

New Restricted Coxswains (Schools)



Members Information Kit

Doc: RC Members Licence Kit
Version 2.0 4 th September 2006

Contents

Information letter

Licence procedure

MSQ licence application form

Principals RC letter

Medical and eyesight forms

Marine Safety Queensland regions

Providers of occupational health and safety modules listed in agreement*

Education Queensland Policy HLS-PR-012

Information letter

Marine Teachers Association of Queensland (Inc.)

PO Box 540 Coolangatta 4225

www.marineteachers.org.au



4th September 2006

Dear MTAQ member

As you have heard we now have a new licence agreement with Marine Safety Queensland. Please find details set out below.

Background

This new schools coxswains licence replaces the former coxswains training scheme which took many years part time through TAFE to achieve.

Under the old schools coxswains training scheme, teachers were trained as if they were operating commercial vessels at sea with paid passengers that operated out of any Queensland port.

The new licence, although not perfect, reflects a more sensible approach to the training of employees in schools and colleges under a shorter time frame that is controlled by the school Principal.

The level of restriction is high in that it only applies to school employees who implement Queensland Studies Authority approved or accredited syllabi.

The agreement

A certified copy can be downloaded from the publications section of the MTAQ web site:

<http://www.marineteachers.org.au/publications.asp>

Procedure

Under the scheme, you -

1. obtain a BoatSafe licence from a BoatSafe provider, complete a recognised course in Occupational Health and Safety using school professional development funding
and then
2. satisfy your school Principal that you have the necessary local experience to implement Education Queensland boating policy and procedures

Your school Principal then uses the MTAQ RC 001 standard letter to apply for your licence from your local Regional Marine Operations Centre Manager.

Information regarding these procedures is detailed over on page 3 - 16.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Bob Moffatt', with a long horizontal stroke extending to the right.

.....
Bob Moffatt

Patron (Hon)

bmoffatt@wetpaper.com.au

0418 769 790

Licence procedure

1. Application checklist for

- Complete appropriate occupational health and safety training and BoatSafe licence as per agreement. The application form is required for both NEW and AMENDMENT of a marine licence. This is done by selecting the appropriate box at the top of the form.
- Collect MSQ application form F3103 (see pages 4 - 7) from Maritime Safety Queensland regional offices (see page 11), check fees and discuss details with manager marine safety if you have any questions.
- Arrange to have a USL medical (see pages 9 - 10)
- Arrange two passport sized photo (applicant to supply)
- Arrange for satisfactory evidence of identity (a photographic Queensland driver licence (current or expired less than two years) is acceptable as evidence of identity).
- Arrange for signed MTAQ RC 001 from school Principal (see page 8) and cheque from school made out to Marine Safety Queensland for \$62.75 (Price current September 4th 2006)

2. Principal checklist for MTAQ RC 001 (page 8)

- Has completed appropriate occupational health and safety training relevant to power boat operation in schools such as Occupational Health and Safety at Sea [ABF511], Elements of Shipboard Safety [TDMMF701B, TDMMF801B, TDMMF1101A, TDMMF1201A, and TDMMF5302A]

or their equivalent *See ^{Note 1} as approved by Maritime Safety Queensland.

See page 9 for interim list of providers of occupational health and safety training relevant to power boat operation in schools. Updated list on web site is a work in progress.

- Has suitable experience *See ^{Note 2} to conduct classes in marine studies in the local area in accordance with Education Queensland Policy HLS-PR-012: Workplace Health and Safety - Curriculum Delivery and Schedule of Risk Management for Power Boating in Small Craft.

See pages 13 - 16.

3. Other information

- Teachers holding a Restricted Coxswain with a geographical restriction may apply to Maritime Safety Queensland to have it updated to the conditions of this Agreement.
- The restriction cannot be removed from the licence without meeting the national training package requirements of the Coxswains qualification.
- The licence cannot be used as part of the qualifications necessary to become a BoatSafe provider through Yachting Queensland. Teachers are encouraged to complete a full Coxswains course through an approved RTO and go on to become a BoatSafe provider through Yachting Queensland.

Note 1: Any employee who has completed a coxswains, will be competent in this area. It is proposed, given suitable resourcing, for MTAQ to develop for Education Queensland, an approved Occupational Health and Safety course that more suitably equips school employees to teach powerboating in small craft.

Note 2: Principals are encouraged to discuss safety issues with their Regional Harbour Master (see phone numbers page 11)

Example only

Marine Licence Application

(See notes on page 4 before completing this application)



Queensland Government
Maritime Safety Queensland

This application is for: (please tick one box)

Certificate of Competency Amendment of a Marine Licence Replacement Licence
Certificate of Recognition Renewal of a Marine Licence Sea Service Assessment
STCW95 Endorsement Review

or

Class of licence for which this application applies

Restricted coxswains (schools)

File number (if known)

Applicant's details

Family name (Please use BLOCK LETTERS)

Smith

Given name/s

Citizen

Postal address

41 George Street, Brisbane Postcode 4000

Residential address (if the same postal address write "as above")

As above Postcode

Contact phone number

(07) 0000 0000

Date of birth

07 / 07 / 58

Place of birth (town, state, country)

Brisbane, Qld. AUSTRALIA

Height

180 cm

Eye colour

Green

Hair colour

Blonde

Gender

Male Female

Particulars of Marine Licences held

Number	Grade	Issuing authority	Date issued	Expiry date	Endorsements	Ever suspended or cancelled (state why)
Existing commercial marine licence holder to fill in						

Record of Service Book

Date issued

Place issued

Official number of book

(NOT MANDATORY FOR RESTRICTED COXSWAINS SCHOOLS)

9B 000005

Details of Eyesight Certificate (original certificate to be sighted)

Date issued

Doctor

Contact phone number

08 / 08 / 06

Dr Who

(07) 0000 0000

Certificate of Medical Fitness (original certificate to be sighted)

Date issued

Doctor

Contact phone number

08 / 08 / 06

Dr Fenner

(07) 0000 0000

Label Instructions

- The applicant must complete the Name/Postal address label.
- The applicant must sign both of the small Signature labels using a ballpoint pen. Please take care to stay within the borders marked.



Name/Postal address label

Signature labels
(please sign both labels)

D&PM
Form F3103
Dec 2003

Guide to completing this application

Application for Sea Service Assessment

- Fully complete pages 1 and 2 of this application.
- The following must be lodged with this application:
 - Two (2) passport size photographs (see note on photographs below).
 - Proof of Identity (see note on Proof of Identity below).
- Provide ~~Relevant~~ **N/A** Proof of Service Book or Statutory Declaration to support sea service claimed.
- Pay the prescribed fee (the fee is subject to change).

Privacy Disclaimer
 Maritime Safety Queensland provides this form under the Transport Operations (Marine Safety) Act 1994 so that you may apply for a marine licence or replacement marine licence. Some of the information may be released to other Queensland government agencies and marine authorities. Authorised departmental staff have access to this information and will not disclose your details to any other third party without your consent or unless required by law.

Application for Certificate of Competency

- Fully complete pages 1 and 2 of this application.
- The following must be lodged with this application:
 - Two (2) passport size photographs (see note on photographs below).
 - Provide a current Certificate of Medical Fitness including an eyesight test as defined in Medical Fitness Standards (USL Schedule 1) valid for 2 years.
 - ~~Character reference (less than 1 year old)~~ **N/A**
 - Proof of Identity (see note on Proof of Identity below).
- Other prerequisites relevant to the class of licence as described in ~~Notes for the Guidance of Candidates~~ **MTAQ- MSQ Agreement**
- Pay the prescribed fee (the fee is subject to change).

Application for a Certificate of Recognition

- Complete page 1 and the "Applicant's declaration" section on page 2 of this application.
- Two (2) passport size photographs (see note on photographs below).
- A copy of the original licence certified by a Justice of the Peace, Commissioner of Declarations or official of a Marine Authority or other official should accompany this application.
- ~~Pay the prescribed fee (the fee is subject to change).~~ **N/A**

Application for Amendment/Renewal of a Marine Licence

- Complete pages 1 and 2 of this application.
- Other prerequisites may apply (please contact your local Marine Operations Centre for further information).
- The original licence must accompany this application.
- Pay the prescribed fee (the fee is subject to change).

MTAQ- MSQ Agreement

Application for Replacement

- Complete page 1 and the "Applicant's declaration" section on page 2 of this application.
- Complete either a Statutory Declaration or Replacement Licence Declaration (form F1964).
- Two (2) passport size photographs (see note on photographs below).
- Pay the prescribed fee (the fee is subject to change).

Application for STCW95

- ~~Complete page 1 and the "Applicant's declaration" section on page 2 of this application.~~ **N/A**

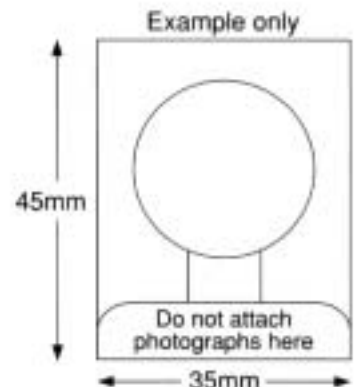
Proof of Identity

- You must prove your identity. If you have a current Queensland 18+ Card issued after 1/1/92 or a current Queensland photo licence, this will be sufficient. Bring it with you when you apply.
- | | |
|---------------------------------|---------------------|
| Queensland Photo Driver Licence | Queensland 18+ card |
|---------------------------------|---------------------|
- If not you must provide **two primary** documents from the list below **OR one primary** and **one secondary** document. Identification documents must be originals or certified copies (not photocopies) and **at least one of these documents must show your signature.**

Primary document	Secondary document
Birth Certificate or Extract	Government issued identity card
Interstate photo licence	Bank Credit/Debit Card
Passport	Certification of Identity
Citizenship / Naturalisation / Immigration Document	Other

Photographs

- We require two (2) identical colour photographs of you.
- The photographs should be a full front view of your head and shoulders without any head covering or tinted glasses and have a plain, light coloured background.
- The photographs must be less than 1 year old.
- Poor quality photographs and digital photographs will not be accepted.



Other information

- ~~Notes for the Guidance of Candidates for each grade of licence are available from your local Marine Operations Centre.~~ **N/A**

Principals letter

Version 1.1

MTAQ RC 001

5th September 2006

Regional Harbour Master
Maritime Safety Queensland
Regional Marine Operations Centre
(see regional contacts below for details)

Date xxxxxxxx

Dear Harbour Master

Re: Application for Restricted Coxswain (Schools) pursuant to Agreement between Marine Teachers Association of Queensland Inc and Maritime Safety Queensland.

This is to certify that _____ is an employee of _____ (school or college) implementing a Queensland Studies Authority approved or accredited syllabus at our school.

I am satisfied that he/she

- Holds Recreational Marine Drivers Licence Number or equivalent (.....)
- has completed appropriate occupational health and safety training relevant to power boat operation in schools
- has suitable experience to conduct classes in marine studies in local area in accordance with Education Queensland Policy HLS-PR-012: Workplace Health and Safety - Curriculum Delivery and Schedule of Risk Management for Power Boating in Small Craft.

and hence meets the requirements under the agreement.

Please find attached the completed application form and the required fee.

Yours faithfully

.....
School Principal/Headmaster/Headmistress

MEDICAL FITNESS CERTIFICATE

(This certificate is valid for 2 years from the date of issue)

Maritime Safety Queensland requires a medical fitness certificate for the issue and revalidation of all commercial marine certificates. Where an applicant does not meet any of the conditions stated on this form, Maritime Safety Queensland may, after due consideration of the advice of the medical practitioner/s, either decline to issue a certificate, cancel a certificate or restrict the duties or area of operation of a certificate.

Applicants obtaining a certificate of medical fitness should ask their doctor to examine them on all of the items below. Medical fitness examinations should be based on normal fitness standards, taking due account of the nature of employment. The doctor should also consider the medical and employment history of the person.

GENERAL

Please check the conditions listed below in addition to normal fitness standards. This is to ensure the applicant can perform his/her duties without creating an unacceptable risk to him/herself, other members of the crew or the safe operation of a ship.

1. **Hernia:** Does the applicant have a hernia condition? Yes No
 If **yes**, has it been corrected satisfactorily by a curative operation? Yes No
 - If the applicant has not had a curative operation, would the applicant be able to perform his/her duties with the condition? Yes No
2. **Speech:** Does the applicant have clear speech without hesitation? Yes No
3. **Hearing:** Can the applicant hear in accordance with the approved testing of the whispered voice, watch or other proved tests? (Hearing loss in each ear must not be greater than 40 decibels (AMA standard) for the frequencies of 500Hz, 1000Hz and 2000 Hz. Where an appeal is made the test should be conducted by means of an audiogram to this standard). Yes No
 If **no**, and the hearing level is less than the above standards, is the applicant able to hear to the above standards when using hearing aids and watchkeeping duties can be adequately performed? Yes No
4. **Artificial limbs:** Does the applicant have artificial limb/s? Yes No
 If **yes**, can the applicant perform without the artificial limb/s interfering with his/her normal duties? Yes No
5. **Cardiac pacemaker:** Does the applicant have a cardiac pacemaker? Yes No
 If **yes**, taking into account the nature of the disease and the reliability of the pacemaker, is the applicant considered fit? Yes No

Other

Does the applicant adequately manage any further medical conditions that may affect his/her performance whilst employed within the maritime industry, such as diabetes, tuberculosis and epilepsy?

Yes No

STATEMENT BY MEDICAL PRACTITIONER:

NOTE: The practitioner should consider the responses above when making this declaration. The practitioner should not sign the declaration, if it is considered that the candidate is unable to fulfil any of the requirements specified above.

I certify that I have examined (name of applicant)

Drivers Licence No (or other photographic proof of identity): Place of issue:

Date of birth/...../..... and declare that this person is medically fit in accordance with the conditions specified above. In my opinion there are no medical reasons that would prevent this person from performing duties aboard a commercial/fishing ship.

Signature: Name:
(Please Print)

Phone Number:

Provider Number: Date:

EYESIGHT CERTIFICATE

(This certificate is valid for 2 years from the date of issue)

Maritime Safety Queensland requires an eyesight certificate for the issue and revalidation of all commercial marine certificates. Where an applicant does not meet any of the conditions stated on this form, Maritime Safety Queensland may, after due consideration of the advice of the medical practitioner/s, either decline to issue a certificate, cancel a certificate or restrict the duties or area of operation of a certificate.

DECK CERTIFICATES

1. The minimum standard of vision with or without aids is 6/6 in the better eye and 6/9 in the other eye. [see note (i)]
Does the applicant meet this standard? Yes No
If no, what standard was achieved?

Left Eye	/	Right Eye	/
----------	---	-----------	---
2. **Aids to vision.**
Does the applicant require aids to vision to meet this minimum eyesight requirement? Yes No
3. The standard of vision without aids is 6/60 in each eye. [see note (i)]
Does the applicant meet this standard? Yes No
4. **Near vision requirement.**
Can the applicant read the N5 chart with or without aids to vision? Yes No
5. **The standard tests for colour vision deficiencies are the Ishihara test or the Holmes Wright Type B Lantern test.**
The applicant must have their colour vision tested for the issue of their first commercial marine certificate.
 - 5 (a) Is colour vision testing required in this case? Yes (Issue of first commercial marine certificate. See 5 (b))
 No (Not required as revalidating an existing commercial marine certificate)
 - 5 (b) If yes, does the applicant pass the colour vision test? Yes No

Note:

- (i) Persons with one eye or poor vision in one eye may be permitted to demonstrate their ability to keep a navigation watch – please refer applicant to their local Marine Operations Centre for advice.

ENGINEERING CERTIFICATES (other than Marine Engine Driver Grades 2 & 3)

1. The minimum standard of vision with or without aids is 6/9 in one eye.
Does the applicant meet this standard? Yes No
If no, what standard was achieved?

Left Eye	/	Right Eye	/
----------	---	-----------	---
2. **Aids to vision.**
Does the applicant require aids to vision to meet this minimum eyesight requirement? Yes No
3. The standard of vision without aids is 6/60 in one eye.
Does the applicant meet this standard? Yes No
4. **Near vision requirement.**
Can the applicant read the N5 chart with or without aids to vision? Yes No
5. Can the applicant distinguish basic colours? Yes No

Aids to vision - are defined as glasses or contact lenses that have been prescribed by a qualified optometrist or eye specialist to correct refractive error of a person's eye. They should not be coloured or tinted and colour correction devices should not be worn for colour testing.

STATEMENT BY MEDICAL PRACTITIONER:

NOTE: The practitioner should consider the responses above when making this declaration. The practitioner should not sign the declaration, if it is considered that the candidate is unable to fulfil any of the requirements specified above.

I certify that I have examined (name of applicant)

Drivers Licence No (or other photographic proof of identity): Place of Issue:

Date of birth and declare that this person is medically fit in accordance with the conditions specified above. In my opinion there are no medical reasons that would prevent this person from performing duties aboard a commercial/fishing ship.

Signature: Name:
(Please Print)

Phone Number:

Provider Number: Date:

(Please Stamp)

Marine Safety Queensland regions

Maritime Safety Queensland (MSQ) has a number of offices located throughout the state.

Gold Coast region

40-44 Sea World Drive
Main Beach
PO Box 107 Southport Queensland 4215
07 5539 7300

Brisbane region

MacArthur Avenue East Pinkenba
MacArthur Avenue East
Pinkenba Queensland 4008
07 3860 3500

Old Pilot Station Parkyn Parade
Mooloolaba
PO Box 1094 Mooloolaba Queensland 4557
07 5477 8425

Gladstone region

Level 2 Centrepoint Building
136 Goondoon Street
Gladstone
PO Box 123 Gladstone Queensland 4680
07 4973 1200

Floor 2
46 Quay Street
Bundaberg
PO Box 476 Bundaberg Queensland 4670
07 4131 8500

Buccaneer Avenue
Hervey Bay
Buccaneer Avenue
Hervey Bay Queensland 4655
07 4194 9600

Mackay region

14 Discovery Lane
Mount Pleasant
Mackay
PO Box 10085
Mt Pleasant Queensland 4740
07 4944 3700

384 Shute Harbour Road
Airlie Beach
PO Box 717
Airlie Beach Queensland 4802
07 4946 2200
07 4946 2233

Townsville region

60 Ross Street
South Townsville
GPO Box 1921
Townsville Queensland 4810
07 4726 3400
07 4721 2028

Cairns region

64-66 Tingira Street
Portsmith
PO Box 1787
Cairns Queensland 4870
07 4052 7400
07 4035 1127

1 Iraci Avenue
Weipa *
PO Box 489
Weipa Queensland 4874
07 4069 7165
07 4069 9695

Lot 75 Yappar Street
Karumba *
PO Box 224
Karumba Queensland 4891
07 4745 9281
07 4745 9631

Hastings Street
Thursday Island *
PO Box 109
Thursday Island Queensland 4875
07 4069 1351
07 4069 2190

Providers* of occupational health and safety modules listed in agreement

- * TDM MF7 01B - Observe safe working practices
- * TDM MF8 01B - Comply with emergency procedures
- * TDM MF53 02A - Fight and extinguish fires
- * TDM MF11 01A - Survive at sea in the event of vessel abandonment
- * TDM MF12 01A - Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire

Table 1: Providers of occupational health and safety modules listed in agreement Information as at date of publication.

<p>John Armstrong (Aust Maritime Training Centre) Telephone: 5571 0836 or www.maritimetraining.com.au Approx cost: 3 days @ \$300. Next course Oct 6 - 8, last for the year Nov 17 -19.</p> <p>Michaela Moss Project Manager, Maritime Department Barrier Reef Institute of TAFE Phone: 07 4940 2777 Mobile: 0414 4946 44 Email: michaela.a.moss@det.qld.gov.au</p> <p>Others Australian Maritime College - Tasmania (AMC) Cooloola Sunshine Institute of TAFE (CSIT) Gold Coast Institute of TAFE (GCIT) Maritime Training Services Pty Ltd (MTS) Queensland Police Service (QPS) Tropical North Queensland TAFE - Cairns (TNQIT) Whitsunday Maritime Training Centre (previously Whitsunday Sailing Club) (WMTC)</p>	<p>Brisbane North TAFE http://www.bn.tafe.qld.gov.au/ Customer Contact Centre on 131 248 * fax (07) 3259 3160 * email enquiry.bnit@det.qld.gov.au * post an enquiry to: Brisbane North Institute of TAFE General Enquiries Locked Bag 3 Eagle Farm QLD 4009</p> <p>Wide Bay TAFE http://widebay.tafe.qld.gov.au/ Telephone: 1300 656 188 Email: widebay.institute@tafe.net Facsimile: 61 7 4123 4184 Overseas enquiries: 61 7 4120 2459 Postal Address: Wide Bay Institute of TAFE Locked Mail Bag 279 Maryborough Queensland Australia 4650</p>
--	--

Compiled by
 Bob Moffatt
bmoffatt@wetpaper.com.au

Note: Noosa DSHS is seeking to extend its scope as an RTO. Details Jim Kneale, Telephone: 5472 2222
knealefamily@optusnet.com.au

Education Queensland Policy HLS-PR-012

The following is a copy of the Education Queensland Policy HLS-PR-012: Workplace Health and Safety - Curriculum Delivery and Schedule of Risk Management for Power Boating in Small Craft.

Schools should check the most up to date version on Education Queensland's web site (Available December 2006)

HLS-PR-012- Schedule 1 Ver 0.8 22/08/2006

Schedule of Risk Management for Power Boating in Small Craft

This Schedule forms part of the Procedure HLS-PR-012: Workplace Health and Safety - Curriculum Delivery. The particular features of this activity listed in the Schedule must be considered as part of the general responsibilities of principals, teachers or other leaders outlined in that procedure.

1. Scope

This Schedule applies whenever students are involved in:

- (a) power boat instruction;
- (b) recreational power boating; or
- (c) other educational activities in small craft.

Small power craft refers to boats (usually less than six metres) that have no accommodation facilities and are powered by an outboard motor that is suitable for the design of the vessel.

2. Nature of Hazards

As part of the process of safety self-regulation, all persons engaging in marine activity should identify the hazards, assess their significance and manage the potential risks including any additional hazards not mentioned here

Hazards that may be encountered in handling small power craft involve:

- (a) the water (tides, currents, turbulence, depth, distance);
- (b) the waterway (buoys/beacons, channels, bottom obstructions, nearby bar, flooding or strong currents after rain, other boats)
- (c) the engine (moving parts, hot exhausts, propeller);
- (d) the fuel (mixing, spills, fire, explosion)
- (e) the boat (loose equipment, sharp edges, rocking/rolling, sun heated metal seats)
- (f) the boat trailer (winch, wheels, towing vehicle)
- (g) the boat ramp (slippery, rocks, broken glass, other boats)
- (h) dangerous marine creatures (crocodile, stingers, oysters)
- (i) the environment (sun, wind, radiation, glare)

3. Hazardous situations that could develop include:

- (a) person overboard
- (b) capsize
- (c) sinking
- (d) running aground
- (e) large wake from a passing vessel
- (f) collision with another boat
- (g) striking a submerged object
- (h) deteriorating weather conditions (rain, lightning, wind, rough seas)
- (i) starting a motor while someone is in the water near the propeller;
- (j) incendiary devices (flares) being used;
- (k) uncontrolled rapid winding of a winch handle;
- (l) handling and mixing fuels
- (m) fire (motor or fuel)

4. Level of Risk

The categorisation of these conditions is subjective and offered as a starting point for risk management planning. The actual degree of risk is best ascertained by persons with intimate local knowledge present at the site of the activity.

The location and conditions will have a large bearing on the safety and operation of the activity. Locations may be divided into three categories as follows:

Type 1 conditions:

Smooth waters in enclosed and protected locations such as rivers, estuaries, lakes and dams. Calm and likely to remain so in the near future.

Type 2 conditions:

Partially smooth waters. Large areas of water with some lateral protection from the elements such as bays and breakwaters. Can become choppy and rough at relatively short notice.

Type 3 conditions:

Open water - exposed, deep, unfriendly conditions.

Ocean swells, trade winds, sea states.

5. Minimum Supervision

A minimum of two adults is required during instruction, including:

- (a) a qualified Activity Leader who travels in either:
 - (i) the power boat with the students under instruction; or
 - (ii) another power boat in proximity to the students under instruction (the "mother ship"; and
- (b) another supervisor with experience (previous involvement) approved by the principal and the leader.

One adult present at the activity should have the ability to:

- (a) effect a recovery of a student from the water at the venue; and
- (b) perform first aid and cardiopulmonary resuscitation.

If an adult other than a registered teacher is engaged for instruction and to act as Activity Leader, a registered teacher should be present to take overall responsibility.

When licensed students are operating power boats in Type 1 conditions under the direction of the Activity Leader, the presence of another supervisor may be desirable (depending on the conditions) but is not mandatory unless more than three boats (including the mother ship) are being operated

For Type 2 and 3 conditions, a suitably qualified, experienced and mature person should be embarked in each boat to supervise operations.

6. Qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

The Activity Leader should be a registered teacher or another adult with demonstrated ability to undertake instruction and training in power boating who holds at least a Restricted Coxswains Certificate of Competency issued by Maritime Safety Queensland (MSQ).

If the Activity Leader embarked in the 'mother ship' is providing direct and immediate supervision to students operating other training ships, the student masters do not need to hold a licence to operate the training ship.

In Type 2 and Type 3 locations, unless the operating conditions are benign, a supervisor who holds at least a Recreational Marine Drivers Licence (RMDL) issued by MSQ should be embarked in each training ships operating.

7. Minimum Equipment

At least one commercially registered boat with a full suite of appropriate lifesaving appliances and other safety equipment must support all activities to act as a 'mother ship'.

- For Type 1 activities, the mother ship must be fully equipped in accordance with 2E registration requirements. Additional training ships need not be equipped with all the safety equipment if each person onboard wears a Personal Flotation Device Type 1 or Type 2 at all times.
- For activities in Type 2 locations or conditions, additional training ships must be fully equipped in accordance with 2D registration requirements.
- For activities in Type 3 locations or conditions, additional training ships must be fully equipped in accordance with 2C registration requirements.

All craft must comply with Queensland Transport registration, maintenance and equipment requirements.

Vessels should have a builder's plate affixed to the stern showing details of the maximum number of people that can be carried and the maximum power of the motor that can be used with the boat. If this is not present, then reference should be made to the details shown on the boat's Certificate of Registration.

Any equipment hired for use in student instruction must have Australian Standard Certification and comply with the requirements of this Schedule.

8. Hazard Reduction

Parents (or caregivers) should be informed of full details of the location, supervision to be provided and activities to be undertaken and their written permission should be obtained.

Leader should be

- able to manage the type of craft being used and the number of craft on the water at one time
- familiar with the location and its characteristics that may pose hazards.

Students should receive instruction in:

- basic preliminary training before on-water activities (IALA system, Collision Regulations, boat handling, boat and engine maintenance, activity planning, communications and weather)
- safety regulations conforming to current MSQ requirements
- location and use of safety equipment
- the area and scope of the activity, and notice of any dangers from other sources,
- distress signalling (including use of pyrotechnics);
- procedures for avoiding collisions
- person overboard drill; and
- the uses of lights (the IALA system) if night activity is planned.

Location should

- be appropriate for the activity;
- be considered in respect to the type of equipment being used;
- match the experience of the leader and ability levels of the students; and
- be selected with regard to the following conditions
 - prevailing and anticipated weather conditions in the selected area;
 - the presence of areas with strong currents, tides or wind eddies, and rocks;
 - the presence of water traffic in the boating area; and
 - safe shorelines for entry and exit.

In addition

- A set of simple signals should be established and practised to allow communication between boat and shore.
- Students should be advised to call or signal for assistance if they cannot rectify a problem immediately.
- Clothing, equipment and safety-gear checks should occur before students are allowed to proceed. It is recommended that students wear suitable protection against the heat and cold.
- Students should wear appropriate personal protective equipment when directed to by the leader (e.g. stinger suits when swimming during the stinger season in areas where stingers are known to be prevalent).
- All students should wear the appropriate Personal Flotation Device. (PFD 2 or PFD 1) checked for correct fit before commencing an activity. Personal flotation devices must conform to Australian Standards.
- Students should be instructed to remain aware of their position in the training area, distance from shore and other obstacles.
- Weather conditions should be assessed continually.
- Accurate information on tides, depths, currents and other expected water conditions should be obtained and passed on to students before the activity begins.
- When students come into contact with fuels, careful instruction on use, storage and fire prevention should be undertaken.
- Guards and covers must be in place over motors or other items of machinery to protect against contact with moving parts.
- No person should be in the water near the propeller when the drive gear is engaged. If possible, in the event of a person falling overboard, it is recommended that the bow of the vessel be steered in the direction of the side that the person went over.

Links

HLS-PR-013: Developing a Sun Safety Strategy: Sun safety strategies must be implemented to provide protection from the sun.

When equipment, such as boats, motors and nets, are to be moved, all persons need training in manual handling techniques and should be referred to the Code of Practice - Manual Handling.

Version

HLS-PR-012- Schedule 1 Ver 0.8 Printed: 22/08/2006