



Australian Government

Australian Maritime Safety Authority

SAMPLE SAFETY MANAGEMENT SYSTEM DOCUMENT

**A guide to assist DCV owners
to create an SMS document for
small Class 3E Vessels involved in
operations in smooth waters**

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Introduction

Legislative framework

The *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the National Law) provides a single national regulatory framework (the National System for Domestic Commercial Vessels) for ensuring the safe operation, design, construction and equipping of domestic commercial vessels (DCVs).

The National Law imposes safety obligations on owners of DCVs to 'so far as is reasonably practicable' ensure the safety of their vessels, marine safety equipment that relates to the vessel and the operation of the vessel. DCV owners must implement and maintain a safety management system (SMS) on their vessels to comply with their statutory safety obligations.

What is a Safety Management System?

An SMS is the manner in which your company, or you as an individual/sole trader, proactively identify and manage risks and develop a culture of safety in your employees.

The Australian Maritime Safety Authority (AMSA) as the National Regulator in the National System administers the National Law. A documented SMS is the most effective way in which DCV owners can demonstrate that they comply with the SMS requirements of the National Law.

The National Law gives effect to the National Standard for Commercial Vessels (NSCV), which establishes recognised standards for the design, construction, equipping, operation and crewing of DCVs. NSCV Part E identifies the minimum operational requirements for the safe operation of DCVs.

Compliance with NSCV Part E is a separate and additional requirement to the obligation to implement and maintain an SMS.

AMSA as the National Regulator has developed this sample SMS document to help DCV owners meet their obligations under the National Law and NSCV Part E.

This document is intended to be used as an example only. As a DCV owner, you are best placed to develop an SMS that identifies and manages the risks and hazards associated with your specific vessel and its operations.

Introduction to sample SMS

This sample SMS document is an example of a documented SMS for a Class 3E Commercial Fishing vessel that is involved in a simple operation within smooth waters.

DCVs and their operations within Australia vary widely, and it is the responsibility of the owner to ensure that their SMS is appropriate for the particular operation that a vessel is being used in, including accounting for any associated organisational and operational risks. This sample SMS has been developed to provide DCV owners with a document that:

- may assist owners to develop their own operational SMS that may be used to demonstrate compliance with the requirements of the National Law and NSCV Part E (where applicable); and
- may assist them to review and as necessary revise an SMS they have already established to more closely align it with the requirements of the National Law and NSCV Part E.

Material in this document is provided as examples that may be of assistance in developing a SMS document for a particular operation. Using the examples provided does not guarantee compliance with applicable obligations. An SMS must ensure the safety of your vessel and the operations it is undertaking.

Wherever possible, DCV owners are encouraged to involve their staff in the development, evaluation and review of the operations safety system whether they take the form of a documented SMS or an equivalent approach that satisfies the requirements under the National Law and NSCV Part E.

Safety Management System Document – Harry Smith

Vessel - 5.8 metre Aluminium Punt. LFB 12345 - 75HP Johnson O/B Motor – Class 3 E - Operation – Crab Trapping and Mesh Netting - Operating Area – Big River / Estuary Bay (Designated “Smooth Waters”)				
Owner / and Master is – Harry Smith, 52 John Street, Big River 4977 Tel: 075-885467 - LPF 32278 Coxswain Cert: N3228 - Harry Smith is a sole operator. Relevant Documentation is held at the home office of Harry Smith.				
Risk Assessment				
Hazard	Risk	Controls	Monitoring	Responsibility
Nets and Lines and Gear	Entanglement (Nets/Pot Lines) Dragged overboard Loss of balance /falls	Clear decks. Coiled or boxed lines. Situational awareness	Check on regular basis	Master
On Water	Falling overboard	Wear PFD. Suitable railing. Boarding ladder/knotted rope. PLB. Tell someone of voyage	Ensure awareness	Master
Fuel/Mechanical Systems	Fire/Breakdown. Stranding	Pre sail checks. Regular maintenance schedule. Radio/phone	Regular maintenance	Master
Slippery / Deck Confined Work area	Slips and fall resulting in injury	Uncluttered deck. Non slip surface or matting. Non slip footwear/First Aid	Check deck regularly	Master
Catch/By Catch	Bitten/nipped by crabs. Stung by venomous by catch	Focus on safe work practices. Vigilance around untied crab. PPE	Food handling training	Master

Standard Operating Procedures			
Procedure	Responsibility	Yes/No	Notes
Routine Vessel Maintenance (Boat / Equipment / Trailer / Fishing gear) carried out	Master		Endorse log book
Check Safety Gear – on-board/in date - Check Fuel - sufficient	Master		Endorse log book
Pre Sailing Safety Inspection / Tell someone / Bung / Check Weather	Master		
Records up to date / Licences up to date. (Home Office) SMS Reviewed each year	Master		

Emergency Response	
Net snag/ hook-up	Fwd. pressure to de snag / Cut net and retrieve
Fire	Use fire extinguisher / Attempt to remove fuel if possible. (ie: petrol / disconnect battery etc.)
1. Taking Water	1. Move boat to shallow water and assess
2. Collision	2. Render assistance / if collision - respond to first aid needs if applicable / Report collision to authorities
3. Grounding	3. Assess for damage. Reverse to re-float if safe
1. Adverse Weather	1. Assess – return to port if high risk
2. Breakdown	2. Assess and attempt repair – summon assistance
3. Fuel Spill	3. Cease operation – contain and mop up spill
1. Injury	1. Remove danger - Apply first aid / seek medical assistance if reqd
2. Fall Overboard	2. Reboard via engine trim plate - Ladder or knotted rope. Use PLB

Sample Log Book

EXAMPLE LOG BOOK

LOG BOOK - LFB 12345 - Harry Smith 42 John St. Big River

Date	General Log	Machinery/ Vessel Checks	INCIDENTS: injury/illness/accident/ assists/emergency comms/comments	Initial
10/3/15	Cert of Operation Granted.	/	filed in home office	HS
12/3/15	First Aid Course	/	Course @ Big River TAFE Cent No 3210 Exp 12/3/18.	HS
14/3/15	Fished Big River	HS	No incidents	HS
15/3/15	Fished Big River	HS	Bent propeller when struck submerged log. No assist reqd.	HS
16/3/15		Prop repair & engine service	Service @ Big River Marine. John inspected and straightened prop. Service receipt @ home office.	HS
20/3/15	SMS workshop	/	attd. Workshop @ Fishing Co-Op.	HS

