

York University

Restricted Scuba Diving

Health and Safety Operations Manual



Revised – April 2013



York University

Restricted Scuba Diving

Policies and Procedures

Health & Safety Manual

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Policy

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Policy

The York University Restricted Scuba Diving (YRSD) program is committed to maintain the highest standards for Health and Safety of all faculty, staff and participants. The research will conduct all training and operational projects with appropriate safeguards to protect any and all visitors or other participants and or staff to the associated risks. To fulfill this commitment the program will follow all provincial and federal regulations and the applicable Canadian Standards Association (CSA) standards. In addition to accepted industry safe practices, we will endeavor to provide the greatest amount of protection to prevent personal injury to anyone taking part or in the area of an ongoing activity.

Additionally, to further prevent personal injury, loss or property damage, the YRSD program will carry out a Job Safety Analysis of each of the work sites that the program employs.

The YRSD program, Health & Safety Policy will:

- Reduce personal injury through education and supervision
- Introduce the new worker and/or participant to safe work practices
- Educate the worker and/or participant to emergency procedures and response
- Prepare the worker and/or participant to assist with first aid and diving accidents

Responsibility

The YRSD program requires that all dive site supervisors ensure that all participants and workers are following the Health & Safety policy and are in compliance with all required regulations and standards. It is further the responsibility of all personnel on the work site to ensure that a safe work area exists and that no person is working in an unsafe manner.

Any person found in contravention of this policy should be reported to the Program Coordinator. Continued violations of any of the requirements of the Health & Safety policy may result in disciplinary action.

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Policy: Safe Work Practices, Policy # YRSD 001

Policy

The York University Restricted Scuba Diving (YRSD) program provides to the faculty, staff and participants, a list of safe work practices. It is expected that all staff and participants follow these practices in the work place. As new safe work practices are developed or old ones are revised the staff and participants are advised of the changes and are expected to comply with them. To ensure a complete and accurate policy on safe work practices, staff and participant input into the development of these practices is encouraged.

A list of the YRSD Safe Work Practices is listed below.

General Safety

Cleaning Solvents and Flammables

Hazards

Cleaning solvents are used in the daily operations to clean tools and equipment. Care must be taken to ensure the safety of the worker/participant from hazards which may be caused by the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

- a) Burning of the skin from direct contact or flames
- b) Poisoning from inhalation, ingestion or absorption
- c) Explosions of contained, flammable substances

Preventative Action

The supervisor must be aware of all solvents and flammables used on the work site and are to ensure the workers have been properly trained in the use of the materials and that adequate safety procedures are followed.

- a) Use non-flammable solvents for general cleaning
- b) When flammable liquids are being used, ensure no hot work is permitted in the area
- c) Store flammables and solvents in proper containers and storage areas
- d) Review Material Safety Data Sheet - MSDS prior to use
- e) Provide adequate ventilation when solvents and flammables are in use

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Preventative Action – cont'd

- a) Use adequate eye and face protections to shield against spray or splashes
- b) Wear adequate protective gloves to prevent injury to the hands
- c) Wear protective clothing, such as aprons or coveralls, to prevent contamination or damage to the worker/participants clothes
- d) Use adequate and appropriate respiratory protection when the danger of inhalation of dangerous fumes exist
- e) Never leave solvents in open containers, tubs, pails , etc. return to sealed drums or dispose
- f) Ensure that approved containers are used for the transportation, storage and field use of solvents and flammables
- g) Ensure all faculty, staff and participants using solvents and other controlled substances have been trained and certified in the Workplace Hazardous Materials Information System (WHMIS) and that all other WHMIS requirements are met.

Eye Care

Hazards

- a) General safety when dealing with environments which may pose a hazard to eye contamination due to particulate matter.

Preventative Action

- a) All workers/participants are required to wear eye protection when the possibility of injury to the eyes or face exist.
- b) All personnel are to follow all posted warning signs where applicable
- c) Refrain from using darkened or tinted lenses after sunset
- d) All workers are encouraged to use polarized lens during daylight hours and on sites that have high levels or bright sun light

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Filing Cabinets, Tool Boxes and Drawers

- a) All drawers of desks and filing cabinets are to be kept closed when not in use
- b) Only one drawer of a cabinet or filing cabinet will be open at one time to prevent the cabinet from toppling from overbalancing

Fire and Use of Fire Extinguishers

General

Care in the storage of material and housekeeping of the work site is essential in preventing fires. However, even with proper care fires may start and occur at any location at any time. It is therefore essential that all faculty, staff and participants are aware of the proper method of extinguishing the fire and where the appropriate fire fighting equipment is located.

The YRSD program will make every effort to provide adequate signage so that the required fire fighting equipment can be easily located.

All staff and participant are to be instructed in the proper use of fire fighting equipment specific to the site that they are working on.

Types of Fires

a) Class A

Class A fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguisher: Water, ABC Extinguisher

Technique: Thoroughly soak the fire and the area surrounding the fire, re-soak after flames have died and be vigilant for flare ups.

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Types of Fires

a) Class B

These fires consist of flammable liquids, oil and grease.

Recommended Extinguisher: ABC Extinguishers, Dry Chemical, Foam and Carbon Dioxide extinguishers.

Technique: Aim the extinguisher at the base of the fire and work the spray in a sweeping motion across the base. Always keep the fire in front of you and ensure a safe escape route.

b) Class C

Fires associated with energized electrical equipment are considered Class C fires.

Recommended Extinguisher: ABC and Dry Chemical extinguishers.

Technique: Use short bursts of the extinguisher on the fire. When the power is shut off Class C fires can convert to Class A as debris and surrounding areas continue to burn.

General Work Practices

- a) All staff and participants will report any injuries to their immediate supervisor, regardless of the severity of the injury
- b) All workers and participants should take care in the use of the stairs. Handrails should be used whenever possible.
- c) Special care should be taken when rounding blind corners.

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Lifting and Carrying

- a) All workers and participants will obtain assistance when trying to lift heavy objects.
- b) Bulky or awkward objects must not be carried in a way to obstruct the view of the carrier. Additionally carrying such a load should not interfere with the use of handrails or stairways. Seek assistance if necessary.
- c) Large packages, boxes or bundles will be moved by lift truck, hand cart or unpacked and delivered in smaller parcels.

Proper Lifting Techniques

- Squat to lift and lower. Do not bend at the waist.
- Keep your lower back bowed while bending over
- Keep the weight being lifted as close to you as possible
- Use your legs to lift, rather than your back
- If you must turn, turn with your feet, not your body
- Never jerk lift or twist
- Put the weight down by keeping your back bowed in
- Keep your feet apart with one foot in front of the other, if possible
- Wear non slip approved safety footwear

Risk Factors for Back Injury

- Lifting with your back bowed out
- Bending and stretching with your back bowed out
- Slouch sitting
- Twisting or jerking movements
- Lack of proper rest
- Obesity and poor nutrition
- Stressful work and living habits

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Shop Equipment

- a) Any equipment found unsafe shall be tagged and removed from service. Report this occurrence to the site or dive supervisor or program coordinator
- b) All workers and participants will not use any extension cords or electrical cords with missing prongs or damaged plugs, wire and/or coatings
- c) Repairs made to any machine will only take place if the machine has been tagged and locked out
- d) Do not attempt to repair, lubricate or adjust any piece of machinery that is in operation
- e) Care should be taken when using various chemicals, solvents and lubricants in the shop area. Ensure you check the Material Safety Data Sheet (MSDS), if you are unfamiliar with the item. PPE may be required.
- f) Loose fitting clothing and jewelry may be a hazard when working around machinery. Extra care should be taken that clothing, hair and jewelry will not get entangled with the equipment.

Ladders and Step Ladders

- a) Ladders and step ladders may only be used on clear and even surfaces
- b) When step ladders are in use, ensure they are locked in position with the spreader bars locked
- c) All ladders are to be tied off and held by another worker or participant
- d) Step ladders are not to be used as a substitute for scaffolding
- e) Do not overreach while using a ladder or step ladder. Climb down and reposition if necessary
- f) Only CSA approved ladders and step ladders (with the exception of dive ladders) will be used in all UWS operations

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

Site Specific Safe Work Practices

In the following sections, site specific work practices, specific to the commercial diving industry will be discussed.

SCUBA Diving

- a) All SCUBA diving activities will be conducted as per the requirements set forth in the Ontario Diving Regulations – 629/94
- b) Staff and participants engaged in SCUBA diving operations must hold a valid Diver Certification Board of Canada (DCBC) certification equal to the level of diving he/she is engaged in i.e. “Restricted SCUBA Diver” depths to 60’
- c) SCUBA diving operations will be supervised by a dive supervisor holding the corresponding DCBC Dive Supervisors certification i.e. SCUBA Diver Supervisor
- d) Further clarification of safe work practices may be found in the NOAA Diving Manual, these would include;
 - Equipment failure
 - Loss of air supply
 - Loss of communication
 - Lost diver
 - Safety precautions for the filling and handling of cylinders
 - Surface swimming
 - U/W SCUBA procedures
 - Diver communication
 - Buddy system
 - Buddy breathing
 - Tending
 - Working with tools
 - Ascent techniques
 - Decompression
 - Dive planning
 - Dive termination

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**Policy: Safe Work Practices,
Policy # YRSD 001 cont'd**

References

- NOAA diving Manual – 4th edition
- Ontario diving Regulations 629/94
- CSA Z275.1
- CSA Z275.2
- CSA Z275.4
- CSA Z275.5

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Policy: Reporting of Incidents
Policy # YRSD 002

Policy

The York University Restricted Scuba Diving (YRSD) program requires that all dive and site supervisors ensure that all participants and workers are following the Health and Safety Policy and are in compliance with all required regulations and standards. It is further the responsibility of all personnel on the work site to ensure that a safe work area exists and no person is working in an un-safe manner.

Any person found in contravention of this policy should be reported to the appropriate person for counseling. Continued violation of any of the requirements of the Health and Safety Policy may result in disciplinary action.

Responsibility

In the event of a participant contravening the Health and Safety Policy, he or she should be reported to the Dive Supervisor/Instructor in charge of the project or activity. If the Dive Supervisor/Instructor is not available or if the participant wishes, he/she may report the incident to Health & Safety Manager.

In the event of an YRSD staff member contravening the Health and Safety Policy, the incident should be reported to the Program Coordinator.

In the event of any injury, accident or “close call” a full report should be made to the Dive Supervisor/Instructor in charge of the activity and followed up by a report to the Program Coordinator.

Failure to report any incident and/or contravention of the Health and Safety Policy will be reported to the Health & Safety Manager and may result in disciplinary action.

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**Policy: Protective Personal Protective Equipment,
(PPE)**
Policy # YRSD 003

Policy

The YRSD program requires that all staff and participants wear appropriate personal protective equipment for the particular job they are performing. This is to ensure that all staff and participants will be properly protected from any workplace mishaps. The requirements for the wearing of Personal Protective Equipment (PPE) is explained to the staff and participants upon being admitted to, or hired by the program. The protective equipment that is worn by all personnel is required to meet or exceed current provincial and federal regulations and applicable CSA standards. This is to further insure that an adequate level of protection is achieved. Anyone not conforming to the requirements set out in this policy will be removed from the work site until he or she has been properly equipped. Repeated demonstration of non-compliance to this policy may result in disciplinary action

Responsibility

The YRSD program will provide all required Personal Protective Equipment to the faculty and staff employed by Seneca College working with the YRSD program.

Participants working with the YRSD program are required to provide their own Personal Protective Equipment (PPE) as required by the project. This includes, but is not limited to: protective footwear, Personal Floatation Device (PFD), eye protection, etc.

Specialized personal protective equipment will be provided, by the program, at such times as required.

The YRSD program requires all staff and participants to ensure that all personal protective equipment is adequately maintained and is in proper working condition.

The Dive/Site Supervisor will remove from the site, any person whom he/she believes PPE is unable to ensure the safety protection it was designed to provide.

Policy

The YRSD program in its commitment to maintain the highest standards for Health and Safety will carry out a Job Hazard Analysis (JHA) of each of the work sites that the program employs. This is to ensure that any hazards or risks are identified and controlled or eliminated. This policy will describe the steps required to prepare a proper and thorough Job Hazard Analysis.

Responsibility

The supervisor and staff of the YRSD program will carry out the formal Job Hazard Analysis (JHA) to determine the risks and hazards associated with any work site used during any activity taking place within the boundaries of the project. This process will be carried out routinely or, in the event of a new site being utilized, or a site not normally deployed. Any modification, change in the conditions or addition to the site that may affect the JHA would require an updated JHA to be completed.

In addition to the above, it is the responsibility of all staff and participants of the YRSD program to report any hazards they may observe so corrective action may be taken.

References

Ontario Diving Regulations

CSA Z275.1 Hyperbaric Facilities

CSA Z275.4 Competency Standards for Diving Operations

CSA Z275.5 Occupational Diver Training

WHMIS: Workplace Hazardous Materials Information System

TDG: The likelihood of a hazard causing harm to people and/or property

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Policy: Job Hazard Analysis
Policy # YRSD 004 *Cont'd*

Definitions

Hazard: The potential of a substance, process or action to cause harm.

Risk: The likelihood of a hazard causing harm to people and/or property

Identification of Hazards

Prior to the Job Hazard Analysis being performed, the hazards must be identified. The initial responsibility will lie with the dive and/or site supervisor. However, it is important to note that anyone associated with the operation or project may notify the dive or site supervisor of a hazard. It is important, however, that only the significant risks and hazards are identified and not the trivial.

The level of detail in the JHA should be proportionate to the risk. It is not expected that every trivial hazard is noted or is it to be expected that the program supervisors or participants would be expected to identify hazards beyond their level of knowledge. A concise JHA reflecting the risks associated with a particular site or project should be focused on the practical needs of the faculty, staff and participants to ensure safety.

The aim of the Job hazard Analysis is to identify the hazards most relevant to the operation or project. These hazards should be limited to those most likely to have an impact on the health and safety of the worker/participant.

Risk Measurement

The first step in Risk Management is the identification of the hazard(s). In some cases there may no hazards or risks involved in the operation. If this is the case, so be it. However, in other situations there may be a number of hazards associated with just one task (e.g. noise, debris, and vibration). In this case each hazard must be handled separately.

The following points may help in assessing the degree of risk;

- Accident history – occurrence rate
- Severity of injury
- Legislation in place
- Staff/worker experience and knowledge
- Environmental concerns

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Policy: Job Hazard Analysis
Policy # YRSD 004 *Cont'd*

Elimination or Control of the Hazard

Whenever practicable, identified hazards shall be eliminated. If this is not possible controls must be put in place to reduce or eliminate the hazard. An example of some preventive measure that may be used are as follows;

- Substitution
- Avoidance,/barriers
- Personal Protective Equipment (PPE)
- Rectification at source
- Warning systems
- Modification of working practice and or procedures
- Utilization of technical advances
- Development of a policy
- Increase personnel awareness

Records

The site or dive supervisor responsible for completing the Job Hazard Analysis form, will ensure that all reports and the JHA form are submitted to the program coordinator for filing. He or she will further ensure that the completed JHA is posted and/or available to all personnel involved in the operation or project. It is preferred that the JHA, protected from the effects of weather, be posted at the applicable work site. A copy of the JHA form is attached.



**York University Restricted
Scuba Diver Program
Job Hazard Assessment Form**

Location:

Date:

Type of Diving Activities:

Site/Diving Supervisor(s):

Hazard Identification

Identified Hazard	Eliminated	Or Controlled by

Other Hazards/Considerations:

Site/Dive Supervisor to Check:

PPE	
Fire Extinguisher	
First Aid Kit	
Radio	
Cell Phone	
Land Line Phone	

Completed by:

Name: _____ **Signature:** _____

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Policy: Applied Diving Procedures
Policy # YRSD 005

Applied Diving Procedures

Introduction

As with all dive activities, all participants will be issued a work outline. The outline will contain all relevant information regarding the expectations of the supervisor. The participant will be issued with a list of tasks to be completed during scheduled diving days. The participant will also be issued diagrams, when appropriate, of the diving operation plan (DOP).

Responsibilities

- **Program Coordinator**
 - i. Overall operation of the YRSD project
 - ii. Preparation of DOP.
 - iii. Attendance
 - iv. Participant problem resolution and disciplinary action

- **Dive Supervisor**
 - i. Supervision of diving activities
 - ii. Problem solving with DOP.

- **Participant foreman**
 - i. Liaison between participant group and dive supervisor
 - ii. Participant safety representative

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Policy: Dive Site Policies
Policy # YRSD 006

Policy

The YRSD program is committed to provide a safe working and learning environment for the staff and participants of the program.

In order to maintain compliance with the Canadian Standards Association's Occupational Safety Code for Diving Operations, Z275.2, the Ontario Diving Regulations and to ensure a high level of professionalism, this policy has been created to ensure the dive sites utilized by the program meet the above listed agencies and the policies of York University.

Responsibility

The YRSD diving supervisors and participants will ensure that the following polices are followed during all YRSD diving activities. Supervisors and divers must hold the proper Diver Certification Board of Canada certification which is in good standing before performing any operation.

Diving activities may only take place when an YRSD supervisor is on site

No visitors will be allowed on site, unless prior permission is given by the dive supervisor of the site

Participant use of Cell phones, MP3 players, I-pods and any other electronic devices are not allowed to be used during diving activities (refer to policy YRSD #009)

Participants are required to clean up the dive site and remove any debris or garbage at the end of the day

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Policy: Diver Tending Procedures
Policy # YRSD 007

Policy

In order to maintain compliance with the Canadian Standards Association's Occupational Safety Code for Diving Operations, Z275.2, the Ontario Diving Regulations and to ensure a high level of professionalism, this policy has been created to ensure adequate, safe, diver tending procedures.

Responsibility

The York University diving supervisors will ensure that the following tending procedures are followed during all diving activities.

- Diver's must have their dry suits zipped closed while moving around on any UWS vessel, dock, pier and any other area where the diver may fall into the water.
- Indoor operations will normally require only wetsuit thermal protection.
- The diver must not move around on any site with a weight belt on, unless physically tended by a diver's tender, who is in constant physical control of the diver to prevent him/her from falling into the water.
- The diver shall only ascend or descend through the water column by use of the shot line or down line, unless otherwise instructed to by the supervisor.
- Divers will signal that they are "Ok" by use of hand signals upon entering the water, prior to descent and immediately upon surfacing.
- All divers' lifelines and umbilical will be tended by a tender by continuously holding the lifeline (umbilical) by hand.
- Tenders will stand while tending the diver, with feet shoulder width apart, ready to take the weight of the diver.
- Tenders must never leave the diver untended.
- During all dives where voice communication is being used, proper radio procedures and language will be used (see policy UWS 008).
- Standby divers will be dressed to the level of their dive suit and harness with the remaining equipment at the ready only after equipment checks and bailout checks have been completed.

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Policy: Diver Intercom Procedures
Policy # YRSD 008

Policy

To maintain uniformity and a high level of professionalism, the following Diver Intercom Procedure will be followed on all dives, when using voice communications.

Responsibility

- Diver Tenders will identify the diver being called by their last name.
i.e.; *“Diver Smith, this is topside over”*
- Divers will respond to the Tender by identifying themselves.
i.e.; *“Topside this is Diver Smith, over”*
- All communications will be acknowledged as received by the spoken word *“Roger”*.
- All communication of an instruction or request will be terminated with the spoken word *“Over”*.
- The use of profanity, anger or yelling over the communication intercom is prohibited. Continued displays of anger or the improper use of the communication system may result in further disciplinary action.

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Policy: Cell Phone Use
Policy # YRSDS 009

Policy

The York University Restrict Scuba Diver program is committed to provide a safe working and learning environment for the staff and participants of the program. This policy has been created to ensure participants are protected from injury or harm as a result of distraction while talking on cell phones or other electronic equipment during working hours.

Responsibility

Participants are permitted to bring their personal cell phone to the work place. Cell phones must be turned off during working hours. Permission must be granted by the participant's supervisor prior to any personal calls being made or received during normal working hours. Personal calls can be made during scheduled breaks or prior to the student arriving on the work site. However, if there is an urgent call needed to be placed by the participant, the participant must request permission from his supervisor prior to making any call. The participant will be granted permission on a case by case basis and requested to exit the immediate work area. A safe zone will be identified by the supervisor to ensure the participant's safety and allow the call to be made without placing the participant in danger or undue harm.

Staff and Dive Supervisors using a cell phone at the work site must be aware of their surroundings and only utilize the phone when it is safe to do so.

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Policy: Emergency Procedures
Policy # YRSD 010 – on campus

Policy

In the event of a **diving** emergency, procedures in this document will be followed.

Overview

In the event of a diving emergency, the YRSD Staff and participants are in most cases the first responders. To enable uniformity and to protect the injured person the following procedures must be followed.

Emergency Procedures

In the event of a diving emergency call the following numbers in order of sequence. The person contacted should be notified as to the nature of the emergency, location and intent of the first responder.

Staff Contact Numbers		Telephone	School Ext.
Brad Sheeller	Health and Safety Officer	(416) 736 2100	20770
Mobile		(647) 999-9806	
Michael Jenkin	Program Coordinator	(416) 736-2100	33162
Dr. Linden	Physician	(416) 223-6762	
Mobile		(416) 930-6580	
Pager		(416) 719-4830	

Note: The YRSD personnel will handle all diving emergencies in the capacity of their training and availability. Standard emergency protocols should be followed such as dialing 911 and York Security (33333).

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Foreman Responsibilities

Policy: Duties & Responsibilities
Policy # YRSD 011

Policy

A foreman shall be appointed to assist the Dive Supervisor in the day to day operations.

Overview

Under the direction and supervision of an Supervisor the Foreman will be able to experience the duties, responsibilities and frustrations of a Dive Supervisor.

Responsibilities

The Foreman shall be responsible, under the direction and supervision of the Dive Supervisor, for the day to day operations of the Underwater Skills participants including but not limited to the following;

The Foreman will make up the daily dive rotation list including divers, tenders and stand by divers. This list is to be posted 24 hrs. prior to dive operations.

The Foreman will assign participants for all required diving equipment, tools and hardware.

The Foreman will assign participants for the start up and shut down of all required machinery.

The Foreman will assign participants for clean up and close down of the dive site and any associated work areas.

The Foreman will be present during the sign out of any dive equipment required. He or she will ensure all assigned personnel are present and on time.

The Foreman, upon completion of diving activities will ensure that the daily dive record is entered into the YRSD Dive Log book, located SHSRC.

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Foreman Responsibilities

Policy: Duties & Responsibilities
Policy # YRSD 011Cont'd

Responsibilities – cont'd

The Foreman shall ensure that any facilities utilized by the participants are kept clean and secure.

The Foreman will assist the Dive Supervisor in the event of a diving or medical emergency.

The Foreman shall assist the Dive Supervisor in ensuring a high level of discipline for safe diving is maintained.

The Foreman shall carry out other duties the Dive Supervisor may assign.

The Foreman may delegate any of the above mentioned duties to fellow participants, unless specifically instructed not to by the Dive Supervisor.

The Foreman shall not leave the dive site or enter the water unless relieved by another participant assigned by the Foreman to take over during his absence, and permission is granted by the Dive Supervisor.

Foreman have, delegated authority and responsibility from the Dive Supervisor and as such are to show the same respect as the Supervisor. Participants not following their orders are in violation of the YRSD policies and Rules and Regulations.

Foreman must remember that they are participants and shall not act unilaterally without consulting the Dive Supervisor.

Diving operations are a team effort, and leadership must be tempered with diplomacy and respect in both directions.

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Policy: Participant Instructions
Policy# YRSD 012

Policy

The York University Restricted Scuba Diving is committed to provide a safe working and learning environment for all participants.

In order to meet this commitment the following instructions are issued for guidance and compliance while you are a participant this program. These instructions must be rigidly adhered to in order that safety is maintained at all times.

1. All work environments and diving stations shall be kept clean and neatly arranged at all times. The pool and pool deck, will be cleaned after each dive day.
2. Work in the pool area will not take place without proper approval of the pool staff. Divers, tenders and others will follow the instructions of the pool staff
3. No work will take place in the pool without the supervision of pool-appointed life guards
4. Participants will not leave any dive site without permission from the supervisor.
5. All equipment and tools used by participants must be cleaned, refueled and checked for defects before being stored in designated area. Any defects with equipment must be reported to the supervisor immediately.
6. Participants are required to show up on the dive site with the required equipment such as required dive gear, foul weather clothing, personal tools, etc. Any participant not having the required equipment will be dismissed from the dive.
7. Participants are forbidden to use any of the telephones except in the performance of duty or in emergencies. Participants will not be called from a worksite to answer a telephone call except in an emergency. Cell phones are permitted on the dive site provided you conform to the cell phone policy #YRSD 009.
8. The drinking of alcoholic beverages on job site is not permitted. Drinking at lunch will prohibit you from participating in any further dive operations for the day. Any participant found, in the judgment of the supervisor, to be under the

influence of drugs or alcohol on a dive site shall be removed from the operation, and appropriate steps taken. The misuse of alcoholic beverages may lead to the removal from the YRSD program. The use of non-prescription drugs is forbidden and any participant found using drugs may be withdrawn from the YRSD program.

9. Any participant, who feels that they are not able to perform their duties for any reason (physical, mental or otherwise) will be removed from the operations for that day.
10. Any participant on prescribed medication must check with their YRS Diver Medic/ Diving supervisor before diving.
11. Participants should be aware that long hair, beards etc. may be a hazard if they get entangled in dive gear, machinery or in or on any other object.
12. The use of diving sites, equipment, classroom, shops, tools etc. is restricted to working hours and under the direct supervision or direction of YRSD staff. All diving by YRSD participants on York University property must be authorized and supervised by YRSD staff.
13. Foul play, practical jokes, vandalism, insubordination, acts of violence and displays of temper will cause a review of status for the participant involved and may lead removal from the YRSD program.
14. After diving, participants are required to remain on at the dive site for one-half hour, and for one hour after any decompression diving. It is recommended that you never be alone or secluded after decompression diving for 12 hours.
15. Any participant with unexplained symptoms following a dive, no matter how insignificant **MUST** inform a supervisor immediately. More often than not, it is not dive related, but still must be followed up. Refer to the emergency contact list if no supervisors are in the vicinity.

Revised – April 2013

York University Restricted Scuba Diving

Policies and Procedures Health & Safety Manual

Participant Acknowledgement

The preceding policies are vital to the safe operation of the York University Restricted Scuba Diving Program. It is the participant's duty to ensure all policies are understood and adhered to at all time.

Review all the policies, and ask for clarification if needed.
Once you have read and understand all of the policies, sign this page below and return it to the Program Coordinator.

This page will be kept in your participant's file as proof that you understand the policies and will adhere to them.

I _____(print) have read, understand and will adhere to the policies as outlined in the York University Restricted Scuba Diving Health and Safety Manual.

_____ (sign) _____ (date)

York University Restricted Scuba Diving Contingency Plan

Contact Medical Assistance:

In the event of an emergency requiring medical attention and intervention, the YRSD team will use a cell phone or local telephone (located in the life guard office on the pool deck) to contact the appropriate authorities. In addition to calling 911 to secure the appropriate medical team, York Security and a commercial medical professional will be notified.

Evacuation From Dive Site:

Injured dive or support team members will be evacuated according to seriousness of their injuries. A medical team using an ambulance will remove a diver or support team member with serious injuries. This individual will be brought to a local hospital for emergency care and if necessary relocated to a facility with a hyperbaric chamber.

Major System Failures:

Any component which fails during the operation it will be tagged for servicing and will be replaced immediately with a properly functioning item. If a suitable replacement is not available, the operation will stop until a suitable replacement is located. Otherwise, the operation will shutdown and reschedule for another session at a later date.

Loss of Communication:

If diver to tender/supervision communication is lost, tender/supervisor will attempt to find another method to communicate with the diver. If this fails, the standby diver will be deployed to retrieve the diver.

Hazardous Weather or Diving Conditions:

All diving operations will stop immediately if weather and/or diving conditions become hazardous to the dive or support team.

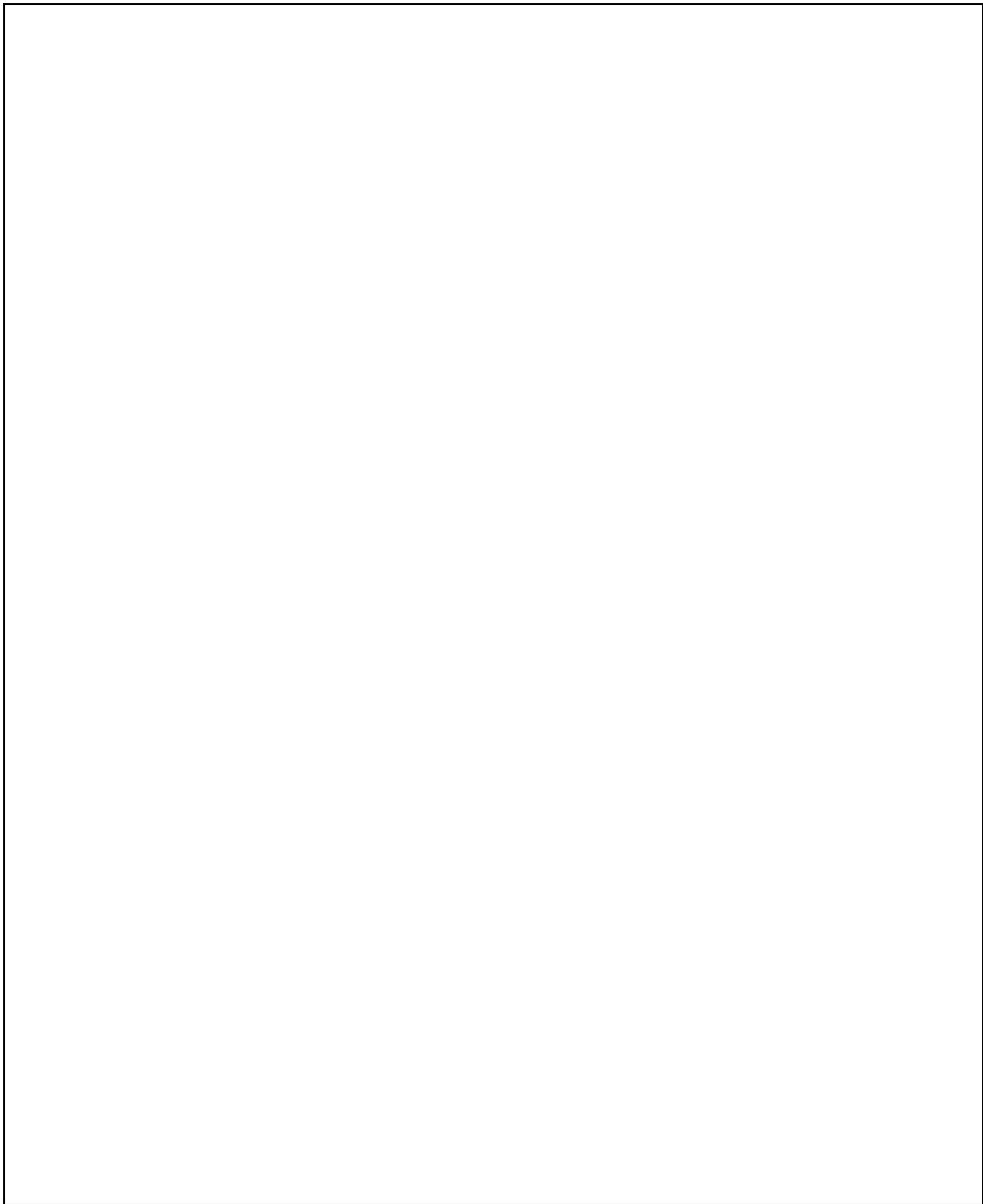
Aborting A Dive:

Anyone who is part of the dive or support team may request to abort the diving operations to ensure the safety everyone involved in the operation. If the issue can not be resolved to ensure the appropriate level of safety, the diving operation will stop.

Trouble With Maintaining Offshore Dive Sites:

The dive operation will stop immediately if there are any difficulties maintaining offshore dive sites. The divers will return to the surface as safely and quickly as possible, all equipment will be stowed properly and the vessel will return to harbour.

Revised – April 2013



Tasks To Be Performed:

- Distribute objects and/or targets for robot navigation at various levels of the water column
- Operate robots above or below the water
- Video tape and secure photos of the performance characteristics of surface and underwater robots

The research team consisting of support staff and dive team will coordinate their efforts to deploy objects/targets on the surface and in the water using a certified dive team consisting of a diver, tender, standby diver and supervisor.

Robots will be operated using their respective control systems which will be done either at the surface level or in the water column.

Video and photographs will record the performance of these robots above and below the water level.

Hazards:

- Slip, fall or Trip Hazards
- Robot collisions
- Entanglement

Dive and support personnel will walk carefully and pay attention to all slip, fall or trip hazards. If a hazard does exist, a team member will attempt to clean up, resolve the hazard or properly mark said hazard for everyone's attention.

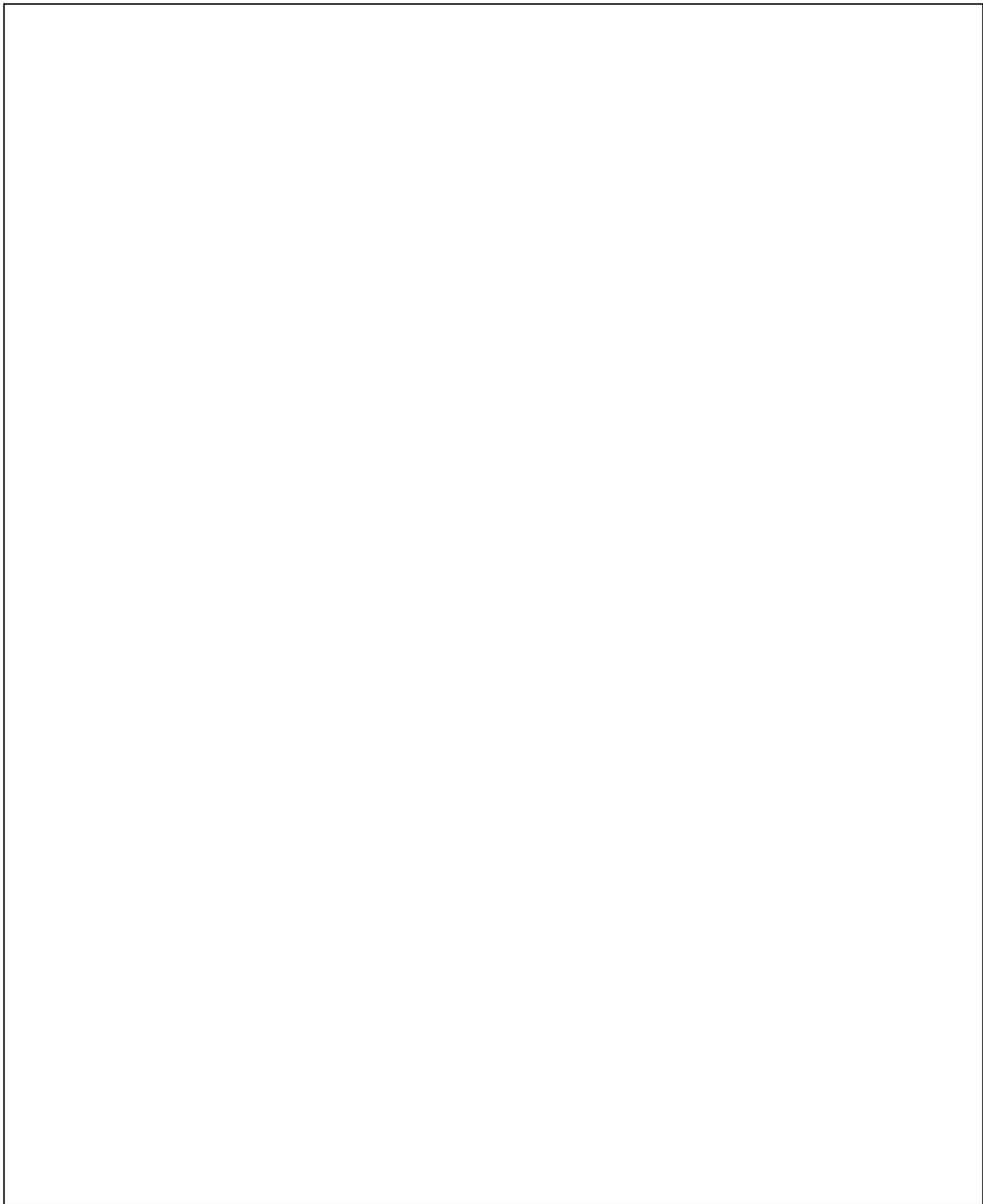
To avoid robot collisions, only properly trained and experienced vehicle operators will drive the robots. In addition, the number of robots operating at one time will be determined by the volume of space required for each robot and the amount of space available.

To avoid entanglement issues with either robots and/or divers in the water, cable management will be discussed and deployed to ensure everyone's safety along with reducing the risk of equipment damage.

Notification:

- **York University** will be notified to coordinate the pool facilities and life guard staff for these sessions.
- **Ontario Ministry of Labour** will be notified through their Notice of Operation section on OMNR website.

Revised – April 2013



Date:		Location:		NOP:	
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Client:		Representative:	
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Job Description:	

Hazard Assessment:	

Notifications:		Telephone:	

Emergency Procedures:	

**York University
Restricted Scuba Diving
Diving Record**

Date:		Location:		NOP:	
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Supervisor:		Standby:	
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Diver #1:		Tender:	
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Diver #2:		Tender:	
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Diving Equipment:	
Tools/Equipment Used:	
Environmental Conditions:	

Dive Schedule					
Dive #		Dive #		Dive #	
Depth		Depth		Depth	
LS		LS		LS	
RS		RS		RS	
BT		BT		BT	

No Decompression Schedule (CF1)

Work Accomplished:	

Remarks:	

Diving Supervisor's Signature	
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