

COXSWAIN SAFETY INDUCTION & TRAINING FORM

No boating is permitted unless approval is given by the Maritime Safety Officer. People wanting to use a University vessel must show due certification, experience and skill. They must participate in a supervised training induction on the vessel by the Maritime Safety Officer or experienced Coxswain (i.e. Coxswain assessor). Additional supervised training trips may be required at the discretion of the Maritime Safety Officer. All participants must abide by Flinders University policies and procedures.

Coxswain assessor:		Trainee Coxswain:		Date: ____/____/____	
Name:		Name:		Location:	
Mobile:		Mobile:		Crew:	
Training/ Licence no. (i.e. Coxswains):		Training/ Licence no. (i.e. Coxswains): [Must be on their person]			

Boat Name:	Boat Registration No:	Survey type & date (i.e. 2D, 2C):	Boat Type:
Boat Length:	Engine (HP):	Boat & trailer weight:	Tow vehicle:

Conditions for undertaking University Boating work (SUMMARY: Please refer to University policies and procedures for full details):

1. All boating operations must be approved by the Maritime Safety Officer.
2. A Boating Safety Plan should be submitted
3. A minimum of two people **must** be on-board.
4. The skipper **must** be qualified and experienced.
5. The boat is seaworthy and carries all appropriate safety equipment.
6. Personal Floatation Devices (PFDs) are to be worn on-board **AT ALL TIMES**.
7. The skipper **must** deliver a boat safety briefing to all new passengers and crew.
8. The boat should not operate in rough seas or hazardous conditions.
9. A qualified first aider **must** be present.
10. A scheduled calling system must be implemented with the nominated University contact and the local Sea Rescue Squadron or Coast guard.
11. For safety and fatigue management, working over **12 hours** whilst operating motor vehicles or boats, in a 24 hour period, **is not permitted**.
12. A "SPOT Device" (e.g. personal EPIRB) is strongly recommended for remote or commercial work.

Boat & trailer departure check:		Towing:		Launching:	
Tow hitch coupled to vehicle	<input type="checkbox"/>	Vehicle tow rating appropriate	<input type="checkbox"/>	Motor flag and straps removed	<input type="checkbox"/>
Shackles & turn buckle secure	<input type="checkbox"/>	Brakes tested and functioning	<input type="checkbox"/>	Bungs in:	<input type="checkbox"/>
Jockey wheel secure	<input type="checkbox"/>	Defensive driving	<input type="checkbox"/>	Batteries on:	<input type="checkbox"/>
Ratchet strap tight	<input type="checkbox"/>	Blind spots	<input type="checkbox"/>	Motors supports removed & tilt ¾	<input type="checkbox"/>
Load secure and balanced	<input type="checkbox"/>	Safe breaking distance	<input type="checkbox"/>	Reversing using mirrors	<input type="checkbox"/>
Lights tested & working	<input type="checkbox"/>	Safe maximum speed	<input type="checkbox"/>	2wd/ 4wd options discussed	<input type="checkbox"/>
Tyre inflation checked	<input type="checkbox"/>	Winds gusts ie trucks	<input type="checkbox"/>	Hazards ie Steep slippery ramps	<input type="checkbox"/>
Wheel bearings greased	<input type="checkbox"/>	Highway hazards ie Kangaroos	<input type="checkbox"/>	Correct trailer depth	<input type="checkbox"/>
Antennas down	<input type="checkbox"/>	Over correcting dangers	<input type="checkbox"/>	Vessel idling forward in gear	<input type="checkbox"/>
Outboard motor oil checked	<input type="checkbox"/>	Turning circle ie avoid gutters	<input type="checkbox"/>	Releasing shackles and winch	<input type="checkbox"/>
Trailer hand brake off	<input type="checkbox"/>	Seat and mirrors adjusted	<input type="checkbox"/>	Bump vessel off trailer	<input type="checkbox"/>
Wheel chock removed	<input type="checkbox"/>	Lights on	<input type="checkbox"/>	Mooring and tie up	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	Other.....	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

Vessel safety equipment: EPIRB testing & deployment <input type="checkbox"/> PFD's function & safety light <input type="checkbox"/> Lifejackets <input type="checkbox"/> Lifebuoy with light <input type="checkbox"/> First aid kits <input type="checkbox"/> Bilge pumps <input type="checkbox"/> Flares <input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Fire bucket <input type="checkbox"/> Fuel cut off <input type="checkbox"/> Torch <input type="checkbox"/> Horn <input type="checkbox"/> PPE ie gloves, boots <input type="checkbox"/>	Communication: Mandatory safety briefing <input type="checkbox"/> Using Marine Radios ie VHF <input type="checkbox"/> Emergency ie VHF Channel 16 <input type="checkbox"/> Scheduled calling ie Sea Rescue <input type="checkbox"/> SPOT Device <input type="checkbox"/> Other..... <input type="checkbox"/> Navigation & Electronics: Console, gauges & information <input type="checkbox"/> Navigation, anchor & spot lights <input type="checkbox"/> Using a GPS ie plotter, sounder <input type="checkbox"/> Navigating a safe course <input type="checkbox"/> Recognition of navigation marks <input type="checkbox"/> Other..... <input type="checkbox"/>	Voyage planning: Weather <input type="checkbox"/> Hazards and risks <input type="checkbox"/> Fuel consumption <input type="checkbox"/> Food and water <input type="checkbox"/> Crew ie Seasickness <input type="checkbox"/> Responsibility of Skipper <input type="checkbox"/> Boating skills and protocol Secure gear, loading & storage <input type="checkbox"/> Engine Start; [batteries, choke, fuel] <input type="checkbox"/> Engine tilt, trim & tell-tail. <input type="checkbox"/> Casting – Off <input type="checkbox"/> Reversing <input type="checkbox"/> Holding a course <input type="checkbox"/>
Boating skills and protocol cont. Anchoring <input type="checkbox"/> Vessel handling in chop & swell <input type="checkbox"/> Hauling and deploying gear <input type="checkbox"/> Simple boat & motor fault-finding <input type="checkbox"/> Emergency protocol Monitoring safety of crew <input type="checkbox"/> Diving flag and protocols <input type="checkbox"/> Simulated Man-Over-Board <input type="checkbox"/> Simulated Fire <input type="checkbox"/> Simulated "Abandon Ship" <input type="checkbox"/> Incident / Accident reporting <input type="checkbox"/>	Docking & retrieval Coming into harbour or ramp <input type="checkbox"/> Effects of wind, tide and surge <input type="checkbox"/> Notify crew of docking side <input type="checkbox"/> Mooring and tie up <input type="checkbox"/> Notify Sea Rescue of safe return <input type="checkbox"/> Notify Uni contact safe return <input type="checkbox"/> Fill out vessel/skippers log book <input type="checkbox"/> Driving on trailer (Advanced only) <input type="checkbox"/> Winching <input type="checkbox"/> Securing and shackling vessel <input type="checkbox"/> Retrieve boat, low range 4WD <input type="checkbox"/>	Wash down & maintenance Drain Bungs <input type="checkbox"/> Antennas down <input type="checkbox"/> Motor flag and straps on <input type="checkbox"/> Wash boat, trailer & brakes <input type="checkbox"/> Flush motor with fresh water <input type="checkbox"/> Insert motor supports <input type="checkbox"/> Batteries off <input type="checkbox"/> Refuel <input type="checkbox"/> Boat and trailer maintenance <input type="checkbox"/> Storage <input type="checkbox"/> Other..... <input type="checkbox"/>
Trainee Coxswain to store Emergency contacts: Police/ Fire/ Ambulance (Australia) 000 <input type="checkbox"/> Coast Guard Assist (SA) (08) 8248 6100 <input type="checkbox"/>	Divers DES (Australia) 1800 088 200 <input type="checkbox"/> Flinders University Security (24hrs) (08) 8201 2880 <input type="checkbox"/> Maritime Safety Officer (Matt Lloyd) – 0414 190 051 <input type="checkbox"/>	
Special AMSA exemptions: req: <input type="checkbox"/> appl: <input type="checkbox"/> appr: <input type="checkbox"/> on file: <input type="checkbox"/>		

Trainee Coxswain:

Name: _____ Signature: _____ Date: ____/____/____

Coxswain assessor:

Name: _____ Signature: _____ Date: ____/____/____

Weather and sea conditions.....

Recommendation.....

Maritime Safety Officer only	
Boating skills checked: <input type="checkbox"/> Y <input type="checkbox"/> N	Boating assessment complete: <input type="checkbox"/> Y <input type="checkbox"/> N
Skipper recommended for approval: <input type="checkbox"/> Y <input type="checkbox"/> N	AMSA exemptions approved: <input type="checkbox"/> Y <input type="checkbox"/> N
Comments or recommendations:	
Signed: _____	Date: ____/____/____