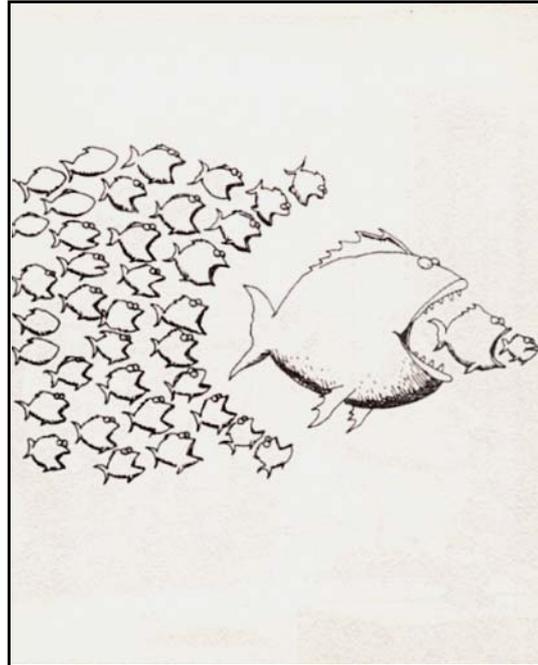


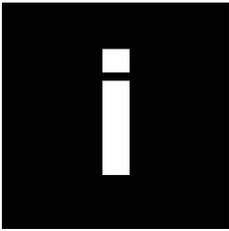
Section 15 – Appendixes



Larson.¹

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APPENDIX 1 – SUMMARY OF MODULES

SUMMARY OF MODULES IN ADAS INSHORE DIVE SUPERVISOR'S COURSE

■ 6.1 DIVING PHYSICS, PHYSIOLOGY AND ASSOCIATED SAFETY ISSUES

6.1.x Ensure safety of others in a hyperbaric environment, in changing pressures and in an underwater environment.

Ensure safety of others in working underwater, in relation to buoyancy, light, sound and thermal conductivity underwater and their implications for the diver.

Ensure safety of others in relation to the use of standard air, surface decompression and therapeutic tables.

■ 6.2 DIVING ILLNESSES AND MEDICAL EMERGENCIES

6.2.x Ensure recognition of all diving related illnesses, injuries and medical emergencies likely to occur in a dive operation within area of responsibility.

Ensure appropriate treatment of all diving related illnesses, injuries and medical emergencies likely to occur in a dive operation within area of responsibility.

Keep abreast of developments in first aid and medical equipment and procedures applicable to diving.

Ensure appropriate qualifications and/or training of personnel prior to use of any first aid or medical equipment or procedures.

■ 6.3 COMMUNICATE EFFECTIVELY AS A DIVE SUPERVISOR

6.3.x Use communication skills necessary to organise and manage work teams in the diving industry.

Select and use written communication styles appropriate to the task and the situation.

Present information concisely and clearly.



Conduct briefings / debriefings.

Resolve conflicts within the work team.

■ 6.4 IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROGRAMS

6.4.x Provide information to the workgroup about the organisation's occupational health and safety policies, procedures and programs.

Implement and monitor the organisation's procedures for identifying hazards, assessing risks and controlling risks.

Implement the organisation's procedures for dealing with hazardous events and equipment.

Implement and monitor the organisation's procedures for maintaining occupational health and safety records.

■ 6.5 LEGISLATION AND GUIDANCE

6.5.x Apply legislation, regulations and guidance directly applicable to diving operations.

Describe, in general terms, the main implications for the dive supervisor of legislation, regulations and guidance concerning employment.

Abide by legal requirements in all activities associated with working as a supervisor in the diving industry.

■ 6.6 SUPERVISE DIVE TEAMS

6.6.x Describe the roles and responsibilities of each dive team member.

Describe the role and responsibilities of the dive supervisor

Apply organisational policies and procedures and demonstrate awareness of employment law in selection of dive team members, disciplinary procedures and handling grievances.

Monitor performance and provide feedback to team members.

■ 6.7 PLANT, EQUIPMENT AND PROCEDURES

6.7.x Supervise the application and use of all plant and equipment utilised in a dive operation within area of responsibility.

Supervise the application and use of all procedures utilised in a dive operation within area of responsibility.

Keep abreast of developments of new plant, equipment and procedures.

Ensure appropriate qualifications and/or training of personnel prior to use of any plant, equipment or procedures.



■ 6.8 PLAN DIVE OPERATIONS

- 6.8.x Identify scope of dive operation, based on client requirements and with reference to the requirements of relevant diving standards and guidelines.
- Undertake site and task-specific risk assessment and select appropriate risk control measures.
- Undertake contingency planning.
- Organise physical and human resources for the dive operation.

■ 6.9 CONDUCT DIVE OPERATIONS

- 6.9.x Supervise and coordinate dive operation activities.
- Identify and analyse problems and emergencies.
- Respond to problems and emergencies, according to organisational policies and procedures.
- Conclude dive operation, according to organisational policies and procedures.

■ 6.10 USE OF TOOLS AND EXPLOSIVES IN A DIVE OPERATION

- 6.10.x Supervise the application and use of all tools utilised in a dive operation within area of responsibility.
- Supervise the application and use of safe work procedures related to tool use in a dive operation within area of responsibility.
- Supervise the application and safe use of explosives in a dive operation.
- Keep abreast of developments in tools, explosives and methods applicable to underwater work.
- Ensure appropriate qualifications and/or training of personnel prior to use of any tools, explosives or related underwater work methods.

■ 6.11 CHAMBER OPERATION IN A REMOTE LOCATION

- 6.11.x Describe compression chamber operation and use.
- Describe potential risks and risk control measures for compression chamber use.
- Supervise the use of a twin-lock (two-compartment) compression chamber in a remote location to conduct a therapeutic recompression.

■ 6.12 WET BELL DIVING AND EMERGENCY PROCEDURES

- 6.12.x Supervise the application and use of all wet bell diving equipment utilised in a wet bell dive operation.



Supervise the application and use of all specific wet bell dive procedures used in a wet bell dive operation.

Keep abreast of developments of new wet bell dive equipment and procedures.

Ensure appropriate qualifications and/or training of personnel prior to use of any wet bell dive equipment or procedures.

Apply wet bell emergency procedures in a simulation of an emergency during a dive operation.



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APPENDIX 2 – OHS REGULATORY BODIES

CONTACT DETAILS FOR REGULATORY BODIES



NAME	ADDRESS	E-MAIL AND WEBSITE ADDRESS
NSW Workcover Authority	400 Kent Street Sydney, NSW 2000 Ph (02) 9370 5000 Ph 131050 Fax (02) 9370 6150	E-mail contact@workcover.nsw.gov.au Website http://www.workcover.nsw.gov.au
Victorian Workcover Authority	Level 24, 222 Exhibition Street Melbourne, VIC 3000 Ph (03) 9641 1555 Toll free 1800 136 089 Fax (03) 9641 1222	E-mail info@workcover.vic.gov.au Website http://www.workcover.vic.gov.au
Worksafe Western Australia	3 rd Floor, 1260 Hay Street, West Perth, WA 6005 Ph (08) 9327 8777 Fax (08) 9321 8973	E-mail safety@worksafe.wa.gov.au Website http://safetyline.wa.gov.au
South Australian Workcover Authority	100 Waymouth Street Adelaide, SA 5000 Enquiries Ph 131855 Ph (08) 8233 2222 Fax (08) 8233 2466	e-mail info@workcover.com website http://www.workcover.com
Queensland Division of Workplace Health and Safety	Level 3, 75 William Street Brisbane, QLD 4000 Ph 1300 369 915 Fax (07) 3247 4519 Workcover: Ph 1300 362 128 Fax (07) 3006 6400	e-mail safetyinfo@dir.qld.gov.au website http://www.dir.qld.gov.au http://www.detir.qld.gov.au http://www.workcover.qld.gov.au



NAME	ADDRESS	E-MAIL AND WEBSITE ADDRESS
Workplace Standards Tasmania	30 Gordons Hill Road Rosny Park, TAS 7018 Ph 1300 366 322 Fax (03) 6233 7657	E-mail info@wsa.tas.gov.au Website http://www.wsa.tas.gov.au
Northern Territory Work Health Authority	Ph 1800 019 115 Ph (08) 8999 5010	E-mail wha@nt.gov.au Website http://www.nt.gov.au/wha
ACT Workcover	Level 3, FAI House 197 London Circuit Canberra City, ACT 2601 Ph (02) 6205 0200 Fax (02) 6205 0797	E-mail workcover@act.gov.au Website http://www.workcover.act.gov.au
Comcare Australia	Ph 1800 642 770	E-mail ohs.help@comcare.gov.au Website http://www.comcare.gov.au
Department of Labour Centre for National Support	4th Floor Unisys House 62 The Terrace Wellington New Zealand Phone (04) 915 4444 Fax (04) 499 0891	http://www.osh.dol.govt.nz/



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APPENDIX 3 – BIBLIOGRAPHY AND RECOMMENDED READING

BOOKS

■ DIVING

- ✓ See separate handout.
- ✓ Other general texts are as follows.

■ OCCUPATIONAL HEALTH AND SAFETY



- ✓ Bohle, Philip & Quinlan, Michael. 2000. MANAGING OCCUPATIONAL HEALTH AND SAFETY: A MULTIDISCIPLINARY APPROACH. MacMillan, South Yarra, Vic, Australia.
- ✓ Butrej, P. & Douglas, G. 1995 HAZARDS AT WORK: A GUIDE TO HEALTH AND SAFETY IN AUSTRALIAN WORKPLACES. Open Training and Education Network, Strathfield, NSW, Australia.
- ✓ CCH Australia. 1996. PLANNING OCCUPATIONAL HEALTH AND SAFETY. 4th ed., CCH Australia, Sydney, Australia.
- ✓ CCH International. 1992. OCCUPATIONAL HEALTH AND SAFETY GLOSSARY. CCH Australia, Sydney, Australia.
- ✓ Taylor, G., Easter, K. & Hegney, R. 1998 ENHANCING SAFETY: AN AUSTRALIAN WORKPLACE PRIMER. 2nd ed. Training publications, Perth, W.A., Australia.

■ LEADERSHIP AND MANAGEMENT



- ✓ Bennis, Warren & Goldsmith, Joan. 1997. LEARNING TO LEAD: A WORKBOOK ON BECOMING A LEADER. Nicholas Brearley, London, UK.
- ✓ Heller, Robert. 1998. EFFECTIVE LEADERSHIP. Dorling Kindersley, Sydney, Australia.
- ✓ Morris, Steve, Willcocks, Graham and Knasel, Eddy. 2000. HOW TO LEAD A WINNING TEAM: REALISE YOUR FULL POTENTIAL AND DEVELOP YOUR LEADERSHIP SKILLS. Prentice Hall, London, UK.



- ✓ Nader, Jonar C. 1999. HOW TO LOSE FRIENDS AND INFURIATE PEOPLE: A CONTROVERSIAL BOOK FOR THINKERS. Plutonium, Pymont, NSW, Australia.
- ✓ O'Brien, Kerry, Davis, Mark & Poole, Mark. 1994. LOOK AT ME WHEN I'M TALKING TO YOU. (Video recording+workbook) Monash University, ABC, Melbourne, Australia.
- ✓ Parry, Ken W. 1996. TRANSFORMATIONAL LEADERSHIP: DEVELOPING AN ENTERPRISING MANAGEMENT CULTURE. Pitman Publishing, Melbourne, Australia.
- ✓ Scholtes, Peter R. 1998. THE LEADER'S HANDBOOK: MAKING THINGS HAPPEN, GETTING THINGS DONE. McGraw Hill, New York, USA.

■ CONFLICT RESOLUTION



- ✓ Brownstien, M. HANDLING THE DIFFICULT EMPLOYEE. Crisp Publications, California.
- ✓ Cornelius, H. & Faire, S. 1989. EVERYONE CAN WIN. Simon Shuster, Brookvale, NSW, Australia
- ✓ DeBono, E. Conflicts. 1989. A BETTER WAY TO RESOLVE THEM.,Penguin, Ringwood, Victoria, Australia.
- ✓ Dessler, G. 1986. ORGANIZATION THEORY: INTEGRATING STRUCTURE AND BEHAVIOR. Prentice-Hall, Inc., New Jersey, USA.,
- ✓ Eunson, B. 1994. Conflict Resolution, IBE Publications, Bentleigh, Victoria, Australia.
- ✓ Fisher, R. & Ury, W. 1981. GETTING TO YES: NEGOTIATING AGREEMENT WITHOUT GIVING IN Penguin, Ringwood, Victoria.
- ✓ Johnson, D.W. & F.P. 1975. JOINING TOGETHER: GROUP THEORY AND GROUP SKILLS, Prentice-Hall International, New Jersey, USA.
- ✓ Kindler, H. S. MANAGING DISAGREEMENT CONSTRUCTIVELY. Crisp Publications, California, USA.
- ✓ Maddux, R. B. SUCCESSFUL NEGOTIATION, Crisp Publications, California.
- ✓ McBride, PARTICIPATING IN MEETINGS AND DISCUSSIONS, Unit Five, Communication Skills Core, VTOCN, Melbourne.
- ✓ McCarthy, P. 1990. DEVELOPING NEGOTIATION SKILLS AND BEHAVIOUR. CCH Australia Ltd, North Ryde, Australia.
- ✓ Montgomery, B. 1986. WORKING TOGETHER. Nelson Publishers, Melbourne, Australia.
- ✓ Pokras, S. 1989. SYSTEMATIC PROBLEM SOLVING AND DECISION MAKING. Crisp Publications, California, USA.
- ✓ Ralston, K. 1989. WORKING BETTER. McCulloch Publishing Pty Ltd, Melbourne, Australia.
- ✓ Richards, C. & Walsh, F. 1990. NEGOTIATING Australian Government Publishing Services, Canberra, ACT.
- ✓ Robert, M. 1982. MANAGING CONFLICT, LEARNING CONCEPTS Austin, USA.
- ✓ Vance, G. 1994. THE AUSTRALIAN MANAGERS GUIDE TO SUCCESS, Hale and Iremonger Pty Ltd, Sydney.



- ✓ Woolcott, L.A. & Unwin, W.R. 1983. MASTERING BUSINESS COMMUNICATION, The MacMillan Press Ltd, Hong Kong.
- ✓ The Conflict Resolution Network, PO Box 10 1 6, Chatswood, NSW 2057. The Conflict Resolution Network runs workshops and seminars as well as producing a newsletter. It also makes the following resources:
 - ☞ Trainer's Manual
 - ☞ Everyone Can Win (book)
 - ☞ Resolution of Conflict (audio tapes)

VIDEOS



■ CONFLICT RESOLUTION

- ✓ Conflicts, Conflicts, The Training Resource Company.
- ✓ Managing Conflicts, The Training Resource Company.
- ✓ Resolving Conflicts, The Training Resource Company.
- ✓ Managing Organisational Conflict, The Business of Management, Program 17.
- ✓ Mediation - The Solution, Film, Victoria.
- ✓ Negotiation Skills, Educational Video Tapes, Box Hill C.O.T. (30 min).
- ✓ The following titles are from Training Direct, www.trainingdirect.com.au



■ SAFETY

- ✓ Attitude, Think about it
- ✓ Help yourself to a better back
- ✓ It's your back mate
- ✓ Safety awareness
- ✓ Plant risk assessment

■ COMMUNICATION

- ✓ Conflict communication skills
- ✓ It's good to listen

■ TEAMWORK

- ✓ Teamwork achieving success
- ✓ Teamwork live



■ HARASSMENT:

- ✓ Harassment – keeping it out of the workplace
- ✓ Violence in the workplace

WEBSITES



■ TUCF

- ✓ <http://www.tucf.com.au>

The links page contains an excellent resource.



■ GENERAL

- ✓ <http://www.danseap.org/index.html>

Divers Alert Network South East Asia Pacific is a non-profit dive safety association.

- ✓ <http://hyperbaric.wesley.com.au/contact.htm>

Hyperbaric unit at Wesley Hospital Queensland.

- ✓ <http://www.offshorediver.com/divehats/hats.htm>

An interesting page showing a variety of different dive helmets in use over the years. There is a fascinating history of the Superlite helmet by Bev Morgan.

- ✓ <http://www.divingheritage.com/>

Diving Heritage, the worlds' largest virtual diving museum, thrives to cover the development of professional diving from the day it started until tomorrow. This includes both historical and modern diving helmets and equipment but also the latest in diving procedures, diver education, employment, new suits, ROV's, etcetera etcetera.

- ✓ <http://www.oceans.com.au/oeinst.html>

Oceans Enterprises; Publishers and distributors of books of interest to the professional and sport scuba diver.

