



Department of **Energy, Mines,
Industry Regulation and Safety**



WorkSafe
Western Australia

INTERPRETIVE GUIDELINE

Development and submission of a diving safety management system

Disclaimer

The information contained in this publication is guidance material only. It is provided in good faith and believed to be reliable and accurate at the time of publication.

To ensure you understand and comply with your legal obligations, this information must be read in conjunction with the appropriate Acts and Regulations which are available from the Parliamentary Counsel's Office www.legislation.wa.gov.au

The State disclaims all responsibility and all liability (including without limitation liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason.

In this disclaimer:

State means the State of Western Australia and includes every Minister, agent, agency, department, statutory body corporate and instrumentality thereof and each employee or agent of any of them.

Information includes information, data, representations, advice, statements and opinions, expressly or implied set out in this publication.

Loss includes loss, damage, liability, cost, expense, illness and injury (including death).

Reference

The recommended reference for this publication is:

WorkSafe Western Australia, 2024, Development and submission of a diving safety management system: Interpretive guideline. Department of Energy, Mines, Industry Regulation and Safety, Western Australia, 50 pp.

ISBN 978-1-922873-05-7 (web)

© State of Western Australia (Department of Energy, Mines, Industry Regulation and Safety) 2024

This publication can be available on request in other formats for people with special needs.

Further details of safety publications can be obtained by contacting:



WorkSafe Commissioner

Department of Energy, Mines, Industry Regulation and Safety
303 Sevenoaks Street CANNINGTON WA 6107

Telephone: 1300 307 877

NRS: 13 36 77

Email: commissioner@worksafe.wa.gov.au

Foreword

Western Australia's work health and Safety (WHS) legislation came into force in March 2022. This new legislation resulted in the amendment of the various petroleum Acts and the repeal of the associated regulations so that all onshore and offshore petroleum, pipeline and geothermal energy operations are now subject to the requirements of the:

- *Work Health and Safety Act 2020* (WHS Act)
- *Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022* (WHS PAGEO Regulations).

A key responsibility for the WorkSafe Group (WorkSafe) of the Department of Energy, Mines, Industry Regulation and Safety (the Department) continues to be the ongoing risk management and safety requirements for the onshore and offshore petroleum, pipeline and geothermal energy operations. To support these requirements the guides previously developed have been updated to assist operators to meet their commitments under the WHS Act and WHS PAGEO Regulations.

Application

This Interpretive guideline is a non-statutory document provided by WorkSafe to assist persons subject to duties under the Act and/or required to develop and/or comply with a safety case as prescribed by the WHS PAGEO Regulations.

It is important to note that, in the case of a diving safety management system (DSMS), regulation 72(1) of the WHS PAGEO Regulations requires that a DSMS meets "the minimum standards set out in guidelines made by the regulator".

There are separate Interpretive guidelines for the development of the following:

- *Development and submission of a safety case*
- *Development and submission of an onshore safety case – drilling operations safety case.*

Who should use this Interpretive guideline?

You should use this Interpretive guideline if you are:

- a diving contractor operating in Western Australian waters
- required to develop and maintain a diving safety management system under the WHS PAGEO Regulations.

WHS legislation

Under the WHS Act, the WorkSafe Commissioner is responsible for performing the functions and exercising the powers of the regulator. Each safety document must be submitted for acceptance by the regulator.

WorkSafe assists the regulator in the administration of the WHS Act and the WHS PAGEO Regulations including the provision of inspectors and other staff to oversee compliance with the legislation.

For facilities outside the Western Australian waters, the WHS Act does not apply and guidance should be sought from National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA). If a vessel does not fall under the definition of “facility” in the Act, operators should contact the Australian Maritime Safety Authority and Department of Transport.

The WHS PAGEO Regulations provided for transitional provisions in relation to facility operators and safety cases in place or submitted before the commencement of the WHS legislation.

No petroleum or geothermal operations can be conducted on any onshore or offshore petroleum, pipeline or geothermal energy operations unless the facility has an operator registered in accordance with the requirements of WHS PAGEO Regulations.

For information on facility operators, refer to the *Guide: Nomination of operator*.

Contents

Foreword	III
1 Diving safety management system required for operations	2
2 Preparation of a diving safety management system	3
2.1 Compliance checklist	3
2.2 Planning and liaising with inspectors.....	3
2.3 Content of the diving safety management system	3
2.4 No diving without current accepted diving safety management system	4
2.5 No diving without approved or accepted diving project plan	4
2.6 Projects where no operator is in place.....	5
2.7 Referencing and hyperlinking within diving safety management system or diving project plan	5
2.8 Involvement of workers	6
3 The diving safety management system.....	7
3.1 Introduction	7
3.2 Leadership and commitment	9
3.3 Planning	12
4 Submission and assessment of the diving safety management system	29
4.1 Overview of the submission process	29
4.2 Acceptance of a new diving safety management system.....	31
4.3 Acceptance of a revised diving safety management system	31
4.4 Revision of diving safety management system.....	32
4.5 Grounds for rejecting diving safety management system.....	32
4.6 Diving safety management system register.....	33
4.7 Revision after five years	33
4.8 Withdrawal of acceptance of a diving safety management system.....	34
4.9 Suspension of a diving safety management system.....	35
5 Diving project plans.....	37
5.1 Contents of a diving project plan	37
5.2 Communication requirements under a diving project plan	38
5.3 Appointment of diving supervisors.....	38
5.4 Approval of diving project plan by operator	39
Appendix 1 Relevant legislation	41
Appendix 2 Glossary and acronyms.....	42
Appendix 3 Compliance checklist.....	45
Appendix 4 Further information	49

1 Diving safety management system required for operations

WHS PAGEO Regulations Pt 3

Diving operations

A diving safety management system (DSMS) outlines how the diving contractor will undertake diving projects and the systems in place to manage the health and safety of workers, hazard identification and risk management. It may be described as a detailed and documented commitment from the diving contractor to the regulator outlining:

- all types of diving activities to be undertaken
- an overview of equipment type, any relevant certification required and used as well as sufficient backup and support resources
- the identification of hazards and risk management associated with those hazards
- the safety management arrangements to address the findings of those risk management studies
- emergency management plans and resources for the project.

The DSMS content is the basis of inspections against which WorkSafe Petroleum Safety inspectors (inspectors) will conduct periodic inspections and assessments of the contractor's diving activities. It should cover all diving activities likely to take place, including those of contractors and subcontractors, for offshore petroleum, pipeline and geothermal energy operations.

2 Preparation of a diving safety management system

2.1 Compliance checklist

In order to assist diving contractors preparing the DSMS documentation, a compliance checklist has been developed to support this Guide. It is suggested that the diving contractor include a compliance checklist in an appendix to the DSMS and the diving project plan (DPP) listing the regulations and the corresponding section of the DSMS or DPP.

Completion of the compliance checklist during the development and internal review of the DSMS or DPP by the diving contractor should verify that sufficient information has been included and each element of the legislation has been covered effectively. The compliance checklist for the DSMS or DPP can act as a self-assessment tool for the diving contractor and avoid possible delays in the acceptance of the DSMS by the regulator.

2.2 Planning and liaising with inspectors

Diving contractors should ensure that appropriate planning is in place for the development of the DSMS.

It is strongly recommended that diving contractors meet with inspectors prior to the commencement of a new DSMS or a five yearly update of a DSMS. The process for reviewing and gaining acceptance of DSMS documents is extensive and cannot be completed quickly. By meeting with inspectors, diving contractors will be able to review and discuss the proposed diving activities to be conducted as well as the contractor's approach to managing those activities. The regulator does not provide a consultancy service to review drafts of DSMS documents.

Developing this interaction with inspectors early in the process provides the basis of a good working relationship and an understanding of requirements between the diving contractor and the regulator. This will identify and eliminate possible adverse effects on such things as the calculation of the safety levy applicable to the diving activities, and any inconsistencies arising throughout the DSMS that could be addressed prior to completion and submission for review and acceptance by the regulator.

2.3 Content of the diving safety management system

The DSMS should demonstrate two key points.

First it should describe the systems used by the diving contractor to define:

- how hazards are identified and risk assessed
- how the risk is reduced so far as is reasonably practicable (SFAIRP), verified, validated and kept up-to-date.

Second, it should show the outcomes from applying those systems to define:

- what hazards are on site
- what is the risk associated with the hazard
- results of the risk reduction verification and validation.

The DSMS should emphasise consultation, worker participation and a continual improvement approach to safety and risk management. The reader should be assumed to be non-technical and independent.

It is the responsibility of the contractor, not the regulator, to itemise what is required for safety and/or legislative compliance. The contractor must:

- define the diving activity
- identify the process of how the diving activity will be conducted safely
- demonstrate risk reduction SFAIRP
- summarise the activity for inclusion in the DSMS.

The diving contractor must ensure the document is updated regularly, as required, for any significant changes for new or increased risks, equipment or operational changes and at five yearly intervals after the DSMS was first accepted by the regulator ([Section 3.1.5](#)).

2.4 No diving without current accepted diving safety management system

WHS PAGEO Regulations r. 71
No diving without DSMS in force

WHS PAGEO Regulations r. 73
Acceptance of DSMS

A diving contractor must not carry out any part of a diving operation that is part of a diving project unless the diving contractor has a current accepted DSMS for the project.

The regulator must, within 60 days of receiving a DSMS, notify the diving contractor if the DSMS is accepted or rejected and of any conditions on acceptance.

The WHS PAGEO Regulations do not specify a provision for additional information prior to acceptance of a submitted DSMS, as this requirement should normally be included in the written request for such information by the regulator. If a DSMS does not adequately comply with the WHS PAGEO Regulations, this may result in the submitted DSMS being rejected.

2.5 No diving without approved or accepted diving project plan

WHS PAGEO Regulations r. 82
No diving without approved or accepted diving project plan

WHS PAGEO Regulations r. 84
Approval of diving project plan by operator

A diving contractor must not conduct diving operations without an approved or accepted DPP. The DPP is developed by the diving contractor in consultation with, and for the approval of, the operator of the facility from which the diving activities are to be conducted.

2.6 Projects where no operator is in place

WHS PAGEO Regulations r. 85

Acceptance of diving project plan by regulator if no operator

Where a DPP is required for a diving project where no operator has been appointed, the diving contractor must develop the DPP and give a copy of the plan to the regulator.

Where no operator has been appointed it is the responsibility of the diving contractor to liaise directly with the regulator with regard to acceptance of the DSMS and the DPP.

2.7 Referencing and hyperlinking within diving safety management system or diving project plan

There are many requirements to reference the diving contractor's procedures and other documentation summarised within the DSMS or DPP.

As many diving contractors now maintain their documentation within online databases, it is preferred that, where possible, these referenced documents are hyperlinked to provide ease of access.

If a contractor wishes to refer to another document from within the DSMS or DPP then this subordinate document needs to be:

- identified in the DSMS or DPP
- available to the regulator for review as part of the overall review and assessment of the DSMS or DPP
- able to be used as the basis for inspection by the regulator both confirming that the document complies with legislation and that the diving contractor is conforming with the document
- identified in some manner as being linked to the DSMS or DPP
- maintained under document control to ensure that only the current version is available to workers and previous versions have been archived
- a controlled document that is subject to the same change controls as the parent DSMS or DPP and all changes are recorded and available for review
- subject to the same internal quality assurance and quality control compliance as the parent DSMS or DPP to ensure that referenced documents meet the legislation and are being complied with.

The DSMS should include an overview of the content of the referenced document provided with the hyperlink. A single sentence under the heading of a regulatory requirement that includes the hyperlinked document is not sufficient content for the DSMS.

2.8 Involvement of workers

WHS PAGEO Regulations r. 87

Involvement of divers and workers in DSMS and diving project plan

The diving contractor must ensure that there is effective consultation with and participation of divers and other relevant workers in the development or revision of the DSMS or DPP ([Section 3.2.5](#)).

When submitting the DSMS to the regulator for acceptance, the diving contractor must give written details of the consultation that has taken place including submissions or comments made during the consultation and any changes that have been made to the DSMS as a result of the consultation.

For more information, refer to the *Guide: Involvement of workers*.

3 The diving safety management system

WHS PAGEO Regulations r. 72
Contents of DSMS

3.1 Introduction

This section of a DSMS should cover the administrative requirements for the DSMS.

A general overview should include details of the corporate structure of the diving contractor's legal entity including:

- the full name of the organisation
- the address and contact details for any communications
- a brief overview of the capabilities and experience of the diving contractor
- the duration of diving operations.

3.1.1 Scope and objectives

Briefly outline the scope and objectives of the DSMS demonstrating that the diving contractor has a management system capable of systematically and continuously identifying, assessing and eliminating/minimising the hazards/risks to workers in relation to diving operations.

Provide an overview of the management of the DSMS taking into account effective start and stop dates of when the DSMS is active and how this will be tracked and communicated to the regulator. There is provision in the WHS PAGEO Regulations to apply for suspension of a DSMS for periods when the DSMS may be inactive. See [section 4.9](#) for full details on applying for a suspension of the DSMS.

Include details of this in the management system section of the DSMS which should be cross-referenced in this section. For the DSMS to be classed as inactive, there must not be any activities taking place. Effective management of this process is critical to accurate calculation of the safety levy applicable for the DSMS.

Summarise how interaction with other facilities, vessels and projects will be managed, including the possible need for development of bridging documentation and simultaneous operation requirements. Cross-reference to the management system section providing more detail of this requirement.

3.1.2 Legislation, codes and standards

WHS PAGEO Regulations r. 72(3)

Standards or codes of practice to be applied

Include a list of legislative and statutory requirements applicable to the DSMS and the proposed activities.

List the principal Australian and international standards and codes of practice together with industry guidance used during the preparation of the DSMS, or part of the operational requirements under which diving activities will be conducted.

It is recommended that these are clearly set out in table format for ease of reference ([Section 3.3.4](#)). Any changes should then be reviewed by the relevant subject matter experts, and procedures and processes updated through the management of change process ([Section 3.3.9](#)).

3.1.3 Definitions and abbreviations

Definitions and abbreviations need to be included for all acronyms or terms used throughout the DSMS. Depending on the preferred structure of the document, the list may be included under the introduction section or in an appendix to the DSMS. If included in an appendix then this should be referenced within the introduction.

For accuracy and consistency the diving contractor should use the definitions within the WHS Act and WHS PAGEO Regulations in the DSMS.

3.1.4 Acceptance details of the diving safety management system

For ease of reference as to the currency of the DSMS, it is suggested that details of the date of acceptance of the DSMS, together with details of the regulatory authority and the legislation under which it has been accepted be included at the beginning of the DSMS.

The officer of the diving contractor approving the DSMS must have the power to impose the requirements of the DSMS on all workers including joint venture partners and contractors.

3.1.5 Diving safety management system life cycle requirements

The DSMS should be monitored and updated as and when the diving contractor identifies the need to do so – either to incorporate significant changes in the way safety is being managed for diving, if new or increased risks are identified, or when there is a requirement for simultaneous operations and bridging documentation to include activities not already covered in the DSMS.

It is important that the diving contractor ensures that any proposed revisions are done taking into account the timescales set out in the WHS PAGEO Regulations and that the revised DSMS can be reviewed and accepted by the regulator prior to conducting any diving operation and/or activity.

This section should reflect the requirements of the revision of the DSMS depending on whether the revision is due to a change in circumstances or requested by the regulator.

It is important that the contractor establishes a method of tracking the required revisions of the DSMS. Regardless of the number of revisions made to the DSMS there is a requirement to complete a revision five years after the day of the latest acceptance of the DSMS by the regulator, and every subsequent five yearly period after acceptance by the regulator.

Further explanatory details for submission, review and acceptance of a DSMS are included in [Section 4](#) of this Guide.

3.1.6 Start-up notices

WHS PAGEO Regulations r. 94
Start-up notice

Start-up notices should be submitted to the regulator by the operator at least 14 days before the day on which the first diving operation under the project is expected to take place.

The diving contractor should include a section in the DSMS covering this requirement and detail how it will be monitored to ensure compliance within the specified timescale for each submission of a required start-up notice.

If there is no operator in relation to a diving project then the diving contractor responsible for the diving project must not allow the first diving operation to commence if a start-up notice has not been submitted within the required timeframe.

For further information, refer to the *Guide: Diving start-up notices*.

3.2 Leadership and commitment

3.2.1 Policy and leadership

This section should include an overarching statement relating to the policy and leadership of the diving contractor and reference a current work health and safety policy, a signed copy of which should be an appendix to the DSMS.

Outline the leadership commitment to work health and safety requirements and the provision of adequate resources to ensure compliance with the contractor's DSMS and provision of a safe work environment.

3.2.2 Compliance with diving safety management system and diving project plan

WHS PAGEO Regulations r. 88
Compliance with DSMS and diving project plan

Include a statement that all workers involved in diving operations are required to comply with the contents of the DSMS and DPP.

This should be supported by a statement that these details are included in the work health and safety induction and training required to be completed by all workers.

3.2.3 Diving safety management system overview

WHS PAGEO Regulations r. 32

Operation description, formal safety assessment, safety management system and emergency response plan

The contractor's DSMS should provide details of:

- how the system is integrated
- any certification over the system (e.g. AS/ANZ ISO 9001 *Quality management systems*, AS/NZS ISO 14001 *Environmental management systems* and AS/NZS ISO 45001 *Occupational health and safety management systems*)
- how the documentation is available to all workers as and when required.

3.2.4 Organisation and responsibility

WHS PAGEO Regulations r. 35

Command structure

This should include organisation charts to demonstrate the command structure in place for the DSMS, using position titles to maintain the currency of the chart in the event of staff changes. Include details of key work health and safety responsibilities for identified management positions. Include a reference to internal documentation that may include full details of accountability and responsibility.

3.2.5 Worker involvement and consultation

WHS PAGEO Regulations r. 87

Involvement of divers and workers in DSMS and diving project plan

The diving contractor must outline how they maintain effective worker participation and consultative mechanisms of safety, the control of workplace hazards and risks and the development of the DSMS and DPP (see [Section 2.8](#)).

Provide details in this area of the methods of communication including pre-start and toolbox meetings, minutes and notice boards. Any relevant internal documents covering these activities should be listed as referenced documents under this section.

For more information refer to the *Guides: Involvement of workers* and *Human factors fundamentals for petroleum and major hazard facility operators*.

3.2.6 Worker selection, competency and training

WHS PAGEO Regulations r. 36

Competence of workers

WHS PAGEO Regulations r. 88

Compliance with DSMS and diving project plan

In order to ensure the recruitment of suitably qualified workers, the diving contractor should describe in this section the process for worker selection and who is responsible for this process. Include referenced documents covering the contractor's recruitment process, training and competency reviews.

Include reference to the need for industrial certificates and high risk work licences to be held by members of workers required to perform these tasks and how these are monitored to stay current.

The diving contractor should have a process in place for inductions of all workers and demonstrate how all workers comply with the DSMS and DPP.

Describe the ongoing process for continual training requirements for workers covering how these requirements are identified, reviewed and managed. Include details for specialist training requirements and how any additional training is identified when workers move to new positions.

A list of the diving contractor's internal referenced procedures and processes should be included and where possible hyperlinks to the documents should be used within the DSMS.

For more information, refer to the *Guide: Human factors fundamentals for petroleum and major hazard facility operators*.

3.2.7 Resources

Include details of how the diving contractor manages resources for the effective and safe operation of the diving activities. The diving contractor should demonstrate that sufficient resources (financial, human, including specialists advisers) are available to implement the work health and safety policy and maintain and improve the DSMS. List referenced internal documents to support this requirement.

3.3 Planning

3.3.1 Diving project plan

WHS PAGEO Regulations r. 82

No diving without approved or accepted diving project plan

WHS PAGEO Regulations r. 83

Contents of diving project plan

WHS PAGEO Regulations r. 85

Acceptance of diving project plan by regulator if no operator

The diving contractor must develop DPPs in conjunction with the operator, or, where there is no operator, with the regulator. The DPPs are detailed plans developed to undertake specific diving projects. The plans must take into account the specific requirements of the particular diving activities and dive site and must form a bridging document between the operator's safety case and the diving contractor's DSMS.

The DPP must cover the general principles of the diving techniques to be used as well as the needs of the particular operation. It must outline contingency procedures for any foreseeable emergency, including retrieving injured and unconscious divers from the water ([Section 5](#)).

3.3.2 Hazard identification and risk management

WHS PAGEO Regulations 83(1)(e)

Identification of hazards associated with diving operations

The DPP should demonstrate the key methods of hazard identification and risk management. It should be robust and fully detail the characteristics of the risk management system in place including the:

- organisation
- people
- processes
- data
- tools
- quality assurance and improvement.

The diving contractor should outline the policies, standards and procedures that are in place for the systematic identification, assessment and control of hazards and risk associated with the design, development, operation and abandonment of the diving project. This should include:

- the contractor's risk acceptance criteria and basis for selection:
 - qualitative and/or quantitative organisational objective
 - regulatory requirements
 - current codes of practice and industry standards

- scope, methods and timings for undertaking periodic formal and informal task level identification of hazards and assessment of risk to health and safety associated with the diving system and technology and work activities at each stage of the diving project
- hierarchy of control measures used for the control of risk in order of preference:
 - elimination
 - substitution
 - engineering
 - administrative (i.e. procedures and training)
 - PPE
 relating to control, mitigation, and recovery
- methods used to ensure that risk levels are systematically reduced SFAIRP
- methods of ensuring appropriate and competent workers (including diving project workers, where appropriate) are involved in the identification of hazards and selection of risk reduction measures
- methods used to document, review and keep current information obtained during the formal hazard identification and assessment process and the selected control measures
- methods for ensuring risk reduction measures are implemented and maintained for ongoing control and where identified as necessary, improvement of those controls
- method used to review the overall effectiveness of the risk management system. Events that may prompt a review of hazards information include:
 - a planned major change by the operator or the diving contractor
 - a major incident (for the operator, diving contractor or in the industry generally)
 - industry experience
 - a scheduled hazard review
- general approach used for hazard identification and risk management
- measures of risk reduction used.

Communication of hazards and risk management with workers is critical and the diving contractor should identify arrangements for informing workers of the:

- risk management system and their role in identifying and controlling hazards and risk at the diving project
- day-to-day changes in the existing and newly identified hazards on the diving project
- day to day changes in the status of control measures at a diving project.

The diving contractor should identify any specific requirements that need to be considered in the hazard identification and risk management process, namely:

- initiating events and possible escalation factors are considered in the risk assessment for identified hazards
- physical and human factor hazards and risk associated with safety critical tasks (including maintenance tasks) are identified and assessed
- how results are used in establishing organisational and diving project objectives.

It is expected that there will be numerous internal contractor documents that relate to hazard identification and risk assessment and these should be listed and hyperlinked as reference documents under the relevant section showing both the document number and title of the document.

For more information refer to the *Guides: Hazard identification, Demonstration of risk reduction so far as is reasonably practicable (SFAIRP) and Human factors fundamentals for petroleum and major hazard facility operators* and the *Interpretive guideline: How to determine what is reasonably practicable to meet a health and safety duty*.

3.3.3 Health and safety performance targets

This section should cover objectives and plans for satisfying legislative compliance and quality system management. Provide evidence with statistical data demonstrating how these requirements and responsibilities for all aspects of work health and safety management will be met.

The data should include details of positive performance indicators (PPIs) as well as other key performance indicators (KPIs) covering data on lag statistics.

Plans should be developed showing measurable and achievable health and safety objectives implemented for relevant functions and levels within the organisation and for the facilities including diving operations and connected activities. Include details on how achievements against these targets and objectives are to be routinely reviewed.

Plan implementation is monitored and performance against standards is appraised. Include details of how various management levels of the organisation are held accountable for meeting health and safety performance standards.

Plans should be updated regularly to reflect changes in performance standards, or outcomes of appraisals of system effectiveness.

Include a reference to the communication methods used for workers to be kept aware of the safety objectives, plans and performance standards and the subsequent level of achievement against the targets and objectives.

For more information, refer to the *Guide: Health and safety leading and lagging performance indicators*.

3.3.4 Sources of information

The diving contractor needs to identify how they maintain regulatory compliance management for the DSMS. This should cover an overview of the various areas:

- monitoring for changes in legislation
- monitoring for changes to any of the Australian or international standards used in the diving activities
- reviewing relevant equipment/product information
- reviewing safety bulletins issued by regulators and industry bodies (e.g. Health and Safety Executive (UK) (HSE UK) and International Marine Contractors Association (IMCA))
- monitoring of the relevant chemical database websites for changes in safety data sheet (SDS) content for chemicals used.

This should be monitored by ongoing internal audits to ensure current information is available and used as appropriate.

In the event that change to the contractor's DSMS or DPP and supporting procedures and processes is required, this should be managed through the management of change process (r. 72(3)(c)) ([Section 3.3.9](#)).

3.3.5 Management system documentation

The DSMS should describe records management and document control of all records and documents developed in the course of diving activities.

A concise overview of the methods used should be included in the DSMS with reference to the contractor's internal processes and procedures for management of the key elements of the DSMS. Include details of development, review and authorisation of procedures and that records are retained in accordance with an approved retention schedule.

The section should include details of where documents are located and that they are readily available to workers as and when required.

For more information, refer to the *Guide: Records management including document control*.

3.3.6 Records

WHS PAGEO Regulations r. 97

Diving operations record

WHS PAGEO Regulations r. 98

Divers' log books

Apart from the normal requirement of any business to retain records covering inspection, testing and monitoring of equipment, the WHS PAGEO Regulations require diving records to be retained by the diving supervisor and the individual divers.

Diving operation records must be:

- kept in a hard-covered form bound in such a way that its pages cannot easily be removed, or
- if it is in a form that has multiple copies of each page, must be bound so that at least 1 copy of each page cannot easily be removed
- the pages of a diving operations record must be serially numbered.

The diving supervisor for a diving operation must ensure that an entry is made in the diving operations record for each day on which the operation is carried out.

All divers must maintain a diver's log book compliant with the WHS PAGEO Regulations.

The log book must:

- have hard covers
- be bound so that pages cannot easily be removed
- have its pages serially numbered
- show the diver's name
- have a clear photograph of the head and shoulders of the diver
- have a specimen of the diver's signature.

Entries in the log book must contain the information required as set out in the WHS PAGEO Regulations (r. 98(3)).

The diving supervisor records and the diver log books must be retained for a period of at least seven years after the date of the last entry in either of these records.

The contractor must detail their procedures and processes in place for the management of these records, that they are easily accessible if and when required and a retention schedule is in place to manage archiving and destruction of old records no longer required.

For more information, refer to the *Guide: Records management including document control*.

3.3.7 Design, construction and commissioning

A diving contractor should demonstrate that hazards and risk associated with the development, construction and commissioning of a diving project and its plant, equipment and systems are eliminated, or minimised SFAIRP.

This should cover details for design input and output, design review and validation and handover from the design project group to the operational diving workers.

3.3.8 Simultaneous operations

WHS PAGEO Regulations r. 83(1)(j)
Simultaneous operations

A diving contractor should consider there may be times when there will be simultaneous operations taking place around facilities, vessels, pipelines and other diving operations as well as connected vessels which may be operating under separate safety cases. In these circumstances, the diving contractor should demonstrate that there is provision for the development and acceptance of appropriate bridging documentation between their DSMS and the relevant safety cases or pipeline management plans in place for these simultaneous operations.

For more information, refer to the *Guide: Bridging documents and simultaneous operations (SIMOPS)*.

3.3.9 Management of change

WHS PAGEO Regulations r. 72(3)(c)(ii)
Management of change

The DSMS must include a section detailing the management of change to all areas of the diving operation or its management. This section should include an overview of all areas of the operation that may be impacted by changes, such as, changes to:

- engineering
- procedures and processes
- standards
- diving equipment
- components
- tools/equipment
- organisational changes.

The management of change section of the DSMS must outline the methodology for the communication of any changes put in place by any of the above examples and any other areas of change not already identified above. The DSMS must outline the requirements used to effect the change, its authorisation and implementation as well as risk assessment of any possible effects the change may have on other areas of the diving activities.

The management of change system could also contain provision for the suspension of the DSMS. The suspension of a DSMS may be utilised when a diving operation becomes inactive for an extended period of time which could impact on the levy calculations for the operation. An operator may make an application in writing to the regulator for a suspension of the DSMS, detailing the reasons for the application and anticipated duration. If the request to suspend the DSMS is granted by the regulator, the operator will need to notify the regulator immediately the diving operations re-commence at which time the suspension will cease and levy calculations will be re-activated. See [Section 4.9](#) for further details.

All relevant internal documents covering any aspect of change on the DSMS should be listed as a referenced document in this section.

For more information, refer to the *Guide: Management of change*.

3.3.10 Purchasing and control of materials and services

Under the DSMS the diving contractor should have in place purchasing procedures and processes for procurement of goods and services for diving activities. The procedures for procurement should contain a requirement for assessment of fit for purpose requirements of any products being purchased and that contractors and sub-contractors have suitable processes in place to ensure their products or services meet the health and safety criteria. The contractor should have in place a list of approved suppliers who have been assessed as meeting these requirements.

The DSMS should outline the contractor's non-compliance procedure for identifying and checking incoming goods that do not meet the requirement of the purchase order raised. For example, demonstrating if goods are returned to the supplier or managed in some other way through the purchasing process.

Relevant procedures and processes that manage procurement should be referenced in this section to avoid inclusion of too much detail.

3.3.11 Safe operating procedures

WHS PAGEO Regulations r. 89
Safety before and during diving operations

The DSMS must include a section on safe operating procedures for the diving project that effectively manage risk arising from operations. The diving contractor should demonstrate that standard operational procedures are in place for both routine and non-routine work activities.

Safe operating procedures should include:

- permit to work – this procedure should include:
 - authorisation and issuing permits
 - distribution and display of permits
 - isolation procedures

- hazard identification and risk management
- simultaneous operations
- change in operating status
- close out of permits
- simultaneous and non-routine activities – including:
 - the control of safety critical, simultaneous and non-routine activities
 - restrictions on activities when all or parts of key safety systems are unavailable
- maintenance operations – including:
 - operation of plant and equipment, auxiliary equipment and utilities
 - planned maintenance activities
 - breakdown and emergency maintenance activities
- safe work – including:
 - working at heights
 - working over the side
 - confined space entry
 - pressure testing.

A list of the diving contractor’s referenced internal documents should be included.

3.3.12 Safety before and during diving operations

WHS PAGEO Regulations r. 89
Safety before and during diving operations

This regulation outlines the need for the diving contractor to make available for inspection of all persons taking part in the diving operation a copy of:

- the instrument by which the diving supervisor was appointed
- the accepted DSMS for the project
- the applicable DPP.

The contractor should include a section within the DSMS on how this will be achieved and if appropriate, what evidence is retained that these documents have been viewed and understood by the persons involved ([Section 3.2.2](#)).

3.3.13 Diving depths

WHS PAGEO Regulations r. 90
Diving depths

The diving contractor must ensure that there is provision under the safe operating procedures to demonstrate their compliance with this regulation.

The DSMS should include a description of the procedures in place to ensure compliance with this regulation and how this is monitored to ensure adherence to required diving depths.

3.3.14 Persons taking part in diving operations

WHS PAGEO Regulations r. 95
Persons taking part in diving operations

This regulation sets out some specific requirements relating to the competency and safety of persons taking part in diving operations.

The diving contractor should include information within the DSMS on the procedures and processes in place to ensure compliance with the regulatory requirements and AS/NZS 2299 *Occupational diving operations*.

3.3.15 Communication during diving operations

WHS PAGEO Regulations r. 72(2)(g)
Contents of DSMS – Communication between persons involved in any diving project

WHS PAGEO Regulations r. 83(3)
Contents of diving project plan – Diving project plan to provide adequate communications

The diving contractor must provide an overview of the communication systems available to persons taking part in diving operations in the DSMS, including any relevant contractor, facility, vessel or aircraft or on-shore installation.

The individual project diving plans should expand in these details to include specific communications systems in place for the diving projects.

3.3.16 Medical certificates

WHS PAGEO Regulations r. 96
Medical certificates

The section of the DSMS should include the diving contractor's procedure and process in place for the monitoring of medical certificates to ensure no diver is taking part in a diving project without a valid and current medical certificate. This medical certificate must certify that the diver was fit to dive in accordance with the fitness requirements outlined in AS/NZS 2299 and must be no more than one year old.

3.3.17 Materials handling and storage

The diving contractor should have in place a process and procedures for managing materials handling and storage which should cover:

- handling and storage of equipment
- handling and storage of hazardous material with regard to the nature of the hazards and the need for segregation
- packaging and preservation of materials where required
- delivery of equipment
- stock take of spare parts and consumables
- loss, damage or deterioration of goods.

Evidence should be included that registers are maintained. For example, for all slings and chains used for manual handling, and that the equipment is tagged with load weighting and checked regularly by trained workers to identify any repairs or maintenance that may be required.

A list of the contractor's referenced internal documents should be included to avoid duplication of too much detail for each of these activities.

3.3.18 Maintenance and repair

WHS PAGEO Regulations r. 72(2)(f)

Contents of DSMS – Inspection, testing and maintenance of equipment

This area should describe the diving contractor's maintenance management system that is in place to ensure the integrity and reliability of the plant, equipment and facilities used during diving projects.

The DSMS description should:

- indicate how safety critical items are determined
- detail what maintenance procedures are in place
- establish the contractor's maintenance regimen
- detail responsibilities for authorising, conducting and supervising maintenance activities
- indicate how routine maintenance frequencies are determined consistent with relevant codes and standards and manufacturer's recommendations, reference the asset or tag number of each item and reference the database or register where test and inspection certificates are contained.

The diving contractor should demonstrate that:

- inspections, maintenance, repair and plant alteration records are established and maintained. This should be in accordance with the contractor's records management procedures
- procedures are in place for the review of hazards and risks associated with maintenance activities and tasks prior to undertaking these activities
- plant and equipment requiring registration with external authorities is identified and procedures are in place to ensure that registration is maintained. These registration details should be retained in accordance with the contractor's records management procedure

- procedures are in place for the periodic review of action against maintenance schedules to verify critical plant maintenance is being undertaken and equipment is safe before being returned to service. Verification of the critical plant maintenance should form part of the contractor's audit plan
- procedures are established for the reporting, isolation and withdrawal of unsafe plant and equipment from service
- procedures are in place for the periodic review and improvement of maintenance procedures.

The contractor should include details of how the maintenance workers and any other key stakeholders are involved in the review of the procedures and maintenance planning schedules as part of the requirement for worker involvement.

3.3.19 Inspection, testing and monitoring

WHS PAGEO Regulations r. 72(2)(f)

Contents of DSMS – Inspection, testing and maintenance of equipment

The DSMS should demonstrate the diving contractor has effective systems in place for inspection, testing and monitoring to ensure technical integrity of the diving project.

This demonstration should include:

- appropriate condition monitoring programs exist
- regular inspections of workplace and facilities are carried out
- informal hazard inspections take place
- inspection and tests of safety critical risk control and mitigation devices are regularly conducted including electrical and control loop integrity, emergency power, lifting and rigging equipment. These inspections and tests should be conducted by competent persons designated by the operator and demonstration should indicate how:
 - inspection and test frequencies are determined
 - completion of test schedules is verified
- procedures exist for the safe execution of inspection and test activities. Inspection processes should seek input from workers required to undertake the tasks being inspected
- inspection, test and monitoring equipment is maintained, stored and calibrated to an appropriate standard
- inspection reports contain recommendations for the prioritisation and implementation of corrective actions
- responsibility for implementing corrective actions arising from inspection report is assigned to specified workers
- arrangements exist for verifying that corrective actions have been completed
- workplace environmental monitoring is conducted (where appropriate) and records of the results are maintained
- inspection and testing results are periodically reviewed and used in assessment of the work priorities of the diving project.

3.3.20 Performance standards for safety critical elements

WHS PAGEO Regulations r. 72(2)(h)

Contents of DSMS – Performance standards that apply to the DSMS

The operator should describe the process and methodology for the development of performance standards for each of the safety critical elements that have been listed as controls for the MAEs identified in the DSMS risk assessments and management process.

Reference should be made to the relevant procedure covering the development of the performance standards, who is responsible for the development and approval of the performance standards and the system in place for the review and verification that the identified requirements under these standards are still viable.

For more information, refer to the *Guide: Identification of major accident events, control measures and performance standards*.

3.3.21 Incident/hazard reporting and investigation

WHS PAGEO Regulations r. 99

Meaning of notifiable occurrence

WHS PAGEO Regulations r. 100

Duty to notify of notifiable occurrence

The diving contractor should have in place a system for incident and hazard reporting and investigation. This section should include a concise overview of the system in place including reference to the internal procedures and processes used to manage this requirement.

Details should be included of the management of incident reporting for those significant occurrences that result in a regulatory notifiable occurrence that needs to be submitted to the regulator, the investigation of those incidents and the management of actions generated from the investigations through to effective closeout.

All workers including supervisors, health and safety representatives and managers involved in incident and hazard investigation and reporting should be trained and competent in this area.

The overview of the system should reference the communication of the results of the investigation to workers and the corrective actions generated to prevent a recurrence of the incident.

For more information, refer to the *Interpretive guideline: Incident notification*.

3.3.22 Notifiable occurrences and incidents

WHS Act Part 3 – Incident notification

WHS Act s. 35

What is a notifiable incident

WHS Act s. 36

What is a serious injury or illness

WHS Act s. 37

What is a dangerous incident

WHS PAGEO Regulations r. 99

Notifiable occurrence

WHS PAGEO Regulations r. 100

Duty to notify of notifiable occurrences

WHS PAGEO Regulations r. 101

Incident notification: prescribed serious illnesses

WHS PAGEO Regulations r. 105

Dangerous incident [WHS Act s. 37]

The operator's processes and procedures for notifiable incident and dangerous incident reporting must include the requirement for operators to report notifiable occurrences to the regulator. The procedures should include a process that defines what constitutes a notifiable occurrence and details the steps to be followed by operators to notify the regulator within the required time frames.

Operators must ensure that the requirements are covered in their internal procedures and that all workers involved in the management of incident and hazard reporting are fully conversant and trained in these requirements.

The procedures should detail as a minimum:

- what is considered a serious injury or illness
- what is considered a dangerous incident
- what is considered a dangerous incident that threatens the health and safety of workers
- management of psychosocial hazards such as stress, fatigue, burnout, bullying, violence and aggression and discrimination
- how to manage the incidents or occurrences internally
- the requirements that must be followed by the operator when notifying the regulator.

WHS Act s. 39

Duty to preserve incident sites

The operator must also ensure that the incident site is preserved until such time as an inspector arrives on site or any earlier time that an inspector directs.

For more information, refer to the *Interpretive guideline: Incident notification*.

3.3.23 Workplace environment – managing risks to health and safety

WHS PAGEO Regulations r. 108

Duty to identify hazards

WHS PAGEO Regulations r. 109

Managing risks to health and safety

WHS PAGEO Regulations r. 110

Hierarchy of control measures

WHS PAGEO Regulations r. 111

Maintenance of control measures

WHS PAGEO Regulations r. 112

Review of control measures

WHS PAGEO Regulations r. 113

Person must leave a facility when required to do so

This section should describe the processes in place required under WHS PAGEO Regulations Division 2 – Managing risks to health and safety and Division 3 – Matters relating to work health and safety to ensure the maintenance of a healthy and safe working environment at the facility by maintaining:

- high standards of housekeeping, cleanliness and hygiene
- systems for preventing and managing psychosocial hazards such as stress, fatigue, burnout, bullying, harassment, violence and aggression, discrimination and misconduct
- monitoring of exposure to vibration, fumes and odours
- limited exposure to hazardous substances
- the contractor's smoking policy.

The process required for identification of hazards, managing the risks associated with the hazard, identification and maintenance of the control measures as outlined in the WHS PAGEO Regulations is covered in detail in Section 3.3.2.

Include details of when the diving contractor, or an operator (or operator's representative) may require a person to leave a facility.

For more information, refer to the *Interpretive guideline: How to determine what is reasonably practicable to meet a health and safety duty*.

3.3.23.1 Fatigue management

WHS PAGEO Regulations r. 114
Avoiding fatigue

Procedures for fatigue management and maximum hours to be worked under normal conditions must be in place for the diving operations.

A diving contractor must not allow or require a diver to work for a period or duration that could reasonably be expected to have an adverse effect on the safety or health of the worker or other persons at or in the vicinity of the operation. This requirement applies to a single continuous period or multiple successive continuous periods.

3.3.23.2 Managing risk of hearing loss from noise

WHS PAGEO Regulations r. 116
Meaning of exposure standard for noise

WHS PAGEO Regulations r. 117
Managing risk of hearing loss from noise

WHS PAGEO Regulations r. 118
Audiometric testing

WHS General Regulations r. 59
Duties of designers, manufacturers, importers and suppliers of plant

The diving contractor must ensure so far as reasonably practicable that the noise a worker is exposed to at a workplace does not exceed the exposure standard for noise.

The diving contractor must ensure that there is a process in place for audiometric testing for workers who are frequently required to use personal protective equipment to protect from the risk of hearing loss associated with noise that exceeds the exposure standard for noise. Where this is the case, workers should undergo audiometric testing within three months of commencing work and then at least every two years to monitor any hearing loss.

The designer and the manufacturer of plant must ensure that the plant is designed so that its noise emission is as low as is reasonably practicable. A diving contractor should obtain from the designer and manufacturer adequate information about the noise emission values of the plant and the operating conditions of the plant when noise emissions are to be measured, together with details of the methods used by the designer to measure the noise emission.

3.3.23.3 Managing the risk to health from psychosocial hazards

Psychosocial hazards at work are aspects at work and work situations which can harm psychological and physical health. 'Health' is defined in the WHS Act as physical and psychological health. Psychosocial hazards can stem from:

- the way the tasks or job are designed, organised, managed and supervised
- tasks or jobs where there are inherent psychosocial hazards and risks
- the equipment, working environment or requirements to undertake duties in physically hazardous environments
- social factors at work, workplace relationships and social interactions.

The diving contractor must have systems in place for preventing and managing psychosocial hazards such as stress, fatigue, burnout, bullying, harassment, violence and aggression, discrimination and misconduct.

For more information refer to the codes of practice: *Psychosocial hazards in the workplace*, *Mentally healthy workplaces for fly-in fly-out workers in the construction and resources sector* and *Workplace behaviour*.

3.3.24 Health monitoring systems

Include details of the diving contractor's health monitoring procedures and processes in place for workers, and detail any pre-employment health assessments and subsequent health surveillance programs.

These assessments and health surveillance reports should include details of the audiometric testing requirements outlined in [Section 3.3.23.2](#).

Include details of the medical and health assistance available on the facility.

It is recommended that diving contractors have an appropriate procedure to ensure there are detailed records maintained of health assessments and surveillances provided to workers to support this requirement.

3.3.25 Drugs and intoxicants

WHS PAGEO Regulations r. 42

Drugs and intoxicants

WHS PAGEO Regulations r. 115

Possession or control of drugs or intoxicants

A person engaged in a diving operation must not have possession or control of a controlled substance or an intoxicant.

The diving contractor must ensure that there is a method in place preventing the use of controlled substances or intoxicants during the diving operation.

The diving contractor must include details of the policy with regards to medication being taken by a worker engaged in the operation including who is responsible for this medication, the need for the diving contractor to ensure a worker notifies their immediate supervisor or the relevant diving supervisor when they are taking medication which may impact their performance at work.

The diving contractor should include details of any tolerance level of drugs and alcohol that has been determined for the operations and how this is monitored and managed. The diving contractor should have an alcohol and other drugs policy in place that sets out clearly how to address health and safety risks arising from workers impaired by alcohol and drugs. The policy should reflect the health and safety needs of the particular operation.

If the diving contractor has a separate policy covering fitness for work and drug and alcohol this should be referenced and a copy of the policy included as an appendix to the DSMS.

3.3.26 Diving safety management system audits

WHS PAGEO Regulations r. 72(2)(i)

Contents of DSMS – A program of continuous improvement

This is a key element of the DSMS and the diving contractor should have an audit system in place that is clear, objective and evidence-based to show outsiders that the diving contractor conforms to the DSMS. It is one of the main focus areas for inspectors.

The diving contractor should demonstrate that they have ensured the implementation of the DSMS and there is a continual and systematic identification of deficiencies in, and improvement of the system. Details should be included of the audit process including the existence of an audit plan outlining the methodology by which the diving contractor will conduct internal or external audits. This requirement should include details of auditor independence requirements for the areas being audited and the qualifications of the auditor.

Details should be included of the management of non-compliance areas identified during the audit, how actions are generated to address the non-compliance and the monitoring of the actions through to effective closure.

For more information, refer to the *Guide: Audits, review and continual improvement*.

3.3.27 Review and continual improvement

WHS PAGEO Regulations r. 72(2)(i)

Contents of DSMS – A program of continuous improvement

The diving contractor should include details of systems and processes that will be reviewed, how and when the review will take place, and the results.

The results of the review should be documented and be formally communicated to management for consideration and identification of actions to be taken to provide continual improvement to the DSMS. The actions arising from the reviews should include identification of new objectives and targets, ongoing audits and the closeout of actions generated from audit reports and incident investigations and generated actions.

The areas of audit and review/continual improvement are critical items within the DSMS with the focus of these two areas by ensuring:

- compliance with the DSMS
- identification and management of continual improvement.

It is expected that these areas of the DSMS will be robust, comprehensive and continuous. As a guide to assist development of the DSMS, diving contractors should take into account that the regulator will be inspecting against the DSMS to ensure compliance and improvement. A principal means of achieving this will be to ask the diving contractor how they ensure they are doing what they said they would do in the DSMS. It is important details in the DSMS are comprehensive and concise.

Diving contractors should ensure that they have a process in place to regularly verify that their audit and review/continual improvement requirements are managed effectively. Where an inspector's findings identify issues with the diving contractor's systems, questions may be raised as to why these issues were not already identified and corrected by the diving contractor's audits and review/continual improvement requirements.

For more information, refer to the *Guide: Audits, review and continual improvement*.

4 Submission and assessment of the diving safety management system

4.1 Overview of the submission process

This section outlines the process for submission and acceptance of the DSMS including submission, decision points, acceptance or rejection, revision and suspension of a safety case. Figure 1 provides an overview of the steps in the submission process, while [Figure 2](#) depicts the timelines for the submission of new and revised safety cases.

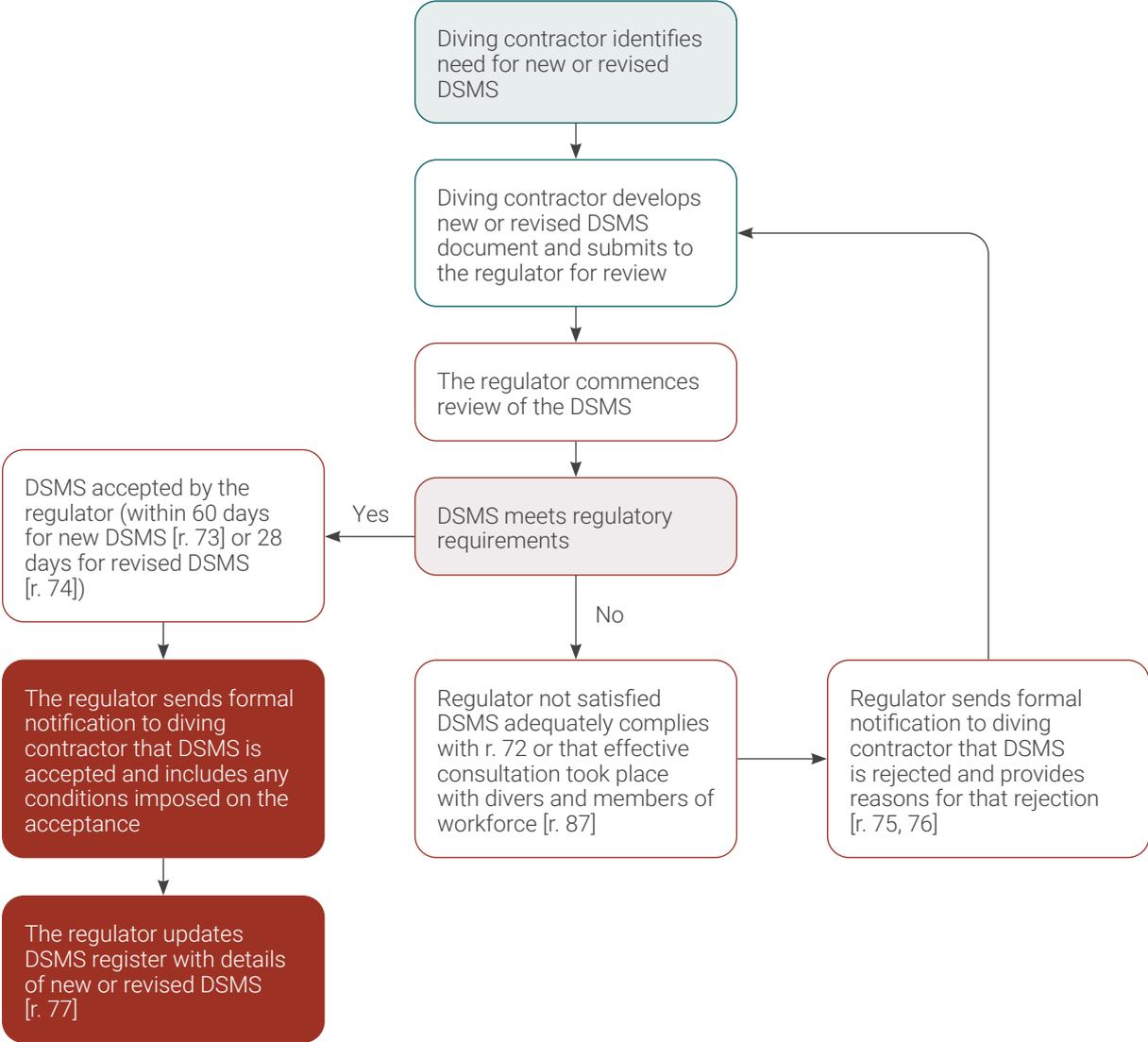


Figure 1 Diving safety management system submission flow chart

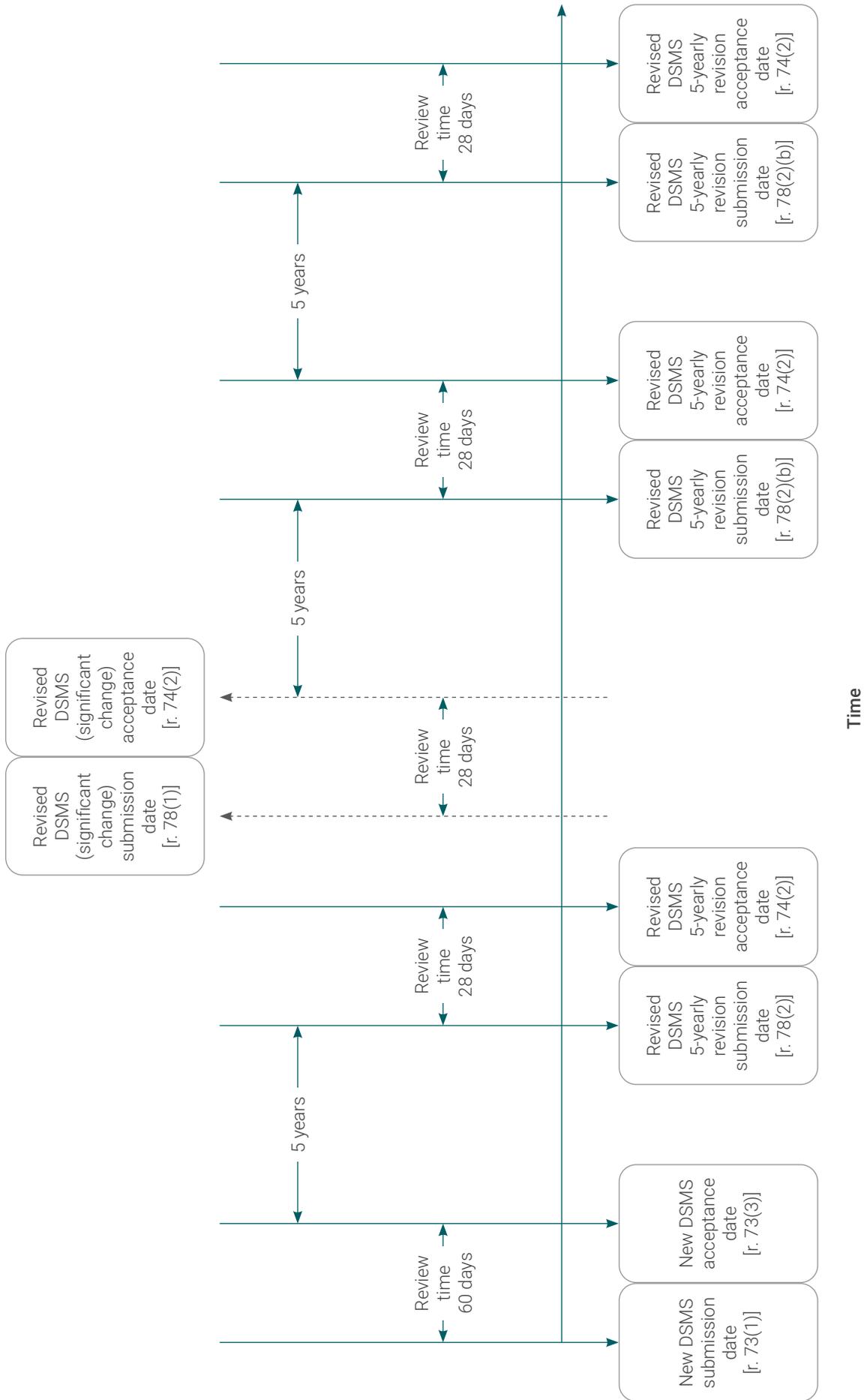


Figure 2 New and revised timelines for submission and review of DSMS

4.2 Acceptance of a new diving safety management system

WHS PAGEO Regulations r. 73
Acceptance of DSMS

Acceptance of a DSMS means that the regulator considers that it demonstrates the diving contractor's commitment to conduct diving operations in a manner that satisfies their legislative duties and/or other legislative requirements. It does not mean:

- that it is safe to follow the DSMS irrespective of the circumstances around the diving activity that may indicate further risk assessment is necessary
- the regulator indemnifies the diving contractor for any incident or liability or breach of the legislation.

The DSMS is the diving contractor's document that reflects the diving contractor's commitment to comply with the legislation. The diving contractor remains responsible for all risks. The regulator is required to accept or reject the new DSMS within 60 days.

If the regulator is unable to meet the time requirements for acceptance of a DSMS or a revised DSMS, then notification must be sent to the diving contractor providing another period for acceptance as agreed between the regulator and the diving contractor.

4.3 Acceptance of a revised diving safety management system

WHS PAGEO Regulations r. 74
Acceptance of revised DSMS

If a diving contractor has revised a DSMS a copy must be given to the regulator.

The regulator must notify the diving contractor that the revised DSMS is either accepted or rejected within 28 days after receiving the revised DSMS, or another period that has been agreed between the regulator and the diving contractor.

4.4 Revision of diving safety management system

WHS PAGEO Regulations r. 78

Revision of DSMS

WHS PAGEO Regulations r. 79

Notice requesting revision of DSMS

A diving contractor must review a DSMS if any significant changes have taken place in relation to the operations covered by the DSMS.

The regulator may request that the contractor for diving operations for which a DSMS is in force submit a revised DSMS. The request by the regulator must be in writing and provide details of the matters to be revised, the time in which the diving contractor must complete the revision and the regulator's reasons for the request.

On receipt of the notice, the diving contractor may submit an opinion in writing within 21 days (or longer at the regulator's discretion) why the revision is unnecessary, and/or to vary the date or terms proposed by the regulator. The diving contractor must provide reasons for their opinion.

The regulator must provide written notice of, and reasons for, their decision on the diving contractor's submission within 28 days. The diving contractor must revise their DSMS in accordance with the revision notice as originally received or as varied by the regulator.

4.5 Grounds for rejecting diving safety management system

WHS PAGEO Regulations r. 75

Grounds for rejecting DSMS

WHS PAGEO Regulations r. 76

Notice of reasons

The regulator must reject a DSMS if it does not adequately comply with the WHS PAGEO Regulations or the regulator is not satisfied that there was effective consultation with divers and other workers in the preparation of the DSMS ([Section 3.2.4](#)).

The grounds for rejecting a DSMS must be given to the diving contractor in writing. If the regulator decides to impose conditions on the acceptance of a DSMS these must be in writing together with the reasons for imposing the conditions.

4.6 Diving safety management system register

WHS PAGEO Regulations r. 77
DSMS register

The regulator must keep a register of each DSMS and revised DSMS received, in a form that allows public access. This register is currently available on the WorkSafe website.

This requirement also applies to any DPPs accepted by the regulator in the absence of an operator. ([Section 5](#)).

4.7 Revision after five years

WHS PAGEO Regulations r. 78(2)
Revision of DSMS

The diving contractor must revise and resubmit their DSMS every five years after the initial acceptance, or, if the DSMS has been revised during that period, at the end of each consecutive period of five years starting on the day of the most recent acceptance.

It is the intention of the regulator to assess five-yearly revisions in their entirety as if they were a new DSMS, as opposed to revisions due to a change in circumstances or operations or at the regulator's request.

Diving contractors should have in place a process to track this five-yearly requirement as there will be no reminders sent from the regulator. Specific timelines for the submission of five yearly revisions are in place.

[Figure 2](#) depicts the required intervals for five-yearly submissions, taking into account the number of times the DSMS may have been updated to reflect significant changes within the five year period.

4.8 Withdrawal of acceptance of a diving safety management system

WHS PAGEO Regulations r. 80

Grounds for withdrawal of acceptance of DSMS

WHS PAGEO Regulations r. 81

Notice before withdrawal of acceptance of DSMS

The regulator may, by written notice to a diving contractor, withdraw acceptance of the DSMS for an operation on any of the following grounds:

- the diving contractor has not complied with
 - the WHS Act, or
 - a notice issued by an inspector under Part 10 of the WHS Act, or
- the regulator has rejected a revised DSMS.

The written notice of withdrawal of acceptance is given to the diving contractor, and a copy of the notice may be given to such other persons as the regulator thinks fit. The notice must contain a statement as to the reasons for the decision. Before withdrawing the acceptance of a DSMS for an operation the regulator must give the diving contractor at least 30 days' notice in writing of the regulator's intention to withdraw the acceptance.

The regulator must specify in the notice a date on or before which the diving contractor (or other person to whom a copy of the notice has been given) may submit to the regulator, in writing, any matters that the regulator should take into account when deciding whether to withdraw the acceptance.

The regulator must take into account any actions taken by the diving contractor or other persons, to correct the non-compliances referred to in the notice to withdraw and any proposed actions to prevent any further non-compliance.

In the event that the regulator proceeds with the withdrawal of acceptance of a DSMS, the diving contractor is unable to undertake any diving operations covered by the relevant DSMS until such time as a revised DSMS has been submitted and accepted by the regulator.

4.9 Suspension of a diving safety management system

WHS PAGEO Regulations r. 119

Application for suspension

WHS PAGEO Regulations r. 120

Form of application

WHS PAGEO Regulations r. 121

Regulator may seek further information

WHS PAGEO Regulations r. 122

Grant or refusal of suspension

WHS PAGEO Regulations r. 123

Notice of decision on application

WHS PAGEO Regulations r. 124

Revocation of suspension

WHS PAGEO Regulations r. 125

Duration of suspension

An operator or a diving contractor can apply to the regulator for the suspension of a DSMS in force.

Suspension allows the operator to “switch on and off” their DSMS during periods of inactivity without having to withdraw the DSMS at the start of the period and resubmit a new DSMS at the recommencement of operations. It also allows the regulator to pause oversight activities as well as adjust the charging of the safety levy.

It is essential to understand that if a DSMS is suspended, no operations within the scope of the suspended DSMS can be conducted. Further, a DSMS cannot be partially suspended (e.g. certain details within the DSMS cannot be suspended while the remainder remains active). The operation cannot resume until the suspension is revoked and the DSMS is reactivated.

Accurate classification of the DSMS as active or inactive is critical for the correct application of the DSMS and operators should have a system in place within their safety management system to accurately record the changes between active and inactive. See Section 3.3.9 Management of change for suggestions on how this could be managed.

This application for suspension must be made in writing and set out the particular date the operator wants to suspend the DSMS and how long the period of suspension is likely to last. The WHS PAGEO Regulations require that the operator sets out the reasons why they want the DSMS suspended. It is important that the operator can justify why there will be no activity and how the operator will ensure that no activity takes place during the period of suspension. The operator should also provide a detailed explanation of how the diving operation as well as the people, processes, data, etc. used will be recovered back from the period of suspension to an appropriate state ready to allow safe diving operations.

The regulator may request further information from the applicant to support the application for suspension. Once all information is received the regulator must make a decision within 30 days after receipt of the application, this may be extended by up to 14 days subject to agreement with the applicant. The regulator is taken to have refused to grant a suspension if no decision is made within the relevant period or within the extended period.

The notice of the decision on the application must be given by the regulator in writing within seven days of making the decision. In the event that the regulator decides to refuse the application for suspension, the written notice must include the reasons for that decision.

When diving activities are expected to resume, the operator should make an application in writing to regulator requesting the revocation of the suspension of the DSMS stating the dates on which activities are likely to recommence. The regulator may, by written notice, revoke the suspension of the DSMS if the regulator:

- is satisfied the applicant will be carrying out diving operations on and from a particular day, or
- is otherwise satisfied that it is appropriate to do so in the circumstances of the particular case.

The revocation has effect on and from the day specified in the revocation notice.

A suspension granted remains in effect on and from the day specified in the suspension notice until it is revoked.

Upon recommencement of activities, the applicant will be required to advise the regulator that the activities have recommenced, that all operations conform to the DSMS, the operations comply with the DSMS and that all relevant staff are appropriately trained and familiar with the requirements described in the DSMS and the DPP.

5 Diving project plans

WHS PAGEO Regulations r. 82

No diving without approved or accepted diving project plan

WHS PAGEO Regulations r. 83

Contents of diving project plan

WHS PAGEO Regulations r. 91

Appointment of diving supervisors

No diving is permitted until there is an approved or accepted DPP in place. A DPP for a diving project is to limit each diving operation that is part of the project to a size and nature that can be safely supervised by one diving supervisor at any given time during the operation ([Section 5.3](#)).

The DPP must describe each diving operation that is part of the diving project. If necessary a separate DPP for each start-up notice may be required if significant changes to the diving work scope, location, equipment or procedures are applicable.

The DPP must not specify as a diving operation a task that is too complex or too big to be supervised safely by one diving supervisor and should commit to the appointment of enough supervisors to cover the entire diving project. In the event that more than one diving supervisor is appointed under a DPP, then the DPP should clearly state the areas and duration of the project that are controlled by each diving supervisor.

5.1 Contents of a diving project plan

WHS PAGEO Regulations r. 83

Contents of diving project plan

Regulation 83 identifies what should be included in a DPP. Where these requirements have been covered elsewhere in the DSMS, a reference to the relevant section of this document is included.

- A description of the project.
- A description of each diving operation that is part of the project.
- A list of the Commonwealth and State legislation that applies to the project – this has been covered in [Section 3.1.2](#) and the diving contractor and operator should ensure that legislation relating only to the individual DPP is listed.
- A list of standards and codes of practice that would be applied in carrying out the project – this has been covered in [Section 3.1.2](#) – and the diving contractor and operator should ensure that standards and codes of practice relating only to the individual DPP are listed.
- The identification of the hazards associated with the DPPs that are part of the project. This is a similar requirement to those outlined in [Section 3.3.2](#) of this Guide, but should only relate to the DPP-specific diving operations and the hazards associated with those operations.

- A risk assessment in relation to the identified hazards associated with the diving operations that are part of the project. This is a similar requirement to those outlined in [Section 3.3.2](#) of this Guide, but should only relate to the DPP-specific diving operations and the management of risks associated with those operations.
- Job hazard analyses for the diving operations that are part of the project. Safe operating procedures covered in [Sections 3.3.11 to 3.3.14](#) should be taken into account in this area.
- A plan for managing the health and safety of persons taking part in the project. Safe operating procedures covered in [Sections 3.3.11 to 3.3.14](#) should be taken into account in this area as well as [Section 3.3.22](#).
- An emergency response plan (ERP) specific to the diving operations being undertaken under the DPP must be developed. The ERP should include a list of the possible scenarios that could occur as a result of the activities being undertaken, their management and the roles and responsibilities of the workers involved in the emergency. This should cover both the onshore base and offshore base emergency facilities available.
- The provisions of the DSMS for the project and either the safety case in force or the components of the pipeline management plan in force relevant to the diving project that provide for the health and safety of persons, in particular the arrangements in the DSMS and the safety case or the pipeline management plan for simultaneous operations and emergency response, including any third parties that may be working in the vicinity.
- Details of consultation with divers and other workers taking part in the project ([Section 2.8](#) and [3.2.5](#)).

5.2 Communication requirements under a diving project plan

WHS PAGEO Regulations r. 83(3)
Adequate communications

This section should outline the DPP provisions for adequate communication between persons taking part in the project and any relevant contractor, facility, vessel or aircraft, and any on-shore installation. The various methods of communication with workers should be covered in this area including toolbox or pre-start meetings and notice boards ([Section 3.2.5](#)).

5.3 Appointment of diving supervisors

WHS PAGEO Regulations r. 91
Appointment of diving supervisors

The diving contractor should include a section in the DSMS on the procedure and process undertaken for the appointment of diving supervisors to ensure adherence to the requirements of the WHS PAGEO Regulations. This should also include the methodology in place for ongoing training of diving supervisors and monitoring of qualifications for currency when moving supervisors from one diving project to another.

5.3.1 Duties of diving supervisors

WHS PAGEO Regulations r. 92

Duties of diving supervisors

WHS PAGEO Regulations r. 93

Diving supervisor may give directions

A diving supervisor must not engage in diving while on duty as a diving supervisor.

The duties and responsibilities of a diving supervisor are outlined in detail in the WHS PAGEO Regulations.

These include:

- the ability to ensure the diving operations are carried out in accordance with an accepted DSMS and the applicable DPP
- the authority to countersign entries in the divers' logbooks
- reporting to the operator during the operation if there are any significant incidents or occurrences in connection with the diving operation
- giving each person that is part of a diving project instructions or directions.

The diving contractor should ensure that each of the above requirements is covered in the DSMS with reference to supporting procedures and processes in place that document how this is established and monitored to ensure compliance.

5.4 Approval of diving project plan by operator

WHS PAGEO Regulations r. 84

Approval of diving project plan by operator

WHS PAGEO Regulations r. 85

Acceptance of diving project plan by regulator if no operator

It is recommended that the approval of the DPP is included in the introduction of the DPP so that it is evident to all concerned that the DPP has been either approved by the relevant operator, or accepted by the regulator in the absence of an operator.

If there is no operator in relation to the diving project, the diving contractor must submit the DPP to the regulator. The regulator must reject the DPP if the regulator is satisfied it does not comply with the WHS PAGEO Regulations or there has not been appropriate consultation with divers and workers in the preparation of the plan as required.

5.4.1 Updating a diving project plan

WHS PAGEO Regulations r. 86
Updating diving project plan

A diving contractor conducting a diving project must ensure that the DPP for the project is up to date.

Updates may be required because:

- there have been modifications to the project which has resulted in a significant increase in the overall level of risk
- a significant change in the type of risk to a person taking part in a diving operation that is part of the project has been identified
- the operator in relation to the project proposes to undertake or permit a modification of the project that is likely to significantly affect the level of risks.

If there is no operator in relation to a diving project and the DPP has been updated, the diving contractor must give a copy of the updated plan to the regulator.

Appendix 1 Relevant legislation

Current

Petroleum and Geothermal Energy Resources Act 1967 (as amended)

Petroleum and Geothermal Energy Safety Levies Act 2011

Petroleum and Geothermal Energy Safety Levies Regulations 2011

Petroleum (Submerged Lands) Act 1982 (as amended)

Petroleum Pipelines Act 1969 (as amended)

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022

Repealed

Petroleum and Geothermal Energy Resources (Management of Safety) Regulations 2010

Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 2007

Petroleum (Submerged Lands) (Pipelines) Regulations 2007

Petroleum (Submerged Lands) (Diving Safety) Regulations 2007

Petroleum Pipelines (Management of Safety of Pipeline Operations) Regulations 2010

Appendix 2 Glossary and acronyms

The following terms are defined for the purposes of this Interpretive guideline.

Key terms	Meaning
Competent person	A competent person is a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. Competence is a requirement of diving supervision and the ability to carry out any activity related to a diving task safely (r. 91(1) and r. 95 of the WHS PAGEO Regulations respectively).
Controlled substance	Means a drug listed in Schedule 8 of the Customs (Prohibited Exports) Regulations 1958 or Schedule 4 of the Customs (Prohibited Imports) Regulations 1956.
Diving	Regulation 69 defines diving. A person is diving if the person: <ul style="list-style-type: none"> • is in a chamber inside which the ambient pressure is equal to, or higher than, the hydrostatic pressure at a depth of 1 metre in seawater (whether or not the chamber is submerged in water or another liquid), or • is submerged in water or another liquid and the person's lungs are subjected to a pressure greater than atmospheric pressure (whether or not the person is wearing a wetsuit or other protective clothing), or • is in a manned submersible craft that is submerged in water or another liquid. Diving includes diving using a snorkel and diving without the use of breathing apparatus except for the purpose of conducting an environmental survey.
Diving contractor	The person contracted to conduct the diving project.
Diving operation	Regulation 4 of the WHS PAGEO Regulations refers to the Petroleum and Geothermal Energy Safety Levies Act 2011 which defines a diving operation as a petroleum operation carried out in the adjacent area that comprises 1 or more dives.
Diving project	An activity consisting of one or more diving operations.
Diving supervisor	Person appointed by diving contractor to supervise diving operations. Must be qualified as a diving supervisor under the Australian Diver Accreditation Scheme.
Diving safety management system (DSMS)	A document outlining how the diving contractor will undertake diving projects and the systems in place to manage health and safety of workers, hazard identification and risk management.
Diving project plan (DPP)	A detailed plan that identifies, assesses and documents the controls for all hazards associated with a diving project, as well as emergency procedures. The DPP acts as a bridging document between the operator's safety case and the diving safety management system.

Key terms	Meaning
ERP	Emergency response plan
Facility	A vessel or structure used for the recovery, processing, storage or offloading of petroleum. Includes mobile offshore drilling units and pipe lay barges.
Geothermal energy operation	Means an operation to: <ul style="list-style-type: none"> • explore for geothermal energy resources • drill for geothermal energy resources • recover geothermal energy, or • any other kind of operation that is prescribed by the regulations to be a geothermal energy operation for the purpose of this definition and carry on of such operations and the execution of such works as are necessary for that purpose.
Intoxicant	A beverage or other substance for human consumption that contains alcohol; but does not include a substance for medical or pharmaceutical use.
KPI	Key performance indicators.
MAE	Major accident event – an event connected with a facility, including a natural event, having the potential to cause multiple fatalities of persons engaged at or in the vicinity of the facility.
Operator	A person who has, or will have, the day-to-day management and control of operations at a facility and is registered as the operator of the facility under r. 22(3).
Performance standard	A standard established by the operator defining the performance required for a safety critical element typically defining the functionality, availability, reliability, survivability and interdependency of the safety critical element.
Person conducting a business or undertaking (PCBU)	A PCBU is an umbrella concept capturing all types of working arrangements or relationships. A PCBU includes a company, unincorporated body or association and sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU. A reference to a PCBU includes reference to the operator of a facility.

Key terms	Meaning
Petroleum operation	Means an activity that is carried out in an area in respect of which a petroleum title is in force, or that is carried out in an adjacent area, for the purpose of any of the following: <ul style="list-style-type: none"> • exploring for petroleum • drilling or servicing a well for petroleum • extracting or recovering petroleum • injecting petroleum into a natural underground reservoir • processing petroleum • handling or storing petroleum • the piped conveyance or offloading of petroleum.
Pipeline	A pipeline licensed under the Petroleum Pipelines Act 1969 as amended or under the <i>Petroleum (Submerged Lands) Act 1982</i> as amended.
PPI	Positive performance indicators.
Safety critical element (SCE)	Any item of equipment, system, process, procedure or other control measure the failure of which can contribute to an MAE.
SDS	Safety data sheet
SFAIRP	So far as is reasonably practicable
Start-up notice	A written, signed notice containing key information about the diving project as defined in r. 94.
WHS Act	<i>Work Health and Safety Act 2020</i>
WHS PAGEO Regulations	Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2021
Worker	Any person who carries out work for a person conducting a business or undertaking (PCBU), including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.

Appendix 3 Compliance checklist

Compliance checklist for diving safety management system

NOTE: this checklist may also be used as a self-assessment tool by diving contractors to verify that their diving safety management system document has addressed all the required elements of the legislation.

Reference	Guide section	Topic	DSMS section	Page #
Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022				
Part 3 – Diving operations				
Division 2 – Diving safety management systems				
r. 71	2.4	No diving without DSMS in force		
r. 72(1)	3.1.1	Contents of DSMS		
r. 72(2)(a)	3.1.1	DSMS must provide for all activities connected with any diving project		
r. 72(2)(b)	3.3.1	Preparation of a diving project plan		
r. 72(2)(c)(d)	3.3.2	Continual and systematic identification of hazards		
r. 72(2)(e)	3.3.2	Elimination or minimisation, so far as is reasonably practicable, of risks		
r. 72(2)(f)	3.3.19	Inspection testing and maintenance of equipment		
	3.3.18	Maintenance and repair		
	3.3.17	Materials handling and storage		
r. 72(2)(g)	3.3.15	Communications between persons involved in any diving project		
r. 72(2)(h)	3.3.20	Performance standards that apply to DSMS		
r. 72(2)(i)	3.3.27	Continuous improvement		
r. 72(3)(a)(b)	3.1.2	Legislation, codes and standards		

Reference	Guide section	Topic	DSMS section	Page #
Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022				
r. 72(3)(c)(i)	3.2.1	Policy and leadership		
	3.2.3	Diving safety management system overview		
	3.2.4	Organisation and responsibility		
	3.2.5	Worker involvement and consultation		
	3.2.6	Employee selection, competency and training		
	3.2.7	Resources		
	3.3.3	Health and safety performance targets		
	3.3.4	Sources of information		
	3.3.5	Management system documentation		
	3.3.6	Records		
	3.3.7	Design, construction and commissioning		
	3.3.8	Simultaneous operations		
	3.3.10	Purchasing and control of materials and services		
	3.3.11	Safe operating procedures		
	3.3.21	Incident/hazard reporting and investigation		
3.3.26	Diving safety management system audits			
r. 72(3)(c)(ii)	3.3.9	Management of change		
r. 73	4.2	Acceptance of a new DSMS		
r. 74	4.3	Acceptance of a revised DSMS		
Part 3 – Diving operations				
Division 3 – Diving project plans				
r. 82	2.5, 3.3.1, 5	No diving without approved or accepted diving project plan		
r. 83(1)(a)	5.1	Description of project		
r. 83(1)(b)	5.1	Description of diving operation		
r. 83(1)(c)	3.1.2, 5.1	Legislative requirements		
r. 83(1)(d)	3.1.2, 5.1	Standards and codes of practice		
r. 83(1)(e)	3.3.2, 5.1	Identification of hazards associated with diving operation		
r. 83(1)(f)	3.3.2, 5.1	Risk assessment		
r. 83(1)(g)	3.3.11, 5.1	Job hazard analysis		

Reference	Guide section	Topic	DSMS section	Page #
Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022				
r. 83(1)(h)	3.3.14, 5.1	Managing health and safety of persons taking part in the project		
r. 83(1)(i)	5.1	Emergency response plan		
r. 83(1)(j)	3.3.8, 5.1	Simultaneous operations		
r. 83(1)(k)	2.8, 3.3.15, 5.1	Consultation with divers and other workers taking part in the project		
r. 83(2)	5	Diving operation to be safely supervised by one diving supervisor		
r. 83(3)	3.3.15, 5.2	Communication requirements for a diving operation		
r. 84	5.4	Approval of diving project plan by operator		
r. 85	2.6, 5.4	Acceptance of diving project plan by regulator if no operator		
r. 86	5.4.1	Updating diving project plan		
Division 4 – Involvement of divers and other workers				
r. 87(1)(2)	2.8, 3.2.5	Involvement of divers and workers in DSMS and diving project plan		
Division 5 – Safety responsibilities				
r. 88	3.2.2, 3.2.6	Compliance with DSMS and diving project plan		
r. 89	3.3.12	Safety before and during diving operations		
r. 90	3.3.13	Diving depths		
Division 6 – Diving supervisors				
r. 91	5.3	Appointment of diving supervisors		
r. 92	5.3.1	Duties of diving supervisors		
r. 93	5.3.1	Diving supervisor may give directions		
Division 7 – Start-up notices				
r. 94	3.1.6	Start-up notice		
Division 8 – Diving operations				
r. 95	3.3.14	Persons taking part in diving operations		
r. 96	3.3.16	Medical certificates		
Division 9 – Records				
r. 97	3.3.6	Diving operations record		
r. 98	3.3.6	Divers' log books		

Reference	Guide section	Topic	DSMS section	Page #
Work Health and Safety (Petroleum and Geothermal Energy Operations) Regulations 2022				
Part 4 – Notifications and Reporting				
Division 2 – Notifications				
r. 100	3.3.22	Duty to notify of notifiable occurrences		
Part 5 – General				
Division 1 – Miscellaneous				
r. 101	3.3.22	Incident notification: prescribed serious illness		
r. 105	3.3.22	Dangerous incident [Act s. 37]		
Division 2 – Managing risks to health and safety				
r. 108	3.3.2, 3.3.23	Duty to identify hazards		
r. 109	3.3.2, 3.3.23	Managing risks to health and safety		
	3.3.23.2	Managing the risk to health from psychosocial hazards		
r. 110	3.3.2, 3.3.23	Hierarchy of control measures		
r. 111	3.3.2, 3.3.23	Maintenance of control measures		
r. 112	3.3.2, 3.3.23	Review of control measures		
Division 3 – Matters relating to work health and safety				
Subdivision 1 - General				
r. 114	3.3.23.1	Avoiding fatigue		
r. 115	3.3.25	Possession of drugs and intoxicants		
Subdivision 2 - Noise				
r. 116	3.3.23.2	Meaning of exposure standard for noise		
r. 117	3.3.23.2	Managing risk of hearing loss from noise		
r. 118	3.3.23.2	Audiometric testing		

Appendix 4 Further information

Petroleum safety guidance

Interpretive guidelines

- *Development and submission of a diving safety management system*
- *Development and submission of a safety case*
- *Development and submission of an onshore facility safety case – drilling operations*

Guides

- *Audits, review and continual improvement*
- *Bridging documents and simultaneous operations (SIMOPS)*
- *Dangerous goods and hazardous chemicals in petroleum, pipeline and geothermal energy operations*
- *Decommissioning and management of ageing assets*
- *Demonstration of risk reduction so far as is reasonably practicable (SFAIRP)*
- *Diving start-up notices*
- *Emergency response planning*
- *Facility design case*
- *Hazard identification*
- *Health and safety leading and lagging performance indicators*
- *Human factors fundamentals for petroleum and major hazard facility operators*
- *Human factors self-assessment guide and tool for safety management systems at petroleum and major hazard facility operations*
- *Identification of major accident events, control measures and performance standards*
- *Inspections – Land-based drilling rigs*
- *Involvement of workers*
- *Management of change*
- *Nomination of an operator*
- *Records management including document control*
- *Risk assessment and management including operational risk assessment*
- *Validation requirements*

Codes of practice

- [*Mentally healthy workplaces for fly-in fly-out workers in the construction and resources sector*](#)
- [*Psychosocial hazards in the workplace*](#)
- [*Workplace behaviour*](#)

See the WorkSafe website for approved [codes of practice](#) on a range of related topics such as *Managing the risks of hazardous chemicals in the workplace*, *Confined spaces*, *Managing the risk of falls at workplaces*, *Managing risks of plant in the workplace* and *Managing the work environment and facilities*.

Other resources

- [*Discriminatory, coercive and misleading conduct – Interpretive guideline*](#)
- [*How to determine what is reasonably practicable to meet a health and safety duty – Interpretive guideline*](#)
- [*The health and safety duty of an officer – Interpretive guideline*](#)
- [*The meaning of ‘person conducting a business or undertaking’ \(PCBU\) – Interpretive guideline*](#)

The State of Western Australia supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY) licence.



Under this licence, with the exception of the Government of Western Australia Coat of Arms, the WorkSafe logo, any material protected by a trade mark or licence and where otherwise noted, you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

We also request that you observe and retain any copyright or related notices that may accompany this material as part of the attribution. This is also a requirement of the Creative Commons Licences.

For more information on this licence, visit creativecommons.org/licenses/by/4.0/legalcode



WorkSafe Commissioner

Department of Energy, Mines, Industry Regulation and Safety
303 Sevenoaks Street
CANNINGTON WA 6107

Telephone: 1300 307 877

NRS: 13 36 77

Email: commissioner@worksafe.wa.gov.au

Website: www.dmirs.wa.gov.au