

ONSITE BOAT TRIP PLAN AND RISK ASSESSMENT [For All BEES Boats]

To be completed before each boat trip by the skipper regardless of whether diving involved or not and returned to the Diving Officer within 48h of trip.

Boat Operator:	
Date:	

Site Registration:

Location:	
Boat Ramp:	
Boat name:	

Circle all applicable hazards and measures taken, tick when done and then sign:

*Any parameters in **BOLD** circled indicates the trip must be aborted.

Identified Hazards	Parameters	Measures Taken	Comments and Sign
Wind speed	Calm (0), light (<10kn), moderate (11-16kn), > fresh (17+kn)	Always Check Forecast, Monitor, ABORT	
Sea state	Smooth, Slight, Moderate, Rough, frequent white horses or worse OR >.5m wave height	Monitor, Revise plan, ABORT	
Tide	Some ramps are only used at high tide	Check ramp is suitable to launch	
Passenger Induction	Injury, falling from boat, Overload (8 in total or more)	Brief passengers on seating and behaviour requirements and general boat operations	
Temperature	< 5C , 5 – 38C, > 38C	Suitable protection, ABORT	
Access	Shore, Wharf, Platform	Ladder provided, Other	
Shipping	Nil, Port Traffic, special events	VHF monitored, maintain Lookout,	
Emergency Procedures	Mobile range, Radios working, first aid kits in place	Briefed, Checked	
Thermal Exposure and UV	Shade, Rehydration, Sunscreen, Protective clothes, no sunscreen, no hat, no PPCE on high UV alert days	Monitor, Revise Plan, ABORT	
Other/Comments			

Checklist:

Category	Prompts	Yes/No
Boat Driver	Feeling fit for operating boat? Boat operator has been inducted as boat driver and registered by BEES? Boat licence on board? No alcohol or drugs prior to driving?	
Nearest hospital	Available and location determined.	
Trip Plan	Plan made and fieldwork notification approved?	
Safety Equipment	All passengers and boat operator are wearing a life jacket? First aid kit? Mobile phone signal/charged? VHF working? Knife? Anchor with chain and/or line? Bailer/bucket with line attached? Fire bucket? Fire Extinguisher? Navigation lights (sunset - sunrise or poor visibility)? Paddles? Waterproof torch (sunset - sunrise or poor visibility)?	
Boat	Cushions to sit or kneel on during planing? Top up Petrol? Top up Oil? Bungs? Check inflation Pressure? Foot pump on board? Inspect valve caps? Authorities notified? Can another person operate the boat in case of emergency? Repair kit? Tool kit? Boat papers, exemptions, SWP's?	

Boat operator:

Name (please print)			
Signature:		Date:	

Boating Team:

Name:		Signature:	
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	