



Department for Planning and Infrastructure  
Government of Western Australia

# Talbot Bay – Horizontal Falls Safety Management System

Sample Documents

**MARINE**  
**Safety**

*Supporting WA's Boating Community*



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## Talbot Bay – Horizontal Falls Safety Management System

### Background/Introduction:

The Horizontal Waterfalls, located deep within Talbot Bay in the Buccaneer Archipelago, are majestic natural wonders situated approximately 2,800 kilometres north of the Western Australian capital of Perth. There are a number of marine tourism operators who take passengers into the Falls as a unique adventure. Most marine tourism operators have done a terrific job in helping to look after this unique environment, but with annual increases in visitation to the Horizontal Waterfalls, and the promotion of adventure-based activities, there is a growing need for management outcomes that provide appropriate protection to people and the environment.

This booklet has been designed to help ensure that commercial vessels operate safely and that companies meet their duty of care and safety obligations associated with the travelling public, vessel crew and shore based staff, as well as their responsibilities in terms of the environment. Outlined below are guidelines to develop a Safety Management System (SMS) that complies with the relevant regulations and establishes safeguards against identified risks, ensures safety at sea, prevention of human injury and avoidance of damage to the marine environment. These guidelines also provide for continuous improvement of safety management skills of personnel ashore and aboard vessels, including preparing for emergencies related to safety and environmental protection.

Each Company must develop, implement and maintain a SMS which includes the following requirements:

- a Safety and Environmental Protection policy;
- instructions and procedures to ensure safe operation of vessels and protection of the environment in compliance with relevant legislation;
- define levels of authority and lines of communication between, and amongst, shore and shipboard personnel;
- procedures for reporting accidents and non-conformities;
- procedures to prepare for and respond to emergency situations, and;
- procedures for internal audits and management reviews.

The documentation should also provide general information about the Company and its operations, the number of vessels and type of operation, and their Survey Identification Numbers. There also must be contact details for the Company and the Designated Person.

## 1. Safety & Environmental Protection Policy:

Each Company must produce a written Safety Policy and Environmental Protection policy, which includes what the safety management objectives of the Company are, and should detail how these objectives are to be achieved. It should reflect a commitment to providing a safe and healthy workplace and comply with all applicable legislation, including (but not limited to);

- *The Occupational Safety & Health Act 1984*
- *The Western Australian Marine Act 1982*
- *POWBONS – Pollution of Water by oils and Noxious substances Act 1987*
- *Strategy for Management of sewage discharge into the marine environment*
- *Environmental Protection (Unauthorised Discharge) Regulation 2004 (or UDR)*
- *Uniform Shipping Laws Code*
- *WA Marine Act (Marine Safety) Regulations 1995*
- *WA Marine Act (Survey and Certificates of Survey) Regulations 1983*
- *Liquor Control Act 1988*

The Safety and Environmental Protection policy should include measurable objectives and targets to ensure continued improvement. Such objectives should:

- provide for safe practices in vessel operation and a safe working environment;
- establish consultative arrangements with staff as per OH&S requirements;
- establish safe guards against all identified risks; and
- continuously improve the safety management skills of personnel ashore and onboard.

The objectives can be achieved by:

- maintaining high standards of safety consciousness and protection of the environment through relevant training;
- motivating staff and promoting their participation in safety and environmental protection;
- informing all members of staff of any existing or potential hazards that may endanger them, persons in the vicinity, the vessel or the environment;
- ensuring that documented Company procedures are strictly followed; and
- continuously monitor the performance of the SMS in relation to identified targets.

The Company must ensure that all personnel are made aware of the Policy, and that their work practices reflect this policy.

## 2. Company Responsibilities and Authority

The Company must clearly define and document the responsibilities and authorities of all personnel, both ashore and onboard who are involved in the safe operations of the vessel, and ensure all personnel are aware of their responsibilities. This could include an organisational structure diagram of the Company, and provide a short job description and responsibilities of each person in the Company.

The Company owner has a primary interest in the vessel through the investment of money in order to return an income. The owner must ensure the vessel:

- holds all necessary licences and certification;
- has undergone and completed all statutory inspections;
- is made fit to undertake the voyage and duty intended;
- is manned by sufficient crew and service personnel to meet the needs of the voyage and intended duty;
- crew and service personnel are appropriately qualified, trained and fit for their nominated duty;
- carries sufficient equipment and supplies to meet the needs of the voyage and intended duty; and
- Master is provided with copies of all relevant company policies and procedures, licences and certificates and all relevant authorisations.

Where the vessel is operated under a lease agreement the parties to the lease must ensure that authority for the above responsibilities are clearly documented.

## 3. Designated Person

The Designated Person is the link between the vessel, the vessels crew and the shore- based management. The Company must appoint a designated person ashore with the responsibility of monitoring the safe operation of the vessel, and this person must have direct access to the senior management of the company, and sufficient resources and authority to carry out their duties.

The Designated Person is responsible for:

- monitoring the Safety Management System and reporting it if remedial action or changes to the system are needed;
- monitoring the safety and pollution prevention aspects of the vessels;
- ensuring adequate resources and shore-based support are applied, as and when required;
- training internal auditors;
- drawing up the year's audit schedule;
- appointing internal auditors, and;
- liaising with external auditors for office and vessel audits.

#### 4. Master's Responsibility and Authority

The Master of the vessel is the employed representative of the Company owner while the vessel is 'at sea' and has the final authority with regard to any action taken on board the vessel whilst 'at sea'. He/She may deviate from documented procedures if human life, property or the environments are at risk. In these matters, the Master shall report directly to the Designated Person.

The Master is responsible for:

- implementing the Safety and Environmental Protection policy;
- motivating crew in carrying out the Company's Safety and Environmental Protection policy;
- reviewing safety and pollution prevention activities and reporting defects to the Company;
- issuing orders in a concise and clear manner;
- reporting non-conformities, accidents and hazardous occurrences to the office;
- liaising with the Designated Person in relation to onboard audits, and
- evaluating and reviewing the SMS on board the vessel and reporting any deficiencies to the office.

The Master must ensure that before the vessel is underway:

- copies of all necessary licences and certification are onboard and current;
- the vessel is in a fit state to undertake the voyage and duty intended;
- there are sufficient crew and service personnel to meet the needs of the voyage and intended duty;
- the crew and service personnel are appropriately qualified, trained and likely to be fit for their nominated duty for the entire operation of the voyage;
- there is sufficient equipment and supplies to meet the needs of the voyage and intended duty;
- is familiar with the location of all life saving equipment and is competent to use that equipment;
- copies of all relevant company policies and procedures, and authorizations are available; and
- the weather is suitable for the journey to be made.

## 5. Resources and Personnel

The success of the SMS depends on the Company making available the appropriate resources and personnel to implement and maintain the system. The Company must determine and provide the resources needed to implement and maintain the SMS and meet the objectives of the SMS Policy, and to continue to improve its effectiveness.

The Company must also determine:

- qualifications and number of personnel to safely operate the vessel with regard to established limits set by the Authority, the Department for Planning and Infrastructure; and
- procedure for training all personnel. Needs to address the means used to assess the training needs of personnel, the methods used to assess competency and it needs to layout the records that will be kept, in what form, where and for how long. All crew need to hold a current Remote Area First Aid Certificate and attain an Elements in Shipboard Safety Certificate. As Talbot Bay is a remote area, regular refresher courses should be undertaken. All new staff should be provided with induction training that should address issues such as company procedures and policies, use of equipment, emergency and other special drills, responsibility and authority.

## 6. Operational Procedures

Procedures need to be developed and documented for the normal operation of the vessel to enable the organisation to plan to meet its obligations, to provide assistance to the personnel, as well as provide records for external audit. The procedures must be developed in conjunction with the OH&S consultation requirements, where all risks must be identified and appropriate controls implemented as required.

There are many types of operational procedures:

- Berthing (preparation for berthing, anchoring, mooring, operating tenders, shore trips, disembarking, securing vessel)
- Preparation (crew briefing, maintenance checks, refuelling, start-up, pre-departure checks, passenger briefing)
- Voyage (navigating safely, watch keeping, communication, assessing sea/weather conditions, operating in restricted visibility)
- Operations (specific operations, lifting devices, towing, working aloft)
- Hazards (identification, analysis, control)
- Managing environmental risks (disposal of sewage, disposal of garbage, disposal of waste oil, disposal of grey water, pumping bilges, noise pollution).

A procedure can be documented by many means, such as written, videotape or photographs. The procedure should show the steps to be taken to conduct that operation. For each procedure, records must be retained for a minimum of five years for monitoring and continual improvement of the SMS.

## 7. Emergency Procedures

Emergency procedures need to be developed and documented so that personnel both onboard and shore based are aware of what to do, and can practice for emergency situations. Crewmembers must carry out scheduled drills to improve the competence and confidence of the vessel crew and shore based staff to ensure that the procedure and resources meet the required performance standards. Records must be maintained (for at least five years) for:

- Fire
- Vessel Evacuation
- Man overboard/Search and Rescue
- Spillage of fuel/cargo
- Serious injury/Medical emergency.

The results of Emergency drills need to be assessed on board the vessel at the conclusion of the drill, and during management review. Procedures for mobilising the Company's response team and procedures for establishing and maintaining contact between ship and shore management also needs contingency plans.

### Fuel spill –

The fuel spill emergency procedure section should outline the following:

- organisation's policy regarding marine environmental protection not just restricted to fuel and oil spills but marine pollution in general, ie. Sullage, litter, cleaning etc;
- objectives eg. No spills from vessels refuelling; no spills or leaks from storage of fuel and oil; no spills from hydraulic equipment on boats or equipment working near or in the marine environment;
- communication channels for incidents – who needs to be called, and who takes control of the incident;
- what determines the level of response to an incident. Tiered response;
- what equipment is available and where is it located. Reference to procedural document regarding use of specific pieces of equipment;
- reporting – the Department for Planning and Infrastructure's Marine Pollution Reports;
- maintenance of the plan – who reviews and updates the emergency procedures;
- who is responsible for making sure all personnel are trained appropriately; and
- record the spillage and action taken in the Vessel Log Book.

**Vessel capsize/Injury must take into consideration:**

- How person would be retrieved
- How an incident could be communicated and to whom
- How could people who are in the water be safe from hazards such as crocodiles
- Where injured persons would be taken
- First aid available
- Time taken for medical aid to arrive.

**8. Reporting and analysis of non-conformities, accidents and hazardous occurrences**

Because tourism operators are regularly out on the water, the tourism industry has a vital role in reporting incidents. An incident is really anything you see that you don't think should be happening. It could be someone littering, taking more than the group size to a location, not using a booking system, operating without a permit or fishing in a green zone. Even minor reports will eventually add up to make a larger story.

It is important that all incidents are reported so they can be analysed, the cause identified and procedures changed to prevent recurrence. The results of investigations must be conveyed back to the employees and relevant stakeholders, and the records must be maintained for at least five years.

The SMS documentation must document the system used for reporting non-conformities, accidents and hazardous occurrences, and must also document the methods used to:

- Analyse incidents
- Determine root causes
- Correct the appropriate procedures
- Convey the results to the relevant people, and train them new procedures.

It is recommended that individual businesses apply the principles of risk management – in the simplest form it prompts organisations to methodically 'self assess' for risk within their own operations. Risk management involves three steps – identifying the problem (hazard identification), determining how serious the problem is (risk assessment), and deciding what needs to be done to solve the problem (risk control). The aim of hazard identification is to produce a comprehensive list of all possible hazards. See Appendix B – Risk Assessment – Risk Mitigating Factors.

Table 1: An example of a list of hazards

General Hazard	Description	Incident/Accidental Event
<b>Impacts and collision</b>	Being on a collision course, or breaching the separation distance between vessels or approaching a stationary object with speed	Vessel on collision course; approaching berth with speed; striking while at berth
<b>Vessel related</b>	Hazards related to vessel specific operations and/or equipment	Flooding; anchoring failure; loading/overloading; mooring failure
<b>Navigation</b>	Potential for a deviation of the vessel from its intended route or designated channel	Navigation error, pilotage error
<b>Manoeuvring</b>	Failure to keep the vessel on the right track, or to position vessel as intended	Loss of steering; propulsion failure; blackout; fine manoeuvring error
<b>Fire/explosion</b>	Fire or explosion on vessel	Fire/explosion; fire in accommodation; fire in engine room; other fires
<b>Environmental</b>	Weather exceeds vessel design criteria, or harbour operations criteria	Extreme weather; wind exceeds criteria; strong currents

The Hazard Identification process must look at the whole system of work, including previous accidents and incidents, consulting with personnel performing the work, and reviewing the work process that are currently used.

Once a hazard has been identified it is necessary to determine how likely it is that an incident may occur, and what the consequences would be. This determines the overall risk of the hazard. The OH&S legislation requires that controls be put in place to reduce risk.

## 9. Maintenance

Vessels and their equipment must be maintained at all times and conform to survey rules and regulations. Emergency equipment must be tested periodically to ensure it will operate in an emergency. The SMS must include, or refer to a maintenance schedule for the machinery, hull, equipment, life saving and fire fighting equipment. The schedule must be based on both manufacturers' recommendations and on legislative requirements. It must also document the methods used to evaluate and select suppliers, and record the conducting of, and results of all maintenance actions.

## 10. Documentation

The SMS must include a procedure for the control of SMS documentation, so that the appropriate documents are available at all relevant locations, changes to the documents are reviewed and approved by relevant personnel and obsolete documents are promptly removed.

Records must be legible, identifiable and traceable to the activity involved, and should be stored in such a way that they are readily retrievable and protected against damage, deterioration or loss. The SMS system must document the process used to review, approve, distribute and control the SMS documentation.

### Record Keeping:

- Vessel Log Book – stored on the vessel, and may include emergency drills conducted, procedure audits, voyage details, passenger details, incidents and maintenance records.
- Crew Details – records of the names and contact details of all crew, as well as their qualifications and training records. Usually maintained in the shore facilities.
- Passenger Log – log of passengers must be maintained on the vessel of all voyages. The level of detail will be dependent on the operation of the vessel.
- Incident Reporting – the Vessel Log Book could be used to record all incidents. Examples of what needs to be recorded includes accidents, near misses, fires, explosions, injuries, pollution incidents. Each incident report should identify what has occurred, where, when, who was involved and what immediate action was taken to address the incident. Records of the analysis of the incident should also be maintained, along with the corresponding actions taken, and these records are typically maintained in shore based facilities.
- Engineering Record Book – records of maintenance and repair of machinery and equipment must be maintained. The Vessel Log Book can also keep these records.
- Emergency Drills – conduct and results of emergency drills need to be maintained, generally in the Vessel Log Book, as well as the schedule for the drills. If the results of the drills do not meet required standards then the records need to show immediate actions taken to rectify the situation.

## 11. Company verification review and evaluation

Periodic review of the SMS is vital to ensure that it is meeting its objectives and reflects the current practice, and is being followed. The company must conduct periodic audits of the system to verify that the SMS is being implemented and the procedures are suitable to achieve the objectives.

The internal audits need to determine whether the SMS is meeting the requirements of the SMS code and the requirements of the Company. The results need to be considered in management reviews and required changes made.

Attached is a risk assessment checklist. Each point (where applicable) should be ticked prior to any operations taking place. This list is not exhaustive, but provides a starting point of what needs to be checked every time a vessel is to be used.

## 12 Risk Management Checklist

Checklist	Description	Tick
<b>Emergency Preparation</b>		
<b>Assembly stations</b>	There is a process for checking that all people onboard can be accounted for and readied for further emergency actions	<input type="checkbox"/>
<b>Person overboard</b>	Crew are practised at recovering a person from the water	<input type="checkbox"/>
<b>Fire</b>	There is an organised response to a fire in any area of the vessel	<input type="checkbox"/>
<b>Collision/ grounding</b>	There is an organised response for actions following a collision or grounding	<input type="checkbox"/>
<b>Flood</b>	Crew are practised at response to a flood situation	<input type="checkbox"/>
<b>Abandon ship</b>	There is an organised response to a decision to evacuate the vessel	<input type="checkbox"/>
<b>Severe weather</b>	There is a plan to secure the vessel in the event of severe weather	<input type="checkbox"/>
<b>Serious injury/medical emergency</b>	There is a plan to provide medical assistance, obtain expert advice and provide evacuation	<input type="checkbox"/>
<b>Seamanship</b>		
<b>Preparing for sea</b>	The readiness of the vessel and crew and, the weather and crew are systematically checked prior to commencing operation	<input type="checkbox"/>
<b>Watch keeping</b>	Manning and layout arrangements allows a safe watch to be kept at all times	<input type="checkbox"/>
<b>Communications</b>	The communications equipment is adequate, is in good order and working. It is regularly tested	<input type="checkbox"/>
<b>Navigation</b>	Navigation equipment is adequate, is in good order and watch keepers are competent with its use. It is regularly tested	<input type="checkbox"/>
<b>Search and rescue</b>	Crew are trained at carrying out their duties should the vessel be involved in a search and rescue incident	<input type="checkbox"/>
<b>Restricted visibility</b>	The vessel crew are trained and practised at operating the vessel in restricted visibility	<input type="checkbox"/>

Checklist	Description	Tick
<b>Management of watertight integrity</b>	Arrangements to prevent uncontrolled flooding are understood by each crew member	<input type="checkbox"/>
<b>Dangerous good and hazardous material</b>	The carriage of dangerous goods and hazardous materials is managed to minimise risk to the people, vessel or the environment	<input type="checkbox"/>
<b>Manoeuvring and steering</b>	Crew is practised at alternative steering arrangements	<input type="checkbox"/>
<b>Mooring</b>	Crew is practised at mooring the vessel	<input type="checkbox"/>
<b>Anchoring</b>	Crew is practised at anchoring the vessel	<input type="checkbox"/>
<b>Towing</b>	The crew are practised at rigging a tow	<input type="checkbox"/>
<b>Transferring people to and from the vessel</b>	Each crew member is practised at transferring people to and from the vessel	<input type="checkbox"/>
<b>Operating boats and tenders</b>	Crew required to work in boats and tenders have been trained in their safe operation. See Appendix A for everyday requirements.	<input type="checkbox"/>
<b>Working aloft or over the side</b>	All crew understand the precautions when working aloft or over the side	<input type="checkbox"/>
<b>Working with lines</b>	All crew understand the dangers and know how to work with lines under strain	<input type="checkbox"/>
<b>Passenger safety briefing</b>	Passengers are provided with safety information to enable them to minimise their exposure to risk. See Appendix A for everyday requirements	<input type="checkbox"/>
<b>Machinery &amp; Maintenance</b>		
<b>Operating machinery</b>	Crew are trained in the safe use of machinery as appropriate to their duties	<input type="checkbox"/>
<b>Refuelling</b>	Any risk of pollution is minimised whilst refuelling	<input type="checkbox"/>
<b>Pumping of bilges</b>	Arrangements permit the bilges to be kept clean and oil free to prevent the discharge of oil overboard	<input type="checkbox"/>
<b>Maintenance of the vessel and machinery</b>	There is a regular system of maintenance to ensure the vessel and machinery are in safe, working order	<input type="checkbox"/>
<b>Enclosed spaces</b>	All crew understand the dangers of enclosed spaces on board and wherever else their duties may require them to work. They understand the precautions before entering	<input type="checkbox"/>

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Checklist	Description	Tick
<b>Environment</b>		
<b>Disposal of garbage</b>	Garbage is routinely disposed of as required by law	<input type="checkbox"/>
<b>Disposal of waste oil</b>	Waste oil is routinely disposed of as required by law	<input type="checkbox"/>
<b>Disposal of sewage</b>	Sewage is routinely disposed of as required by law	<input type="checkbox"/>
<b>Noise pollution</b>	Noise from a vessel is minimised and managed as required by law	<input type="checkbox"/>
<b>Air pollution</b>	Crew with responsibilities for operating machinery understand the importance of maintaining clean exhausts	<input type="checkbox"/>
<b>Anchoring on or near sensitive environments</b>	Damage to sensitive environments through anchoring or other operations is minimised	<input type="checkbox"/>
<b>Administration</b>		
<b>Records</b>	Records are kept of the identity of each crew member as required by the Authority. Passengers on board can be accounted for.	<input type="checkbox"/>
<b>Record keeping</b>	A log in an appropriate form is maintained along with other required records	<input type="checkbox"/>
<b>Incident reporting</b>	Incidents are reported as required by the Authority	<input type="checkbox"/>
<b>Identification of hazards</b>	All spaces on the vessel and the upper deck are routinely checked for slip and trip hazards and hazards to people	<input type="checkbox"/>
<b>Crew training and responsibilities</b>	<ul style="list-style-type: none"> <li>• Each crew member understands their duties and is trained to competently perform their duties</li> <li>• Onboard Safety Training (induction training) and drills have been carried out and are recorded</li> </ul>	<input type="checkbox"/>
<b>Record keeping</b>	Records are kept of the routine operation of the vessel	<input type="checkbox"/>

## Appendix A – Every trip checklist required to be completed before traversing the Falls

Checklist	Description	Tick
<b>Operating tenders</b>	• Check fuel, oil and steering fluid oils	<input type="checkbox"/>
	• Ensure vessels machinery is in working condition and is safe to operate, and all equipment is tested/checked before departure (C/UHF/VHF radio equipment and mobile phone)	<input type="checkbox"/>
	• All safety equipment is on board and in working order	<input type="checkbox"/>
	• Start motor and visually check it is operating correctly	<input type="checkbox"/>
	• Check forward and astern gears and helm lock to lock	<input type="checkbox"/>
	• Ensure that passenger number limits are adhered to at all times	<input type="checkbox"/>
	• When vessel is moored along side Mothership, ensure the vessel is secured to prevent any damage occurring	<input type="checkbox"/>
	• Prior to traversing the Falls, the small craft operator has made contact with all other vessels in the area to ensure rescue arrangements.	<input type="checkbox"/>
	• Rescue tender or other arrangements are on standby	<input type="checkbox"/>
<b>Passenger safety briefing</b>	• Passengers are provided with safety information to enable them to minimise their exposure to risk	<input type="checkbox"/>
	• A safety briefing card is on the boat and readily available to any passenger who may have difficulty in understanding a verbal briefing (recommend the briefing card be in English, Japanese, Korean, Mandarin, German, Italian and Spanish, as appropriate)	<input type="checkbox"/>
	• All passengers are wearing life jackets – these can be PFD type 1 or 2	<input type="checkbox"/>
<b>Weather and Tidal considerations</b>	• Check state of tide and flow before entering the gap	<input type="checkbox"/>
	• Ensure weather conditions are favourable	<input type="checkbox"/>
	• Ensure consideration has been given to the time taken for transit and safe exit from the Falls area	<input type="checkbox"/>



## Marine Pollution Report (POLREP)

Return completed form to:  
Marine Environment Protection Unit  
Department for Planning and Infrastructure  
Email: marine.pollution@dpi.wa.gov.au and rccaus@amsa.gov.au  
Phone (08) 9480 9924  
Fax: (08) 9216 8982

### INCIDENT DETAILS

Date of Incident: \_\_\_\_\_ Time of Incident (24 hr format): \_\_\_\_\_

Location name/description: \_\_\_\_\_

Incident Coordinates Latitude of spill \_\_\_\_\_ Longitude of spill \_\_\_\_\_

Format of coordinates used (select one)  Degrees & decimal degrees  Degrees, minutes & decimal minutes  Degrees, minutes & seconds

Description of Incident: \_\_\_\_\_

### POLLUTION SOURCE

Vessel  Land (Specify) \_\_\_\_\_  Other (Specify) \_\_\_\_\_  Unknown

Vessel type (if known)  Tanker  Container  Bulk  Cargo  
 Fishing  Defence  Recreational  Other (Specify) \_\_\_\_\_

Vessel name: \_\_\_\_\_ Flag State / Callsign: \_\_\_\_\_ Australian vessel?  Yes  No

### POLLUTANT

Oil (type)  Bilge  Diesel  HFO bunker  Crude  Unknown  Other (Specify) \_\_\_\_\_

Chemical Name: \_\_\_\_\_ MARPOL cat / UN Nos: \_\_\_\_\_

Garbage Details/description: \_\_\_\_\_

Packaged Details/description: \_\_\_\_\_

Sewage Details/description: \_\_\_\_\_

Other Details/description: \_\_\_\_\_

### EXTENT

Size of spill (length & width in metres): \_\_\_\_\_

Amount of pollutant, if known (litres): \_\_\_\_\_

Has the discharge stopped?  Yes  No  Unknown

Weather conditions at site: \_\_\_\_\_

Photos taken Details: \_\_\_\_\_ held by: \_\_\_\_\_

Video taken Details: \_\_\_\_\_ held by: \_\_\_\_\_

Samples taken Description: \_\_\_\_\_ held by: \_\_\_\_\_

Items retrieved Description: \_\_\_\_\_ held by: \_\_\_\_\_





# Marine Incident Report

Western Australian Marine Act 1982 — 64 (3) (c), 64 (5)

### Instructions for Completion of Form

Complete and return within 7 days of incident to;

**General Manager Marine Safety**  
Department for Planning and Infrastructure,  
PO Box 402,  
Fremantle, W.A. 6959

Telephone: 08 9216 8999  
Facsimilie: 08 9216 8982

Complete each section by placing an "X" in the appropriate box(es).

Boat Name: \_\_\_\_\_

Registration /LFB / SPV No: . \_\_\_\_\_

PLEASE PRINT FULL NAME AND ADDRESS OF PERSON COMPLETING REPORT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### INCIDENT DESCRIPTION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

### TYPE OF INCIDENT

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> COLLISION<br><input type="checkbox"/> Of vessels<br><input type="checkbox"/> With a fixed object<br><input type="checkbox"/> With a floating object<br><input type="checkbox"/> With an animal<br><input type="checkbox"/> With overhead object<br><input type="checkbox"/> With submerged object<br><input type="checkbox"/> With wharf | <input type="checkbox"/> GROUNDING<br><input type="checkbox"/> Intentional<br><input type="checkbox"/> Unintentional<br><br><input type="checkbox"/> CAPSIZING<br><input type="checkbox"/> SINKING<br><input type="checkbox"/> SWAMPING<br><input type="checkbox"/> FLOODING<br><input type="checkbox"/> LOSS OF VESSEL | <input type="checkbox"/> STRUCTURAL FAILURE<br><input type="checkbox"/> LOSS OF STABILITY<br><input type="checkbox"/> FIRE<br><input type="checkbox"/> EXPLOSION<br><input type="checkbox"/> PERSON OVERBOARD<br><input type="checkbox"/> ONBOARD INJURY<br><input type="checkbox"/> Falls within vessel<br><input type="checkbox"/> Crushing / pinching<br><input type="checkbox"/> Other onboard injury | <input type="checkbox"/> OTHER INCIDENT<br><input type="checkbox"/> Hit by propeller / vessel<br><input type="checkbox"/> Skiing incident<br><input type="checkbox"/> Parasailing incident<br><input type="checkbox"/> Diving incident<br><input type="checkbox"/> Other incident caused by operating vessel<br><input type="checkbox"/> Other |
|---|---|---|--|

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### ENVIRONMENTAL CONDITIONS

- |   |  |   |  |
|---|--|---|--|
| <b>WEATHER</b><br><input type="checkbox"/> Clear<br><input type="checkbox"/> Hazy<br><input type="checkbox"/> Cloudy<br><input type="checkbox"/> Rain<br><input type="checkbox"/> Flood<br><input type="checkbox"/> Fog | <b>WATER</b><br><input type="checkbox"/> Calm<br><input type="checkbox"/> Choppy<br><input type="checkbox"/> Rough<br><input type="checkbox"/> Very rough<br><input type="checkbox"/> Strong current | <b>WIND</b><br><input type="checkbox"/> None<br><input type="checkbox"/> Light (1>8 knots)<br><input type="checkbox"/> Moderate (8>15 knots)<br><input type="checkbox"/> Strong (15>30 knots)<br><input type="checkbox"/> Storm (over 30 knots) | <b>VISIBILITY</b><br><input type="checkbox"/> Good<br><input type="checkbox"/> Fair<br><input type="checkbox"/> Poor |
|---|--|---|--|

### LOCATION

- |  |  |
|--|--|
| <input type="checkbox"/> Inland waters   | <input type="checkbox"/> Inshore waters  |
| <input type="checkbox"/> Enclosed waters | <input type="checkbox"/> Offshore waters |

### SEVERITY

- |   |   |
|---|---|
| <input type="checkbox"/> Fatal incident | <input type="checkbox"/> Major damage         |
| <input type="checkbox"/> Serious injury | <input type="checkbox"/> Moderate damage      |
| <input type="checkbox"/> Vessel lost    | <input type="checkbox"/> No damage            |
|   | <input type="checkbox"/> Property damage only |

### OPERATION AT TIME OF INCIDENT

- |                                   |  |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> Underway | <input type="checkbox"/> Being towed   | <input type="checkbox"/> Fishing                        |
| <input type="checkbox"/> Berthing | <input type="checkbox"/> Drifting      | <input type="checkbox"/> Diving                         |
| <input type="checkbox"/> Skiing   | <input type="checkbox"/> At anchor     | <input type="checkbox"/> Swimming                       |
| <input type="checkbox"/> Racing   | <input type="checkbox"/> Tied to berth | <input type="checkbox"/> Other ( <i>specify</i> ) _____ |
| <input type="checkbox"/> Towing   | <input type="checkbox"/> Fuelling      |   |

### VESSEL DETAILS

Vessel Length: \_\_\_\_\_ (metres)

#### COMMERCIAL

- Passenger
- Non-passenger
- Fishing vessel
- Hire and drive vessel

#### RECREATIONAL

- Motor boat
- House boat
- Paddle (*row*) boat
- PWC (*jet ski*)
- Sailing boat
- Other \_\_\_\_\_

### HULL MATERIAL

- Steel
- Fibreglass / GRP
- Aluminium
- Ferro-Cement
- Timber
- Other \_\_\_\_\_

### OTHER VESSELS INVOLVED

Vessel Length: \_\_\_\_\_ (metres)

COMMERCIAL

RECREATIONAL

Type of Vessel: \_\_\_\_\_  
(use the codes above to identify type of vessel)

22

### CONTRIBUTING FACTORS – ENVIRONMENTAL

- |   |   |
|---|---|
| <input type="checkbox"/> Restricted visibility              | <input type="checkbox"/> Wind / sea state |
| <input type="checkbox"/> Bar conditions                     | <input type="checkbox"/> Tidal conditions |
| <input type="checkbox"/> Wash of passing vessel             | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> Floating or submerged object _____ |   |

### MATERIAL FACTORS – EQUIPMENT

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Inadequate stability | <input type="checkbox"/> Machinery    |
| <input type="checkbox"/> Equipment failure    | <input type="checkbox"/> Hull failure |
| <input type="checkbox"/> Electrical           | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Navigation           |                                       |

### DETAILS OF PERSON IN CHARGE

Family Name of Person In Charge: \_\_\_\_\_ Other Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (*after hours*): \_\_\_\_\_ Telephone Number (*business hours*): \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ (Years) Gender:  Male

Number of Persons On Board: \_\_\_\_\_  Female

### QUALIFICATIONS

Type of Certificate or Licence: \_\_\_\_\_

Issue Date of Certificate or Licence: \_\_\_\_\_

#### OFFICE USE ONLY

Validity of Qualifications  Valid  Not Valid  Not Required



## INCIDENT DESCRIPTION

Use the space below to provide a full description (including a diagram) of the incident and events leading up to the incident.  
(if insufficient space, provide a separate page)

### Description of damage to vessel:

---

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---

---

### Description of incident:

---

---

---

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---

### Diagram of incident:



24

### DECLARATION (To be signed by person completing incident report)

I declare that the information provided by me in this incident report is true to the best of my knowledge and belief and that I have made this report knowing that if it is tendered in evidence I will be guilty of a crime if I have wilfully included in this report anything which I know to be false or that I do not believe to be true.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_ Print Name: \_\_\_\_\_  
(must be witnessed by persons 18 years or over)

Date: \_\_\_\_\_



## MARINE SAFETY COMPLAINT REPORT

Complete and return form to:

**Investigations Unit**

Department for Planning and Infrastructure  
PO Box 402, FREMANTLE WA 6959

Facsimile: 9216 8982

**DATE AND TIME OF INCIDENT OR COMPLAINT**

Date: Day \_\_\_\_\_ Month: \_\_\_\_\_ Year \_\_\_\_\_

Time: AM/PM

**NATURE OF COMPLAINT** *(Please Tick One)*

- Speeding    
  Skiing    
  Noise    
  Navigation    
  Nuisance    
  Freestyling  
 Other *(Please Describe)* \_\_\_\_\_

**DETAILS OF PERSON MAKING COMPLAINT**

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Telephone Work: \_\_\_\_\_

Telephone Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Your Vessel Registration/ID Number: \_\_\_\_\_

**Marine Qualifications Held** *(if applicable)*

Type of Certificate or Licence: \_\_\_\_\_ Issue Date: \_\_\_\_\_

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**OFFENDING VESSEL DETAILS**

Registration / ID No: \_\_\_\_\_ Number of people on board: \_\_\_\_\_

**Commercial**

- Passenger  
 Non-passenger  
 Fishing vessel  
 Hire and drive vessel

**Recreational**

- Motor boat  
 House boat  
 Paddle (row) boat  
 PWC *(jet ski)*  
 Sailing boat  
 Other \_\_\_\_\_

Colour/Description: \_\_\_\_\_

Construction material: \_\_\_\_\_

**LIST WITNESSES TO INCIDENT / COMPLAINT** *(If insufficient space available please attach separate sheet with Witness details)*

Name	Address	Telephone Contacts
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**INCIDENT DESCRIPTION**

Use the space below to provide a full description (including a diagram) of the incident and events leading up to the incident.  
(if insufficient space, provide a separate page)

**Location of Incident**

\_\_\_\_\_

\_\_\_\_\_

Lat / Long (If Applicable) \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " South \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " East

Description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Diagram of incident:**

North



**DECLARATION** (To be signed by person completing incident report)

I declare that the information provided by me in this incident report is true to the best of my knowledge and belief and that I have made this report knowing that if it is tendered in evidence I will be guilty of a crime if I have wilfully included in this report anything which I know to be false or that I do not believe to be true.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_ Print Name: \_\_\_\_\_

*(must be witnessed by persons 18 years or over)*

Date: \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED**

Additional Statement of Complainant Attached.

Yes  No

Additional Statement of Witness/s Attached.

Yes  No

Complainant must be willing to appear in court as a witness if required.

Yes  No

**DPI OFFICE USE ONLY**

Officer Receiving Complaint: \_\_\_\_\_ DPI File Reference: \_\_\_\_\_



**STATEMENT OF WITNESS**

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: Wk \_\_\_\_\_ Priv \_\_\_\_\_

Mobile \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Appendix F - Statement  
of Witness Form

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

Witness (To Signature) \_\_\_\_\_

Witness Full Name \_\_\_\_\_

Page Number \_\_\_1\_\_\_

### STATEMENT OF WITNESS

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: Wk \_\_\_\_\_ Priv \_\_\_\_\_

Mobile \_\_\_\_\_

Subject: \_\_\_\_\_

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\_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

Witness (To Signature) \_\_\_\_\_

Witness Full Name \_\_\_\_\_

Page Number \_\_\_2\_\_\_

STATEMENT OF WITNESS

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Wk \_\_\_\_\_ Priv \_\_\_\_\_

Mobile \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

I declare that this statement is true to the best of my knowledge and belief and that I have made the statement knowing that if it is tendered in evidence I will be guilty of a crime if I have willfully included anything I know to be false or that I do not believe is true.

I also acknowledge and accept that this Statement and any other evidence or confessional material that I have provided in relation to this matter may be fully disclosed as may be requested by the Courts.

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

Witness (To Signature) \_\_\_\_\_

Witness Full Name \_\_\_\_\_

Page Number \_\_\_3\_\_\_





**Department for Planning and Infrastructure**  
Government of Western Australia

## **Talbot Bay – Horizontal Falls Safety Management System**

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### **All enquiries to:**

**Marine Safety Business Unit**

**Department for Planning and Infrastructure**

1 Essex Street

Fremantle 6160

Western Australia

Phone: 08 9216 8999

Email: [Marine.Safety@dpi.wa.gov.au](mailto:Marine.Safety@dpi.wa.gov.au)

Website: [www.dpi.wa.gov.au/imarine](http://www.dpi.wa.gov.au/imarine)

**MARINE**  
**Safety**

*Supporting WA's Boating Community*