

# DARWIN SUB AQUA CLUB

## SAFETY

## MANUAL



“Scendi Incolumis”



## **INTRODUCTION**

1. The contents of the Darwin Sub Aqua club safety manual has been derived from research gathered from other SCUBA clubs world wide including information from the following agencies: DAN, BSAC, NAUI and PADI.
2. The intended purpose of the Darwin Sub Aqua Club safety manual is to set - forth guidelines that promote safe and responsible diving as part of any Darwin Sub Aqua Club (The Club) activity. The Club and the Club committee will take all care to facilitate the safe conduct of any Club dive, but it is the responsibility of each member to read, understand and follow these guidelines and understand the risk associated with SCUBA diving sport prior to undertaking diving activities. Each member and each active diver recognises that diving is a risk-associated sport and the individual is solely responsible for their own safe conduct.

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**September 2004**

## DARWIN SUB AQUA CLUB SAFETY MANUAL

This document contains policies that have been presented to and accepted by members of Darwin sub aqua club.

The safety manual is to be considered a "living document". If club members vote on a particular issue that create a new club policy, that policy shall be adopted and added to this manual.

Note that policies are usually written in terms of "should" rather than "must" or "will" or "shall" **as per the constitution**. This is to allow for changing circumstances and to be practical in the face of unforeseen circumstances that may pose danger.

The date after each policy indicates at which club meeting the particular policy was approved by a majority of the members.

Ideally the Secretary should make a note of any motions that are new policy after each club meeting and the safety committee update the Safety Manual accordingly.

At the time of last update, February 2005, the manual has been recorded on a computer floppy disk/CD using Microsoft "Word" word processing software. Two copies of the disk are kept by the safety committee.

The use of these where possible should make keeping the manual updated easier and more efficient.

### **DARWIN SUB AQUA CLUB SAFETY MANUAL CONTENTS**

#### **1. Diving Policy:**

- A. General Policy
- B. Boat Diving
- C. Shore Diving
- D. Night Diving
- E. Club Diving

#### **2. Club Administration and Management**

- A. Emergency Procedures
- B. Committee & Committee Members Roles
- C. Incentive Scheme club trophy
- D. Financial Matters
- E. Communications & Publications
- F. Relationships with other bodies
- G. Social Activities

#### **3. Goals and Aims**

Section 1



## Section 1A

### GENERAL DIVING SAFETY POLICY

All divers participating on Club diving activities should dive within their scope of training, personal limitations and be responsible for their own safety and well being.

The event organiser's role is to co-ordinate locations, times and participants. The event organiser will NOT undertake the role of event Divemaster. It is the responsibility and decision of each diver, as to whether the conditions are safe for diving at a Club diving event.

A first aid kit and a suitable oxygen supply **shall** be available on all club diving activities.

Open Water divers **should** limit themselves to the maximum depth in accordance with their training and qualifications.

ADVANCED Open Water and higher certification divers **should** limit themselves to 30 Metre's. These divers, with appropriate training, experience and a reasonable objective **should** limit themselves to the sport diving maximum of 40 metres.

The Metric Recreational Dive Planner (R.D.P.) FLAT TABULAR, The "WHEEL", or other recognised dive table (NAUI) formats **should** be used for planning all club diving activities.

Dive Computers should be used responsibly to complement dive tables, especially on Multi- level dives. Club divers should avoid reverse dive profiles.

When repetitive diving, the surface interval **should** be of sufficient duration to ensure all Additional- **dives**

The deepest dive **should** be made first.

Repetitive dives **should** be made to progressively shallower depths. When undertaking Multiple- dives over consecutive days, the number of dives per day **should be limited to THREE.**

The Darwin sub aqua club codes of SAFE Diving Practice **shall** be used as the basis for all club diving activities.

New Club Diving members **should** have a current (within the last year) diving medical performed by a dive medical practitioner. There after divers **should** have regular diving Medicals as detailed below:

- \* Up to 30 years of age - at least one medical every 5 years.
- \* From 30 - 50 years of age - at least one medical every 3 years.
- \* More than 50 years of age - annually.
- \* Medicals should also be sought after a temporary illness, injury, period of "unfitness" or reasonable absence from diving.

Club divers **should** have the diving equipment they use serviced annually by a qualified service technician.



No spearguns, handspears or Hawaiian Slings are to be used on club diving activities.

Non members participating on a club diving activity **should** complete A DSAC introduction dive waiver for the first three dives before becoming a member.

No alcoholic beverages **shall** be consumed during surface intervals and **should not be consumed** within a reasonable period of the last dive of the day at least 18h by participating divers.

Club divers **should** drink plenty of water before and after a dive to avoid dehydration.

The club should own and maintain the following safety and other equipment for use on Club diving activities.

- A. A Dive Flag, conforming to international code flag "A"
- B. First Aid kit.
- C. Spare Parts kit.
- D. Oxy-viva or similar equipment to administer oxygen in a medical emergency.
- E. Spare regulator.
- F. Strobes and/or other light sources suitable for use on night boat diving activities.
- G. Lights, suitable shore markers for night, shore based diving activities.

Divers participating on club dives **should** test the operation of their buoyancy compensation device, alternate air source. eg "octopus" and their submersible pressure gauge before leaving the dive shed.

Divers participating on club dives **should** have no less than 50 bar in his/her tank at the end of every dive.

All divers **should** maintain a logbook as a record of their diving experience.

All divers participating in club specialty diving activities **should** be certified for that activity. The club **event organiser shall** warn unqualified divers against participating in the specialty dive and give precautions for divers who elect to participate in the specialty activity.

All divers participating in Club diving activities **should** ensure that all ascents are made no faster than 18 metres per minute and **should** complete a safety stop (delay in ascent at 5 metres for 3 to 5 minutes) at the end of any dive deeper than 10 metres. **The only exception being a life threatening situation.**

All dives **shall** carry or have attached to his/her BCD a whistle and it is recommended all divers **should** carry a safety sausage.

All Club organised dives **shall** be NO-DECOMPRESSION dives, unless a Club member is suitably qualified to make decompression dives.

Club divers using dive computers **should** avoid diving to the limits of their dive computer.

The Names of participating divers shall be entered in the Club dive log book prior to departure from the club shed.



Section 1B  
**BOAT DIVING POLICY**

This Section of "Boat Diving Policy" is to be read in conjunction with section 1A "General Diving Policy"

1B1 Club boat charters **shall** only be conducted from vessels holding all safety equipment as specified by relevant local authority.

1B2 A mermaid line shall be deployed from the stern of the vessel and a descent line shall be used on all boat dives. (anchor line with detachable buoy).

1B3 All vessels used by the club during diving **shall** display a "diver below" flag in accordance with internationally recognised **Diving Flag**

Any boat with divers operating from it must always display signals by day or night to inform other boat users. The daytime signal for divers is an International Code Flag "A". The flag must be at least 750mm long and 600mm wide.

All boats must keep at least 50 metres clear of boats, buoys or areas showing diving signals

**Unattended Boats**

The practice of divers leaving vessels unattended is very dangerous. The potential for disaster is real when vessels are left unattended by divers. It is strongly recommended that a responsible person stays onboard your boat at all times whenever divers are below. This designated person may be required to raise an alarm if the diver is overdue to surface, to attend to the vessel should it start drifting or to assist divers back onboard after the dive.

Divers operating **without a vessel**, for example from a jetty, must display the International code flag "A". The flag must be at least 750mm long and 600mm wide.

The flag may be displayed from a buoy. If displayed from a buoy, the flag must not be less than 300 mm in length and 200 mm in width.

Section 1C  
**SHORE DIVING POLICY**

1C1 This Section of "Shore Diving Policy" is to be read in conjunction with Section 1A "General Diving Policy".

1C2 A dive flag, conforming to International code flag "A". recommendations, rigged on a float suitable for shore diving activities **should** be displayed when practical.



## Section 1D

### **NIGHT DIVING POLICY**

This Section of "Night Diving Policy" is to be read in conjunction with Section 1A "General Diving Policy" and Section 1B "Boat Diving Policy" and Section 1C "Shore Diving Policy" as appropriate.

1D1 When night diving from a boat, a suitable marker light source **should** be attached to the anchor line or suspended below the vessel to assist divers relocate the vessel.

1D2 All divers **shall** have a suitable personal identification light source in addition to their main light, eg a "cyalume" stick or strobe, back up underwater light and a whistle.

1D3 All divers **should** have a personal main and back up underwater light and not share a light source with another diver.

People involved in night diving **without a vessel** are now required to display a yellow (orange) flashing light that can be seen from a minimum distance of 200 metres.

## Section 1E

### **CLUB DIVING & DIVEMASTER POLICY**

Although some members do hold DM certification it is recommended that they have suitable indemnity insurance if exercising the role.

## Section 2A

### **EMERGENCY PROCEEDURES**

In the event of a diving emergency contact via means available normally mobile phone 000 Tell the operator what you need- police Fire Ambulance if you are calling from a mobile phone, you need to tell the operator the town and state you are calling from Wait to be connected. Royal Darwin Hospital Emergency 8922-8888 or Marine channel 16. If required for referrals to Hyperbaric Units outside of Darwin DES Australia 1800-088 200 International + 61-8-8212-9242.

In the event of a diving incident a DAN (Diving incident report) should be filled out and sent to diving incident monitoring study

DIMS

30 Park avenue

Roslyn park SA5072

Ph 08 82324217 Fax 08 84318219

The DSAC safety committee encourages all DSAC members to join DAN especially for overseas trips.

Travel safety information and warnings can also be obtained from [www.dfat.gov.au](http://www.dfat.gov.au)



## Section 2A1

**THE SAFETY COMMITTEE** should be responsible for maintaining and updating the club safety manual however valuable input from club members should also be discussed and included.

The Darwin Sub Aqua Club Administration and Management Manual **should** contain the following:

1. The Club Constitution and Rules.
2. Associations Incorporation Act 1987 with amendments.
- 3 The Club Policy Manual.
4. Membership Register.
- a) Membership Application

## Section 2B

### **INCENTIVE SCHEME**

#### AIMS

The aim of the incentive scheme is to encourage members to participate in Club diving activities. The club log book. **shall** be used to award a club member with the greatest number of "Dives" for the diving year a perpetual trophy.

## Section 2C

### **COMMUNICATIONS AND PUBLICATIONS**

2C2 The Club **should** publicise coming events or other matters of importance to members by posting a letter or "flyer" and by sending a broadcast e-mail or conveyed on Thursday night social meetings and published on the club events board.

2C3 The Club **should** maintain a website to enhance communications between members and attract new club members. The website should contain the following in addition to members contributions:

1. Calendar of Club Events
2. Members' Services
3. Current Club Newsletter (Logbook)
4. Club Constitution and Club Policy Manual (Download Versions)
5. Meet us (Meetings) and Contact us
6. Club History



Currently DSAC has exposure on the following web sites:

- a. [www.dsac.com.au](http://www.dsac.com.au)
- b. [www.diveoz.com](http://www.diveoz.com)
- c. [www.underwater.com](http://www.underwater.com)
- d. [www.aquanaut.com/clubs/](http://www.aquanaut.com/clubs/)
- e. [www.fishnet.com.au](http://www.fishnet.com.au)

## **Section 2D**

### **RELATIONSHIPS WITH OTHER BODIES**

2D1 The club **shall** not recommend any particular diving educational agency. It does however recommend that members seeking advice ask other members for their personal opinion.

In complying with section 3(1)(d) **of the constitution** members are recommended to only complete courses meeting the said standards in section 3(1)(d) of the constitution.

## **SECTION 3**

### **GOALS AND AIMS**

1. The Club's main goals are considered to be:
  - A. Safe diving,
  - B. Conservation of the marine environment/wreck history
  - C. Social interaction.
  - D. Issues related to these goals are:
    - A. Equipment owned by the club.
    - B. Organising trips/dives.
    - C. Community awareness.
    - D. Lobby groups on related issues.
    - E. Participation in activities that will benefit the marine environment. eg Clean up Australia.
    - F. Community education.
    - G. Organising events.
    - H. Fund raising.
    - I. Foster unity, club morale, camaraderie.



**Aim of the club - To be an environmental conscious club that promotes safe diving and fosters social interaction.**

A Dive Convenor usually the boat Captain shall have the right to refuse to allow a DSAC member or guest to dive if their equipment, training or health does not appear to be appropriate for the dive, in the interests of the safety of all divers in the dive group.

A diver, by signing the DSAC membership form (new member or renewal), when applying for membership, shall take full moral and legal responsibility for his or her own diving safety and agrees to dive in a manner that does not compromise the safety of others.



# How to Treat DCI

IN ANY DIVING INCIDENT **ASSUME DECOMPRESSION ILLNESS (DCI)**  
UNTIL TOLD OTHERWISE

## **CONTACT THE EMERGENCY SERVICES AT THE FIRST OPPORTUNITY**

Prolonging the time between the onset of the symptoms and the commencement of treatment may increase the chances of permanent damage to the body. Whilst waiting for the emergency services, damage to the diver can be minimised by following the procedure outlined below.

**MONITOR AIRWAY, BREATHING AND CIRCULATION.** RESUSCITATE IF NECESSARY. Supporting life must take priority over all the other first aid procedures.

## **LAY THE CASUALTY FLAT**

**ADMINISTER 100 % OXYGEN IMMEDIATELY** (First 15 mins is critical)

- Record the time that the patient received oxygen and their response, as this information will be needed by the hyperbaric chamber team.
- Allow the patient to breathe air for 15 mins if they react badly to the oxygen, before the oxygen is tried again.

## **TREAT FOR SHOCK**

- Keep the diver warm, although do not rewarm too rapidly as this can encourage bubble formation.
- Keep the diver quiet and still.
- Reassure the diver at all times.

**CONTACT EMERGENCY SERVICES** (AUSTRALIA)

- Shore Dive – DIAL **8922-888 Royal Darwin Hospital** OR 000.
- Boat Dive – PAN PAN MEDICO on Channel 16.
- DES 1800-088 200
- Be ready to give the emergency services the following information:
  - Age of Diver
  - Condition - Improving/ Stable/ Worsening/ No problems
  - Muscle Weakness - Can the diver stand/ walk, are their arms weak

**ENCOURAGE A CONSCIOUS AND STABLE PATIENT TO DRINK NON-ALCOHOLIC FLUIDS**

- Monitor quantities taken.

**COMPLETE A [DIVE INCIDENT CHECK LIST](#)**

**14 February 2005**

