



Student Handbook

VOCATIONAL EDUCATION
AND TRAINING – 2022

UNIVERSITY of TASMANIA



Australian Maritime College

The Australian Maritime College (AMC) is committed to delivering a high-quality training experience.



Contents

Principal's welcome	2	Accommodation	10
Meet our fleet	3	Parking	10
MV Bluefin	3	Residential parking permit	10
Reviresco	3	Scheduled Bus Service	10
Stephen Brown	3	Lunch	10
COVID-19 Vaccination Requirement	4	Work health and safety (WH&S)	10
Competency based training	4	Beauty Point and Bell Bay personal protective clothing policy	11
Learning	4	Purpose	11
Learning expectations and strategies	4	Duty of care	11
Online environment	4	Definitions	11
University library	4	Exceptions	11
Prior knowledge and/or skills	5	Levels of PPE	11
Recognition of prior learning (RPL)	5	Signage	12
Credit transfer	5	Implementation of the Policy	12
Assessment	6	Questions	12
Assessment results	6	AMC Beauty Point campus workplace health and safety information for students	12
Students who miss an assessment	6	Amenities	12
Flexible forms of assessment	6	Beauty Point Personal Protective Clothing Policy	12
Use of dictionaries during assessments	6	Emergencies	12
Access to student records and participation	6	Environmental issues	13
Student evidence collection - privacy	6	First Aid	13
Review of results and appeals	7	Hearing protection	13
Student misconduct	7	Lock out tag out	13
Issuing your qualification or statement of attainment	7	Manual handling and lifting gear	13
Student feedback	7	Parking	13
Specific attendance/performance requirements	7	Reporting of hazards and incidents	13
Access and equity	8	Safe Start Kiosks	13
Fees & charges	8	Security	13
Fees	8	Signing in and out	13
Refund policy	8	Smoking policy	13
Privacy	8	Stephen Brown – Emergencies onboard	14
Privacy notice	8	Workplace health and safety tools	14
Further information and assistance	9	Campus maps	15
Unique student identifier (USI)	10	AMC Newnham campus, Launceston	15
What is a USI?	10	AMC Beauty Point campus, Beauty Point	16
Who needs a USI and why?	10	AMC Fire Ground, Bell Bay	17
AMC contact	10		
Getting to AMC	10		



Welcome to the Australian Maritime College

Welcome to the Australian Maritime College at the University of Tasmania - the national institute for maritime education, training and research. AMC is one of the seven founding members of the International Association of Maritime Universities, which represents five continents.

The growing maritime, defence, marine, renewable energy and offshore sectors are an exciting and strategic area of growth for AMC and the University of Tasmania. We are pleased to be a strategic partner of the Naval Shipbuilding College, with whom we collaborate along with industry, government and academia to deliver the expertise and workforce required for Australia's continuous naval shipbuilding program.

AMC is globally recognised as a centre for excellence in the areas of Learning and Teaching (L&T), and research. Our multi-million dollar suite of specialist L&T and research facilities are internationally acclaimed and are used by Defence, industry and government organisations world-wide to answer leading-edge research questions. In addition, our experienced teaching and research staff have extremely strong industry links, that both inform currency of our course material and support of our internship programs.

AMC is located in Australia's picturesque island state of Tasmania on the banks of the beautiful Tamar River in Launceston, with a second campus in Beauty Point that is home to our impressive fleet of training and research vessels.

Our students are provided with flexible course options, with opportunities for full-time, part-time and online distance study. Whether it's captaining a vessel, safeguarding marine environments, designing advanced ocean engineering structures or keeping the world's goods moving, AMC has the qualifications that will help you realise your career goals.

We offer a wide range of courses from vocational training through to bachelor and postgraduate degrees and doctorates, spanning the areas of:

- Maritime engineering and hydrodynamics
- Maritime business and international logistics
- Ocean seafaring
- Coastal seafaring and VET courses

AMC has a vibrant and culturally diverse community, providing students with an international learning experience. There is a range of accommodation options and scholarships on offer, and our class sizes enable students and teaching staff to develop a close working relationship.

Our highly-skilled graduates are in demand worldwide, with alumni spread across over 50 countries.

We look forward to welcoming students who are seeking rewarding careers in naval shipbuilding, maritime engineering, seafaring, maritime logistics and shipping, Defence, and real-world research opportunities.



Mr Michael van Balen AO

Principal
Australian Maritime College

We are committed to providing you with all the support you require to engage in world-class training.

Meet our fleet



MV Bluefin

Whether you're studying maritime engineering, the marine environment, navigation, or the workings of a ship's engine, it's likely you'll spend some time on the AMC's 35m flagship training vessel.

Bluefin cruises Australian waters with up to 25 students and staff on training voyages from two days to two weeks. Bluefin is used for coastal masters, pre-sea deck and integrated rating training, and training in shipboard operations.

Other studies on board include habitat monitoring, fish sampling, fishing technology, machinery operation and maintenance, environmental assessment, oceanographic instrument mooring, and ship design and function.

Reviresco

This 14m steel-hulled former Queensland prawn trawler is used by coastal seafaring students to gain experience in navigation and engineering skills.

Also aboard this mobile classroom, marine environment students learn about fishing gear technology, prawn trawling techniques, habitat mapping, and aquatic sampling.



Stephen Brown

This former collier is moored permanently and has been renovated for use as a stationary training ship.

Seafaring students learn how to manage and maintain engines, undertake damage control training in a purpose built damage control unit, and conduct deck maintenance and painting routines on the ship's deck and internal structure.

COVID-19 Vaccination Requirement

From 15 January 2022, staff and anyone accessing University campuses and facilities, including students, will need to be fully vaccinated, or have a medical exemption.

- You can find more information here: [COVID-19 Vaccination Guide](#)
- You can find information about how to get vaccinated in Tasmania here: coronavirus.tas.gov.au
- You can find information about how to get vaccinated in NSW and other states here: covid-vaccine.healthdirect.gov.au/booking

Competency based training

Competency based training (CBT) and assessment is a flexible form of training that aims to produce a workforce with the knowledge and skills which industry requires.

The corner stone of CBT is the competency standards contained within the industry Training Package. The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments. Competency is a broad concept that includes all aspects of work performance and narrow task skills. Vet courses are made up of multiple units of competency.

Each unit of competency describes the skills and knowledge required in the workplace. Students undertaking training and assessment receive a competent result when successful workplace performance is demonstrated.

Students may request access to personal records at any time. Requests to view personal records should be made in writing. AMC management only permits access to records by students, student-authorized parties, and AMC staff. Our staff members need to access your records to update your training or assessment program, to record training undertaken and assessment outcomes, qualifications and related data, and to gather information for reporting purposes.

Learning

Whilst AMC specialises in maritime training we also deliver programs from the sustainability, fishing, and business training packages. AMC, as an institute of the University of Tasmania, provides students the unique opportunity to create an educational pathway which can lead them to University's undergraduate and postgraduate degrees.

Delivery of programs is a blend of classroom training complimented by practical application exercises.

Some programs offer distance education for flexibility and convenience, which allows you to study at a time and a place that fits in with your work and family commitments. Distance study requires you to be able to organise yourself, manage your time, and stay focused and self-disciplined.

The student experience is our primary focus at AMC. Staff who deliver on the programs are vocationally current and are experts in their field, providing students with realistic industry situations or scenarios. Students who participate in our maritime programs will be able to access a full range of training aids including in-survey vessels, survival apparatus, and simulators.

Students can experience what it's like to be in control of a vessel using one of the world's most advanced maritime simulators. AMC's state-of-the-art suite of facilities offers real-time maritime simulation technology that includes a full mission ship's bridge, a tug simulator, and six ship-operation bridges including engine room simulator.

The facilities can also be utilised for research and investigation into port development, ship manoeuvring, and improving ship safety and efficiency.

Simulation bridges the gap between practical and theory as an effective aid for training and competency assessment of seafarers, who learn about shiphandling, engine room operations, passage planning and the use of radar, electronic charts, automatic identification systems, and automatic radar plotting aids.

Learning expectations and strategies

AMC is committed to high standards of professional conduct in all activities and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states: Students are expected to participate actively and positively in the teaching/learning environment.

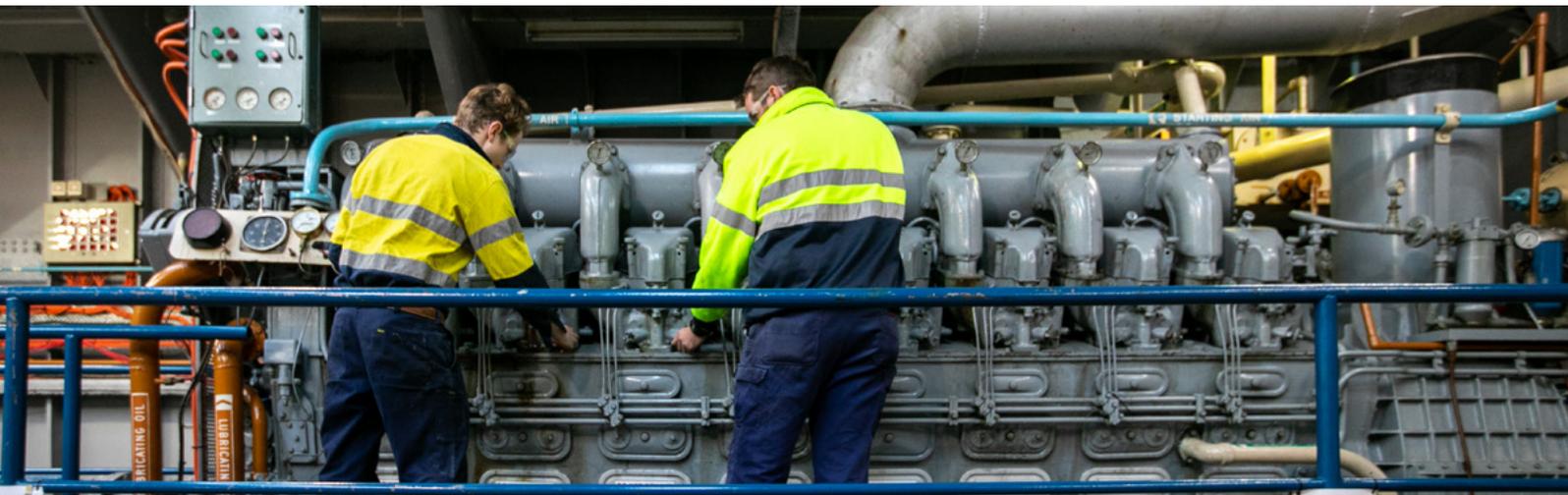
Online environment

The University will provide you with username and password to access My Learning Online (MyLO) to complete the COVID Safe Return to Campus Induction and online orientation and if applicable any subjects within your course that are delivered online.

Student Support informations for online learning utas.edu.au/mylo/student-support

University library

The library has a huge range of information resources that will help you with your studies. Use this library guide to find the location of your library and learn how to use the library resources utas.edu.au/library



Prior knowledge and/or skills

Recognition of qualifications issued by other Registered Training Organisations (RTOs) is usually for the purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the student. It is mandatory that RTOs accept the qualifications and Statements of Attainment issued by other RTOs.

Recognition of qualifications issued by other Registered Training Organisations does not require an RTO to recognise the qualifications/Statements of Attainment for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.

Recognition of qualifications issued by another RTO does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on **training.gov.au** and is still a component of a qualification that the student wishes to undertake, recognition of qualifications issued by another RTO must be given. This Policy does not apply if the qualification/Statement of Attainment held by the student has been superseded and is no longer on **training.gov.au** or is not the version required by the qualification into which the student wished to enrol. In such situations, Recognition of Prior Learning would be the appropriate way to proceed.

Recognition of Prior Learning (RPL)

RPL is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

It can lead to a full qualification in the VET sector and is available for all Units of Competency. The learning outcomes of each unit provide the RPL benchmarks.

Students may receive full recognition for the competencies required for a course or module. Students requesting RPL must first apply for the applicable course/s online. Supporting documentation and certificates (Certified Copies) can then be uploaded to be assessed.

Once the RPL process has been completed, applicants will be notified promptly of the RPL outcome.

Credit transfer

NCVER define Credit Transfer as "the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation." An applicant may already hold units of competence that can contribute toward a qualification delivered by the Australian Maritime College (AMC). Credit Transfer is the process that may result in recognition of the units of competence towards a qualification.

National and State regulators may place restrictions on accepting recognition for a unit of competence for licensing depending on the currency of competence and whether the provider who delivered the training and assessment is an approved provider.

If you wish to claim credit transfer prior to arrival at AMC, please send certified copies (NOT ORIGINALS) of qualification/statement of attainment that contain the unit of competence you wish to claim for credit transfer to **rto.administration@utas.edu.au**

We provide you with the training and supervision to achieve your goals.

→ Find out more. **amc.edu.au**

Assessment

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course. AMC recognises that assessment is a core service offered to our learners (students) and is at the centre of our operation as a Registered Training Organisation. Quality assessment ensures that the skills and knowledge of candidates are assessed using four principal determinants:

- that assessment decisions are based on the assessment of skills and knowledge compared with units of competency drawn from nationally endorsed Training Packages or accredited courses
- that the target industry or enterprise requirements are contextualised and integrated within the assessment
- that evidence is gathered that meets the rules of evidence
- that assessment is conducted in accordance with the principles of assessment

Assessment results

Students are notified of assessment results and provided feedback by their assessor. Please contact your course coordinator to discuss feedback options.

Students who miss an assessment

Students who do not attend an assessment must negotiate with their course coordinator to reschedule. If the assessment is missed due to medical grounds, rescheduling options will be given on agreement between the course coordinator and the student and at the convenience of the organisation. Please discuss with the course coordinator regarding any rescheduled assessment.

Flexible forms of assessment

AMC has facilities to provide flexible forms of assessment or reasonable adjustment as required by students. Please discuss with your course coordinator what options are available.

Use of dictionaries during assessments

Students whose primary language is not English may use their own English or bilingual dictionary during an assessment, provided it is approved by the course coordinator.

Access to student records and participation

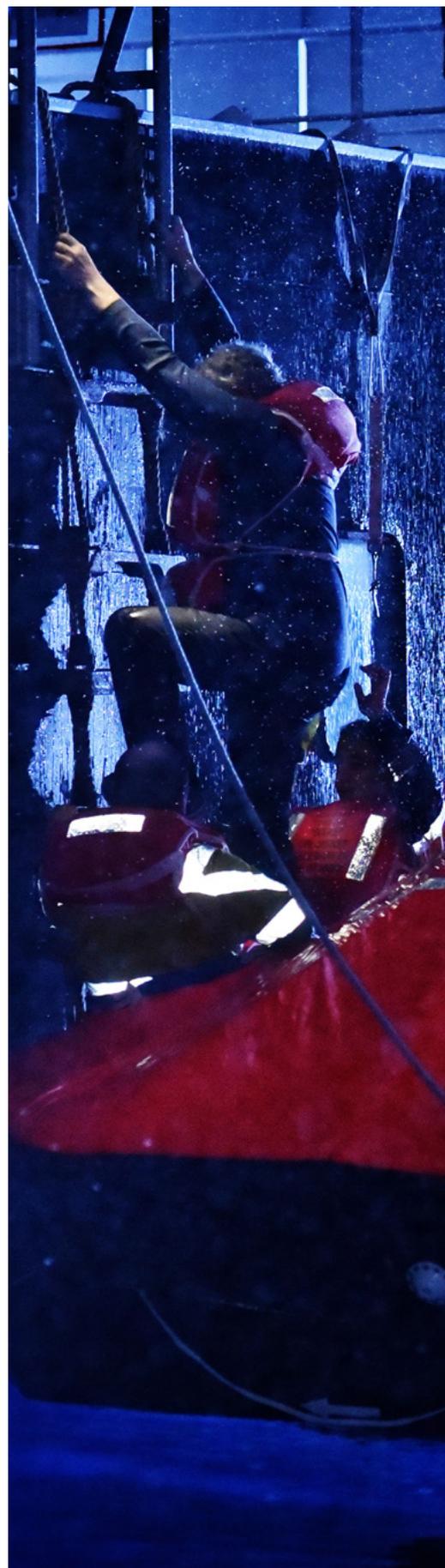
AMC is committed to providing accurate and current records of student participation and progress. If at any point you wish to view your student file or discuss your progress in the course, please arrange a time with your course coordinator and they will be more than willing to help you.

Student evidence collection - privacy

As a registered training organisation, AMC needs to sight and collect a range of evidence in order to deem candidates competent. In some cases, this requires the sighting of confidential student information.

AMC is bound by the Privacy Act 1998 and all records are secure and confidential wherever possible.

If there are privacy concerns regarding your information or records, you should discuss these concerns with your course coordinator and identify alternative sources of evidence to complete your course program.





Review of results and appeals

Record of Results are available on request from RTO administration in person or via email at rto.administration@utas.edu.au

Under the Standards for Registered Training Organisations 2015, it is required that assessment processes are valid, reliable, flexible and fair. If you are not satisfied with the assessment process or your assessment result, you may appeal the decision. Please contact your course coordinator to discuss.

Student misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

- a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
- b. improperly disadvantages any other student

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline – Part 3 Academic Misconduct. Visit utas.edu.au

Issuing your qualification or Statement of Attainment

When issuing certification AMC must:

- issue in a timely manner (AQF certification documentation must be issued within 30 calendar days of the student's final assessment being completed or their exiting their course, providing all fees have been paid), so learners can provide proof of their competence to employers (or potential employers) and obtain any industry licences or accreditation

- issue AQF certification documentation directly to the student, not to another party, such as an employer
- issue students who have completed all units or modules in a qualification with a testamur and a record of results
- issue a student who has completed one or more units/modules (but not a full qualification) and has finished their training with your RTO with a statement of attainment (a record of results may also be issued in this case)
- ensure students can access records of certification issued to them. To avoid possible delays in issuing certification, ensure students have a Unique Student Identifier (USI) well in advance of when certification is expected to be issued. AMC will issue AQF certification documentation when a student has completed their program of training and assessment. AMC is not required to issue 'interim' documentation at any time

Student feedback

AMC is committed to ensuring quality delivery and assessment of all training. The formal evaluation process is a major strategy in the continual improvement of all service provision. All program training and assessment services are evaluated on a regular basis, with all students and employers, if applicable, receiving opportunities to complete questionnaires and provide feedback on AMC's services.

Specific attendance/performance requirements

Students are encouraged to attend all sessions during their training course as per the course timetable.

Classes run between 0900 and 1700. If you are unable to attend or are expecting to depart class early, please notify your course coordinator.

Access and equity

AMC as an institute of the University of Tasmania is committed to providing equitable access to learning and employment opportunities, as well as equitable learning and employment outcomes. The University strongly supports the continued inclusion of all people in all aspects of the University community via the University's Inclusion Diversity and Equity Policy.

The University aims to:

- build a University community in which all members are able to realise their full potential and participate in all aspects of University life
- ensure differences among members of the University are respected and valued
- foster an inclusive and vibrant culture for students and staff that respects and values diversity
- provide an environment free from discrimination and harassment
- celebrate the diverse student profile, and to ensure that its learning and teaching and social and cultural environment enables and supports the participation of all students, including those experiencing disadvantage
- take opportunities to recruit, appoint, develop and promote staff from equity groups, at all levels and across all of its teaching, research and administrative areas
- use its best endeavours to ensure that the University's publications and official documents use inclusive and non-discriminatory language and imagery

Please ensure you are familiar with UTAS policies and procedures regarding access and equity. These can be found at utas.edu.au/policy

Fees and charges

Fees

The course fee you will pay will be dependent on the course you are undertaking. Specific course fee information will be provided to you in your letter of offer from AMC.

If you have any queries regarding your course fees, please contact RTO Administration in person or via email at rto.administration@utas.edu.au

Refund policy

- All fees and charges levied on students enrolling in courses offered are clearly outlined to students before they enrol. Flexible payment plans available for training programs and cancellation/refund arrangements are applicable. AMC guarantees that no additional charges will be imposed during the period covered by the course being undertaken that have not already been declared prior to course commencement.
- Where delivery has commenced, in this instance a percentage of student fees will be refunded dependent on the percentage of the service provided.
- AMC will refund you any money paid by you in full in the event we cancel or discontinue a course.
- If the participant withdraws from a course with more than eight weeks' notice we will refund any course fees paid less an administrative fee of 10 per cent of the course cost.
- Should the participant withdraw for any reason other than illness (verified by a medical certificate), with less than eight weeks' notice, 20 per cent of the course cost will be forfeited.
- Should AMC cancel a course due to COVID-19 all fees paid will be refunded • Refund forms are to be returned to the AMC within 60 days from the date of issue. •

Privacy

The University of Tasmania, trading as the Australian Maritime College (AMC) collects, stores, uses and discloses your personal information as outlined in the utas.edu.au/privacy University's Privacy Statements and as outlined in the University Privacy Policy contained at the same link.

Privacy Notice

Why we collect your personal information

Under the Personal Information Protection Act 2004 (Tas) and as a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. The University of Tasmania, trading as the Australian Maritime College (AMC), is a custodian of personal information and subject to the requirements of that Act in regard to the collection, use and disclosure of personal information.

AMC collects your personal information in order to enable it to perform its functions and activities. Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by AMC for statistical, administrative, regulatory and research purposes.

AMC may disclose your personal information for these purposes to:

- Schools – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employers – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting research on behalf of AMC For further information see Section 7 of the Enrolment Application.

Further information and assistance

A dedicated team of AMC and UTAS staff members provide a range of academic and personal support, including information about a wide range of accessible community services available to you, including:

- **Student Advisers**

Advisors can help students with time and study management; balancing life/work/study; managing the impacts of difficult personal circumstances on study; and connecting with and using other student support services. Information can be found at: utas.edu.au/students/learning/advisers.

Alternatively, access the University's website and select the *Students* tab at the top of the page. When at the *Current Students* page, scroll down and select the *Safety, Health and Wellbeing* tab.

- **Counselling**

The University offers confidential and professional counselling to students experiencing a range of academic, mental health and personal concerns. Information can be found at utas.edu.au/students/shw/counselling

Alternatively, access the University's website and select the *Students* tab at the top of the page. When at the *Current Students* page, scroll down and select the *Safety, Health and Wellbeing* tab.

- **Student Learning Consultations and Drop-in Sessions**

A consultation with a Student Learning Adviser supports students in the development of the academic skills needed to succeed in their study, such as assignment writing and exam preparation. Information can be found at universitytasmania.sharepoint.com/sites/StudentPortal/SitePages/Student-Learning-Workshops-Online.aspx

Alternatively, access the University's website and select the *Students* tab at the top of the page. When at the *Current Students* page, scroll down and select the *Learning Development* tab.

- **The Riawunna Centre for Aboriginal and Torres Strait Islander Students**

Riawunna provides a welcoming space for Aboriginal and Torres Strait Islander students to meet, study, and access academic and pastoral support and assistance. Information can be found at utas.edu.au/riawunna

Alternatively, access the University's website and select the *Students* tab at the top of the page. When at the *Current Students* page, scroll down and select the *Aboriginal and Torres Strait Islander Students* tab.

For assistance, support or advice on more general matters or those of a personal nature, please contact:

**AMC Student Advisor
Student Centre
Newnham Campus**

T: +61 3 6324 3787

E: AMC.Advisor@utas.edu.au

amc.edu.au/study/current-students/student-support



→ Find out more. amc.edu.au



Unique Student Identifier

What is a USI?

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create
- stays with you for life

Who needs a USI and why?

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer, or demonstrating prerequisites when undertaking further training.

If you are a New Zealand citizen, you cannot apply for a USI while overseas. You will require a USI if you undertake a VET course in Australia, and you will be able to apply for a USI once you have entered Australia on your NZ passport.

Visit: usi.gov.au

AMC contact

T: 03 6324 9404

E: rto.administration@utas.edu.au

Getting to AMC

Airport to Newnham campus

Taxi or car 30 min
Bus or shuttle Up to 1hr 10 min

Devonport to Launceston

Taxi or Car 1h 15min
Bus or Shuttle Up to 2hrs 24 min

Accommodation

Accommodation is available at the University of Tasmania Newnham Campus. If you have any questions about accommodation at the University of Tasmania, please contact:

Student Living

Toll-free T: 1300 138 497

T: 03 6324 3917

utas.edu.au/uni-life/accommodation

Parking

The University has a very limited number of parking spaces available on each campus. Students, staff and visitors are permitted to park in designated car parking areas. With the exception of Hobart CBD sites, most campuses have voucher (pay and display) facilities for visitors and short term parking.

Parking areas are indicated by signs, and parking bays are marked with coloured dots:

- blue dots (and 'voucher parking' sign) - voucher parking
- red dots (and 'student permit' sign) See **student permit**
- white dots (and 'staff permit' sign) See **staff permit** or temporary permit issued by the University
- green dots (and 'resident permit' sign) Visit utas.edu.au
- Permanent and temporary signage should be observed at all times. Infringements are issued for vehicles parked outside designated areas without a valid voucher or permit or contravening University By-Laws.

Residential parking permit

The University provides a limited number of residential parking spaces for residents at the Sandy Bay and Newnham campuses.

Residential parking permits are managed by Accommodation Services. More information about residential parking permits is available from Accommodation Services, telephone: 1300 138 497.

Scheduled Bus Service

A scheduled service bus is provided for programmed activities scheduled at other campuses e.g. Beauty Point or Bell Bay. Please advise the Course Coordinator if you are planning on taking your own car or other form of transport. The bus will leave from the front of the Swanson building near the flagpoles at 8am sharp. The bus then departs from the Beauty Point and Bell Bay campuses at 4.30pm. It is important to be punctual as the bus will depart on time.

Lunch

On days that you will be at Beauty Point or Bell Bay you will need to have a packed lunch as there are not always facilities available.

Packed lunches for students staying on campus can be ordered from Saltz Cafe the day before and picked up the next morning.

Work Health and Safety (WH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of AMC, you should refer to the University's Safety and Wellbeing guidance and requirements at utas.edu.au/safety-and-wellbeing/health-wellbeing. The Universities Health and Safety policy is available at utas.edu.au/policy/policies.

As a result of the COVID-19 pandemic the University has added further WH&S measures that are designed to ensure the safety and wellbeing of our University and the broader community, it is important that you complete the Safety and Wellbeing Induction for Students MyLO course before you

come to campus and allow time to complete the following steps every day you attend each AMC campus:

- Go through screening each day when attending each campus, check your temperature, swipe your access card as applicable or fill out the registration form.
- Maintain COVID-safe behaviours: keep 1.5 metres away from others, wash your hands thoroughly and often, use disinfectants wipe to clean your workstation.
- Critically, please stay at home if you are unwell, get tested if you have any symptoms and email us at **COVID@utas.edu.au** if you are getting tested. Together, let us make our campus a safe place to be.

Beauty Point and Bell Bay Personal Protective Clothing Policy

Purpose

A number of risks exist in and around the Beauty Point facilities including the wharf, the lifeboats and associated davits, vessels including the Bluefin, Stephen Brown, Reviresco, Skipjack, Chromis, and specialist areas of the Seamanship Centre including the rope room and the working aloft areas, and are associated with exposure by staff, students, contractors and visitors to:

- elements of the weather including ultraviolet light
- working in and around confined spaces, height safety and lifting equipment
- mechanical, engineering or repair activities including painting, welding, cutting, grinding and power tool use and their associated hazards
- vessel operations both away from a berth and alongside
- the movement of small craft and other equipment in and out of the ground floor of the Seamanship Centre

As a result, this policy has been developed to provide details of the **minimum level of personal protective clothing (PPE)** that is required to be worn in these areas.

Duty of care

- Staff have a duty of care to ensure that students, contractors and visitors comply with the requirements of this Policy.
- The particular application of sections of this Policy should be based upon an individual's risk assessment for the proposed activity.

Definitions

Enclosed and Sturdy Footwear – is defined as being that which completely covers toes, has a close fitting back around the heel area of the wearer's foot that prevents the wearer from "walking out" of the shoe and has a sole that offers a degree of slip resistance. Thongs, sandals, crocs, shoes with high heels and footwear with leather soles are not deemed to be enclosed, sturdy, or slip resistant.

Safety Footwear – is as discussed in Australian/New Zealand Standard AS/NZS 2210.1:2010 and "is fitted with safety toe caps."

Exceptions

1. Clothing and footwear - visitors and students may be escorted to areas whilst wearing enclosed and sturdy footwear and normal street clothes. Where provided, designated walkways shall be used as the preferred route in order to reduce the exposure to risks.
2. Overalls - short sleeve shirts and long trousers may be substituted for overalls provided that a reasonable level of sunscreen protection has been applied and in accordance with the sunscreen manufacturer's application/reapplication guidelines.

Levels of PPE

The minimum personal protective clothing to be worn.

Seamanship Centre:

- enclosed and sturdy footwear

Wharf, pontoons and vessels (excluding the Stephen Brown):

- enclosed and sturdy footwear
- long sleeved garments (preferably overalls) but exception 2.) Overalls may be applied
- full legged trousers (preferably overalls)

- areas where lifting/crane/forklift work are being conducted – safety footwear and hard hats (Occupational Protective Helmets) will be worn
- lifeboat operations – enclosed and sturdy footwear with good slip resistant soles is the minimum footwear level allowed. Sports shoes deemed to be appropriate by the academic staff may be worn by staff and students
- personal floatation devices (PFDs) will be worn by staff, students and contractors when working on the wharf and pontoons and the wind strength is rated at 35 knots or greater during the day. For night-time activities including security patrols the safety margin for wind strength will be 25 knots
- damage control – safety footwear will be worn by staff and students

Stephen Brown:

- safety footwear
- long sleeved garments (preferably overalls)
- full legged trousers (preferably overalls)
- welding operations – preferably cotton drill work wear or overalls

Workshops and teaching areas - where painting, cutting, grinding, welding, mechanical operations are to be conducted:

- safety footwear
- long sleeved garments (preferably overalls)
- full length legged trousers (preferably overalls)
- hearing protection

Special laboratories and areas:

- rope room - safety footwear
- working aloft area - safety footwear

Seafood laboratories:

- enclosed and sturdy footwear
- lab coats or long sleeved overalls

Maritime Fire Fighting Centre:

- enclosed and sturdy footwear; preferably that which meets the "safety footwear" definition on the previous page
- if students are unable to provide their own safety footwear on the fire ground, they will be required to wear the site-supplied safety footwear
- students attending live fire training or requiring the use of supplied safety footwear must ensure they wear socks to cover any exposed skin of the feet up to the ankles as a minimum i.e. no bare feet inside safety footwear
- safety glasses are supplied and students are encouraged to wear these during periods of dry and windy conditions, while undertaking fire ground practical activities

- long sleeved garments (preferably overalls) but exception 2) Overalls may be applied, (protective coats will be provided for use on the fire ground and worn at the discretion of staff. Staff discretion is based on health and wellbeing)
- full legged trousers (preferably cotton drill work wear or overalls)

Signage

Blue and white safety signage (similar to the diagram shown below) has been installed to specify the wearing of PPE in areas. Additionally, blue and white pictograms are used to advise of additional PPE requirements in selected locations.



Implementation of the Policy

This Policy will be implemented through the following:

- installation of the necessary signage and pictograms
- inclusion of this material in AMC Beauty Point induction material
- encouragement by all staff to ensure that students, contractors and visitors comply

Questions

If you are uncertain of the PPE requirements in a certain area, please contact AMC Risk Advisor on telephone: 03 6324 9330 for clarification prior to entry.

AMC Beauty Point Campus Workplace Health and Safety information for students

Amenities

A student lunch room is provided and has tea and coffee making facilities, a fridge, microwave, hot water, and a snack vending machine. The room is located on the ground floor of the Seamanship Centre building.

Beauty Point Personal Protective Clothing Policy

Due to the complex nature of the Beauty Point Campus both as a workplace and a training facility, it is necessary for staff and students to ensure that they are wearing the correct level of Personal Protective Equipment (PPE). In order to provide the correct information to everyone, a Personal Protective Clothing Policy has been developed. The Policy outlines the minimum requirement for the use of PPE in various areas. A copy of the Policy accompanies these notes.

Emergencies

If you detect an emergency whilst at the Beauty Point Campus, please assist us to ensure that the emergency is dealt with promptly. If you choose to report the emergency direct to "000" please also report it to your academic staff member and/or the technical officer. Additionally, emergencies can be reported to the AMC Beauty Point Reception by phoning 6324 9666 or 9666 from an internal phone.

The contact details of first aiders and evacuation warden are provided widely across the facilities, an example of an information poster is shown in Figure 1. In this particular example, the names and contact details of first aiders and evacuation warden for the Stephen Brown are shown.

Chief Warden	Chris Wells Mobile 0418 531 116 or Ext 9338
Area Warden	Chris Love Mobile 0417 374 123 or Ext 9448
Warden	Academic Staff
Muster Area (Initial)	Aft Gangway – preferred option Post Side Pontoon – 2nd option
First Aider	Chris Love Mobile 0417 374 123 or Ext 9448

Figure 1

When alarm bells are activated or alternatively when evacuation warden ask staff and students to leave an area due to an emergency or crisis, you need to leave quickly and in an organised manner. Shut down equipment, close windows, take bags and wallets etc. with you, shut doors behind you and then move to the assembly point. At the Seamanship Centre the assembly point is on the lawn opposite the Seamanship Centre and adjacent to the hotel.

Environmental issues

The AMC actively participates in practices designed to minimise our environmental footprint. If you notice excessive water wastage or accidental hazardous materials/fuel spills, please advise your academic staff member or a technical officer as soon as possible.

First Aid

At the AMC there are numerous trained first aiders spread widely across the College. Each technical officer is a trained first aider and can provide first aid care with equipment made available. This equipment includes First Aid kits, resuscitators and defibrillators. If you require First Aid, please ask your academic staff member or technical officer for assistance.

A First Aid room is provided at the Beauty Point Seamanship Centre and access can be gained by contacting Beauty Point Seamanship Centre Reception or a technical officer.

Hearing protection

Many of the training facilities at the Beauty Point Campus have noise generating equipment and training props either in the immediate area or peripherally. These items of equipment include but are not limited to angle grinders, workshop equipment and diesel engines. Whilst signage across the campus indicates where to wear certain types of PPE, the use of hearing protection is recommended. Earplugs can be sourced from one of the two Safe Start Kiosks which are located in the Seamanship Centre or in Hold 2 on the Stephen Brown.

Lockout tagout

The AMC utilises lockout tagout tags, hasps and locks in the same manner as other industries. If you need to access lockout equipment and the Policy, please speak with your academic staff member or technical officer.

Manual handling and lifting gear

Manual handling is an issue that is taken very seriously at the College and we ask that when moving equipment you consider using manual handling aids or two/multiple person lifts whenever possible. Manual handling aids include forklifts, trolleys and pallet trucks. Please speak with your academic staff member or technical officer for access.

Lifting gear is available for elements of course work. It is inspected and serviced in line with compliance requirements and should be used in accordance with specified load limits, its intended use and manufacturer's instructions.

Parking

Parking in the general vicinity of the Seamanship Centre is at a premium as there are limited car parking spaces. Please do not park on the street adjacent to the hotel as this creates access issues for the establishment's clientele. The AMC has an ongoing agreement with the Tamar Yacht Club in which students are allowed to park in the yacht club car park. This car park can be found by travelling along the short roadway on the eastern side of the hotel and following the waterfront.

Reporting of hazards and incidents

The AMC encourages the reporting of hazards in the workplace and uses a team-based approach to assigning actions to control them. An online report system is used throughout the College and corrective actions are assigned to hazard and incident reports.

If you believe that something presents as a hazard, please speak with your academic staff member or a technical officer to have the issue reported. If you are involved in an incident or near miss, once again the College asks that you report the event.

Safe Start Kiosks

The College has installed Safe Start Kiosks which provide staff and students with ear plugs, sunscreen, hand sanitiser and information regarding the current UV readings. This resource is designed to assist with providing a level of protection and a visit to a kiosk is recommended. A Safe Start Kiosk is located just inside the roller door area of the Seamanship Centre main building.

Security

Your security is very important to the College and Tasmania Police assist by participating in an "on campus UniCop scheme" in which police officers regularly visit the facilities and speak with students and staff. If you need to speak with a police officer regarding your security, please contact an academic staff member and request that a UniCop is contacted.

The College strongly advises against leaving bags containing personal items such as mobile phones, iPads and wallets in classrooms. Security lockers are provided for your use and are located near the reception office in the Seamanship Centre. Please speak with Beauty Point Reception staff to obtain access to a locker.

Signing in and out

All persons accessing the Stephen Brown are required to sign in when arriving and then sign out when leaving the vessel. This action provides valuable information to the evacuation warden during an emergency. Please note that you are not required to sign out if you are leaving the Stephen Brown to use one of the portable toilets on the wharf. You do need to sign out if you are going to go through the wharf security gate.

Smoking policy

The AMC does not promote smoking in the workplace but for those who do smoke, there is a 10 metre distance rule to be observed with no smoking to occur within 10 metres of a door, window or ventilation opening and definitely not in College vehicles or vessels. Passengers on the vessel Bluefin are able to smoke in designated areas and at the discretion of the Master.

At the Beauty Point campus there are two designated smoking areas:

- across the road from the Seamanship Centre near the bus parking area
- on the wharf near the gangway to the Stephen Brown

Cigarette butt receptacles are located at these locations and we insist smokers use these devices.

Stephen Brown – Emergencies onboard

During an emergency and whilst preparing to evacuate students and staff from the vessel Stephen Brown, it is important to remember that there is one main muster area and a secondary muster area. We would try to use the main muster area on each occasion but the nature of the emergency may prohibit the use of this and it may be necessary to use an alternative. The muster areas for the Stephen Brown are located at:

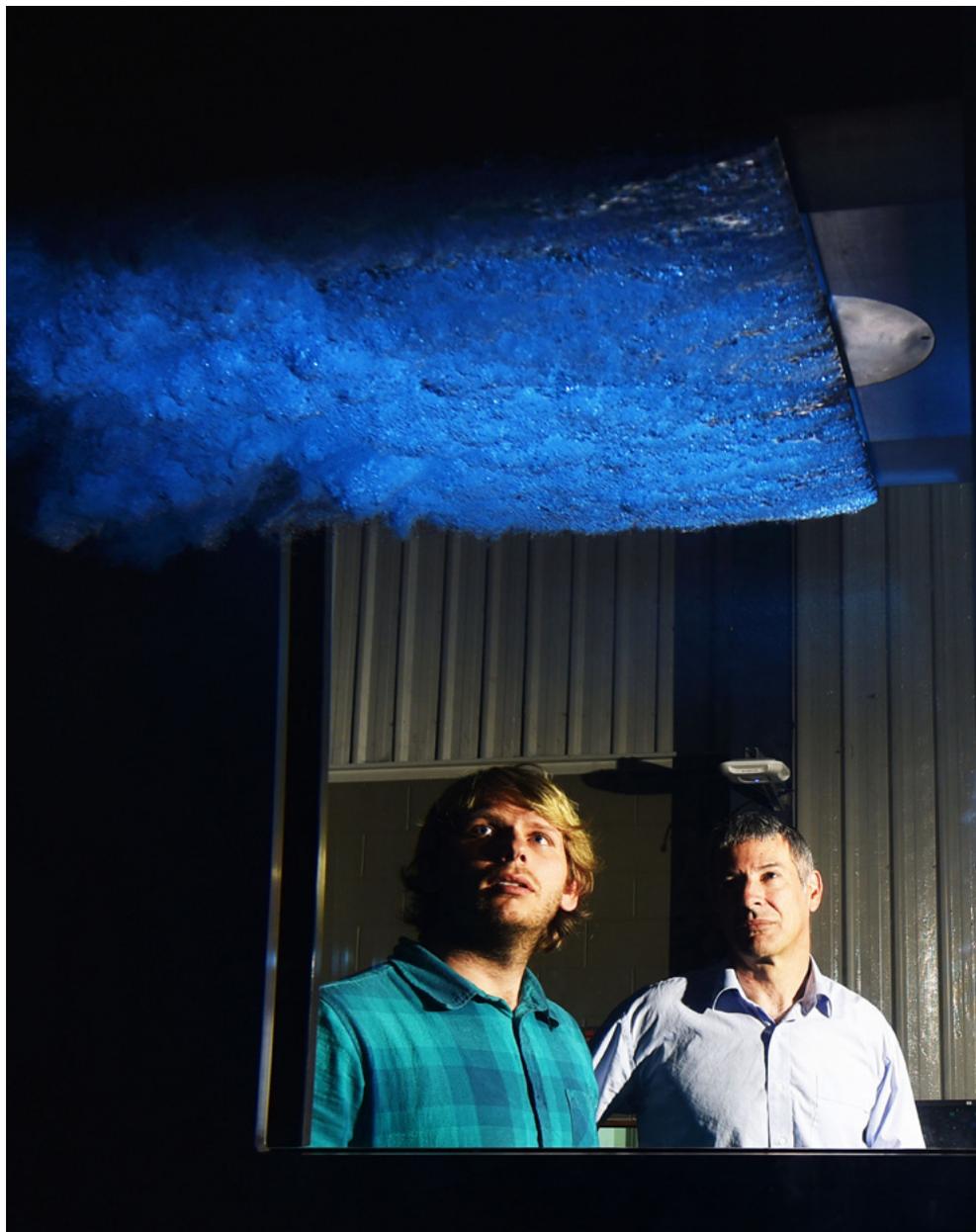
- main Muster Area – at the Sign In/ Out Station on the poop deck and adjacent to the gangway secondary – on the port side pontoon



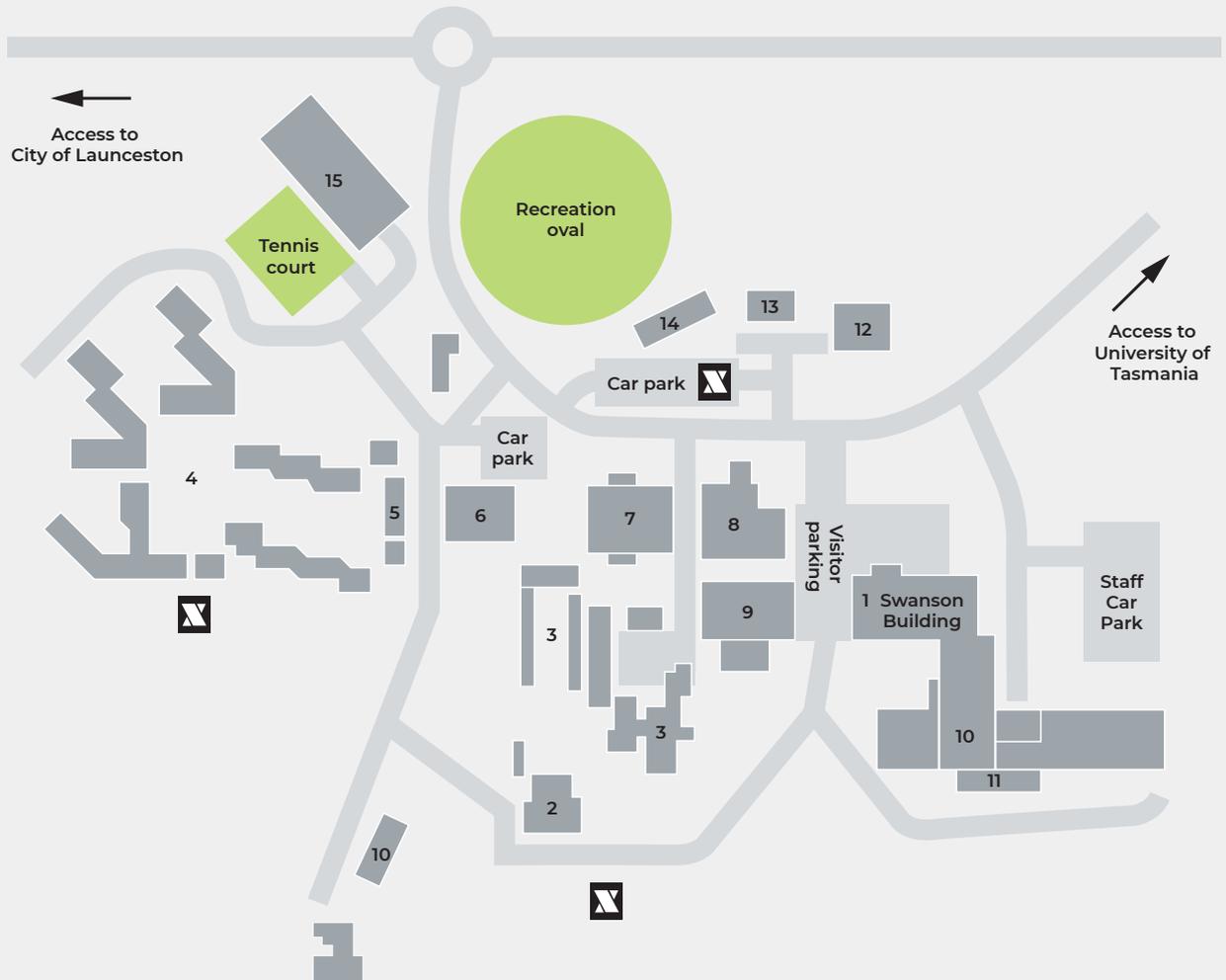
Workplace Health and Safety tools

The AMC has developed a suite of tools designed to be used in the workplace and to help with issues such as Job Safety Analysis, hot work permits and confined space entry to name just a few.

The tools can be found on the AMC staff intranet and under the Risk Management and Workplace Health and Safety tab. The College encourages the use of these types of tools to manage risk in the workplace. Additionally, the College has a number of resources available should you need assistance in the use of these tools. Please speak with your academic staff member or technical officer for access and assistance.



Campus maps



AMC Newnham campus Launceston

1. Swanson Building
– Reception & Student Administration
2. Newnham Hall
3. AMC Search offices

4. Investigator Hall
– student residences
5. Residential offices
6. Survival Training Centre
7. Cafeteria, recreation centre and auditorium
8. Connell Building
– Library & Student Support
9. Marine simulators

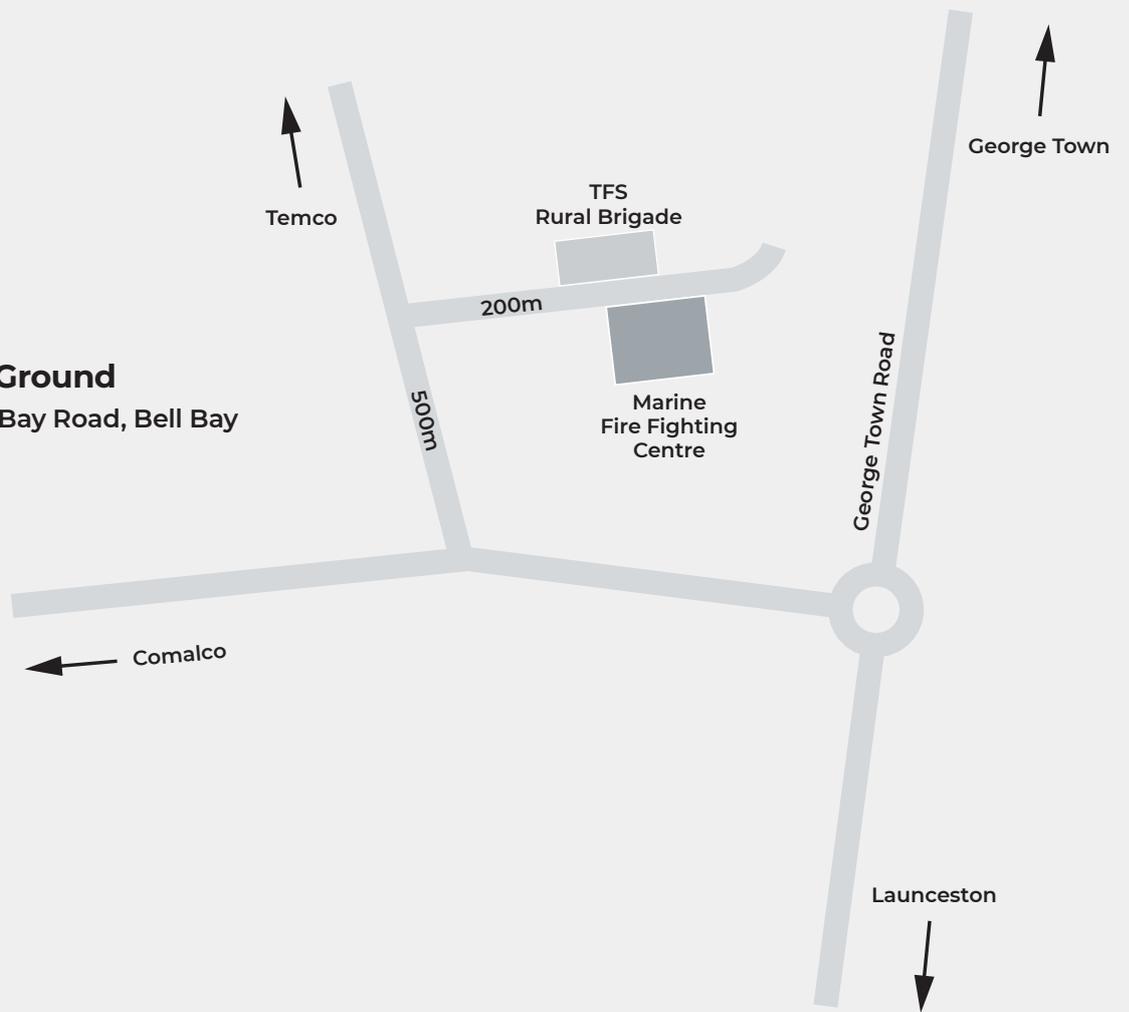
10. Faculty of Maritime Transport & Engineering reception
11. Towing Tank
12. Thermodynamics Laboratory
13. Electrotechnology Laboratory
14. Cavitation Tunnel
15. Model Test Basin

 Emergency Muster Points

Campus maps



AMC Fire Ground
347 Old Bell Bay Road, Bell Bay



50km / 40 minutes drive from AMC

→ Find out more. amc.edu.au



Learn more

03 6324 9404

rto.administration@utas.edu.au

amc.edu.au/study/coastal



"The Coxswain course is well delivered, and the lectures keep it on such a fun level. The experience you gain in vessel handling and learning how to drive the vessel properly and safely is a real highlight."

Broc Leayr
Coxswain Grade 1,
Near Coastal Student