

**Marine Emergency Procedures and Survival Craft**

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:	



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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls for the task parts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Governance, WHS Duties and Legislative Compliance	<ul style="list-style-type: none"> <li>Lack of clear allocation of WHS and maritime safety duties for survival craft and emergency procedures</li> <li>Inadequate integration of WHS Act 2011, Marine Orders and SOLAS/ISM Code into company policies</li> <li>Failure to consult workers and HSRs on emergency and survival craft risk controls</li> <li>Insufficient due diligence by officers in monitoring emergency preparedness systems</li> <li>Inadequate contractor and third-party governance for external training providers and vessel operators</li> <li>No systematic review of regulatory updates affecting marine emergency procedures and survival craft</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish and document a marine emergency and survival craft safety governance framework that clearly allocates WHS Act 2011 duties to POs, officers, workers and contractors</li> <li>Develop a legal compliance register covering WHS Act 2011, WHS Regulation, Marine Orders, SOLAS, ISM Code and relevant AMSA guidance specific to emergency procedures and survival craft</li> <li>Embed WHS due diligence requirements into executive and senior management KPIs for emergency preparedness and survival craft capability</li> <li>Implement structured consultation mechanisms (safety committees, toolbox forums, shipboard safety meetings) specifically including discussion of fast rescue boat, lifeboat and liferaft operations</li> <li>Formally pre-qualify and manage contractors and training providers to ensure alignment with company WHS standards and maritime regulations for survival craft training and drills</li> <li>Schedule annual governance reviews and internal audits of marine emergency and survival craft systems against company standards and legislative requirements</li> </ul>	3H
2. Emergency Preparedness, Planning and Procedures	<ul style="list-style-type: none"> <li>Absence of a documented emergency response plan covering all survival craft and marine emergency scenarios</li> <li>Inconsistent or outdated shipboard emergency instructions and muster lists</li> <li>Emergency procedures not tailored to specific vessels, routes, sea states and operating environments</li> <li>Poor coordination between bridge, engineering, deck crew and emergency teams during incidents</li> <li>Failure to plan for simultaneous emergencies (e.g. fire plus man overboard plus loss of power)</li> <li>Inadequate planning for persons with disabilities, non-English speakers or inexperienced passengers</li> <li>Lack of clear escalation criteria for activating distress signals and survival craft</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop, approve and maintain an integrated emergency response plan covering man overboard, abandonment, fire, flooding, collision, grounding and machinery failure with specific links to survival craft deployment</li> <li>Ensure each vessel maintains current muster lists, station bills and emergency role cards aligned with crew competencies and regularly verified by the master</li> <li>Customise procedures to vessel type, operating region, climatic conditions, sea state and passenger profile, including specific arrangements for offshore, coastal and harbour operations</li> <li>Define and document communication protocols between bridge, engineering, deck and rescue teams for all phases of marine emergencies and survival craft launching and recovery</li> <li>Include contingency procedures for loss of main power, steering or communications during survival craft operations</li> <li>Incorporate strategies for assisting vulnerable persons (mobility-impaired, elderly, children, non-English speakers) into evacuation and liferaft/lifeboat loading procedures</li> <li>Document clear decision-making criteria and authorisations for sending distress alerts, using pyrotechnics and deploying fast rescue boats or liferafts</li> </ul>	2M

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3. Training, Competence and Verification of Skills	<ul style="list-style-type: none"> <li>• Crew operating survival craft without appropriate qualifications or competency sign-off</li> <li>• Reliance on outdated or purely theoretical training not reflecting current equipment and procedures</li> <li>• Insufficient practical training in fast rescue boat handling and recovery in adverse conditions</li> <li>• Lack of competency in inflatable liferaft launching, loading and righting techniques</li> <li>• Inadequate training for crew in man overboard response, search patterns and recovery methods</li> <li>• No formal assessment or refresher schedule leading to skills fade and inconsistent practices</li> <li>• Poor understanding of distress signal use, limitations and misfire procedure</li> <li>• Inadequate instruction for use, inspection and limitations of personal life-saving appliances</li> </ul>	4A	<ul style="list-style-type: none"> <li>• Implement a competency management system that maps all marine emergency and survival craft tasks to required qualifications (e.g. STCW, AMS endorsement) and internal competency standards</li> <li>• Ensure induction programs include vessel-specific emergency procedures, survival craft arrangements, launch systems and communication protocols before independent watchkeeping or emergency duties</li> <li>• Provide formal, documented practical training and assessment in fast rescue boat operations, including launching, manoeuvring, casualty recovery and hoisting under realistic but controlled conditions</li> <li>• Deliver hands-on training in operation, boarding, loading, stability considerations, capsizing and righting of inflatable liferafts and davit-launched liferafts</li> <li>• Conduct scenario-based training in man overboard response (day/night, different sea states), including lookouts, responsibility, Williamson/Anderson turns, recovery devices and hypothermia management</li> <li>• Schedule periodic refresher training and re-assessment of critical emergency competencies with records maintained and deficiencies actioned through targeted coaching</li> <li>• Train crew in correct selection, fitting, inspection and maintenance checks for lifejackets, immersion suits, EPIRBs, SARTs, PLBs and other personal life-saving appliances</li> <li>• Include practical modules and written assessments on safe storage, arming, deployment and misfire management of pyrotechnic and electronic distress signals</li> </ul>	2M
4. Vessel, Survival Craft and Equipment Design & Procurement	<ul style="list-style-type: none"> <li>• Procurement of vessels or survival craft that do not meet applicable Australian or international standards</li> <li>• Design of lifeboats, liferafts and fast rescue boats that limits safe access, egress or casualty handling</li> <li>• Incompatible davits, winches or cradles for the selected liferafts, lifeboats and fast rescue boats</li> <li>• Insufficient capacity or number of survival craft for maximum persons on board plus contingency</li> <li>• Poor ergonomic layout around embarkation stations causing congestion and trip hazards</li> <li>• Inadequate provision of emergency lighting, communications and navigation aids in survival craft</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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	<ul style="list-style-type: none"> <li>Inappropriate or non-marine-grade personal life-saving appliances purchased for crew or passengers</li> </ul>		[REDACTED]	
5. Inspection, Testing, Maintenance and Certification Systems	<ul style="list-style-type: none"> <li>Lack of scheduled inspection and maintenance for lifeboats, fast rescue boats and liferafts</li> <li>Failure to comply with manufacturer's instructions for davit, winch and release gear maintenance</li> <li>Overdue or missed statutory surveys, load tests and recertification of survival craft and launching appliances</li> <li>Undetected deterioration of inflatable liferafts, painter lines, hydrostatic releases and securing arrangements</li> <li>Inadequate control of defects, leading to survival craft being left in service while unseaworthy</li> <li>Unreliable operation of distress signals, EPIRBs, SARTs and emergency lighting due to battery expiry or corrosion</li> <li>Poor recordkeeping that prevents verification of maintenance history and compliance</li> </ul>	4A	[REDACTED]	2M
6. Emergency Drills, Exercises and Continuous Improvement	<ul style="list-style-type: none"> <li>Irregular or poorly planned emergency drills that do not cover realistic scenarios</li> <li>Drills limited to paperwork or walk-throughs without practical survival craft deployment where safe to do so</li> <li>Lack of variation in drills, leading to complacency and poor preparedness for non-routine scenarios</li> <li>No formal process to debrief, capture lessons learned or revise procedures after drills or incidents</li> <li>Inadequate practice in the use of distress signals and personal life-saving appliances during exercises</li> <li>Crew anxiety or unsafe behaviour during drills due to poor preparation and unclear expectations</li> </ul>	3H	[REDACTED]	1L

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			[REDACTED]	
7. Man Overboard Response Systems and Procedures	<ul style="list-style-type: none"> <li>• Delayed detection and reporting of a person falling overboard</li> <li>• Lack of standardised man overboard alarm, communication and search procedures</li> <li>• Inadequate systems for night-time or poor visibility detection and location (e.g. no suitable lights, markers or AIS beacons)</li> <li>• Uncoordinated manoeuvring and recovery attempts creating collision or propeller strike risks</li> <li>• Insufficient equipment for safe recovery of unconscious or hypothermic casualties</li> <li>• Failure to integrate fast rescue boat deployment into a coherent man overboard response framework</li> </ul>	4A	[REDACTED]	2M
8. Fast Rescue Boat Operations Management	<ul style="list-style-type: none"> <li>• Fast rescue boat launched in unsafe weather, sea or visibility conditions due to unclear decision criteria</li> <li>• Insufficient crew assigned or inadequately trained to operate the fast rescue boat and manage casualties</li> <li>• Failure of launching and recovery systems under load due to poor procedures or inadequate maintenance</li> <li>• Lack of formal risk assessment for high-speed operations close to casualty vessel or in congested waters</li> <li>• Inadequate communication systems between fast rescue boat, mother vessel and shore-based responders</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Poor management of fuel, spares, emergency gear and stability of the fast rescue boat</li> </ul>		[REDACTED]	
9. Liferaft, Davit-Launched Liferaft and Lifeboat Launching Systems	<ul style="list-style-type: none"> <li>Complex or poorly documented procedures for lowering and hoisting davit-launched liferafts and lifeboats</li> <li>Risk of unintentional release or hook failure during loading or lowering</li> <li>Crew unfamiliarity with manual release, emergency lowering or on-load/off-load release mechanisms</li> <li>Inadequate control measures for launching survival craft in heavy weather or with vessel list/trim</li> <li>Congestion or obstruction at embarkation stations impeding safe boarding and load distribution</li> <li>Failure to consider interaction between vessel movement, davit swing and wharf/sea hazards</li> </ul>	4A	[REDACTED]	2M
10. Use and Management of Distress Signals and Communications	<ul style="list-style-type: none"> <li>Inappropriate or delayed activation of distress signals, EPIRBs or SARTs during emergencies</li> <li>Accidental activation or misuse of pyrotechnic signals causing fire, burns or false alarms</li> <li>Insufficient stock or expired distress signals kept onboard</li> <li>Poorly defined communication hierarchy with shore-based emergency services and SAR authorities</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>• Failure of primary communication systems during emergency without tested backup options</li> <li>• Lack of crew understanding of GMDSS procedures and priorities in multi-vessel incidents</li> </ul>		[REDACTED]	
11. Management of Personal Life-Saving Appliances (PLSAs)	<ul style="list-style-type: none"> <li>• Insufficient number or incorrect sizing of lifejackets and immersion suits for all persons on board</li> <li>• Inadequate systems to ensure correct donning and secure fit of PLSAs in an emergency</li> <li>• PLSAs stored in inaccessible or poorly signposted locations, especially in passenger areas</li> <li>• Degradation of buoyancy, lights and reflective materials due to age, UV exposure or poor storage</li> <li>• Incorrect allocation or maintenance of personal locator beacons (PLBs) devices</li> <li>• Failure to consider specific needs of children, infants or mobility impaired persons in PLSA provision</li> </ul>	3H	[REDACTED]	1L
12. Fatigue, Workload and Human Factors in Emergencies	<ul style="list-style-type: none"> <li>• Crew fatigue from long hours, disrupted sleep or excessive overtime impacting emergency performance</li> <li>• Stress, panic and cognitive overload during actual emergencies reducing adherence to procedures</li> <li>• Poor ergonomic design of control stations and survival craft equipment leading to operational errors</li> <li>• Language barriers or cultural differences affecting understanding of emergency commands and signage</li> <li>• Inadequate staffing levels or skill mix to manage concurrent emergency tasks</li> </ul>	3H	[REDACTED]	2M

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	<p>(firefighting, evacuation, survival craft launch)</p> <ul style="list-style-type: none"> <li>• Informal shortcuts or risk-taking behaviours becoming accepted practice during drills and operations</li> </ul>		[REDACTED]	
13. Interface with Ports, Shore Facilities and Other Vessels	<ul style="list-style-type: none"> <li>• Lack of coordination with port authorities and shore emergency services for evacuation and rescue</li> <li>• Incompatible emergency arrangements between vessel and terminal (e.g. gangway, muster points, access for rescue craft)</li> <li>• Congestion and collision risk when deploying survival craft in busy port or anchorage areas</li> <li>• Poor communication protocols with other vessels assisting in emergencies</li> <li>• Inadequate planning for transfer of survivors from survival craft to shore facilities or other ships</li> <li>• Failure to consider restrictions imposed by port regulations on pyrotechnics or fast rescue boat deployment</li> </ul>	3H	[REDACTED]	1L
14. Documentation, Records and Audit of Marine Emergency Systems	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate documentation of emergency procedures and survival craft arrangements</li> <li>• Lost or inaccessible records for training, drills, maintenance and certifications</li> <li>• Lack of systematic internal audits of emergency preparedness and survival craft systems</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>• Inability to demonstrate compliance to regulators, insurers or clients after an incident</li> <li>• Failure to track corrective actions from incidents, inspections and audits to completion</li> </ul>		<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	

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 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-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) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-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.