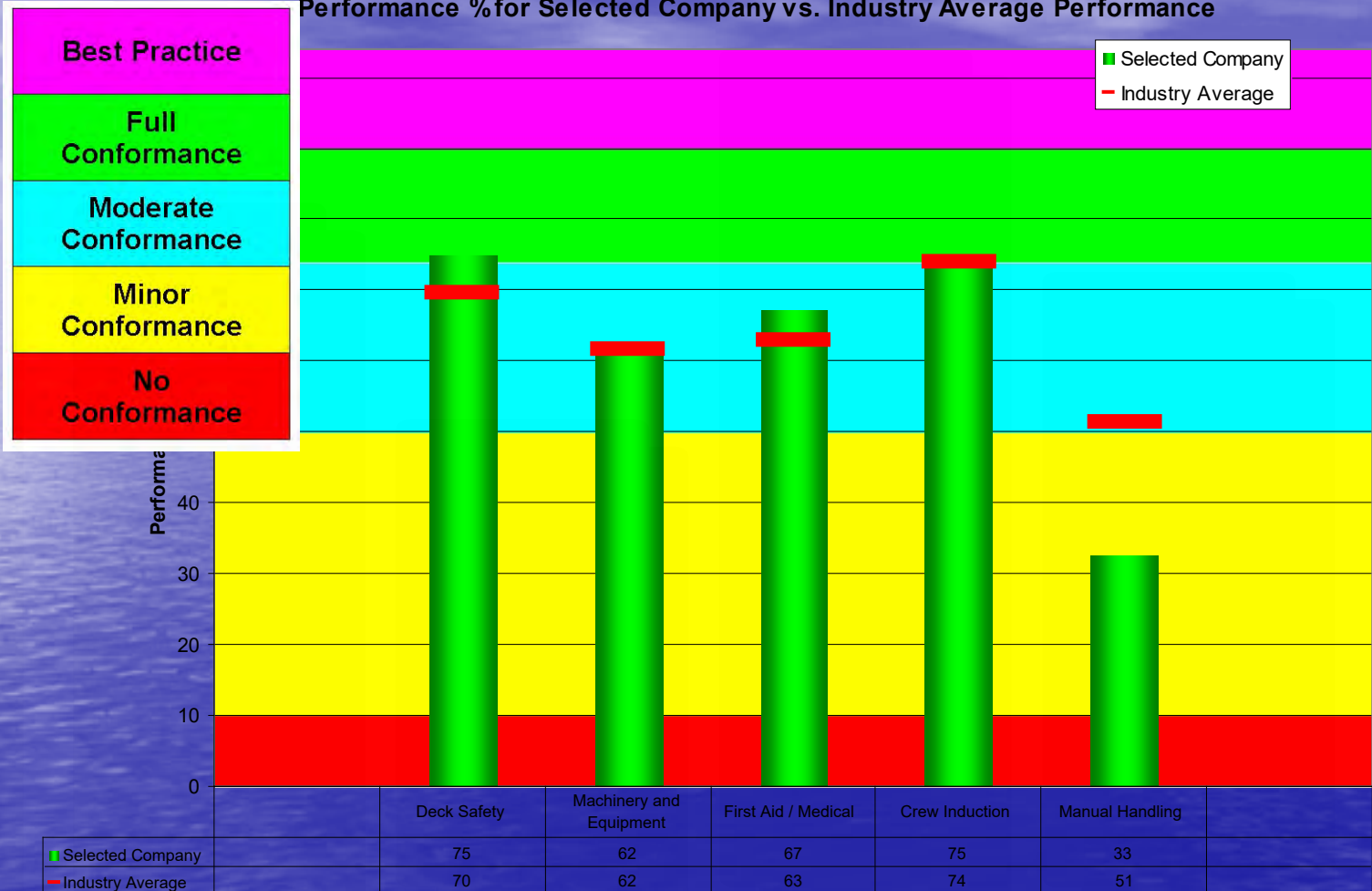
SAMPLE AUDIT FINDINGS

- Summary word document

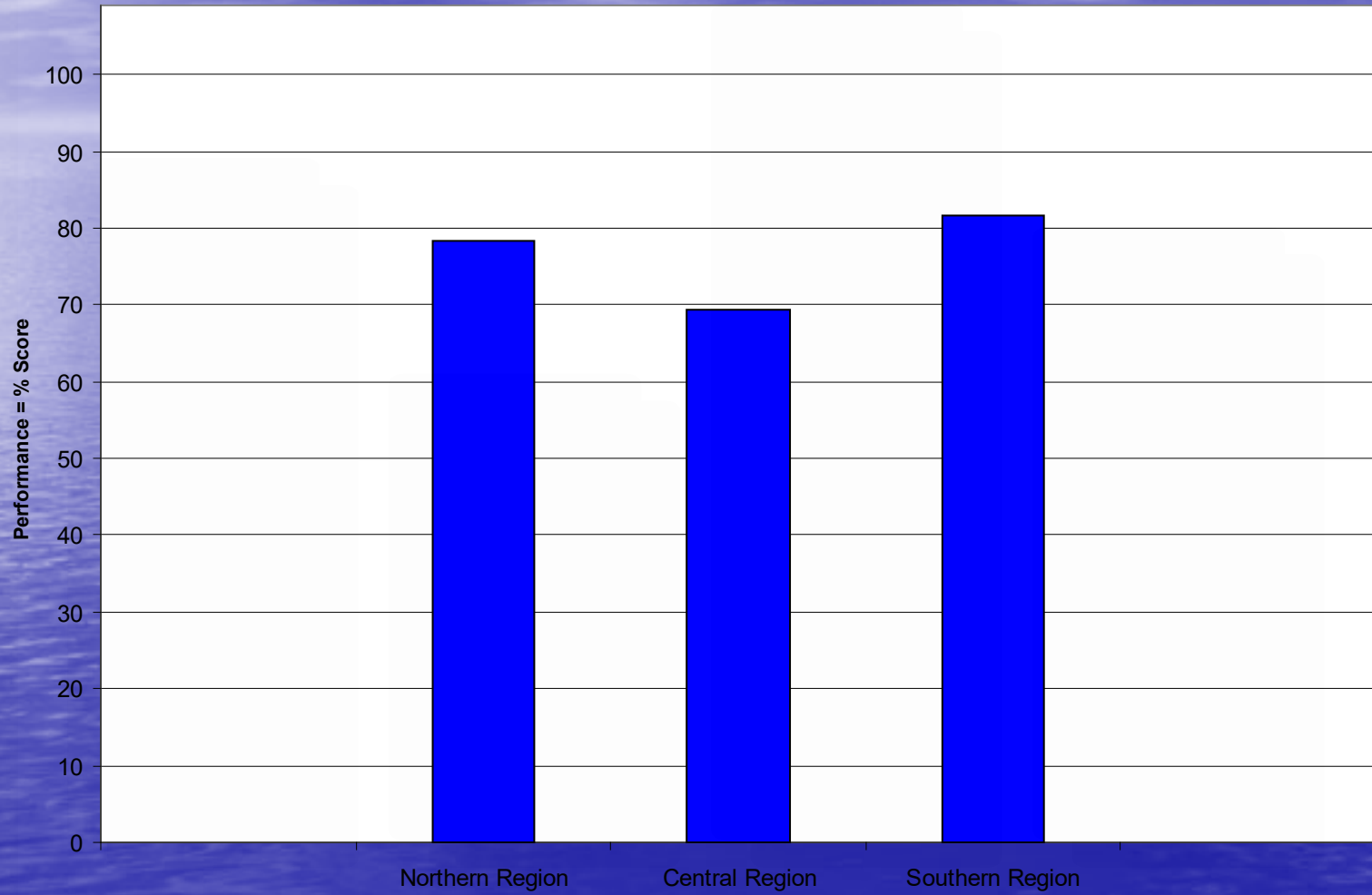
STAGE 4

DEVELOP REPORT SET

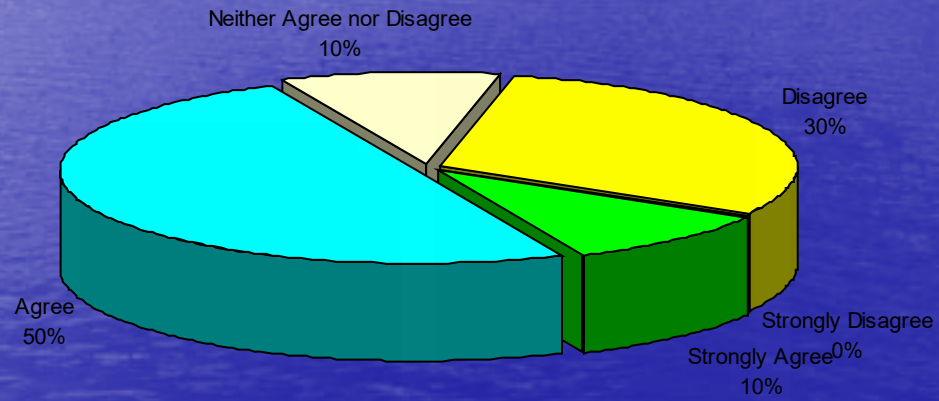
Performance % for Selected Company vs. Industry Average Performance



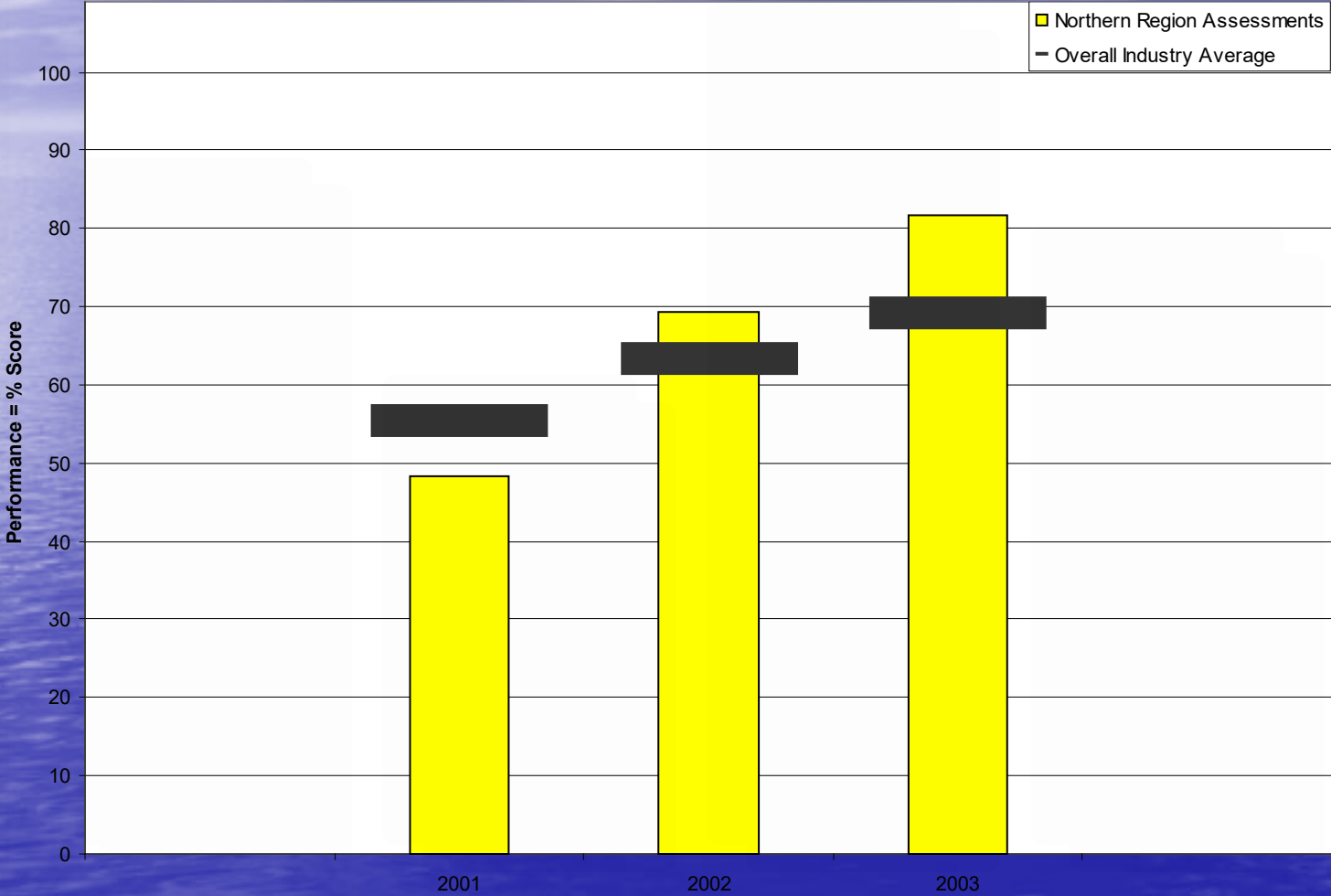
Regional Performance Comparison



OHS training is an important part of my job



Progress Over Time for Northern Region vs Overall Industry Progress





Windows Internet Explorer window showing the SafetyNet application interface.

Address bar: http://fishsafe.axonit.com.au/kpmnet/user/Container.aspx?ca=0&ai=1&cn=1&al=1&an=SafetyNet_OwnerSkipper&tm=1&md=w

Page Title: kpm.net

Page Content:

SafetyNet  

Commence of Inspection Menu

procedures 7

Cannot verify in writing- only by interview done every 2 months

Guidance notes: (click to show / hide)

+ Add new Corrective Action Refresh

CAR#	Hazard	Risk	Owner	Due	Status			
Corrective Action								
CAR#:	Hazard: Biological							
Likelihood:	Hazard Description (more detail - optional)							
Consequence:	CAction:							
Responsible: Steve Lechowicz	CAction Description (more detail - optional)							
Due Date: 15/06/2009								
Residual Risk								
Likelihood:					Status:			
Consequence:								
Accepted?								
No records to display.								
3) Has a formal induction for ALL crew members been conducted every year?					Yes	Part	No	NA
No written record								
Guidance notes: (click to show / hide)								

Print Prev Page Next Page 62% Done

Taskbar: start, Milestone report num..., Mix 94.5 Media Play..., kpm.net - Windows I..., http://fishsafe.axonit..., Inbox - Microsoft Out..., Internet 100%, 16:48

Questions?

**Attachment 21:
OH&S report to WAFIC SET 130509**

WAFIC SAFETY, EDUCATION AND TRAINING SUB-COMMITTEE
Wednesday May 13 2009

OCCUPATIONAL HEALTH AND SAFETY REPORT - ITEM 4.5

4.5.1 Thinksafe Small Business Campaign

(a) Safety plans (as at 13/04/09)

- | | |
|---------------------------------|---------------------|
| • Western Rock Lobster | 60 |
| • Trawl | 21 |
| • Abalone | 8 |
| • Shark / Southern Rock Lobster | 6 |
| • Aquaculture (mussel prod) | Industry level plan |

(b) Worksafe audit on seafood processors

- Audits conducted across rock lobster processors
- Worksafe Compiling findings

(c) Workshops for rock lobster and other seafood processors

- WAFIC and TA through Thinksafe small business program will run a workshop through the small business program in late 2009 to present findings of (b) above.
- At the same workshop TA will co-ordinate other speakers to address duty of care principles, lifting, chemicals, safety plans for businesses etc.
- No cost to WAFIC or industry.

4.5.2 Fisheries Research and Development Corporation Projects

a. Accident statistics tool

Explanation: software data base and accident form trialed and implemented in Rock Lobster. Can be used in other sectors

- Development completed
- Final report submitted
- Data is entered from fishers forms through WAFIC
- What promotion to other sectors has occurred?

b. Uptake tool for WAFIC Code

Explanation: Audit tool form, data base through web site access for evaluating compliance with the WAFIC OH&S Code trialed in rock lobster

- Question set development conducted in April 2009
- Questions set being updated by AXON IT at present
- Further final audits mid June 2009
- Worksafe Commission presentation June 3 2009

c. WAFIC Code review

- Part 1 – Introduction, legislation summary and all parties responsibilities V submitted in 2008 – no feedback
- Part 1 Vs May 2009 – to be submitted 13/05/09
- Part 2 Generic health and safety guidelines across all sectors to be submitted 13/05/09
- Part 3 Fishery specific guidelines to be submitted by 31/05/09

4.5.4 Rural Industries Research Federation (RIRDC)

- Data base tender issued – copy attached
- Only one tender - poor – not supported
- Technical committee meeting Thursday to discuss evaluations – Jo- Anne Ruscoe FRDC attending

Attachment 22:
SSA network meeting Wednesday April 9 2008

**SSA NETWORK MEETING
WEDNESDAY APRIL 9 2008**

**FRDC funded Occupational
Health and Safety Tools**

Accident statistics software tool

What it does:

- System for collection of incidents / accidents/ near misses that occur on any vessel, on a paper form into a data base
- Compiles reports as required – types of accidents, frequency of accidents etc

Accident statistics software tool

Usefulness:

- Reports and information provide more relevant information to draw statistics from what is currently collected by Government
- Use the reports to negotiate a reduction on insurance premiums and / or to challenge Government collected accident statistics

Add or Edit an Incident

Incident Information	Injury Locations	What Happened?	Incident Location, Location Conditions and Yes/No Questions
----------------------	------------------	----------------	---

Industry Name **Incident Date**

Form Number **Incident Time**

Company Name

Vessel Name

Complete if applicable:

Injured Person's Name

Injured Person's Role

How many years of experience does the injured person have in the current job?

Severity of injuries sustained:

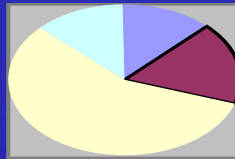
Name(s) of the person(s) involved in near miss

This record was created on: 16/03/2004 3:05:07
This record was last modified at: 16/03/2004 3:08:36

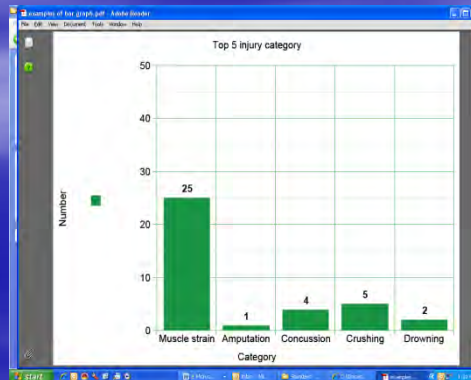
Accident statistics software tool

Examples of reports:

- Age grouping of incidents 15-19; 20-24; 25-34; 35-44; 45-54; 55-59; 60-64; 65+



- Type of injury occurrence



Accident statistics software tool

- **Status: Pilot project in Western Rock Lobster completed**
- **Form and software for other fisheries available now**

Occupational Health and Safety Codes for each state

What it does:

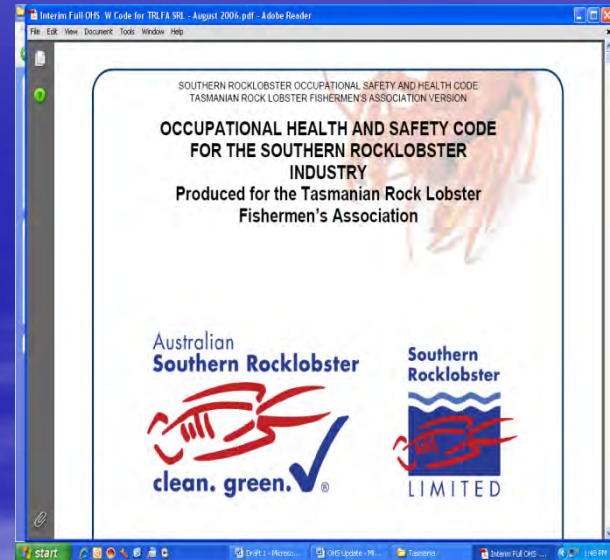
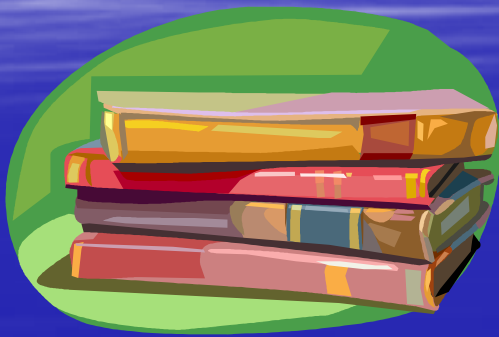
- Assesses each states OH&S and Marine Safety legislation and its application to the wild catch sector
- Produces a safety code for each state with fishery specific sections

Occupational Health and Safety Codes for each state

Usefulness:

- Tailors legislative requirements to the wild catch industry
- More user friendly for industry than government booklets
- Forms and checklists – fishing specific

Occupational Health and Safety Codes for each state



Status: Occupational Safety and Health Codes completed by end of August 2008

Audit tool for Occupational Health and Safety Codes(web based)

What it does:

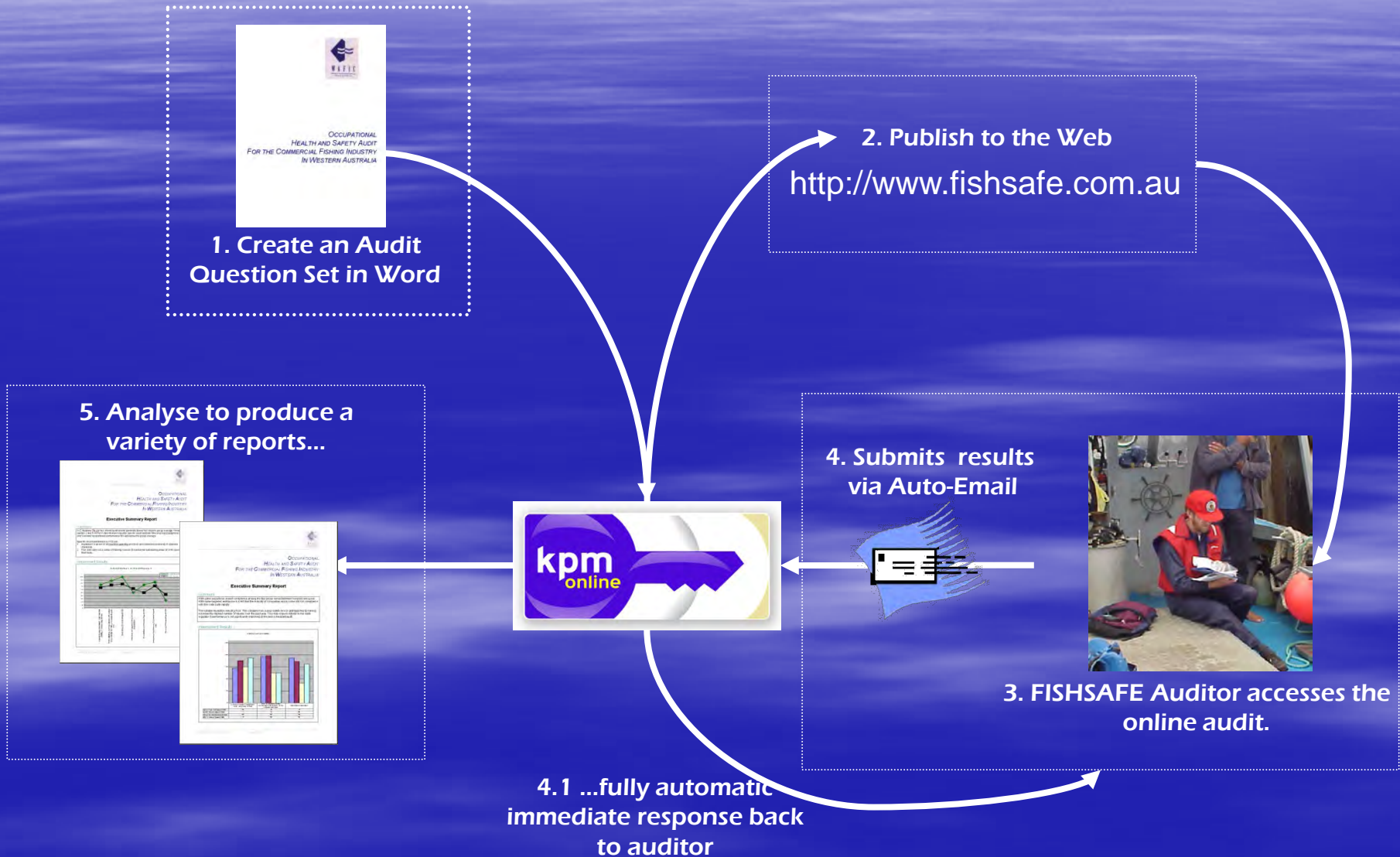
- KPM Online can be used to turn simple Word documents into online:
- Audits (Environmental or OHS as proposed)
- Surveys
- Checklists
- Training needs analysis tools

Audit tool for Occupational Health and Safety Codes(web based)

Usefulness:

- Audits done on a vessel can either complete and submit the assessment on line, or print the document and perform the audit manually, for later data input.
- Gathered data is analyzed using KPM Online. An automated response via email, can be sent back to the person who submitted the assessment. Immediate feedback to the fisher or the auditor.
- Industry based reports – WAFIC / Western Rock Lobster Council for risk management purposes

The FISHSAFE Online Auditing System



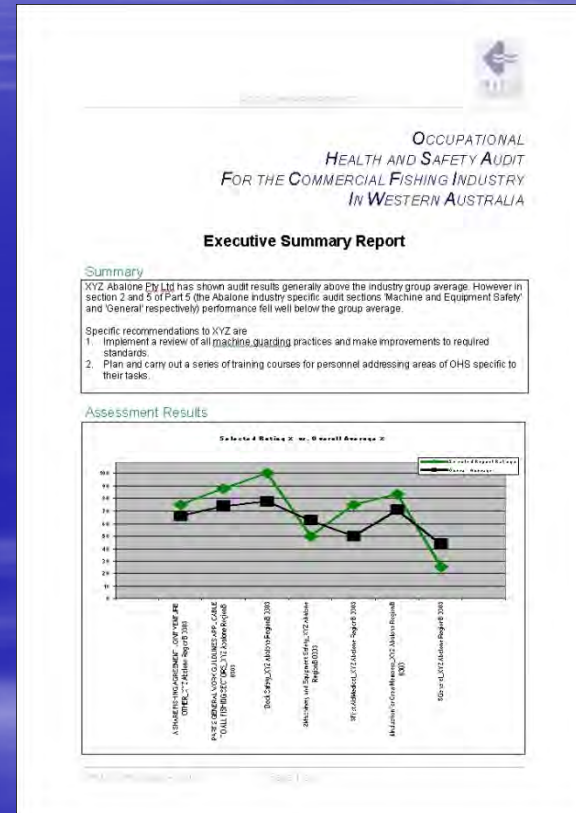
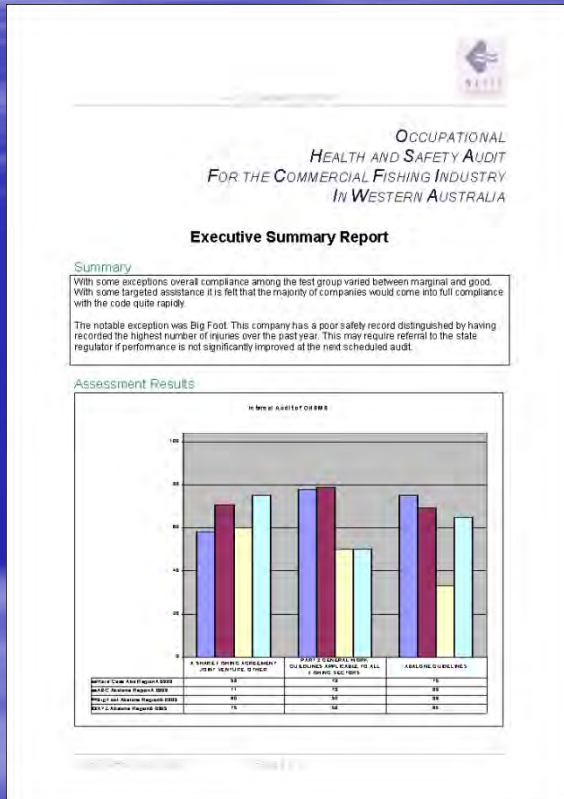
FISHSAFE - from Word to the Web...automatically

We used KPM to convert the FISHSAFE audits into web pages on the web...

The image displays two side-by-side windows illustrating the conversion of a Word document into a web page. The left window, titled 'Fishsafe Checklist.doc - Microsoft Word', shows a document with a yellow header 'FISHSAFE C', a 'DETAILS' section with a table for 'Fishery Type', 'State', and 'Zone', and a 'DOCUMENTATION' section with a question: 'Are share fishing arrangements/ joint ventures or other non employer/employee arrangements in place between the owner and skipper? Describe below & list parties:'. The right window, titled 'C:\Axoni\IT\XML\Eword\KPMOnline_Viewer\220905\Fishsafe_Checklist1109.html - Microsoft Internet Explorer - [Working Offline]', shows the resulting web page. It features a yellow header 'FISHSAFE Checklist', a 'DETAILS' section with a table for 'Fishery Type', 'State', and 'Zone', and a 'DOCUMENTATION' section with the same question and a 'Yes/No' response area. A large black arrow points from the Word document to the web page, with the text 'WORD DOCUMENT' and 'WEB PAGE' overlaid on it. The bottom of the web page shows a 'kpm' logo and 'Powered by KPM Online Version 3.0.0'.

Automated Outputs - Examples

Charts can be produced automatically or when required to support strategic planning.



■ **Status: Pilot project in Western Rock Lobster completed by September 2008**

Launch of all 3 products in
October 2008

QUESTIONS

**Attachment 23:
Fishsafe SafetyNet Owner and skipper question set version 8**

SafetyNet

Question set –Owner and Skipper

ROCKLOBSTER AUDIT for OWNER and SKIPPER

Scope – Owner is not Skipper

This audit is used for western rock lobster fishing operations where the owner and the skipper are two different people. If you are auditing a fishing operation where the owner is also the skipper please use the **ROCKLOBSTER AUDIT for OWNER/SKIPPER question set**.

AUDIT DETAILS

FISHERY TYPE	Fishery=(text:label)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
PFA	PFA=(text:hidden)

OWNER	Owner=(text)
SKIPPER	Skipper=(text)
CONTACT NUMBER	Contact Number=(text)
CONTACT EMAIL	Contact Email=(text)
CONTACT ADDRESS	Contact Address=(text)

VESSEL NAME	Vessel Name=(text)
TOTAL NUMBER OF CREW	Number of Crew=(number:hidden)

EMPLOYMENT ARRANGEMENT	Employment Arrangement=(text:hidden)
------------------------	--------------------------------------

Crew Member 1 - Details

Please choose one crew member and provide information in the spaces below.

Crew Member Name	Crew1 Name=(text:hidden)
Years with the current skipper	Crew1 Current=(number:hidden)
Years in the fishing industry	Crew1 Fishing=(number:hidden)
Years in the rock lobster industry	Crew1 Rock Lobster=(number:hidden)

Crew Member 2 - Details

Please choose another different crew member and provide information in the spaces below.

Crew Member Name	Crew2 Name=(text:hidden)
Years with the current skipper	Crew2 Current=(number:hidden)
Years in the fishing industry	Crew2 Fishing=(number:hidden)
Years in the rock lobster industry	Crew2 Rock Lobster=(number:hidden)

Purpose

An audit tool used to measure compliance of a Western Rock Lobster fishing vessel health and safety systems to the Western Australian Fishing Industry Council Occupational Health and Safety Code

Guidance Notes – Please Read

Below each question is a set of Guidance notes. Click on these to show (or hide) short notes that list the requirements to be able to assess the correct conformance category consistently

Acronyms

WAFIC: Western Australian Fishing Industry Council

WRLC: Western Rock Lobster Council

BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” the code must be accessible and within easy reach. Expect to see it in the wheelhouse with other papers. Describe where it is held in the supporting evidence above.

(corrective actions)

2) Does the vessel have a Safety Management Plan based on the WAFIC code that is updated and used effectively?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” the Safety Management Plan must

- have addressed all the WAFIC Code requirements
- have been reviewed within the last 3 years
- be used and have evidence to show it is used

(corrective actions)

3) Has the owner attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	2+=(2)	1=(1)	0=(0)
--	--------	--------	-------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the owner can recall and record above

- 4+ means the owner has attended 4 sessions or more
- 2+ means the owner has attended 2 or 3 sessions
- 1 means the owner has attended 1 session

Check records held at WAFIC. If the owner has not attended any ask why not and record answer above.

(corrective actions)

4) Has the skipper attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	2+=(2)	1=(1)	0=(0)
--	--------	--------	-------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the skipper can recall and record above

- 4+ means the skipper has attended 4 sessions or more
- 2+ means the skipper has attended 2 or 3 sessions
- 1 means the skipper has attended 1 session

Check records held at WAFIC. If the skipper has not attended any ask why not and record answer above.

(corrective actions)

5) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	2+=(2)	1=(1)	0=(0)
--	--------	--------	-------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the crew can recall and record above

- 4+ means the crew have attended 4 sessions or more
- 2+ means the crew have attended 2 or 3 sessions
- 1 means the crew have attended 1 session

Check records held at WAFIC. If the crew have not attended any ask why not and record answer above.

(corrective actions)

6) Did the owner attend the WAFIC / WRL duty of care workshop in 2004/05?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the owner did not attend ask why not and record answer above.

(corrective actions)

7) Did the skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-----------------	------------------	----------------	---------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) Check for a training file or certificate. Check records held at WAFIC. If the skipper did not attend ask why not and record answer above.

(corrective actions)

PART 1 – RESPONSIBILITIES

The following questions are related to the responsibilities of the owner. The skipper's responsibilities are included in the next section.

Work Systems – Owner

1) Is the vessel in compliance with survey?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-----------------	------------------	----------------	---------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(corrective actions)

2) Is there a system that the skipper must follow for maintaining the vessel as per survey requirements and recording maintenance properly?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-----------------	------------------	----------------	---------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There is a documented maintenance procedure for the skipper to follow that includes logging all maintenance activities
- That maintenance activities have been carried out and logged in accordance with the procedure

(corrective actions)

3) Is there a process to manage hazards as they arise on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-----------------	------------------	----------------	---------------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check the process includes

- Reference to risk assessment
- That hazards are written down in the log book
- A written or verbal risk assessment matrix

(corrective actions)

4) Are there safe work procedures for the vessel?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented and these have been documented
- If WAFIC Code is used, how it is implemented? Is this documented?

(corrective actions)

5) Is there a procedure to check that the skipper is conducting emergency drills at regular intervals?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be evidence that the owner has checked

- That USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly
- Checked log books
- Checked drills register as per the following requirements
- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training - Owner

1) Is there a procedure to check that the vessel is manned in accordance with survey requirements under the WA Marine Act?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Written in agreements that the Skipper, MED and crew certification will be in accordance with the Marine Act at all times

(corrective actions)

2) Does the owner recognise the need to train the crew in ALL emergency procedures?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that the owner has ensured

- The crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

3) Has a formal induction for the skipper been conducted?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of skipper induction as per page PT13 of the WAFIC OH&S Code
- Evidence from owner and skipper on what was included in the induction
- Induction checklist
- Written notes on the induction form of additions to the skipper induction specific to the vessel(e.g. special handling, mooring, anchoring)

(corrective actions)

4) Is there a procedure to ensure that a formal induction for ALL crew members is conducted every year?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service

(corrective actions)

5) Has the owner encouraged the skipper to undertake additional training apart from the master and MED?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The written agreement between the owner and skipper contains a section outlining the skippers training requirements

(corrective actions)

Consultation and Cooperation - Owner

1) Does the owner have any examples of how the skipper resolves safety and health issues on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The answer should included that issues are taken seriously and acted upon
- Feedback from the skipper to the owner on how situations are managed

(corrective actions)

2) Are all employment agreements between the owner and the skipper formalised in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is a written agreement/contract

(corrective actions)

Personal Protection – Owner

1) Is there a written agreement between the owner/skipper and crew as to what PPE is required and who supplies it.?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Written as a separate agreement or part of the Share Fishing Agreement
- Contains a list of protective clothing and equipment and who supplies it

(corrective actions)

Reporting Requirements – Owner

1) Is the owner aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Owner has the required forms

(corrective actions)

Safe Plant and Substances – Owner

1) Are all guards, locks and devices on plant installed?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(corrective actions)

2) Where modifications affect the running of the vessel is the skipper made aware of specific vessel or handling requirements?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Information regarding the vessel requirements between the owner and the skipper are part of the written employment agreement or induction checklist

(corrective actions)

3) Have all chemicals that are used been assessed for hazards to health?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of owner awareness of chemicals in use and hazards of various chemicals

(corrective actions)

4) Are the Material Safety Data Sheets complete for all chemicals in use and all less than 5 years old?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- Evidence owner has copies of up-to-date MSDS's

(corrective actions)

Visitor Safety – Owner

1) Has the owner verified that the skipper has implemented a visitor's induction?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- Evidence of a visitors safety induction template
- A logged or recorded Visitor Safety Induction

(corrective actions)

2) Has the owner checked that the skipper has implemented a safe procedure for all persons getting on and off the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- Awareness of methods used to embark from the jetty to vessel and disembark from the vessel to the jetty.
- Awareness of methods used to embark and disembark dinghy to vessel and reverse

(corrective actions)

Work Systems – Skipper

1) Is the vessel in compliance with survey?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(corrective actions)

2) Is vessel maintenance recorded properly in the log?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There are daily maintenance logs for oil changes, maintenance schedule and breakdowns

(corrective actions)

3) How does the skipper manage hazards as they arise on the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The response includes reference to risk assessment
- That hazards are written down in the log book
- There is a written or verbal risk assessment matrix

(corrective actions)

4) Are there safe work procedures for the vessel that have been implemented?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan OR
- Safe work procedures are routinely implemented – documented evidence
- If WAFIC Code is used – Is it documented and how it is implemented

(corrective actions)

5) Are emergency drills conducted at regular intervals?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be Evidence in vessel log or equivalent records that the skipper has conducted the following drills

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training – Skipper

1) Is the correct certification in accordance with survey requirements under the WA Marine Act held by all on board ?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must

- Sight the skipper, MED and crew certification
- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel

(corrective actions)

2) Have the crew been trained in ALL emergency procedures?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

3) Has a formal induction for ALL crew members been conducted every year?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
- Written notes on the induction form of additions to the crew induction specific to the vessel (e.g. special handling, mooring, anchoring)

(corrective actions)

4) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)

- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(corrective actions)

5) Has the skipper undertaken any additional training apart from the Masters ticket, MED.?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel
- Written agreement containing crew training options

(corrective actions)

Consultation and Cooperation – Skipper

1) Does the skipper have any examples of how safety and health issues on board the vessel have been resolved?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should include that issues are taken seriously and acted upon

(corrective actions)

2) Are all employment agreements between the owner-skipper and crew members formalised in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There is a written engagement / agreement including OHS items, this could be a Share Fishing Agreement or employer / employee with catch rate or wage

(corrective actions)

Personal Protection – Skipper

1) Is there a written agreement between the skipper and the crew for who supplies what items of personal protective clothing and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Written as a separate agreement or part of the Share Fishing Agreement
- Contains a list of protective clothing and equipment and who supplies it

(corrective actions)

2) Is personal protective clothing and equipment being used as required?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check usage of
- aprons, gloves, sunscreen
 - footwear, bib and brace, wet weather gear, hat, sunglasses
 - procedure for use of protective clothing and equipment

(corrective actions)

Reporting Requirements – Skipper

1) Is the skipper aware of what accidents / incidents must be reported to Worksafe and DPI - Marine safety?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
 - Demonstrated understanding of what incidents need to be reported
 - Skipper has required forms

(corrective actions)

Safe Plant and Substances – Skipper

1) Are all guards, locks and devices on plant installed and in good working order?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text) Please enter documented supporting evidence here...

- Guidance notes:(showhide) In order to answer "Yes" you must check
- Emergency stop mechanism for the winch
 - Winch controls marked forward and reverse
 - Rope guards on the winch
 - Pot tipper lock
 - Guards on moving parts in engine room
 - Identify any changes that increase the risk of an incident

(corrective actions)

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

(corrective actions)

3) Does the skipper instruct the crew to maintain the plant and equipment?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work instructions for the plant and equipment

(corrective actions)

4) Have all chemicals that are used been assessed for hazards to health?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals

(corrective actions)

5) Are there Material Safety Data Sheets less than 5 years old for all chemicals in use?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Sight all MSDS's
- Ensure they are less than 5 years old

(corrective actions)

Visitor Safety – Skipper

1) Has the skipper implemented a visitor's induction?

Yes=(6)

Part=(3)

No=(0)

NA=()

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a visitors safety induction template

- Evidence of visitors induction completed and filed

(corrective actions)

2) Has the skipper implemented a safe procedure for all persons getting on and off the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safe methods to embark from the jetty to vessel and disembark from the vessel to the jetty
- Safe methods to embark and disembark dinghy to vessel and reverse

(corrective actions)

Work Systems – Crew

1) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract / agreements

(corrective actions)

2) How does the crew assist the skipper in the proper maintenance of the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew signatures on maintenance forms
- Verbal evidence determining level of maintenance
- Verbal evidence from skipper and crew regarding supervision of crew involved in maintenance

(corrective actions)

3) Do the crew members routinely report hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of the types of hazards found
- Verbal confirmation of the hazard being addressed by the skipper

(corrective actions)

4) Does the crew follow safe work procedures on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

(corrective actions)

5) Does the skipper conduct regular emergency drills?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be verbal confirmation of what drills are conducted and when (see below for requirements)

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training – Crew

1) Do the crew members take part in training for ALL emergency procedures?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

2) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(corrective actions)

3) Has the crew had a formal induction every year whilst on this vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of the inductions
- Crew member can recount a variety of items from the induction
- Crew member can locate the safety plan / WAFIC OH&S Code or other which the induction was based on

(corrective actions)

Consultation and Cooperation – Crew

1) Do crew members inform and cooperate with the skipper to resolve safety and health issues on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should included that issues are taken seriously and reported to the skipper

(corrective actions)

Personal Protection – Crew

1) Do all crew members have the correct personal protective clothing and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Skipper supplies – aprons, gloves, sunscreen
- Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses
- Visual observation of the equipment
- Tubigrip – who supplies

(corrective actions)

2) Is personal protective clothing and equipment being used as required at ALL times?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal discussion with crew as to when they use equipment
- Visual observation

(corrective actions)

3) Does the crew maintain the protective clothing and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Gloves and aprons are washed , hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

(corrective actions)

4) Does the crew recognise the requirement for appropriate clothing and footwear around machinery?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

(corrective actions)

Reporting Requirements – Crew

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

(corrective actions)

Safe Plant and Substances – Crew

1) Does the crew use the equipment on board in the correct way?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check that there are no

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

(corrective actions)

2) Does the crew maintain and use equipment without altering it?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There is no visual or verbal evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine whether changes have been made that increase the risk of an incident

(corrective actions)

3) Do crew members practice the safe handling requirements for all chemicals in use on the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals
- Awareness of MSDS's

(corrective actions)

Visitor Safety – Crew

1) Do crew members assist the skipper with the safe procedure for all persons getting on and off the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Crew are aware of safe methods to embark from the jetty to vessel and disembark from the vessel to the jetty
- Crew are aware of safe methods to embark and disembark dinghy to vessel and reverse
- Crew are aware that visitors may require assistance to understand / practice embarking and disembarking safely

(corrective actions)

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of how look out is managed between skipper and crew
- Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

(corrective actions)

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996
- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs / stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

(corrective actions)

2) Are ALL required and recommended signs fixed on the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Hearing protection on engine room hatch
- Fire extinguisher sign above extinguisher
- No smoking sign in designated areas
- First aid sign above first aid box
- Warning signs for catch points above winch
- Controls of winch marked forward and reverse

(corrective actions)

3) Are life rafts located to allow easy, quick, unobstructed use at ALL times?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

(corrective actions)

2.3 Fire Fighting

1) Are all fire extinguishers in their correct location, up-to-date and of the required types?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- ALL required locations (galley, engine spaces and crew compartments etc)
- ALL required extinguisher types as per survey requirements
- ALL extinguishers are up-to-date on tags

(corrective actions)

2) Are good fire prevention procedures in place and in practice?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The correct types of firefighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

(corrective actions)

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Question the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

(corrective actions)

2.4 Weather and Ocean Conditions

1) Does the skipper recognise the increased risk of bad weather conditions on the safety of the vessel and crew?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a heavy weather procedure
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

(corrective actions)

2) Does the skipper recognise the increased risk of cyclones on the crew and vessel safety and the need to have a specific procedure?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy

(corrective actions)

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

(corrective actions)

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/ or training record

(corrective actions)

3) Is the plant in the engine room, maintained to minimise noise?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel maintenance records of attention to noise in engine room

(corrective actions)

2.6 Personal Health

1) Are all crew members encouraged to adopt a healthy lifestyle?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encouraged to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

(corrective actions)

2) Does the vessel have an alcohol and drugs policy in writing?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

(corrective actions)

3) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
Safety procedures includes directions on the following

- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen, applied regularly

(corrective actions)

4) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The safety procedures include directions on the following

- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

(corrective actions)

5) Are infection prevention techniques practiced when administering first aid?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The first aid policy contains appropriate directions on the following

- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

(corrective actions)

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The policy includes the following

- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

(corrective actions)

2) Does the skipper provide training on dangerous species?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The crew induction includes the following

- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

(corrective actions)

2.8 General Vessel Safety

1) Is the risk of slips, trips and falls minimised?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of the deck area while working
- Carpets on deck
- Non slip deck paint
- Mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on

(corrective actions)

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

(corrective actions)

3) Is there adequate lighting for the vessel by day and night?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have an individual switch
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work

(corrective actions)

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

(corrective actions)

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

(corrective actions)

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimise risk and hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Ship's lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on
- Regular deck cleaning

(corrective actions)

2) Does the vessel have a procedure to minimise the risk of going overboard?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check procedures or plans for

- Being on deck alone working/ not working
- Toilet/ Ablution .
- Working in the dark
- Rough sea / wind conditions
- Low visibility

(corrective actions)

3) Does the vessel have safe pot stacking method (e.g. not more than 3 high)?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
- Visual observation during fishing

(corrective actions)

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
Evidence of a safe procedure for throwing grapple to include:

- If thrown from near the fly bridge clear headroom is maintained
- If thrown from the side of the vessel: lean out and throw grapple underarm and backhand

Evidence of a safe system that includes:

- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
- Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
- Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

(corrective actions)

2) Is there a safe system for identifying sinkers or gear tangled on the pot rope before it is winched up?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check with skipper and crew to establish use and effectiveness of safe system

(corrective actions)

3) Are safe manual handling practices used in pot lifting?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew on the method of lifting pots

(corrective actions)

4) Is rope and float tangle minimised when pots are stacked?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

(corrective actions)

5) Are waist height bait buckets used?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual check of bucket height

(corrective actions)

6) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check one or more of the following

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

(corrective actions)

7) Are safe manual handling practices used when lifting crates of lobsters?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check for a documented or verbal procedure which includes the following:

- Crates of lobster from holding tanks are lifted by two people using a hook and rope
- Crates of lobster from vessel to jetty are lifted by two people using safe techniques
- Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
- Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
- Bait boxes are lifted by two people using safe techniques

(corrective actions)

8) Is there a safe system for setting pots and throwing ropes and floats to minimise leg entanglement?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check the following are implemented

- Demonstration of system – observe placement of legs by crew relative to ropes
- System to incorporate the following:
- The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
 - Vessel is kept to a safe speed for setting pots (less than 8 knots)
 - Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
 - If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
 - Adequate time is allowed between each pot setting for safety
 - If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

(corrective actions)

9) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check
- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

(corrective actions)

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must
- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

(corrective actions)

2) Does the pot tipper have a tipper lock?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must
- Check presence of tipper lock on the winch

(corrective actions)

3) Are all pots in safe working order?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must
- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

(corrective actions)

Attachment 24:
Fishsafe SafetyNet Owner /skipper question set version 8

SafetyNet

Question set Owner / Skipper

ROCK LOBSTER AUDIT for OWNER / SKIPPER

Scope – Owner is also the Skipper

This audit is used for western rock lobster fishing operations where the owner is also the skipper. If you are auditing a fishing operation where the owner is not the skipper please use the **ROCK LOBSTER AUDIT for OWNER AND SKIPPER question set**.

AUDIT DETAILS

FISHERY TYPE	Fishery=(text:label)
STATE	State=(text:hidden)
ZONE	Zone=(text:hidden)
PFA	PFA=(text:hidden)

OWNER / SKIPPER	OwnerSkipper=(text)
CONTACT NUMBER	Contact Number=(text)
CONTACT EMAIL	Contact Email=(text)
CONTACT ADDRESS	Contact Address=(text)

VESSEL NAME	Vessel Name=(text)
TOTAL NUMBER OF CREW	Number of Crew=(number:hidden)

EMPLOYMENT ARRANGEMENT	Employment Arrangement=(text:hidden)
------------------------	--------------------------------------

Crew Member 1 - Details

Please choose one crew member and provide information in the spaces below.

Crew Member Name	Crew1 Name=(text:hidden)
Years with the current skipper	Crew1 Current=(number:hidden)
Years in the fishing industry	Crew1 Fishing=(number:hidden)
Years in the rock lobster industry	Crew1 Rock Lobster=(number:hidden)

Crew Member 2 - Details

Please choose another different crew member and provide information in the spaces below.

Crew Member Name	Crew2 Name=(text:hidden)
Years with the current skipper	Crew2 Current=(number:hidden)
Years in the fishing industry	Crew2 Fishing=(number:hidden)
Years in the rock lobster industry	Crew2 Rock Lobster=(number:hidden)

Purpose

An audit tool used to measure compliance of a Western Rock Lobster fishing vessel health and safety systems to the Western Australian Fishing Industry Council Occupational Health and Safety Code

Guidance Notes – Please Read

Below each question is a set of Guidance notes. Click on these to show (or hide) short notes that list the requirements to be able to assess the correct conformance category consistently

Acronyms

WAFIC: Western Australian Fishing Industry Council
WRLC: Western Rock Lobster Council

BACKGROUND DATA

1) Is a copy of the WAFIC Code kept in an accessible place on board the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes :(showhide) In order to answer “Yes” the code must be accessible and within easy reach. Expect to see it in the wheelhouse with other papers. Describe where it is held in the supporting evidence above.

(corrective actions)

2) Does the vessel have a Safety Management Plan based on the WAFIC code that is updated and used effectively?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)In order to answer “Yes” the safety management plan must

- have all the WAFIC Code requirements been addressed
- have been reviewed within the last 3 years
- be used and have evidence to show it is used

(corrective actions)

3) Has the owner / skipper attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	2+=(2)	1=(1)	0=(0)
--	------------	------------	-------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the owner / skipper can recall and record above

- 4+ means the owner/skipper has attended 4 sessions or more
- 2+ means the owner/skipper has attended 2 or 3 sessions
- 1 means the owner/skipper has attended 1 session

Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(corrective actions)

4) Have the crew attended WAFIC / WRL pre-season safety awareness sessions?	4+=(3)	2+=(2)	1=(1)	0=(0)
--	------------	------------	-------	-------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide)Check how many the crew can recall and record above

- 4+ means the crew have attended 4 sessions or more
- 2+ means the crew have attended 2 or 3 sessions
- 1 means the crew have attended 1 session

Check records held at WAFIC. If the crew have not attended any ask why not and record answer above.

(corrective actions)

5) Has the owner / skipper attended the WAFIC / WRL duty of care workshop in 2004/05?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes :(showhide) Check for a training file or certificate. Check records held at WAFIC. If the owner / skipper has not attended any ask why not and record answer above.

(corrective actions)

PART 1 – RESPONSIBILITIES

Work Systems

1) Is the vessel in compliance with survey?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The current certificate of survey
- That crew numbers are equivalent to the survey
- That fire extinguishers are tested and tagged

(corrective actions)

2) Is vessel maintenance recorded properly in the log?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- There are daily maintenance logs for oil changes, maintenance schedule and breakdown

(corrective actions)

3) Do you have a process to manage hazards as they arise on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The response includes reference to risk assessment
- That hazards are written down in the log book
- There is a written or verbal risk assessment matrix

(corrective actions)

4) Are there safe work procedures for the vessel that have been implemented?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Evidence of safe work procedures for each identified hazard in the vessel safety plan
- Safe work procedures are routinely implemented and these have been documented
- If WAFIC Code is referenced verbally?

(corrective actions)

5) Are emergency drills conducted at regular intervals?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be evidence in vessel log or equivalent records that the skipper has conducted the following drills

- That USL / NMSC drills are conducted at the required intervals and that other drills are being conducted at least 6 monthly
- Checked log books
- Checked drills register as per the following requirements
- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training

1) Is the correct certification in accordance with survey requirements under the WA Marine Act held by all on board?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Sight the skipper, MED and crew certification

(corrective actions)

2) Have the crew been trained in ALL emergency procedures?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Emergency procedures in vessel safety plan
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

3) Has a formal induction for ALL crew members been conducted every year?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew induction as per page PT5 of the WAFIC OH&S Code for each year of service
- Written notes on the induction form of additions to the crew induction specific to the vessel(e.g. special handling, mooring, anchoring)

(corrective actions)

4) Has the owner-skipper undertaken any additional training apart from the master and MED	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation that the skipper understands the importance of ongoing training
- Evidence of a training register used to record all training done on or off the vessel
- Written agreement containing crew training options

(corrective actions)

Consultation and Cooperation

1) Does the skipper have any examples of how safety and health issues on board the vessel have been resolved	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The answer should included that issues are taken seriously and acted upon

(corrective actions)

2) Are all employment agreements between the owner-skipper and crew members formalised in writing?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is a written engagement agreement including OHS items e.g. Share Fishing Agreement or employer / employee with catch rate or wage

(corrective actions)

Personal Protection

1) Is there a written agreement between the skipper and crew for who supplies what items of personal protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- List of protective clothing and equipment and who supplies it
- Written as a separate agreement or part of the Share Fishing Agreement

(corrective actions)

2) Is personal protective clothing and equipment being used as required?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check usage of

- aprons, gloves, sunscreen
- footwear, bib and brace, wet weather gear, hat, sunglasses
- Procedure for use of protective clothing and equipment

(corrective actions)

Reporting Accidents

1) Is the owner/skipper aware of what accidents / incidents must be reported to Worksafe and DPI - Marine Safety?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Refers to the WAFIC Code general work guidelines Appendix 3 and 4
- Demonstrated understanding of what incidents need to be reported
- Owner-skipper has required forms

(corrective actions)

Safe Plant and Substances

1) Are all guards, locks and devices on plant installed and in good working order?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Emergency stop mechanism for the winch
- Winch controls marked forward and reverse
- Rope guards on the winch
- Pot tipper lock
- Guards on moving parts in engine room
- Identify any changes that increase the risk of an incident

(corrective actions)

2) Where modifications affect the running of the vessel are they discussed properly with the crew?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Notes made in the vessel safety procedures for modification affecting work methods
- Entries in vessel log book or training register for updates to crew on plant and equipment

(corrective actions)

3) Does the skipper instruct the crew to maintain the plant and equipment?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work instructions for the plant and equipment

(corrective actions)

4) Have all chemicals that are used been assessed for hazards to health?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals

(corrective actions)corrective actions

5) Are there Material Safety Data Sheets less than 5 years old for all chemicals in use?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Sight all MSDS
- Ensure they are less than 5 years old

(corrective actions)

Visitor Safety

1) Has the owner-skipper implemented a visitor's induction?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a visitors safety induction template
- Evidence of visitors induction completed and filed

(corrective actions)

2) Has the owner-skipper implemented a safe procedure for all persons getting on and off the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
--	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Safe methods to embark and disembark dinghy to vessel and reverse

(corrective actions)corrective actions

Work Systems – Crew

1) Do the crew members maintain a satisfactory level of personal hygiene and cleanliness on the vessel?	Yes=(6)	Part=(3)	No=(0)	NA=()
---	---------	----------	--------	--------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be

- Visual evidence of cleanliness
- Evidence of written requirements in crew contract agreements

(corrective actions)

2) How does the crew assist the skipper in the proper maintenance of the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of crew signatures on maintenance forms
- Verbal questions determining level of maintenance
- Verbal questions of skipper and crew re supervising crew involved in maintenance

(corrective actions)

3) Do the crew members routinely report hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of the types of hazards found
- Verbal confirmation of the hazard being addressed by the skipper

(corrective actions)

4) Does the crew follow safe work procedures on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of safe work procedures in vessel safety procedures
- Crew can describe safe work methods and confirm they are routinely followed
- Non-conformance recorded in the vessel log book or equivalent

(corrective actions)

5) Does the skipper conduct regular emergency drills?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" there must be verbal confirmation of what drills are conducted and when (see below for requirements)

- Fire (USL requirements at least every 3 months)
- Launching life rafts (USL requirements at least every 3 months)
- Collision (USL requirements at least every 3 months)
- Man overboard (on induction and 2 monthly)
- Life jackets (on induction and 2 monthly)
- Confined spaces rescue (2 monthly)

(corrective actions)

Information and Training – Crew

1) Do the crew members take part in training for ALL emergency procedures?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Members of the crew are able to describe the emergency procedures
- Emergency procedures ticked off in crew induction sheet
- Log book or other entries for crew participation in emergency drills
- Crew have watched the WAFIC DVD Safety Induction and completed the assessment

(corrective actions)

2) Have the crew attended an onshore training course that is equivalent to a pre-sea qualification or at-sea service qualification?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Course should be equivalent to OH&S at sea, small craft / coxswain, master 5
- Check for any DPI certification
- Check for OHS at sea certification (TAFE, SMI or equivalent)
- Check any course attended by crew contains the items listed in the WAFIC Code – Pot and Trap section – Appendix 1 Part A

(corrective actions)

3) Has the crew had a formal induction every year whilst on this vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation of the inductions
- Crew member can recount a variety of items from the induction
- Crew member can ,locates the safety plan / WAFIC OH&S Code or other which the induction was based on

(corrective actions)

Consultation and Cooperation – Crew

1) Do crew members inform and cooperate with the skipper to resolve safety and health issues on board the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- The answer should indicate that issues are taken seriously and reported to the skipper

(corrective actions)

Personal Protection – Crew

1) Do all crew members have the correct personal protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Skipper supplies – aprons, gloves, sunscreen
- Crew supply – footwear, bib and brace, wet weather gear, hat , sunglasses
- Visual observation of the equipment
- Tubigrip – who supplies

(corrective actions)

2) Is personal protective clothing and equipment being used as required at ALL times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal discussion with crew as to when they use equipment
- Visual observation

(corrective actions)

3) Does the crew maintain the protective clothing and equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Gloves and aprons are washed, hung up inside out after each days fishing
- Gum boots/ footwear are washed and left on deck under cover to dry

(corrective actions)corrective actions

4) Does the crew recognize the requirement for appropriate clothing and footwear around machinery?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of recognition of close fitting clothes, no toggles, ties or torn edges around machinery in vessel safety procedures
- Visual confirmation of appropriate clothing being worn

(corrective actions)

Reporting Requirements – Crew

1) Do crew report injuries or illness to the skipper that are a result of work?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Incident forms completed for the vessel
- Log book entries recording injuries or illness
- Worksafe forms completed where required
- DPI - Marine Safety forms completed where required

(corrective actions)

Safe Plant and Substances – Crew

1) Does the crew use the equipment on board in the correct way?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check that there are no

- Entries in log book from skipper indicating misuse
- Entries in log book indicating equipment not use for the purpose it was designed

(corrective actions)

2) Does the crew maintain and use equipment without altering it?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- There is no visual or verbal evidence of guards removed by crew
- Verbal discussion with skipper and crew to determine changes have been made that increase the risk of an incident

(corrective actions)

3) Do crew members practice the safe handling requirements for all chemicals in use on the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of awareness of chemicals in use and hazards of various chemicals
- Awareness of MSDS's

(corrective actions)

Visitor Safety – Crew

1) Do crew members assist the skipper with the safe procedure for all persons getting on and off the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew are aware of safe methods to embark and disembark the vessel in from the jetty to vessel and reverse
- Crew are aware of safe methods to embark and disembark dinghy to vessel and reverse
- Crew are aware that visitors may require assistance to understand / practice embarking and disembarking safely

(corrective actions)

PART 2 – WORK GUIDELINES – ALL SECTORS

2.1 Seamanship

1) Is there a system to maintain a proper lookout at all times?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Verbal confirmation of how look out is managed between skipper and crew
- Where does the watch keeper stand e.g. steering station where navigational aids are in close proximity and vision is not impaired
- Where the vessel is set on autopilot, does the skipper or watch keeper remain in the wheelhouse at the control maintaining a proper lookout

(corrective actions)

2.2 Emergency Equipment and Procedures

1) Does the vessel have all of the correct emergency equipment?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Equipment as per Appendix 1, Marine Safety Division – DPI and the Occupational Safety and Health Act 1984 and Regulations 1996
- Equipment in good condition, properly stowed and available for immediate use at ALL times
- Signs / stickers identify the location of safety equipment
- All EPIRBs are mounted so as to be self launching or easily accessed in an emergency

(corrective actions)

2) Are ALL required and recommended signs fixed on the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection on engine room hatch
- Fire extinguisher sign above extinguisher
- No smoking sign in designated areas
- First aid sign above first aid box
- Warning signs for catch points above winch
- Controls of winch marked forward and reverse

(corrective actions)

3) Are life rafts located to allow easy, quick, unobstructed use at ALL times?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Fitted in a place for easy access
- Not fastened down
- Fitted with hydrostatic release
- Not under warnings or deck structures

(corrective actions)

2.3 Fire Fighting

1) Are all fire extinguishers in their correct location, up to date and of the required types?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- ALL required locations (galley, engine spaces and crew compartments etc)
- ALL required extinguisher types as per survey requirements
- ALL extinguishers are up to date on tags

(corrective actions)

2) Are good fire prevention procedures in place and in practice?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- The correct types of fire fighting equipment are readily available.
- Check crew daily responsibilities checklist for fire prevention
- Check if vessel safety procedures contain fire prevention requirements i.e. galley, accommodation, fuel handling
- Check for sticker / information on types of extinguishers and fire type to be used on

(corrective actions)

3) Do the skipper and crew know which extinguisher to use for which fire?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Question the skipper and crew to determine understanding
- Chart showing types of fires and matching extinguishers on board, on display or in vessel safety procedures
- Evidence of crew having the WAFIC safety induction pocket booklet with them

(corrective actions)

2.4 Weather and Ocean Conditions

1) Does the skipper recognise the increased risk of bad weather conditions on the safety of the vessel and crew?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a heavy weather procedures
- Provision of a personal flotation device (inflatable) for crew in high risk weather and / or when required
- Evidence of additional supervision of crew under high risk weather
- Evidence of minimising deliberate pot placement in reef areas
- Recognition by the skipper of the limitations of the vessel

(corrective actions)

2) Does the skipper recognise cyclones increased risk of cyclones on the crew and vessel safety and the need to have a specific procedure?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of a cyclone plan for the vessel
- Evidence the skipper has obtained the DPI - Marine Safety cyclone plans for harbours along the Coast the vessel uses
- Inclusion of cyclone procedures in the vessel induction for crew
- Vessel safety procedures contain cyclone guidelines from the WAFIC OH&S Code Appendix 2 or an equivalent policy exists

(corrective actions)

2.5 Hearing Conservation

1) Does every person who enters the engine room while the engine is running wear hearing protection?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Hearing protection sticker on the engine room hatch
- Inclusion of this requirement in crew induction

(corrective actions)

2) Have the skipper and crew been given instruction on the use of hearing protection?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Shown as per manufacturer recommendation
- Recorded in the vessel log book and/or training record

(corrective actions)

3) Is the plant in the engine room, maintained to minimize noise?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel maintenance records of attention to noise in engine room

(corrective actions)

2.6 Personal Health

1) Are all crew members encouraged to adopt a healthy lifestyle?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Crew members encouraged to eat a balance diet
- Crew members encouraged to drink at least 2 litres of water a day
- Crew members encouraged to minimise alcohol consumption
- Crew discouraged from indulging in illegal drugs in or out of work time
- Crew members encourage to get at least 8 hours sleep a night
- Crew members encouraged to participate in at least 30 minutes of physical activity which raises the heart rate significantly for a fitness effect

(corrective actions)

2) Does the vessel have an alcohol and drugs policy in writing?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence of policy using section 3 – page 25 of the WAFIC Code or equivalent

(corrective actions)

3) Is there a safe work procedure for prevention for skin cancer and eye damage?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Safety procedures include directions on the following
- Wearing appropriate sun-protective clothing including a broad brimmed hat, shirt with sleeves and Polaroid sunglasses
- Using 30+ sunscreen applied regularly

(corrective actions)

4) Is there a personal hygiene and prevention of infectious disease policy for the vessel?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The safety procedures include directions on the following

- Washing hands after working, before eating or smoking
- Covering sores or cuts with sterile dressing
- Wearing gloves when handling product and bait
- No sharing of razors or toothbrushes
- Showering straight after fishing has finished for the day

(corrective actions)

5) Are infection prevention techniques practiced when administering first aid?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The first aid policy contains appropriate directions on the following

- Treatment of cuts
- Wearing gloves for all first aid
- Hand washing after all first aid

(corrective actions)

2.7 Dangerous Species

1) Is there a safe work procedure for dangerous species for the vessel?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The policy includes the following

- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- Protective clothing and equipment
- First aid treatments for each identified species

(corrective actions)

2) Does the skipper provide training on dangerous species?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check
The crew induction includes the following

- Pictures of dangerous species
- Handling techniques for dangerous species
- Requirement to notify the skipper if something is attached to the ropes or in the pot that the crew cannot identify
- What protective clothing and equipment is required to handle dangerous species
- First aid treatments for each identified species

(corrective actions)

2.8 General Vessel Safety

1) Is the risk of slips, trips and falls minimised?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of the deck area while working
- Carpets on deck or non slip deck paint or mats in work areas
- No unnecessary gear being left loose liable to cause tripping
- Tank or other hatches (especially those flush with the deck) closed while work is on

(corrective actions)

2) Has the skipper ensured there are signs for non-apparent hazards?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual observation of signs / stickers in less apparent hazard areas (e.g. nip or catch points, raised engine hatches, etc)

(corrective actions)corrective actions

3) Is there adequate lighting for the vessel by day and night?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Anchor lights clearly visible in a 360 degree arc
- Anchor light to have individual switch
- During hours of darkness sufficient lighting is provided on deck to enable crew to move about and work

(corrective actions)

4) Are escape hatches fitted and unlocked while the vessel is manned?	Yes= (6)	Part= (3)	No=(0)	NA=()
---	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual evidence of unlocked hatches while vessel is working
- Unlocked escape hatches are part of the vessel safety procedures

(corrective actions)

5) Does the skipper conduct risk assessments on all manual handling tasks?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Evidence in the vessel safety procedures that the items in the WAFIC OH&S Code section 14.0, page 29 are taken into account when identifying and assessing manual handling tasks

(corrective actions)

PART 3 – WORK GUIDELINES – POT AND TRAP

3.1 Deck Safety

1) Is the vessel arranged to minimise risks and hazards?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Ship’s lighting, spot lights, deck lights and cabin lights should be placed in such a position where they do not impair the vision of the person on watch when turned on
- Regular deck cleaning

(corrective actions)corrective actions

2) Does the vessel have a procedure to minimise the risk of going overboard?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check procedures or plans for

- Being on deck alone working/ not working
- Toilet/ Ablution .
- Working in the dark
- Rough sea / wind conditions
- Low visibility

(corrective actions)

3) Does the vessel have safe pot stacking method whilst fishing (e.g. not more than 3 high)?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation pots are stacked to a maximum of 3 high regardless of number of pots or the area being fished
- Visual observation during fishing

(corrective actions)(corrective actions)corrective actions

3.2 Pot and Trap Handling

1) Is there a safe system for retrieving pots using the winch?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check Evidence of a safe procedure for throwing grapple to include:

- If thrown from near the fly bridge clear headroom is maintained
- If thrown from the side of the vessel: lean out and throw grapple underarm and backhand

Evidence of a safe system that includes:

- Before the winch is engaged , check that crew have no chance of becoming caught in the moving parts of the winch
- Before a pot comes aboard the winch operator and crew are well clear of the pot tipper and other catch points
- Before attempting to release a snagged pot with the winch all crew members keep clear and remain vigilant until the pot is freed and normal operations can continue

(corrective actions)

2) Is there a safe system for identifying sinkers or gear tangled on the pot rope before it is winched up?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must

- Check with skipper and crew to establish use and effectiveness of safe system

(corrective actions)

3) Are safe manual handling practices used in pot lifting?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Verbal confirmation that the WAFIC Code – Pot and Trap section – Appendix 2 or equivalent is being used as a guide
- Written confirmation of a safe lifting method in safety documentation
- Check with the crew on the method of lifting pots

(corrective actions)

4) Is rope and float tangle minimised when pots are stacked?	Yes= (6)	Part= (3)	No=(0)	NA=()
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Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Observation of how pot ropes and floats are stacked
- Either ropes separated from pots when pots are stacked OR
- Ropes and floats run down the side of the pot stacks OR
- Ropes and floats stacked on top of each pot

(corrective actions)

5) Are waist height bait buckets used?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check

- Visual check of bucket height

(corrective actions)

6) Is there a safe system for releasing snagged lines when retrieving pots from the water?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must check one or more of the following

- Hauling the pot from another angle to dislodge the snag
- Adding extra length of rope for more leverage
- Leaving the pot for 24 to 48 hours and try the above again
- If above unsuccessful tie the pot rope to the bollard (away from propeller) or front of the vessel and tow to dislodge the pot. ALL personnel to stand well clear.
- If above unsuccessful then cut the pot rope using the knife stored in the basket area

(corrective actions)

7) Are safe manual handling practices used when lifting crates of lobster tasks?	Yes= (6)	Part= (3)	No=(0)	NA=()
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Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check for a documented procedure addressing each of the following:

- Crates of lobster from holding tanks are lifted by two people using a hook and rope
- Crates of lobster from vessel to jetty are lifted by two people using safe techniques
- Crates of lobster from vessel to dingy are lifted by two people using safe techniques with pitch and roll of boat through side door or transom
- Crates of lobster from dingy to vehicle are lifted by two people using safe techniques
- Bait boxes are lifted using safe techniques

(corrective actions)

8) Is there a safe system for setting pots and throwing ropes and floats to minimise leg entanglement?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check the following are implemented

- Demonstration of system – observe placement of legs by crew relative to ropes

System to incorporate the following:

- The skipper and crew ensure each party is prepared and in position before the signal to set the pot is given (extra vigilance and supervision in heavy conditions)
- Vessel is kept to a safe speed for setting pots (less than 8 knots)
- Deckhand throwing the rope stands next to the deckhand setting the pot on the side of the vessel rather than further inboard to reduce risk of entanglement from rope
- If there are two deckhands setting pots the deckhand with the rope stands clear of the other deckhand holding the pot ensuring the other is clear when the rope is released
- Adequate time is allowed between each pot setting for safety
- If the skipper does not have full view of the procedures on the deck additional forms of communication are in place between the deck and the skipper

(corrective actions)

9) If diving is done on snagged pots from the vessel is there a safe work procedure?	Yes= (6)	Part= (3)	No=(0)	NA=()
--	-------------	--------------	------------	-----------

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer “Yes” you must check

- Check WAFIC Code – Pot and Trap section 8 – Diving Guidelines is used

(corrective actions)

3.3 Machinery and Equipment

1) Does the winch have an emergency stop mechanism?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check accessible emergency stop lever on winch OR
- Check that operator can stop the winch immediately using existing controls
- Check that the winch operator has full view of the winch

(corrective actions)

2) Does the pot tipper have a tipper lock?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check presence of tipper lock on the winch

(corrective actions)

3) Are all pots in safe working order?

Yes=
(6)

Part=
(3)

No=(
0)

NA=(
)

Evidence=(text)Please enter documented supporting evidence here...

Guidance notes:(showhide) In order to answer "Yes" you must

- Check pots have no loose nails
- Check slats in place
- Check pots have no loose material protruding

(corrective actions)