

Gina Anderson

From: Molly M. Theodossy
Sent: Thursday, October 27, 2011 11:11 AM
To: Gina Anderson
Subject: Boating Safety Policy Consultation
Attachments: 290-82.docx

Dear Gina:

Thank you for meeting with me this morning regarding the draft boating safety policy.

The committee who was working on development of this policy has turned the draft over to me to conduct consultation with the Academic Senate prior to formal review. I made some minor modifications to their draft to address a few lingering comments and I believe it is ready for your committees' review. After I receive your response, we will move forward with the formal campus review.

Let me know if there are any questions or concerns.

Molly

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**Chapter 290, Health and Safety Services**

**Section 82, Boating Safety**

**Date:** Draft 10/21/11

**Supersedes:** New

**Responsible Department:** Office of Research

**Source Document:** N/A

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**I. Purpose**

- A. This section describes the policy and procedures governing the safe use of motorized watercraft (boats) for all research or educational activities, regardless of the location of the activity, source of funding, or boat ownership.
- B. This section does not apply to boats used in UC Davis sponsored sports or recreational activities.

**II. Policy**

Boats used for UC Davis research or educational activities must be operated in a safe, legal, and prudent manner, meeting appropriate standards for safety, reliability, and suitability for the environmental conditions under which the boat will be operated.

**III. Roles and Responsibilities**

- A. Boat operators
  - 1. Each boat used for research or educational activities must have a designated boat operator. Operators of vessels larger than 65 feet must have a U.S. Coast Guard Captains License.
  - 2. The boat operator is responsible for the following:
    - a. Ensuring the safety of the boat and all of its occupants, including but not limited to abiding by the following standards:
      - 1) Operating only in areas appropriate to the size and limitations of the boat.
      - 2) Knowing and adhering to the correct loading, stability, and passenger limitations of the boat as established by the boat manufacturer, the U.S. Coast Guard, or other appropriate authorities.
      - 3) Scheduling operations only when the environmental conditions are safe for the limitations of the boat.
      - 4) Consulting available resources (e.g., Google Earth, bathymetric charts, other boat operators) for new or unfamiliar areas to assess the potential of the environmental conditions prior to departure.
      - 5) Maintaining contact information for local emergency services for the area of operation.
    - b. Possessing training sufficient to ensure the safe operation of the boat in the area of operation.
    - c. Maintaining the boat and all of its safety equipment and gear as appropriate for the mission and area of operation at all times.
    - d. Ensuring that all boat occupants have received a safety briefing regarding the location and proper use of safety, navigation, and communications equipment aboard the boat prior to departure.

- e. Providing trip notification to the supervisor and safety supervisor prior to a trip that may include boating (see IV.B, below).
  - f. Complying with all local, state, and federal laws and regulations in the operation of the boat.
  - g. Reporting any boating accidents or incidents as defined in IV.C, below.
- B. Boat occupants are responsible for the following:
1. Participating in a safety briefing regarding the safety procedures and equipment aboard the boat prior to departure.
  2. Attending a boating safety course when required by the boat operator or Principal Investigator (PI).
  3. Using life jackets and the appropriate safety equipment as required by law and the boat operator.
  4. Complying with instructions given by the boat operator.
  5. Completing the appropriate waiver of liability and release form if not a UC employee operating in the scope of his/her employment (<http://safetyservices.ucdavis.edu/ps/rmwc/rmr/rmf/w/waivers>).
- C. The Office of Boating Safety is responsible for the following:
1. Providing boating safety training and education in accordance with NASBLA-approved course standards.
  2. Providing annual boat safety inspections for all vessels covered by this policy.
  3. Providing technical advice regarding the proper selection of boats, boat operation, safety equipment, mission specific operational guidelines, and emergency management strategies.
  4. Maintaining records for the boating safety program.
  5. Providing support or assistance to boaters, the trip notification shore contact person, and rescue authorities, should a boat crew become disabled, overdue, or stranded.
  6. Filing reports with agencies as required by local, state, and federal regulations.
- D. Fleet Services is responsible for the following:
1. Paying boat and trailer registration fees.
  2. Forwarding the original vessel certificate of number and registration stickers to the department operating the boat.

#### **IV. Procedures**

- A. Annual boat safety inspections
1. Boats must undergo an official annual safety inspection, or receive inspections as requested by the boat user's department following periods of storage, maintenance, or recent vessel modifications.
  2. The U.S. Coast Guard Vessel Safety Check form used for inspections is available at <http://forms.cgaux.org/archive/a7012.pdf>.

3. The Office of Boating Safety will schedule and provide the inspection on request of the department.
  - a. Documentation of the inspection shall be provided to the vessel manager and the original document of inspection will be kept on record in the Office of Boating Safety.
  - b. The Office of Boating Safety may accept third party inspections from a qualified vessel safety examiner or surveyor.
4. Boats that fail to meet inspection criteria will be suspended from service until the deficiencies are remedied and the boat can pass inspection.

B. Trip notification

1. Prior to a trip that may include boating, the boat operator must notify his/her supervisor and safety supervisor of the trip details, including the following:
  - a. Purpose of trip.
  - b. Planned dates and times of travel.
  - c. Names of participants.
  - d. Expected area of boat operation.
  - e. A means of contacting pre-designated local authorities and Office of Boating Safety if the boat operator does not return or check-in by the expected arrival time.
2. The boat operator must notify his/her supervisor as soon as possible after normal communication options are available (e.g., email, phone access) as follows:
  - a. For single-day trips, following the boat's safe return.
  - b. For multi-day trips, following conclusion of the trip.
3. The supervisor will contact the designated authorities and Office of Boating Safety if s/he does not receive the expected notification from the boat operator.

C. Accident and incident reporting

All accidents and incidents must be reported by the boat operator or the supervisor or manager as follows:

1. Accidents resulting in disappearance, death, amputation, or hospitalization must be reported to the UC Davis Police Department (530-752-1234), UC Davis Environmental Health and Safety, and the Office of Boating Safety as soon as possible.
2. All accidents and incidents involving personal injuries requiring medical attention beyond first aid or total property damage in excess of \$500 must be reported to the Office of Boating Safety within 24 hours of the event.
3. The Office of Boating Safety will report boat accidents to the appropriate authorities as required by law, and will retain records.
4. PIs, Directors, Lab Managers, and Supervisors must follow notification procedures provided in Section 370-20 for all personal injuries requiring medical attention.
5. Departments must take corrective action for accidents and near misses as part of their department Injury and Illness Prevention Program, prior to resuming boating operations (see Section 290-15).

D. Chartered vessels

1. Vessels chartered in U.S. waters must be operated by a person licensed by the United States Coast Guard.
2. The Regents of the University of California must be named as an additional insured under the vessel owner's Protection and Indemnity, and Hull and Machinery policies.

**V. Further Information**

- A. Contact Risk Management for additional information on chartering boats
- B. For additional information on this policy, contact the Office of Boating Safety; (707)875-1933, 875-2032; [boating@ucdavis.edu](mailto:boating@ucdavis.edu).

**VI. References and Related Policies**

- A. United States Code of Federal Regulations:
  1. Title 33, Navigation and Navigable Waterways.
  2. Title 46, Shipping.
- B. U.S. Coast Guard Navigation Rules.
- C. California Code of Law:
  1. Harbor and Navigation Code.
  2. Vehicle Code.
- D. California Code of Regulations, Title 8, Section 3389, Life Rings and Personal Flotation Devices.
- E. UCD Policy and Procedure Manual:
  1. Section 290-15, Safety Management.
  2. Section 290-80, Diving Safety.
  3. Section 370-20, Workers' Compensation.
- F. UCD Boating Safety Manual.