

DIVING PROCEDURE

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1 Purpose

This Procedure describes requirements of suitably qualified and experienced third party specialists to undertake diving operations within Mid West Ports Authority (**MWPA**) waters. MWPA does not allow workers to undertake commercial diving operations.

2 Scope

All diving operations conducted for MWPA shall be conducted by external parties and designated as either:

- High Risk Diving Work; or
- Limited Scientific Diving Work.

Diving operations shall be conducted in accordance with:

- *Work Health and Safety (General) Regulations 2022*; and
- AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice.

Note: MWPA does not permit recreational dives to be conducted within the Port waters of the main Commercial Harbour, shipping channel and/or Fishing Boat Harbour.

3 Definitions

Competent Worker	<p>Refer to the <i>Work Health and Safety (General) Regulations 2022</i>.</p> <p>A worker must not carry out general diving work unless the worker has, through training, qualification or experience, acquired sound knowledge and skill in relation to the following.</p> <ul style="list-style-type: none"> • The application of diving physics. • Diving personnel must follow industry standards and hold valid credential cards indicating their certification level. • The use, inspection and maintenance of diving equipment (including emergency equipment) and air supply of the type to be used in the proposed general diving work. • All divers must pass a hyperbaric medical examination and must be physically capable of performing specified underwater tasks safely. • Knowledge of diving-related physic and physiology, including the use of decompression tables or dive computers and hyperbaric effects. • Dive Project plan or Dive Operation plan that documented roadmap to safely conduct diving operations while ensuring compliance and preparedness. • Ways of communicating with another diver and with workers at the surface during general diving work. • Familiarity with standard emergency procedures dive operation protocols and first aid.
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Construction Work	<p>Refer to the <i>Work Health and Safety (General) Regulations 2022</i>, r.289 and r.290 for full details.</p> <p>Applicable activities that may relate to diving work includes “any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure”.</p> <p>‘Structure’ as it relates to diving includes “a ship or submarine; a dock, harbour, channel, bridge, viaduct, lagoon or dam”.</p>
Dive Plan	<p>A plan developed and agreed upon prior to the commencement of diving. Dive plan minimum contents for Limited Scientific Dive Work are specified in the <i>Work Health and Safety (General) Regulations 2022</i> and for High Risk Diving Work are specified in AS/NZS 2299.1:2015 Occupational Diving Operations.</p>
Diving Operations Manual	<p>As per AS/NZS 2299.1, a manual available at the dive site at all times that documents in detail the procedures for the planning and conduct of diving operations.</p>
Fitness Criteria	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.5: In relation to diving work, means the fitness criteria specified in clause M4 of Appendix M AS/NZS 2299.1:2015 (Occupational diving operations — Standard operational practice).</p>
General Diving Work	<p>As per <i>Work Health and Safety (General) Regulations 2022</i>, r.5:</p> <ul style="list-style-type: none"> (a) means work carried out in or under water while breathing compressed gas; and (b) includes: (i) incidental diving work; and (ii) limited scientific diving work; but (c) does not include high risk diving work.
High Risk Construction Work	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.291 High Risk Construction Work, means construction work that:</p> <ul style="list-style-type: none"> (n) is carried out on, in, or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians. (q) is carried out in, or near water or other liquid that involves a risk of drowning; or (r) involves diving work.
High Risk Diving Work	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.5:</p> <ul style="list-style-type: none"> (a) means work: (i) carried out in or under water or any other liquid while breathing compressed gas; and (ii) involving one or more of the types of work specified below. <ul style="list-style-type: none"> 1. Construction work. 2. Work of the kind described in regulation 289(3)(d). 3. Inspection work carried out in order to determine whether or not work described in item 1 or 2 is necessary. 4. The recovery or salvage of a large structure or large item of plant for commercial purposes. (b) does not include minor work carried out in the sea or the waters of a bay or inlet or a marina that involves cleaning, inspecting, maintaining or searching for a vessel or mooring.
Incidental Diving Work	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.5: means general diving work that:</p> <ul style="list-style-type: none"> (a) is incidental to the conduct of the business or undertaking in which the diving work is carried out; and Example for this paragraph: Acting underwater is incidental to the business or undertaking of filming; and (b) involves limited diving.

Limited Diving	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.5: means diving that does not involve any of the following.</p> <ul style="list-style-type: none"> (a) Diving to a depth below 30 metres. (b) The need for a decompression stop. (c) The use of mechanical lifting equipment or a buoyancy lifting device. (d) Diving beneath anything that would require the diver to move sideways before being able to ascend. (e) The use of plant that is powered from the surface. (f) Diving for more than 28 days during a period of six months.
Limited Scientific Diving Work	<p>As per the <i>Work Health and Safety (General) Regulations 2022</i>, r.5: means general diving work that:</p> <ul style="list-style-type: none"> (a) is carried out for the purpose of professional scientific research, natural resource management or scientific research as an educational activity; and (b) involves only limited diving.
SCUBA	<p>Self-Contained Underwater Breathing Apparatus. Open-circuit diving equipment which supplies the wearer with breathing gas from cylinders carried by the wearer.</p>

4 General Requirements

4.1 WHAT ARE THE DIFFERENT TYPES OF DIVING WORK

As per the *Work Health and Safety (General) Regulations 2022*, diving work is classified according to the potential risk as follows.

- **High Risk Diving Work.** This includes Construction Work, recovery or salvage operations that occur while diving and must align with the requirements identified in AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice. The standard requirements for dive supervision, dive team composition and dive plans are greater than those for General Diving Work and are supported by a Diving Operations Manual.
- **General Scientific Diving Work.** This is a form of Limited Diving Work (under General Diving Work requirements) and must align with the requirements of *Work Health and Safety (General) Regulations 2022*. The standard requirements for dive supervision, dive team composition and dive plans are lesser than those of High Risk Diving work due to the risk profile of these activities. Typically, within the MWPA these will include sediment sampling and seagrass monitoring type activities.

Refer to Appendix B for more detail.

4.2 DOCUMENTS USED TO MANAGE DIVING WORK

Mandatory documents that are required to manage this activity include the following.

Requirement	Document
High Risk Diving Work	<p>The mandatory documents used to manage diving activities include:</p> <ul style="list-style-type: none"> • Safe Work Method Statement (SWMS). This may be incorporated into the Dive Plan. • Permit to Work Procedure • Authority to Access • Application for Work Afloat and Diving Permit • Dive Plan compliant with AS/NZS 2299.1:2015 Occupational Diving Operations – Standard operational practice
General Scientific Diving Work	<p>The mandatory documents used to manage diving activities include:</p> <ul style="list-style-type: none"> • Job Safety and Environmental Analysis (JSEA) /Safe Work Method Statement (SWMS) • Permit to Work Procedure • Authority to Access • Application for Work Afloat and Diving Permit • Dive Plan compliant with <i>Work Health and Safety (General) Regulations 2022</i>

4.3 IDENTIFICATION AND MANAGEMENT OF RISK

Diving conditions within Geraldton Port are typical of conditions experienced in normal commercial diving operations.

The following requirements summarise the minimum compliance criteria listed in the reference documents for the type of diving undertaken.

Requirement	Topic
High Risk Diving Work – Dive Plan	<p>The minimum written requirements recorded within a Dive Plan and Diving Operations Manual <u>must</u> align with AS/NZS 2299.1:2015 Occupational diving operations — Standard operational practice.</p>
Limited Scientific Diving Work – Dive Plan	<p>The minimum written requirements recorded within a Dive Plan <u>must</u> include the following, extracted from <i>Work Health and Safety (General) Regulations 2022</i>:</p> <ul style="list-style-type: none"> • Development: A Dive Plan must be prepared by a Competent Worker. • Dive Vessel: Details of the vessel used for the diving operations shall be included in the Dive Plan. • Supervision: A Competent Worker must be assigned to supervise the diving work. • Fitness of Workers: Workers must hold a certificate of medical fitness. • Methodology: The methods by which the diving work will take place.

Requirement	Topic
	<ul style="list-style-type: none"> • Competence of Workers: Workers must be qualified as per the requirements of AS2815: Training, certification, knowledge and skill of occupational divers. <ul style="list-style-type: none"> • Training shall be in accordance with the type of diving work conducted. • Other workers involved in the activity must have their tasks and duties stated. • Work inside the MWPA landside or waterside restricted zones will require workers to display a valid Maritime Security Identification Card (MSIC). • Equipment: The diving equipment, breathing gases and procedures to be used in the dive shall be stated. Only SCUBA shall be used for this type of diving work. • Dive Planning: As applicable, dive times, bottom times and decompression profiles shall be stated. • Hazards: Relating to the dive and measures to be implemented in the control of risks associated with those hazards. This risk assessment must be part of, or accompany, the Dive Plan. Typical MWPA hazards to be considered may include but are not limited to: <ul style="list-style-type: none"> • Turbidity: Diving within the commercial harbour or conducting sediment sampling operations are likely associated with turbidity / poor visibility scenarios which will require additional controls. • Vessel Movements: Communication shall be maintained with MWPA Marine Department at all times. • Emergency Procedures: Emergency procedures <u>must</u> be included and need to ensure they have adequately identified. <ul style="list-style-type: none"> • Local / job site emergency response, ensuring workers are aware of immediate response requirements including standby and rescue diver workers. • Emergency contacts for notification and escalation. • Consideration must be given to the lack of availability of a local decompression chamber. • Emergency equipment that is suitable for the nature and scale of the work, for example, first aid / resuscitation / rescue equipment.
Dive Safety Log	<p>In addition to a Dive Plan, the worker in charge of the diving activity is responsible to ensure a dive safety log is kept for each dive carried out by a worker.</p> <p>Refer to <i>Work Health and Safety (General) Regulations 2022</i> and <i>AS/NZS 2299.1:2015 Occupational diving operations — Standard operational practice for specific requirements as to the information required.</i></p>

5 Associated Documents

Document Title
Application for Work Afloat and Dive Permit
Permit to Work and Authority to Work Procedure

Location – Mid West Ports Intranet – [Document Centre](#)

6 References

Act or Regulation
<i>Work Health and Safety Act 2020</i>
<i>Work Health and Safety (General) Regulations 2022</i>
<i>WA Marine (Certificates of Competency and Safety Manning) Regulations 1983</i>
<i>WA Marine (Life Saving Applicants, Fire Appliances and Miscellaneous Equipment) Regulations 1983</i>
<i>WA Marine (Surveys and Certificates of Survey) Regulations 1983</i>

Standard	Title
Australian Standard	AS/NZS 2299.1: 2015 – Occupational Diving Operations
	AS/NZS 2815 – Training and Certification of Occupational Divers

Location – SAI Global – <https://www.saiglobal.com/online/>

7 Monitoring, Evaluation and Review

This document is required to be reviewed every five years from the last scheduled review date.

Minor updates made within this five-year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

8 Administration

Document Custodian:	Deputy Harbour Master
Document Approver:	Harbour Master / Marine Manager
Approval Date:	7 April 2026
Document Review Period:	5 yrs

Appendix A – List of Diving Companies and Contact Details

Name and Address	Email	Phone Number	Service Offered
Franmarine Underwater Services 13 Possner Way Henderson WA 6166	reception@franmarine.com.au operations@franmarine.com.au	Phone: +61 8 9437 3900	Nav-Aid Maintenance Salvage and Oil Spill Response Bio-fouling Management Supply Marine Crew Commercial Vessel and Barge Charter Vessel Towing
Ledge's Diving Services Pty Ltd 10 Calabrese Avenue Wanneroo WA 6065	buckbaker@ledgesdiving.com.au	Phone: 08 9405 9301 Mobiles: 0418 945 826 or 0428 945 826	Nav-Aid Maintenance Salvage / Wreck Removal Underwater Inspection / Cutting / Welding
Indianic Services Pty Ltd 4 Jessie Lee Street Henderson WA 6166	info@indianic.com.au	+61 (08) 9412 9000 0412 994 068 (Mick) 0417953312 (Nigel)	Inspection and Survey of Marine Infrastructure Nav-Aid Maintenance Salvage Vessel Inspection
Offshore Diving Services 7 Leichhardt Avenue Padbury WA 6025	glenjohnson68@bigpond.com offshoredivingservices@bigpond.com	Phone: (08) 9402 5009 Mobile: 0419 048 670	Mooring Installation, Maintenance and Inspections Underwater Welding, Cutting and Rock Bolting Underwater Video Surveying and Photographic
SMART Subsea 18 Rous Head Road North Fremantle WA 6159	info@smartsubsea.com.au	Mobile: 0400 123 414	Nav-Aid Maintenance Underwater Welding and Cutting Underwater Construction and Maintenance Marine Salvage Mooring and Vessel Surveys
TAMS Group 12 Rous Head Road North Fremantle WA 6159	info@tamsgroup.com.au	Phone: +61 8 9430 5889	Nav-Aid Maintenance Commercial Diving Supply Marine Crew Marine Dredging

Appendix B – Diving Classification

