



Risk Management Plan

Last updated 1st of August 2016
Version 2.1

Introduction

The following Risk Management Plan was created as a part of Dive La Trobe's commitment to the protection of its members and associates, to raise awareness of all aspects of risk management, and help the club identify risks associated with the clubs myriad of functions. Exposure to risk is inherent in all day to day activities we personally undertake.

The Australian Standard on Risk Management defines a risk as:

“The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood”.

(AS/NZS 4360:2004)

Dive La Trobe is diligent in removing, reducing and controlling the risk associated with club activities to maintain a high standard of safety for all members and associates.

Objectives

- To avoid the incidence of injury to members, volunteers and any other persons associated within club activities.
- To uphold the governance practices of the club and ensure responsibilities are observed and complied with.
- To further enhance the reputation of the club.

Risk Management Plan Overview

<p>Dive La Trobe's 'core' business.</p>	<p>To cater for people from the La Trobe University Community (students, staff and alumni) and associates. To establish a strong club environment and allow people the opportunity to safely experience diving and club activities.</p>
<p>The club's main goals.</p>	<p>The primary goal of Dive La Trobe is to get people in and under the water. We wish to provide people the opportunity to partake in safe and fun diving and dive related activities. This encompasses divers of all abilities, from entry level to those with many years' experience.</p>
<p>Our main activities.</p>	<ul style="list-style-type: none"> • Courses/SCUBA Certification • Dive Trips • Social Events
<p>The key stakeholders whom we seek to keep safe and minimise exposure to risk.</p>	<ul style="list-style-type: none"> • La Trobe University • Club Committee • Club Members • Club Associates

Risk Analysis Matrix

Measures of Likelihood

Likely	Likely to be experienced or witnessed
Almost Certain	The event will probably be experienced or witnessed
Possible	The event might occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

Measures of Consequence

Catastrophic	Death or Serious Injury. Demise of the Club
Major	A Severe Injury requiring medical assistance. Damage to the reputation of the club and/or financial loss
Moderate	Medical Treatment required, or financial loss
Minor	First Aid Treatment required
Insignificant	No injuries, low financial loss, no real effect on club operation

Risk Ratings

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain					
	Likely					
	Possible					
	Unlikely					
	Rare					

Low Risk – Manage through routine procedures

Moderate Risk – Requires Specific Attention

Significant Risk – Urgent Attention or Investigation Required

Extreme Risk – Immediate Action Required

Activity	Source of Risk	Risk Impact
SCUBA Diving	Pool Training and Try-Dives	Personal Injury, Loss of Reputation

Risk	Rating	Risk Control Reference
Slip or Fall on Pool Deck	Moderate	1.1
Incorrect Entry/Exit from Pool	Moderate	3.1, 3.2, 3.3
Damage to Facility	Low	1.2, 8.1
Incorrect Training or Supervision	Moderate	3.1, 3.2, 3.3

Activity	Source of Risk	Risk Impact
SCUBA Diving	Equipment	Personal Injury, Financial Loss

Risk	Rating	Risk Control Reference
Loss of Equipment	Moderate	4.2
Theft of Equipment	Moderate	4.2
Damage to Equipment	Moderate	4.2
Malfunction of Equipment	Extreme	5

Activity	Source of Risk	Risk Impact
SCUBA Diving	Transportation	Personal Injury, Financial Loss, Loss of Time
Risk	Rating	Risk Control Reference
Motor Vehicle Accident	Extreme	1.2, 1.3, 9
Motor Vehicle Breakdown	Low	1.2, 1.3, 9
Motor Vehicle Theft	Low	1.2, 1.3, 9
Boat Trailer Failure	Moderate	1.2, 1.3
Boat Security Failure	Moderate	1.2, 1.3
Boat/Trailer Theft	Low	1.2, 1.3

Activity	Source of Risk	Risk Impact
SCUBA Diving	Boat Operations	Personal Injury, Financial Loss, Third Party Liability
Risk	Rating	Risk Control Reference
Misguiding Boat from Slip	Moderate	2.1, 2.2
Collision with another Boat whilst Launching	Extreme	2.1, 2.2
Equipment Damage whilst Loading/Unloading	Moderate	4.2
Heavy Lifting whilst Loading/Unloading Equip.	Moderate	1.4, 4.2
Slip/Fall/Drop whilst Loading/Unloading Equip.	Moderate	1.4
Slip/Fall/Crush whilst Embarking/Disembarking	Significant	2.1, 3.1, 1.4, 8.2
Collision with another Boat whilst Manoeuvring	Extreme	2.1, 2.2
Collision with a Fixed Object whilst Manoeuvring	Extreme	2.1, 2.2
Boat Capsizes/Sinks	Extreme	2.1, 2.2
Boat Engine Failure	Moderate	2.1, 2.2

Activity	Source of Risk	Risk Impact
SCUBA Diving	Boat Operations	Personal Injury, Financial Loss, Third Party Liability
Risk	Rating	Risk Control Reference
Boat Electrical Failure	Moderate	2.1, 2.2
Boat Out of Fuel	Moderate	2.1, 2.2
Passenger Overboard	Extreme	2.2
Passenger Seasickness	Moderate	2.1, 2.2, 8.2
Fire aboard Boat	Extreme	2.1, 2.2, 8.2

Activity	Source of Risk	Risk Impact
SCUBA Diving	Diving Operations	Personal Injury, Environmental Damage
Risk	Rating	Risk Control Reference
Collision with another object when Entering/Exiting Boat	Significant	2.2, 3.1, 1.4, 3.4, 8.2
Collision with another object when Entering/Exiting Pier	Significant	3.1, 3.3
Uncontrolled Ascent	Extreme	3.3, 3.4, 8.2
Out of Air Emergency	Extreme	3.3, 3.4, 8.2
Decompression Illness	Extreme	3.3, 3.4, 8.2
Encounter with Marine Life	Extreme	3.3, 3.4, 8.2
Lost Diver	Extreme	2.2, 3.3, 3.4, 8.2
Equipment Malfunction	Extreme	5
Boat Propeller/Hull Impact	Extreme	2.1, 2.2, 3.4
Slip/Fall whilst Boarding Boat	Significant	2.1, 3.1, 1.4, 8.2

Activity	Source of Risk	Risk Impact
SCUBA Diving	Diving Operations	Personal Injury, Environmental Damage
Risk	Rating	Risk Control Reference
Diver Left Behind	Extreme	2.1, 2.2, 2.3, 3.4
Incorrect Administration of Life Support	Extreme	2.1, 3.1, 4.1, 8.2
Combustion or Fire from use of Life Support Equipment	Extreme	2.1, 3.1, 4.1, 8.2

Activity	Source of Risk	Risk Impact
SCUBA Diving	Compressor Operations	Personal Injury
Risk	Rating	Risk Control Reference
Lifting Heavy Cylinders	Moderate	1.5, 2.1, 2.2, 8.3
Cylinder Fall	Moderate	1.5, 2.1, 2.2
Hearing Damage	Significant	1.5, 2.1, 2.2
Contaminated Air	Extreme	1.5, 4.1, 4.2, 5
Exceeding Maximum Fill Pressure	Extreme	1.5, 4.1, 4.2, 5
Compressor Theft	Low	4.1

Activity	Source of Risk	Risk Impact
Social Events	Food & Alcohol Consumption	Personal Injury
Risk	Rating	Risk Control Reference
Incorrect Food Handling	Moderate	6, 10.1
Incorrect BBQ Operation	Moderate	6, 10.1
Irresponsible Service of Alcohol	Moderate	10

Risk Control References

1. Dive La Trobe Internal Policies

- 1.1. All members of Dive La Trobe are advised to express caution when navigating the Sports Centre pool deck, particularly when carrying or wearing SCUBA equipment. Directions from Sports Centre Lifeguard staff are to be followed at all times.
- 1.2. All members of Dive La Trobe are advised to respect and care for Sports Centre property as if it were their own.
- 1.3. Only Dive La Trobe members with a Victorian C-Type drivers licence, or equivalent, are permitted to operate vehicles owned or hired by the club. Where towing is concerned, only members with appropriate experience, as determined by the club Committee, are permitted to tow the club trailer and/or club equipment. Due diligence must be paid to vehicle and trailer servicing and operation, including storage and security.
- 1.4. All Dive La Trobe members are advised to express self-care when operating or handling club equipment. This includes eye and ear protection when operating the compressor, and correct lifting procedures when loading/unloading equipment.
- 1.5. Only members trained in the operation of club equipment, such as the compressor, are permitted to use it.

2. Boat Documents

- 2.1. [Boat Officer Position Description](#)
- 2.2. [Boat Driver Training Procedures](#)
- 2.3. Boat Manifest

3. Instructor Documents

- 3.1. [Instructor Position Description](#)
- 3.2. [Instructor Agreement](#)
- 3.3. PADI Standards & Procedures (Available to PADI Instructors)
- 3.4. PADI Risk Management Flowchart (Available to PADI Instructors)

4. Equipment Documents

- 4.1. [Equipment Officer Position Description](#)
- 4.2. [Equipment Hire Terms and Conditions](#)

5. Manufacturer Manuals
 - 5.1. [Petrol Compressor User Manual](#)
 - 5.2. [Electric Compressor User Manual](#)
 - 5.3. [HOG Regulator Manual](#)
 - 5.4. [Apeks Regulator Manual](#)
6. [La Trobe University Events Risk Management Plan](#)
7. [Dive Accident Flowchart](#)
8. Membership Forms
 - 8.1. [Membership Agreement](#)
 - 8.2. Member Liability Release
 - 8.3. [Correct Lifting Techniques](#)
9. [Fleet Vehicle Usage](#)
10. Event Coordination
 - 10.1. [Social/Events Coordinator Position Description](#)
 - 10.2. [Bar Coordinator Position Description](#)