



DIVING PROGRAM

CONTENTS

- 1.0 Purpose
- 2.0 Applicability And Scope
- 3.0 Applicable Regulations And Standards
- 4.0 Definitions
- 5.0 Responsibilities
 - 5.1 Project Manager Responsibilities
 - 5.2 Diving Safety Officer Responsibilities
 - 5.3 Divers Responsibilities
 - 5.4 Diving Control Board (DCB) Responsibilities
- 6.0 Training And Communication
- 7.0 Record Keeping
- 8.0 Program Approval And Review

APPENDICES

Appendix A-N <http://wrigley.usc.edu/spotlight/PDF/DiveManual.pdf>

1.0 PURPOSE

The purpose of this program is to ensure that all diving done under the auspices of the University of Southern California is conducted in a manner most likely to minimize accidental injury, occupational illness, damage to property or endangerment of natural resources. Fulfillment of this purpose shall be consistent with maximum possible safety.

2.0 APPLICABILITY AND SCOPE

This program applies to anyone who uses University equipment for compressed gas diving. Anyone who conducts compressed gas diving activities from locations owned or operated by the University of Southern California. Any University employee(s) acting within the scope of their employment, University student(s) while participating in University affiliated activities, and anyone engaged in University authorized research, regardless of the ownership of the equipment used.

3.0 APPLICABLE REGULATIONS AND STANDARDS

- California: Title 8, General Industry Safety Orders, Section 6050-6062
<http://www.dir.ca.gov/title8/6050.html>
- Federal: Title 29, Code of Federal Regulations, Section 1910.401(a)(3)
[Alternative Conditions Under 1910.401\(a\)\(3\) for Recreational Diving Instructors and Diving Guides \(Mandatory\) - 1910 Subpart T App C](#)
- USC Policy: <http://wrigley.usc.edu/spotlight/PDF/DiveManual.pdf>

4.0 DEFINITIONS

Diving: All diving, for the purposes of this program, is defined as compressed gas diving performed by individuals necessary to or part of scientific research, training, educational endeavors, or other activities conducted under the auspices of the University of Southern California.

5.0 RESPONSIBILITIES

The University shall oversee the proper implementation of the diving program. The ultimate responsibility lies with each project manager.

5.1 Project Manager Responsibilities

The manager shall be personally responsible for assuring that diving activities are conducted in accordance with the requirements of the USC Dive Manual. The manager shall also be considered the Lead Diver unless the manager designates someone to that position. *It is the responsibility of the manager to:*

- determine that each person who is permitted or assigned to dive possesses a valid divers permit;
- develop the dive plan;
- submit all required documentation before the project begins;
- secure the diving permit;
- ensure diver medical examinations have been completed prior to dive;
- ensure proper training has been provided to each diver and documented.

5.2 Diving Safety Officer Responsibilities (DSO)

It is the responsibility of the Diving Safety Officer to:

- conduct training;
- maintain diving records;
- suspend diving operations if operations become unsafe or unwise;
- conduct general surveillance of the diving program and diving project;
- ensure safe work practices are being followed for the entire project;
- recommend changes or additions to the policy, standards and/or regulations to promote safety in diving.

5.3 Divers Responsibilities

The ultimate responsibility for safety rests with the individual diver. A diver may refuse to dive, without fear of penalty, whenever the diver feels it is unsafe to make the dive. A diver may refuse to dive if the diver would be violating regulations of the USC Dive Manual. *It is the diver's responsibility and duty to:*

- adhere to the requirements of the USC Dive Manual;
- provide a valid divers permit to the project manager;
- show proficiency and skill in the work required to perform;
- pass a medical examination;
- possess CPR certification;
- strictly adhere to the project perimeters and precautions;
- test and inspect all equipment before and after a dive as well as whenever deemed necessary and document;

- notify the project manager of any difficulties in accomplishing the task;
- notify the project manager regarding any accidents or injuries;

5.4 Diving Control Board (DCB) Responsibilities

The Diving Control Board (DCB) is an Administrative Committee appointed by the University's vice-president of Business Affairs. The tenure of each specific Board member is at the discretion of the vice-president upon recommendation of the DCB. *The responsibilities of the DCB include:*

- Approve and monitor diving projects;
- Take disciplinary action for unsafe diving practices;
- Issue, reissue or revoke diving permits;
- Sit as a board of investigation to inquire into the nature and cause of diving accidents or violations of the USC Diving Safety Manual.

6.0 TRAINING AND COMMUNICATION

Training is required at least annually for all divers. *The following components are included in USC Diving Program training:*

- Overview of the USC Dive Manual;
- Safety procedures for diving operations;
- Responsibilities of the dive team members;
- Equipment procedures;
- Testing, maintenance and usage of personal equipment including regulator, depth gauge, backpack, cylinders, buoyancy compensator devices and pressure gauges;
- Emergency procedures;
- Emergency evacuation and emergency medical procedures;
- CPR Training;
- Medical clearance requirements and how medical conditions such as pulmonary deficiencies may affect the ability to work with a respirator;
- Oxygen Administration Training

7.0 RECORD KEEPING

The USC Diving Program requires the following records:

- List of Permitted Divers;
- USC Dive Manual;
- Health History Questionnaires;
- Medical Assessment Records;
- Equipment Maintenance Records (modification, test, calibration, service, etc.);
- Equipment Inspection and Testing Records;
- Decompression Procedure Assessment Evaluations;
- Records of Dive Plans;
- Recordings of Dives;
- Record of Hospitalizations;
- Exposure Records.

8.0 PROGRAM APPROVAL AND REVIEW

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