

Risk Management Register

E: Eliminate M: Minimise

Identify the Risk				Assess the hazards	Control & Management of Hazards			Re-assessed hazard
1	2	3	4	5	6			
Potential Risk	Where (Specific area)	Date (First identified)	Hazard type	Significants	Action (Solution or action to take)	E	M	Significants
Weather								
Sea Conditions	Ocean/Launching & retrieval of vessels		Damage to vessel and/or persons	Major	• Weather is to be monitored up to 7 days out & Staff training		M	Minor
	Ocean		Overtuned vessel	Catastrophic	• Monitor weather on multiple forecasters		M	Catastrophic
	Ocean		MOB	Catastrophic	• Monitor Weather clients to hold on • Brief		M	Catastrophic
	Ocean		Back injury	Major	• Monitor Swellmap • Drive to the conditons		M	Major
	Ocean		Injury due on unsecured equipment	Moderate	• Monitor the weather • Drive to the conditons		M	Moderate
Shop								
	Where	Date	Hazard	Significants	Action	E	M	Significants
No Smoking near Dive Shed	Dive Shed		Physical injury	Catastrophic	Display No Smoking Sign		M	Major
Slippery entrance to Diveshed	Dive Shed		Physical injury	Moderate	Clean regularly		M	Moderate
Out of test Cylinders	Dive Shed		Physical injury/Death	Catastrophic	Display signage – Cylinders not in test can not be filled	E		Catastrophic
Aluminium Alloy 6351 Cylinders	Dive Shed	3/2/17	Physical injury/Death	Catastrophic	Do not fill Aluminium Alloy 6351, List of effected Cylinders in Dive Shed	E		Catastrophic
Children by Compressor	Dive Shed		Physical injury/Death	Catastrophic	Display signage – No children under 12yrs allowed in Diveshed	E		Catastrophic
Tsunami	Lodge	4/10/21	Physical Injury	Catastrophic	Brief Customers: Monitor Tsunami warning, evacuate people / staff to safety across the road		M	Catastrophic
Flooding	Land	4/10/21	Physical injury	Catastrophic	Brief Customers / Staff: When risk increases evacuate customers		M	Catastrophic
Tree / Branch	Northland Dive grounds	4/10/21	Physical injury	Catastrophic	Brief Customers of potential risk		M	Moderate
Eels	Stream	12/1/24	Physical injury	Minor	• Brief clients of the risk • Wear Gloves & wetsuit if swimming		M	Insignificant
Slippery Stairs & path to cabins	Path to cabins	15/6/25	Physical injury	Minor	Water blasted & Sprayed 30 seconds	E		Minor
Pre-Departure Checks								
	Where	Date	Hazard	Significants	Action	E	M	Significants
Boat taking on Water	Beach		Stability	Minor	Remove wood from Scupper	E		Minor
Boat taking on Water	Beach		Stability	Minor	Secure Hull bungs	E		Minor
Pre-Tow Checks								
	Where	Date	Hazard	Significants	Action	E	M	Significants

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Engine dragging on ground	Yard/Road		Damaged equipment	Insignificant	Tilt engine & secure engine travel lock		M	Insignificant
Boat falling off trailer	Road/Beach		Physical injury	Major	Ensure tie down and safety chain are in place & secure		M	Minor
Boat & Trailer not connected to car	Road/Beach		Physical injury	Moderate	Double check trailer is connected to tow ball and safety chain is secured		M	Insignificant
Wheel bearings	Road/Beach		Damaged equipment	Insignificant	Visual look at wheels to make sure everything looks OK		M	Insignificant
Flat Tyres/low pressure	Road/Beach		Damaged equipment	Minor	Visual check of tyres on both boat & vehicle		M	Minor
Dive Gear falling over	Boat		Damaged equipment	Minor	Ensure all gear is stowed & secured for travel		M	Insignificant
Launching vessel	Where	Date	Hazard	Significants	Action	E	M	Significants
Reversing over someone	Yard / Beach		Physical Injury	Catastrophic	<ul style="list-style-type: none"> • Be 100% sure your path is clear before moving the vehicle • Brief customers to stay clear of the trailer. 		M	Catastrophic
Run away launch	Beach		Physical injury	Moderate	<ul style="list-style-type: none"> • Don't remove winch cable until vessel has enough water under the hull. 		M	Moderate
Vessel will not come off trailer	Beach		Embarrassment	Insignificant	Ensure both safety chain & winch cable have been removed		M	Insignificant
Engine will not tilt down	Beach		Damage Equipment	Insignificant	Tilt engine up & remove engine travel lock		M	Insignificant
Electronics not working	Beach /Ocean			Insignificant	Turn Batteries on		M	Insignificant
Engine not turning over	Beach /Ocean			Insignificant	Turn Batteries on		M	Insignificant
Engine still not working	Beach /Ocean			Insignificant	Ensure kill switch is in place		M	Insignificant
Boat Trip	Where	Date	Hazard	Significants	Action	E	M	Significants
Lifting Gear out of the water	Yard / Ocean		Physical Injury	Major	Two people must lift twinsets or Rebreathers back onto the vessel		M	Major
Sun Burn/Heat Stroke	Boat trip / Ocean		Physical	Moderate	<ul style="list-style-type: none"> • Ensure clients use sunscreen or wear hats • Brief clients in the morning 		M	Minor
Dehydration	Boat trip / Ocean		Physical	Moderate	Supply water so customers can rehydrate		M	Insignificant

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Hyperthermia	Boat trip		Physical	Moderate	Stay well hydrated & cool off in the water		M	Moderate
Hypothermia	Boat trip		Physical	Moderate	Brief clients to bring warm hats & wind prove jackets		M	Moderate
Man over Board	Ocean		Death/Physical Injury	Catastrophic	All divers must wear wetsuit at all times & Drysuits must be done up.		M	Catastrophic
Injury due to unsecured gear	Boat trip		Physical Injury	Moderate	Ensure all gear is stowed and secured		M	Moderate
Major injury due to jumping off moving vessel	Ocean		Physical Injury/Death	Catastrophic	No jumping off vessel whilst moving	E		Catastrophic
Major injury due to Propeller strike	Ocean		Physical Injury/Death	Catastrophic	Boat engine is turned off when Divers are entering the vessel		M	Catastrophic
Injury/drowning due to Boat Strike	Ocean		Physical Injury/Death	Catastrophic	Approach divers slowly with vessel when conducting a in water pickup –taken into consideration the sea conditions, when divers are at the boat turn engine off.		M	Catastrophic
Damage to vessel and or injury whilst retrieving dives	Ocean / Boat		Damage to vessel/Injury/ Death	Catastrophic	• Do not retrieve divers near rocks if the sea conditions are not suitable		M	Catastrophic
					• Get Divers to swim a safe distance away from rocks		M	Catastrophic
					• Throw a current line to pull divers away from rocks		M	Catastrophic
Injury due to entering the water and landing on a diver.	Ocean / Boat		Physical Injury	Major	Before divers enter the water they must clear with crew the water is clear for their entry		M	Major
Injury due to losing balance	Ocean / Boat		Physical Injury	Moderate	Divers should remain seated whilst gearing up		M	Minor
Anchor Winch	Vessel	9/11/16	Physical Injury	Major	Ensure everyone is clear of the winch whilst in use	E		Major
Tsunami	Ocean	4/10/21	Physical Injury	Catastrophic	Monitor Tsunami warning, Relocate boat / people / staff to safety		M	Catastrophic
Diving	Where	Date	Hazard	Significants	Action	E	M	Significants
Buddy Checks	Boat	2/10/17	Gear failure	Minor	• Brief Clients. •Staff to do a quick scan		M	Moderate
Buddy Separation	Ocean	2/10/17	Physical/Mental Injury	Minor	Brief clients to have clear lost buddy procedures		M	Minor

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Entanglement	Ocean	2/10/17	Drowning	Major	-All rental BCD's are fitted with cutting device. - Staff carry cutting device. - Brief participants suppling with own equipment, is it fit for purpose.		M	Minor
Panicked Diver	Ocean	1/10/17	Drowning	Catastrophic	• Client assessment • Client experience • Limit DSD's		M	Catastrophic
DCS	Ocean	1/10/17	Physical Injury/Death	Major	• Ensure adaquite training • Dive Computer • Hydratration • Fit to Dive • Correct Exposure Suit		M	Catastrophic
Rapid ascent	Ocean		Physical Injury/Death	Catastrophic	• All divers are certified or under training • Brief divers to do slow ascents		M	Catastrophic
Barotrauma	Ocean	1/10/17	Physical Injury	Major	• Fit to Dive • Equalize early & often		M	Major
Pre-existing medical conditions	ocean	1/10/17	Physical Injury/Death	Catastrophic	• Liability Form • Morning briefing • Medical form with Doctors Clearance if required		M	Catastrophic
Exceed their depth limits or NDL	Ocean		Physical Injury/Death	Catastrophic	• Pick a more suitable site for cert level • Brief customer not to exceed their depth levels • Brief customer not to exceed their NDL if they're not dec training		M	Catastrophic
Discover Scuba	Ocean		Physical Injury/Death	Catastrophic	Follow PADI/SSI procedures and ensure all Liability and Medical forms are completed, suitable conditions		M	Catastrophic
Sea conditions such as Swell & Current		2/10/17	Physical Injury	Minor	Site Briefs and point out potential hazards		M	Minor
Hypothermia	Boat/Ocean	2/10/17	Physical Injury/Death	Moderate	• Ensure equipment is appropriate for conditions • Wind proof Jacket & Warm Hat		M	Moderate
Stuck anchor	Boat/Ocean	2/10/17	Physical Injury/Death	Catastrophic	• No clients to release anchor • Engines off		M	Minor
Low Visibility	Ocean/Wreck	2/10/17	Physical Injury/Death	Catastrophic	• Un-guided dives, Only penetrate the wreck if wreck certified • Guided dives are at smaller ratios • Brief clients about silt out when Packhorse crays move onto the wreck		M	Catastrophic
Kina Spines	Ocean-White Reef & Puts	14/9/17	Physical Injury	Minor	Brief client about staying off the bottom		M	Minor

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Using Equipment incorrently	Ocean	2/10/17	Physical Injury/Death	Catastrophic	• Client vetting to ensure compency level. • Brief clients to conduct buddy checks		M	Catastrophic
Other Vessels	Ocean		Physical Injury/Death	Catastrophic	Site brief and point out the potential hazard of boat traffic. Listen, look and extend one arm up as you ascend, better still deploy SMB prior to surfacing.		M	Catastrophic
Gas Management (amount of gas)	Ocean	2/10/17	Physical Injury/Death	Catastrophic	• Brief clients to monitor their gas supply. • Back on the boat with 50 bar/750 psi (single tank)		M	Moderate
Diving beyond competency Level	Ocean	2/10/17	Physical Injury	Moderate	• Brief clients to stay within cert level		M	Major
Altitude / Flying	Ocean	2/10/17	Physical Injury	Moderate	• Brief Clients & written on briefing board. • written on briefing board to extend no fly time on multi day trips		M	Moderate
100% O2 Drop Tank	In Water	28/1/16	Worksafe	?	Removed Immediately	E		Eliminated
100% O2 Useage	In Water	7/3/16	Physical Injury/Death	Catastrophic	•Brief Clients • Dive within certification levels		M	Catastrophic
EANx Diving -Wrong Tank being used	In Water	12/10/16	Physical Injury/Death	Catastrophic	Brief Clients-Clearly Label Tank: MOD, Date, %, Initials		M	Catastrophic
EANx Diving- Using below 1.6	In Water	12/10/16	Physical Injury/Death	Major	Brief Clients Dive Computer/Depth Gauge Appropriate training		M	Major
Dive Computers	In Water	4/6/17	Physical Injury/Death	Catastrophic	Brief Clients Does everyone know how to use their dive computers?		M	Moderate
Lost Diver	In Water	25/2/21	Physical Injury/Death	Catastrophic	Brief Clients On Dive sites Staff to follow Lost Diver procedures		M	Catastrophic
Tsunami	Ocean	4/10/21	Physical Injury	Catastrophic	Monitor Tsunami warning, Relocate boat / people / staff to safety		M	Catastrophic
Packhorse Crays causing silt out	Canterbury Wreck	5/6/24	Physical Injury/Death	Catastrophic	To brief in the morning the out of bounds area on the canterbury whilst the Packhorse crays are on the Canterbury & all skippers to brief this as well.		M	Minor

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Retrieval of Vessel	Where	Date	Hazard	Significants	Action	E	M	Significants
Reversing over someone	Yard / Beach		Physical Injury	Catastrophic	<ul style="list-style-type: none"> • Be 100% sure your path is clear before moving the vehicle • Brief customers to stay clear of the trailer. 		M	Catastrophic
Getting between the trailer and Vessel	Beach		Physical Injury	Major	Do not get between vessel & trailer when the vessel is moving		M	Major
Injury from winch handle	Beach		Physical Injury	Major	Ensure winch catch is in place BEFORE you start to winching the vessel on			Major
Injury from boat coming off trailer	Beach		Physical Injury	Major	Secure safety chain of trailer to boat		M	Major
Pre-Tow Checks	Where	Date	Hazard	Significants	Action	E	M	Significants
Engine dragging on ground	Beach		Damage Engine	Insignificant	Tilt engine & secure engine travel lock	E		Insignificant
Boat fill of Water	Beach		Additional weight	Insignificant	Remove Hull bungs to drain water	E		Insignificant
Boat falling off trailer	Road/Beach		Physical injury	Major	Ensure tie down and safety chain are in place & secure		M	Minor
Boat & Trailer not connected to car	Road/Beach		Physical injury	Moderate	Double check trailer is connected to tow ball and safety chain is secured		M	Insignificant
Wheel bearings	Road/Beach		Damaged equipment	Insignificant	Visual look at wheels to make sure everything looks OK		M	Insignificant
Flat Tyres/low pressure	Road/Beach		Damaged equipment	Minor	Visual check of tyres on both boat & vehicle		M	Minor
Sun Spy	Where	Date	Hazard	Significants	Action	E	M	Significants
Hands & feet caught in lines/chain or winch	Bow of boat	17/4/18	Physical Injury	Catastrophic	Staff training, keep hands & feet clear		M	Major
Hands caught in line	Bow of boat	30/12/18	Physical injury	Moderate	Staff training, not to hang onto the line if under pressure		M	Moderate
Fall overboard-Staff	Side walkways	17/4/18	Physical injury	Moderate	Training, notify the skipper as to your movements		M	Moderate
Fall overboard-Clients	Side walkways & Bow	19/1/19	Physical injury	Minor	Brief clients- They can only move & sit upfront if skipper is notified and vessel is travelling on faster than 6knts		M	Minor

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Hot kettle & other objects casing injury	Galley/Salon	17/4/18	Physical injury	Minor	Secure all loose items in Galley & Salon whilst underway		M	Minor
Bunks falling down & casing injury	Salon	23/06/18	Physical injury	Minor	Staff Training & Client briefing to ensure the top bunk is locked in on both sides		M	Moderate
Fall down the ladder	Ladder to Fly bridge	17/4/18	Physical injury	Moderate	Brief clients to face the ladder & have several points of contact		M	Moderate
Injury due to equipment falling over	Dive Deck	15/6/18	Physical Injury	Minor	Staff training- secure equipment whilst underway		M	Minor
Man Overboard	Duck Board	17/4/18	Physical Injury	Catastrophic	-Staff training- Close transom gate. -Brief clients		M	Catastrophic
Injury due to Engine Bay hatches falling down	Engine Bay	17/4/18	Physical Injury	Catastrophic	Staff training- secure the hatch open whilst open		M	Major
Prop Strike & not having visual contact of divers	In water, Between the hull	17/4/18	Physical Injury	Catastrophic	Staff training & Client briefing of not swimming between the hulls		M	Catastrophic
Prop Strike & not having visual contact of divers	In water	17/4/18	Physical injury	Catastrophic	Staff training & Client briefing of not surfacing directly behind/under the duck board, surface off to the side or some distance behind the boat.		M	Catastrophic
Struck by duck board or dive lift whilst in the water	Duck Board	17/9/18	Physical injury	Major	Staff training & Client briefing of being carefully when approaching when the duck board is moving up & down with the sea conditions		M	Major
Injury due to lifting & dropping Dive Lift - Finger pinching in the Dive Lift	Dive Lift	17/9/18	Physical injury	Catastrophic	-Ensure area is clear prior to dropping lift -Hand on rails only Client to give the OK prior to lift -DO NOT take your eyes off the client during the lift		M	Moderate
Back Injury	Transferring gear to & from tender	30/7/19	Physical injury	Major	Staff training & Client briefing- to not lift gear if they have sore backs		M	Major
Un seen Gases	Battery Storage area	4/10/21	Physical injury	Major	Open Hatches & Fan area	E		Eliminated
Tsunami	Ocean	4/10/21	Physical Injury	Catastrophic	Monitor Tsunami warning, Relocate boat / people / staff to safety		M	Catastrophic
Filling Station-DIN fitting Failed	Dive Deck	11/5/26	Physical Injury	Major	•Replace with new fittings •Staff training		M	

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Covid-19	Where	Date	Hazard	Significants	Action	E	M	Significants
Contact Tracing	Lodge	6/4/20	Physical Injury	Catastrophic	Staff training, Display QR Code, Paper Forms, Liability Forms		M	Minor
Bathrooms	Lodge	6/4/20	Physical injury	Catastrophic	Staff & Client briefing, Signage in the bathrooms to sanitize surfaces before departing bathroom		M	Minor
Food Service	Lodge	6/4/20	Physical injury	Catastrophic	No Self-Service Staff are to serve the food		M	Minor
Social Distancing	Lodge	6/4/20	Physical injury	Catastrophic	Client briefing Marked out 1m spacing on all seats.		M	Minor
Touch Points	Dive Shed	6/4/20	Physical injury	Catastrophic	Sanitize any touch points		M	Minor
Wash Down Tubs	Dive Shed	6/4/20	Physical injury	Catastrophic	Add extra Sanitizer to tubs		M	Minor
Social Distancing	RIBs	6/4/20	Physical injury	Catastrophic	Client briefing Marked out 1m spacing on Pontoons.		M	Minor
Touch points	Vessels	6/4/20	Physical injury	Catastrophic	Staff Training Sanitize any touch points		M	Minor
Mask	Diving	6/4/20	Physical injury	Catastrophic	Staff Training & Client briefings not to spit in their masks and that staff can't handle them		M	Minor
Divers clearing their noses after a dive	Diving	6/4/20	Physical injury	Catastrophic	Staff Training & Client briefings not to clear their noses at the front of the boat...ONLY do this at the back of the boat & away from other divers		M	Minor
Contact with regulators	Diving	6/4/20	Physical injury	Catastrophic	Staff Training & Client briefings to be careful of their regs & staff can't touch them.		M	Minor
Purging Regulators when change tanks	Vessels & Lodge	6/4/20	Physical Injury	Catastrophic	Staff Training & Client Briefings, to purge their regs into their gear or preferred method use the BCD inflator		M	Minor
CCR Divers draining their loops	Vessels	6/4/20	Physical Injury	Catastrophic	Brief Divers to drain their loops over the side of the vessel.		M	Minor
Ladder touch points	Vessels	11/4/20	Physical Injury	Catastrophic	Staff training, sanitize the ladder between dives		M	Minor
Staff moving around the vessels	Vessels	11/4/20	Physical Injury	Catastrophic	Staff to move as quick as possible out of a clients bubble.		M	Minor
Lunch Service	Beach	11/4/20	Physical Injury	Catastrophic	Staff Training - No Self-Service		M	Minor

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Chips at Lunch	Beach	11/4/20	Physical Injury	Catastrophic	Remove chips from the lunch		M	Minor
No Hand Washing Facilities	Beach	11/4/20	Physical Injury	Catastrophic	Sanitizer at each end of lunch		M	Minor
Customers touching Knives & forks at Dinner service	Lodge	11/4/20	Physical Injury	Catastrophic	Sets of Knives & Forks spaced out for ease of pickup.		M	Minor