

Florida Atlantic University Diving and Boating Safety Committee Charter

Authorization of the DBSC

The Florida Atlantic University (FAU) Diving and Boating Safety Committee (DBSC) is authorized by and delegated authority by the FAU Vice President for Research (VPR).

Purpose of the DBSC

The principal purpose of the DBSC is to promulgate and administer university policies and procedures with regard to the safety of all scientific diving and boating activities at FAU. In support of this role, it is also the goal of the DBSC to promote the safety, availability, and accessibility of diving and boating activities for research and education, aligned with FAU's academic and research mission.

Responsibilities of the DBSC

The DBSC (or designated sub-committee) shall act equivalent to a Diving Control Board as required by the Occupational Safety and Health Administration (29 CFR 1910.401(2)(iv)) for professional diving activities having absolute authority over the scientific diving operations. As described in 29 CFR 1910 Subpart T App B, FAU's DBSC will operate as exempt from this regulation for scientific diving activities.

The DBSC's responsibilities shall include:

- a. Monitoring all scientific diving and boating activities under FAU auspices
- b. Management of the diving and boating safety program at FAU
- c. Reviewing, revising, and approving FAU Diving and Boating Safety Manual(s)
- d. Oversee the certification of scientific divers and vessel operators
- e. Directing the Diving and Boating Safety Officer (DBSO) who serves as the program and training coordinator at FAU in the position of the Diving and Boating Coordinator under Environmental Health and Safety,
- f. Assuring compliance with the FAU Diving and Boating Safety Manual
- g. Initiating and managing disciplinary processes for unsafe diving and boating practices

The DBSC may delegate roles and responsibilities. However, the DBSC shall not relinquish oversight and accountability for these responsibilities. Delegation of responsibilities must be in accordance with the DBSC Rules of Procedure and only with final approval from the VPR, or designee.

Membership

Membership in the DBSC shall be open to FAU faculty researchers and staff with applicable expertise related to diving and boating. The committee must be comprised of a majority of faculty researchers. Membership must be representative of both the scientific diving and boating activities with a knowledge of those specializations within FAU's programs. Other member composition requirements may need to be considered as required by the DBSC Rules of Procedure, including organizational memberships in consensual scientific diving or boating programs recognized by U.S. federal agencies. Voting decisions of members shall not affect membership appointments. The VPR will also assign other non-voting members to serve in ex-officio capacities to facilitate the conduct of the DBSC including staff from Research Integrity and

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Counsel to ensure adequate expertise in University policies, procedures, and other compliance matters. The VPR reserves the authority to seek outside consult when deemed appropriate.

Appointment

Member appointment recommendations (and/or requests for representation from units) are provided by the DBSC, Deans, Directors or Department Chairs to the VPR. The VPR will review the recommended nominees and initiate a formal invitation to the candidate once approved by the appropriate Dean, Director, or Department Chair of the candidate's unit. Final appointment is confirmed by the VPR via written memo.

Voluntary Termination

Members may voluntarily terminate membership in the DBSC. Written notification with intent to resign shall be forwarded to VPR with a copy to the DBSC Chair at least thirty (30) days prior to withdrawal.

Termination

Since the DBSC is responsible for establishing the diving and boating safety program, including best practices, it is incumbent upon each member of the DBSC to collectively and individually uphold the highest standards of professionalism and integrity. Non-compliance with diving and boating policies, as instituted and judged by the DBSC, are sufficient and automatic grounds for member termination. Such member termination may be recommended by the majority of the DBSC membership to the VPR for consideration but ultimately the VPR has authority over the membership of the DBSC.

DBSC Member Duties

The duties of DBSC members shall include:

- a. Regularly attending and participating in DBSC (and/or sub-committee) meetings and participating substantively in the development and modification of committee or subcommittee work products.
- b. Serving as an active participant on DBSC sub-committees, as appointed or elected.
- c. Serving as DBSC Officers, as appointed or elected.
- d. Voting on procedural and substantive matters, as defined in the DBSC Rules of Procedure.

Diving and Boating Safety Officer (DBSO)

The duties of the DBSO shall include:

- a. Acting as the program and training coordinator including providing required documentation to the DBSC
- b. Updating the Diving and Boating Safety Manual as directed by the DBSC
- c. Developing and implementing diving and boating training programs as directed by the DBSC
- d. As directed by the DBSC, monitor and report all Diving and Boating activities to the DBSC
- e. Providing agenda topics and materials to the DBSC Chair and Research Integrity (RI) in advance of scheduled meetings

Research Integrity (RI)

The RI office will provide administrative support to the DBSC to coordinate and facilitate the committee's meetings, function and program oversight including generation and documentation of meeting minutes.

Governance

The DBSC shall develop, recommend and implement standard operating procedures (SOPs) which will solidify the regulatory requirements and assist the users in maintaining compliance. These procedures will minimally include: organization of sub-committees, meeting frequency and attendance, voting procedures, non-compliance procedures, reporting, and other self-governance guidance. These SOPs and changes to the SOPs must be recommended for approval by at least a two-thirds majority of DBSC members (quorum of committee) to the FAU Vice President for Research. The DBSC shall have regularly scheduled monthly meetings or as needed. Meeting agendas, scheduling, quorum, and other administrative matters shall be executed according to DBSC requirements. All meeting minutes and associated documentation shall be retained by the DBSC and made available upon request.

Amendments

The VPR may amend, dissolve, or otherwise reconstitute this Charter. The DBSC may recommend amendments to this Charter with at least two-thirds majority approval.

Approved:

Daniel C. Flynn, Ph.D. Vice President for Research

Date

Executed signature page(s) are available in the Initiating Authority Office(s)

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Last Updated: June 13, 2017