Snorkelling with Large Groups Procedure

Section 1 - Purpose and Scope

(1) This Procedure outlines The University of Queensland's (UQ's) requirements for snorkelling activities for groups of more than 10 snorkellers and supports the UQ Health, Safety and Wellness Policy.

(2) The purpose of this Procedure is to provide for, as reasonably practicable, the health, safety and well-being of snorkellers, and compliance with relevant legislative requirements.

(3) This Procedure applies to all persons participating in snorkelling activities at UQ.

(4) The scope of this Procedure includes:

a. documentation required by UQ prior to approval of planned activities
b. supervisory requirements for group snorkelling activities including the minimum number of appropriately qualified persons required for supervising any given snorkel activity
c. competency requirements and responsibilities of the various participants
d. information on the risk management process for snorkelling activities
e. responsibilities of personnel managing and supervising group snorkelling activities
f. documentation required during and after the planned activities.

Section 2 - Process and Key Controls

(5) Supervisors of UQ personnel undertaking snorkelling activities at any location, and senior officers of non-UQ organisations undertaking snorkelling activities at a UQ facility must ensure the following processes be completed before snorkelling activities are permitted to proceed:

a. A Group Manager is appointed to oversee all aspects of the group's administrative procedures.
b. Where the snorkelling activity will be undertaken from a UQ research station, the Group Manager will be the primary point of contact between the research station and the visiting group.
c. The Group Manager must appoint a Primary Snorkel Supervisor. The Primary Snorkel Supervisor must liaise with the relevant UQ Boating and Diving Officer (BDO))/UQ Research Station Operations Senior Officer (RSOSO) to outline the proposed in-water activities.
d. The Group Manager may also be a Primary Snorkel Supervisor.
e. The Primary Snorkel Supervisor will ensure a Snorkel Plan, including details of risk management and emergency procedures, is submitted to a relevant BDO/RSOSO for review at least four weeks prior to the planned activities date. Where this is not feasible, the Group Manager must liaise with the relevant BDO/RSOSO and agree upon a timeframe whereby the BDO/RSOSO can access the Snorkel Plan.
f. Prior to the commencement of any snorkelling activity, the Primary Snorkel Supervisor must receive affirmation from a UQ BDO/RSOSO that the Snorkel Plan is approved.

(6) A Snorkel Plan must include:

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a. date(s) and location of planned activities,
b. tasks and duties of supervisory personnel,
c. procedures to be used,
d. anticipated time(s) in the water
e. reference to relevant hazard management strategies including Risk Assessments and Emergency Response plans.

(7) In accordance with the UQ Work Off-Campus and Fieldwork Procedure, where the snorkelling group is a UQ group, the Group Manager will ensure a completed Work Off-Campus (WOC) plan is submitted. The approved Snorkel Plan must be attached to the WOC plan.

(8) The Primary Snorkel Supervisor will ensure:

a. duties are assigned to personnel responsible for supervising snorkelling activities who are competent to undertake the role assigned in accordance with the 'Competency' provisions of this Procedure
b. the competency of all snorkelling personnel has been assessed in accordance with the 'Competency' provisions of this Procedure
c. the following controls have been considered in the planning and preparation of snorkelling activities:
    i. screening of all persons for adequate fitness and medical condition
    ii. verification of competency levels of persons undertaking the activity
    iii. ensuring minimum supervision levels for the proposed activity
    iv. assessment of feasibility of planned work tasks.
    v. access to first aid personnel and equipment, including oxygen resuscitation equipment.
    vi. a means of verification that all snorkellers have returned at the conclusion of the activity is implemented
    vii. development of effective emergency procedures for the activity.
d. records relating to the snorkelling activities are complete, accurate and submitted to the relevant BDO/RSOSO as soon as practicable after the snorkelling activity has concluded.

(9) The UQ BDO/RSOSO will maintain snorkelling records in accordance with the Records Management Procedure.

Section 3 - Key Requirements

Supervision of in-water activities

(10) All snorkelling activities must involve the following personnel, who undertake the processes detailed in this section:

a. Primary Snorkel Supervisor
    i. Proxy Snorkel Supervisor(s)
b. Snorkel Guide(s)
c. Snorkel Lookout(s).

Primary Snorkel Supervisor

(11) The Primary Snorkel Supervisor is a person appointed per the relevant Snorkel Plan and must have appropriate experience for the overall supervision of the planned activities and within the proposed operational areas.. It is advisable that a Proxy Snorkel Supervisor is also named on the Snorkel Plan. Snorkel Supervisors are responsible for all aspects of snorkelling safety.

(12) The Primary Snorkel Supervisor may appoint a snorkel guide to act as Proxy Snorkel Supervisor. A Proxy Snorkel Supervisor must possess the same certifications and competencies required of a Primary Snorkel Supervisor, but the Primary Snorkel Supervisor will always retain the overall responsibility for managing snorkelling operation.

(13) The Primary Snorkel Supervisor must:

a. Meet the following requirements:
    i. Hold a current qualification in the delivery of oxygen for first aid treatment
    ii. Meet the competency requirements of a Snorkel Guide,
    iii. Have appropriate experience relevant to the specific activity and location.
b. Be familiar with the contents of the approved Snorkel Plan, Emergency Response Plan and risk assessment
c. Be familiar with the characteristics of the proposed snorkel location and be able to:
    i. Assess weather conditions and obtain accurate information on tides, currents, depths and other expected water conditions prior to undertaking the activity
    ii. Recognise hazards and risks associated with the specific activity and location
d. Determine the equipment necessary for the safe conduct of the planned activity
    i. The Snorkel Supervisor should liaise with the UQ BDO/RSOSO to confirm which equipment items will be provided by the Snorkel group and what equipment is provided by the research station (including Guide/Lookout equipment)
e. Have overall responsibility for managing the snorkelling operation while it is underway and be able to:
    i. Hold the authority to suspend or cancel any snorkelling operation if necessary.
    ii. Recognise changes to risks because of snorkeller abilities and behaviour and/or environmental conditions.
    iii. Effectively initiate an emergency response.
    iv. Provide clear and effective instruction to snorkellers and other personnel to ensure understanding and compliance with safety directions.
    v. Help and advise snorkellers as they enter and exit the water.
f. Maintain a log of all snorkellers who enter the water and when they return from the water including for the activities managed by Snorkel Guides acting as Proxy Snorkel Supervisors under the authority of the Primary Snorkel Supervisor.
    i. At the conclusion of EACH snorkelling activity, the Primary Snorkel Supervisor must confirm that a ‘Count of all persons’ is completed as soon as practicable.
    ii. At the conclusion of ALL snorkelling activities, the Primary Snorkel Supervisor must confirm that a ‘Count of all persons’ is completed prior to leaving the snorkelling site.

(14) The Primary Snorkel Supervisor may also perform the role of Snorkel Lookout or Snorkel Guide.

Proxy Snorkel Supervisor

(15) A Snorkel Guide may be appointed, by a Primary Snorkel Supervisor, to act as a Proxy Snorkel Supervisor and to conduct snorkelling activities in the absence of direct supervision from the Primary snorkel supervisor if;

a. the Primary snorkel supervisor conducts a proper assessment of the risks involved in not providing direct supervision of the planned snorkelling activity; and
b. the Primary snorkel supervisor decides, having regard to the risks, it is reasonable to permit the Snorkel Guide to conduct the planned snorkelling activities; and
c. the Proxy Snorkel Supervisor supervises no more than 8 snorkellers who participate in the activity; and
d. an adequate emergency response plan is prepared; and

e. a BDO/RSOSO indicates the emergency response plan is feasible, and
f. prior to departure for the snorkelling activity, the Snorkel Guide submits a Snorkelling Manifest, and
g. at the end of the activity, the Proxy Snorkel Supervisor completes the Snorkelling Manifest. The completed Snorkel Manifest must record a headcount of all persons named on the Snorkel Manifest, and
h. as soon as practicable, the Primary Snorkel Supervisor must endorse the completed Snorkel Manifest.

Snorkel Guide

(16) Under the direction of a Primary Snorkel Supervisor, Snorkel Guides are responsible for the co-ordination and in-water supervision of an allocated group of snorkellers.

(17) Snorkel Guides must:

a. be identified in the Snorkel Plan.
b. wear highly visible attire.
c. maintain currency in the following certifications;
    i. Provide First Aid,
    ii. CPR.
    iii. Where the Snorkel Guide is appointed as Proxy Snorkel Supervisor: hold a current qualification in the delivery of oxygen for first aid treatment
d. hold a qualification that incorporates training in the recognition of snorkelling hazards and relevant emergency response techniques. Examples include:
    i. Snorkeller Instructor,
    ii. Surf LifeSaver Bronze medallion,
    iii. Rescue SCUBA Diver,
    iv. Dive Instructor,
    v. Dive Master.
e. maintain currency in the following skills:
    i. be able to recognise relevant hazards;
    ii. be able to recognise when a snorkeller is in difficulty; and
    iii. be able to:
        - rescue a snorkeller in difficulty and provide first aid; or
        - direct a person who is immediately available and capable to rescue a snorkeller in difficulty and provide first aid,
f. have a level of fitness so their own health and safety are not compromised if required to carry out or assist in a rescue.

(18) Where a Snorkel Guide is appointed to supervise At-Risk snorkellers or a group >8 snorkellers, the Snorkel Guide must, through relevant training and experience, have the capacity to manage the specific needs of the group they have been assigned. Examples of qualifications that include training in management of at-risk snorkellers include:

a. Dive Instructor,
b. Dive Master, or
c. an equivalent SCUBA Diver supervisor qualification.

(19) A person with relevant industry experience may apply to the UQ Boating and Diving Manager for recognition of their credentials, in lieu of holding one the above qualifications.

(20) All Snorkelling Guides must receive a Snorkel Guide induction relevant to the specific activity and location. The Snorkel Guide induction will be provided by the relevant BDO or a delegate appointed by BDO/RSOSO.

Snorkel Lookout

(21) A Snorkel Lookout is a person appointed to visually monitor the activities of an allocated group of snorkellers. The Snorkel Lookout must be familiar with relevant emergency response procedures and must be named on the Snorkel Plan.

(22) Personnel performing the role of Snorkel Lookout must maintain currency in the following certifications:

a. Provide First Aid,
b. CPR, and
c. Advanced Resuscitation, or a similar certification for the provision of 100% oxygen.

(23) A person who acts as the Snorkel Lookout for the snorkelling activity must:

a. be solely engaged in being the lookout during the activity,
b. be positioned outside the water in a location that provides a clear view of the entire snorkelling area,
c. be present for the entire duration of the snorkelling activity including during entry and exit from the water,
d. be part of a communication system which is appropriate to the site, and which allows for necessary communication with people snorkelling and any other appropriate personnel,
e. be able to recognise relevant hazards and look for changes which may lead to problems e.g. tides, currents, vessels, marine animals, people skylarking, fatigue,
f. continually monitor the positions of the snorkellers,
g. be able to keep people within the boundaries of the snorkelling site,
h. be aware of which people are ‘At-Risk’ snorkellers,
i. be aware of the risks of silent drowning and monitors snorkelling participants for movement that indicate they are actively snorkelling, be able to recognise when a snorkeller is in difficulty,
j. be able to:
    i. rescue a snorkeller in difficulty and provide first aid or;
    ii. direct a person who is immediately available and capable to rescue a snorkeller in difficulty and provide first aid,
k. have a level of fitness so their own health and safety are not compromised if required to carry out or assist in a rescue,
l. take a break from lookout duties periodically* and not conduct the duty for extended periods of time,
    i. * The Snorkel Lookout must take a break of no less than ten minutes, after performing 60 minutes of continuous Lookout duties
m. wear identifying clothing or equipment so the lookout can be recognised easily by snorkellers,
n. have access to binoculars and polarised sunglasses so that visibility across and into the water can be improved.

(24) At the discretion of the BDO, a Snorkel Lookout may also act as the master of a vessel providing that those duties do not interfere with the provision of adequate supervision or adversely affect the capacity to respond to an emergency.

Activities with only an In-Water Snorkel Lookout

(25) The Primary Snorkel Supervisor may permit an activity to proceed using only an In-Water Snorkel Lookout if:

a. the Primary snorkel supervisor conducts a proper assessment of the risks involved in not having an out-of-water person act as lookout during the activity; and
a. the Primary snorkel supervisor decides, having regard to the risks, it is reasonable not to have an out-of-water person act as lookout; and
a. the activity is supervised by a person who is a Snorkel Guide; and
a. In addition to the requirements listed under Snorkel Guide, the snorkel guide holds a current certification in Advanced Resuscitation, or a similar certification for the provision of 100% oxygen, and
a. an adequate emergency response plan is prepared; and
a. a BDO/RSOSO indicates the emergency response plan is feasible.

Ratio of supervisory personnel

(26) The Primary Snorkel Supervisor will allocate roles to suitably competent personnel at ratios no lower than:

a. one (1) Snorkel Supervisor per 32 snorkellers (Snorkel Supervisors may also act as a Snorkel Guide or a Snorkel Lookout).
b. one (1) in-water Snorkel Guide per 8 snorkellers.
c. one (1) Snorkel Lookout per 16 snorkellers.

(27) The above ratios are for nominal low risk conditions.

(28) Minimum ratios of competent persons to snorkellers must be reduced where snorkellers are mostly inexperienced, at night, or according to the environmental conditions.

Competency

(29) Prior to the commencement of snorkel activities, the Primary Snorkel Supervisor must verify the competency of all persons undertaking snorkelling activities.

(30) The Primary Snorkel Supervisor must provide to the UQ BDO/RSOSO documented evidence of competency for all snorkelling personnel, including the Snorkel Supervisor(s), Snorkel Guide(s) and Snorkel Lookout(s).

Minimum competency requirements for all snorkellers

(31) All personnel undertaking snorkelling activities must be competent in all the following:

a. Swim 50m non-stop, without swimming aids and using any stroke or combination of strokes
b. Fitting and clearing a mask.
c. Fitting and clearing a snorkel.
d. Breathing effectively via a snorkel.
e. Effective fin technique.
f. Swimming 200m effectively using a mask, snorkel and fins.
g. With no fins, the ability to stay on one location (tread water) for at least 2 minutes.
h. Removal of a cramp.

(32) In addition to the Minimum Competency requirements for all Snorkellers, all personnel planning to undertake duck-diving* snorkelling activities must also be competent in the following:

a. Clearing a snorkel while or after surfacing from a breath-hold dive.
b. Equalising the middle ear and sinus gas spaces.

* Duck-diving is defined as breath-hold snorkel diving to a depth <3m and for a period of no longer than 30 seconds.

Physical fitness for snorkelling

(33) The Primary Snorkel Supervisor must advise all snorkellers that snorkelling can be a strenuous activity and may increase health and safety risks to persons with the following conditions:

a. With a medical condition that may be made worse by physical exertion. (For example, asthma, heart disease and some lung complaints.)
b. With a medical condition that can result in a loss of consciousness. (For example, some forms of epilepsy or diabetes.)
c. With asthma that can be triggered by cold water or saltwater mist.
d. Who are unable to meet the requirements of the Minimum Competency for all Snorkellers section

(34) Where the snorkel group is a UQ group: Each snorkeller must complete both a Snorkelling Participant Health Questionnaire and a UQ snorkeller Competency questionnaire. The Snorkeller Questionnaires must be provided to the Snorkel Supervisors, so they can determine the appropriate snorkelling requirements for the group.

a. Where the Snorkelling Participant Health Questionnaire instructs the snorkeler to undergo a medical evaluation, that snorkeller must provide the Primary Snorkel Supervisor with the Evaluation prior to the commencement of any snorkel activities

(35) Where the snorkel group does not have capacity to undertake their own snorkeller assessments, they must liaise with the relevant BDO/RSOSO to manage this.

(36) Prior to arrival on-site, the Group Manager is required to instruct all persons planning to undertake snorkelling to notify the Group Manager of any concerns they may have with respect to their fitness to undertake the activity. Concerns may include a medical condition that was not included in the snorkeller questionnaire but has arisen since its submission (for example, recent development of cold/flu symptoms, a recent injury, development of nervousness/anxiety of the pending tasks).

(37) The Primary Snorkel Supervisor must determine whether any newly declared concerns warrant the snorkeller to be declared as an at-risk snorkeller, or if any other appropriate management strategy is required.

At-Risk snorkellers

(38) A snorkeller that is unable to demonstrate competency in accordance with the ‘Minimum competency for all snorkellers’ section will be considered an At-Risk snorkeller.

(39) The Group Manager and Snorkel Supervisor must ensure that all At-Risk snorkellers have:

a. adequate supervision by reducing the guide-to-snorkeller ratio according to the needs of the At-Risk snorkeller(s).
b. any additional snorkelling equipment deemed necessary to ensure their safe participation in the activity (for example, Personal Floatation Devices (vests), Life Rings, Carley Floats, Mermaid lines from the vessel, etc.).
c. direct in-water supervision provided by a Snorkel Guide, who holds current skills in accordance with clause 17.

Risk Management

Risk Assessments

(40) For all snorkelling activities, a suitable Risk Assessment must be appended to the Snorkel Plan, or (for UQ Snorkel

Groups), referenced in the Snorkel plan, if it is hosted in UQSafe and endorsed by the BDO/RSOSO.

(41) As part of the risk assessment, the Snorkel Supervisor must ensure that:

a. All snorkelling personnel are appropriately briefed on their allocated roles for the duration of the snorkelling activity.
b. All snorkellers are allocated a buddy
c. All snorkeller buddy-pairs are allocated to a guide.
d. All snorkellers are briefed on standard snorkelling procedures including;
    i. to remain with their allocated buddy
    ii. to remain within the specified area
    iii. to remain with their allocated guide
    iv. standard communication methods including hand signals
    v. where duck-dive snorkel diving is permitted, to only engage in one-up, one-down diving
    vi. how to attract the attention of the guide and/or lookout
e. all personnel are consulted regarding the risk assessment prior to activities commencing; and
f. all the controls nominated in the risk assessment have been implemented.

Emergency Response Plan

(42) For all snorkelling activities, the Primary Snorkel Supervisor must ensure a feasible Emergency Response Plan (ERP) is submitted with the Snorkel Plan.

a. The Primary Snorkel Supervisor must liaise with the relevant BDO/RSOSO to develop the ERP.

(43) Emergency Response plans must be in writing and provide procedures for:

a. the recall of all snorkellers,
b. lost or overdue snorkeller/s,
c. recovery of a snorkeller to the vessel or shore or another place where first aid can be effectively provided,
d. the minimum number of persons with first aid training and the minimum level of first aid training of those persons,
e. transfer of an injured snorkeller to:
    i. the emergency services; or
    ii. a facility that administers medical aid.

First Aid capabilities

(44) During every snorkelling activity, an adequate number of suitably qualified persons (as determined by a risk assessment), with training in first aid relevant to the proposed activity considering any known hazards, must be present.

(45) All Snorkel Supervisors and every Snorkel Guide must hold current qualifications in First Aid and CPR.

(46) Every designated Snorkel Lookout must hold current qualifications in First Aid, CPR and Oxygen Delivery.

(47) Where a Snorkel Lookout is performing the dual role of Lookout and Vessel Master, the responsibility of Oxygen Delivery must be delegated to another suitably qualified person.

(48) As a minimum, for every 12 in-water snorkellers (Snorkel Guides are to be included in this count), there must be

present a person that holds a current qualification in Oxygen Delivery.

(49) Any Snorkel Guide that is supervising at-risk snorkellers must hold a current qualification in Oxygen Delivery.

Snorkelling at night

(50) Prior to the commencement of any night snorkelling activities, the Primary Snorkel Supervisor must discuss the planned activities with the BDO/RSOSO to determine the viability of the proposed activity.

(51) Snorkel Guide-to-snorkeller ratios should be reduced.

(52) A detailed pre-snorkel brief must be delivered to all participants of the night snorkel activity. The pre-snorkel brief must, in addition to standard snorkelling procedures, include information pertaining to snorkelling procedures that are specific to snorkelling at night, including;

a. How to identify other in-water personnel, including their buddy and their guide
b. Night-time methods of communication between:
    i. members of the group itself (e.g. Guides & snorkel buddy/other snorkellers) and
    ii. the group and the vessel crew (if any)
    iii. the group and the surface watch/lookout
c. Procedures used to indicate the end, or abort, the activity.

(53) All snorkellers undertaking snorkelling at night must carry a minimum of two light sources. One of these light sources should be a continuously lit device (e.g. cyalume stick) attached to a highly visible part of the snorkeller (e.g. their snorkel).

(54) During night snorkelling activities, Snorkel Supervisors/Guides must utilise a highly visible device to distinguish themselves from other snorkellers, and to indicate their location in the water

(55) The Primary Snorkel Supervisor must develop an emergency plan that accommodates the additional challenges of managing an emergency scenario at night prior to commencement of night activities.

(56) All snorkel supervisors/guides must carry a diver’s PLB/AIS device.

Drift snorkelling

(57) The Primary Snorkel Supervisor must discuss the planned drift snorkelling activities with the BDO/RSOSO to determine the viability of the proposed activity prior to the commencement of any drift snorkelling activities.

(58) A detailed pre-snorkel brief must be delivered to all participants of the drift snorkel activity. The pre-snorkel brief must, in addition to standard snorkelling procedures, include information pertaining to snorkelling procedures that are specific to drift snorkelling, including;

a. Entry and exit procedures
b. Recall procedures
c. Boundaries to the snorkelling areas

(59) During drift snorkelling activities, Snorkel Guides must carry highly visible floatation devices to indicate their location in the water

(60) Snorkel Guide:Snorkeller ratios should be reviewed according to the prevailing conditions and reduced if required.

(61) The Primary Snorkel Supervisor must develop an emergency plan that accommodates the additional challenges of

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managing an emergency scenario in a current prior to commencement of drift snorkelling activities.

Management of risk from non-associated vessel traffic

(62) At all times a snorkeller is in-water, a dive flag in compliance with local regulation must be flown in a way to maximise visibility. In most waters, this is the International Code Of Signals Code A flag.

(63) Where snorkelling is conducted from a vessel at night, the vessel must display restricted in ability to manoeuvre lights in accordance with Rule 27 of the International Regulations for Preventing Collisions at Sea 1972 (COLREGs).

Breath-hold snorkel diving following compressed gas diving

(64) Breath-hold snorkel diving must not be undertaken following compressed gas diving until the diver has off-gassed the residual inert gas. Using DCIEM tables, the diver should have a repetitive factor of 1.0 before undertaking any breath-hold Snorkel dive.

Conditions under which Group snorkelling should not be undertaken

(65) Group Snorkel diving must not be conducted where:

a. the working depth exceeds 3m,
b. the work requires moderate or prolonged exertion whilst underwater,
c. moderate or higher residual risk of entanglement exists,
d. emergency response procedures are not viable
e. low visibility exists (<3m).

(66) At the discretion of the BDO/RSOSO, snorkelling activities in areas of low visibility may be permitted if the planned tasks are low risk and can be conducted safely.

Section 4 - Roles, Responsibilities and Accountabilities

(67) All persons managing and undertaking snorkelling activities have duties relating to workers under Queensland Work Health and Safety legislation to take reasonable care for their own health and safety, and for the health and safety of other persons. The responsibilities below list the activities done to ensure reasonable care is taken and complement the requirements in Section 3.

Boating and Diving Officer (BDO)/Research Station Operations Senior Officer (RSOSO)

(68) The Boating and Diving Officer/Research Station Operations Senior Officer is responsible for:

a. providing advice for compliance and safety for snorkelling operations,
b. assisting Snorkel Supervisors to complete Snorkel Plans, Emergency Response Plans and Risk Assessments,
c. act as the UQ point of contact with external organisations planning activities to be undertaken at a UQ facility,
d. provision of advice on the scheduling of snorkelling activities to be undertaken at a UQ facility,
e. verifying the required records for snorkelling operations are complete,
f. act as the UQ point of contact with relevant regulators, including the report of notifiable incidents,
g. undertake timely audit activities and where appropriate undertake incident investigations.

Group Manager

(69) The Group Manager is responsible for the management of all personnel that are part of their group and will ensure all activities undertaken by their personnel comply with this Procedure.

(70) For Groups visiting a UQ Research Station, the Group Manager's responsibilities remain in effect at all-hours during their booking with the research station.

Primary Snorkel Supervisor

(71) Primary Snorkel Supervisors are responsible for all aspects of snorkelling safety.

(72) Primary Snorkel Supervisors are responsible for ensuring compliance with the processes detailed in the Snorkel Supervisors section of the Key Controls of this Procedure.

Snorkel Guide

(73) Under the direction of the Primary Snorkel Supervisor, Snorkel Guides are responsible for the coordination and in-water supervision of an allocated group of snorkellers.

(74) Snorkel Guides are responsible for ensuring compliance with the processes detailed in the Snorkel Guides section of the Key Controls of this Procedure.

Snorkel Lookout

(75) Snorkel Lookouts are responsible for:

a. Being solely engaged as the lookout whenever people are in the water unless engaged in an emergency response.
b. Providing appropriate levels of supervision to participants who were assessed by the Snorkelling Supervisor as being an At-Risk snorkeller.

Snorkellers

(76) Snorkellers must:

a. Provide both a Snorkelling Participant Health Questionnaire and a UQ snorkeller Competency questionnaire to the Snorkel Supervisor,
b. participate in snorkelling induction and training programs, as directed by the Group Manager or Snorkel Supervisor,
c. confirm they are fit to snorkel prior to each activity,
d. limit snorkelling to the approved, specified activities detailed in the Snorkel Plan,
e. comply with control measures indicated in the risk assessment and in this Procedure,
f. consult with a Snorkel Supervisor if the nature of the work changes and new risks are identified or a Snorkel Plan proves inappropriate,
g. report any injury, illness or near-miss event to a Snorkel Supervisor,
h. comply with legislative requirements and the University's policies and procedures.

Section 5 - Monitoring, Review and Assurance

(77) Where a snorkel plan is in development, the relevant BDO/RSOSO should be invited to conduct a peer review of

the snorkel plan and associated risk assessments prior to their final approval.

(78) At suitable intervals, the Boating and Diving manager will review compliance practices, health and safety management performance, and the ongoing effectiveness of the described controls associated with snorkelling activities undertaken by UQ personnel, or at a UQ facility by non-UQ personnel.

Section 6 - Recording and Reporting

(79) The records created and collected as part of snorkelling activities (Snorkel Plans, Emergency Response Plans, Risk Assessments, snorkeller questionnaires, records of persons entering and returning from the water, etc.) are kept in accordance with the Record Management Procedure.

(80) If an incident occurs, relevant Snorkel Plans, snorkeller questionnaire forms and snorkel records must be attached to the incident report.

Section 7 - Appendix

Definitions, Terms, Acronyms

Terms	Definitions
At-Risk Snorkeller	A person who has indicated on the UQ Boating and Diving Pre-Snorkel questionnaire that either: (i) they possess minimal, or no experience in any of the snorkeller competencies listed or, (ii) they have indicated they have a physical or medical condition that may impact their ability to undertake snorkelling activities safely.
Breath-hold diving	For the purpose of this Procedure, Breath-hold diving is the activity of using snorkelling equipment and swimming below the surface with a reliance on breath-holding until resurfacing. During Groups snorkel activities, Breath-hold diving to depths greater than 3 metres is not permitted.
Direct in-water supervision	At all times an at-risk snorkeller is in-water, the supervising person must also be in-water and remain close enough to that person so that immediate assistance is available.
Group Manager	A Group Manager is the person appointed to oversee all aspects of the group activities including both administration procedures and in-field activities. The Group Manager will be the primary point of contact between any UQ facility and the snorkelling group. The Group Manager may also be the Snorkel Supervisor, or the Group Manager may appoint another person as Snorkel Supervisor.
Primary Snorkel Supervisor	A Primary Snorkel Supervisor is a person appointed as per the relevant Snorkel Plan. Primary Snorkel Supervisors are responsible for all aspects of snorkelling safety while onsite. The Primary Snorkel Supervisor(s) must be onsite during snorkelling operations or delegate their duties to a Proxy Snorkel Supervisor identified in the Snorkel Plan. The Primary Snorkel Supervisor must have appropriate experience for the activity and area supervised and have the authority to suspend or cancel any snorkelling operation, as they see fit.
Proxy Snorkel Supervisor	A Snorkel Guide may be appointed, by a Snorkel Supervisor, to act as a Proxy Snorkel Supervisor and to conduct snorkelling activities in the absence of direct supervision from the snorkel supervisor.
Risk Assessment	A documented consideration of known and foreseeable hazards pertaining to the planned activities. The Risk Assessment should calculate the known risk of harm associated with each hazard. Control measures to reduce the risk must be described and implemented prior to undertaking the activity.
Snorkel Guide	Under the direction of the Snorkel Supervisor, Snorkel Guides are responsible for the co-ordination and in-water supervision of an allocated group of snorkellers. Snorkel Guides are identified in the Snorkel Plan.
Snorkel Lookout	A Snorkel Lookout is a person appointed to visually monitor the activities of an allocated group of snorkellers. The Snorkel Lookout must be familiar with relevant emergency response procedures. The Snorkel Lookout must be named on the Snorkel Plan.

Terms	Definitions
Snorkelling	For the purpose of this Procedure: - Snorkelling is the activity of swimming in a swimming pool or open-water environments, whilst wearing a mask, snorkel and fins, as an activity to support research or teaching activities. - Snorkelling may include swimming on the surface of the water using snorkelling equipment, or breath-hold diving and swimming below the surface to depths no greater than 3 metres. - Breath-hold diving to depths greater than 3 metres is not permitted.
UQ personnel	For the purpose of this Procedure: UQ personnel shall refer to any person that undertakes snorkelling activities under the control of UQ and is at least one of the following during the snorkelling activities; a. a formally enrolled UQ student b. a formally appointed UQ staff member c. a formally appointed UQ volunteer d. a formally recognised visiting short-course participant.
Work Off-campus (WOC)	Commonly known as fieldwork, Work off-campus relates to research, teaching, learning, instruction or other activities, which takes place at locations that are not a UQ campus but are sites where ‘work’ is undertaken. Work off-campus may include unfamiliar surroundings or uncontrolled environments.

Status and Details

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Enquiries Contact	Faculty of Science

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