

## **CODE OF PRACTICE**

### **PURPOSE OF THE CODE**

The purpose of the Code of Practice is to:

- (1) Promote best practice in recreational vessel training.
- (2) Provide standards of conduct for members of BTAQ.
- (3) Serve as an instrument of reference to BTAQ members, present and future.
- (4) Establish and improve industry practices, present and future.
- (5) Provide a summary of legal requirements to operate within our industry and ensure compliance by raising awareness of relevant Regulation and Policy.
- (6) Encourage all BTAQ members through education and training, where appropriate, to follow this Code of Practice.
- (7) Members of the BTAQ are committed to ensuring BoatSafe Marine Driver Licence and Personal Watercraft licence courses are conducted assessed to National competency based standards and evidence of assessments are recorded and maintained to a high level and in accordance with the BoatSafe Standards.

### **IMPLEMENTATION OF THE CODE**

This Code of Practice will be distributed to signed and signed off by members of the BTAQ. The Code will also be distributed to the public to be used to confirm standards of operation by members of BTAQ and be available in a downloadable format on the BTAQ website.

All BTAQ members have agreed to abide by all that is contained in this Code of Practice.

### **MONITORING OF THE CODE**

In order to ensure that the Code of Practice is credible, it should be monitored to determine the effectiveness of its application. The monitoring of the Code will be conducted under an agreed process and framework by industry and government authorities.

## UPDATING THE CODE

A code of practice is a 'living' document, meaning that the standards and recommended good practices may be updated and altered as practices and regulatory standards evolve in the industry.

To ensure the relevance of the Code of Practice is maintained, this edition will remain current until 2010 when there will be a review to evaluate its functioning and to consider appropriate changes. Thereafter the Code will be reviewed every five years.

## LOGO

Members will be able to use the BTAQ logo in advertising.

## PUBLIC RELATIONS

Members of BTAQ recognise that the general public expect the members of BTAQ have adopted this Code of Practice incorporating a Code of Conduct and that BTAQ members will provide a realistic and relevant indication of the knowledge, experience, skills and training required by a person operating in this industry.

BTAQ members will undertake and demonstrate good customer skills and knowledge of the industry. They will also promote and environmental awareness that could reflect the needs and expectations of the wider community. The community has a right to confidently expect good and safe service that is competently delivered within an ethical business framework.

The BTAQ Code will encourage the industry to promote environmental awareness.

BTAQ members will ensure that:

- (1) they have in place all necessary insurances and public liability policies.
- (2) trainers and staff have all required and relevant certificates of competency.
- (3) trainers will perform their duties in a safe and prudent manner using all safeguards provided for the protection of others.
- (4) trainees are given sufficient information on their own requirements relevant to appropriate clothing and weather protection gear.
- (5) the venue used for practical instruction adheres to the requirements of the Workplace Health & Safety Act as in place at the time.

- (6) The trainer will maintain an awareness of possible literacy, language and numeracy considerations of trainees.
- (7) All equipment is in good working order and they as well as notes and training aides are ready for the commencement of the training session.
- (8) The ship used comply with all requirements of Queensland Transport for commercial ships and commercial and recreational personal watercraft in use for BoatSafe Training.
- (9) Ships used are registered, seaworthy and appropriately equipped with regulation safety equipment relevant to the area of operation.
- (10) Ensure the ship is sufficiently supplied with fuel and equipment required for the intended voyage.
- (11) A reserve is allowed for when calculating fuel.
- (12) The ships machinery is in working condition and is safe to operate and all equipment capable of being tested is checked before departure.
- (13) Trainees are informed of the ships emergency equipment and procedures.
- (14) Required paperwork is filled in correctly and legibly.
- (15) All records are maintained in accordance with the requirements of the BoatSafe Management Plan.
- (16) Trainers conduct themselves and their training sessions in a professional and ethical manner.

BTAQ BoatSafe Trainers will ensure that trainees are given:

- (1) a safe environment in which to train.
- (2) an introduction to the venue including:
  - a. schedule of course eg lunch & tea breaks, timew frame, boating facility location etc.
  - b. location of bathroom facilities.
  - c. Location and access to tea/coffee making facilities (where applicable).
- (3) A safety induction talk of introduction to the vessel used including:
  - a. location of safety equipment.
  - b. machinery, radios, equipment location and use.
  - c. Use of controls both mechanical and electrical.

- (4) An introduction to the waterway being used including:
  - a. boat ramp or launch facility safety issues.
  - b. traffic density in the area.
  - c. Restricted areas.
  - d. Direction of traffic and direction of buoyage.
  - e. Hazards in the area eg commercial wharves, shallow areas, submerged objects, depth of water, speed limit areas, wind and tidal conditions where applicable, slippery ramps and how to board and disembark from the vessel.
- (5) sufficient time to learn and understand information presented.
- (6) access to sufficient resources and training aids to successfully complete the course.
- (7) Consideration to differing levels of previous experience and rates of learning.
- (8) Courteous, equitable, honest and professional service.