



International Snorkel Guide Training Manual



also includes
Snorkel Swimming Instructor





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(An amalgamation of previous AUSI Snorkel Diver Instructor Course Notes & AUSI Scuba Instructor Course Notes)

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Disclaimer

The theory and requirements of snorkel and scuba diving as expressed in this book represent the author's view of current learning as of August 2009. However, the reader is cautioned that scuba diving is a relatively new and dynamically changing discipline. As such, as our understanding and knowledge increase, certain currently held beliefs (some of which are presently subject to some conjecture) may be disproved or modified. The reader is strongly advised to read new literature as it is released and, if necessary, to reassess areas of the text of this work accordingly.

While great care and effort have been taken in the preparation of the material presented in this book, neither the author nor publisher warrant that the contents of this work will be entirely suitable for all circumstances which the reader may encounter. It is stressed that first aid procedures vary from time to time and should never be used or adopted to the exclusion of, or in substitution for, medical consultation.



AUSI Snorkel Guide & AUSI Snorkel Swimming Instructor TRAINING MANUAL

First edition – August 2009

Section One	Course Guidelines AUSI Snorkel Guide AUSI Snorkel Swimming Instructor
Section Two	AUSI Snorkel Guide Course Notes Introduction Professional Responsibilities Practical Skill Training Dive Leadership
Section Three	AUSI Definitions
Section Four	AUSI Snorkel Standards
Appendix	AUSI Snorkel Safety Flip Chart

Candidate's Name: _____

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Section One

AUSI Snorkel Guide & AUSI Snorkel Swimming Instructor Course Guidelines

Overview

Prerequisites

Instructor

Ratios

Suggested Timetable

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AUSI Snorkel Guide

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Registration Procedures

Overview

The AUSI Snorkel Guide Training Program includes training and assessment for both AUSI Snorkel Swimming Instructor and AUSI Snorkel Guide awards.

This course includes training and assessment in the following areas:

1. Theory Knowledge,
2. Snorkelling Skills, and
3. Dive Leadership.

The AUSI Snorkel Swimming Instructor award, day one of the course, is designed to upgrade other related vocational trainers such as outdoor education teachers, swimming instructors and lifesavers, where successful candidates can:

1. Conduct AUSI Snorkel Swimming programs in a pool,
2. Conduct AUSI Snorkel Swimming programs in sheltered water under the supervision of an AUSI Snorkel Guide or higher, and
3. Act as a lookout for snorkelling activities in open water under the supervision of an AUSI Snorkel Guide or higher.

The AUSI Snorkel Guide award, the complete course plus professional internship, is designed for people employed in the dive industry wishing to supervise and guide snorkelling activities, where successful candidates can:

1. Conduct AUSI Snorkel Swimming programs,
2. Act as an in-water guide for uncertified snorkel divers in open water, and
3. Supervise snorkelling activities in open water.

Note: The AUSI Snorkel Guide course meets the requirements of National Training Framework – SROSNK002A.

Prerequisites

Prior to participating on an AUSI Snorkel Guide Training Program candidates are required to meet the AUSI Snorkel Swimming Instructor course prerequisites, which are:

1. Be at least 16 years of age for participation on the course and must be 18 years of age for full certification,
2. Be certified medically fit to supervise snorkellers by a medical practitioner,
3. Be able to swim 200 metres (220yds) unaided in no more than five minutes and then immediately stay afloat for at least 10 minutes,
4. Have a current work place first aid certificate or approved equivalent,
5. Have a current CPR certificate or approved equivalent,
6. Have a current oxygen provider certificate or higher or approved equivalent, and
7. Submit a completed AUSI Snorkel Guide Workbook.

Note: Candidates less than 18 years of age can be certified as either an AUSI Assistant Snorkel Swimming Instructor or an AUSI Assistant Snorkel Guide. Upon reaching the age of 18 the qualification can be upgraded subject to satisfactory retest of personal diving skills including rescue techniques.

Instructor

The course can only be conducted by an AUSI Snorkel Diver Instructor or higher, or endorsed AUSI Scuba Instructor, or approved equivalent.

Ratios

Classroom: Must not exceed 12 candidates per instructor.
Pool: Must not exceed 12 candidates per instructor.
Ocean: Must not exceed 6 candidates per instructor.

Suggested Timetable

The following is a suggested two-day course timetable, suggested presentation times are in brackets:

Day One: *(Both AUSI Snorkel Swimming & AUSI Snorkel Guide candidates)*

- 0730 **Introduction** (Classroom)
- 0800 **Snorkel Theory Knowledge Test & Review** (Classroom)
- 1000 **Personal Skill Development & Rescue Skills** (Pool)
- 1230 Lunch
- 1300 **Snorkel Skill Training** (Classroom)
- 1400 **Practical Skill Training Assessment** (Pool)
- 1600 **Professional Responsibilities** (Classroom)
- 1730 **Debrief** (Classroom)

End of AUSI Snorkel Swimming Instructor training and assessment.

Day Two: *(AUSI Snorkel Guide candidates only)*

- 0800 **Snorkelling Skills** (Ocean)
- 1030 **Dive Leadership** (Classroom)
- 1200 Lunch
- 1230 **Practical Dive Leadership** (Ocean)
- 1600 **Debrief** (Classroom)

Post-Course Internship: *(AUSI Snorkel Guide candidates only)*

Materials

During the course it is compulsory to use the following:

1. **AUSI Snorkel Guide Course Notes** (contained in this manual), and
2. **AUSI Snorkel Guide Workbook.**

Equipment

Each candidate shall use the following equipment during all practical training and ocean diving throughout the course:

1. Mask, snorkel and fins,
2. Adequate exposure protection, and
3. If a neoprene exposure suit that provides significant positive buoyancy is not used then a buoyancy device that provides positive buoyancy at all times must be worn.

Professional Development

Theory Sessions

The AUSI Snorkel Guide course consists of four instructor development sessions with lesson reviews.

Practical Sessions

The AUSI Snorkel Guide course consists of two practical sessions. These sessions should be conducted in a pool or enclosed water.

Ocean Sessions

The AUSI Snorkel Guide course consists of two ocean sessions. These sessions should be conducted in sheltered or open water.

Note: The level of certification is determined by the candidate's snorkel diving ability:

Level 1 – at least 3m (10ft), **Level 2** – at least 6m (20ft) and **Level 3** – 9m (30ft).

Internship (AUSI Snorkel Guides only)

The purpose of the trainee internship is to provide the candidate with a detailed overview of the running and management of a snorkel diving business in actual operation.

During the internship, supervising instructors are to ensure that the candidate attends all sessions and is given meaningful explanations.

The candidate must:

1. Satisfactorily complete three days assisting a snorkel dive operation where areas of involvement should include:
 - a. Vessel operations & organisation,
 - b. Dive site selection & location,
 - c. Manifest management,
 - d. Gear stowage,
 - e. Dive briefing,
 - f. Lookout duties, and
 - g. Diver entry & egress
2. Satisfactorily complete four dive leadership exercises on at least three different dive sites for a minimum of 12 snorkellers.

Assessment Guidelines

AUSI SNORKEL GUIDE

Assessment for the AUSI Snorkel Guide award is based on satisfactory participation in all aspects of the course, satisfactory assessments and completion of a professional internship.

The following areas must be completed in order to achieve a successful outcome and certification:

1. Theory Knowledge,
2. Practical Skills,
3. Fitness Tests,
4. Dive Leadership, and
5. Ocean Skills.

Theory Knowledge

1. The candidate must attend each Instructor Development sessions,
2. Pass the AUSI Snorkel Guide Theory Test, minimum mark 80%, and
3. Complete the **AUSI Snorkel Guide Workbook**.

Practical Skills

1. The candidate must attend all practical sessions, and
2. Be actively involved to the satisfaction of the AUSI Snorkel Instructor conducting the course

Fitness Tests

During the course the candidate must:

1. Swim, without the use of aids, 200 metres (220yds) in no more than five minutes then immediately stay afloat for no less than 10 minutes
2. Snorkel dive and retrieve an object from a depth of no less than three metres (10ft) and no deeper than 12 metres (40ft)
3. Swim underwater a distance of 25 metres (30yds) on one breath.
4. Surface snorkel swim 800m (880yds) in no less than 15 minutes (AUSI Snorkel Guide candidates only)

NOTE: These tests can be done in a suitable swimming pool.

Ocean Skills

During the course the candidate must:

1. Satisfactorily complete all skills, and
2. Complete a "Certification Snorkel Dive".

Dive Leadership

During the course the candidate must:

1. Participate in at least one complete dive leadership exercise and be directly assessed in at least one of the key element.

Assessment Guidelines (continued)

AUSI SNORKEL SWIMMING INSTRUCTOR

Assessment for the AUSI Snorkel Swimming Instructor award is based on satisfactory participation in all aspects of day one of the course.

The following areas must be completed in order to achieve a successful outcome and certification:

1. Theory Knowledge,
2. Practical Skills, and
3. Fitness Tests.

All assessment records must be kept in the candidate's course file and all final results summarised on the AUSI Snorkel Guide Training Record.

Theory Knowledge

1. The candidate must attend each Instructor Development sessions,
2. Pass the AUSI Snorkel Guide Theory Test, minimum mark 80%, and
3. Complete the **AUSI Snorkel Guide Workbook**.

Practical Skills

1. The candidate must attend all practical sessions, and
2. Be actively involved to the satisfaction of the AUSI Snorkel Instructor conducting the course

Fitness Tests

During the course the candidate must:

1. Swim, without the use of aids, 200 metres (220yds) in no more than five minutes then immediately stay afloat for no less than 10 minutes
2. Snorkel dive and retrieve an object from a depth of no less than three metres (10ft) and no deeper than 12 metres (40ft)
3. Swim underwater a distance of 25 metres (30yds) on one breath.

Note: These tests can be done in a suitable swimming pool.

Determining Results

AUSI SNORKEL GUIDE

The overall result is based on the following criteria:

Pass

A pass is awarded when the candidate participated satisfactorily in each session on both days of the course, passed the fitness tests, completed the certification snorkel dive and the professional internship.

Provisional

Provisional status can only be awarded to a candidate who has attended every session but failed to complete the Fitness Tests.

The candidate shall be given a minimum of one week and a maximum of one month to complete a full retest of the fitness tests.

Fail

A candidate who does not attend every session is deemed to fail the course.

AUSI SNORKEL SWIMMING INSTRUCTOR

The overall result is based on the following criteria:

Pass

A pass is awarded when the candidate has participated satisfactorily in each of the Day One sessions and passed the fitness tests.

Provisional

Provisional status can only be awarded to a candidate who has attended every session but failed to complete the Fitness Tests.

The candidate shall be given a minimum of one week and a maximum of one month to complete a full retest of the fitness tests.

Fail

A fail is awarded when a candidate has not attended every session is deemed to fail the course.

Registration Procedures

At the conclusion of the course or when all certification requirements have been met, the AUSI Snorkel Diver Instructor who conducted the course is to forward the following to AUSI Head Office:

1. Completed *AUSI Training Record*, and
2. Completed **AUSI Snorkel Guide Workbook**.

AUSI Head Office will forward certification card and wall certificate to the candidate.



Section Two

AUSI Snorkel Guide Course Notes

Introduction

Australian Underwater Scuba Instructors
AUSI Snorkel Programs
Compressed Air Diving

Chapter One

Professional Responsibilities

Professional Obligations
Legal Aspects
Participant Screening

Chapter Two

Practical Skill Training

Introduction
Planning the Lesson
Conducting the Lesson

Chapter Three

Dive Leadership

Introduction
Planning an Ocean Dive
Conducting an Ocean Dive
Incident & Accident Management



Introduction

Australian Underwater Scuba Instructors

- Objectives
- Administration
- Review Board

AUSI Snorkel Programs

- Snorkel Swimming
- Snorkel Diving
- Free Diving
- AUSI Snorkel Swimming Instructor
- AUSI Snorkel Guide
- AUSI Snorkel Diver Instructor
- AUSI Snorkel Diver Instructor Trainer

Compressed Air Diving

- Scuba Diving
- Surface Supplied Compressed Air Diving

Australian Underwater Scuba Instructors

Objectives

Australian Underwater Scuba Instructors Pty Ltd (AUSI), ABN 19 062 887 969, was founded in 1994 to:

- Promote quality diving instruction to enhance the trainees safety, comfort and enjoyment
- Represent member instructors by constantly reviewing external industry influences and achieve professionalism through self-regulation
- Work in consultation with peak industry bodies in representing the best interests of the membership
- Reduce members operational costs by providing access to group marketing opportunities, efficient product design and allowing in-house administration of relevant certification procedures
- Provide members with access to expert advice on issues relating to conducting a diving business

Administration

AUSI is administered on behalf of its shareholders and directors by the Chief Executive Officer who also:

- Represents AUSI on the following Standards Australia Committees:

CS-83	Recreational Underwater Diving
SF-017-01	Occupational Diving – Recreational Diving
- Supervises product development, marketing and quality assurance

Review Board

The AUSI Review Board is a board consisting of the Chief Executive Officer and at least two AUSI Level VIII Scuba Instructors (Instructor Examiners) plus appointed experts

The Review Board is responsible for:

- Standards reviews and waivers
- Approval of equivalences
- Representation on external committees such as Standards Australia
- Instructor renewal waivers
- Assessment of cross-over instructor status
- Coordination of AUSI Instructor Training Programs
- Appointment of AUSI Scuba Instructor Examiners
- Quality control and complaints procedures
- Discipline of AUSI instructors

AUSI Snorkel Programs

Recreational Levels

Snorkel Swimming

Snorkel Swimming is using mask, snorkel, fins and a buoyancy aid to ensure positive buoyancy at all times.

Snorkel Diving

Snorkel Diving is intentionally going to depth using a mask, snorkel and fins where there is a possibility of achieving negative buoyancy and has inherent life threatening risks for the untrained.

Professional training is required and AUSI has a wide range of training programs

Free Diving

Free Diving is breath-hold diving to depths beyond nine metres (30ft) and because of its inherent potential dangers requires specialist training.

Professional Levels:

AUSI Snorkel Swimming Instructor

- a. Can conduct snorkel swimming programs in sheltered water,
- b. Can conduct snorkel swimming programs in open water under the supervision of an AUSI Snorkel Guide or higher, and
- c. Can act as a lookout for snorkelling activities in open water under the supervision of an AUSI Snorkel Guide or higher.

AUSI Snorkel Guide

- a. Can conduct snorkel swimming programs,
- b. Can act as an in-water guide for uncertified snorkel divers in open water, and
- c. Can supervise snorkelling activities in open water.

AUSI Snorkel Diver Instructor

- a. Can conduct snorkel swimming programs,
- b. Can act as an in-water guide for uncertified snorkel divers in open water,
- c. Can supervise snorkelling activities in open water,
- d. Can train and certify AUSI Snorkel Divers,
- e. Can train and certify AUSI Snorkel Swimming Instructors, and
- f. Can train and certify AUSI Snorkel Guides.

AUSI Snorkel Diver Instructor Trainer

- a. Can conduct snorkel swimming programs,
- b. Can act as an in-water guide for uncertified snorkel divers in open water,
- c. Can supervise snorkelling activities in open water,
- d. Can train and certify AUSI Snorkel Divers,
- e. Can train and certify AUSI Snorkel Swimming Instructors,
- f. Can train and certify AUSI Snorkel Guides, and
- g. Can train and certify AUSI Snorkel Diver Instructors.

The table bellows shows the depth requirements for the various AUSI Snorkelling awards:

Certification Level	Snorkel Diver	Snorkel Guide	Snorkel Diver Instructor
Level 1	3 metres (10ft)	6 metres (20ft)	6 metres (20ft)
Level 2	6 metres (20ft)	9 metres (30ft)	9 metres (30ft)
Level 3	9 metres (30ft)	12 metres (40ft)	12 metres (40ft)

NOTE: 1.The certifying instructor shall be at the same level or higher than the level of AUSI Snorkel Diver certification being issued eg to issue a Level 3 Snorkel Diver certification the instructor must be an AUSI Level 3 Snorkel Diver Instructor or higher.

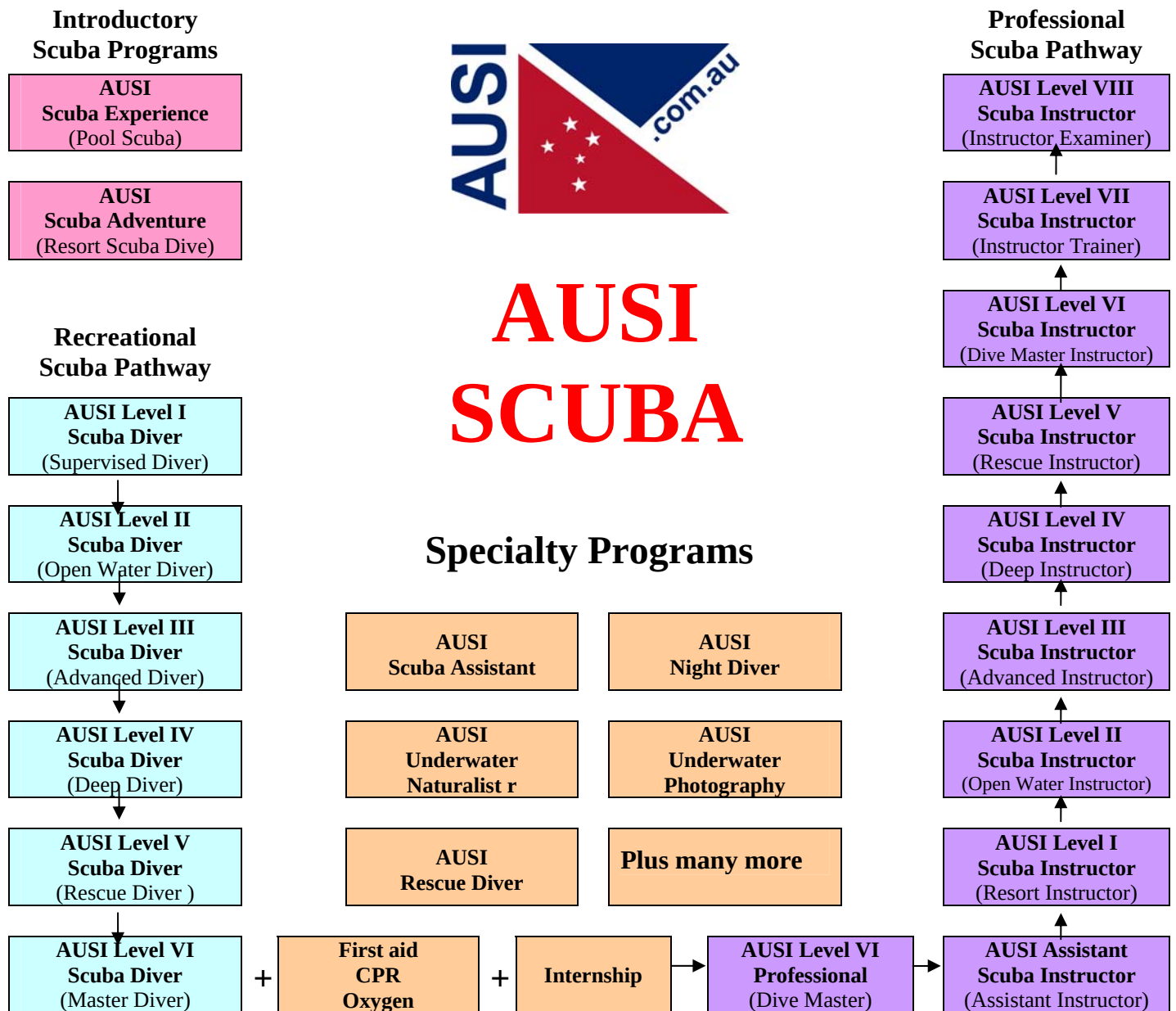
2. For depths greater than nine metres (30ft) see AUSI Free Diver Specialty.

Compressed Air Diving

Scuba Diving

Scuba Diving is diving underwater on compressed air using Self Contained Underwater Breathing Apparatus (SCUBA). Scuba diving has inherent life threatening risks for the untrained and professional training is required. AUSI has a wide range of training programs.

The chart below shows the relationship between the various internationally recognised AUSI Scuba Awards.



AUSI Scuba Experience, AUSI Scuba Adventure & AUSI Level I Scuba Diver:

The above activities are non certification (Pre-Entry Level) scuba programs.

AUSI Scuba Certification Programs include:

AUSI Level I Scuba Diver: Can scuba dive to 12 metres (40ft) under direct supervision of an AUSI Level II Scuba Instructor or higher

AUSI Level II Scuba Diver: Can scuba dive unsupervised to 18 metres (60ft) in daylight hours

AUSI Level III Scuba Diver: Can scuba dive unsupervised to 30 metres (100ft) in daylight hours and 18 metres (60ft) at night

AUSI Level IV Scuba Diver: Can scuba dive unsupervised to 39 metres (130ft) in daylight hours and 18 metres (60ft) at night.

Surface Supplied Compressed Air Diving

Surface Supplied Compressed Air Diving (SSCAD), sometimes known as "Hookah Diving" is diving underwater using compressed air that is supplied by storage bottle or compressor located on the surface. SSCAD has inherent life threatening risks for the untrained and professional training is required. AUSI has a wide range of training programs available through its commercial diver training partners.



Chapter One

Professional Responsibilities

Professional Obligations

- Employers
- The Industry
- Clients

Legal Aspects

- Criminal Law
- Civil Law
- Minimising Liability
- Accident Reporting
- AUSI Participation Agreement

Participant Screening

- Medical Considerations
- Fitness Considerations
- Using the AUSI Medical History Form
- AUSI Medical History Form

PROFESSIONAL OBLIGATIONS

The diving professional has obligations to:

Employers
Dive Industry
Clients

EMPLOYERS

Maintain the goodwill of the business by:

- Doing the job well
 - o Be prepared
 - o Have a good attitude
 - o Be professional
- Keeping divers involved
 - o Organise and conduct club activities
 - o Write newsletter articles about activities
 - o Be involved in club activities
 - o Encourage continuing education
 - o Follow through inquiries (eg expressions of interest in further training, sales or travel)
- Being loyal to the business
 - o Communicate with owner/manager (ie know the goals of the business)
 - o Be positive - support the facility's decisions
 - o Have good product knowledge (particularly store's product lines)
 - o Support the store's chosen product lines
 - o Wear store clothing

Record Keeping:

- Ensure all relevant documents are:
 - o Completed accurately
 - o Passed to appropriate authority
 - o Stored correctly for the relevant "*Statute of Limitations*"
- Some examples of relevant documents are:
 - o Boat manifests
 - o Dive sheets
 - o AUSI Accident Report Forms
- Report any accident requiring first aid or medical treatment to the following (fill out and submit AUSI Accident Report Form):
 - o Business owner ie "the boss"
 - o Insurance company
 - o AUSI Head Office

Workplace Safety:

- There is a legal obligation to provide a safe work place
- Don't endanger clients, self or other onlookers when doing things such as:
 - o Selecting dive sites
 - o Anchoring vessels
 - o Retrieving lost equipment or stuck anchors
 - o Driving a tender vessel

Plant & Equipment:

- Do not attempt to use or maintain any piece of plant or equipment unless you have:
 - o Been specifically instructed in the correct use and/or maintenance of the plant or equipment
 - o Permission to do so

DIVE INDUSTRY

Maintain a Professional Image:

- The outdoor adventure market is very competitive
- A professional image is vital to maintaining the credibility of diving versus the wide choice of alternative activities
- Stay up to date:
 - o Subscribe to industry magazines
 - o Establish a good reference library
 - o Staying current in first aid, CPR and oxygen

CLIENTS

Give Value for Money:

- Be SAFE
- Be professional
- Be approachable
- Give clients dive times of adequate duration
- Ensure conditions are favourable to enjoyment and safety
- Use appropriate and well maintained equipment
- Ensure sensible buddy allocation (ie buddies should have similar training, experience and interests)

Plan Appropriate Dives:

- Ensure divers are not pushed beyond the limit of their training and experience
- Select dives so that safety and enjoyment take precedence

Check Health & Fitness:

- Always check health and fitness of participants, use the AUSI Medical History Form where appropriate
- Consult a physician if in doubt, the local diver emergency service can be used
- Be alert for passing comments between students regarding health and fitness
- Be wary of clients who are on medication, smoke heavily and poor or non swimmers

LEGAL ASPECTS

Authority or custom establishes the rules of community conduct. There are two major categories of law:

Criminal Law

Civil Law

CRIMINAL LAW

Criminal Laws are laws established by authority to protect life and property

- A “*breach*” of Criminal Law could lead to a fine, jail sentence or both
- Guilt is determined by establishing “*beyond reasonable doubt*”
- Knowledge of relevant laws by all diving professionals is essential
- Some of the laws related to diving include:
 - o Boating
 - o Fishing
 - o Environmental
 - o Employment
 - o Fair trading
 - o Occupational health and safety
 - o Shipwrecks
 - o Taxation
 - o Corporate law
 - o National parks

Occupational Health & Safety Responsibilities

- Occupational Health and Safety Legislation lays down your legal responsibilities when conducting instruction at a work place ie breaches of the law can result in very serious charges that attract fines or jail or both

Codes of Practice

- Codes of Practice are operational guidelines that may be used to assess whether or not you breached your duty of care in relation to the way you conducted your business activities
- Australian Standards can also be used to assess a breach of duty of care, see civil law

CIVIL LAW

Civil law deals with “*matters*” between two or more members of the community such as personal injury as a result of an act or omission of others

- A civil court action can be taken by the “*injured party*” eg a student, referred to as the “*plaintiff*”, if they feel the “*defendant*” eg an instructor was “*negligent*” ie failed to take due care which resulted in “*loss*” or “*damage*” ie the injury
- “*Liability*” ie responsibility for the injury is determined as a result of “*balance of probabilities*” and “*damages*” may be awarded to the plaintiff including their legal fees

In a civil action the plaintiff must establish that:

- The defendant owed a “*duty of care*”
- The duty of care was “*breached*”
- Damage was caused as a result of that breach
- The loss or damage was foreseeable

Duty of Care

- A “*duty of care*” is a moral or legal obligation to another person, for example:
 - o An instructor has a duty of care to follow appropriate standards and procedures
 - o A boat skipper must ensure that the vessel is safe
 - o A dive master/instructor/guide must ensure that a diver is not placed in a high risk situation such as:
 - ⇒ Over weighting a snorkel diver
 - ⇒ Hving snorkel divers in water too deep
 - ⇒ Putting any diver in the water when the water conditions are “unsafe”
- A duty of care exists when there is adequate “*proximity*” (nearness) ie a relationship between the parties
- Proximity can arise informally eg between buddies or more formally as in an instructor-student or a guide-diver relationship

Breach of Duty

- In court, a breach of duty is determined by assessing whether the “*defendant*” acted in a manner that was reasonably prudent
 - o Expert witnesses will be used by both sides to argue what a “*reasonably prudent person*” would have done ie you will be judged against your peers
- A reasonably prudent instructor/guide will:
 - o Check fitness and medical status of students & divers
 - o Check swimming ability
 - o Clearly outline the risks
 - o Use a sensible course structure ie does pool training before ocean dives
 - o Properly assesses relevant knowledge and skills
 - o Teach to an appropriate standard
 - o Ensure adequate in water supervision
 - o Ensure equipment is safe
 - o Explain the correct operation of equipment

Damage

- If the plaintiff can establish that a foreseeable loss was suffered then compensation may be awarded for:
 - o Loss of income
 - o Expenses such as medical costs
 - o Pain and suffering

MINIMISING LIABILITY

Waiver & Release Forms

Waiver and release forms do have their place in minimising liability however, clients:

- Must be given ample time to read
- Have questions answered.

Never just thrust a form in front of a client and insist they sign it, without given adequate time to read it, it could be argued that the waiver has no bearing.

Use an AUSI Snorkel & Scuba Diving Participation Agreement which can be downloaded from: www.ausi.com.au or have your solicitor draw one up for you.

Insurance

Insurance protects the diving professional from expensive legal costs (whether you win or lose) and also provides cover for clients who may be injured as a result of an accident or omission

- There are two main types of insurance cover:
 - o Professional Indemnity (PI) Insurance provides protection for errors or omissions
 - o Public Liability Insurance (PL) provides accident protection that is not covered by PI insurance
- Always read the policy carefully
- If a client approaches an instructor about a claim the client should be asked to forward their claim in writing to the insurance company and the matter left for the insurance company to handle

Record Keeping

Why keep records?

- A claim can occur many years after an accident, so thorough record keeping is of vital importance - "how good is your memory?" – especially after six or more years
- The instructor may not be aware that an incident occurred (eg a student may suffer an accident and not inform the instructor and six years later may make a claim
- Keep records for the Statute of Limitations (six years in Australia except WA where it is seven years)

ACCIDENT REPORTING

Report any accident requiring first aid or medical treatment to the following:

- Dive store owner
- Insurance company
- AUSI Head Office

Use an AUSI Accident Report Form which can be downloaded from: www.ausi.com.au

This is an important document that affects your legal rights and should be read carefully and the terms understood before signing.

(NAME OF PARTICIPANT)

of _____ in the State of _____
(ADDRESS)

(Hereinafter referred to as "the Participant")

FOR ALL IN-WATER DIVING ACTIVITIES including Snorkel Swimming, Snorkel Diving, Resort Scuba Diving and Certified Scuba Diving (Hereinafter referred to as "the Activity")

WHERE:

When Snorkelling, the Participant agrees to obey the Dive Master's directions and to always snorkel with a "buddy".

When taking part in a "Resort Dive", the Participant acknowledges that the Activity is a non-certification course providing only limited theoretical and practical training and experiences sufficient to enable the Participant to participate in introductory recreational scuba dives to a maximum depth of six metres (20ft) whilst under the direct supervision of a scuba instructor. The Participant also acknowledges that without further training he/she should not undertake any further dives without the supervision of a qualified scuba instructor.

When Certified Scuba Diving, the Participant agrees to obey the Dive Master's directions and to dive within the limits of his/her scuba certification as specified below.

Certifying Agency: _____

Certification Number: _____

Name of Instructor: _____

Date of Last Dive: _____

WARNING - RISKS OF SNORKELLING AND SCUBA DIVING

*BY SIGNING THIS DOCUMENT YOU EXPRESSLY ASSUME ALL THE RISKS,
HAZARDS AND DANGERS ASSOCIATED WITH SNORKELLING AND SCUBA DIVING.*

The Dive School hereby provides the Participant with notice to warn him/her of the inherent risks, hazards and dangers of recreational snorkelling and/or scuba diving: (Initial each box if understood)

1. The underwater environment is alien to human beings and as a consequence snorkel and scuba diving are risk inherent adventure activities which expose participants to the risk of serious injury or death.
2. Many of the physiological effects on the human body due to the underwater environment and the pressure changes experienced whilst scuba diving are not properly understood.
3. The long-term effects of scuba diving on the human body are generally either not known or not properly understood and there may be adverse health effects on the human body resulting from scuba diving which are presently unknown or not fully known.
4. No decompression table or diving computer is completely safe and despite observance of safe diving practices, including diving within the tables or in accordance with the dive computer calculations, there is an inherent risk of developing decompression illness.
5. Communication under water is limited to hand signals and, as a consequence of reduced visibility or separation, communication between the instructor and the Participant may be difficult or not possible.
6. Snorkel and scuba diving can involve strenuous physical exertion under certain conditions which may include swimming underwater or on the surface against a current or tidal stream, in rough seas over long distances.
7. The taking of various medications or drugs may have adverse health effects resulting from pressure changes associated with scuba diving. These are or may be unknown and medical advice should be obtained from an appropriately qualified diving doctor.

The Participant expressly acknowledges he/she understands that recreational snorkel and scuba diving involves risk, hazards and dangers which could result in serious injury or death. The Participant nevertheless wishes to participate in the Activity and willingly accepts and expressly assumes all such risks, hazards and dangers.

SCUBA ADVENTURE LESSON REVIEW - ANSWER SHEET

- | | | | | | | |
|-----|---|---|---|---|-----|---|
| (1) | A | B | C | D | [] | I declare I have discussed my incorrect answers |
| (2) | A | B | C | D | [] | with my instructor and I now acknowledge my |
| (3) | A | B | C | D | [] | understanding in those areas. |
| (4) | A | B | C | D | [] | Participant's Signature: _____ |
| (5) | A | B | C | D | [] | |
| (6) | A | B | C | D | [] | Date: _____ |

F10/0209 -AUSI Snorkel & Scuba Diving Participation Agreement (2/2)

Medical Declaration for Scuba Diving

Name: _____ Date of Birth: _____ Sex: _____

Have you suffered, do you now suffer from, any of the following -

	Yes	No		Yes	No
Asthma or wheezing			Fainting, seizures or blackouts		
Brain, spinal cord or nervous disorder			Heart disease of any kind		
Chest surgery			Recurrent ear problems when flying		
Chronic bronchitis or persistent chest complaint			Tuberculosis or other long-term lung disease		
Chronic sinus condition			Breathlessness		
Collapsed lung (pneumothorax)			Chronic ear discharge or infection		
Diabetes mellitus (sugar diabetes)			High blood pressure		
Ear surgery			Perforated ear drum		
Epilepsy			Decompression Illness		
Other illness or operation within the last month including tooth extraction					
Are you pregnant or planning to become pregnant (females only)?					
Are you currently taking medicine or drug (excluding oral contraceptives)?					
Are you a non-swimmer or ever had trouble in the water?					
Have you ingested alcohol within the 8 hours prior to diving					
If you smoke, multiply the number of cigarettes per day by the number of years of smoking and divide by 20					
Do you understand that concealment of any condition incompatible with safe diving might put your life or health at risk?					

Participant's Statement: I certify that the above information is true and complete to the best of my knowledge.

[Name of Participant] Participant's Signature:

Liability Release and Indemnity Agreement

The Participant, in consideration of the Dive School agreeing to accept his/her participation in the Activity, agree to release the Dive School from all loss, damage, claims, demands, suits, actions or proceedings of any kind directly or indirectly arising out of or resulting from an accident or happening, equipment failure, latent conditions, damage, death, injury or loss arising or occurring to or suffering by him/her during or after the Activity or during any subsequent snorkel or scuba diving activity or related activity whether or not the same shall have been caused by, or contributed to in whole or in part to the negligence of or breach of contract by the Dive School.

The Participant expressly acknowledges that he/she is in good health and is not aware of any medical or health reason why he/she should not participate in scuba or snorkel diving and he/she has fully and truthfully disclosed to the Dive School and any doctor examining him/her for the purpose of determining his/her fitness to dive:-

- (i) any medical or health condition suffered by or affecting him/her of which he/she is aware;
- (ii) all medications or drugs which he/she is taking or takes from time to time;

The Participant expressly acknowledges that he/she has read and understood this agreement, and specifically the waiver of legal rights and notice warning of some of the risks inherent in the activities of snorkel and scuba diving, and agrees to be bound by them.

This agreement does not purport to or have the effect of excluding, restricting or modifying the application of any of the provisions of the *Fair Trading Act* or the *Trade Practices Act* or the exercise of a right conferred by any such provision or any liability for a breach of condition or warranty implied by such provision.

SIGNED for and on behalf of

[Business Name] [Instructor to Sign]

SEALED AND DELIVERED on the day of (Month) (Year) by the said

[Name of Participant] Participant's Signature:
in the presence of

[Name of Witness] Witness's Signature:

IF THE PARTICIPANT IS UNDER THE AGE OF 18 YEARS THIS AGREEMENT IS TO BE READ CAREFULLY AND THEN SIGNED BY THE PARTICIPANT'S PARENTS OR LEGAL GUARDIAN WHERE INDICATED ON AUSI FORM 11 (02/09).

F11/0209 -AUSI Snorkel & Scuba Diving Participation Agreement (Under 18)

This form must be used for all Participants under the age of 18 years and must be attached to a completed AUSI Form 10 (0201).

Liability Release and Indemnity Agreement for Participants under the age of 18 years.

Child One

In consideration of the Participant being permitted to undertake the Activity I, _____, being at least eighteen years of age and the parent or legal guardian of the Participant, on behalf of myself and the Participant, agree to be bound by the terms and conditions of this agreement. I hereby acknowledge that I have read and understood this agreement, in particular, the Statement of Limitations, Notice of Warning of some of the risks inherent in the activities of snorkel and scuba diving and the Liability Release and Indemnity Agreement and hereby give my consent to the Participant participating in the Activity with full knowledge of the inherent risks involved.

I expressly acknowledge that the Participant is in good health and that I am not aware of any medical or health reason why he/she should not participate in scuba or snorkel diving and that I have fully and truthfully disclosed to the Dive School and any doctor examining him/her for the purpose of determining his/her fitness to dive:-

- (i) any medical or health condition suffered by or affecting him/her of which he/she is aware;
- (ii) all medications or drugs which he/she is taking or takes from time to time;

SIGNED SEALED AND DELIVERED on the day of (Month) (Year) by the said

[Name of Father/Mother/Legal Guardian] Signature:

in the presence of

[Name of Witness] Witness's Signature:

Child Two

In consideration of the Participant being permitted to undertake the Activity I, _____, being at least eighteen years of age and the parent or legal guardian of the Participant, on behalf of myself and the Participant, agree to be bound by the terms and conditions of this agreement. I hereby acknowledge that I have read and understood this agreement, in particular, the Statement of Limitations, Notice of Warning of some of the risks inherent in the activities of snorkel and scuba diving and the Liability Release and Indemnity Agreement and hereby give my consent to the Participant participating in the Activity with full knowledge of the inherent risks involved.

I expressly acknowledge that the Participant is in good health and that I am not aware of any medical or health reason why he/she should not participate in scuba or snorkel diving and that I have fully and truthfully disclosed to the Dive School and any doctor examining him/her for the purpose of determining his/her fitness to dive:-

- (iii) any medical or health condition suffered by or affecting him/her of which he/she is aware;
- (iv) all medications or drugs which he/she is taking or takes from time to time;

SIGNED SEALED AND DELIVERED on the day of (Month) (Year) by the said

[Name of Father/Mother/Legal Guardian] Signature:

in the presence of

[Name of Witness] Witness's Signature:

Child Three

In consideration of the Participant being permitted to undertake the Activity I, _____, being at least eighteen years of age and the parent or legal guardian of the Participant, on behalf of myself and the Participant, agree to be bound by the terms and conditions of this agreement. I hereby acknowledge that I have read and understood this agreement, in particular, the Statement of Limitations, Notice of Warning of some of the risks inherent in the activities of snorkel and scuba diving and the Liability Release and Indemnity Agreement and hereby give my consent to the Participant participating in the Activity with full knowledge of the inherent risks involved.

I expressly acknowledge that the Participant is in good health and that I am not aware of any medical or health reason why he/she should not participate in scuba or snorkel diving and that I have fully and truthfully disclosed to the Dive School and any doctor examining him/her for the purpose of determining his/her fitness to dive:-

- (v) any medical or health condition suffered by or affecting him/her of which he/she is aware;
- (vi) all medications or drugs which he/she is taking or takes from time to time;

SIGNED SEALED AND DELIVERED on the day of (Month) (Year) by the said

[Name of Father/Mother/Legal Guardian] Signature:

in the presence of

[Name of Witness] Witness's Signature:

PARTICIPANT SCREENING

Snorkelling is a water activity that can lead to overexertion and to prevent placing clients at an abnormal risk a prudent instructor should always carefully screen their clients. The screening process must consider the following:

Medical Fitness
Physical Fitness

MEDICAL CONSIDERATIONS

Conditions Causing Unconsciousness

The following conditions can lead to sudden unconsciousness and without one to one supervision by an instructor could lead to drowning:

- Epilepsy
- Insulin dependent diabetics
- Fainting without warning

Ear, Nose & Throat Conditions

People with the following conditions should not duck dive ie expose their ears to pressure:

- Inability to equalise the middle ear (ie clear ears)
- Previous middle ear surgery with the insertion of prosthesis to replace any of the conducting bones
- Grummets, if still in place

Respiratory (Lung) Conditions

Obstructive airway diseases such as asthma and chronic bronchitis can lead to the client become seriously short of breath upon exertion:

- Asthma sufferers should always have their medication handy and serious sufferers should always be closely supervised by an instructor

Heart Problems

A doctor must check clients with high blood pressure or a history of heart disease

Pregnancy

Whilst pregnancy is not a contra-indication to snorkel swimming consideration should be given to obtaining a proper fitting exposure suit, entry and exit in the water.

FITNESS CONSIDERATIONS

Poor physical condition

The following conditions are indicative of potential in-water difficulties and the instructor must ensure close supervision

- Poor physical condition
- Obesity
- Heavy smoking (a history of 10 pack years or more)

Inability to swim

An inability to swim is usually indicative of a lack of water confidence and clients who cannot swim require close supervision by an instructor

ALWAYS REMEMBER: A snorkeller without fins is a swimmer and swimmers will not normally venture too far off shore or out of their depth! So, always be on the alert.

THE AUSI MEDICAL HISTORY FORM

General

- This form is can be used for pre-assessment of clients
- Before client completes the form point out in clear terms that any false or incorrect information could lead to serious injury or death

Section A - Personal Details

- For identification purposes only

Section B - General Information

- Any YES answers in this section must be thoroughly scrutinised
- If any doubt exists check with senior instructor (if doubts still exist then seek a full diving medical)

Section C - Medical History

- Any YES answers in this section must be thoroughly scrutinised and may require the student to seek medical advice
- It is preferable for the medical to be conducted by a qualified hyperbaric specialist

Section D - Declaration

- This confirms that the information that the client has completed is true and correct and authorises you to discuss their medical history with their family doctor
- This declaration must be witnessed

Form 1 (0708) - AUSI MEDICAL HISTORY FORM

This form is used for the assessment of potential problems for persons wishing to partake in AUSI Snorkel or AUSI Scuba programs. In the interest of your safety it is important that you give true, full and complete answers to all questions. Your instructor may advise you to have a full diving medical before diving or may recommend that you do not dive at all.

IMPORTANT: Do you understand that incorrect or misleading information can lead to serious injury resulting in permanent damage or death? YES ☐ NO ☐

A. PERSONAL DETAILS

Name Date of Birth

Address

Contact Email: Mobile: Phone:

Sex: Male ☐ Female ☐ Occupation

Where did you hear about this course?

B. GENERAL INFORMATION

	YES	NO		
1. Are you a non-swimmer?	☐	☐		
2. Have you ever had trouble in water?	☐	☐	Details	
3. Have you scuba dived previously?	☐	☐	Details	
4. Are you in good health?	☐	☐	Details	
5. Are you on any medication?	☐	☐	Details	
6. Operations within the last six months?	☐	☐	Details	
7. Is there a family history of heart disease?	☐	☐	Details	
8. Do you have any disease or disability	☐	☐	Details	
9. Do you smoke?	☐	☐		
			Pack Years (Should be < 10)	
Cigarettes per day			Multiply by years of smoking	Divide by 20 =
10. Have you consumed alcohol or any other drugs within the last 24 hours?	☐	☐		
11. Will you be flying or going to altitudes above 300m within 24 hours after your last scuba dive?	☐	☐		
Do you suffer from, or have you ever suffered any of the following?				
12. Ear problems when flying or diving	☐	☐	16. Migraine or severe headache	☐
13. Ruptured eardrum	☐	☐	17. Depression, claustrophobia or panic attacks	☐
14. Chronic ear discharge or infection	☐	☐	18. Back problems	☐
15. Sea sickness	☐	☐	19. Recompression for a diving related illness	☐

C. MEDICAL HISTORY - Do you suffer from, or have you ever suffered any of the following?

	YES	NO		YES	NO
1. Ear surgery (other than drainage)	☐	☐	11. Pneumothorax (collapsed lung)	☐	☐
2. Persistent ringing noises or deafness	☐	☐	12. Persistent fainting or blackouts	☐	☐
3. Persistent loss of balance	☐	☐	13. Head injury requiring hospitalisation	☐	☐
4. Persistent allergies affecting nose/sinuses	☐	☐	14. Epilepsy or fits	☐	☐
5. Persistent cough or coughing blood	☐	☐	15. Any brain or spinal disorder	☐	☐
6. Recurrent chest/lung infections/problems	☐	☐	16. Diabetes	☐	☐
7. Abnormal chest pain	☐	☐	17. Heart disease	☐	☐
8. Chest surgery (heart or lung)	☐	☐	18. High blood pressure	☐	☐
9. Abnormal shortness of breath	☐	☐	19. Pulse irregularities	☐	☐
10. Asthma, wheezing or use of a puffer	☐	☐	20. Are you pregnant. or trying to be pregnant?	☐	☐

D. DECLARATION

I certify that the above information is true and complete to the best of my knowledge and I hereby authorize Dr Phone # to supply medical information relevant to this course regarding me to my instructor in my own personal interest.

Student's signature Date

Instructor's signature Instructor #:



Chapter Two

Practical Skill Training

Introduction

Planning the Lesson

- Introduction
- Explanation & Demonstration
- Practice
- Conclusion

Conducting the Lesson

- The Environment
- Safety
- Group Control
- Potential Problems

INTRODUCTION

The aim of practical skill training is to:

- Ensure safer ocean diving
- Make ocean diving more enjoyable for both the student and the instructor
- Increase student confidence & self reliance
- Reduce the risk of injury
- Reduce risk of drowning

PLANNING THE LESSON

The instructor must carefully plan a practical skill training session. The basic components of a practical lesson are:

Introduction

Explanation and demonstration

Practice (including extension skills)

Conclusion

INTRODUCTION

- Introduce self and students with a smile!
- Allocate buddy pairs
- Provide instructions on how session will be conducted eg student positions and skill sequence
- Have students perform buddy checks
- Check student's gear
- Correctly position students
- Name and describe the skill
- Give appropriate reason to learn - include discussion on how situation could occur and why it is important to control it
 - o Don't be negative ie avoid saying "this is a hard skill"
 - o Don't use scare tactics
 - o Use anecdotes or personal experiences

EXPLANATION & DEMONSTRATION

- Outline teaching points ie sub skills
 - o Use questions to get students involved
- Demonstrate the skill:
 - o Slowly
 - o Clearly
 - o In an exaggerated manner
 - o Correctly
- Restate the teaching points
 - o Use questions to get students involved

PRACTICE

- Have students do at least five practices in shallow water, where appropriate, which will allow:
 - o Constant observation
 - o Adequate correction
 - o Encouragement
 - o Increased safety
- Explain special signals
- Explain clearly what is expected from students eg *"I will demonstrate the skill first, then when I point to you I want you to do the skill. If I give you an "OK" signal then the "five more times" signal I want you to repeat the skill five more times ..."* etc
- Warn students of dangers ear injury and hyperventilation before duck diving
- Emphasis "one up, one down" when duck diving
- Observe each student perform skill correctly once, have students practice skill at least five times then observe it correctly once more
- Immediately correct techniques where appropriate
- Watch for and solve problems
- Give lots of positive feedback
- Move on to extension skills which will enhance competence, confidence and add to the repetition of the base skill
- Extension skills also add a challenge and keep students busy
- Always keep students busy

**IN WATER TIME IS VALUABLE - USE IT WISELY WITH
LOTS OF PRACTICE, REPETITION IS THE KEY TO
SUCCESS A SKILL NEEDS TO BE PRACTICED
CORRECTLY AT LEAST 15 TIMES**

CONCLUSION

- Correct faults
- Give positive encouragement
- Restate reason to learn - *use questions*
- Restate teaching points - *use questions*
- Give clear instructions of what to do next eg "Exit pool" or "The next skill is ..."
- Fill out AUSI Training Record where appropriate

**INSTIL SELF CONFIDENCE AND SELF RELIANCE –
DO NOT BE A DOTING INSTRUCTOR**

CONDUCTING THE LESSON

Before conducting a practical skills training session the instructor must also consider the following:

The Environment
Safety
Group Control
Potential Problems

THE ENVIRONMENT

Effective teaching will only occur in a proper conducive environment

- A pool is the best environment for practical skills training because a pool has:
 - o No current or surge
 - o Good visibility
 - o Appropriate temperature
 - o No hazards eg silt, debris, nasty animals
 - o No distractions eg fish, seals
 - o Controlled depth
 - o Confined boundaries

TO MINIMISE HASSLES WHEN GOING FROM A POOL TO THE OCEAN, THE POOL SHOULD BE OF SIMILAR TEMPERATURE SO THAT THE SAME ATTIRE CAN BE

- If a suitable venue is unavailable then select an ocean site that is protected from the elements and has:
 - o Good visibility
 - o No current
 - o No swell
 - o Controlled depth ie waist deep to 2-3m (6–10ft)
- All initial skill training must be done in shallow water, maximum chest deep, to:
 - o Minimise potential ear problems
 - o Enable the student to stand up if difficulties are encountered

SAFETY

The instructor must always be vigilant when it comes to student safety:

- Always supervise student activities including gearing up, gearing down and especially student snorkelling practice
- When gearing up ensure students don't walk with fins on
- Always encourage the buddy system
- Ensure students follow correct descent procedures ie "one up, one down" when duck diving
- Always warn students about ear injuries and the dangers of hyperventilation prior to duck diving

GROUP CONTROL

Effective, safe teaching can only occur if the student group is controlled.

The following factors need to be carefully considered:

The Environment

- Ensure correct pool chemical levels to avoid sore eyes
- Provide adequate temperature and thermal protection to prevent students getting cold
- Encourage students to go to toilet before putting on their wetsuit
- Minimise noise levels
- Minimise distractions

Positioning

- Position students so that sunlight and lights are not shining in their eyes
- Position students in a semi circle (preferably in a corner) so that the instructor and all students can see and hear one another
- The instructor must keep themselves between students and deep water or other dangers

Efficiency

- Maximise in water time by keeping instructions brief
- Keep students busy
- Ensure adequate session length but don't over extend time when students are cold (it is better to get out warm up and do another session)

Learning rates

- Use extension skills to keep faster learners busy
- Persisting with a skill until all students have perfected it can have negative impact on slow learners - move on and come back to it later

Enthusiasm

- Be confident and enthusiastic

POTENTIAL PROBLEMS

The instructor's role is to be understanding, show empathy and be aware of:

Nervous Students

- Instructors must always be on the alert for nervous students
- Nervous students usually lack water confidence
- Signs of nervousness include:
 - o Tentative effort to perform a given task
 - o Hyperventilating
 - o Fidgety behaviour particularly fiddling with equipment
- Nervous students need:
 - o To be watched very carefully
 - o Empathy from their instructor
 - o Lots of positive encouragement, especially for improvement in performance
 - o Positive experiences during their training

Tentative Skill Performance

- Do not push student too hard
- Move to another skill to help build confidence then return to the skill
- Always encourage any improvement in performance

Over Breathing

- Allow student more time to relax by allowing them time to swim around in shallow water



Chapter Three

Dive Leadership

Planning Ocean Dives

- Safety
- Enjoyment
- Equipment
- Qualifications

Conducting Ocean Dives

- Pre-dive Procedures
- On Site
- The Dive
- Post Dive Procedures
- AUSI Snorkel Guide Cue Card

Incident & Accident Management

- Overview
- Incident Management
- Accident Management
- Diving Accident Flow Chart
- Pressure Immobilisation Technique
- Basic Life Support Flow Chart
- Diver Emergency Service Contacts
- Diver's First Aid Kit

INTRODUCTION

The aims of ocean dives are to develop:

- Student confidence, competence and safety
- Student dive planning skills
- Independence of student from instructor
- Safe buddy system
- Correct entry and exit procedures

PLANNING OCEAN DIVES

Before conducting an ocean dive the instructor must consider:

Safety

Enjoyment

Equipment requirements

Qualifications

SAFETY

The safety margin, when conducting ocean dives, can be increased by:

- Ensuring student skill level is adequate for the task (there is no substitute for thorough practical skill training before venturing on an ocean dive)
- Ensuring favourable weather conditions, check forecasts
- Minimising hazards ie reefs, rocks, currents, swell, surge, poor visibility, fishing lines and boating traffic
- Potentially dangerous marine animals
- Ensuring student and instructor equipment is adequate and functional
- Keeping ratios suitable to conditions and type of dive
- Using qualified assistants
- Ensuring relevant documentation is properly completed
- Conducting a thorough pre-dive brief
- Careful site selection, appropriate depth and assessment of conditions

ENJOYMENT

Student enjoyment is enhanced by:

- Instructor enthusiasm (even if instructor has done the dive a thousand times it is all new to the students)
- Instructor empathy (don't be overbearing, impatient or disinterested)
- Vary the dive sites
- Choose dive sites that provide plenty of interest
- Introduce students to the underwater life forms - that's why they are learning to dive! eg something seemingly mundane to the instructor like handling a sea star is new and exciting to the student

**OCEAN DIVING MUST BE SAFE AND ENJOYABLE FOR
BOTH THE STUDENT AND THE GUIDE**

EQUIPMENT REQUIREMENTS

Student

The student shall have the following:

- Mask, snorkel and fins
- Appropriate exposure protection
- A means of providing positive buoyancy in lieu of using a neoprene suit

Instructor

- Mask, snorkel and fins
- Appropriate exposure protection
- Knife
- Emergency signalling device eg whistle
- Rescue board or tube
- Dive flag

Safe Snorkel Area

- Clearly define a safe area of no more than 1000 square metres

Recall

- Have an audible recall eg whistle, horn or siren
- Have a visual recall eg hand signal, flags

Emergency equipment

- Appropriate first aid kit
- Resuscitation equipment capable of delivering 100% oxygen
- Sufficient oxygen supply

Boat Diving

- Float with mermaid line
- Dive flag
- Written manifest
- Notebook and pen
- Datum marker
- In-survey vessel
- Qualified skipper & crew

QUALIFICATIONS

Snorkel Swimmers

- Give thorough briefing, use AUSI Snorkel Safety Flip Chart
- Give instruction on use and fitting equipment
- Clearly designate a "Snorkel Safe Area"
- Appoint a lookout and have a qualified rescue person

Snorkel Divers - uncertified

- Give thorough briefing, use AUSI Snorkel Safety Flip Chart
- Give instruction on use and fitting equipment
- Clearly designate a "Snorkel Safe Area"
- Provide in-water supervision
- Appoint a lookout and have a qualified rescue person

Snorkel Divers - certified

- Give thorough briefing, use AUSI Snorkel Safety Flip Chart
- Clearly designate a "Snorkel Safe Area"
- Ensure buddy pairs
- Ensure appropriate depth
- Appoint a lookout and have a qualified rescue person

CONDUCTING OCEAN DIVES

A dive is conducted in four broad stages:

Pre Dive
On Site
The Dive
Post Dive

PRE DIVE PROCEDURES

Pre Dive Brief

Should be conducted in a classroom or dive store and consist of the following:

- Introduction
 - o Introduce yourself and students
 - o Ensure adequate skill and dive level
 - o Check health of students eg ears, colds, hangover etc
- Site description
 - o A brief description of the dive site and what to expect in terms of conditions, depth, current, marine life etc
 - o Discuss emergency facilities
- Purpose
 - o What will be achieved during dive eg buddy system, observations etc
- Student's equipment
 - o List what is required
 - o Discuss checking equipment for operation
 - o Extra requirement eg hat, coat, sun screen, towel, etc
- Transportation
 - o Where dive site is
 - o How to get there
 - o What time to be there

Equipment Organisation

- Check off students gear
- Check own gear
- Take spare mask & snorkel and spares kit
- Emergency equipment (first aid kit, O₂ equipment)
- Whistle, horn or siren
- Slate
- Dive flag/float
- Recall flags
- Safe Snorkel Area flags

Boat diving, if applicable

- Introduce skipper
- Check safety equipment and flag
- Ask skipper about any special instructions
- Give student and boat brief which includes behaviour, loading, stowage of equipment etc
- Fill in passenger manifest
- Perform a head count, double check
- Observe students for correct behaviour
- Help skipper on request
- Set up dive platform eg dive flag, mermaid line, shot line, ladders etc

ON SITE

Upon Arrival

- Check and assess conditions:
 - o Surface
 - o Current
 - o Visibility
- Do a head count, double check
- Define “Safe Snorkel Area”

The Dive Brief

- The student dive brief is an essential part of the student dive
- Try to involve the students by using questions
- The brief must include the following:
 - o Introduction
 - ◇ Site description and “Safe Snorkel Area”
 - ◇ Emergency facilities
 - ◇ Hazards - cold, fishing line, current, boat, marine creatures, visibility, debris, silt and surge etc
 - ◇ Purpose of the dive
 - ◇ Buddy allocation
 - ◇ Gear up instructions
 - o The dive
 - ◇ Entry
 - ◇ Surface drill
 - ◇ Where to go
 - ◇ Skills, if relevant
 - ◇ Swim direction
 - ◇ Position
 - ◇ Buddy system
 - ◇ Signals
 - ◇ Lost buddy or lost instructor/guide procedure
 - ◇ Action for caught in current
 - ◇ Exit
 - o Dive end
 - ◇ Gear removal
 - ◇ Gear stowage

Gearing Up

- Buddy system
- Buddy checks
- Give clear instructions
- Watch students
- Encourage buddy system (help where necessary)
- Ensure buddy checks
- Final instructor check particularly mask seal

**WHENEVER POSSIBLE, USE THE AUSI SNORKEL SAFETY
FLIP CHART & THE AUSI SNORKEL GUIDE CUE CARD**

THE DIVE:

On surface:

- Ensure appropriate safe entry ie. depth and hazards such as current and swell
- Instructor or assistant in first
- Maintain surface control of students by ensuring:
 - o Positive buoyancy
 - o Masks remain on
 - o Snorkel in mouth at all times
 - o Buddy pairs are maintained
- Ensure positive buoyancy
- Signal boat if applicable
- Ensure students keep mask on and snorkel in
- Maintain buddy pairs
- Stay with group and keep group tightly organised
- Controlled safe exit:
 - o Students first
 - o If using ladders keep students clear of any ladder climbing divers

POST DIVE PROCEDURES

Gear

- Ensure students help each other and stow gear correctly
- Fix any faulty equipment
- Pack up dive platform eg flag down, lines up and in

Health

- Check health and well being of students

Debrief

- Talk about exciting parts of dive and what you saw
- Give feedback, praise areas that were good, correct techniques where appropriate
- Perform a head count, double check

Boat diving, if applicable

- Fill in passenger manifest
- Perform a head count, double check

Paperwork

- Students to fill out log book
- AUSI Training Record, if applicable
- Record any incident
- Record and report any accident

**DO NOT FORGET TO DO A HEAD COUNT
&
DOUBLE CHECK!**

AUSI SNORKEL GUIDE CUE CARD

INTRODUCTION

- Welcome
- Define:
 - Snorkel Swimming
 - Snorkel Diving
 - Free Diving
- Explain certification requirements

FITNESS

- Medical:
 - High blood pressure
 - Heart disease
 - Asthma & lung complaints
 - Shortness of breath
 - Smoking
 - Epilepsy
 - Diabetes
 - Fainting & blackouts
- Swimming requirements

EQUIPMENT

- Mask
- Snorkel
- Fins
- Exposure suits
- Personal Floatation Devices

SAFETY RULES

- Buddy system
- Designated area
- Hand signals
- Ears
- Dangers of hyperventilation
- Marine Life
- Exposure
- Dehydration
- Entry & exit procedures

ERECT DIVE FLAG

MAINTAIN MANIFEST

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**ALWAYS MAINTAIN A PROPER LOOKOUT
AND SUPERVISE ONE ON ONE WHEN APPROPRIATE
DES 1800 088 200**

Make your own: Photo copy, trim and laminate

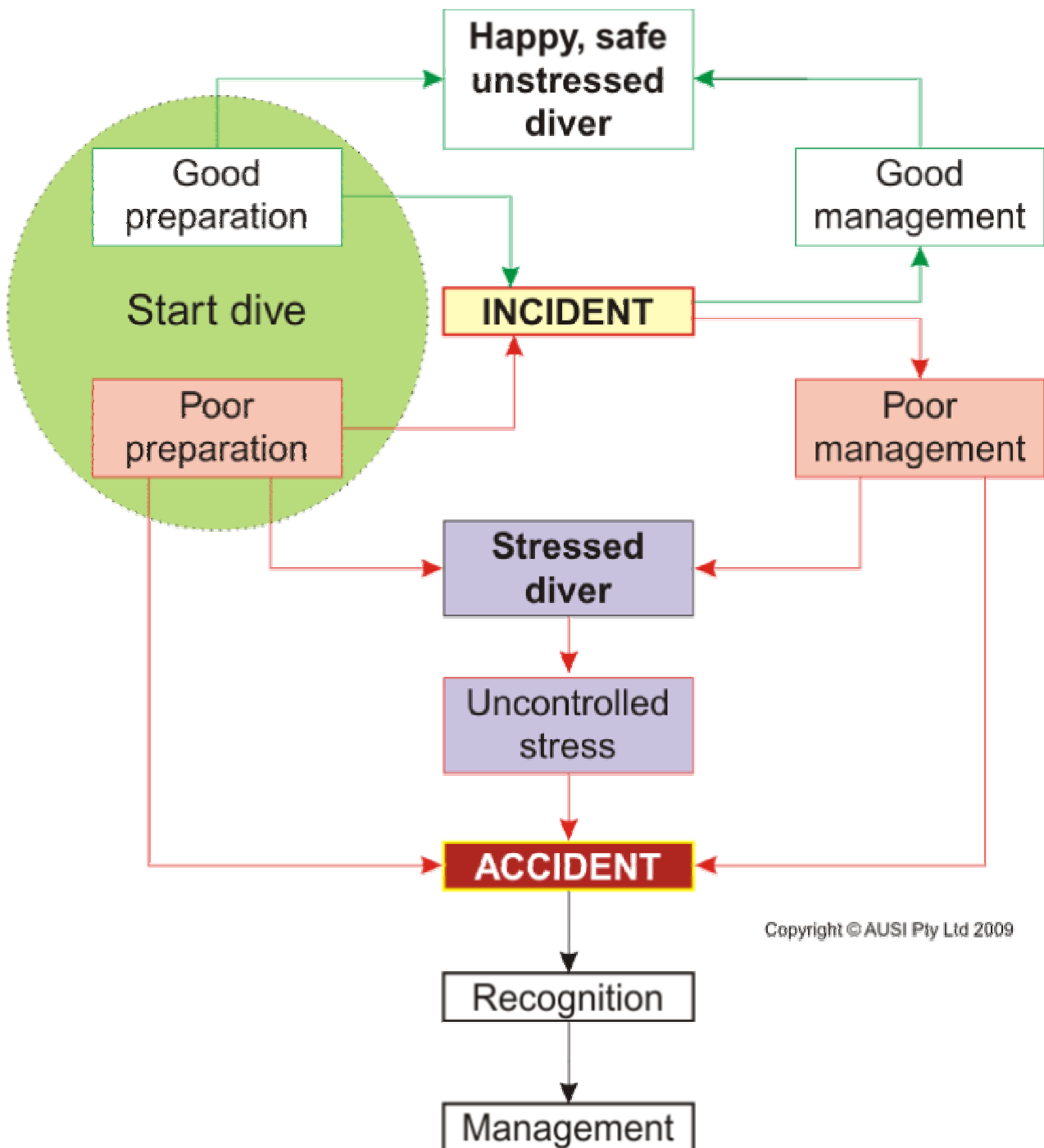
INCIDENT & ACCIDENT MANAGEMENT

OVERVIEW

- An **incident** is an error or unplanned event that reduces the safety margin of a dive.
- An **accident** is an unchecked incident resulting in injury that requires first aid and/or treatment.

Both are significantly reduced by proper preparation. Both are significantly reduced by proper preparation.

AUSI DIVE MANAGEMENT FLOW CHART



INCIDENT MANAGEMENT

Seasickness

Best avoided by:

- Not thinking about it
- Medication, speak to your doctor
- Gearing up quickly at last minute, particularly wetsuit coat or neck seals
- Avoiding alcohol, as hangovers will worsen effects
- If feeling sick in water then get to land
- If feeling sick on a boat get into the water

Stressed or Tired Diver

Stressed divers, divers experiencing difficulties due to asthma or tired divers need to be intercepted quickly before panic occurs:

- Approach with caution
- Secure diver
- Inflate buoyancy device
- Tow to shore or boat
- Continually assure diver
- Keep mask in place
- Administer medication, where appropriate

Panicking Diver

- Never approach a panicking diver front on, it is better to secure from behind

Cramp

- Straighten the leg, push down on the knee and pull fin tip (foot) towards body.
- Where possible, utilise the buddy.

Entanglement

- Get diver to stop and stay still
- Remove source of entanglement

Lost Diver Procedure

- Immediately mark spot where diver was last seen
 - GPS (Global Positioning System) man overboard
 - Shot line
 - Transit bearings
- Record time
- Post a lookout to search for:
 - Diver on surface
- Question buddy:
 - When was buddy last seen?
- REASSESS OPTIONS
- Recall divers
- Call for help
 - Radio other dive boats
 - Call rescue organisation
 - Call police
- Organise search
 - Use snorkellers where possible
 - Don't risk the health of searchers (ie hypothermia, solo divers etc)

INCIDENT MANAGEMENT (continued)

Snorkel Rescue

- Secure victim
- Begin ascent:
 - o Inflate buoyancy device to activate ascent, if appropriate
- Upon reaching surface:
 - o Inflate buoyancy compensators (victims first if possible)
 - o Call for help
- Secure patient using the “doh-cee-doh” grip
- Remove and try to keep masks
- Commence Rescue Breaths:
 - o Keep patients head above water at all times
 - o Pinch patients nostrils to seal nose
 - o Start with 5 full inflations
- Tow to boat or shore:
 - o Continue Rescue Breaths; 2 breaths every 10 seconds
 - o Remove patients scuba gear then own between breaths
 - o Continue Rescue Breaths 1 breath every 5 seconds
- Remove patient from water
- Follow Basic Life Support Flow Chart

ACCIDENT MANAGEMENT

Early Recognition

- Be alert for incidents and rectify quickly
- Uncontrolled incidents can lead to an accident

Take Control

- Most experienced first aider/rescuer should take charge
- Until proved otherwise you are the most experienced first aider/rescuer
- Remain calm and be confident
- Always act in a professional manner

Use Others

- Use other people to perform as many of the tasks as possible so that you can observe, direct and assess eg:
 - o Calling for assistance and directing to site
 - o Acting as look outs
 - o Assembling oxygen equipment
 - o Recording first aid and vital signs
 - o Searching for and rescue of patient
 - o Crowd control

Equipment

- Ensure correct equipment is carried
- Check equipment regularly to ensure correct function
- Practice use of equipment until you feel proficient
- Where equipment is unavailable use your initiative to improvise:
"Often the best first aid kit is the one in your head"

Safety of Rescuers

- The safety of all rescuers is of primary concern
- Do not risk your own or any other rescuers health
 - o Always work in buddy pairs
 - o Assess risk to rescuers (eg hypothermia)

Medical Treatment

If victim is transported to a medical treatment facility the following should be done:

- Someone should accompany victim
- Victims clothes and wallet should be sent with them
- Victims next of kin should be informed
- First aid records should go with victim and a copy should be kept by first aider
- Follow up on victims condition by:
 - o Ringing medical facility
 - o Visiting victim

Advise a follow-up visit to a diving doctor if victim has been given first aid and treatment

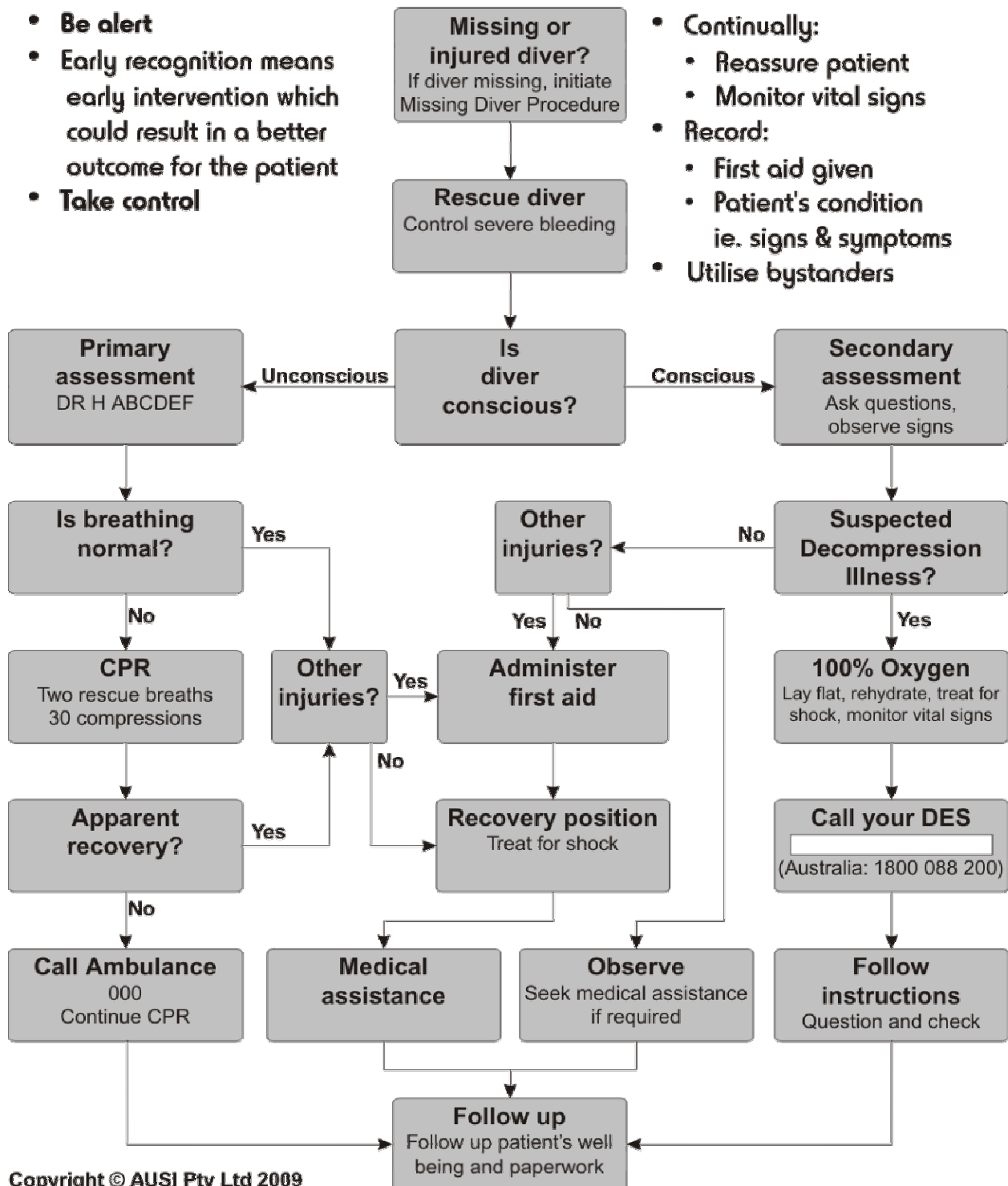
Follow Up

- Do not admit liability or blame anyone else
- Put diving equipment aside
- Seek trauma counselling if appropriate
- Keep first aid records for 7 years (statute of limitations)
- Record names and addresses of witnesses
- Have first aid records confirmed by witnesses
- Fill in relevant accident report forms
- Follow through with victim until satisfactorily resolved

Scuba Accident Management Flow Chart

- **Be alert**
- **Early recognition means early intervention which could result in a better outcome for the patient**
- **Take control**

- **Continually:**
 - Reassure patient
 - Monitor vital signs
- **Record:**
 - First aid given
 - Patient's condition ie. signs & symptoms
- **Utilise bystanders**



PRESSURE IMMOBILISATION TECHNIQUE

Used for the first aid treatment of:

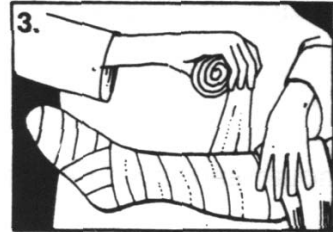
- Blue ringed octopus
- Cone Shell
- Sea Snake
- Land snake
- Spider



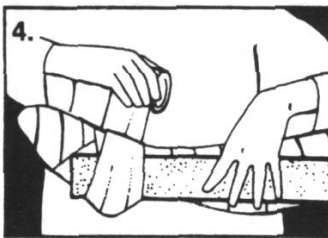
1. Apply a broad pressure bandage over the bite as soon as possible. Keep the bitten area still. Do not wash wound.



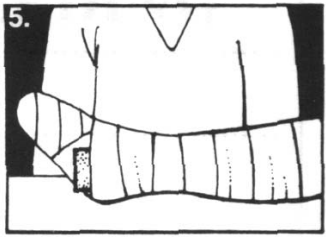
2. The bandage should be as tight as you would apply to a sprained ankle. Fingers or toes should remain pink, with normal sensation.



3. Extend the bandage as high as possible.



4. Apply a splint to the limb.



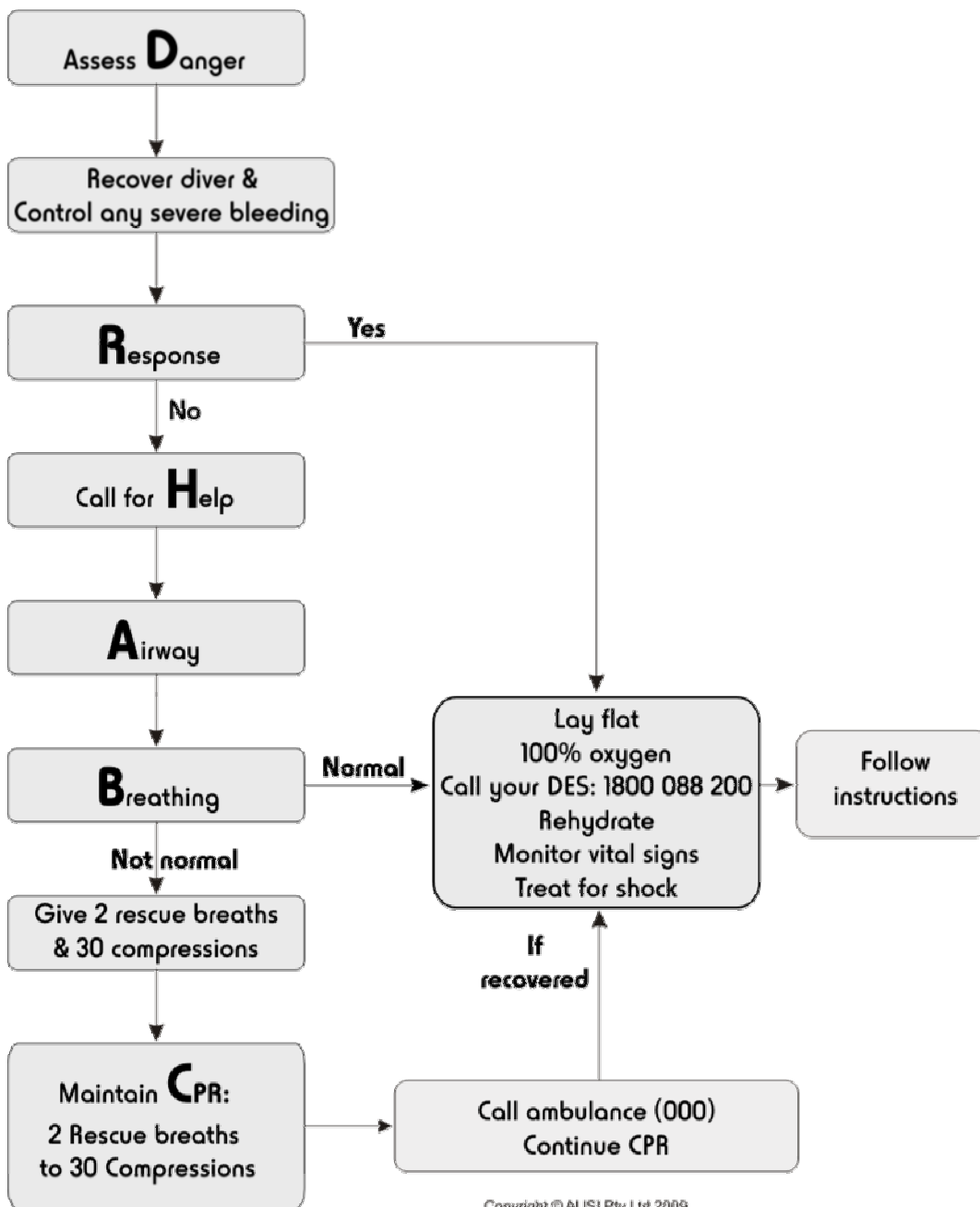
5. Bind it firmly to as much of the limb as possible. Do not remove until proper medical support is available.



6. Bites on hand or forearm. 1. Bind to elbow with bandages. 2. Use splint to elbow. 3. Use sling. 4. Do not remove bandage.

Drawings courtesy of
Dr Struan Sutherland

BASIC LIFE SUPPORT FLOW CHART



Note: A near-drowned, apparently recovered person, needs to go to hospital for observation, as a serious sometimes fatal relapse can occur due to blood chemistry changes.

DIVER EMERGENCY SERVICE CONTACTS

Diving emergency information is available world wide via the Diver Emergency Service (DES) or the Diver Alert Network (DAN). Generally, DES is free of charge and you should take note of the number for your region. DAN is a non-profit organisation that exists to provide expert information and advice for the benefit of the diving public. To become a DAN member contact:

Web Site: www.danasiapacific.org

E-mail: info@danasiapacific.org

- Diving Emergency Hotlines (twenty four hours every day)
- Commit the number nearest to you to memory.

AUSTRALIA

DES Australia	—within Australia	1800 088 200
	—outside Australia	+61 8 8212 9242

NEW ZEALAND

DES New Zealand	0800 4DES 111
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KOREA

DAN AP Korean Hotline	010 4500 9113
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CHINA

DAN AP Chinese Hotline	+852 3611 7326
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SOUTH AFRICA

Within South Africa	0800 020 111
Outside South Africa	+27 10 209 8112

AMERICA

DAN America	+1 919 684 8111
DAN America-Mexico	+52 5 629 9800 Code: 9912935

EUROPE

Hotline	+39 06 4211 8685
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JAPAN

Hotline	+81 3 3812 49999
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DIVER'S FIRST AID KIT

This page has been reproduced from The DES/DAN Emergency Handbook by John Lippmann and Stan Bugg. The book is a quick reference guide for diving first aid and is printed on plastic pages so that it can be kept with a diver's gear and taken to the dive site. It is available from J.L. Publications, your nearest DAN office or a professional dive store.

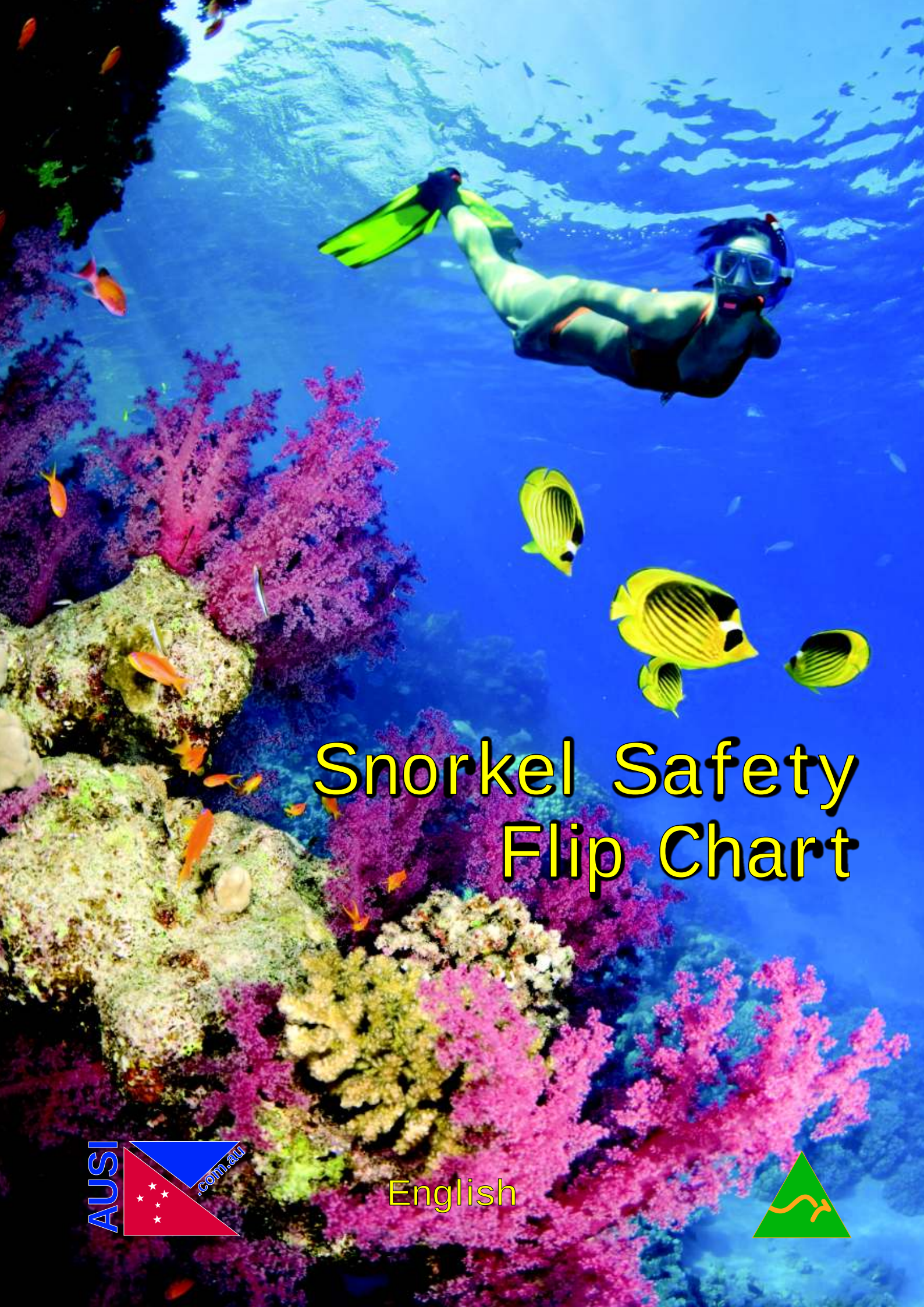
All divers should carry an adequate first aid kit and should familiarise themselves with its contents in order to facilitate its correct and rapid use.

We suggest that the following items be included in such a kit:

- A copy The DES/DAN Emergency Handbook and Oxygen First Aid for Divers
- Oxygen – ideally a size D or larger cylinder with appropriate administration equipment
- Fluids – for treatment of Decompression Illness (2 litres or more of water, “Lucozade” etc)
- Vinegar – large bottle for treating nematocyst stings
- Local Anaesthetic ointment* - for pain relief from stings
- Topical antibiotic ointment*, Topical “Betadine” (iodine) paint or other antiseptic – for coral cuts/grazes in order to prevent or treat infection
- Ear drops* - for external ear infections
- Sea Sickness tablets*
- Analgesics* - for pain relief (e.g. Paracetamol, codeine, aspirin)
- Systemic decongestants* - for relief from congestion.
- Topical decongestants – used as above
- Eye wash/eye glass – to remove foreign body from eyes
- Magnesium sulphate-glycerine paste (“Magnoplasm”) – for removing sea urchin spines and splinters
- Tree elastic bandages 10cm x 150 cm long – as pressure bandages for blue ringed octopus, sea snake and cone shell injuries
- Pressure bandages/pads – to control severe bleeding
- Swabs, crepe bandages, adhesive plaster, “bandaids”
- Scissors, tweezers/forceps, sharp knife, needle
- Blankets, hot water bottles, heat packs, cold packs
- Pen and paper – for recording details of first aid
- Coins – for telephone
- Torch

*Consult your diving doctor for suitable medication and advice on their use.





Snorkel Safety Flip Chart



Introduction

Welcome aboard our “Safe Snorkel Accredited” charter vessel!

There are three forms of snorkelling:

Snorkel Swimming

Snorkelling with a buoyancy aid so you will always float

Snorkel Diving

Snorkelling where there is as risk of sinking

Free Diving

Extreme snorkelling, breath-hold diving beyond 9 metres (30ft)

If you wish to Snorkel Dive or Free Dive you must have proof of formal training or you must dive with a Snorkel Guide.

Fitness

Snorkelling is a strenuous activity, even in calm water:

Are you medically fit?

Please consult our Snorkel Guide if you suffer from any of the following risk factors:

High blood pressure

Heart disease

Asthma

Any lung complaint

Shortness of breath

Smoking

Epilepsy

Diabetes

Fainting or blackouts



Can you swim?

Please consult our Snorkel Guide if you cannot swim at least 50 metres (55yds) non-stop without aids.

Have you consumed alcohol or drugs in the last 12 hours

If so, please consult our Snorkel Guide.

Snorkelling equipment

Mask

Provides an air space for normal vision.

- Loosen strap

- Check seal by sucking in through nose

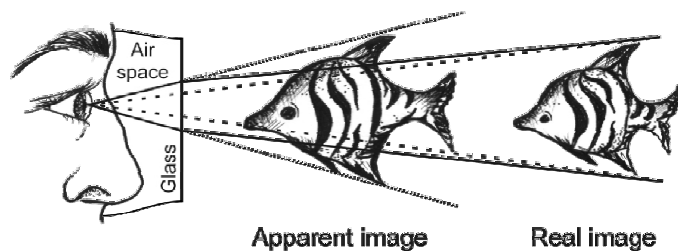
- To defog, rinse, spit and rinse

- Put on face, tighten strap to comfort (not too tight)

- Breathe out through your nose when going underwater



When wearing a mask underwater, objects appear larger and closer



Snorkel

Allows you to breathe with your face underwater.

- Check for a comfortable fit

- Attach to left side of mask

- Breathe out to clear water when back on the surface

Fins

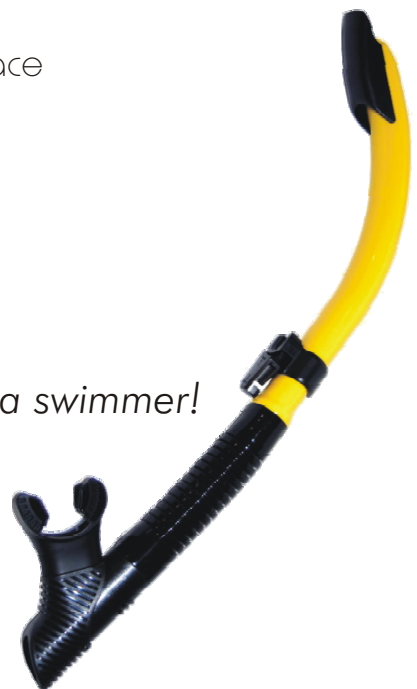
Aids swimming by increased propulsion.

- Check for a comfortable fit

- Do not walk with fins on feet

- Do not remove fins when in the water

Warning: When you do not have fins on, you are a swimmer!



Snorkelling equipment

Exposure Suit

Check for a comfortable fit
Protects from sunburn
Provides buoyancy



Personal Floatation Device (PFD)

Exposure suit
Buoyancy vest
Life jacket
Floating sausage

Warning: Always use a PFD if you are not a strong swimmer!



Safety Rules

Buddy System—Never dive alone

Your buddy provides safety and comfort
Your buddy can raise an alarm in an emergency
Four eyes are better than two for spotting marine life

Swim in the designated “Safe Snorkel Area”

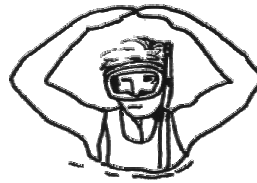
Our Lookouts and Snorkel Guides will not be able to safely supervise you if you venture outside our designated safe area

Always obey our safety hand signals

OK
Pick Me Up
Recall



Are you OK
Yes, I am OK



OK on surface
at distance



Pick me up—
I need help

Do not duck dive unless you can you “pop” your ears

Before duck diving—Pinch nose, close mouth and inflate lungs

Warning: *If you cannot pop your ears, consult a Snorkel Guide, as you can damage your ears!*

Do not take more than three deep breaths before duck diving

Warning: *More than three deep breaths before a breath-hold dive can cause unconsciousness—without warning!*

Do not touch marine life

Warning: *Some marine animals can inflict serious injury!*

Get out of water if feeling cold

Warning: *Hypothermia can result from prolonged stays in the water—even tropical water!*

Drink plenty of non-alcoholic fluids

Dehydration can stress the body

Warning: *Alcohol and diving do not mix—it is a dangerous cocktail!*



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