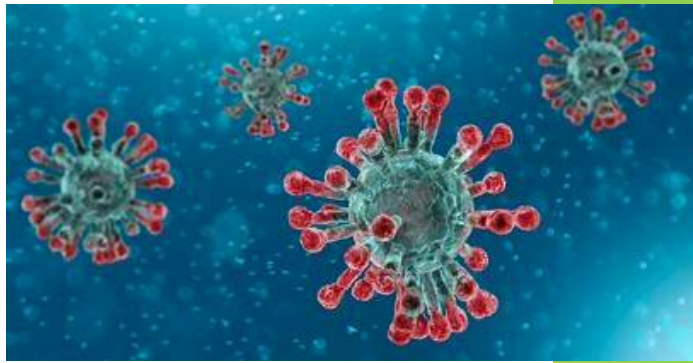


2020

COVIDSafe plan



Prepared for

AQUADUCK SAFARIS

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Wayne Linklater

SHORLINK PTY LTD

18/06/2020

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Issue Date:	18/06/2020	Issue Status:	1
	Authorised by:	S. Colgate	
	ALL AQUADUCK SAFARIS VESSELS SAFETY MANAGEMENT SYSTEM MANUAL		
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This COVIDSafe is to be read in conjunction with the vessels Safety Management System (SMS).

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1.0 Company, vessel and contact details

Company:	Tours and Attraction Group Pty Ltd T/A Aquaduck Safaris	ABN/ACN:	624 301 597
Address:	1/36 Cavill Avenue Surfers Paradise Queensland 4217 Australia		
Primary Contact			
Name:	Sarah Colgate	Position:	General Manager
Phone:	07 5539 0222	Mobile:	0415 828 551
Email:	sarah@aquaduck.com.au	Fax:	-
Alternative Contact			
Name:	Geoff Colgate	Position:	Commercial Manager
Phone:	07 5539 0222	Mobile:	0404 074 483
Email:	geoff@aquaduck.com.au	Fax:	-

1.1 The Vessels

Aquaduck 1	A custom designed vessel specifically developed for amphibious tours Built by Aquabus Registered to carry: 32 passengers + 2 Crew	
Aquaduck 2	A custom designed vessel specifically developed for amphibious tours Built by Aquabus Registered to carry: 32 passengers + 2 Crew	
Aquaduck 3	A custom designed vessel specifically developed for amphibious tours Built by Aquaduck Safaris Pty Ltd Registered to carry: 32 passengers + 2 Crew	
Reggie	A custom designed vessel specifically developed for amphibious tours Builder: Unknown Registered to carry: 29 passengers + 2 Crew	
Lark Jemima	A custom designed vessel specifically developed for amphibious tours Builder: Unknown Registered to carry: 30 passengers + 2 Crew	

These are commercial vessels registered by the Australian Maritime Safety Authority (AMSA) and each vessel has a total passenger capacity as identified above plus a Deckhand/Tour Guide and Master.

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1.2 Operational considerations

When developing this plan, the following factors were taken into account when determining passenger numbers. These factors are covered off in our procedures in Section 18.0 Operational Procedures

- All are open vessels which allows continual fresh air flow through the cabin
- All vessels have drop down clear curtains on both sides for use in the event of rain or poor weather conditions. Note there is no rear curtain thus allowing continual air flow through the cabin
- During the tour, the vessel will only be stationary at traffic lights (when on the road) and at the boat launching ramp while awaiting their turn to enter the water or in an emergency situation
- Enhanced cleaning procedures based on COVID-19 requirements
- The provision of hand sanitiser in strategic locations in all public areas in the booking office and onboard all vessels
- The COVIDSafe plan is on the Aquaduck website
- Terms and Conditions of sale to state as follows:
 - “By purchasing a ticket, you are accepting Aquaduck Safaris COVIDSafe plan”
- A large sign in the departure lounge specifying key points:
 - Please use the hand sanitiser provided before joining your tour
 - Please maintain physical distancing
 - By checking in for your tour you are accepting Aquaduck’s general Terms and Conditions including our COVIDSafe plan
 - If you are experiencing a fever, cough, sore throat, shortness of breath or cold/flu like symptoms please DO NOT join the tour. Please notify our staff and we will happily reschedule your tour or provide a refund.

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2.0 About Coronavirus (COVID-19)

COVID-19 is highly contagious and can affect your lungs and airways. Most people who become infected experience mild illness and recover but it can be more severe for others that can lead to loss of life.

Symptoms include:

- Fever
- Coughing
- Sore throat
- Fatigue
- Shortness of breath

Preventative measures:

- Provision of hand hygiene products and regular hand washing
- Covering mouth and nose when coughing and sneezing
- Maintaining physical distancing as much as is reasonably possible onboard
- Increased disinfecting of all vessels
- Maintaining physical distancing of 1.5 metres as much as is reasonably possible in the office
- Increased disinfecting of all office areas and in particular high touch areas in the reception area
- Provision and regular cleaning of separate waste bins for the disposal hygiene items

The company will take all reasonable steps to ensure that a person does not board a vessel or enter the office if they are unwell and/or do not clear the screening steps outlined.

In order to prevent the spread of illness to other geographical areas, any person who presents unwell while on-sire or onboard should be advised to maintain physical distancing and seek medical advice immediately.

Contact 13 43 25 84 for advice.

If symptoms worsen call 000 immediately and ask for Ambulance then follow their instructions.

Any person with COVID-19 symptoms should seek medical advice immediately.

This **COVIDSafe plan** was developed to meet the requirements of Queensland Health, Worksafe Queensland and the Australian Maritime Authority (AMSA).

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3.0 Screening of crew members and shore-based workers

All crew members and shore-based workers are to comply with these procedures.

3.1 Prior to commencing work

All crew members and shore-based workers, existing or new shall complete a Crew/Worker Health Screening Form confirming:

- a) They have not returned to Australia from overseas in the last 14 days
*If answered Yes the person **must** self-quarantine for 14 days after entering Australia.*
- b) They have not, in the last 14 days been in close contact with someone who has COVID-19
*If answered Yes the person **must** self-quarantine for 14 days after the last contact with that person.*
- c) They have not been, in the last 14 days been in a COVID-19 hotspot as defined by the Chief Health Officer
*If answered Yes the person **must** self-quarantine for 14 days after leaving the designated hotspot.*
- d) They have not had a fever, cough, sore throat, shortness of breath or cold/flu like symptoms in the last 24 hours
*If answered Yes the person **must NOT** be allowed to enter the premises or board any of the company's vessel's and be instructed to self-isolate and seek medical advice immediately.*
- e) They have recovered from COVID-19 and are no longer infectious and at least 10 days have passed since the onset of symptoms and free of all symptoms for at least 72 hours
*If answered Yes they **must** confirm at least 10 days have passed since the onset of symptoms and they have been free of all symptoms for at least 72 hours. The crew member **must** provide evidence of completion of isolation.*
- f) New crew members and workers must also provide details of their work history and accommodation for the 14 days prior to commencing work.

3.2 Daily

Prior to the start of work all crew members and shore-based workers are to confirm:

- They have not had a fever, cough, sore throat, shortness of breath or cold/flu like symptoms in the last 24 hours
*If answered Yes the person **must NOT** be allowed to enter the premises or board any of the company's vessel's and instructed to self-isolate and seek medical advice immediately.*

Note: All crew members and shore-based workers are required to read this **COVIDSafe plan** then sign the Crew/Worker Agreement.

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4.0 Screening of passengers

All passengers are advised that if they are displaying any symptoms identified in Section 2 they required to self-isolate and **must not** attend or board the vessel.

Prior to boarding the vessel all passengers shall be asked to answer the following question:

“Have you had a fever, cough, sore throat, shortness of breath or cold/flu like symptoms in the last 24 hours?”

*If answered Yes the passenger **must NOT** be permitted to board the vessel and advised to notify health authorities and seek medical advice immediately.*

Where a passenger is not permitted to join the tour due to suspected COVID-19 symptoms the company shall offer the passenger either of the following options:

- To book a tour at a later date; or
- A full refund of the ticket price

Please Note: The company reserves the right to **NOT** permit any person who is displaying symptoms identified in Section 2 herein to join the tour or board the vessel.

5.0 Screening of other persons

All other persons entering the premises or boarding the vessel shall comply with these screening procedures.

5.1 Screening of visitors (includes delivery personnel)

All visitors are required to complete a Crew/Worker Health Screening Form prior to entering the premises or boarding the vessel. Visitors are not required to complete the New Crew/Worker question.

5.2 Screening of contractors

Where contractors or individuals have been engaged to undertake work of any nature for the company they are required to complete a Crew/Worker Health Screening Form prior to entering the premises or boarding the vessel.

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6.0 Crew members and shore-based workers training

All crew members and shore-based workers are required to undertake training in relation to COVID-19 as detailed below.

Crew Members

All crew members undertake training as follows.

- Induction into the company's and vessel's Safety Management Systems
- Training in emergency response procedures in the vessels Safety Management System
- Induction into this COVIDSafe plan
- Training in the procedures in this COVIDSafe plan
- Completed the Department of Health's COVID-19 infection control training

Shore-based workers

All shore-based workers undertake training as follows.

- Induction into the company's Safety Management System
- Training in the company's operating and emergency procedures
- Induction into this COVIDSafe plan
- Training in the procedures in this COVIDSafe plan
- Completed the Department of Health's COVID-19 infection control training

7.0 Booking tours

Passengers make book their tour either:

- Online through an automated booking system (preferred option); or
- By phone by calling the booking office; or
- In persons at the booking office

In all cases people making bookings are advised the if they have any symptoms identified in Section 2.0 they **must not** attend or board the vessel.

8.0 Recordkeeping

Records shall be kept in accordance with the following procedures.

Note: All records must be made available to the Worksafe or the Public Health Unit (PHU) upon request.

8.1 Crew and shore-based workers

Completed Crew/Worker Health Screening Forms to be filed in the office and kept for a minimum of 2 months (56 days) after which time they may be destroyed.

8.2 Visitors and Contractors

Completed Crew/Worker Health Screening Forms to be filed in the office and kept for a minimum of 2 months following which time they may be destroyed.

8.3 Cleaning supplies and activities

A record of cleaning materials relevant to COVID-19 shall be recorded in the Materials Log and filed in the office and kept for a period of 5 years.

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Records of cleaning the office and other areas where passengers are permitted to be recorded in the Shore-based Cleaning Form then filed in the office and kept for 5 years

All cleaning of the vessel in relation to COVID-19 shall be recorded in the Vessel Cleaning Form and filed in the office. These forms to be kept for a minimum of 5 years.

9.0 Information for crew members, workers, passengers and non-essential workers

The company shall provide crew members, shore-based workers, passengers and non-essential workers with up to date information on COVID-19 from Queensland Health and other relevant government agencies. These shall be updated as and when required.

Notices for personal hygiene and physical distancing requirements shall be displayed in all areas where crew and shore-based workers operate, and passengers are allowed.

NO non-essential workers are permitted to enter the premises or board any vessels without prior approval from the company's management.

The company has developed operating procedures for COVID-19 to ensure the safety of all crew, shore-based workers, passengers and the general public. See Section 18.0 of this COVIDSafe plan.

10.0 Physical distancing

All crew members and shore-based workers have been inducted into the requirements of physical distancing in the office, onboard the vessel and how it applies to them.

The company maintains, so far as is reasonably practicable giving consideration to the office design and layout physical distancing of 1.5 metres. Floor markings identify 1.5 metre distances in the booking office where the public are permitted.

Boarding the vessel is undertaken at Cavill Avenue bus stop where crew members shall request all passengers to maintain 1.5 physical distancing.

Onboard the vessel and so far as is reasonably practical giving consideration to the size, layout and operations of the vessels passengers from the same group shall be seated together with 1.5 metres physical distancing between other groups and/or passengers where reasonably practical.

Crew members and shore-based staff are responsible for maintaining their own social distancing, so far as is reasonably practical when onboard the vessel or in the office.

Note: While the company strongly recommends physical distancing the management and crew cannot be responsible for an individual's decisions in relation to physical distancing .

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11.0 Meal breaks

Meal breaks are structured in accordance with these procedures

11.1 Vessel crew

Vessel crew members may take meal breaks during their allocated meal break times. Meals may be consumed in the office or outside providing 1.5 metres social distancing is maintained.

11.2 Shore-based workers

Shore-based workers meal breaks may be taken at any time during the day and consumed at their work station or outside providing 1.5 metres physical distancing is maintained.

12.0 Provision of hygiene products and PPE

The Company maintains supplies of the following:

For vessel crew and shore-based workers	For passengers
<ul style="list-style-type: none"> • Single use disposable gloves • Hand sanitiser • Face masks • Disinfectant wipes • Disinfectant spray • Disinfectant solutions (liquids for sprays) 	<ul style="list-style-type: none"> • Hand sanitiser. <i>Located at strategic locations in all public areas the responsibility of the company</i> • Face masks (if required)
A record of stock levels is maintained in accordance with Section 8.3 Recordkeeping	

13.0 Cleaning

For the company's vessels the crew shall ensure cleaning is undertaken in accordance with Sections 18.1 Cleaning: Vessel pre-departure, 18.2 Cleaning: Cleaning: Vessel post tour.

For cleaning of the company's shore-based facilities workers shall undertake cleaning in accordance with Section 18.3 Cleaning: Shore-based facilities

14.0 Passenger seating arrangements

Passengers will be seated as follows.

- a) **Same group:** these groups to be seated together and in adjoining seats where required.
- b) **Others:** these passengers shall, so far as is reasonably practicable be seated to allow 1.5 metres physical distancing from other groups or passengers.

15.0 Food and beverage service

Food and beverage service is only provided on the **Sunset Tours**.

15.1 Food service

Food service is limited to "snack foods" such as pre-packaged crackers, etc. and is served in accordance with Section 18.7 Food preparation and service.

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15.2 Beverage service

The service of non-alcoholic and alcoholic is limited to the following:

- Water in plastic bottles
- Beer in cans with a volume of no more than 375mL
- Beer in bottles with a volume of no more than 355mL
- Wine served by the glass (plastic)

The service of beverages is in accordance with Section 18.8 Beverage service

16.0 Monitoring, identification and management of unwell persons

The monitoring, identification and management of unwell persons is undertaken as follows:

- All crew members and shore-based workers have been inducted into this **COVIDSafe plan** and how it applies to them and their individual responsibilities in relation to COVID-19
- Health screening was undertaken of all existing and new crew members and shore-based workers. Refer to Section 3.0 herein
- Management of unwell crew members, shore-based workers and passengers shall be in accordance with Section 18.8 Management of Unwell Persons Procedure
- All crew members and shore-based workers are responsible for the monitoring of their own health and are to advise company management if they develop any of the symptoms identified in Section 2.0
- Where any passenger is observed displaying symptoms identified in Section 2.0 by a crew member or shore-based worker the crew member or shore-based worker shall notify company management immediately
- A management representative shall then advise the person displaying symptoms in accordance with Section 18.8 Management of Unwell Persons procedure
- Where any person in the office is observed displaying symptoms identified in Section 2.0 by a shore-based worker the worker shall notify the Manager immediately
- A management representative shall then advise the person displaying symptoms in accordance with Section 18.8 Management of Unwell Persons procedure
- Where further information is required contact the:
 - National Coronavirus Helpline on 1800 020 080**
 - This line operates 24 hours a day, 7 days a week.*
- Where necessary use the **healthdirect Coronavirus (COVID-19) Symptom Checker** online tool by going to:
www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker

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17.0 Risk Assessment

The owner in conjunction with Shorlink has undertaken Risk Assessments in undertaking commercial operations in relation to COVID-19 including the increase in passenger numbers.

All Risk Assessments are identified in the attached Risk Register

Where the Health Department advises of changes to the current COVID-19 restrictions the Risk Register shall be reviewed and updated where necessary.

18.0 Operational procedures for COVID-19

These procedures are to be read in conjunction with the vessels Safety Management System and the company's Work Health and Safety Management System

- Note:**
1. Single use disposable gloves **must** be worn when undertaking cleaning duties.
 2. Hands **must** be washed thoroughly using soap and water or hand sanitiser prior to putting gloves on.

18.1 Cleaning: Vessel pre-departure

For the safety of the crew and passengers the crew shall undertake pre-departure cleaning in accordance with this procedure.

Procedure

- Wipe down all surfaces using disinfectant wipes or solutions including but not limited to:
 - Handrails
 - Seats
- Wipe down the Deckhand/Tour Guides and Driver/Masters seats, dash panel and all control surfaces at the helm station using disinfectant wipes or solution

18.2 Cleaning: Vessel post tour

Upon the completion of the tour and after all passengers have disembarked this procedure shall be followed.

Procedure

- Wipe down all surfaces using disinfectant wipes or solutions including but not limited to:
 - Handrails
 - Seats
- Wipe down the Deckhand/Tour Guides and Driver/Masters seats, dash panel and all control surfaces at the helm station using disinfectant wipes or solution
- Wash down the vessel using a disinfectant cleaner at the completion of the days service
- Empty and wipe down all "hygiene" bins using disinfectant wipes or solution.
- The crew member to wear single use disposable gloves when emptying and cleaning hygiene bins.

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18.3 Cleaning: Shore-based facilities

The following procedure shall be followed for cleaning offices, reception areas and booking counters.

Procedure

- All booking office counters and other items in the booking office accessible to the public to be wiped down hourly at a minimum using disinfectant wipes or solution
- After use clean all food preparation items, crockery, cutlery and glassware with hot water using commercial grade dishwashing detergent then dry using a clean tea towel
- All food preparation areas to be cleaned using either disinfectant wipes or solution after use
- All items to be used in the day to day operations of the business to be cleaned using either disinfectant wipes or solution including but not limited to:
 - Phones
 - Computers
 - Radios
 - Desks
 - Counters
 - Tables
 - Chairs
 - Sinks
 - Toilets
 - Hand basins
 - Door handles
 - Cupboard handles
- Empty and wipe down all “hygiene” bins using disinfectant wipes or solution at regular intervals during working hours
- The worker to wear single use disposable gloves when emptying and cleaning hygiene bins
- When undertaking maintenance and/or repairs ensure the vessel has been cleaned in accordance with Section 18.1 Cleaning: Vessel pre-departure or 18.2 Cleaning: Vessel post voyage.

18.4 Pre-boarding: Passengers

Prior to boarding the crew are to ensure all passengers have complied with this procedure.

Procedure

- Ensure all passengers have completed the waiver form
- Ensure all passengers wash their hands with hand sanitiser prior to boarding
- A crew member will then direct them to their seat based on same group, other groups and/or individuals and vessel stability

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18.5 Movement of passengers during the tour

The movement of passenger onboard during the tour shall be in accordance with this procedure.

Procedure

- Passengers **MUST** remain seated while the tour is on the road
- While on the water and so far as is reasonably practical passengers shall limit their movement around the vessel and **MUST** follow the crew's directions in relation to passenger movement onboard at all times

18.6 Onboard sale of souvenirs

The sale of onboard souvenirs shall be in accordance with this procedure.

Procedure

- An announcement will be made by the crew that the sale of souvenirs is about to commence
- All passengers to return to their allocated seats while the sale of souvenirs is underway
- The crew will notify passengers when the sale of souvenirs has been completed
- Passengers will then be permitted to move around the vessel in accordance with Section 18.5 Movement of passengers during the tour

18.7 Food preparation and service

Food service is limited to pre-packaged snack foods and is served in accordance with this procedure.

Procedure

- A pre-determined number of mixed pre-packaged snack foods are placed in a basket. Number of individual items is dependent upon passenger numbers;
- The Deckhand/Tour Guide shall move around the vessel with the basket;
- Individual passengers may then select and remove a snack of their preference from the basket;
- When all passengers have been served the basket is to be returned to the stowage position.
- All crew members shall wear single use disposable gloves when handling pre-packaged food items.

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18.8 Beverage service

All non-alcoholic and alcoholic beverages shall be served in accordance with this procedure.

Procedure

- The deckhand shall move around the cabin offering all passengers both non-alcoholic or alcoholic beverages;
- Each adult passenger may choose either water, beer or wine;
- Beer shall be served in either cans or bottles by the deckhand;
- Wine shall be served by the deckhand pouring the passengers choice into a disposable plastic cup/glass;
- Water shall be served in plastic disposable bottles;
- All waste cans, bottles and cups/glasses to be placed in the waste bin onboard;
- All garbage shall be disposed of in accordance with the Disposal of garbage procedure in the vessels SMS Manual

Note: There is a limit of 2 standard alcoholic drinks per adult passenger.

18.9 Management of unwell persons

If any person displays any symptoms identified in Section 2 of this COVIDSafe plan this procedure must be followed.

Procedure

Vessel crew

Where a crew member develops any of the symptoms listed in 2.0 herein they shall:

- be instructed to leave the premises, self-quarantine and seek medical advice immediately upon returning home
- have the Manager call 000 if their symptoms worsen;
- if necessary navigate to the nearest location to enable the evacuation of the passenger;
- details to be recorded in the company's Internal Incident Report

Passengers

In the event a passenger develops any of the symptoms listed in 2.0 herein they shall:

- be instructed to leave the premises and to self-quarantine when they return to their home; and
- seek immediate medical advice
- have the Master call 000 if, while onsite their symptoms worsen; and
- details to be recorded in the company's Internal Incident Report

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Shore-based workers

Where a shore-based worker develops any of the symptoms identified in Section 2.0 they shall:

- be instructed to isolate from all persons; and
- be advised to self-quarantine and seek medical advice immediately
- have the Manager call 000 if their symptoms worsen
- details to be recorded in the company's Internal Incident Report

18.10 Contractors and/or individuals

All contractors and/or individuals engaged to undertake work for the company shall comply with the following procedures.

Cleaning:

- For vessels Sections 18.1 Cleaning: Vessels pre-departure or 18.2 Cleaning: Vessels post voyage
- For Shore-based facilities Section 18.3 Cleaning: Shore-based facilities

Other work:

- Contractors and/or individuals engaged for any duties shall comply with this **COVIDSafe plan** at all times
- Where contractors and/or individuals are engaged to undertake work on the vessel they shall comply with this **COVIDSafe plan** and where required the vessels Safety Management System.

19.0 Verification, Review and Evaluation

This **COVIDSafe plan** shall be revised in one (1) month to evaluate its compliance and effectiveness.

It shall also be reviewed upon notification by the Health Department of changes to the current restrictions and/or conditions related to the pandemic.

All revisions shall be recorded in the Management Plan Revision and Review Log

Approved by: S. Colgate Date: 18/06/2020

Signed: _____

Prepared by: Wayne Linklater
Principal Consultant
Shorlink Pty Ltd



Aquaduck Safaris Risk Register: COVID-19

Issued: 18/06/2020

Issue: 1

Revised: 07/10/2020

Rating Guide: L = Likelihood | E = Exposure | C = Consequence

Risk Ass.	Description of Function/Activity	What Can Happen	Risk Ratings Without Controls				Outline of Controls	Risk Ratings After Controls			
			L	E	C	Rating		L	E	C	Rating
001	Screening of crew members, shore-based workers and other persons	Failure to provide accurate &/or truthful details. Minor to critical illness. Infection of other crew members, shore-based workers or passengers. Loss of life.	6	6	10	360	Induction and procedure. Careful monitoring of screening forms. Monitoring of crew members and shore-based workers for signs of unwell behaviour	1	6	10	60
002	Pre-departure screening: Passengers	Failure of passengers to provide accurate and/or truthful details. Infection of crew members, shore-based workers and passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure. Questioning all passengers in relation to COVID-19 symptoms <u>prior</u> to boarding the vessel. Visual monitoring of passengers for unwell behaviour	3	6	10	180
003	Physical distancing	Failure to maintain physical distancing giving consideration to the size, layout and operations of the vessels. Infection of crew members, Shore-based workers and passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure.	3	6	10	180
004	Meal breaks	Infection of crew members, shore-based workers or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure.	1	6	10	60
005	Management of unwell crew &/or passengers	Infection of shore staff, crew members and/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction, procedures. Training	1	6	10	60
006	Cleaning	Failure undertake appropriate cleaning of the vessels &/or shore-based facilities. Infection of crew members, shore-based workers &/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedures. Training	1	6	10	60
007	Passenger seating arrangements	Failure to maintain adequate physical distancing giving consideration to the size, layout & operations of the vessels. Infection of crew members, shore-based workers &/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure. Training	1	6	10	60

008	Pre-boarding passengers	Failure by a passengers to maintain appropriate physical distancing while waiting to board. Infection of crew members, shore-based workers &/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure. Advising passengers waiting to board to maintain appropriate physical distancing	1	6	10	60
009	Movement of passengers during the tour	Failure to maintain appropriate physical distancing giving consideration to the size, layout and operations of the vessels. Infection of crew members, shore-based staff &/or other passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure	3	6	10	180
010	Food service	Slip, trip. Minor to moderate injury. Infection. Food spills. Sunset Tours only	6	6	3	108	Induction, procedure. Training. PPE including single use disposable gloves and face masks if deemed necessary	3	6	3	54
011	Beverage service	Slip, trip. Minor to moderate injury. Infection. Beverage spills. Alcohol impair passengers. Sunset Tours only	6	6	3	108	Induction, procedure. Training. RSA for people serving alcohol. PPE including single use disposable gloves and face masks if deemed necessary	3	6	3	54
012	Onboard sale of souvenirs	Infection of crew members, shore-based workers &/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure	3	6	10	180
013	Management of unwell persons	Infection of crew members, shore-based workers &/or passengers. Minor to critical illness. Loss of life	6	6	10	360	Induction and procedure	3	6	10	180
014	Contractors and individuals	Failure to follow procedures. Infection of crew members, shore-based staff &/or passengers	6	6	10	360	Induction and procedure	3	6	10	180
<i>Risk Matrix is on the next page.</i>											

Note: This Risk Assessment shall be read in accordance with the individual vessels Risk Registers in Section 2 of their SMS Manuals

Risk Matrix

Likelihood		
Value	Description	
10	May well be expected	Expected to occur in most circumstances
6	Quite possible	Probably occur in most circumstances
3	Unusual but possible	Could occur at some time
1	Quite remotely possible	May occur in exceptional circumstances

Exposure		
Value	Description	
10	Continuous	Exposed continually
6	Daily	Exposed every day
3	Weekly	Exposed every week
1	Few per year	Exposed a few times a year

Consequence				
Value	Descriptor	Description		
		Employees & Clients	Equipment, Assets & Environment	Production
10	Death/Loss of bodily function	Fatality or permanent disability	More than \$200,000 damage	More than \$200,000 delay
7	Serious Injury	Lost time, injury or disease	\$50,000 - \$200,000 damage	\$50,000 - \$200,000 delay
3	Medical Treatment	Medical treatment off-site (no time off work)	\$10,000 - \$50,000 damage	\$10,000 - \$50,000 delay
1	First Aid	First Aid treatment (on-site)	\$2,000 - \$10,000 damage	\$2,000 - \$10,000 delay

Values to reflect the owners activities and potential losses.

Likelihood (Value) x Exposure (Value) x Consequence (Value) = Total

Risk Category		
≥ 400	Very High	Fix immediately - all operations to stop immediately.
200 - 399	High	Fix immediately - all work task/s to stop immediately.
70 - 199	Medium	Requires attention within 45 days
20 - 69	Low	Requires attention within 90 days
< 20	Very Low	Fix when possible

REVISION and REVIEW LOG	Aquaduck Safaris
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Date	Outcomes of Revisions Details of Changes Made	Section	Page	Owners Signature
18/06/2020	Developed new COVIDSafe plan to comply with Queensland Health, Worksafe Queensland and AMSA	All	All	
07/10/2020	Revised plan and incorporated the following:			
	1. The service of pre-packaged snack food and non-alcoholic and alcoholic beverages	15.0	9	
	2. Inserted Food preparation and service procedure	18.7	13	
	3. Inserted Beverage service procedure	18.8	14	