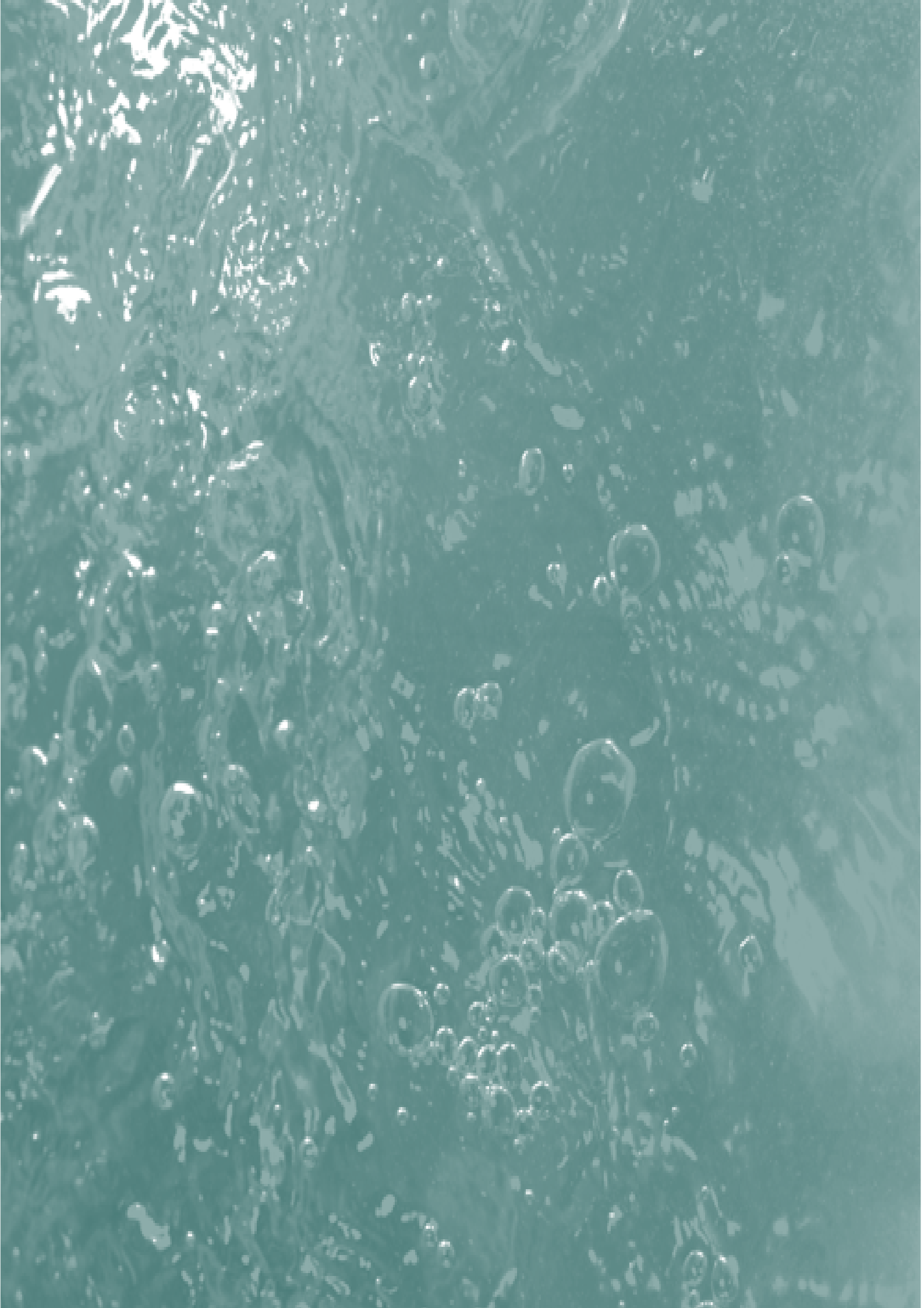




**ARE YOU
INVOLVED IN
A DIVING
PROJECT?**





INTRODUCTION

This leaflet is addressed to anyone who is involved in a diving project. This includes:

- ▼ clients who place contracts for diving projects;
- ▼ contractors, divers and supervisors undertaking diving projects;
- ▼ other people, such as vessel operators, whose actions and activities could affect the safety of the dive team.

The leaflet aims to explain, in simple terms, the main legal responsibilities of all these groups. You can find more detailed information and guidance on planning and undertaking a diving project in the Diving at Work Regulations 1997 (DWR), and in the relevant Approved Codes of Practice (see section 'Further information' and the order form at the end of the leaflet).



THE ROLE OF THE HEALTH AND SAFETY EXECUTIVE (HSE)

Diving at work is covered by a wide range of legislation - some specific to diving, some covering health and safety at work in general.

The Health and Safety Commission (HSC) has the responsibility for proposing new legislation for health and safety at work. The role of HSE is to act for HSC in enforcing the legislation.

The aim of HSE is to ensure that the risks to people's health and safety from work activities are properly controlled by the people who own, create, manage and work with those risks. This includes providing advice and defining health and safety standards.

The Health and Safety at Work etc Act 1974 sets out the general duties that employers have towards employees and members of the public, and that employees have to themselves and to each other. The Act gives HSE powers to inspect any worksite at any reasonable time.

Diving companies are mainly inspected by HSE appointed health and safety inspectors, who have specialist knowledge of the diving industry. One exception to this is the recreational diving sector, where health and safety enforcement officers from the local authority carry out the majority of inspections.

In both cases, the inspectors are responsible for examining premises and projects, for investigating incidents and accidents, and for dealing with complaints. If inspectors are not satisfied that a good standard of protection is being achieved, they can issue advice or warnings or they can initiate a prosecution. (See section 'HSE diving inspection teams' at the end of the leaflet for the relevant addresses.)

There are two free leaflets which can give you more information about HSE: *The Health and Safety Executive and you* (HSE34) and *The Health and Safety Executive - working with employers* (HSE35). Copies can be obtained from HSE Books (see section 'Further information').

DIVING INDUSTRY LEGISLATION

The Health and Safety at Work etc Act 1974 forms the basis for much of the legislation covering health and safety at work. It allows HSC to propose other specific regulations where it considers that such regulations are necessary to control the risks arising from specific hazards.

The main set of regulations that apply to diving are the Diving at Work Regulations 1997 (SI 1997/2776). It is important that anyone involved in a diving project is familiar with them. You can obtain copies from the Stationery Office (see section 'Further information').

The Diving at Work Regulations 1997 (DWR)

DWR cover all dives when one or more divers are at work, whether employed or self-employed. The Regulations apply to everyone: from the client for whom the work is being done, to the diver undertaking the work. Everyone involved has a responsibility to take measures to ensure the health and safety of those taking part in the diving project.

DWR seek to control the hazards and risks associated with diving. They are 'goal setting' regulations, ie they do not specify in detail how diving at work should be carried out. The employer has to plan and manage the work to protect the health and safety of everyone taking part as far as is 'reasonably practicable'.

Approved Codes of Practice (ACOPs)

HSC has produced a set of five ACOPs (see Table 1), one for each of the different sectors of the commercial diving industry.

If you comply with the relevant advice in an ACOP, you will normally be complying with the law. You may comply with the law in other ways, but you may have to prove that your approach is good enough.

Table 1 Diving ACOPs

ACOP	Sector
Commercial inland/inshore	Inland/inshore diving industry including civil engineering or marine-related projects and fish farming
Media	Media diving projects including stunt people, journalists, presenters, photographers, camera operators, sound and lighting technicians and unit crew
Commercial offshore	All saturation diving, and all oil and gas work
Recreational	Instruction and guiding of recreational divers
Scientific and archaeological	Scientific and archaeological diving projects

These five ACOPs give practical advice on how to comply with DWR. Copies are available from HSE Books (see section 'Further information' and the order form at the end of the leaflet).



PEOPLE INVOLVED IN THE DIVING PROJECT

The client and others

There are a number of people whose actions can affect the safety of the diving project, even though they are not part of the diving team. These people include the client for whom the diving project is being carried out. Others include vessel operators and the owners of the site where the diving project is taking place.

Although their responsibilities vary, they all have a duty to co-operate with the diving contractor and supervisor. This is to ensure that DWR are complied with, and that their actions do not affect the safety of the dive team.

The client who commissions the work has responsibilities which include:

- ▼ ensuring that they appoint a diving contractor who is competent to undertake the duties;
- ▼ ensuring that the site is safe to use;
- ▼ identifying known hazards to the diving contractor, such as underwater obstructions and contaminated water;
- ▼ supporting the supervisor and diving contractor in the event of an emergency.

The diving contractor

The diving contractor is normally the individual, partnership, company, or other corporate body who employs the divers for a diving project. A diving project is the term used for the overall diving job (whether it lasts two hours or two months). Depending on the size of the diving project, it can be made up of a number of diving operations. A diving operation is the portion of the diving project which can be safely supervised by one person. A supervisor must be appointed for each diving operation.

The diving contractor is the person who plans and conducts a diving project. No diving work may go ahead without a diving contractor being appointed.

The diving contractor has the main responsibility under DWR to ensure a safe diving project. The diving contractor should ensure that the diving project is planned, conducted and managed in a safe way.

The diving contractor's responsibilities include:

- ▼ assessing risks, and ensuring that a diving project plan is prepared;
- ▼ ensuring that the dive team is aware of the plan;
- ▼ ensuring that there are suitable and sufficient divers who are competent in both diving and the actual work to be undertaken, such as in the use of tools;
- ▼ ensuring that the place from which the diving is to be carried out is suitable and safe;
- ▼ providing sufficient and suitable plant and equipment, and ensuring that it is correctly certified and maintained;
- ▼ ensuring that adequate arrangements exist for first aid and medical treatment;
- ▼ ensuring that diving project records are kept;
- ▼ ensuring that all other relevant regulations are complied with.

The supervisor

The supervisor must be appointed in writing by the diving contractor.

The supervisor should be suitably qualified and competent in the techniques being used in the diving project.

Supervisors are responsible for the safety of the diving operation that they are supervising, and should be on site and in direct control of the diving operation.

The supervisor's responsibilities include:

- ▼ checking that divers are competent to dive and can carry out the work underwater;
- ▼ ensuring that everyone in the diving operation is aware of the diving project plan, and that the plan is kept up to date;
- ▼ maintaining proper records of the diving operation;
- ▼ ensuring that there is adequate communication with the divers in the water;
- ▼ checking the site on the day of the dive, and when conditions change, confirming that the risk assessment is still current;
- ▼ checking that the diving equipment provided is appropriate and adequate for the project.

The divers

Divers have a number of responsibilities under DWR. These include:

- ▼ holding an approved qualification for diving;
- ▼ being competent to work safely;
- ▼ holding a valid certificate of medical fitness to dive;
- ▼ complying with the directions of the supervisor and the dive plan;
- ▼ maintaining a daily record of their dives which they should keep for at least two years.

DIVER COMPETENCE

All divers at work must be competent for the diving they plan to do or any emergencies they may have to deal with and hold a qualification approved by HSE. (A wide variety of equivalent qualifications are set out in the list of approved qualifications which is available from HSE's diving operations strategy team - their address is in the section 'Further information'.)

There are four competence standards administered by HSE: SCUBA, Surface Supplied, Surface Supplied (top up) and Closed Bell. Offshore divers are required to have as a minimum the Surface Supplied (top up) qualification or equivalent. A year's experience at this standard is required before being eligible to be assessed for a Closed Bell certificate.

MEDICALS

Divers must hold a certificate of medical fitness to dive issued by an HSE approved medical examiner of divers.

The medical examiner considers the diver's ability to meet the physical requirements of diving work and the physiological consequences of work under pressure. If passed fit, they are given a certificate of medical fitness to dive, which they must show to prospective employers.

It is the responsibility of both the diving contractor and the supervisor to ensure that divers are medically fit and hold the relevant certificates.

Divers must see an HSE approved medical examiner at intervals, not exceeding 12 months, for an assessment of their fitness to work underwater for the next 12 months. They may decide to take the medical up to one month before the expiry date. This certificate is valid for 12 months from the original expiry date, and not from the date the medical was taken.

The cost of the medical varies, depending on any further tests that a medical examiner may have to carry out.

If a medical examiner does not award a certificate of medical fitness, a diver has the right to appeal against the decision within 28 days to HSE's Employment Medical Advisory Service (EMAS) using the appeals procedure (copies of this are available from the medical examiner).

FIRST AID

As part of HSE diver training and assessment, divers are taught diving physiology (which includes the function of the nervous and musculoskeletal systems), and diving medicine (which includes decompression illness and ear problems).

At the same time as the diver undertakes training and assessment, they must also gain a first aid at work qualification (unless they already have one). This provides training in the immediate initial treatment to reduce the effects of the common injuries or illnesses suffered at work, for example bleeding, fractures, shock, burns and respiratory arrest. This qualification is valid for three years and may be renewed through a first-aid organisation recognised by HSE (see page 12) before the current certificate expires. The refresher training may be undertaken up to three months before the expiry date and the new certificate will be valid for three years from the date of expiry.

It is an ACOP requirement that all divers in offshore operations hold a current HSE-approved first-aid at work certificate. Other divers are not required to renew their first-aid training. However, the diving contractor has a responsibility to ensure that there are enough divers in the dive team with current first-aid certificates and additional first-aid training in the administration of pure oxygen. (Recreational instructors may hold a first-aid certificate approved by their parent agency.)

In some very remote inland/inshore diving locations and in all offshore diving operations there needs to be a qualified diver medic in the team. This advanced first-aid training is run by industry and is renewable every three years (see page 12).

WHAT OTHER LEGISLATION SHOULD YOU BE AWARE OF?

This legislation covers all industries and may be relevant to diving projects. The list is not exhaustive.

- 1 *The Health and Safety at Work etc Act 1974.*
- 2 *Employers' Liability (Compulsory Insurance) Act 1976* requires employers to take out insurance to cover their liability for accidents and ill health sustained by their employees.
- 3 *Health and Safety (Display Screen Equipment) Regulations 1992* set out requirements for work with visual display units.
- 4 *Management of Health and Safety at Work Regulations 1999* require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 5 *Manual Handling Operations Regulations 1992* cover the moving of objects by hand or bodily force.
- 6 *Personal Protective Equipment Regulations 1992* require employers to provide appropriate protective clothing and equipment for their employees.
- 7 *Provision and Use of Work Equipment Regulations 1998* require that equipment provided for use at work, including machinery, is safe.
- 8 *The Offshore Installations and Pipelines (First-Aid) Regulations 1989* cover requirements for first aid offshore.
- 9 *Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995* require employers to display a poster telling employees what they need to know about health and safety.
- 10 *Noise at Work Regulations 1989* require employers to take action to protect employees from hearing damage.

- 11 *Electricity at Work Regulations 1989* require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- 12 *Health and Safety (Training for Employment) Regulations 1990* set out how certain people being trained for employment should be treated for the purposes of health and safety law.
- 13 *Offshore Installations (Safety Case) Regulations 1992* require the duty holder of an offshore installation to submit, at various stages in the life cycle of the installation, a safety case for the management of health and safety on the installation.
- 14 *Chemicals (Hazard Information and Packaging for Supply) Regulations 2000* require suppliers to classify, label and package dangerous chemicals, and to provide safety data sheets for them.
- 15 *Construction (Design and Management) Regulations 1994* cover safe systems of work on construction sites.
- 16 *Control of Substances Hazardous to Health Regulations 2002* require employers to assess the risks from hazardous substances and take appropriate precautions.
- 17 *Offshore Installations and Pipelines Works (Management and Administration) Regulations 1995* require co-operation between everyone who has a contribution to make to ensuring health and safety, on the offshore installation or in activities involving the installation.
- 18 *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* require employers to notify certain occupational injuries, diseases and dangerous events.
- 19 *The Lifting Operations and Lifting Equipment Regulations 1998* require that lifting equipment provided for use at work is safe.

FURTHER INFORMATION

ACOPs, guidance publications on diving, and HSE publications:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk

Copies of Diving at Work Regulations, and other regulations:

The Stationery Office, PO Box 276, London SW8 5DT

Tel: 0870 600 5522 Fax: 0870 600 5533

Technical queries about diving, and queries on contractors, diving competence qualifications, addresses of competence assessors and information on diving certification appeals process:

Diving Operations Strategy Team, Health and Safety Executive, Ground Floor,

Rose Court, 2 Southwark Bridge, London SE1 9HS

Tel: 020 7717 6763/6757/6701 Fax: 020 7717 6911

Medical queries and list of approved medical examiners of divers:

Employment Medical Advisory Service, 375 West George Street, Glasgow G2 4LW

Tel: 0141 275 3029 Fax: 0141 275 3015

For providers of HSE first-aid at work training:

HSE Infoline Tel: 08701 545500

For providers of diver medic (first-aid) training:

The International Marine Contractors Association (IMCA)

Tel: 020 7931 8171

Oxygen administration courses:

Available from some first-aid training providers and recreational diving organisations.

HSE DIVING INSPECTION TEAMS

They are responsible for inspecting premises and projects, investigating incidents and accidents, and dealing with complaints.

Southern Area: dealing with all English counties south of, and including: Greater London, Hertfordshire, Bedfordshire, Buckinghamshire, Oxfordshire, Gloucestershire, and Wales.

Health and Safety Executive, Offshore Division (Diving),
Ballard House, West Hoe Road, Plymouth PL1 3BL
Tel: 01752 276303 Fax: 01752 226024

Central Area: dealing with all English counties north of, and including: Essex, Cambridgeshire, Northamptonshire, Warwickshire, Hereford and Worcester.

Health and Safety Executive, Offshore Division (Diving)
122a Thorpe Road, Norwich NR1 1RN
Tel: 01603 828016 Fax: 01603 828050

Scotland:

Health and Safety Executive, Offshore Division (Diving), Lord Cullen House
Fraser Place, Aberdeen AB25 3UB
Tel: 01224 252561 Fax: 01224 252555 or 252577

HSE priced and free publications are available by mail order from HSE Books,
PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995
Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops
and free leaflets can be downloaded from HSE's website: www.hse.gov.uk.)

For information about health and safety ring HSE's Infoline Tel: 08701 545500
Fax: 02920 859260 e-mail: hseinformationservices@natbrit.com or write to
HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you may need to do.

This leaflet is available in priced packs of 10 from HSE Books, ISBN 0 7176 1529 4.
Single free copies are also available from HSE Books.

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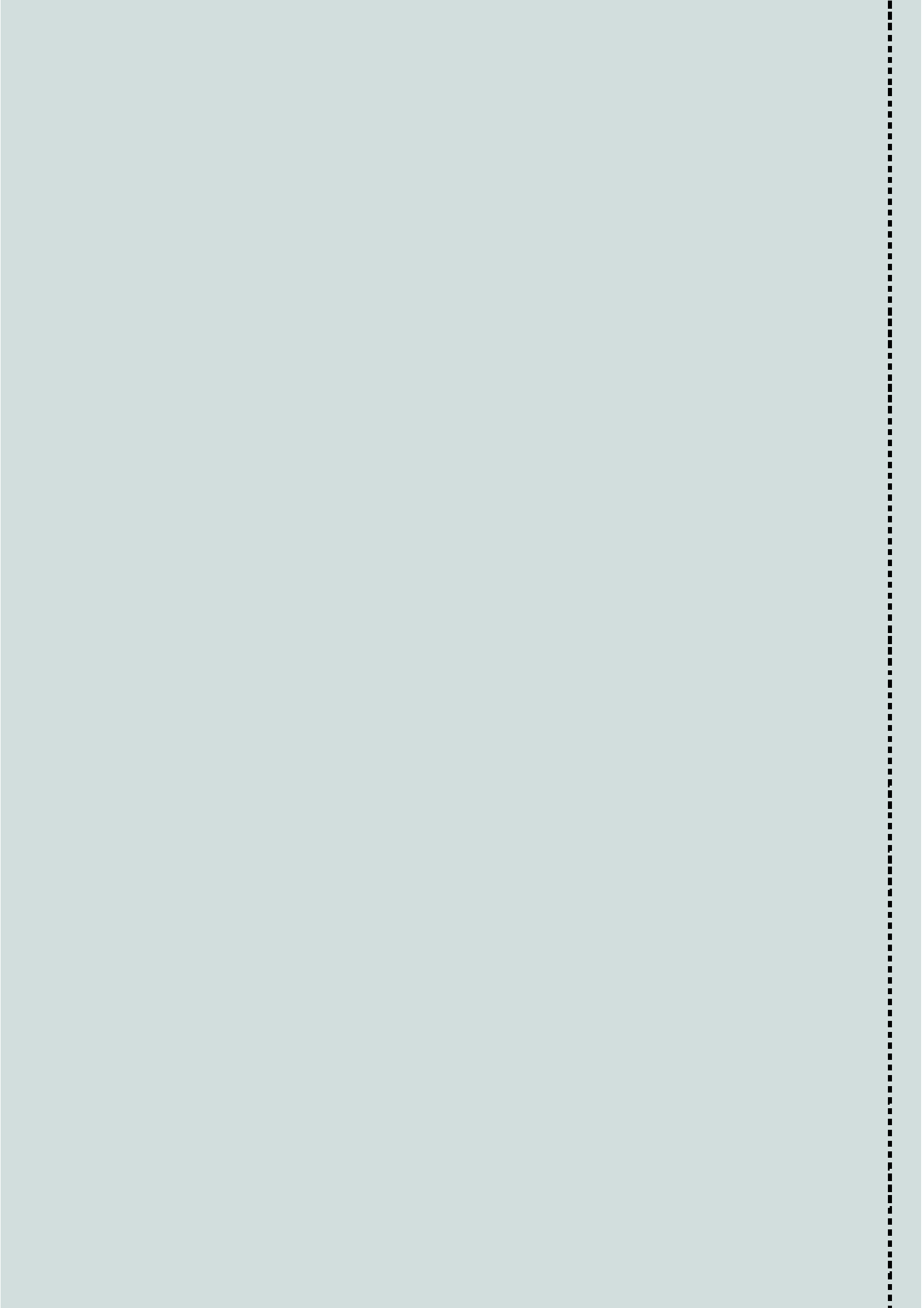
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