

Transport and Main Roads

Hire and drive personal watercraft

Model safety management plan

[Business Name]

[Effective Date]

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1. Purpose of this safety management plan

- Identify risks in the hire and drive of personal watercraft and implement ways to minimise them.
- Identify the responsibilities of the hire and drive personal watercraft provider, driver and riders, and what they should do to reduce risk of damage or injury.
- Advise staff and customers what to do in an emergency.

The personal watercraft driver manages the risk of injury or damage if they operate the craft in a way that is outside this safety management plan.

The provider manages the risks associated with developing this safety management plan. The provider may add further emergencies to the list within after undertaking a risk assessment. The provider will develop emergency response procedures.

Disclaimer: This safety management plan is a generic model only and should not be relied upon to fulfil legal requirements. Hire and drive personal watercraft business operators must assess the risk to their particular business. This model plan is a guide only.

2. Personal watercraft provider

Company and trading name: _____

Head office: _____

Managing director: _____

Phone: _____

Nearest advanced life support facility

Name: _____

Address: _____

Phone: _____

Staff meetings to raise new issues and review effectiveness of the safety management plan held at least every three months. See Annex B for a list of staff induction and ongoing training requirements.

3. Personal watercraft for hire

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Model: _____ Max power output: _____ Registration: _____ Expiry: _____

Registration conditions (if any) applicable to each vessel: _____

Rescue ship(s):

Model: _____ Registration: _____ Expiry: _____

Model: _____ Registration: _____ Expiry: _____

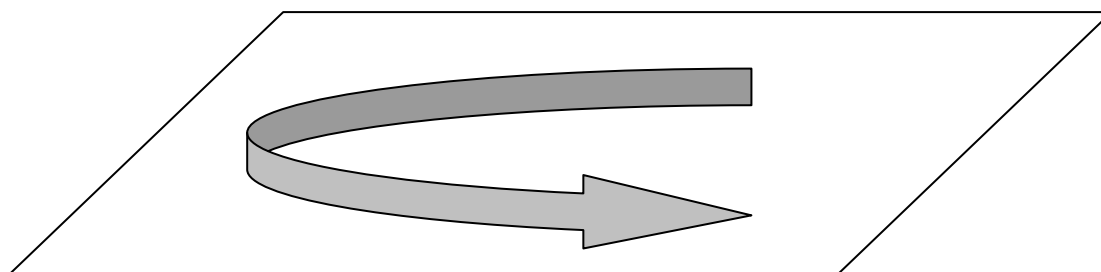
Driver must have a personal watercraft licence if they operate the craft:

- at a different place from hire
- between sunset and sunrise
- beyond smooth waters (outside a designated pen or tour plan area)
- at a speed exceeding 10 knots outside the direct line-of-sight supervision of the provider.

4. Hire area

Pen operations

- Designated cruising area that hired personal watercraft can operate in: _____ (latitude and longitude of all applicable buoys).
- Area is marked out by: _____ (number, colour, location and distance of buoys or other method).
- Area chart/detailed drawing/photo of the circuit showing direction of travel (see below).



Tour operations

- Personal watercraft provider can operate a tour that is under direct supervision of tour leaders.
- It cannot exceed 10 personal watercraft (excluding provider or tour leaders) or the maximum allowed under marine park rules.
- Tour leader(s) must monitor the safe operation of personal watercraft by participants and ensure that the provisions of this safety management plan are followed.
- Provider must have a written plan that states the operating conditions appropriate to ensure safe operation of the personal watercraft taking part.
- Provider must provide a detailed map of each tour that is embarked on.

5. Provider to check before hire

Hazard	Risk	Action	Instruction to driver
Unseaworthy personal watercraft	Failure of personal watercraft	Check seaworthiness before each hire and do not hire if unseaworthy.	
Missing safety equipment	Operation without safety equipment	Check safety equipment before each hire and do not hire if missing.	Do not operate the personal watercraft unless it has the safety equipment.
Weather conditions	Rider impact and injury	1. Assess weather conditions. 2. End hire if unsafe.	Relevant weather forecast and effect in the operating area.
Strong tide	Tide separates group	1. Assess tidal currents. 2. Keep all personal watercraft in line of sight.	Keep within 100 m of the personal watercraft in front while on tour.
Heavy surf or crossing bar	Failure to return on time	1. Assess surf or bar conditions. 2. Inform radio base servicing area of expected and actual return time.	Keep in close formation and follow all instructions if unsafe situation develops.
Reef and navigational hazards	Driver collides with reef	Record locations of sandbars, reefs and navigational hazards.	Location of sandbars, reefs, anchorages and navigation hazards in area, including coral visibility.
Congestion	Driver strays into traffic	1. Assess congestion conditions. 2. Alter tour route or area. 3. Reduce speed of tour.	Limits and markings of the planned navigation area.

Hazard	Risk	Action	Instruction to driver
Large group	Poor communication	<ol style="list-style-type: none"> 1. Assess leader to rider ratio. 2. Check tour leader has appropriate radio, phone or communications device. 	Keep in close and regular contact with the personal watercraft on the tour.
Briefer lacks experience or training	Inadequate briefing	If briefer has given less than 100 briefings, overseer holding a restricted coxswain licence or higher and a personal watercraft licence must be on call.	
Tour leader lacks experience or training	Tour leader fails to maintain safety	Check that tour leader holds: <ul style="list-style-type: none"> • restricted coxswain licence (or higher) • recreational personal watercraft licence • current first aid certificate. 	

6. Driver to tell provider before hire

Hazard	Risk	Action (provider/tour leader)	Instruction to driver
Overloaded watercraft	Difficult to control safely	Obtain driver's details and number of riders.	Provide full name and address of all riders.
Driver with medical condition	Medical episode at speed	Provide medical declaration form.	Sign a declaration that no medical condition affects ability to operate personal watercraft safely.
Driver is under 16 years old	Driver lacks maturity to drive safely	Do not hire unless the driver provides evidence they are over 16 or have a supervisor 18 years or older that can immediately take over driving.	Provide proof of age or evidence of adult supervision.
Riders 8 years old or younger	Riders fall off	Check that all riders are older than 8 years.	Do not allow children 8 years or younger to ride on the personal watercraft.
Personal watercraft too powerful	Driver loses control	Check that personal watercraft suits the needs of the driver.	Tell provider if uncomfortable driving due to craft size or power.
Inattention to instructions	Unsafe use of personal watercraft	Do not hire unless all riders understand safety briefing in English (or other language agreed).	Tell provider if briefing not understood.

7. Briefer to tell driver before hire

Hazard	Risk	Action	Briefing instructions
Driver knowledge	Driver misuses equipment or systems		All safety briefing checklist items (see Annex A).
Lack of driving skills	Driver loses control of personal watercraft	Refuse hire unless driver demonstrates competencies.	All basic competencies for pen operations and advanced competencies for tours (see Annex A).

Hazard	Risk	Action	Briefing instructions
Overloaded watercraft	Personal watercraft difficult to control safely		Maximum number of people on board while underway.
Driver unsure to return	Driver does not return		Expected time and date of departure and return.

8. Provider to demonstrate and assess

Hazard	Risk	Action	Instruction to driver
Inexperienced driver	Unsafe operation of personal watercraft	<ol style="list-style-type: none"> 1. Safety briefing demonstration 2. Assess competencies (see Annex A) 	Full safety briefing checklist (see Annex A).
Riders do not use safety equipment properly	Driver fails to wear personal flotation device properly	Demonstrate use of all safety equipment.	Correctly use and store personal flotation devices.
Emergency situation	Riders unsure what to do in an emergency	Demonstrate emergency procedures (see section 11).	Full safety briefing and demonstration and perform competencies as instructed.

9. Provider to supervise during hire

Hazard	Risk	Action	Instruction to driver
Over-confident driver	Unsafe operation of personal watercraft	Keep in line of sight to monitor safety and ensure rescue ship available.	Keep within direct line of sight of tour leader.
Congestion	Collision	<ol style="list-style-type: none"> 1. Give riders high-visibility clothing. 2. Keep direct line of sight on all drivers. 3. Ensure maximum leader-to-rider ratio of 1:5. 	10 knots maximum speed within 30 metres of another moving ship
Wash from other vessels	Danger to driver	Monitor safe wake-crossing techniques.	Safe wake-crossing procedure.
Wave jumping	Impact or back injury	Monitor safe wave-jumping techniques.	Safe size of wave to jump.
Swimmers	Collision with person in water	Monitor distance-off requirements.	Reduce speed to under 6 knots within 60 m of person in water.
Collision regulations offences	Collision	Monitor relevant collision regulation requirements.	Keep lookout at all times to assess collision risk – alter course to starboard to avoid collision.
Uncooperative group	Formation breaks	Stop the tour and regroup into a safe formation.	Wait nearby till tour regroups into the safe formation.

10. When provider must end hire

Hazard	Risk	Action	Instruction to driver
Inexperienced driver	Assistance required from personal watercraft provider	End hire	Stop personal watercraft and raise hand.
Irresponsible driver	Driver exits the designated operating pen	End hire	Return to pen area immediately.
Inattention to instructions	Unsafe use of personal watercraft	End hire	No further operation allowed.
Sharp turn or free-styling	Passenger falls off personal watercraft	End hire	Driver's obligation not to operate unsafely for safety of riders.
Intoxicated driver	Collision and/or drowning	End hire	Do not operate the personal watercraft under the influence of alcohol or drugs.

11. What to do in an emergency

Emergency	Action (provider/tour leader)	Instruction to driver
Collision	<ol style="list-style-type: none"> 1. Tour leader renders assistance as required. 	<ol style="list-style-type: none"> 1. Stop vessel and turn engine off. 2. Check for injuries or damage to vessel. 3. Alert tour leader. 4. Complete marine incident report form.
Loss of engine power	<ol style="list-style-type: none"> 1. During briefing, physically demonstrate what to do if motor does not start. 2. Assess problem and provide assistance. 	<ol style="list-style-type: none"> 1. Alert tour leader immediately by waving arm in the air. 2. Check fuel, engine water temperature and oil pressure lights on instrument panel and that lanyard is attached. 3. If engine temperature red warning light is on, switch engine off. 4. Advise tour leader and follow their instructions.
Grounding or stranding	<ol style="list-style-type: none"> 1. Assess situation. 2. Arrange rescue or tow vessel, if required. 3. Instruct driver to get off the personal watercraft, if necessary. 4. Do safety check on vessel for hull, motor or steering damage and pollutants. 5. If no damage, push personal watercraft to deeper water. 6. Ask driver if they want to reboard. 	<ol style="list-style-type: none"> 1. Turn engine off. 2. Signal for assistance. 3. Do not restart engine unless personal watercraft is in water at least knee-deep. 4. If grounding is on a coral reef or rocks, stay onboard personal watercraft to prevent injuries. 5. Follow tour leader's instruction to restart personal watercraft and continue tour. 6. In rough conditions, tour leader will report incident and request assistance to remove riders from personal watercraft safely.
Severe weather	<ol style="list-style-type: none"> 1. In severe weather, cancel tour. 2. If tour has already commenced and it is unsafe to continue, end tour and head back to office. 3. If it is not safe to continue, take refuge close to shore where it is calmer. 4. If necessary, contact rescue vessel to take drivers back. 	<ol style="list-style-type: none"> 1. Reduce speed for safe speed rules based on visibility and conditions. 2. Follow tour leader's instructions and where necessary take refuge until conditions improve.

Emergency	Action (provider/tour leader)	Instruction to driver
Medical emergency evacuation	<ol style="list-style-type: none"> 1. All staff have training to take appropriate first aid action. 2. Contact emergency services on 000. 3. Give first aid to stabilise patient. 	<ol style="list-style-type: none"> 1. Stay calm, assess situation and eliminate danger 2. Contact emergency services as required (phone 000). 3. Take appropriate first aid action. 4. Assemble group and turn off personal watercraft. 5. Wave down passing vessels for assistance, if required. 6. Return to shore. 7. Look for landmarks/buildings to identify position.
Fire		<ol style="list-style-type: none"> 1. Immediately stop personal watercraft 2. Switch engine off. 3. Do not open engine compartment or try to fix the problem. 4. Safely enter water feet first – do not dive. 5. Swim away from vessel keeping lookout for other vessels. 6. Signal to tour leader or passing vessels for assistance by waving arms in the air.
Rider falls off personal watercraft	<ol style="list-style-type: none"> 1. Collect rescue vessel 2. Turn own personal watercraft off 3. Collect driver from water 4. Take driver to their personal watercraft 	<ol style="list-style-type: none"> 1. Safety lanyard will stop personal watercraft if driver falls. 2. Any person in the water should keep one hand raised so they can be seen by other vessels. 3. Keep person in water in sight at all times. 4. Signal to tour leader by waving arms. 5. Do not jump into water after another person. 6. If person in water is close enough to personal watercraft they can swim to it. 7. Keep personal watercraft as stable as possible to prevent capsizing. 8. Reboard by the reboarding step.
Missing driver or passenger	<ol style="list-style-type: none"> 1. Initiate search and rescue for people onboard personal watercraft. 2. Tell radio base servicing operating area the time personal watercrafts returned from tour if operating in surf conditions or crossing a bar. 	<ol style="list-style-type: none"> 1. Do not operate personal watercraft against express direction of provider or tour leader, or outside operating area. 2. Remain in line of sight of supervisor or leader at all times.
Other emergency		

(Expand as required after a risk analysis to identify other emergencies requiring a response procedure.)

Annexes

A. Personal watercraft hire and drive form

Location: _____ Hire date/time: _____ Expected return: _____ Actual return: _____

Driver's name: _____ Age: ____ Emergency contact: _____

Address: _____ Phone: _____

Licence(s): RMDL / PWC / Coxswain / Road vehicle (*circle*) Number(s): _____ Expiry: _____

Hired personal watercraft registration: _____ Max riders: _____ (including driver)

Passenger name: _____ Age: _____ Passenger name: _____ Age: _____

Passenger name: _____ Age: _____ Passenger name: _____ Age: _____

Briefer name: _____ Briefing date: _____ Briefing time: _____

Safety briefing checklist (✓ check as complete)

Instruction to rider	Instruction to rider – restrictions
Provided in English (or language all riders understand)	Do not operate personal watercraft in unsafe manner
Hire will end unless rider understands briefing	Do no operate unless safety equipment fitted
Advise if any part of briefing not understood	Do not operate while under influence of alcohol or drugs
Health and safety risks in unsafe use of personal watercraft	Do not operate at speeds causing damage to shoreline
Location of sandbars, coral, reefs, anchorages and navigation hazards	Do not wave jump, surf, freestyle or tow any craft (except rescue vessel) within 200 m of shore
Markings and boundaries of pen or tour area	Explanation to rider
Weather forecast, tide and currents and their effect	Use and storage of personal flotation devices
Wear personal flotation device type 2 or 3	Use of equipment and systems (anchor/radio if available)
Maximum number of riders while underway	Navigation within pen or tour area
Operate under 6 knots within 60 m of shore, anchored ship, structure or person in water	Signal for help
Operate under 10 knots within 30 m of moving vessel	Start, stop, turn and steer to avoid collision
Follow collision regulations – lookout all times	Physical demonstration
Emergency procedures	Use of safety equipment (including kill switch)
Follow instructions, stop if situation unsafe	Response if motor does not start
Alter course to avoid collision (starboard)	Start, stop, handle underway, steer to avoid collision
Obey speed zones and limit speed to avoid incident	Special techniques in this safety plan (all riders)

Driver competency checklist (✓ check as complete)

Pen operation (basic)	Tour operation (advanced)
Identify main parts of craft and equipment	Aware of reefs, anchorages and other hazards
Wear and use lifesaving appliances correctly	Aware of coral visibility conditions
Attach safety lanyard	Maintain required distance in tour
Understand person in water signal	Aware of relevant collision regulations
Start, stop, use kill switch and throttle	Minimum depth to prevent engine sand damage
Smooth and controlled departure	Identify potential hazards
Steer at slow speed and in reverse (if fitted)	Corrective procedures for hazards
Operate craft at six knots	Righting a capsized personal watercraft
Operate craft at speed	Fire emergency procedure
Stop alongside a floating object	Fall emergency procedure
Determine a distance of 60 m	Collision emergency procedure
Cross wakes/wash at safe speed	Power loss emergency procedure
Aware of situation, safe speed and lookout	Grounding or stranding emergency procedure
Steer in off-throttle situation	Severe weather emergency procedure
Make allowance for traffic conditions	Medical emergency procedure
Perform signal to gain assistance	Initiate rescue by tour operator

Provider to retain this form for 12 months from date of hire agreement

Briefer – I delivered a safety briefing as required, gave a demonstration and observed the driver perform the checked competencies above.
Signed: _____ Date: _____ Briefer's licence: _____

Driver – I have no medical condition that is likely to affect my ability to operate a personal watercraft. I received and understood the safety briefing, personal watercraft demonstration and performed the required competencies.
Signed: _____ Date: _____

Provider – I provided this personal watercraft to this driver in accordance with the safety management plan.
Signed: _____ Date: _____

B. Staff training register

Induction training for all staff (including onshore staff training) must be completed as soon as possible. It should cover the location and use of safety equipment, administrative procedures, legal obligations and the seven emergency responses below. Both induction and ongoing training must include the emergency response procedures as well as any other training identified in the risk register.

Employee	Bill Jones	Janice Jones		
Date started	12 January 2011			
Qualifications and expiry	Personal watercraft licence, Restricted Coxswain			
Training completed (date and sign for induction and ongoing training)				
Rider fall from personal watercraft (every three months)	13 January 2011 <i>Bill Jones</i> (Induction)			
Fire (every six months)	13 January 2011 <i>Bill Jones</i> (Induction)			
Collision (every three months)	13 January 2011 <i>Bill Jones</i> (Induction)			
Loss of engine power (every six months)	13 January 2011 <i>Bill Jones</i> (Induction)			
Beaching or grounding (every six months)	15 January 2011 <i>Bill Jones</i> (Induction)			
Bad weather (every six months)	15 January 2011 <i>Bill Jones</i> (Induction)			
Medical emergency evacuation (every six months)	15 January 2011 <i>Bill Jones</i> (Induction)			
(Other training – add as necessary, example below)				
Tsunami warning (every 12 months)	15 January 2011 <i>Bill Jones</i> (Induction)			