



Oceanic Offshore Employee Induction



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Company History



A bit about Oceanic Offshore..

Kevin Nuttall began diving off the Pilbara Coast in the North of Western Australia in 1972. This was the start of a lifelong ambition to have a diving company, based in the North West, which would service the requirements of local industry and government instrumentalities and the Oil and Gas Sector.



Kevin formed Oceanic Offshore Pty Ltd in March 1997 with the aim of being Australia's most diversified independent air diving company, owned by Australians, operating out of Western Australia.



Oceanic Offshore is now managed by his sons Troy and Glen Nuttall. After starting out as a small family business operating out of Mermaid Marine Supply Base with a small dive team and one receptionist. Oceanic has since grown from strength to strength and today operates with multiple Dive Teams from locations across the Pilbara and is recognised locally as one of Western Australia's leading providers of commercial air diving and marine services.

Please click [here](#) to view the Capability Statement.

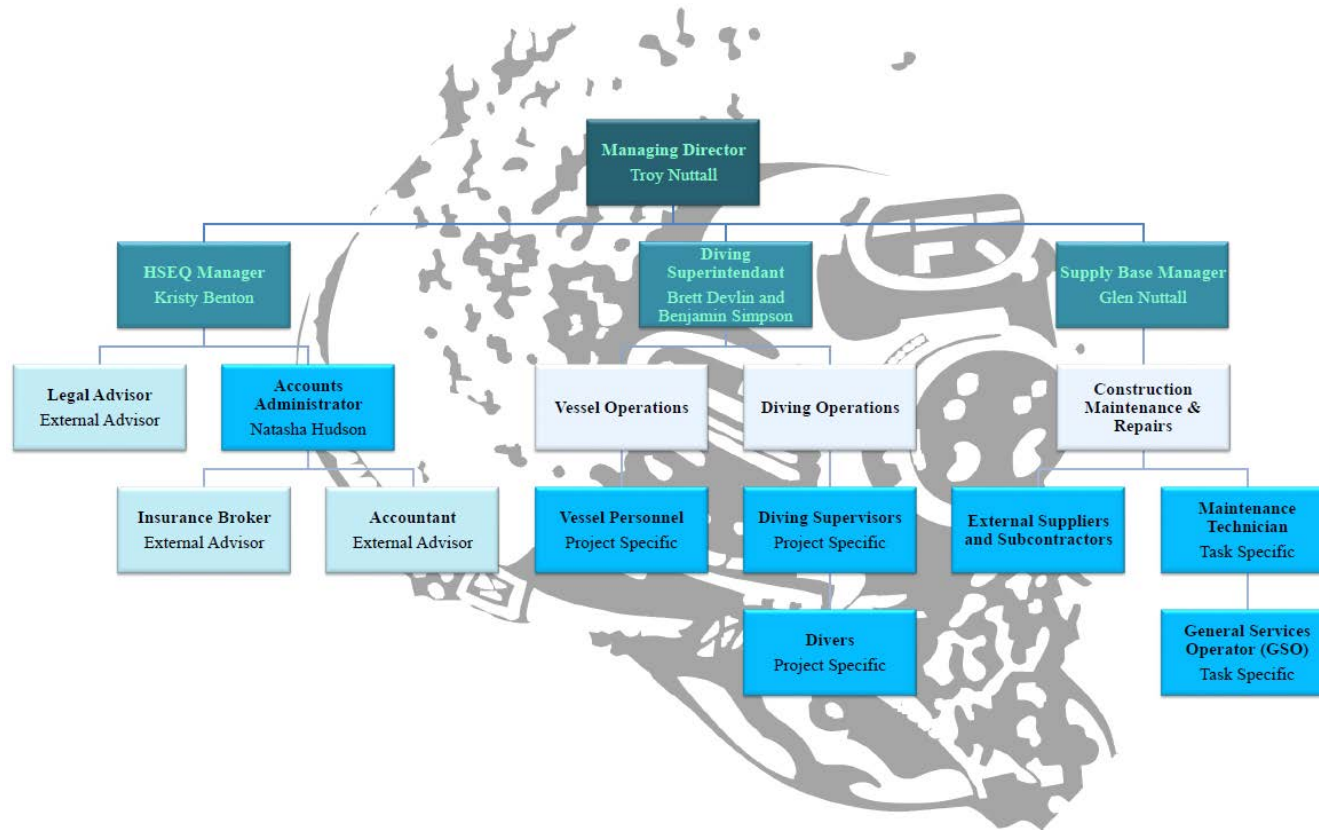


OCEANIC OFFSHORE^{PTY LTD}
Commercial Diving Services

Company Organisation



Oceanic Offshore Management Structure



Employer's Legal Duties (WA WHS Act 19)



Oceanic Offshore management has a duty and is committed to provide and maintain so far as is practicable a working environment that is safe with minimal risk to health and includes:

The provision and maintenance of a work environment without risks to health and safety.

The provision and maintenance of safe plant and structures.

The provision and maintenance of safe systems of work.

The safe use, handling and storage of plant, structures and substances.

The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities.

The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.



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Employee's Legal Duties (WA WHS Act 20)



Take reasonable care for the worker's own health and safety

Take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons

Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act

Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers



Any employee has the right to stop work should he or she find themselves in a position which may pose a threat to the safety of themselves or others.



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Work Health & Safety



- ▶ Health and safety is an integral part of the company's activities. It serves to ensure Oceanic Offshore meets the obligations of its internal Health & Safety Policy and the relevant Western Australia Work Health and Safety Legislation, including;
- ▶ The Offshore Petroleum and Greenhouse Gas Storage Act 2006
- ▶ Specifically the Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009



HEALTH AND SAFETY POLICY

Our Safety Mission is:

"success through safe diving"

This policy recognises that the health and safety of all persons in the workplace including employees, clients, contractors, visitors and stakeholders is ultimately the responsibility of company management. In fulfilling this responsibility management recognises their duty and is committed to provide, implement and maintain so far as reasonably practicable a safe working environment with minimal risks to health according to the company's Health and Safety Management and Improvement Plan.

Company management acknowledges the significance of health and safety in its working environment and actively promotes a positive attitude for a high level of health and safety as a key element of its core values. As this is a key element to the success of the company, our management are committed to identify and mitigate all risks and to reduce them to as low as reasonably practicable.

Oceanic Offshore are committed to conform or surpass its roles and responsibilities defined within the applicable Acts, Regulations, Standards and Guidelines applicable to its operations with a Safety Management System based on the requirements of ISO 45001 and ISO 31000.

Company management are committed to develop and maintain appropriate systems and supplementary arrangements for the management of safety, as identified within the company's Health and Safety Management and Improvement Plan. This plan is monitored quarterly and reviewed annually as part of its continual commitment to improvement.

In fulfilling the objectives of this policy, management are committed to regular consultation with employees, clients, contractors, visitors and stakeholders to ensure that the policy and its intent operates effectively, and that health and safety items are regularly reviewed.

Oceanic Offshore management commit to provide all relative information pertaining to Health and Safety to its employees, applicable and relative training and supervision on use of its assets, and management systems. Management own the responsibility to ensure all incidents are reported, investigated, resolved and documented.

All employees are to present themselves fit for work, retain a duty of care to work safely and to take all reasonable care for their own health and safety and the health and safety of others. Employees are to comply with the company safety systems and the directions provided by management or their delegates, where doing so does not create risk to themselves or others. They shall report all potential and actual hazards to management as soon as practicable following the event.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-002



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Commercial Diving Services

Quality Assurance (ISO 9001)



Oceanic Offshore has a quality system in place to ISO 9001 which means the following:

- A commitment to continuous improvement
- Written policies
- Written procedures and work instructions
- A document control system
- Verification by audits
- Accreditation to AS/NZS ISO 9001 Standard



OCEANIC OFFSHORE LTD
Commercial Diving Services

BUSINESS POLICY

Oceanic Offshore is a company specialised in all aspects of commercial diving and marine services. The company aims to be our clients preferred supplier providing the highest standard of plant and services to a wide range of industries.

It is the Company's mission to provide a cost effective, safe, reliable and a technically efficient service that exceeds all client and statutory requirements, whilst adhering to our ethical and business objectives.

All Company employees are fully committed to providing a quality service complying with the Company's Quality, Health and Safety integrated management systems. The Company's Integrated Management System is certified to ISO 9001 and is systematically planned, developed, maintained and controlled.

The Company's integrated management system is focused to continuous improvement and employee consultation to manage internal and external improvements and is regularly audited internally and by an independent third party.

The Company's corporate governance has been risk assessed and accepted by Oceanic Offshore management.

Oceanic Offshore management and its employees are committed to the success of this policy and encourage an uncompromising drive for greater success.

VISION
To be our clients preferred supplier of commercial diving & marine services.

MISSION
To add value to our client's projects through planning, technical capability, on-site management and extensive knowledge of the diving & marine industry.

VALUES
Safety, Professionalism, Reliability and Integrity
Employee development and recognition.
Financial Viability
Continuous Improvement

Troy Nuttall
TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-001



OCEANIC OFFSHORE LTD
Commercial Diving Services

Emergency Procedures for the Company Supply Base



▶ First Aid

- First Aid kits are located at the “clean room” in the shed and the area behind reception should you require them.

▶ Emergency evacuation Plan and Procedure

- The emergency evacuation plan is located at all building exits.
- The Emergency Evacuation Procedures are on display at the Safety Bulletin Board

▶ Emergency Muster Point

- Located at the front gate.

▶ Fire Safety and any other relevant information

- Shown on the Emergency Evacuation Plan and Procedures

SAFETY
Page: 1 of 22

TITLE: FACILITY EMERGENCY EVACUATION PROCEDURES

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Commercial Diving Services
ABN: 77 077 821 240

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FACILITY EMERGENCY
EVACUATION PROCEDURES

Document No.: DA-S-PR-009
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Controlled as per list of procedure holders
Date: 11/07/2013

EMERGENCY EVACUATION PLAN

Oceanic Offshore Supply Base

REFERENCE:

- FIRE EXITS
- ▲ FIRE EXITS
- FIRE EXITS
- EMERGENCY EXIT
- ▲ EMERGENCY EXIT
- EMERGENCY EXIT
- FIRE EXITS
- ▲ FIRE EXITS
- FIRE EXITS

EVACUATION PROCEDURE	DISCOVERY OF FIRE OR OTHER EMERGENCY
<ul style="list-style-type: none"> • Act on Instructions of the Supply Base Manager or Emergency Response Personnel. • Leave the building by the nearest Emergency Exit. • DO NOT delay in collecting personal possessions. • DO NOT run, push or overtake. • Proceed to the designated assembly area (Muster Point). Remain clear of the danger area. Remain in assembly area and ensure everybody is accounted for. • DO NOT re-enter the building UNTIL advised it is safe to do so and recommended by the Supply Base Manager. 	<ul style="list-style-type: none"> • Close any doors or windows that may restrict emergency ONLY IF SAFE TO DO SO. • Notify EMERGENCY SERVICES on Phone “000” (Dial “0” for line out). <li style="text-align: center;">Give the information: <li style="text-align: center;">Oceanic Offshore Pty Ltd <li style="text-align: center;">LA37 Nuttall Place, King Bay Industrial Estate, Dampier WA 6713. <li style="text-align: center;">Type of emergency (e – FIRE IN YARD), Severity of Situation. • Tackle the situation ONLY if trained in fire-fighting procedures or in appropriate Emergency Procedures.

Police, Fire & Ambulance
Karratha Health Campus
Poisons Information Centre
Pilbara Port Authority (Dampier PPA)
Oceanic Offshore Managing Director (Troy Nuttall)
Oceanic Offshore Supply Base Manager (Glen Nuttall)
Oceanic Offshore QSE Manager (Kristy Ladewig)

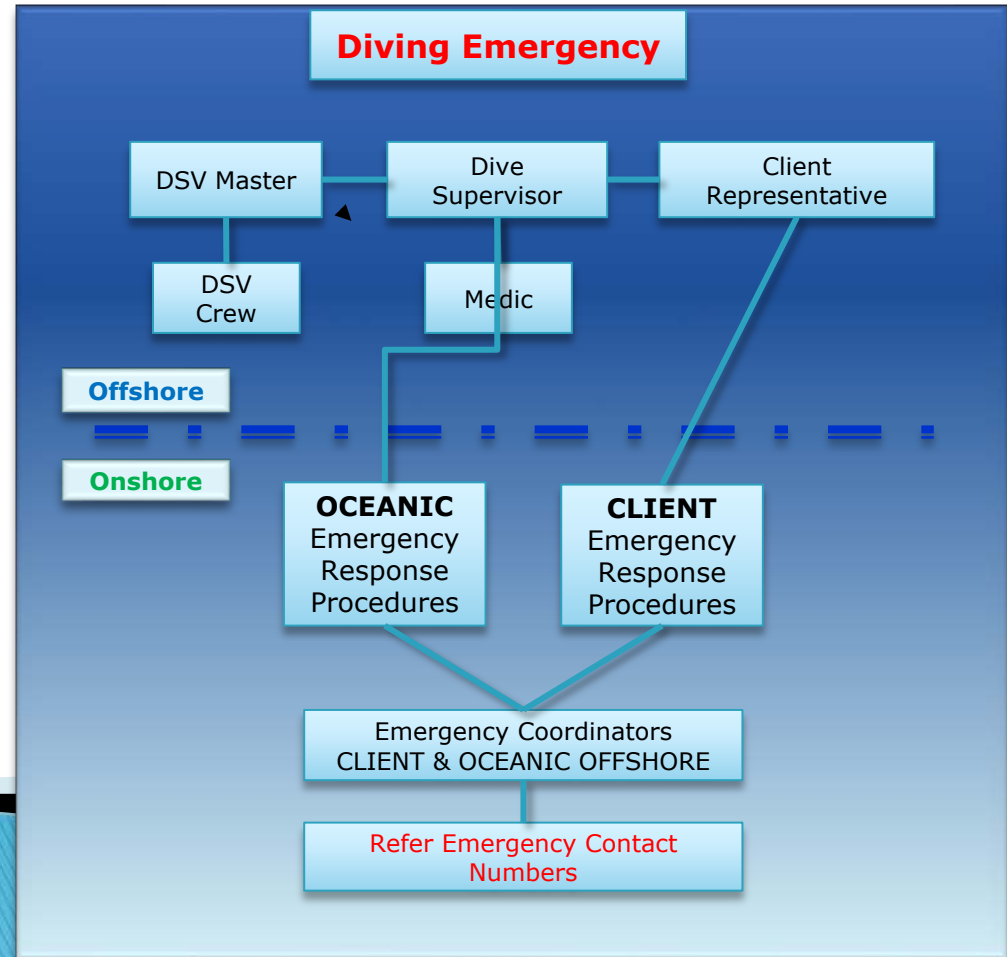
Dial 000
9144 7777
13 11 26
9159 6556
0439 431 336
0408 911 607
0447 005 856

Document No. DA-S-PL-005
26/08/2020



Emergency Points of Contact

In the event of a diving emergency the diagram to the right dictates the process of communication to be followed - unless an alternative is specifically detailed on your project. Please check with your supervisor or manager



Company Safe Work Practices

- ▶ Safe work practices, procedures and manuals are available for your use. Please make your self familiar with these, as copies are available in the workshop, on all company vessels, work sites and are available when requested.



Requirements for Personal Protective Equipment (PPE)



All PPE will be provided

- ▶ Overalls
- ▶ Gloves
- ▶ Hearing Protection
- ▶ Face Shields

If you don't have it please ask for it!

PPE must be worn as per our Safe Operating Practice for PPE and there is a PPE Matrix displayed in the workshop for information.



PPE MATRIX

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Commercial Diving Services
146 17 07 41 24

EQUIPMENT	EYES		HANDS		HEAR	HAIR	RESPIRATOR	HEAD	FEET	OTHER PROTECTION EQUIPMENT PROCEDURE	PPE REFERENCE	
	Safety Glasses	Eye Shields	Welding Mask	Hand Lenses	Ear Protection	Head Protection	Respirator	Dust Mask	Safety Shoes	Specialized Protection	Barrier / Lockout	Manufacturer's Instructions
Band Saw	☑				☑					☑	☑	☑
Bolt Sander	☑				☑					☑	☑	☑
Drill Press	☑				☑					☑	☑	☑
Grinder	☑		☑		☑					☑	☑	☑
Hydraulic Press	☑				☑					☑	☑	☑
Lathe	☑				☑					☑	☑	☑
Milling Machine	☑				☑					☑	☑	☑
Parts Cleaner	☑				☑					☑	☑	☑
Planer	☑				☑					☑	☑	☑
Plasma Cutter	☑		☑		☑					☑	☑	☑
Press Brake	☑				☑					☑	☑	☑
Dry Acetylene	☑				☑					☑	☑	☑
Sand Blaster	☑				☑					☑	☑	☑
Soldering Equipment	☑				☑					☑	☑	☑
Threading Equipment	☑				☑					☑	☑	☑
Welding Equipment	☑		☑		☑					☑	☑	☑
Chain Saws	☑				☑					☑	☑	☑
Power Actuated Tools	☑				☑					☑	☑	☑
Air Tools	☑				☑					☑	☑	☑
Handling Sheet Metal	☑				☑					☑	☑	☑
Working On Scaffolding	☑				☑					☑	☑	☑
Removing Man Hole Covers	☑				☑					☑	☑	☑
Fork Lift Operations	☑				☑					☑	☑	☑
Working Mechanical Spaces	☑				☑					☑	☑	☑
Mobile Aerial Lift	☑				☑					☑	☑	☑
Abrasive Blasting	☑				☑					☑	☑	☑
Steel Erection	☑				☑					☑	☑	☑
High Pressure Water Cleaning	☑				☑					☑	☑	☑
Handling Wood Materials	☑				☑					☑	☑	☑
Pull Wire in Electrical Panels	☑				☑					☑	☑	☑
Rigging	☑				☑					☑	☑	☑
Handling Chemicals and Paints	☑				☑					☑	☑	☑
Handling Glass	☑				☑					☑	☑	☑
Operating a Grinder	☑		☑		☑					☑	☑	☑
Operating a Welder	☑		☑		☑					☑	☑	☑
Apply First Aid	☑				☑					☑	☑	☑
Filling Cylinders	☑				☑					☑	☑	☑
Pressure Testing	☑				☑					☑	☑	☑
Gauge Calibration	☑				☑					☑	☑	☑

GLOVES ARE THE RULE, NOT THE EXCEPTION

DA-A-FM-266 Oceanic PPE Matrix 1 of 1 Date: 27/05/2013

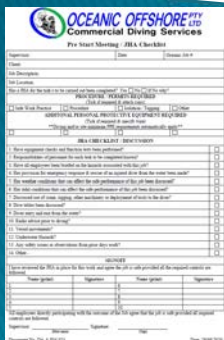


Permit to Work

Typically Oceanic Offshore will adhere to the clients onsite Permit to Work system. In the case that this is no on site permit to work system the Oceanic offshore Permit To Work Procedure (DA-S-PR-002) shall be adhered to.

Examples of typical Permit to Work required situations and the relevant permits include:

- Working aloft/over side:** DA-A-FM-194 Cold Work Permit
- Maintenance of ships side sea valves :** DA-A-FM-194 Cold Work Permit
- Onshore Diving operations:** DA-A-FM-071 Pre-Start / JHA Checklist
- Offshore Diving Operations:** DA-A-FM-191 Diving work Permit
- Electrical:** DA-A-FM-192 Electrical Work Permit
- Confined space:** DA-A-FM-193 Confined Space Written Authority
- Welding/Hot work:** DA-A-FM-195 Hot Work Permit



Please Note: DA-A-FM-071 Pre-Start / JHA Checklist shall be utilised for ALL diving operations regardless of the availability of a client system.

Isolations

Isolation of plant to facilitate activities such as maintenance, installation, inspection, testing or cleaning is a normal everyday event carried out by our employees. Isolation will necessarily involve the de-activation of all relevant energy sources, and is also likely to require the implementation of other safeguards.



A danger tag shall be attached to the main isolating switch, valve or other positive isolating device on a unit, whenever a danger is posed to the individual from the operation of the machine, equipment or the flow of the energy source.



The main function of a Caution / Repair tag is to provide information about the maintenance, servicing or operating requirements of a piece of equipment.



A yellow Out of Service Tag system designed to place out of test, faulty or unsafe plant or equipment out of use in order to prevent damage to the plant or equipment.



Lock provides a means of warning others that equipment, machinery, or a device has been de-energized and locked out and it must not be operated. Any lockout shall ensure all persons placing locks can be identified. The locks shall be red in colour displaying the standard "DANGER", "DO NOT OPERATE", and a place to describe reasons for the lockout.

Do NOT remove another persons isolation device.



Wages

- ▶ Casual contract of Employment discloses Wages and Terms for Divers and Vessel Crew.
- ▶ Full Time Personnel have a letter of appointment stating Salary, Terms and Conditions.
- ▶ Wages paid monthly via direct deposit on the last working day of the month.



Job Description

- ▶ New Employees will receive a Casual Contract / Letter of Appointment along with a position description for their new role.

Client Inductions

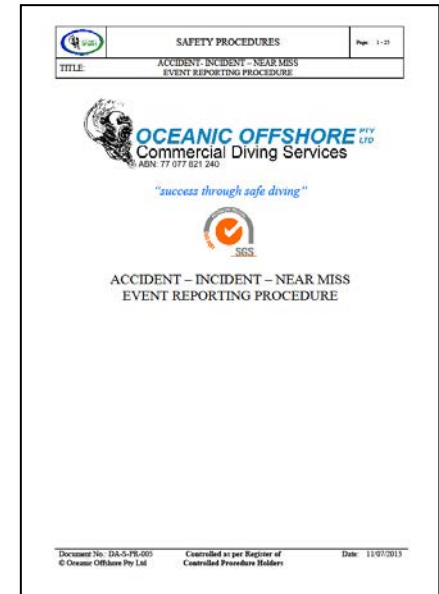
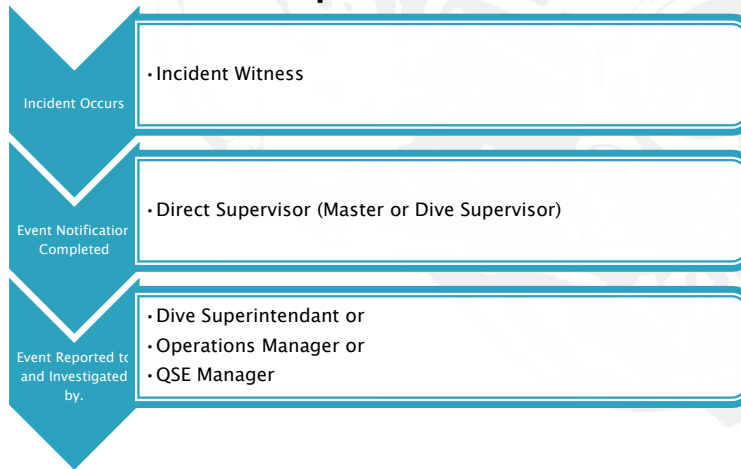
- ▶ To be discussed if required.
- ▶ Copies in Employee File.



Reporting Requirements for Accidents, Incidents and Near Misses



- ▶ Oceanic Offshore has an Accident – Incident – Near Miss Reporting Procedure
- ▶ Oceanic Offshore treats all accidents, incidents and near misses to personnel or equipment seriously and they shall be reported to the below personnel:



Incident must be reported as soon as practical following the event, **but must not be outstanding at the end of a shift.**



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Behavioural Based Safety Program



Oceanic Offshore have initiated a Behavioural Based Safety Program to aid in identifying behavioural related injury and incident opportunities in the working environment. This will help to assist in eliminating such occurrences by taking a pro-active approach to ensure employees are actively participating in improving the safety culture at Oceanic Offshore and will help management to determine behavioural based weaknesses and opportunities for improvement within the Health and Safety Management System.

Behavioural Based Observations are required to be completed once a week for all offshore projects and projects which are anticipated to extend further than one week.



Behavioral based observations may include some of the following examples however are not in any way limited to:

- ▶ **Task Knowledge:** Did the employee / employees have knowledge of the task at hand and understand what to do and how to do it? Did they select the right equipment to be used and understand how it should be used and what precautions they were required to take, ie. Isolations, PPE
- ▶ **Physical Capabilities:** Were the employee / employees physically capable of carrying out the task at hand in a safe manner and productive manner?
- ▶ **Communications:** Were communications clear and were all instructions received and carried out as instructed? If not what prevented this?
- ▶ **Timeline:** Were actions completed in a timely manner? If not what was the cause of this?



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Reporting Systems for Hazards within the Company




- ▶ Oceanic Offshore has a risk Assessment and Risk Management Procedure
- ▶ The purpose of this procedure is to assist management to identify, assess and manage risks in the workplace.
- ▶ Employees are required to participate in risk assessments and report Hazards as soon as possible.



	SAFETY PROCEDURES	Page: 1 of 25
TITLE: RISK ASSESSMENT & RISK MANAGEMENT		

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Commercial Diving Services
ABN: 77 077 821 240

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RISK ASSESSMENT
&
RISK MANAGEMENT

Document No: DA-S-PR-006 Controlled as per list of procedure holders Date: 11/07/2013
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Hazard Register

- ▶ At Oceanic Offshore a hazard register has been developed to identify the final risk rating of daily activities.
- ▶ All employees are encouraged to review the hazard register to have a clear understanding of all hazards involved – this can be found at the below link.
- ▶ [Doc No.: DA-S-RG-005 Hazard Register](#)



The following 5 slides depict the Oceanic Offshore Risk Assessment Matrix and highlight a selection of the hazards associated with Oceanic Offshore works. These are not conclusive of all risks; please view the above register for a comprehensive list of hazards associated with Oceanic Offshore works.

Risk Assessment Matrix



RISK ASSESSMENT MATRIX

PROBABILITY AND RISK TABLE

		Likelihood					
		0	1	2	3	4	5
		Remote	Highly Unlikely	Unlikely	Possible	Quite Likely	Likely
Consequence	A+ Catastrophic						
	A Massive				SEVERE		
	B Major			HIGH			
	C Moderate		MEDIUM				
	D Minor	LOW					
	E Slight						

DA-A-FM-267

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Risk Management

Score	Action
Severe	Stop Operations – Review immediately. Oceanics will not accept working in those conditions.
High	Address risks immediately with full JHA and risk assessment and job steps. Commence work if safe to do so.
Medium	Address risks as soon as possible.
Low	These risks may not need immediate attention.

Please see over the page for definitions on the possible consequence and likelihood.

Date:15/01/2021

RISK ASSESSMENT MATRIX

CONSEQUENCE TABLE

		People	Environment	Value	Reputation	
CONSEQUENCE	>20 Fatalities (or Permanent Total Disabilities)	Regional scale (>100 km ²) Long term/permanent impact	>A\$10,000,000	International concern. Major ventures terminated. Company at stake.	A +	
	4-20 Fatalities (or Permanent Total Disabilities)	Large scale (10-100 km ²) Long term (decades) impact	A\$1000,000- A\$10,000,000	Persistent national concern. Long term 'brand' impact. Major venture/asset operations severely restricted.	A	
	1-3 Fatalities (or Permanent Total Disabilities)	Medium scale (1-10 km ²) Medium term (years) impact	A\$100,000 A\$1000,000	Medium term national concern. Minor venture or minor asset operations restricted or curtailed.	B	
	Major Injury/illness, Permanent Partial Disability or Lost Work Case >4days	Medium scale (1-10 km ²) Short term (months) impact	A\$10,000 A\$100,000	National bad mention. Short term regional concern. Close scrutiny of Asset level operations/future proposals.	C	
	Minor Injury/illness. Restricted Work Case or Lost Work Case <4 days.	Localised (<1 km ²) Short term (weeks) impact	A\$1000 A\$10,000	Short term local concern. Some impact on asset level non-production activities.	D	
	Slight Injury/illness. First Aid or Medical Treatment Case	Localised (Immediate area) Temporary impact (days)	<A\$1000	Local mention only. Quickly forgotten. Freedom to operate unaffected.	E	

LIKELIHOOD TABLE

LIKELIHOOD						
	0	1	2	3	4	5
Historical:	"Unheard of in the industry"	"Has occurred once or twice in the industry"	"Has occurred many times in the industry, but not in the Company"	"Has occurred once or twice in the Company"	"Has occurred frequently in the Company"	"Has occurred frequently at the location"
Frequency: (Continuous Operation)	Once every 1,000 years at location	Once every 100 years at location	Once every 30 years at location	Once every 10 years at location	Once every 3 years at location	More than once a year at location or continuously
Probability: (Single activity)	1 in 100,000	1 in 10,000	1 in 3,000	1 in 1,000	1 in 300	1 in 100

DA-A-FM-267

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Date:15/01/2021

RISK ASSESSMENT FORM

HAZARD INDEX NUMBER:	RA-013	HAZARD DESCRIPTION:	HEAT STRESS
HAZARD LOCATION:	Yard, Vessel, Dive Site	INITIAL RISK ASSESSMENT DATE:	18/12/2006
EXPOSURE GROUPS:	Yard, Vessel, Dive, Construction	RE-ASSESSMENT DATE:	11/07/2015
ASSESSMENT TEAM MEMBERS:			
Gemma Wright	Troy Nuttall	Glen Nuttall	Brett Devlin
Kristy Ladewig			Steve Edney
HAZARDS IDENTIFIED:			
Lack of concentration		Fatigue	
POSSIBLE IMPACT OF HAZARDS: Heat Stress			
IDENTIFY THE CONSEQUENCES:			
Letter: C		Description: Moderate	
ESTIMATE THE LIKELIHOOD:			
Number: 3		Description: Possible	
DETERMINE THE INITIAL RISK ASSESSMENT:			
	High		
CONTROL THE RISK (PREVENTION MEASURES):			
Keep up fluid intake	PPE - Sunscreen, eye protection, shirts	Keep up food intake	
Shade	Regular Breaks	Air conditioning / fans	
POST CONTROL MEASURES			
IDENTIFY THE CONSEQUENCES:			
Letter: D		Description: Minor	
ESTIMATE THE LIKELIHOOD:			
Number: 2		Description: Unlikely	
DETERMINE THE FINAL RISK ASSESSMENT:			
	Medium		
AUTHORISED BY: Kristy Ladewig	POSITION TITLE: QSE Manager	DATE: 11/07/2013	

*Please utilise the Oceanic Offshore Risk Assessment Matrix document number DA-A-FM-267 for completing Risk Assessments

RISK ASSESSMENT FORM

HAZARD INDEX NUMBER:	RA-027	HAZARD DESCRIPTION:	SSBA OPERATIONS		
HAZARD LOCATION:	Dive Site	INITIAL RISK ASSESSMENT DATE:	11/03/2008		
EXPOSURE GROUPS:	Dive, Vessel, Contractors	RE-ASSESSMENT DATE:	11/07/2015		
ASSESSMENT TEAM MEMBERS:					
Kevin Nuttall	Gemma Wright	Troy Nuttall	Glen Nuttall	Tegan Forster	
Brett Devlin	Nicolas Garreffa	Greg Stinton	Jesse Carter	Kristy Ladewig	
HAZARDS IDENTIFIED:					
Entanglement	Incorrect valve position		Uncertified personnel		
Weather conditions / tides	Marine Biota		Poor communications		
Loss of vital supplies	Uncertified equipment		Rotating equipment		
POSSIBLE IMPACT OF HAZARDS: Diver Disorientation, Injury to Personnel, Drowning, Job delays, Damage to Equipment					
IDENTIFY THE CONSEQUENCES:					
Letter: B	Description: Major				
ESTIMATE THE LIKELIHOOD:					
Number: 3	Description: Possible				
DETERMINE THE INITIAL RISK ASSESSMENT:		High			
CONTROL THE RISK (PREVENTION MEASURES):					
Standby Diver	Diver Flag		JHA		
Secondary air supplies	Certified equipment and Personnel		Communications / video link		
Follow procedures	Dive Plan		PPE		
Isolations	Weather / tide predictions				
POST CONTROL MEASURES					
IDENTIFY THE CONSEQUENCES:					
Letter: C	Description: Moderate				
ESTIMATE THE LIKELIHOOD:					
Number: 2	Description: Unlikely				
DETERMINE THE FINAL RISK ASSESSMENT:		MEDIUM			
AUTHORISED BY: Kristy Ladewig					
POSITION TITLE: QSE Manager		DATE: 11/07/2013			

*Please utilise the Oceanic Offshore Risk Assessment Matrix document number DA-A-FM-267 for completing Risk Assessments

RISK ASSESSMENT FORM

HAZARD INDEX NUMBER:	RA-020	HAZARD DESCRIPTION:	MARINE VESSEL OPERATION - PASSENGER AND GOODS TRANSFER	
HAZARD LOCATION:	Installations, Vessels	INITIAL RISK ASSESSMENT DATE:	2/03/2007	
EXPOSURE GROUPS:	Vessel, Dive, Visitor, Contractor	RE-ASSESSMENT DATE:	11/07/2016	
ASSESSMENT TEAM MEMBERS:				
Gemma Wright	Troy Nuttall	Glen Nuttall	Nic Garreffa	Russell Hurley
Matthew Bortolotto	Rob Edney	Gregory Stinton	Kevin Nuttall	Kristy Ladewig
Brett Devlin				
HAZARDS IDENTIFIED:				
Weather conditions	Tidal movements	Hazardous substances		
Gangway access / suitability	Uncertified / poorly maintained equipment	Poor communications		
Ropes under tension	Slips & trips	Baggage handling / dropped objects		
Man overboard	Incompetent personnel	Swinging loads		
POSSIBLE IMPACT OF HAZARDS: Collision, Environment Pollution, Damage to Equipment, Injury to Personnel				
IDENTIFY THE CONSEQUENCES:				
Letter: C	Description: Moderate			
ESTIMATE THE LIKELIHOOD:				
Number: 3	Description: Possible			
DETERMINE THE INITIAL RISK ASSESSMENT:	High			
CONTROL THE RISK (PREVENTION MEASURES):				
Training and competent personnel	Follow Procedure / Manuals	3 Points of contact		
Man Overboard Safety Equipment in-date	Spill kit	JHA		
Spotter / Assistant	Good communications	Certified equipment		
PPE	Stop work authority	Deck Plans		
Vessel specific induction				
POST CONTROL MEASURES				
IDENTIFY THE CONSEQUENCES:				
Letter: D	Description: Minor			
ESTIMATE THE LIKELIHOOD:				
Number: 1	Description: Highly Unlikely			
DETERMINE THE FINAL RISK ASSESSMENT:	LOW			
AUTHORISED BY: Kristy Ladewig				
POSITION TITLE: QSE Manager		DATE: 11/07/2013		

*Please utilise the Oceanic Offshore Risk Assessment Matrix document number DA-A-FM-267 for completing Risk Assessments

RISK ASSESSMENT FORM

HAZARD INDEX NUMBER:	RA-039	HAZARD DESCRIPTION:	USE OF HAND TOOLS
HAZARD LOCATION:	All	INITIAL RISK ASSESSMENT DATE:	11/07/2013
EXPOSURE GROUPS:	Dive, Vessel, Yard, Contractors	RE-ASSESSMENT DATE:	11/07/2015
ASSESSMENT TEAM MEMBERS:			
Brett Devlin	Glen Bob Nuttall	Kristy Ladewig	
HAZARDS IDENTIFIED:			
Incorrect use or selection of tools	Sharp objects	Debris	
Incorrectly stored or maintained	Lack of concentration	Unfamiliar with tooling	
POSSIBLE IMPACT OF HAZARDS: Injury to Personnel, Damage to Equipment, Job delays			
IDENTIFY THE CONSEQUENCES:			
Letter: D	Description: Minor		
ESTIMATE THE LIKELIHOOD:			
Number: 3	Description: Possible		
DETERMINE THE INITIAL RISK ASSESSMENT:		Medium	
CONTROL THE RISK (PREVENTION MEASURES):			
Adequate supervision	Induction	PPE	
Follow procedures	Housekeeping		
POST CONTROL MEASURES			
IDENTIFY THE CONSEQUENCES:			
Letter: D	Description: Minor		
ESTIMATE THE LIKELIHOOD:			
Number: 2	Description: Unlikely		
DETERMINE THE FINAL RISK ASSESSMENT:		Medium	
AUTHORISED BY:	Kristy Ladewig	POSITION TITLE:	QSE Manager
		DATE:	11/07/2013

*Please utilise the Oceanic Offshore Risk Assessment Matrix document number DA-A-FM-267 for completing Risk Assessments

Hazardous Substances



- ▶ Chem Alert System Utilised.
- ▶ Safe storage and PPE available.
- ▶ MSDS files available at the following locations:
 - Behind the reception area
 - In the “clean room” in the shed area
 - In the white hazardous substance locker
 - Inside the yellow hazardous substance container
 - On company vessels
- ▶ Oceanic SWP Available for Hazardous Substances.



WD40 AEROSOL

Supplier: WD40 COMPANY LIMITED Ph:01908 555400 Emerg. Ph:01908 555400
 Stock Number: 18
 Contains: NAPHTHA (PETROLEUM), HYDROTREATED HEAVY 60-60%, CARBON DIOXIDE (PROPELLANT), 1-5%

HAZARDS

CLASSIFIED AS A DANGEROUS GOOD BY THE CRITERIA OF THE ADG CODE

UN No. 1950 DG Class 2.1 Subsidiary Risk(s) NA
 Pkg Group N/A Hazchem Code 2YE GTEPG 201

CLASSIFIED AS HAZARDOUS ACCORDING TO SAFE WORK AUSTRALIA CRITERIA

R10 Flammable: R68 Repeated exposure may cause skin dryness or cracking; S2 Keep out of reach of children; S16 Keep away from sources of ignition - No smoking; S23 Do not breathe gas/fumes/vapour/spray (where applicable); S37 Wear suitable gloves; S51 Use only in well-ventilated areas.

PERSONAL PROTECTIVE EQUIPMENT

PPE Wear splash-proof goggles and neoprene or nitrile gloves. When using large quantities or where heavy contamination is likely, wear coveralls. Where an inhalation risk exists, wear a Type A (Organic vapour) respirator.

EMERGENCY PROCEDURES

Spillage If cans/containers are punctured (bulk), use personal protective equipment. Clear area of all unprotected personnel. Ventilate area where possible. Collect and allow to discharge outdoors. Contain spillage, then cover / absorb spill with non-combustible absorbent material (vermiculite, sand, or similar); collect and place in suitable containers for disposal.

FIRST AID PROCEDURES

Eye If in eyes, hold eyelids apart and flush continuously with running water. Continue flushing until advised to stop by a Poisons Information Centre, a doctor, or for at least 15 minutes.

Inhalation If inhaled, remove from contaminated area. To protect rescuer, use a Type A (Organic vapour) respirator or an Air-line respirator in poorly ventilated areas. Apply artificial respiration if not breathing.

Skin If skin or hair contact occurs, remove contaminated clothing and flush skin and hair with running water. Continue flushing with water until advised to stop by a Poisons Information Centre or a doctor.

Ingestion For advice, contact a Poisons Information Centre on 13 11 26 (Australia Wide) or a doctor (at once). If swallowed, do not induce vomiting. Ingestion is considered unlikely due to product form.

ChemAlert

Stock Register By Site

Printed from Chem Alert (Site Name: DIVE SPREAD, Child Sites Included)

Sort By: Product Name, Filter By: None

RMT
Risk Management Technologies
Copyright © 2012 RMT

Stock Number	Product Name	Colour Rating	Stock Status	Manufacturer
27	5.56 AEROSOL	Amber	Approved	CRC INDUSTRIES (AUST) PTY LIMITED
70	BIOX 02 LIQUID	Green	Approved	BIOX LTD
55	CO CONTACT CLEANER (AEROSOL) (POST JUNE 2010)	Amber	Approved	CRC INDUSTRIES (AUST) PTY LIMITED
48	COMPRESSED DIVING AIR	None	Approved	GLOBAL GASES AUSTRALIA PTY LTD
46	COMPRESSED OXYGEN	None	Approved	GLOBAL GASES AUSTRALIA PTY LTD
54	CRC 7121 FOOD GRADE SILICONE	Amber	Approved	CRC INDUSTRIES (AUST) PTY LIMITED
63	DENSO MARINE PILING TAPE	Green	Approved	DENSO (AUSTRALIA) PTY LTD
66	DOW CORNING 732 MULTI-PURPOSE SEALANT, WHITE	Green	Approved	DOW CORNING AUSTRALIA PTY LTD
65	DOW CORNING MOLYKOTE VQ 02 LUBRICANT	Green	Approved	DOW CORNING S.A
53	ELECTRICAL QUALITY SILICONE	Amber	Approved	CRC INDUSTRIES (AUST) PTY LIMITED
60	FARMLAND VINEGAR, WHITE, 2L (PRODUCT OBSOLETE)	Green	Approved	COLES
57	GENERAL PURPOSE LIQUID LANGLEIN AEROSOL	Amber	Approved	LAMOTEC AUSTRALIA PTY LTD
68	LECTRA CLEAN 2	Amber	Approved	CRC INDUSTRIES (AUST) PTY LIMITED
67	LOCITTE 567 THREAD SEALANT	Amber	Approved	HENKEL AUSTRALIA PTY LTD
47	NITROX	None	Approved	GLOBAL GASES AUSTRALIA PTY LTD
59	PRO BLOC SUNSCREEN LOTION SPF30+	Green	Approved	SCENTAL PACIFIC PTY LTD
48	SAFETEC SANIZIDE PLUS DISINFECTANT SOLUTION	Amber	Approved	SAFETEC OF AMERICA, INC.
50	SCOTCHCAST ELECTRICAL RESIN 5 (5236) - PART A	Amber	Approved	3M AUSTRALIA PTY LIMITED
51	SCOTCHCAST ELECTRICAL RESIN 5 (5236) - PART B	Amber	Approved	3M AUSTRALIA PTY LIMITED
64	UNIVEX LENS CLEANING WIPES	Amber	Approved	UNIVEX SAFETY
52	WATTYL KILLRUST SPE ENAMEL WHITE BASE	Amber	Approved	WATTYL (AUSTRALIA) PTY LTD
18	WD40 AEROSOL	Amber	Approved	WD-40 COMPANY LIMITED
49	WELLER BUTANE GAS REFILL	Amber	Approved	MULTI-FILL PTY LTD

RMT; User - KLADEWIG Print Date: 13 Jul 2012 Page 1 of 1



Fitness For Work



Each employee is responsible to ensure their own fitness for work is not compromised by any condition whether it is physical or mental and is to alert their supervisor to anything that may affect their work.

All employees must comply with the Oceanic Offshore Fitness for Work Policy.



FITNESS FOR WORK POLICY

Oceanic Offshore is committed to ensuring that employees are fit for work in a manner that does not affect their capacity to complete their duties safely and efficiently.

Each employee is responsible to ensure their own fitness for work is not compromised by any condition whether it is physical or mental and is to alert their supervisor to anything that may affect their work performance.

Employees who become aware of any health-related issue (including pregnancy) should notify their supervisor of their health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

All employees will be held responsible for managing their own fitness for work and reporting as required by this policy and all other relevant policies.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-011



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Drugs and Alcohol Policy



- ▶ Oceanic Offshore has a **ZERO tolerance policy against alcohol and drugs.**
- ▶ Employees will be subjected to pre-employment screening and random drug and for cause testing throughout employment.
- ▶ Any employee or subcontractor who fails or refuses the test will be subject to normal Company disciplinary measures which may include dismissal.
- ▶ Employees must disclose medications likely to affect work performance to their Supervisor.



ALCOHOL AND DRUGS POLICY

Oceanic Offshore are committed to providing and maintaining a safe and productive workplace for all its employees, clients, contractors and other visitors. In keeping with this commitment, Oceanic Offshore has a ZERO tolerance policy against alcohol and drugs.

As alcohol and drugs can impair a person's ability to work safely and effectively we expect our employees to present themselves fit for work and in a manner that does not compromise the health and safety of themselves or others. Any employee who is taking medications is required to notify their Supervisor. Confidentiality is to be observed and no employee shall be discriminated against by their actions.

Employees and subcontractors shall be required to participate in any testing for the presence of alcohol and/or drugs when required by the Client or at the discretion of Oceanic Offshore. All new employees may be required to undergo alcohol and drug testing prior to the commencement of employment.

For cause testing will follow any incident or accident where the involvement of alcohol or drugs is suspected. Independent consultants may carry out this testing and their decisions and recommendations shall be reviewed.

Any employee or subcontractor who fails or refuses the test will be subject to normal Company disciplinary measures which may include dismissal.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-003



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Workers Compensation and Rehabilitation



REHABILITATION POLICY

Oceanic Offshore's Rehabilitation policy's aim is to restore any employee that is injured or unwell due to a work related incident to a physical, psychological, social, vocational and economic usefulness of which they are capable to attain.

The Company believes that rehabilitation is of benefit to everyone and should commence as soon as possible following injury or illness in a manner consistent with medical judgement.

The Company will ensure that employees are consulted in decisions relating to their rehabilitation. Every effort will be made to assist employees in an early, safe return to meaningful and productive work in consultation with an appointed medical practitioner.

A return to work program will be developed where required in consultation with relevant medical practitioners and the employee.

- ▶ Rehabilitation Policy and Insurance are in place for employees with work related injuries or illnesses.
- ▶ Every effort will be made to assist employees in an early, safe return to meaningful and productive work in consultation with the employee and medical practitioner.
- ▶ A return to work program will be developed where required.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-004



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Smoking Policy



- ▶ Oceanic Offshore has a smoking policy which states smoking is not allowed in any enclosed public space in the company workplace.
- ▶ Smoking as per government regulations is also banned 5 metres from building entrance and 10 metres from air conditioning vents.
- ▶ Employees are required to discuss smoking breaks with Site Supervisor regarding appropriate time and convenience to Company and Employee.
- ▶ Correct disposal of Cigarette Butts into Smoking Bins provided.



SMOKING IN THE WORKPLACE POLICY

Oceanic Offshore is committed to ensuring that Occupational Safety and Health legislation requirements are adhered to. The legislation clearly states that it is the employer's responsibility to protect all employees from being exposed to health hazards whilst at work. Oceanic Offshore acknowledges that it has a responsibility to provide a safe working environment for all employees.

Smoking of tobacco substances has been proven to be a health hazard and therefore is not allowed in any enclosed public space within the Company workplace. In accordance with government regulations smoking is not permitted within 5 metres from building entrances and 10 metres from air conditioning vents. This applies to all employees, subcontractors and visitors.

All Management and Supervisors are to actively enforce this Policy and those employees and subcontractors who breach this Policy will be provided a letter advising them of the Company Policy. We will provide employees and subcontractors wishing to give up smoking with encouragement, education programme guidelines and literature.

Oceanic Offshore requires consideration of the appropriate disposal methods and locations by all employees, visitors and subcontractors who shall be advised of this Policy when entering site.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-008



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Environmental Consideration



- ▶ Oceanic Offshore has an Environmental Policy in place which aims to eliminate all incidents that could result in damage to the environment .
- ▶ Oceanic Offshore complies with all relevant environmental legislation and regulations.
- ▶ All employees will be held responsible for environmental protection measures for the activities that they control.



ENVIRONMENTAL POLICY

Oceanic Offshore's Environmental Policy is based on the recognition that the protection of the environment, business development and growth can be compatible ideals and that a leading Company is best equipped to develop and implement effective environmental practices.

Our aim is to eliminate all incidents which could result in damage to the environment.

The Company continue to develop a culture that is aware of all the environmental management issues that can be affected by our operations and act in a responsible way regarding these issues.

Oceanic Offshore are committed to minimise any negative impacts to the environment and implement pollution prevention practices through the efficient use of resources and the reduction of emissions and waste, whilst complying with all relevant environmental legislation and regulations.

All employees will be held responsible for environmental protection measures for the activities they control.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-005



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services



Health and Safety



- ▶ Oceanic Offshore management acknowledge the significance of health and safety in its working environment, therefore they recognise their duty and are committed to provide, implement and maintain so far as reasonably practical a safe working environment with minimal risk to health.
- ▶ All employees are to present themselves fit for work, retain a duty of care for their and of others health and safety in the workplace at all times.



HEALTH AND SAFETY POLICY

Our Safety Mission is:

"success through safe diving"

This policy recognises that the health and safety of all persons in the workplace including employees, clients, contractors, visitors and stakeholders is ultimately the responsibility of company management. In fulfilling this responsibility management recognises their duty and is committed to provide, implement and maintain so far as reasonably practicable a safe working environment with minimal risks to health according to the company's Health and Safety Management and Improvement Plan.

Company management acknowledges the significance of health and safety in its working environment and actively promotes a positive attitude for a high level of health and safety as a key element of its core values. As this is a key element to the success of the company, our management are committed to identify and mitigate all risks and to reduce them to as low as reasonably practicable.

Oceanic Offshore are committed to conform or surpass its roles and responsibilities defined within the applicable Acts, Regulations, Standards and Guidelines applicable to its operations with a Safety Management System based on the requirements of ISO 45001 and ISO 31000.

Company management are committed to develop and maintain appropriate systems and supplementary arrangements for the management of safety, as identified within the company's Health and Safety Management and Improvement Plan. This plan is monitored quarterly and reviewed annually as part of its continual commitment to improvement.

In fulfilling the objectives of this policy, management are committed to regular consultation with employees, clients, contractors, visitors and stakeholders to ensure that the policy and its intent operates effectively, and that health and safety items are regularly reviewed.

Oceanic Offshore management commit to provide all relative information pertaining to Health and Safety to its employees, applicable and relative training and supervision on use of its assets, and management systems. Management own the responsibility to ensure all incidents are reported, investigated, resolved and documented.

All employees are to present themselves fit for work, retain a duty of care to work safely and to take all reasonable care for their own health and safety and the health and safety of others. Employees are to comply with the company safety systems and the directions provided by management or their delegates, where doing so does not create risk to themselves or others. They shall report all potential and actual hazards to management as soon as practicable following the event.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-002



OCEANIC OFFSHORE^{PTY LTD}
Commercial Diving Services

Training

- ▶ The company realises the importance of continuous development in employee training to maintain and enhance the quality of service the company provides.
- ▶ Oceanic Offshore aims to encourage individuals to continually develop their skills and abilities to meet the business goals and to realise their own personal potential
- ▶ Training and development opportunities can be raised by any employee at any time during their employment.



TRAINING POLICY

Oceanic Offshore is committed to delivering quality services through its employees and endeavours to ensure that they receive industry current relevant training and development in pursuit of the highest levels of service appropriate to their skills at all times.

The Company recognise the importance of continuous development in employee training to maintain and enhance the quality of service the Company provides.

In compliance with this policy Oceanic Offshore will:


- Regularly and actively take steps, via appraisal and other appropriate means, to identify training and development needs for individuals;
- Within available resources, provide individuals with opportunities to participate in training and development activities within our operations;
- Fully evaluate the benefits and effectiveness of investments in training and development activities.

Oceanic Offshore aims to encourage individuals to continually develop their skills and abilities to meet business goals and to realise their own personal potential.

The company anticipate employees to:

- Co-operate and participate, where appropriate, in activities and processes which are designed to identify training needs;
- Attend and fully participate in any activity which has been agreed by the parties as relevant to their development;
- Actively put into practice the new skills and knowledge acquired through training, and participate in any related evaluation measures for continual improvement.

Training and development opportunities can be raised by any employee at any time during their employment.



TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-006



- ▶ Oceanic Offshore are committed to actively engage and encourage open and effective communication. This is vital for good employee relations, pertaining to effective consultation for the continuous improvement of the companies integrated management system.
- ▶ Effective participation and consultation ensures that all employees are aware of their roles, responsibilities and their associated accountabilities.



Consultation



CONSULTATION POLICY

Oceanic Offshore commit to actively engage and encourage open and effective communication and recognises this process as a vital role for good employee relations, pertaining to effective consultation for the continuous improvement of the Company's Integrated Management Systems.

Effective participation and consultation ensures that all employees are advised of their roles, responsibilities and their associated accountabilities with the included benefit of positive interface with company management with the collective goal of reducing identifiable risks and promoting mitigation of hazards to as low as reasonably practicable.

The Company commits to consult employees and other stakeholders on the following processes:

- Health and safety policies and procedures development;
- Workplace consultative arrangements and meetings;
- Work systems, procedures, plans and practices, including operational manuals;
- Hazard identification, risk assessment, control implementation and review measures;
- Incident, injury and illness reports and preventative actions;
- Emergency response management activities; and
- Changes to the work environment, plant, equipment and systems of work.

The company commits to formulate, review and disseminate to employees the applicable Legislation, Standards, Guidelines and procedures relating to their Health Safety and Operational obligations.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

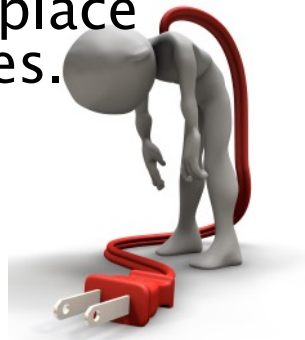
Document No.: DA-A-OT-007



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Fatigue Management

- ▶ Oceanic Offshore have appointed working hours to ensure employees have adequate breaks. The employer has a duty of care in fatigue management, it is also expected of the employee to have equal responsibility to ensure they are not fatigued for work.
- ▶ All action will be undertaken to ensure there is only a maximum of 12 hours worked a day. If works is to extend past this point consideration into the nature of work will be assessed and consultation will take place with the effected employees.



FATIGUE MANAGEMENT POLICY

Oceanic Offshore aims to eliminate all fatigue related incidents by issuing and enforcing the processes dictated in this policy.

All due consideration has been taken by the management of Oceanic Offshore to observe appointed working hours and to ensure employees have adequate breaks. Whilst Oceanic Offshore recognises that the employer plays a major role in fatigue management and duty of care we also expect the employee to play an equal responsibility to ensure they are not fatigued for work.

Normal working hours for Oceanic Offshore staff at its Supply Base will be 0800 to 1600 hours Monday to Friday. We do recognise that there will be occasions when extra hours will be required and at these times every endeavour will be taken to restrict working hours to a maximum of twelve hours. If there are extenuating circumstances we ask that the employees discuss the issue with management to see if alternative arrangements can be made.

The Diving Supervisor shall ensure that all divers have had adequate rest and have recovered from possible flight travel fatigue (Jet Lag) before diving to ensure the diver is suitable to be placed under pressure. It is important that the Dive Superintendent/Supervisor is notified by the divers of any unusual events with the travel prior to diving, to ensure that they can make the necessary adjustments to the diver's intended profiles.

Oceanic Offshore are committed to ensuring that this policy is understood and adhered to by all employees.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-010



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Employment Policy

- ▶ The recruitment and selection process at Oceanic Offshore is based on the following principles:
 - Selection is merit-based
 - The process is confidential
 - The process provides a positive experience for applicants
 - Oceanic Offshore's employer reputation is represented and promoted
 - Recruitment and selection is preceded by planning in relation to the organisational structure; job analysis, job design; position descriptions/position outlines, including selection criteria
 - There is Management consent and support to establish the position



EMPLOYMENT POLICY

Oceanic Offshore recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Recruitment and Selection occurs within a transparent context. Eligible applicants are equitably considered at the start of the recruitment process, at each subsequent stage and the best applicant for the position is appointed.

The recruitment and selection process at Oceanic Offshore is based on the following principles:

- ▶ Selection is merit-based
- ▶ The process is confidential
- ▶ The process provides a positive experience for applicants
- ▶ Oceanic Offshore's employer reputation is represented and promoted
- ▶ Recruitment and selection is preceded by planning in relation to the organisational structure; job analysis, job design; position descriptions/position outlines, including selection criteria
- ▶ There is Management consent and support to establish the position

Oceanic Offshore are committed to ensuring the integrity of our recruitment and selection process throughout all of our business activities.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

Document No.: DA-A-OT-013



Code of Conduct Policy

- ▶ Oceanic Offshore is committed to responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Oceanic Offshore expects and promotes for all employees.
- ▶ Our employees contribute to the success of our organisation and that of our Clients. Oceanic Offshore fully endorse that all employees are not deprived of their basic human rights. Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.



CODE OF CONDUCT POLICY

Oceanic Offshore is committed to responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that Oceanic Offshore expects and promotes for all employees.

Our employees contribute to the success of our organisation and that of our Clients. Oceanic Offshore fully endorse that all employees are not deprived of their basic human rights. Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Our Code of Conduct Policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, Clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- ▶ Act and maintain a high standard of integrity and professionalism
- ▶ Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- ▶ Be considerate and respectful of the environment and others
- ▶ Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- ▶ Avoid apparent conflict of interests, promptly disclosing to an Oceanic Offshore senior manager, any interest which may constitute a conflict of interest
- ▶ Promote the interests of Oceanic Offshore
- ▶ Perform duties with skill, honesty, care and diligence
- ▶ Abide by policies, procedures and lawful directions that relate to your employment with Oceanic Offshore and/or our Clients
- ▶ Avoid the perception that any business transaction may be influenced by offering or accepting gifts
- ▶ Under no circumstances may employees participate in bribery or corruption including offering, promising, giving or accepting of any undue monetary or other advantage to or by another person whether direct or indirect, including through agents, partners and other intermediaries.

Oceanic Offshore expects co-operation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.


TROY NUTTALL
MANAGING DIRECTOR

Date: 04-08-2022
Review Date: 31-07-2023

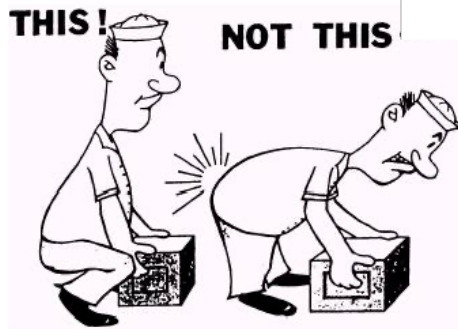
Document No: DA-A-OT-014



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Manual Lifting

- ▶ To prevent injury the correct lifting techniques must be used.
- ▶ For example:
 - Less than 20kg / 1 person by hand
(Equivalent of 35Tn Shackle or 25L Drum)
 - 35–85kg (Equivalent of 85Tn Shackle)
Requires 2 man or mechanical means
- ▶ Oceanic have a number of mobile plant available for use
i.e. Forklifts, Crane.
- ▶ **Do not operate without appropriate licence.**
- ▶ Oceanic Offshore Safe Work Practice Available



Onsite Work Requirements



The following will be discussed by your Supervisor

- ▶ Points of contacts; Supervisor / Client
- ▶ Operational procedures relevant to the task(s) to be undertaken and reasons for the procedures.
- ▶ Vessel/wharf isolation procedures.
- ▶ The completion of a Job Hazard Analysis.
- ▶ Requirements for Pre Start Meeting.
- ▶ Equipment Inspection & Maintenance.
- ▶ Site Familiarisation.



Pre Start Meeting / JHA Checklist

Supervisor:	Date:	Oceanic Job #:	
Client:			
Job Description:			
Job Location:			
Has a JHA for the task/s to be carried out been completed? Yes <input type="checkbox"/> No <input type="checkbox"/> If No why? _____			
PROCEDURE / PERMITS REQUIRED (Tick if required & attach copy)			
<input type="checkbox"/> Safe Work Practice	<input type="checkbox"/> Procedure	<input type="checkbox"/> Isolation / Tagging <input type="checkbox"/> Other	
ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED (Tick if required & specify type)			
Diving and/or site minimum PPE requirements automatically apply			
JHA CHECKLIST / DISCUSSION			
1. Have equipment checks and function tests been performed?		<input type="checkbox"/>	
2. Responsibilities of personnel for each task to be completed known?		<input type="checkbox"/>	
3. Have all employees been briefed on the hazards associated with this job?		<input type="checkbox"/>	
4. Has provision for emergency; response & rescue of an injured diver from the water been made?		<input type="checkbox"/>	
5. Has weather conditions that can affect the safe performance of this job been discussed?		<input type="checkbox"/>	
6. Has tidal conditions that can affect the safe performance of this job been discussed?		<input type="checkbox"/>	
7. Discussed use of cranes, rigging, other machinery or deployment of tools to the diver?		<input type="checkbox"/>	
8. Dive tables been discussed?		<input type="checkbox"/>	
9. Diver entry and exit from the water?		<input type="checkbox"/>	
10. Radio advice prior to diving?		<input type="checkbox"/>	
11. Vessel movements?		<input type="checkbox"/>	
12. Underwater Hazards?		<input type="checkbox"/>	
13. Any safety issues or observations from prior days work?		<input type="checkbox"/>	
14. Other -		<input type="checkbox"/>	
SIGNOFF			
I have reviewed the JHA in place for this work and agree the job is safe provided all the required controls are followed.			
Name (print)	Signature	Name (print)	Signature
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

All employees directly participating with the outcome of the Job agree that the job is safe provided all required controls are followed.
 Supervisor: _____ Signature: _____
(Print name) (Sign)

Document No. DA-A-FM-071 Date: 15/01/2021



OCEANIC OFFSHORE PTY LTD
 Commercial Diving Services

Hours of Work

Oceanic Office Personnel

- 8am – 4pm
- Monday – Friday

Workshop Personnel

- 7am – 5pm
- Monday – Saturday

Dive Personnel

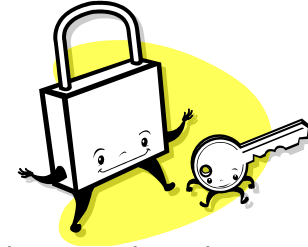
- **Onshore** – 8 hour day 8am – 4pm excluding overtime. (Overtime calculated at 1.5 hours first two hours and double time thereafter for weekdays and Saturday. Sunday Calculated at Double Time.)
- Public Holidays Double Time and a Half.)
- **Offshore** – 12 hour Shifts as Directed by Projects.

Vessel Personnel

- 8 – 12 hour Shift as Directed by Projects.



Security Requirements



- ▶ **Security:** The last employee, or a designated employee, who leaves at the end of the business day assumes the responsibility to ensure the following for each area below:
 - **Office** – doors are securely locked, air conditioning systems are turned off, and all appliances and lights are turned off with exception of the lights normally left on for security purposes
 - **Workshop** – Machinery (welders) and operating areas have been secured and are in a safe condition (cutting gasses), lights have been turned off and that shed doors are locked.
 - **Yard** – Machinery (forklift) and operating areas have been secured and are in a safe condition (gasses) and that the main gate is closed.
- ▶ Fuel Cards are to remain in designated vehicle. If missing please report.
- ▶ Parking Areas are provided for onsite, please utilise these.
- ▶ Vehicles / Vessels are to be secured.
- ▶ Gate Passes for Hampton Harbour.
- ▶ MSIC Security Zones are adjacent to property and report suspicious activities.
- ▶ Telephone and Computers are for business use only. Internet usage and email messages are public and not private. Oceanic reserves the right to access and monitor all files and messages on its systems.
- ▶ Intellectual Property – Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action.



House Keeping



OFFICE

Do not leave dishes in sink. Please wash or put in the Dishwasher.

Fridge will be emptied on weekly basis. Please dispose of old food.

Kettle and Coffee Machine Filtered Water Only and Milk Jug to be put back in fridge.

Please clean Microwave after use.

Please show consideration to other employees and clean up after yourself.

Descaling of Machine or any items required, please let Reception know.

- ▶ Good housekeeping on all job sites and workshop areas.
- ▶ Tidy things up and put back where found.
- ▶ No rubbish of any kind to be left lying around.
- ▶ Keep Walk ways and Emergency Equipment such as Fire Extinguishers free from obstruction.
- ▶ Ensure Tools and Machinery are stored, clean and secure.
- ▶ If skip bin requires emptying please advise Reception.
- ▶ **Ask if you don't know.**
- ▶ Housekeeping Inspection may be conducted by Supervisor.



SUPERVISOR WORKPLACE INSPECTION CHECKLIST

Location: _____ Performed By: _____ Date: _____

To be Checked	Pass	Fail	Action Required	Person Responsible	Completed
Amenities					
• Are Amenities Clean and Tidy, in good condition and adequate for number of people using them?	<input type="checkbox"/>	<input type="checkbox"/>			
• Are Safety Showers Operational, accessible, sign posted and instructions available?	<input type="checkbox"/>	<input type="checkbox"/>			
Danger & Out of Service Tags					
• Are Danger and Out of Service Tags Readily available and understood?	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical Installations – switched, leads, power points					
• Are all electrical components in good working condition, (easy to reach, not running across floors, no double adaptors, no white leads or power boards and not damaged)?	<input type="checkbox"/>	<input type="checkbox"/>			
• Are they tagged and checked and RCD's fitted where required?	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency					
• Are Emergency telephone numbers clearly visible and Evacuation Muster Points and Procedures known?	<input type="checkbox"/>	<input type="checkbox"/>			
Fire Extinguishers					
• Are Fire Extinguishers Clearly accessible, sign posted, tagged and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>			
First Aid Kits					
• Are first aid kits, easily located, clean and stocked and First Aid Officers identified?	<input type="checkbox"/>	<input type="checkbox"/>			
Garbage					
• Is there adequate provision for garbage bins in workplace, which are not overflowing and no litter lying around?	<input type="checkbox"/>	<input type="checkbox"/>			
• Are spill kits available and ready for use?	<input type="checkbox"/>	<input type="checkbox"/>			
• Are combustible scrap, debris and waste stored safely and appropriately?	<input type="checkbox"/>	<input type="checkbox"/>			
Hand Tools					

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Date: 15/01/2021



OCEANIC OFFSHORE PTY LTD
Commercial Diving Services

Motor Vehicles, Trucks, Vessels



- ▶ Motor vehicles are only to be driven by company employees who have an in-date driver's licence. Copies of Licence to be stored on employee file.
- ▶ Trucks are only to be driven with appropriate licence class. Assistance can be given to obtain truck licence.
- ▶ Oversize signage to be utilised where appropriate.
- ▶ Vessels and Mobile Plant are also only to be driven by company employees with appropriate licence/ticket.
- ▶ Laminated Daily Vehicle Checks Cards are available in all vehicles to be used as a guide.
- ▶ A vehicle first aid kit is located in each vehicle.
- ▶ You are responsible for the safety of your passengers – follow all WA road rules and marine regulations at all times.



Welcome to Oceanics! Any Questions?



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