

Hello Doutsies,

There was an incident with a Melbourne university dive club recently that made the news and caused the cessation of all boat and dive activities through that university. Our analysis suggests the following learning points. These apply to any UTS event including bus trips or international trips.

1. Call for assistance sooner rather than later

If there is any incident that risks safety, inform authorities as soon as the situation arises and request assistance. Don't delay until it gets worse.

2. Inform Club and UTS Union

- Inform the committee via phone firstly to the Vice President, (safety officer).
- If you cannot contact Safety officer, then contact President.
- If you cannot contact either and the incident is serious (i.e. injury to personnel, significant damage to UTS equipment or authorities notified) let UTS Union know of the incident immediately via Aimee Purcell (Manager, Sport and Recreation).

Please save the following numbers in your phone.

Position	Name	Mobile	Business Hours	Email
Vice President and Safety officer, DOOTS	Brandon Bell	0459 222 014		safetyofficer@douts.org
President, DOOTS	Drew Edwards	0404 609 078	02 9514 2843	president@douts.org
Sport and Recreation Manager, UTS Union Ltd	Aimee Purcell	0401 536 869	02 9514 1891	aimee.purcell@uts.edu.au

If none of those contacts answer, and the situation is serious (as described above), please contact UTS Security (available 24/7) and ask them to get the message to Aimee (give her position details above and explain the situation).

UTS Security	02 9514 1192
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Follow up – as per Club safety management system (copies of emergency procedures are in the boat)

- Keep a record of witnesses, those involved and what happened. The boat log has blank pages for this reason.
- Fill in a DOOTS safety report (which asks for the above info) and circulate to committee@douts.org
- If another boat is involved and damage is over \$1000 or injury occurs a NSW Maritime report must be lodged within 24 hr. Current copy from their website http://www.maritime.nsw.gov.au/docs/forms/vessel_incident_report.pdf