

# **Academic Boat Safety Committee**

## **Boat Safety Procedures**

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Richard Alvarez: HSU DSO

Jeff Borgeld: Oceanography

Dawn Goley: Biological Sciences

Richard Golightly: Wildlife

Scott Martin, Captain RV Coral Sea

Tim Mulligan: Fisheries

Scott Quackenbush, Associate Dean Marine Sciences. Chair of ABSC

Approved 2.12.07

University Boat Safety Committee

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Approved 2.15.07

## *Academic Boat Safety Committee*

### *Procedures 2007*

#### **1. The Committee's Charge:**

A. The Academic Boat Safety Committee (ABSC) committee has complete authority over academic boat use. The ABSC will conform to the HSU Small Boat Policy from the University Boat Safety Committee and may require additional regulations deemed necessary for safe academic boating operations at HSU.

B. ABSC will review and revise the Academic Safe Boating Manual. It will assure compliance with the Academic Safe Boating Manual. It shall act as a board of appeal for any disciplinary actions for unsafe practices, and any other small boat safety matters. It shall recommend the issue and renewal of boat operator's certifications. It shall establish and approve boat safety training programs. It shall suspend any boating operations deemed unsafe or unwise. It will periodically review the Boat Safety Officer's performance and program. It may sit as a board of investigation of boating accidents as required. It may grant exceptions to rules of the Safe Boating Manual

#### **2. The Committee Composition:**

The Academic Boat Safety Committee (ABSC) will be chaired by the Associate Dean for Marine Science Programs, and consist of the Boat Safety Officer (BSO), the captain of the R.V. Coral Sea, and faculty to be designated by the Dean representing departments with boating activities: Biology, Wildlife, Oceanography and Fisheries. Additional members may be designated by the Dean. Faculty will serve for a two year term.

#### **3. Applicability of the ABSC.**

A. The ABSC certifies operators of small boats (less than 26 feet length overall) used by any boat operator for academic purposes to include research, education and service.

#### **B. This specifically includes:**

1. Boats owned, supported, or administered by HSU regardless of ownership.
2. Privately owned boats used by HSU operators for academic purposes.

**C. This specifically excludes** Common Carriers where a fare is paid for the use of the boat for transportation. Examples of common carriers are: passenger vessels, ferries, tour boats, water taxis or any other fare charging boat operation.

#### **4. Committee Reports**

The Academic Boat Safety Committee, the University Center Boat Safety Committee and the Intercollegiate Athletics Boat Safety Committee will make an annual written report to the University Boat Safety Committee at their annual meeting.

#### **5. Questions or Exceptions**

No procedures or guidelines could cover all possible situations. Therefore, questions, request for further explanations, or a request for exceptions; should be directed to the

BSO or the chair of the ABSC. For situations that are not particularly well addressed in these procedures; please check with the BSO or the chair of the ABSC. In some cases operators will need to rely on their good judgement and their experience to manage situations not addressed in these procedures. In such cases operators should work within the limits of their own skills and experiences.

## **6. Boat Operator Certification.**

Any HSU faculty, staff, student, volunteer, guest or employee of any HSU auxiliaries is eligible to become a certified HSU boat operator when they meet minimum qualifications to include:

- A. Must be at least 18 years of age, and capable of safe boating operations.
- B. Sign and file a HSU Boating [Activities Waiver and Release](#) form with Boat Safety Officer (BSO).
- C. Submit proof of successful completion of a standard boating safety course such as: Coast Guard Aux., Power Squadron, Boat US or other course approved by BSO.
- D. Maintain a boating history on file with BSO; maintain a personal HSU Boat Use Log Book; Complete 10 hours of logged safe boating as a Trainee or received a waiver of Trainee status for a specific level.
- E. Submit proof of successful **completion** of an approved CPR and First Aid course to BSO.
- F. Complete the boat check out procedure with the BSO for safe boating operations prior to submission of a float plan.
- G. Satisfactory completion of a written examination of HSU Small Boat Policy and Academic Safety Boating Manual.

## **7. Types of Boat that require certified HSU Boat operators.**

- A. Boats types that require a certified HSU boat operator include: canoes, kayaks, rowing boats, sailboats, powered boats to 26 feet overall, and the use of boat trailers.
- B. Chartered boats hired for academic purposes, **but without a US Coast Guard licensed operator**, will be considered, for the sake of these procedures, to be an HSU boat and therefore **they will require that a certified HSU operator be onboard**.
- C. Chartered boats hired for academic use **with a US Coast Guard licensed operator** must comply with all US Coast Guard regulations. The HSU representative must ensure that the vessel and captain are in compliance with US Coast Guard regulations.

D. Any academic use of a vessel chartered in foreign waters requires the HSU representative to ensure that the vessel has safety and navigational equipment on board that is consistent with all US Coast Guard regulations. HSU representative must ensure that the foreign vessel is in compliance with its' home country's regulations.

E. All charters for academic use will require a HSU float plan. Special arrangements may be required to make this practical, please contact the BSO or the chair of the ABSC.

F. HSU users may be required to bring their own safety equipment to some charters.

**G. Private vessels used for academic purposes may require liability insurance. Please check with Risk Management to determine if additional liability insurance is required for private vessel use for academic purposes. (Added by amendment by UBSC 2.15.07).**

Please check with the BSO or chair of the ABSC about these procedures if you have any additional questions.

**8.** There are 5 Operator levels. Current operators, their levels and certifications for each boat will be posted on the BSO website. Certification may be for all areas or limits within an operator level as indicated by operator certification.

A HSU Boat operator will be certified in one of the five levels listed below:

A. **Trainee:** Any person having completed items a, b, and c of boat operator certification that is in the process of completing the Boat operator certification items d through g. Trainees may operate a boat only in the presence of another certified operator, listed on the float plan.

B. **Inshore:** protected waters, lakes, rivers (ACA river class 1 and 2 only) and sounds as designated by BSO. Daytime only or both Day and Night operations.

C. **Offshore Limited:** all inshore areas, plus offshore to 3 NM, less than 20 knots wind and 4 foot combined seas. Rivers (ACA river class 1-3). Daytime only or both Day and Night operations.

D. **Offshore Unlimited:** all inshore areas, and offshore to 20 NM in all conditions except Small Craft Warnings\* (In California: sustained winds of 21-33 KT's, and seas greater than 10 feet) posted by US Coast Guard. Daytime only or both Day and Night operations.

E. **Special:** Special conditions as specifically approved by BSO to include offshore US and foreign waters. Special may also include any exceptional use of boats for academic purposes not described in these guidelines.

F. All certifications are valid for 5 years, and then they must be renewed.

## 9. Boat Operations

Standing orders for all Academic boat operators at HSU include:

A. Safe operation of the boat is the responsibility of the Boat operator.

B. Boat operators must be aware of and comply with all: federal, state, regional, and local and HSU regulations concerning safe boating. This includes federal and state rules regarding Marine mammals, [appropriate Collection Permits](#) and any rules regarding boating in federal or state refuge areas. Boat operators are expected to know all relevant rules, regulations and guidelines. *Boat operators are personally responsible for paying any fines as a result of law enforcement of existing rules and regulations.*

C. Boat operators must have a safety buddy for each trip. **For boats like kayaks or canoes with only one operator, the safety buddy should be in a similar kayak or canoe or within hailing distance (added by amendment, UBSC, 2.15.07).**

D. In State of California waters, accidents involving more than routine first aid, more than **\$500** worth of damage to property, significant oil spills, loss of the vessel, or loss of life must be reported on a specific form to the [California Department of Boating and Waterways](#) .

In United States waters, accidents involving more than routine first aid, more than **\$25,000** worth of damage to property, any oil spills, unintended grounding, and loss of main propulsion or steering, loss of the vessel, or loss of life, must be reported on a specific form filed with the [US Coast Guard](#) immediately.

A simultaneous copy of either report must be sent to the HSU BSO. The ABSC will investigate all accident reports, document the accident, and prepare a written report for their files. The BSO and ABSC may make any additional recommendations as a result of this investigation to improve safe operations that they deem worthwhile.

E. A boat operator may deviate from normal rules of the road at their discretion in an ***emergency situation where life or safety may be in jeopardy***. A written report of the emergency and the results of their actions must be filed with the BSO within 24 hours or in a timely manner.

Any boat operator may deviate from the requirements of these procedures to the extent required to prevent or minimize a situation likely to cause death, serious physical harm, damage to the boat or major environmental damage. No report is required if no emergency existed.

F. Boat operators must ensure that the boat they operate meets and or exceeds all federal, state, regional, local and HSU safety requirements for equipment which may include: radios, flares, navigation aids, compass, first aid kit, anchor, fire extinguisher and approved life jackets or Personal Floatation Devices (PFD's). The boat, engine, and all mechanical equipment must be in good repair, and suitable for the planned operation.

G. Boat operators must check the current weather forecast in their area of operation prior to departure. When weather conditions change from the forecast, adjustments to the planned operations must account for all weather limitations to normal operations consistent with safety of the boat and its passengers, congruent with all federal, state and local laws and common sense.

H. Boat operators must submit a complete float plan prior to departure to the BSO or responsible party, and close the float plan upon their return to the BSO or responsible party. A passenger manifest must also be completed for each float plan, a copy left on shore with the BSO or a designated place.

I. All offshore ocean operations require: a functional VHF radio, a compass, up to date charts, a GPS unit, a cell phone, a first aid kit, and approved PFD's for all persons on board. **For offshore trips an EPIRB is required, and will be provided (UBSC amendment, 2.15.07).**

J. While on deck or working in exposed areas on deck, all persons onboard must wear an approved PFD while on any boat owned and operated by HSU, or operated by anyone else while engaged in an HSU academic activity. Scuba divers with thermal flotation protection are an exception; they do not require an approved PFD.

K. Boat operators must conduct a pre-departure safety briefing for all persons on board. They must also ensure that all passengers [complete liability waivers](#), the waivers are correctly completed and submitted to BSO. Alcohol or drug consumption is prohibited.

L. Boat operators are ultimately responsible for the stability of the vessel. Boat operators must familiarize themselves with the maximum occupancy of the vessel as per vessel manufacturer recommendations. While considering stability issues, Boat operators must also consider additional equipment and weight added to the vessel, weather and sea conditions and probable effects to the stability of the vessel. Any concerns or questions regarding the stability of a particular vessel should be addressed to the BSO or chair of the ABSC.

M. At the termination of operations, any mechanical, electrical or safety problems must be logged in the boat log for the BSO. Boat operator personal log must be congruent with float plan and available to BSO upon request. Negligent damage to the boat or equipment (accidents and normal wear and tear excepted) is the personal responsibility of the boat operator unless otherwise determined in writing by the BSO. Boats not under the direct control of the BSO must maintain all scheduled and unscheduled maintenance records in a boat log available to the BSO when required or requested.

N. The boat and all related safety equipment must be returned clean and ready to use. All equipment stowed where appropriate, and float plan closed with BSO or responsible party.

O. Failure to comply with rules, regulations, policies and procedures will result in revocation of boat use privileges at the recommendation of the BSO. The ABSC will review each recommendation for revocation on a case by case basis. If an operator's certification is recommended to be revoked by the BSO, the boat operator will have an opportunity to present their case to the ABSC prior to any final sanctions or final revocation of their operator's certification. The decision of the ABSC will be final. In exceptional cases, the BSO may immediately revoke privileges until such time as a complete formal review can be made by the ABSC

\* Small Craft Warnings

**SMALL CRAFT ADVISORY:** To alert mariners to sustained (more than two hours) weather or sea conditions, either present or forecast, that might be hazardous to small boats. If a mariner notices a Small Craft Advisory pennant displayed he should determine immediately the reason by tuning his radio to the latest marine broadcast. Decision as to the degree of hazard will be left up to the boatman, based on his experience and size and type of boat. There is no legal definition of "small craft". The Small Craft Advisory is an advisory in Coastal Waters and Nearshore forecasts for sustained winds, frequent gusts, or sea/wave conditions, exceeding defined thresholds specific to geographic areas. A Small Craft Advisory may also be issued when sea or lake ice exists that could be hazardous to small boats.

Western (WA..CA) - Sustained winds of 21 to 33 knots. A Small Craft Advisory for Hazardous Seas is issued for seas 10 feet or greater.

Approved 2.12.07

ABSC Committee Members:

Richard Alvarez: HSU DSO

Richard Golightly: Wildlife

Jeff Borgeld: Oceanography

Dawn Goley: Biological Sciences (RG proxy, Megan Donahue in attendance)

Tim Mulligan: Fisheries

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