

Wreck Diving Risk Assessment

| | | |
|-------------------|--------|--------|
| Business Name: | | ABN: |
| Business Address: | | |
| Contact Person: | Phone: | Email: |

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

| | | |
|------------|--------|-------|
| Full Name: | | |
| Signature: | Title: | Date: |

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | |
|---|----------------|
| Client: | SCOPE OF WORKS |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date Risk Assessment supplied to Project Manager: | |

SAMPLE

| RISK MATRIX | | | | | | | | | |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|---|--|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HIERARCHY OF CONTROLS | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution Replace the hazard. | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | Isolation Isolate People from the hazard | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | Administrative Change | |
| | | | | | | | | PPE | |

| Risk Rating & Required Action: | |
|--------------------------------|---|
| 4A | Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required. |
| 3H | Review and approve additional controls before task starts. Senior supervisor sign-off needed. |
| 2M | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions. |
| 1L | Proceed, following standard operating procedures. Monitor and keep records. |

| Consequence Scale: | | | |
|----------------------|---|--------------------|--|
| Consequence | People (injury/illness) | Project / Assets | Compliance / Reputation |
| Catastrophic | Fatality or permanent total disability | project shutdown | Significant regulator intervention; criminal prosecution |
| Major | Serious injury/illness (hospital > 5 days) | critical delay | Improvement notice; major media coverage |
| Moderate | Medical-treatment injury; lost-time > 1 day | moderate delay | Minor breach; adverse client comment |
| Minor | First-aid only, no lost time | negligible delay | Isolated non-conformance |
| Insignificant | No injury | no schedule impact | Deviation caught and corrected on site |

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------|--|--------------|--|---------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Inadequate training, Insufficient equipment inspection | 3H | <ul style="list-style-type: none"> - Conduct thorough training for all divers on wreck diving procedures - Perform rigorous equipment checks before leaving the dive centre - Verify certification and experience levels for each diver - Ensure all divers are briefed on emergency procedures and roles - Establish communication protocols for underwater and on surface - Verify tide and weather conditions are suitable for the dive - Ensure all safety and emergency gear is available and functional - Reiterate importance of dive buddy system - Designate a look out diver for the group - Log dive plan and schedule with a responsible shore contact | 2M |
| 2. Transit to Dive Site | Rough sea conditions, Equipment loss during transit | 3H | <ul style="list-style-type: none"> - Monitor marine forecasts and adjust plans accordingly - Secure all equipment using appropriate stowage methods - Conduct final equipment check upon arrival at the site - Use reliable and well-maintained vessels for transportation - Brief all participants on safe boarding and disembarking procedures - Ensure life vests are worn during transit - Designate a lookout to monitor sea conditions - Communicate any changes in plans with team and shore contact - Reiterate emergency procedures for vessel issues - Ensure a first-aid kit is accessible on the vessel | 1L |
| 3. Entry Into Water | Slips and falls, Incorrect entry technique | 3H | <ul style="list-style-type: none"> - Use a stable platform or ladder when entering the water - Ensure each entry area is clear of other divers and equipment - Brief divers on safe entry techniques - Assign an instructor to oversee and assist with entries - Prepare and deploy flotation aids if required - Check for safe water conditions before entry time - Brief on procedures in case of accidental equipment loss during entry - Have a safety diver in water to guide others | 2M |

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| | | | <ul style="list-style-type: none"> - Re-verify communication gear is functional before entry - Maintain a clear path for emergency exits | |
| 4. Descent to Wreck | Poor visibility, Entanglement | 4A | <p>[REDACTED]</p> | 2M |
| 5. Exploration of Wreck | Structural collapse, Disorientation | 4A | <p>[REDACTED]</p> | 2M |
| 6. Ascent to Surface | Rapid ascent, Equipment malfunction | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |

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| | | | [REDACTED] | |
| 7. Exit and Debrief | Slips on wet decks, Dizziness from dive exertion | 3H | [REDACTED] | 1L |
| 8. Equipment Maintenance | Damaged gear leads to future risks, Improper maintenance techniques | 3H | [REDACTED] | 1L |
| 9. Certification and Training | Divers beyond skill levels, Knowledge gaps | 4A | [REDACTED] | 1L |

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| | | | [REDACTED] | |
| 10. Environmental Assessment | Adverse weather, Changing current patterns | 3H | [REDACTED] | 2M |
| 11. Site Navigation | Getting lost on the wreck, Inaccessib areas | 4A | [REDACTED] | 1L |
| 12. Health Monitoring | Dehydration, Overexertion | 3H | [REDACTED] | 2M |

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| | | | [REDACTED] | |
| 13. Emergency Management | Delayed rescue, Insufficient emergency training | 4A | [REDACTED] | 2M |
| 14. Communication Systems | Communication breakdown, Faulty equipment | 4A | [REDACTED] | 1L |
| 15. Dive Buddy System | Separated from buddy, Lack of support during emergency | 4A | [REDACTED] | 1L |

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| | | | [REDACTED] | |
| 16. Post-Dive Feedback | Missed learning opportunities, Unaddressed safety incidents | 3H | [REDACTED] | 1L |
| | | | | |

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2017
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulations 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

