



The Diving Safety Committee (DSC) is advisory to the Vice-President Finance and Operations.

A. RESPONSIBILITIES

1. To review and consider for approval scientific diving projects in research and teaching.
2. To recommend procedures, policy and standards for diving operations and to act as a board of review and a board of appeal.
3. To carry out other functions related to diving safety as required by WorkSafeBC and the Canadian Association for Underwater Science (CAUS).

B. MEMBERSHIP

1. Regular Members (voting)
 - a. Director, Occupational Health, Safety and Environment (OHSE)
 - b. Executive Director, Research Services
 - c. UVic Diving Safety Officer (DSO)
2. Faculty Members (voting)
 - a. UVic faculty with active diving projects

C. PROCEDURES

1. The Committee, through the Director OHSE, shall report at least annually to the Vice-President Finance and Operations (VPFO) and the Vice-President Research, on the work of the Committee during the previous year.
2. Meetings will be held annually in the spring with additional meetings, as required. Quorum will be all the Regular Members.
3. The Director OHSE may appoint external consultants to the Committee, as required.
4. The membership will be reviewed annually to ensure the Committee composition meets operational requirements for diving activities at UVic.
5. The UVic DSO is delegated authority by the VPFO to review and consider for approval all scientific diving projects, and to administer and supervise the diving program and ensure operational compliance with the CAUS Standard and UVic Diving Safety Manual.
6. The UVic DSO will consult with DSOs from other CAUS member institutions, where appropriate, to ensure project review decisions are well-informed, in accordance with CAUS Standards and consistent with safe diving practice in B.C.

D. APPEAL AND REVIEW PROCESS

1. Applicants for a project or proposal may appeal a decision of the Diving Safety Committee if the applicant believes there has been a procedural error.
2. The appeal must be filed in writing to the Director, OHSE and Executive Director, Research Services outlining the perceived process error within 30 days of receipt of notification of decision from the Diving Safety Committee. The Director and Executive Director will respond to the applicant in writing with a decision within 30 days of receipt of the appeal.
3. If the applicant is not satisfied with the decision, the applicant will indicate this in writing to the VPFO within 30 days of receiving the decision. The VPFO will consider the submission and respond to the applicant with a decision within 30 days. The VPFO's decision shall be final.
4. Decisions of the Diving Safety Committee relating to operational, regulatory and health and safety considerations of the project or proposal may not be appealed and are final, subject to any orders or directives from WorkSafeBC, CAUS or other regulatory agency.
5. Decisions made in the field during a UVic diving operation by any member of the dive team or UVic DSO may be brought to the Diving Safety Committee for review if an individual believes a decision was made in error. The review will follow the same process outlined in sections 2-3, above.