

# VUW Boating Manual

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## 1. Purpose

The purpose of this document is to provide guidance for staff and students with boating projects at Victoria University of Wellington (VUW).

These guidelines are applicable to any person undertaking boating activity under VUW auspices, regardless of the ownership of the vessel. The guidelines apply to smaller vessels (e.g. dinghies and kayaks) and larger vessels (e.g. commercial, charter, privately owned). These guidelines do not apply to the use of passenger vessels for transport.

These guidelines are reviewed annually.

## 2. Definitions

Skipper: Person in charge of a vessel  
Crew: Person working on a vessel  
Passenger: Person travelling on a vessel (not working)

## 3. Responsibilities

As a maritime transport operator, VUW has responsibilities under both maritime law (Maritime Transport Act 1994) and health and safety law. The Marine Operator Safety System (MOSS) introduced by Maritime NZ in 2014, addresses most of the health and safety responsibilities in the maritime industry, however additional responsibilities have been introduced by the Health and Safety at Work Act 2015 (HSWA).

### Responsibility under the Marine Operator Safety System (MOSS)

MOSS is the system developed by Maritime NZ to improve safety in the maritime industry. All commercial vessels operating in NZ are required to operate under the MOSS system. This system requires adherence to an approved Operating Plan that is tailored for each vessel.

VUW has four commercial vessels that operate under the MOSS system: Raukawa Challenger, Pipi, Tuatua and Tipa. Three individuals are responsible for the safety compliance of all persons aboard these vessels:

Person Responsible for Compliance	Area of Responsibility			
	Maritime transport operation	Resourcing of the operation	Crew training and competency assessments	Operational decisions
Dean of Science	√			
SBS Head of School		√		
Boating Officer			√	√

## Boating Officer Responsibility

In addition to the responsibilities above, the Boating Officer has a role as an advisor on boating safety for the Diving and Boating Committee.

## Diving and Boating Committee Responsibility

The Diving and Boating Committee (DBC) is responsible for the safety compliance of staff and students on all vessels other than those listed above. This includes responsibility for the use of smaller vessels such as dinghies and kayaks, charter vessels, and work on vessels owned by other organisations both in New Zealand and overseas.

Under HSWA legislation, VUW has a duty of shared responsibility for Health and Safety with other PCBU's (persons conducting a business or undertaking). PCBU's are required to consult, cooperate and coordinate their activities. As VUW's representative in matters that relate to boating safety, the DBC is responsible for ensuring that this occurs.

## Individual Responsibility (Projects involving Boating)

All persons with projects that involve boating must carry out a risk assessment for the activity before the project can commence. This applies when the individual's role is crew or skipper but not when the role is passenger. The risk assessment must include all risks generic to boating e.g. capsizing, collision, fire, person overboard, seasickness, hypothermia as well as project specific risks e.g. hauling pots, towing gear, working in rivers etc.

When using commercial vessels in New Zealand, individuals must comply with the Operator Plans for the vessels.

When using non-commercial vessels or when using vessels for projects outside of New Zealand, individuals with boating projects must adhere to the recommendations of the Diving and Boating Committee.

Skippers of all vessels operating under the auspices of VUW must agree to:

- Ensure that all operating practices are in accordance with maritime law and regional bylaws.
- Maintain overall responsibility for the safety of the vessel and crew at all times.
- Obtain up to date weather forecasts before and during the trip and to ensure that conditions are suitable for the vessel and crew.
- Act in a manner that represents VUW's ecological values at all times
- Ensure that the vessel is used for purposes sanctioned by VUW.
- Ensure that a trip report is lodged before every trip and that a contact person has been notified of the trip details.

Hazards and risks for the VUW vessels can be found in the Operating Plans for the vessels (see appendixes 4, 5, 6, 7). These can be used as a guide when creating risk assessments for boating projects on non-commercial vessels.

## 4. Approval of Boating Projects

Risk assessments will be reviewed by the Boating Officer (VUW vessels) or by the DBC (all other vessels). Risk assessments must be approved before any boating activity can take place.

## 5. Boating Projects on VUW vessels

Under section 41 of the Maritime Transport Act, VUW has developed a training framework and has been given approval to issue 'Industry Specific Certificates' to staff and students who satisfactorily complete this training. This enables staff and students to skipper the vessels Pipi, Tuatua and Tipa without the requirement of a commercial qualification. More details can be found in the vessel operator plans including a list of current skippers and requirements for certification.

Skippers of the Raukawa Challenger must hold a commercial qualification (Skipper Restricted Limits minimum). Skippers of Pipi, Tuatua and Tipa who do not hold an Industry Specific Certificate, must hold a commercial qualification (Skipper Restricted Limits minimum).

All skippers and crew must comply with the Marine Transport Operator Plan (MTOP) for the vessels at all times.

## 6. Boating Projects on non-VUW vessels

Under HSWA legislation, VUW has a duty of shared responsibility for health and safety compliance. PCBUs are required to consult, cooperate and coordinate their activities.

### Minimum requirements (commercial vessels in NZ)

A signed induction that includes evidence that a safety briefing for the vessel has taken place, the hazard register has been read and the crew understands the relevant parts of the Operator Plan for the vessel (see appendix 1 for example induction checklist). Copies of the induction form, the operator plan, the skipper qualifications and certificate of survey for the vessel will be requested and kept on file.

Commercial vessels operating under the MOSS system will have the induction processes in place already (and all commercial vessels in New Zealand will be in the MOSS system by 1 July 2018).

### Non-commercial Vessels

Individuals intending to skipper or crew non-commercial vessels will need to demonstrate that: the vessel is fit for purpose; there is adequate safety equipment available; the skipper has appropriate experience and training; the skipper has appropriate knowledge of the area of operation; that safe operating practices are in place; and that emergency procedures have been addressed. See appendix 2 for a list of safety equipment to consider.

All non-commercial vessels are to be inspected prior to use using the Vessel Inspection Form (appendix 3). A copy of the form will be kept on file for each vessel.

## 7. Accident reporting

All accidents and incidents must be reported to the Boating Officer as soon as practicable. The Boating Officer will report to the Diving and Boating Committee who will identify immediate and underlying causes and contributors. Any violations of the University's policies and procedures will be reported to the relevant senior officers of the University and VUW Health & Safety Committee, and further appropriate recommendations will be made to prevent a similar event. Accidents resulting in serious harm will be reported to Maritime NZ.

## 8. Safe Operating Practises

Lifejackets must be worn at all times on vessels less than 6m in length except for when wearing a wetsuit or dry suit. All persons must wear lifejackets in times of heightened risk.

## 9. Disciplinary procedures and process for resolving disputes

Either the Diving and Boating Committee or the Boating Officer may suspend any project where a breach to any of the boating rules or guidelines has occurred or where unsafe practices have occurred. The VUW Diving and Boating Committee will investigate breaches and unsafe practises and inform all parties of its findings.

Staff and students may appeal to the Diving and Boating Committee for an exemption to any of the boating rules and guidelines.

## Appendices

Appendix 1	<a href="#"><u>Crew Induction Checklist Example</u></a>
Appendix 2	<a href="#"><u>Safety Equipment Checklist</u></a>
Appendix 3	<a href="#"><u>Vessel inspection form</u></a>
Appendix 4	<a href="#"><u>MTOP Pipi</u></a>
Appendix 5	<a href="#"><u>MTOP Tuatua</u></a>
Appendix 6	<a href="#"><u>MTOP Tipa</u></a>
Appendix 7	<a href="#"><u>MTOP Raukawa Challenger</u></a>