

GUIDELINES FOR SAFER SURF CLUBS



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Surf Life Saving NSW – Guidelines for Safer Surf Clubs 2013

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01

KEY INFORMATION



1.1 INTRODUCTION

Welcome to the SLSNSW Health and Safety Guidelines

The four chapters in these guidelines have been updated to reflect the changes in Work Health and Safety (WHS) Legislation. The Guidelines focus on our clubs in NSW and can be accessed through the online Safer Surf Clubs training course (via Lifesaving online) or by contacting SLSNSW headquarters. They are designed to provide you with the tools you need to manage your club or service safely.

These guidelines include:

- **Chapter 1** – Overview of Health and Safety
- **Chapter 2** – Risk Assessment and Management
- **Chapter 3** – Safer Surf Club Practices
- **Chapter 4** – Event Sanctioning and Management

Chapter 1 will get you started with an overview of health and safety issues within Surf Lifesaving. It will provide you with a snapshot of what you need to do across the many areas of practice and legislation. This chapter is aimed at club officers, patrol captains and training officers.

Chapter 2 has the theory and tools you need to effectively manage risks and conduct a risk assessment of your club or service. The chapter is designed for the Club Captain/Club Safety Officer.

Chapter 3 outlines safe practices such as building evacuation plans, manual handling, hazardous substances etc. along with other information that will assist the Club Safety Officer.

Chapter 4 provides information on Special Event Sanctioning and Management. It includes the application forms and templates required to gain approval for a special event.

Several other resources also accompany these guidelines including:

- Member information brochure – providing a brief guide on safety and wellbeing for all members
- Safety First! – Awareness posters
- Safety First! – Awareness stickers
- Work Health and Safety Act 2011 DVD
- Safer Surf Clubs Online Training Course

These Guidelines cover the following information:

- **Policies** – What SLSA and SLSNSW policies cover health and safety?
- **Legislation** – How does it affect me and my club?
- **Consultation** – Who do I have to consult with and how?
- **Responsibilities** – What are the different health and safety responsibilities within our club?
- **Education and Training** – What safety information do I need to cover in training programs?
- **Risk Assessment** – What is it and what is my role?
- **Injury Management** – What do I need to do if someone gets injured?

- **Incident reporting and investigation** – What is an incident and when do we need to conduct an investigation?
- **Critical Incident Management** – How do I look after members if they have experienced operational stress?
- **Event Safety** – What do I need to consider if we are planning to conduct an event?

Attachments include:

- Sample Club Safety Officer job description (Appendix 1)
- Member Induction checklist (Appendix 2)
- Responsibility Matrix (Appendix 3)
- SLSA Incident Investigation Report (Appendix 4)
- Return to Surf Duties Form (Appendix 5)
- Self Audit Checklist (Appendix 6)

1.2 A CULTURE OF SAFETY – SAFETY FIRST!

Creating a culture change is not always easy, it involves a clear commitment by management at all levels. Creating a positive culture towards health and safety of volunteers, staff and the public is not only a legal requirement (as set out in the Health and Safety legislation), but also a moral duty on those in charge and within leadership positions. It is of the utmost operational importance to SLSNSW. SLSNSW exists as a life saving organisation and therefore endeavours to assure the very highest standards of health and safety for all volunteers and staff, as well as anyone else that may be affected by what we do.

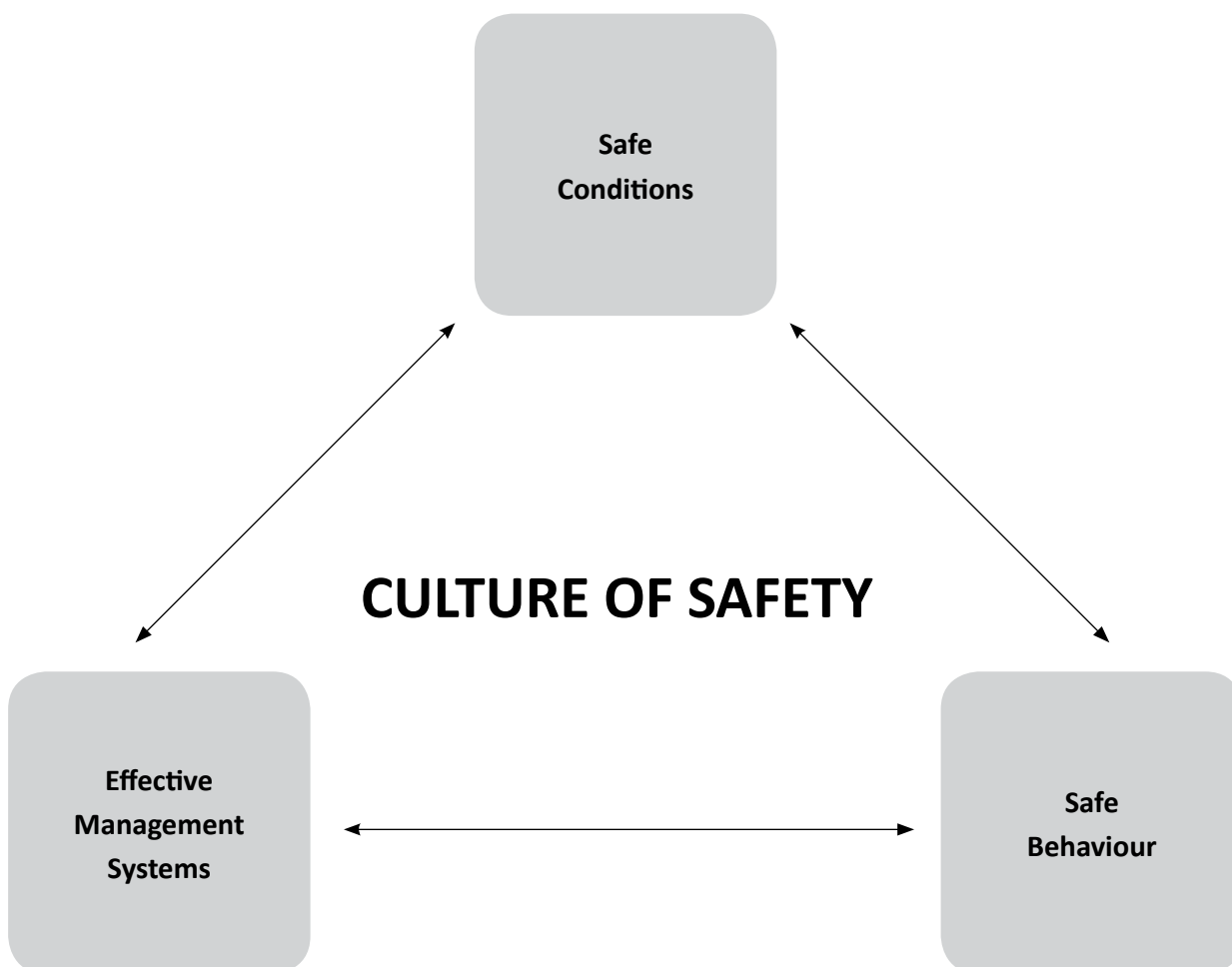
Health and safety has to be managed and under the Health and Safety legislation everyone has a duty to comply with work health and safety practices by taking reasonable care of his or her own health and safety and that of others whilst at work. While we look for guidance from our management teams it is the Patrol Captain, Chief Training Officer and Club Safety Officer, to name a few, that are in the true leadership roles as they implement safety arrangements during the day-to-day conduct of surf lifesaving activities.

Health and safety is not a separate issue to be managed, but is an integral part of all surf lifesaving activities. Any decision or action taken will affect the health and safety of volunteers, staff and third parties. All SLSNSW Operational Procedures will have health and safety implications when employed.

Surf Life Saving New South Wales' ultimate goal is to promote a culture where all members understand that **SAFETY COMES FIRST!**

Leaders at all levels of the organisation must ensure safe behaviour of those completing the tasks under their control by ensuring members are competent to deal with any risks they may encounter. They must also set an appropriate example through their own safe behaviour and by discouraging unsafe behaviour.

Leaders must also ensure that members understand their role in risk control through the provision of effective management systems that include: information provision, awareness raising, training and supervision within the tasks that they lead.



1.3 POLICIES

Policies – Which SLSA and SLSNSW policies cover health and safety?

A policy is an official document adopted by the organisation and provides the rules to be followed within a specific area. This page lets you know which policies cover health and safety, where to find policy information and what to look for.

What do you need to do?

As a Club Safety Officer you are not expected to know the content of every policy. You should however know which policies cover health and safety issues and where to find them.

You should print off and read:

- SLSA Policy 2.3 Occupational Health and Safety and;
- SLSA Policy 2.4 Rehabilitation and Return to Duty.

Have a scan of the policies below and do a quick audit of your knowledge in each of the categories. If in doubt, refer to the policy on the SLSA website for further information.

What other resources are available?

The Surf Life Saving Australia (SLSA) website provides all policies in a PDF format for you to download. Visit www.slsa.com.au and click on 'Members,' 'Admin and Resources,' 'SLSA Governance' and find policies in the list. Keep an eye out as policies change and new ones are posted from time to time.

Visit the Surf Life Saving NSW website for additional Lifesaving resources including SOPS and policy information. Also check with your Branch and Club for equivalent policies which have been developed especially for your Club's benefit.

Details

SLSA has a range of policies and procedures for members and employees involved in surf lifesaving activities. These policies are updated from time to time and the most recent version can be found on the SLSA website. They include:

Policy 1 .14	Sharps Policy	Policy 3 .3	Pregnancy and the Surf Lifesaver
Policy 1 .15	Peer Group Support	Policy 3 .6	Seizures and Epilepsy
Policy 1 .3	Body Retrieval Protocol	Policy 3 .8	Communicable Diseases
Policy 2 .1	Sun Safety	Policy 3 .9	Asthma
Policy 2 .2	Lightning	Policy 6 .5	Member Protection Policy
Policy 2 .3	Occupational Health and Safety	Policy 6 .6	Grievance Procedure
Policy 2 .4	Rehabilitation and Return to Duty	Policy 6 .9	Risk Management
Policy 3 .1	Disinfection of Equipment		

Although Surf Life Saving Australia (SLSA) has developed policies which provide us with the rules to be followed, they have also developed The Australian Coastal Public Safety Guidelines which provides a useful resource for Club Management on safety and wellbeing in a coastal and beach environment. To view the Australian Coastal Public Safety Guidelines access the Australian CoastSafe website www.coastsafe.org.au. Relevant areas which could be of assistance include:

5.1 Health Requirements and Medical Assessment	7.8 First Aid Equipment
5.2 Equity, Anti-discrimination and Harassment – Free Organisation	7.9 Sterilisation of Equipment
5.4 Epilepsy	7.10 Communicable Diseases
5.5 Asthma	7.15 Lifesaving and Lifeguarding Vehicles – ATVs
5.6 Pregnancy and the Surf Lifesaver – Competition and Patrols	8.4 Incident Reporting, Recording and Investigation

1.4 LEGISLATION

There are various forms of Work, Health and Safety legislation relevant to our clubs and members.

Acts

The relevant NSW Act is the Work, Health and Safety Act 2011. This act sets the requirements to ensure the health and safety of everyone in NSW workplaces. You need to be familiar with the Act in order to understand your obligations and safety requirements. The full text of this Act is available from the WorkCover NSW or Austlii website (www.austlii.edu.au). WorkCover NSW is the Administering Agency which governs and enforces compliance with workplace health and safety (WHS).

The objective of the Work Health and Safety Act 2011 is:

- To protect the health and safety of workers;
- To improve safety outcomes in workplaces;
- To reduce compliance costs for business; and
- To improve efficiency for regulatory agencies.

Regulations

Acts have supporting rules, the most important of which are regulations that specify in more detail how to comply. Regulations are legally binding documents which set out duties in regards to health and safety in the workplace. Regulations must be complied with. The relevant NSW regulation is the Work Health and Safety Regulation 2011.

Codes of Practice

Codes of Practice are written to assist workplaces by providing practical guidance about one or more ways of achieving legal requirements. Codes of practice are not legislation, however to ensure we are compliant with meeting our duty of care requirements, you must either:

- Do what the code says; or
- Implement a different control measure if it better suits, but it is up to you to show how an alternative system meets the Act or Regulation.

WHS Codes of Practice relevant to Surf Lifesaving NSW include:

- Hazardous manual tasks;
- How to manage work health and safety risks;
- Labelling of workplace hazardous chemicals;
- Managing the work environment and facilities; and
- Work health and safety consultation, coordination and cooperation.

To access further Codes of Practice visit WorkCover NSW – Law and Policy.

Australian and International Standards

Standards are not legislation, only becoming legally binding when they are incorporated into legislation. Under legislation, a variety of systems, equipment, products and materials must meet Australian or International Standards. They are accepted as authoritative guides to good practice. Standards tend to deal with specific pieces of equipment or processes. Each standard is designated by a number (for example, AS/NZS ISO 31000: 2009 – Risk Management). Standards can be obtained from the SAI Global website www.saiglobal.com.

Why is complying with health and safety legislation so important?

All our members have the right to enjoy a safe and healthy workplace. Health and safety legislation is a tool used for reducing risk and protecting people from injuries and fatalities, illnesses and diseases, physical and psychological.

If you fail to meet your workplace health and safety obligations, you are breaking the law. Penalties can be imposed and/or your club can face prosecution.

Your club has responsibilities when complying with Work Health and Safety legislation. These include but are not limited to:

- Having a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of not only workers, including volunteers but all other third parties at the workplace including; other members, visitors, relatives, and others;
- Maintaining places of work under your control in a safe condition and ensuring safe entrances and exits;
- Making arrangements for ensuring the safe use, handling, storage and transport of plant and substances;
- Providing and maintaining systems of work and working environments that are safe and without risks to health;
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of employees;
- Providing adequate facilities for the welfare of workers;
- Having a duty to consult with workers and other relevant bodies;
- Exercise Due Diligence by keeping up-to-date on WHS matters;
- Resolving WHS issues promptly; and
- Notifying serious WHS incidents to WorkCover NSW and recording all incidents in the SLSA Report Logbook as well as on the Incident Reporting Database (IRD).

1.4 LEGISLATION

It is important to remember that the duty of care requires your club/service to provide a safe and healthy workplace and not just to comply with the existing regulations or mandatory standards.

Your club has an obligation to ensure the health and safety of all who perform work for the club – whether they are paid or not. Volunteers have the same health and safety rights and obligations as a paid worker and must:

- Comply with instructions given for workplace health and safety by management;
- Not wilfully or recklessly interfere or misuse anything provided for workplace health and safety;
- Not place anyone else at risk of injury or illness at the workplace;
- Provide appropriate assistance to a sick or injured worker;
- Notify and report incidents as soon as possible.

How do you create an awareness of the Work Health and Safety legislation?

Legislation requires that members meet their duty of care to ensure health, safety and welfare of members. To do this we all need to be aware of the relevant legislation. You can do this by:

- Ensuring that members receive induction training that includes awareness of the Health and Safety legislation;
- Spending some time in your management committee meetings going over the Acts, Regulations, and Codes of Practice relevant to your club. This could be as simple as distributing a copy of the legislation in a meeting and using a highlighter to emphasise the key points;
- Displaying a summary of the legislation in the club where it may be seen by all members;
- Making WHS resources known to members and available in clubs.

Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

SAI Global – Australian Standards

<http://www.saiglobal.com/>

WorkCover Authority New South Wales – NSW Codes of Practice

www.workcover.nsw.gov.au

Surf Life Saving New South Wales – Work Health and Safety Act 2011 DVD

<http://www.youtube.com/watch?v=CeGKg5N76i8>

www.surflifesaving.com.au



All our members have the right to enjoy a safe and healthy workplace.



1.5 CONSULTATION

Research indicates that a safe workplace is best achieved when workers and those responsible for undertaking and managing the work talk to each other about potential problems and work together to figure out the best solution.

By drawing on the knowledge and experience of each other, more informed decisions can be made about how work can be carried out safely. The WHS legislation requires clubs to consult more directly and widely with workers, volunteers, contractors and other duty holders who share responsibilities. For example; Surf Clubs and Local Councils, Committee members and Surf Club members.

When is consultation required?

Clubs must recognise when consultation is required and provide this consultation in an effective way. The WHS Act 2011 states consultation is required when:

- Proposing changes that may affect the health and safety of the members;
- Making decisions about procedures for issue resolution and provision of member training;
- Making decisions about how to eliminate or minimise risks;
- Identifying hazards and assessing risks; and
- Making decisions about the adequacy of facilities.

What systems can clubs put in place to consult effectively?

There are several ways clubs can consult effectively with its members.

In order to comply with legislation clubs can choose to consult and discuss WHS issues via agendas and committee meetings, club newsletters, WHS training or task specific training.

These are just a few ways clubs can consult however, if members prefer they can form a workgroup and regularly consult with Club Management via the methods provided above. A workgroup is a group of members who share similar WHS concerns and come together to consult on relevant WHS matters.

If a workgroup chooses they can elect a Health and Safety Representative (HSR) to represent the health and safety interests of all members in the club. The role of a HSR is to facilitate the flow of information about health and safety between the club and the members. Clubs are not required to have a HSR to comply with legislation however, if requested by a workgroup then the club must elect a HSR to represent the members of the Club.

If clubs do not have a HSR they just need to ensure they are consulting, so far as is reasonably practicable on health and safety matters. A HSR is simply another way clubs can effectively consult on health and safety matters with their members.

If the HSR and workgroup choose they can come together and form a Work Health and Safety Committee. If your club chooses to have a Work Health and Safety Committee, they would be responsible for ensuring communication and consultation between the club management and members.

The WHS Act 2011 states that a Work Health and Safety Committee is only required if requested by a HSR or by a workgroup of 5 or more members at a club.

Issue Resolution

According to health and safety legislation everyone has the right to raise an issue regarding Work Health and Safety to the attention of management or the Club Safety Officer. All matters raised must be taken seriously and dealt with in a professional manner.

If a member has a health and safety issue, they should start by discussing the matter with the Club Captain or Club Safety Officer. If the issue is unable to be resolved or the parties are not satisfied with the solution, follow your club's Issue Resolution Procedure (if applicable) or the default procedure which is outlined in the WHS Regulation 2011 as detailed below.

Issue Resolution Default Procedure

1. Discuss the issue between parties addressing the nature and scope of the issue.
2. Parties must attempt to resolve the issue with one another.
3. Parties are required to consider the measures (both temporary and permanent) that must be implemented to resolve the issue.
4. A party may, in resolving the issue be assisted or represented by a person nominated by the party.
5. If the issue is resolved, details of the issue and its resolution should be set out in a written agreement if any party requests this.
6. If a written agreement is prepared all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.
7. A copy of the written agreement must be provided to:
 - a. All parties to the issue; and
 - b. If requested to the Health and Safety Committee/ Club Safety Officer if required.

Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

WorkCover Authority New South Wales – Work health and safety consultation, cooperation and coordination: Code of practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/whs-consultation-cooperation-coordination-code-of-practice-3568.pdf>

WorkCover Authority New South Wales – WHS consultation: Fact sheet

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/whs_consultation_fact_sheet_3062.pdf

1.6 SURF CLUB WORK HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES

Responsibilities – what are the different health and safety responsibilities within our club?

Health and safety is everyone's responsibility. This page provides you with a list of responsibilities for various roles within and around the clubs.

What do you need to do?

Committees and individuals within your club/service need to know that they have a role to play in health and safety.

The Club Safety Officer can help everyone understand their responsibilities. The club management agenda should include the role of the Health and Safety Committee from time to time – discuss how you are performing. Provide all members with an induction and highlight member's roles to ensure a safe environment.

Details

The table below reflects the responsibilities of all stakeholders in a Surf Life Saving Club.

All workers, members and others	<ul style="list-style-type: none">• Ensuring the health and safety of themselves, other fellow members and visitors to the premises• Complying with the SLSA/SLSNSW Health and Safety Policies and Procedures• Complete the online Safer Surf Clubs Training Course
Contractors and sub-contractors	<ul style="list-style-type: none">• Complying with the SLSA/SLSNSW Health and Safety Policies and Procedure• Ensuring the health and safety of themselves and others on the premises• Complying with directions on health and safety from designated officers of State, Branches and Clubs• Providing Certificate of Currency for Workers Compensation, Public Liability and WHS Policy when starting/tendering for work
Surf Life Saving Management (State, Branch, Club level)	<ul style="list-style-type: none">• Consulting with members during the development, implementation, promotion and re-evaluation of the Health and Safety Programs and Procedures• The coordinated development, implementation, promotion, and re-evaluation of the Health and Safety Program and Procedures• Complete the online Safer Surf Clubs Training Course
Club Safety Officer	<ul style="list-style-type: none">• Performing annual Club Health and Safety Inspections (minimum)• Providing details/reports on health and safety issues in the club to the Management Committee• Monitor the Chemical Register and Safety Data Sheets• Monitor the Hazard, Injury Reporting and Incident Investigation systems• Monitor rehabilitation and 'Return to Surf Duty' procedures for injured members• Provide information sessions and assistance to committee members on their responsibilities towards WHS as well as general members• Complete the online Safer Surf Clubs Training Course

1.6 SURF CLUB WORK HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES

Club Management Committee	<ul style="list-style-type: none">• Implementing and overseeing risk management procedures• Implementing and monitoring safety education and training systems for volunteer members and employees• Implementing and monitoring the SLSA injury reporting system and procedures• Investigating Club workplace incidents or accidents• Implementing systems to manage critical incidents• Implementing rehabilitation and 'Return to Surf Duty' procedures for injured members• Each Committee member is accountable for their area of responsibility, and so assists the Club Management Committee in meeting the above responsibilities• Complete the online Safer Surf Clubs Training Course
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Reference

Club Safety Officer job description (appendix 1)

Member Induction Checklist (appendix 2)

Surf Club responsibility matrix (appendix 3)

**Surf Life Saving Australia – Member Safety Brochure
(available from the SLSNSW office)**

http://www.slsa.com.au/default.aspx?s=_secureresourcelibraryloginnew

Surf Life Saving New South Wales – Work Health and Safety Act 2011 DVD

<http://www.youtube.com/watch?v=CeGKg5N76i8>

1.7 EDUCATION AND TRAINING

Education and Training – What safety information do I need to cover in training programs?

Did you know that training for lifesaving activities is the leading cause of injury to our members? Members using a piece of equipment for the first time, lifting equipment or hurting themselves in the operating environment such as surf activity or sun exposure etc. are common causes of injury.

What do you need to do?

All club personnel delivering training or induction programs should be briefed on how to conduct safety awareness training at the start of any training session.

ALL new members must complete an induction and any new training course must start with health and safety information. Courses such as powercraft and surf training activities should have safety information at the start of EVERY session.

Member safety training can fit into two categories:

- Awareness Training
- Task-specific Training

Awareness Training

Awareness training is general, broad-based training aimed at increasing health and safety awareness and promoting familiarity with health and safety issues.

All new members should be provided with awareness training during induction using the SLSA Member Induction Checklist. The checklist should be signed by both parties once the induction is completed. Existing members can be reminded of safety practices at such times as a club conference/ seminar or AGM etc.

Other awareness training should be made available to members on an ongoing basis such as emergency procedure training etc.

Task-specific Training

Task-specific training is specialist training given only to individuals who need it to perform specific work / duties e.g. Specialist awards. This is especially important for tasks that have an identified element of risk.

Some examples of task-specific training include:

- Cross infection information prior to manikin training
- Dry land safety briefings for powercraft awards prior to entering the water etc.
- Manual handling training prior to lifting gear
- Safety briefings before any surf water components (asking candidates to evaluate their own competency before they enter the water on days when the surf is large). Discuss the use of the “assistance required” signal if they are in trouble

- Briefing on use of equipment in the surf while the public are near the vicinity of the training
- Warm up and cool down time for training that involves physical activity
- Sun safety information for outdoor training

Reference

Member Induction Checklist (appendix 2)

33rd Edition Public Safety and Aquatic Rescue Manual –
Chapter 1 Safety and Wellbeing

Surf Life Saving Australia – Powercraft Training
Manual 7th Edition- Code of Conduct

Surf Life Saving New South Wales –
Standard Operating Procedures

[http://www.surflifesaving.com.au/members/
resources/lifesaving](http://www.surflifesaving.com.au/members/resources/lifesaving)

Surf Life Saving New South Wales – Work Health
and Safety Act 2011 DVD

<http://www.youtube.com/watch?v=CeGKg5N76i8>
www.surflifesaving.com.au

1.8 RISK MANAGEMENT AND ASSESSMENT

Risk Assessment – what is it and what is my role?

Risk Assessment is the term given to the systematic identification of hazards, the assessment of risks posed by the hazards and the control of those risks. Your role should include setting informal and formal risk assessment inspections.

What do you need to do?

Informal risk assessment should be a proactive, day to day process to prevent injuries from happening before they can do harm. It is the responsibility of the management committees and officers to follow a system for addressing Health & Safety issues in your Club.

You should carry out a formal risk assessment at least annually. Performing a quarterly formal risk assessment is ideal. The annual gear inspection is considered a formal risk inspection for equipment etc.

See chapter 2 for a comprehensive overview on processes involved in managing and assessing risk in your club.

Procedure

The Risk Management and Assessment process involves seven steps:

- 1. Communication and consultation** – with members, club management and team leaders on each of the following steps. This step not only gives members a say on matters that affect their own lives, but often these are the people who are in the best position to understand the risks posed by their own work practices.
- 2. Establishing the context** – A risk management plan needs to be developed to identify the purpose, principles, activities, scope, people involved, their roles and the implementation schedule.
- 3. Risk identification** – Each club should identify sources of risk, including changes in circumstances and their causes and potential consequences. All clubs should ensure risks are identified, injury records are reviewed and information gathered via the health and safety inspections is analysed.
- 4. Risk analysis and evaluation** – Use the Risk Assessment Matrix (appendix 8) to evaluate likelihood of an injury occurring and consequence of the injury. Use the Club Hazard Register (appendix 9) to develop a Safety Action Plan.
- 5. Treat Risks**– Use the Hierarchy of Controls (see chapter 2) to identify the most practical option to control a risk. From eliminating the risk where possible downward to Personal Protective Equipment as a last resort.
- 6. Review and Monitor**– Ask questions like: Were the controls effective?
Is there any follow up action required?

- 7. Document the process** – Risk assessment activities should be traceable. Records need to be kept detailing the process. Regularly checking of the risk process should be done to ensure controls are effective and continuous improvement is achieved.

An independent audit may also be useful to identify hazards that might not normally be obvious. This should be performed annually by an independent person such as a Branch Safety Officer, possibly at the same time as the Gear Inspection at the onset of the season.

Reference

Risk Assessment Matrix (appendix 8)

Club Hazard Register (appendix 9)

SAI Global – The Australian/New Zealand Standard ISO 31000:2009 Risk management – Principles and guidelines

<http://infostore.saiglobal.com/store>

Club Health and Safety Inspection Form (appendix 10)

Surf Life Saving Australia – Policy 6.9 Risk Management

http://www.slsa.com.au/site/_content/resource/00000334-docsource.pdf

Surf Life Saving Australia – Gear Inspection Report

https://www.surfguard.slsa.asn.au/SLSA_Admin/modules/login/login.php?redir=9

1.9 INJURY MANAGEMENT

Injury Management – what do I need to do if someone gets injured?

If a member gets injured while carrying out Surf Lifesaving duties you are required to follow the steps below:

What do you need to do?

- 1 Ensure the member receives appropriate treatment
- 2 If the incident is a WorkCover notifiable incident (see SLSNSW Incident Notification Fact Sheet), immediately contact WorkCover NSW on 13 10 50
- 3 Club official to complete an Incident Report Form and enter into SurfGuard (IRD)
- 4 Notify the Club Safety Officer or club official (investigate if required/serious)
- 5 If member requires additional treatment or time off work, fill out SLSNSW Notification of Injury or Worker's Compensation Claim Form
- 6 Complete and submit a Return to Surf Duties Form before returning to Surf Patrol or Competition etc.

Details

The injury management process is the responsibility of the Club Safety Officer, Director of Surf Sports, Secretary, Club Captain and Patrol Captain. These officials ensure that records are kept and that the injured member is only performing the duties as recommended by their medical practitioner.

What to do before returning a member to active surf duty following a personal injury:

1. The Club Safety Officer consults with the injured member and requests him/her to complete and sign a Club Member Authorisation Form, so that the Club Safety Officer may continue to assist.
2. When this permission has been obtained, the injured member is then provided with:
 - a. Return to Surf Duty Form sections 1-3 completed by the injured member, section 4 completed by medical practitioner
 - b. Letter to Treating Medical Practitioner
3. When the Return to Surf Duty Form is returned to the Club Safety Officer, the duties the doctor has stated the injured member may perform will be reviewed and a Return to Surf Duties Plan will then be drafted
4. The process of assessment by the Treating Medical Practitioner continues until the injured member provides a final certificate of capacity, which allows them to return to full pre-injury duties.

Reference

WorkCover Authority New South Wales

<http://www.workcover.nsw.gov.au/contactus/Pages/default.aspx>

Surf Life Saving Australia – Return to Duties Form: includes Letter to Treating Medical Practitioner, Letter to Injured Member's Employer and Club Member Authorisation Form (appendix 5)

http://www.slsa.com.au/site/_content/resource/00001095-docsource.pdf

Surf Life Saving New South Wales – Workers Compensation Form

<http://www.surflifesaving.com.au/members/resources/administration>

Surf Life Saving New South Wales – Notification of Injury Form

<http://www.surflifesaving.com.au/members/resources/administration>

Surf Life Saving Australia – Policy 2.4 Rehabilitation and Return to Duty

http://www.slsa.com.au/site/_content/resource/00000304-docsource.pdf

Surf Life Saving Australia – Policy 6.2 Privacy

http://www.slsa.com.au/site/_content/resource/00000327-docsource.pdf

Surf Life Saving Australia – OHS Poster: Injuries and Incidents

http://www.slsa.com.au/default.aspx?s=_secureresourcelibrarynew&id=755

WorkCover Authority New South Wales – WHS incident notification: Fact sheet

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/whs_incident_notification_fact_sheet_3060.pdf

Surf Life Saving NSW – Incident Notification Fact Sheet and Poster

<http://www.surflifesaving.com.au/members/resources/administration>

Remember: An injured member may not be able to return to surf lifesaving duties or participate in surf sports activities until the club receives a final certificate of capacity.

1.10 INCIDENT REPORTING AND INVESTIGATION

What is an incident and when do we need to conduct an investigation?

An essential part of managing health and safety in any organisation is to report and investigate accidents and dangerous incidents, so that the causes can be addressed and the chances of the same or similar incidents recurring can be eliminated or at least reduced.

Serious incidents where a club member or member of the public has been put at risk or injured from Surf Lifesaving activities require investigation and must be reported to your club. The Work Health and Safety Act 2011 also requires certain incidents (notifiable incidents) to be reported to WorkCover as soon as possible.

Under the Work Health and Safety Act 2011 an incident is notifiable if it relates to Lifesaving activities and results in the death, serious injury or illness of a person or involves a dangerous incident. WorkCover notifiable incidents are divided into two categories- serious injury or illness; or dangerous incident.

What is a serious injury or illness?

A serious injury or illness is any injury or illness requiring the person to have immediate treatment as an inpatient in a hospital or medical treatment within 48 hours of exposure to a substance.

- For example in a Surf Club environment, if a lifesaver was to suffer serious spinal injury as a result of slipping down unsafe stairs this would be considered to be a serious injury.

What is a dangerous incident?

A dangerous incident is any incident that exposes a person to a serious risk to their health and safety. For example in a surf club environment, if there was a function being held and a large fire was to break out in the kitchen causing the building to be evacuated, this would be considered to be a dangerous incident. However, if there is no 'near miss' (e.g. if no one is in the vicinity) then the incident is not notifiable.

WorkCover notifiable incidents are only those incidents that arise during the course of Surf Lifesaving activities. For example, a notifiable incident would include an IRB seriously injuring a member of the public or member of the club. If a physical fight occurred on the beach between members of the public and a serious head injury resulted from the fight, this would not be notifiable as the incident does not relate to the business (undertaking) of lifesaving.

Regardless of whether the incident is notifiable to WorkCover or not, surf clubs are still required to follow internal reporting procedures.

WorkCover NSW reporting procedure

1. If the incident is notifiable, inform WorkCover by the quickest means possible, by phone on 13 10 50. This may be done by the Club Captain, Club Safety Officer or Patrol Captain. You may also be asked to inform WorkCover in writing – fax, email or post is acceptable.
2. Ensure the incident site is preserved until an inspector arrives or directs otherwise. It is important to understand that preserving the site may not be possible in all instances. For example you cannot preserve the site if doing so prevents assistance to injured persons, or the ability to make the site safe, or if someone is in immediate danger.
3. Keep a record of WorkCover notifiable incidents for 5 years from the date WorkCover was notified. Record details on IRD.

References

WorkCover Authority New South Wales
– WHS incident notification: Fact sheet

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/whs_incident_notification_fact_sheet_3060.pdf

Surf Life Saving NSW – Incident Notification Fact Sheet and Poster

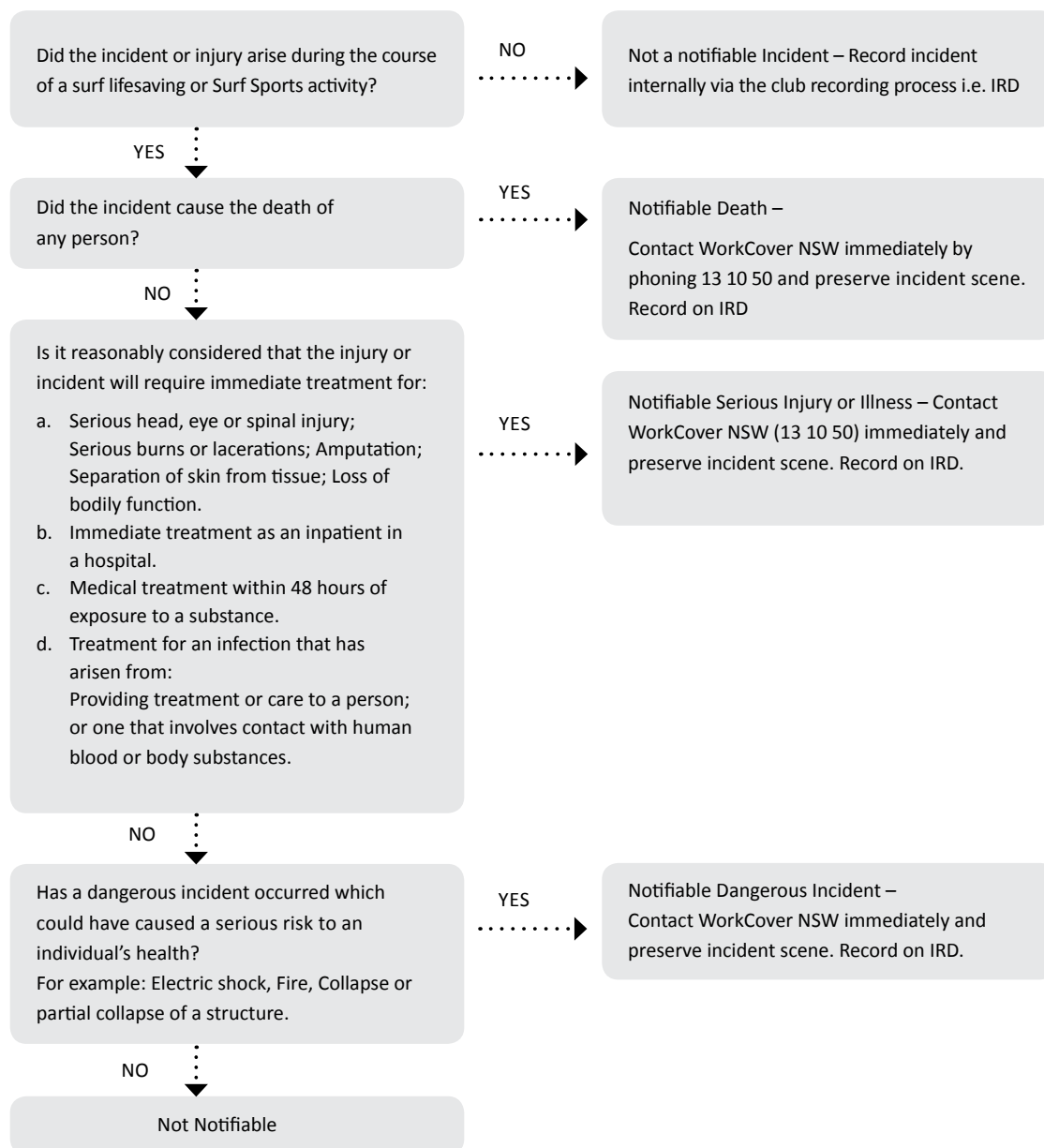
<http://www.surflifesaving.com.au/members/resources/administration>

1.10 INCIDENT REPORTING AND INVESTIGATION

How do I know if an incident is a WorkCover notifiable incident?

The flow chart below should be used to determine if an incident needs to be reported to WorkCover. For information on patrol related incidents refer to the SLSNSW Lifesaving SOPs.

Incident Notification Decision Flowchart



Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whsa2011218/

WorkCover Authority New South Wales

<http://www.workcover.nsw.gov.au>

Surf Life Saving Australia – Incident Report Log Book

http://www.slsa.com.au/site/_content/resource/00001081-docsource.pdf

The Australian Coastal Public Safety Guidelines 8.4 Incident Reporting, Recording and Investigation

<http://www.coastsafe.org.au/guide/wwhelp/wwhimpl/js/html/wwhelp.htm>

Surf Life Saving New South Wales – Standard Operating Procedures

<http://www.surflifesaving.com.au/members/resources/lifesaving>

1.11 CRITICAL INCIDENT MANAGEMENT

Critical Incident Management – how do I look after members if they have experienced critical incident stress?

During the course of their duties, surf lifesaving members may be exposed to or involved in a critical incident. In some instances, people might then experience a stress reaction as a result of this exposure. It is normal to experience reactions to stressful events and reactions can happen straight away or after a period of shock and numbness. Such incidents may involve our members dealing with a deceased person, a dangerous rescue or a resuscitation etc.

What does your club need to do?

The club should take immediate action to arrange an operational debrief following an incident that may have caused critical incident stress.

Details

In the case of a critical incident, an operational debrief, including specialist assistance if required, must be arranged as soon as practicable (usually within 24 hours) for those involved in the event. This should be done by the patrol or club captain.

Following a debrief the following procedure applies:

1. Where the local Branch and/or State has a Critical Incident Response Team, the Club is advised to also follow the local procedure and/or contact them if the Team has not already been mobilised.
2. Report the incident in the SLSA Incident Report Logbook and Incident Reporting Database.
3. Report the names of the surf lifesaving members who were involved.
4. Each exposed member must be provided with the contact details of the Club Safety Officer in case of difficulties or concerns.
5. It is also recommended that the Club Captain and Club Safety Officer also follow up each surf lifesaving member who was exposed during the Critical Incident within the week and one month following the event.
6. If the Club member has concerns, it is recommended they discuss with their General Practitioner for possible referral to a Clinical Psychologist AND complete a relevant Workers Compensation Form if ongoing treatment is required.
7. The Club member is then required to complete a Return to Surf Duties Form with their General Practitioner prior to returning to active surf lifesaving duty.
8. If any member has any concerns about a Club member that has been exposed to a critical incident, they should report the concerns to the Club Safety Officer immediately.

Reference

Surf Life Saving Australia – Member Safety Brochure (also available from the SLSNSW Office)

http://www.slsa.com.au/default.aspx?s=_secureresourcelibraryloginnew

The Australian Coastal Public Safety Guidelines – 8.4 Incident Reporting, Recording, & Investigation

<http://www.coastsafe.org.au/guide/wwhelp/wwhimpl/js/html/wwhelp.htm>

Surf Life Saving New South Wales – Standard Operating Procedures

<http://www.surflifesaving.com.au/members/resources/lifesaving>

Surf Life Saving Australia – Critical Incident Information Brochure

http://www.slsa.com.au/default.aspx?s=_secureresourcelibrarynew&id=755

Surf Life Saving Australia – 33rd Edition Public Safety and Aquatic Rescue Manual

<http://www.surfshop.slsa.com.au/cat/education>

1.12 EVENT SAFETY

Event Safety – What do I need to consider if we are planning to conduct an event?

Events can include a multitude of activities such as running a carnival, ocean swim, fun run, sporting event, fete etc. Some events involve only Surf Lifesaving members while others involve public participation. Event safety is an ever increasing aspect of event management.

What do you need to do?

You will need to follow Chapter 4 – Event Sanctioning and Management if you are considering being involved in, or are hosting a special event. A special event is any event that is not 'normal' activity.

Normal activity can be considered as patrols, club surf races, coaching, training SLSA/SLSNSW Awards etc.

Activities that are considered as special events include: ocean swims; sports events such as triathlons, beach volleyball etc; fates or fun carnivals; aquatic safety supervision away from the patrol area; community education involving water safety; first aid service away from patrol areas).

Details

Procedure to follow prior to a surf lifesaving carnival or event:

1. Check to see if you are covered by insurance to run the event. Most events such as carnivals and sports events are covered by SLSA insurance – however some events are quite creative and require advice from SLSNSW. It may be necessary to contact the SLSA Insurance Brokers-Jardine Lloyd Thompson Pty Ltd (John Provan 07 3246 7555) if SLSNSW considers the event beyond our cover. So get in early and get advice before you spend time completing the special event forms.
2. The Event Sanctioning and Management Guide (Chapter 4) requires you to nominate your involvement in one of the following categories:
 - a. Category A – Advisory role only
 - b. Category B – Assisting an event
 - c. Category C – Conducting an event (for another organisation)
 - d. Category D – SLSA event
 - e. Category E – Aquatic safety supervision/community education program
 - f. Category F – External entity conducted SLSA events
3. Chapter 4 then defines the additional documentation

that is required to be filled out relating to your chosen category.

4. Check the guide well in advance of your proposed event as the application process has a number of application timeframes, some of them 1 month prior to the event.
5. Events which are to be held of National Significance must be endorsed by the Australian Council, i.e. Major television coverage, overseas competitors, interstate competitors, international significance etc.
6. Events that are not run by an SLSA Entity but involve SLSA events/members/equipment/Intellectual Property (IP) (Category F), should follow the guidelines in chapter 4 and also contact the SLSNSW Surf Sports Manager or SLSA General Manager to obtain a Deed of Sanction as part of the application process.

Reference

Surf Life Saving Australia Insurance Brokers – Jardine Lloyd Thompson Pty Ltd

<http://www.jlta.com.au/>

SLSA Events Activity Safety (Risk) Plan (appendix 23)

http://www.slsa.com.au/default.aspx?s=_secureresourcelibraryloginnew

The Australian Coastal Public Safety Guidelines – 4.7 Aquatic Event Management Safety

<http://www.coastsafe.org.au/guide/wwhelp/wwhimpl/js/html/wwhelp.htm#href=ACPSG-Cover.1.1.html>

Surf Life Saving Australia – Policy 1.1 Water Safety

<http://www.slsa.com.au/default.aspx?s=adminresources&id=44>

Surf Life Saving Australia – Surf Sports Manual 34th Edition

<http://www.slsa.com.au/default.aspx?s=adminresources&id=383>

Surf Life Saving Australia – Special Event – Contract for Service Form, Event Organiser Details Form, Post Event Report form

http://www.slsa.com.au/default.aspx?s=_secureresourcelibrarynew&id=755

02

RISK ASSESSMENT AND MANAGEMENT



2.1 INTRODUCTION

Welcome to Chapter 2 of the SLSNSW Health and Safety Guidelines

This chapter will provide you with the theory and tools to effectively manage risks whilst directing you in conducting a risk assessment. It involves an assessment of the current health and safety position of the club, control of any hazards, and the development and documentation of safe work methods.

This chapter details processes involved in managing and assessing risks in your club. This risk management process should be used to control a variety of risks and is detailed in the following inspections and reporting procedures.

The assessment process should also be followed to identify risks involved in manual handling, infection control and the control of hazardous substances which is detailed in chapter 3 of this series.

Risk assessment is the basic 'toolkit' by which Club Safety Officers can evaluate the extent of a given risk and therefore identify suitable risk control measures.

Risk assessment is not an end in itself. We do not assess risk simply to comply with the law. It is the method by which we can understand the nature and extent of the safety issues that are present, so suitable risk control measures can be implemented.

To ensure Surf Life Saving's culture of safety is maintained, all members have a duty to identify reasonably foreseeable hazards that could cause risk to health and safety.

2.2 DEFINITIONS

Accidents and Incidents

An accident is an unexpected event which results in an injury or damage to property, or creates the possibility of injury or damage.

Dangerous incidents should be taken into account in any accident prevention program as these events give warning that there is something in the work process that needs to be investigated and possibly change before a serious accident occurs.

Hazard

A hazard is formally defined as 'a source of potential harm or situation with a potential to cause loss.' Namely, any item of equipment or process, situation or source with the potential to cause:

- Harm to a person including injury, death or disease; and/or
- Harm to property, equipment or the environment

An example of a hazard that may occur in the surf club environment may be equipment in the gear shed being stored incorrectly.

Hazard Identification

The process of identifying potential causes of injury or illness; sometimes referred to as 'risk identification.'

Hazardous Substance

A material classified as hazardous under hazardous substances legislation or other WHS legislation.

Hierarchy of Control

The descending order of effectiveness of different types of control measures, for example, elimination, substitution, isolation, engineering control, administrative control and personal protective equipment.

Safety Data Sheet (SDS)

A summary of relevant properties of a hazardous substance that includes information on safety, health, storage, handling and emergency information.

Personal Protective Equipment (PPE)

Equipment worn by workers to reduce risk from WHS hazards.

Risk

A risk is defined as the 'chance that a hazard will cause loss.' Namely:

- Harm to a person including injury, death or disease; and/or
- Harm to property, equipment or the environment

An example of a risk relating to the above hazard would be the likelihood that the incorrectly stored equipment could fall and injure someone.

Risk Assessment

The process of identifying and analysing the potential risk of injury or illness from exposure to hazards.

Risk Control

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Risk Management

The act of selecting and implementing the most appropriate steps for controlling risks, either by eliminating the hazard entirely or by minimising the risk to an acceptable level; and reviewing and monitoring this process in order to identify changes as required.

Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

WorkCover Authority New South Wales

– Fact Sheet: WHS Management of Risks

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/whs_management_risks_fact_sheet_3061.pdf

2.3 HAZARDS AND RISKS

In order to understand risk management, it is necessary to understand the relation between hazards and risks. Hazards are anything with the potential to harm life, health or property. Risks are the potential outcomes of hazards and the possibility of injury, illness and/or damage. An example of how hazards relate to risks is described in the following table.

HAZARD		RISK
Lifting and carrying of an IRB motor	→	Members may develop back strain, neck or shoulder injuries
Members spending extended time patrolling beach	→	Members may suffer from sunburn and dehydration
IRB training on a crowded beach	→	Members of the club and the public becoming injured while training is taking place
Electricity on power cable of a portable fan (cable insulation is cracked)	→	Member may be electrocuted
Infected blood in syringe on beach	→	Needlestick injury may result in infection of Surf Lifesaver or member of public

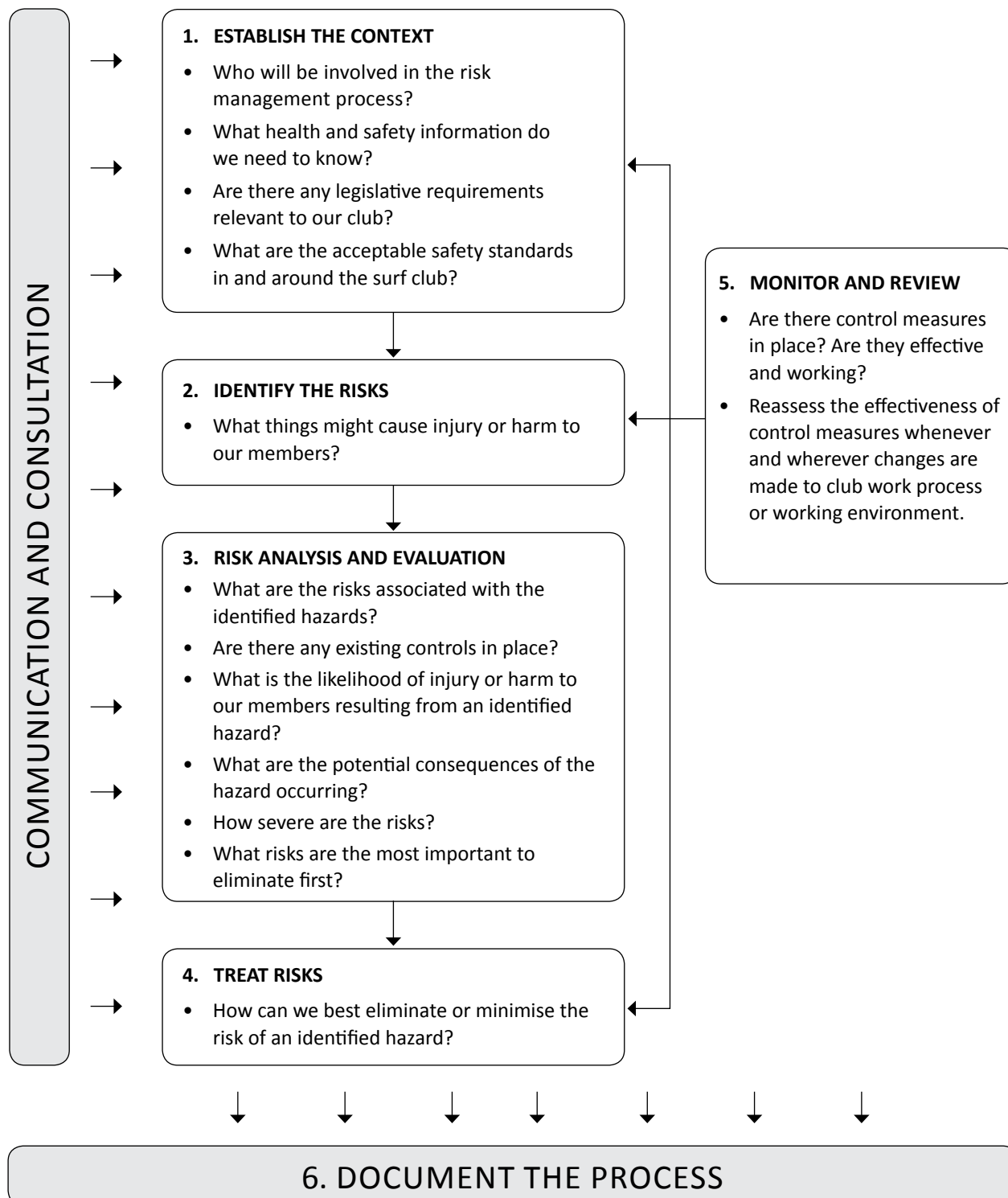
Both hazards and risks need to be identified if they are to be eliminated or controlled.

2.4 THE RISK ASSESSMENT AND MANAGEMENT PROCESS

Risk management is essential for preventing injury and disease. It includes:

- Spotting the hazards;
- Assessing the risks; and
- Making the changes necessary to eliminate the hazard or minimize the risk of injury or harm.

The risk management process involves six key steps as outlined below:



2.4 THE RISK ASSESSMENT AND MANAGEMENT PROCESS

It is important that this process is flexible, so at all times it may be necessary to go back to previous steps to ensure the assessment is thorough. Each step must be documented and will now be covered in more detail.

Before we can implement the risk assessment and management process, it is important to take into account the following stages:

Communication and Consultation

Communication and consultation with members, club management and team leaders on each of the following steps is essential to find the safest way of undertaking the club's activities

This not only gives members a say on matters that affect their own lives, but often these are the people who are in the best position to understand the risks associated with club activities.

Stage 1 – Establish the Context

Planning is the first and possibly most important step in the risk management process. Your risk management plan does not have to be laid in concrete, the purpose is to give a reference point, so you can check back and make sure you are doing the things that need to be done to ensure a safe club environment.

When forming the risk management plan for your club start by thinking about the overall goal of the plan- What are the main health and safety issues in your club? How can we best achieve a safe environment for our members?

Planning the risk management process includes deciding on:

- Who is going to be responsible for the risk management in your club? i.e. Club Safety Officer, Club President, Management Committee
- Who will be involved in the risk management process? e.g. Club Safety Officer?
- Scope of the risk management plan – Who, where and what is going to be covered in the risk management plan?
- What is involved in the risk management process?
- How you will assess the effectiveness of the risk management process, for example is the club achieving a safe workplace? Have any injuries or incidents occurred?

Stage 2 – Identify the Risks

Identifying the hazards and risks in the surf lifesaving operational environment is the starting point for the risk management process. Hazard and risk identification should involve everyone at the club and can include methods such as:

- Visual detection by Club Officials and members and recording hazards on the Club Hazard Register (Appendix 9);
- Using injury/accident statistics;
- Formal club health and safety inspections;

- Formal job or task safety analysis for specific surf lifesaving operations – for example, use of the IRB; and
- Consultation with club members – minutes from consultative meetings and feedback from members.

When identifying hazards and risks you are looking for inadequate controls as well as no controls at all. Inadequate training, procedures, supervision or information to deal with the hazard can also contribute to the danger.

Club Officials and members need to register any hazards that occur or become apparent during the course of normal club operations on the Hazard Register.

This Hazard Register allows for the hazard to be prioritised using the Hazard Priority Grid and for a Safety Action Plan to be implemented by the Surf Club Management Committee to address the hazards.

Stage 3 – Risk Analysis and Evaluation

Once the hazards in the club have been identified, the next step is to assess the risk they pose to people.

This is done by:

- Estimating the probability or likelihood of an accident occurring;
- Estimating or calculating the severity of the potential consequences; and
- Based on these two factors, assigning priority to the risks for risk control.

1. **Review information gathered during the hazard identification stage such as safety data sheets, equipment instruction booklets, incident investigation reports and first aid records**
2. **Rate the likelihood using the categories (Rare to Almost Certain) detailed in the Likelihood Table (Page 26)**

Factors that influence likelihood include:

- The number of times the situation occurs
- The number of people exposed to the hazard
- Duration of exposure
- Competence of people involved
- Condition of equipment
- Environment e.g. Size of swell/surf

3. **Using the Impact table on page 26 rate the impact using the scale (Extreme to Insignificant)**

Factors that influence severity include:

- Number of people who may be affected in one incident
- Heights and distances
- Weights
- Speeds of moving parts
- Special characteristics of people such as lack of experience or medical conditions

2.4 THE RISK ASSESSMENT AND MANAGEMENT PROCESS

Likelihood Table

DESCRIPTOR	DESCRIPTION
Almost Certain	<ul style="list-style-type: none"> Will probably occur more than once 100% chance of occurrence Common or Frequent Occurrence Is expected to occur in most circumstances
Likely	<ul style="list-style-type: none"> High probability that will occur at least once 1 in 10 chance of occurrence (10%) Likely to occur or “has happened to us a number of times in the past” Might occur in a 2-3 year timeframe
Possible	<ul style="list-style-type: none"> Reasonable likelihood that could occur more than once 1 in 100 chance of occurrence (1%) Could occur or “I’ve heard of it happening elsewhere” Might occur in a 5 year timeframe
Unlikely	<ul style="list-style-type: none"> May occur once or less 1 in 1000 chance of occurrence (0.1%) Not likely to occur Might occur in a 10 year timeframe
Rare	<ul style="list-style-type: none"> May occur in exceptional circumstances Practically impossible 1 in 10,000 chance of occurrence (0.01%) Could happen but probably never will

Impact Table

DESCRIPTOR	PHYSICAL/SAFETY
Extreme	Death or total permanent disability of a Surf Life Saving member and/or a member of the public.
High	Serious injury of a Surf Life Saving member and/or a member of the public.
Medium	Systemic injuries of a Surf Life Saving member and/or a member of the public. Increased frequency of near misses.
Minor	Minor injuries of a Surf Life Saving member and/or a member of the public.
Insignificant	Insignificant injuries of a Surf Life Saving member and/or a member of the public.

Risk Score Matrix

		IMPACT				
		1. INSIGNIFICANT	2. MINOR	3. MEDIUM	4. HIGH	5. EXTREME
LIKELIHOOD	5. ALMOST CERTAIN	M5	H10	H15	E20	E25
	4. LIKELY	L4	M8	H12	E16	E20
	3. POSSIBLE	L3	M6	H9	H12	E15
	2. UNLIKELY	L2	L4	M6	H8	H10
	1. RARE	L1	L2	L3	M4	M5

RISK LEVEL	ACTION YOU SHOULD TAKE
EXTREME – (E15-25)	Consider discontinuing - Immediate correction required
HIGH - (H8 –H15)	Immediate corrective action required
MODERATE – (M4 - M8)	Attention needed - correction required
LOW – (L1 – L4)	Perhaps acceptable as is

Score Matrix consistent with ISO 31000: Risk Management

2.4 THE RISK ASSESSMENT AND MANAGEMENT PROCESS

4. How to prioritise the risk

Once the likelihood and impact has been rated, use these ratings to prioritise the risk. The Risk Score Matrix (Page 26) allows you to do this. Once the priority has been calculated the timeframe must be adhered to as an absolute minimum and the calculation recorded on the Safety Action Plan section of the Inspection Checklist (Appendix 11).

This stage of the risk assessment provides the basis for ranking or prioritising risks in order of importance from Extreme to Insignificant. When the risk ratings for all the risks in the workplace have been compared, the resulting ranking will be a guide to the order in which these risks should be addressed. When more than one risk has the same ranking and not all can be dealt with at once, the risks may need to be reassessed to determine which is the most important to deal with first.

Stage 4 – Treat Risks

Once the risk has been identified and prioritised, the hierarchy of controls is used to identify the most appropriate way to control the risk (Appendix 7).

Elimination is the preferred option; however this will not always be practical. Elimination, along with the other options at the top of the list are more effective, as they address the hazard (the thing that could cause harm), rather than just reduce the risk (the harm that the hazard could cause). Hazards and risks must be controlled/minimised using the measures in the appropriate order. In most cases a combination of elimination, substitution, engineering controls, administrative controls and PPE are chosen to effectively control the risks.

Stage 5 – Monitor and Review

The person in charge of the risk management process must regularly review the control measures in place to maintain a safe environment for all members and anyone visiting the club.

The steps of risk management involve monitoring the controls at the club to check if:

1. The implementation of the controls took place
2. The controls were effective
 - Has the control measure been successful in eliminating or reducing the risks associated with the hazard? For example, are rescue boards stored correctly after use?
 - Have the control measures created a new hazard? For example, are the rescue boards now being stored at an unsafe height?
3. Follow up action is required
 - Is there a need for information, instruction and training for people at the time of implementing the control measures?
 - Are there other controls which also need to be considered (e.g. Engineering)?

If the hazard has not been effectively controlled then alternative control measures will need to be implemented. Regular checking and ongoing monitoring is essential to guarantee continuous improvement. This may be through regular inspections (i.e. The Club Health and Safety Inspection), or by regularly using injury/accident statistics to ensure that no new hazards have been introduced.

Stage 6 – Documenting the Process

The risk control process should be fully documented and these records retained to assist with future risk assessments and verification of the control's effectiveness. Other details that could be included:

- Periodic issues (such as peak periods that impact on the use of the control)
- Additional training or supervision needs
- Difficulties in working with the control (such as awkwardness or operator discomfort)
- Other issues of concern.

The document used to record and manage risks in the club is the Club Hazard Register (Appendix 9). This hazard register allows for the hazard to be prioritised, as outlined above and for a Safety Action Plan to be implemented by the club management committee to address the hazard/s.

Reference

Club Hazard Register (appendix 9)

Risk Assessment Matrix (appendix 8)

Inspection Checklist (appendix 11)

SAI Global- International Standard ISO 3100:2009: Risk Management- Principles and guidelines

http://infostore.saiglobal.com/store/getpage.aspxpath=/publishing/shop/promotions/AS_NZS_ISO_31000:2009_Risk_Management_Principles_and_guidelines.htm&site=RM

**WorkCover Authority New South Wales
– Risk Management Fact Sheet**

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/yw_risk_management_2090.pdf

2.5 CLUB HEALTH AND SAFETY INSPECTIONS

Under the Work Health and Safety Act 2011 clubs have a duty of care to ensure members and others in the club environment are not exposed to hazards. The extent to which the risk of exposure must be controlled is to a level which is 'reasonably practicable.' Safety issues can often be identified and solved during the inspection process and can prevent an accident or incident occurring. There are a number of different reasons for inspections, including:

- Routine inspection of the workplace to identify hazards.
- Specific inspections for particular work areas or procedures, for example annual gear inspection.
- Investigations of accidents/incidents.
- Investigations of complaints.
- Follow up inspections after changes to plant, work activities or procedures.

Day-to-day Hazard Identification

Risk Management should be seen as a proactive, day to day process to identify hazards and prevent injuries from happening before they can do harm. It is common for hazards to change in an environment, therefore ongoing risk assessment will help ensure safety in the club is maintained at all times for members and the public.

As previously mentioned the individuals regularly involved in club activities have day to day experience of any hazards and should be consulted during the hazard identification process and the overall risk management plan.

Annual Health and Safety Inspection

In addition to the day-to-day hazard identification, Club Safety Officers must perform a full Club Health and Safety Inspection. This inspection should occur annually, approximately at the time of the Annual Gear Inspection, using the Club Health and Safety Inspection Form (Appendix 10). Various other individuals may assist with the annual Health and Safety Inspection including the Branch Safety Officer, a club official (for example Club President, Club Captain or Gear Steward), or a club member.

Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Club Health and Safety Inspection Form (appendix 10)

2.6 CONDUCTING A HEALTH SAFETY INSPECTION

1. Plan

- a. Collect information such as results from Gear Inspection, Incident Report Logs (Surfguard report on club injuries);
- b. Notify the Club Committee of intention to conduct an inspection;
- c. If you are conducting an external inspection using an independent assessor or your Branch Safety Officer, contact them to organise a time and date for the Health and Safety Inspection at your club; and
- d. If necessary, contact relevant technical experts. For example, electricians to organise checking and tagging of electrical equipment where appropriate.

2. Conduct the Inspection

- a. All rooms, areas and sheds on the premises must be readily accessible.
- b. All locked cupboards or cabinets, for example fuel cabinets, must also be made accessible.
- c. Beach access will also be reviewed.
- d. The assessment should normally take an hour to perform, depending on the size of your club.
- e. The Branch Safety Officer/ Club Safety Officer should provide a copy of the inspection results to the Club Management immediately so that high priority hazards may be addressed ASAP.

3. Following the inspection

- a. As the Club Safety Officer, in consultation with the Club Management, you should prioritise any hazards requiring attention using the Risk Assessment Matrix (Appendix 8).
- b. Club Management then has a responsibility to organise the appropriate action and/or maintenance whilst liaising with the relevant stakeholders (e.g. Local Government Authority).
- c. Once the appropriate remedial action has been performed and the safety problems addressed, evidence of the Action must be recorded in the Inspection Checklist (Appendix 11). A follow-up by the club and/or Branch Safety Officer should occur 1 month after the inspection.

4. Writing the report

- a. A formal report should be completed no later than 30 days after the inspection.

In addition to this annual health and safety assessment, regular club health and safety inspections should occur quarterly. This inspection could occur just before a Club Management Committee Meeting. The procedure would be as per the annual inspection (above) and conducted by the Club Safety Officer. The Club Health & Safety Inspection Form should be used. If the club requires support in solving difficult problems, the Branch Safety Officers are available to assist and act as advocates where necessary.

It is also important to note that some clubs have designated areas which are maintained by their local Council. In certain circumstances the Council will perform their own Health and Safety Inspection on the relevant areas.

Forms should be kept on file in a secure place for future reference.

Reference

Risk Assessment Matrix (appendix 8)

Inspection Checklist (appendix 11)

NOTES

[illegible]

03

SAFER SURF CLUB PRACTICES



3.1 INTRODUCTION

Welcome to Chapter 3 of the SLSNSW Guidelines to Safer Surf Clubs.

This chapter should be used as a reference tool to assist in implementing safe practices within your Club and the services your Club provides.

We have developed this chapter to stress the importance of a safety culture, where health and safety issues are taken seriously and followed into Club practices.

This Chapter outlines the most notable risks to health and wellbeing in Surf Clubs and includes:

- Emergency Evacuation Planning
- Fire Safety
- Personal Protective Equipment
- Sun Safety
- Surf Operations in Extreme Temperatures
- Satellite Surf Patrols
- Storm Safety
- Gymnasiums
- Manual Handling
- Infection Control
- Hazardous Substances
- Body Retrieval
- Pregnancy
- Electrical Safety
- Hot Work and Welding
- Office Layout

Use this Guide as a reference tool to assist in implementing safe practices within your Club or service.

The Guide is aimed at providing practical advice to Club Safety Officers and Management.

3.2 EMERGENCY EVACUATION PLAN

Creating a plan

A plan for evacuation of the Club building in the event of an emergency should be developed by the club management committee to instruct members and visitors of the club what to do in the case of an emergency.

An example of the steps involved in the procedure can be found by referring to appendix 13. It is also wise to include plans of the building's layout showing locations of exits, meeting points and fire fighting equipment.

The emergency evacuation plan should be drawn up according to the club's needs and revised each time there are alterations to the premises. The plan should be widely promoted on notice boards and throughout the club. It should also be explained thoroughly in inductions.

In the event of an emergency which requires the club to be evacuated, the person who is responsible for the evacuation (e.g. Club Safety Officer, Fire Warden) will provide members and visitors with instructions to evacuate the club safely to the nominated assembly area. The person responsible should follow the Emergency Evacuation Procedure as listed below.

Emergency Evacuation Procedure

Evacuation is the rapid removal of people in a safe and orderly manner from immediate or threatened danger in a workplace.

1. Remain calm and don't panic.
2. Alert
 - Alert the Club Safety Officer/Evacuation Warden.
 - Ensure the emergency services have been notified (ring 000 and ask for Fire, Police or Ambulance)
3. Assembly
 - Tell people which assembly areas are to be used.
4. Evacuate

Evacuate members and visitors in the following order:

 - Out of immediate danger (e.g. out of room)
 - Out of compartment (e.g. through the fire doors or smoke doors) or to a lower level of the building
 - Total evacuation of the building.

5. Check
 - Check all rooms, especially change rooms, toilets, behind doors, storage areas etc.
6. Records
 - Save as many records as possible if it is safe to do so.
7. Head count
 - Do a head count of all staff, contractors and visitors.
8. Report
 - Report to the Club Safety Officer/Evacuation Warden and notify emergency services of any people unaccounted for.

Reference

Emergency Evacuation Checklist (appendix 12)

Emergency Evacuation Procedure (appendix 13)

Fire and Rescue NSW

<http://www.fire.nsw.gov.au/page.php?id=25>

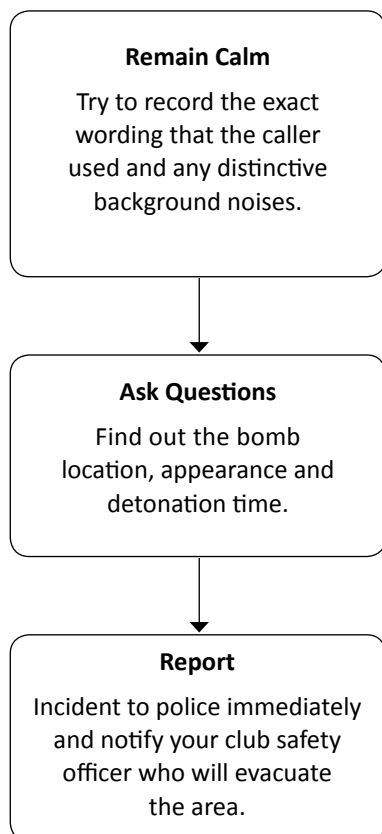
3.2 EMERGENCY EVACUATION PLAN

Bomb threat procedure

In the event of a bomb threat you should:

- **Take the threat seriously**
- **Do not hang up the phone**
- **Don't hang up after the call**

The diagram below shows the procedure that should be followed in the occurrence of a bomb threat. Follow the questions in the Bomb Threat Checklist (Appendix 14) and record the answers as you go. Remember to stay calm and don't hang up the phone.



Civil disturbance

Although rare, it is possible to experience incidents where members of the public have become angry and in some cases violent. It is important to keep an even temperament and a helpful approach, regardless of how you are treated by others – this reflects a major aspect of a professional demeanour. This procedure sets out an action plan to minimise the danger to people and property.

As soon as a club member is aware of a civil disturbance the following action should be taken:

1. Try and calm the situation and move away.
2. If a person(s) becomes violent or very angry, notify a club official and request assistance.
3. Beach closure may be considered if there is an unacceptable risk to the public or a patrol is unable to effectively perform water safety tasks
4. If in doubt call police (Phone 000).
5. Post incident:
 - a. Complete an incident report;
 - b. Where physical abuse has happened, contact the police immediately.

Reference

Bomb Threat Checklist (appendix 14)

3.3 FIRE SAFETY

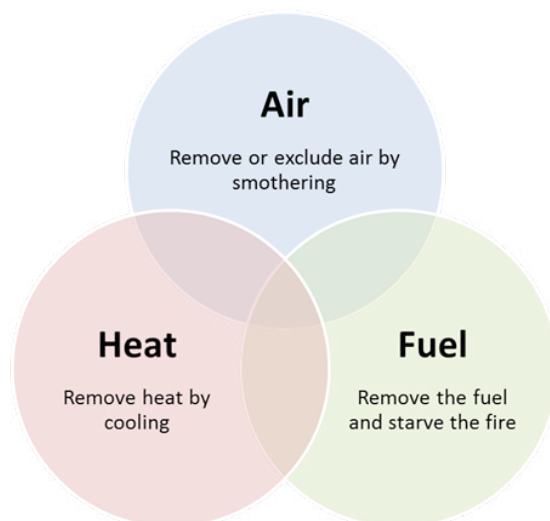
Fires are seen as a significant potential risk in and around surf clubs. In the event of a fire, the Club Safety Officer should follow the defined emergency procedure the club has in place and should not make attempts to fight the fire where there may be a danger to themselves or others. An example of a Fire Evacuation Procedure can be found in Appendix 13.

For a fire to occur, three elements are essential, FUEL-AIR-HEAT. Remove any one of these elements and the fire will be extinguished.

When selecting a fire extinguisher or fire hose reel, it is important that club personnel match the equipment with the class of fire it is designed to fight.

Fire protection equipment

The types of fire equipment that may be installed within your club are:



ID Sign	Appearance	Extinguishing Agent	Class A Wood, paper, textiles etc	Class B Flammable liquids, petrol, paints	Class C Flammable Gases	Class D Electrical Equipment	Class E Cooking Oils & Fats	Comments
		Dry Chemical Powder	✓	✓	✓	✓	✗	Normally used to fight electrical fires as won't conduct electricity.
		Co2 Carbon Dioxide	✗	✓	✓	✓	✗	If used in a confined space the injection of carbon dioxide and the removal of oxygen may cause a further hazard.
		Water	✓	✗	✗	✗	✗	Should never be used where live electricity is present.
		Foam	✓	✓	✗	✗	✗	Specifically suited to flammable liquids & should not be used for live electrical fires.
		Wet Chemical	✓	✗	✓	✗	✓	Specifically designed to fight fires within a kitchen.
		Fire Blanket	✓	✓	✗	✗	✓	May be used as a thermal barrier against radiated heat and to control fire in clothes being worn by a person.
		Water	✓	✗	✗	✗	✗	Should never be used where live electricity is present.

3.3 FIRE SAFETY

How to use portable fire extinguishers

- Familiarise yourself with the type and location of the fire equipment around your club;
- When attacking a fire, try to have a back up person with additional fire equipment;
- Remove the safety pin from the handle;
- Keep the extinguisher upright, (place it on the ground if it is too heavy);
- Aim the nozzle or horn at the base of the fire, **remove hands from nozzle**;
- Squeeze the handles together;
- Sweep the jet across the area of the fire, keep it moving away from you;
- Do not get trapped between the fire and the exit, plan your escape in advance;
- Keep low where there is less chance of smoke;
- Keep a safe line of retreat open at all times;
- Be aware of the possibility of flashback and re-ignition;
- Never turn your back on a fire because it appears to be extinguished;
- After testing the throw of the fire extinguisher or hose reel be sure only to get as close as required to fight the fire;
- Good housekeeping will reduce the risk of a fire occurring and help ensure a clear access to your fire equipment; and
- When a fire extinguisher has been used advise the Club Safety Officer.

When to use a fire extinguisher

- Only tackle a fire after the alarm has been raised and it is safe to do so;
- Ensure you are accompanied when you fight a fire or go to investigate;
- Only tackle a fire in its very early stages;
- Put your safety and that of others first;
- Only use an extinguisher if you are sure of how to use it correctly;
- If the fire is still burning after discharging one extinguisher do not continue to fight the fire but proceed to the assembly area immediately.

Fire equipment

The fire protection systems and equipment that should be installed within the club are:

- Fire hydrants
- Fire hose reels
- Fire doors
- Fire exits
- Fire extinguishers
- Fire blankets
- Smoke detectors

Fire training

Club management, employees, members, and contractors must be trained in the use of the club's fire fighting equipment.

This training can be provided by:

- The local fire brigade station officer; and/or
- The fire equipment supply and maintenance contractor

All members should be aware of the evacuation procedure, how to raise an alarm and any designated role they are willing to accept. Fire emergency and evacuation drills should be held regularly. Club executive should be confident that members are sufficiently well aware of the procedure so that any emergency will be handled efficiently.

Fire protection equipment appraisal

Quarterly risk management inspections should include a re-appraisal of existing fixed fire protection systems, procedures; training and equipment to ensure their adequacy (see Chapter 2 – Risk Assessment and Management). In certain circumstances these inspections could be carried out via the Local Government Authority.

Fire prevention and control

Proper provision for fire prevention and control must include each of the following aspects:

- Observance of legislation;
- Attention to 'housekeeping' to reduce the chances of fire occurring;
- Special attention to high density storage areas and electronic equipment;
- Provision of fire controls or warning devices, such as smoke detectors and alarm systems;
- Provision of fire fighting devices, including sprinkler systems, hydrants and hose reels;
- An evacuation plan;
- Fire drills at regular intervals;
- Training of appropriate members in the use of fire fighting equipment and operation of an evacuation plan;
- Sources of information on technical aspects which affect fire safety at the club, such as controlled use of flammable or combustible materials.

Reference

Fire Evacuation Procedure (appendix 13)

NSW Fire Brigade

<http://www.fire.nsw.gov.au/>

SAI Global – AS 1851-2005 Maintenance of Fire Protection Systems and Equipment

<http://infostore.saiglobal.com/store2/details.aspx?ProductID=249829>

3.4 SUN SAFETY

Spending long periods of time working outdoors can put you at a high risk of skin cancer. This is because ultraviolet or 'UV' radiation produced by the sun is a known carcinogen. Australia has the highest rate of skin cancer in the world as we experience some of the highest levels of UV radiation. Over two thirds of Australians will develop some form of skin cancer during their lives. Even on cool or cloudy days, UV radiation can be strong enough to damage skin. Surf lifesavers are at a real risk of skin and eye damage due to UV radiation and the necessary precautions need to be implemented.

Steps to protect against sun damage

1. Reduce exposure to the sun's UV radiation
 - a. The use of a shade canopy/tent made of materials that cast a dark shadow (i.e. Block out UV radiation to a minimum of 50%)
 - b. Take breaks in the shade
2. Wear sun-protective clothing
 - a. Long sleeved and collared shirts made of UPF 50 or 50+ material (close-weave natural cloths like cotton that blocks UV radiation), rashies
 - b. Loose and long-legged shorts
 - c. Cover as much skin as possible
3. Slap on a hat
 - a. Wide brimmed hats (minimum brim width of 7.5cm)
 - b. A hat should shade your face, ears and neck
 - c. Be made of a close weave material
4. Sunscreen
 - a. Broad spectrum, water resistant SPF 30+ sunscreen
 - b. Applied generously on all clean, dry, exposed skin at least 20 minutes before you go outside
 - c. Reapplied regularly – every 2 hours or more often when sweating
 - d. Protect your lips with an SPF 30+ lip balm
 - e. Always check and follow the use by date on sunscreen
 - f. No sunscreen provides complete protection so never rely on sunscreen alone
5. Sunglasses
 - a. 100% UV resistant conforming to Australian Standard (AS/NZS 1067:2003) – category 2, 3 or 4) with side protection that does not obscure peripheral vision
 - b. Wear close fitting, wrap around style sunglasses. Look for an eye protection factor (EPF) of 10
 - c. Polarised lenses reduce glare and make it easier to see on sunny days

There is no such thing as windburn.

The wind may dry the skin but cannot burn it. What is described as windburn is actually sunburn.

UV Radiation and UV Index

UV radiation levels vary in strength across Australia on any given day. The UV index describes the amount of UV

radiation from the sun that reaches the earth's surface. When the UV index is at 3 and above, the level of UV radiation in sunlight is strong enough to damage the skin. The Bureau of Meteorology issues the SunSmart UV alert whenever the UV index is forecast to reach 3 and above. This SunSmart UV alert appears on the weather page of all Australian daily newspapers and is available on the Bureau of Meteorology website. You can even download an official SunSmart App for your Android or Smart Phone.

The time period displayed in the SunSmart UV alert tells you when to use sun protection while working outdoors. Take into account peak UV times i.e. 10am - 3pm (daylight savings 11am - 4pm).

UV radiation cannot be seen or felt. It can damage our skin without us knowing.

Skin cancer

Early detection of skin cancer is important as it can be cured if treated early. It is recommended that all adults check their skin regularly for suspicious spots.

How to check your skin:

Check your whole body including the soles of your feet, between your toes, your armpits, ears, eyelids, under your fingernails and scalp:

- Have someone help to check areas you cannot see such as back, back of your neck and legs.
- Look for a new spot or a spot that is different from the ones around it.
- Look for a sore that does not heal.
- Look for a spot or mole that has changed in size, shape or colour.
- See your doctor regularly and as soon as possible if you notice anything unusual.

Heat or high temperatures are not related to levels of UV radiation. Temperature relates to the amount of infrared present in sunlight, not UV radiation.

Reference

SAI Global – Australian Standard (AS/NZS 1067:2003) Sunglasses and fashion spectacles

<http://www.saiglobal.com/pdftemp/previews/osh/as/as1000/1000/1067.pdf>

The Cancer Council of Australia

<http://www.cancer.org.au/>

Surf Life Saving Australia – Policy 2.1 Sun Safety

http://www.slsa.com.au/site/_content/resource/00000301-docsource.pdf

Bureau of Meteorology – UV and Sun Protection

www.bom.gov.au

3.5 STORM SAFETY

Lightning

In statistical terms, lightning poses a greater threat to individuals than almost any other natural hazard in Australia, accounting for five to ten lives and well over 100 injuries annually. Of the many lightning strike injuries each year, about 80 are due to people using telephones during thunderstorms. It is safe practice that personnel

not only have UPS and surge protection for their electronic equipment, but they also have surge arrestors for their phone lines. Related injuries may include hearing damage, burns and electrocution. Please see SLSA Policy 2.2 Lightning for further information.

What to do in case of lightning

In building	Outside	In vehicle
<ul style="list-style-type: none"> • Close windows and doors and keep away from windows, doors and fireplaces. Don't go outside unless it is absolutely necessary. • Before storm hits unplug appliances including radio, television and computers. Notify SurfCom prior to switching off radio and closing beach. • Do not touch electrical items or fixed telephones during the storm. • Do not take a shower or bath (both water and metal are electrical conductors). 	<ul style="list-style-type: none"> • With an approaching thunderstorm, all persons should be advised to leave the water and clear the beach immediately. Flags should be removed and the beach closed. The patrol should retire to the shelter of the clubhouse, maintaining a surveillance lookout from there. • Get inside vehicle or building if possible. Avoid the water and objects that conduct electricity (e.g. Umbrellas, metal fences). • Do not use mobile or cordless phones. Keep emergency calls brief. • Do not stay in open space or under tall objects (trees, poles). Pergolas and picnic shelters are unsafe. If no shelter is available crouch down, feet close together with head tucked down. If in a group spread out, keeping people several metres apart. Do not lie down but avoid being the highest object in the vicinity. • If swimming, surfing or in a boat, leave the water immediately and seek shelter. • During a surf carnival or special event, all effort should be made to ensure the safety of all personnel. The carnival referee and/or organisers should delay the event until the danger has passed or cancel/postpone events completely. • Open the beach when 30 minutes has passed since the last sighting of lightning. 	<ul style="list-style-type: none"> • Stay in vehicle with windows closed. Avoid touching metal parts of vehicle. Do not drive: wait. But don't park under trees or other tall objects that may fall over in storm. • If you use a mobile or cordless phone, ensure that the vehicle is stationary, that there are no electrical connections (charger, external aerial etc.) between the hand held phone and the car. Remove any electrical hands free attachments from the body. • Be wary of downed power lines that may be touching your car. You should be safe in the car but may receive a shock if you step outside.

3.5 STORM SAFETY

High wind/tornado/cyclonic conditions

Surf lifesavers should consider closing the beach at any time there is an unacceptable risk of injury to the public or the patrol. Beach closure may be considered in cyclonic conditions.

In building	Outside	In vehicle
Stay inside with doors and windows shut. Stay away from windows, doors, and exterior walls. If building begins to break up; go to a small, interior room or stairwell on the lowest floor of the building (bathrooms are often best choice). If possible crouch under heavy furniture. Protect your head with a cushion or mattress.	If a tornado approaches, seek shelter in a building, not a car or caravan. If no shelter is available, lie flat in a low dry spot (ravine or ditch) or under a low bridge. Stay away from trees and other tall objects that may fall over. Beware of downed power lines. Keep alert for flash floods. Protect your head. As a last resort, hang on tightly to the base of a shrub or small tree.	If a tornado approaches, do not stay in vehicle, and do not try to outrun the tornado by driving. If possible, run to a nearby solid structure.

Hail

Beach closure may need to be considered in conditions where hail is consistent and large

In building	Outside	In vehicle
<ul style="list-style-type: none">Stay away from windows and glass doors.Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions if necessary.	<ul style="list-style-type: none">Seek cover, face away from the wind and protect your head.Be alert for signs of high winds or tornado and follow precautions as necessary.	<ul style="list-style-type: none">Keep head and face away from windows. Put vehicle under cover if possible.

Reference

Bureau of Meteorology

www.bom.gov.au

Surf Life Saving Australia- Policy 2.2 Lightning

http://www.slsa.com.au/site/_content/resource/00000302-docsource.pdf

Surf Life Saving Australia- Policy 1.16 Tsunami

http://www.slsa.com.au/site/_content/resource/00002968-docsource.pdf

3.6 ELECTRICAL SAFETY

Hazards associated with all electrical power cords, fittings, machinery, tools and equipment need to be identified. A risk management approach should be used in relation to electrical safety with all potential hazards assessed for likelihood and severity of possible injury and harm.

Residual current device (RCD) – safety switches

An RCD is an electrical safety device specially designed to immediately switch off when electricity 'leaks' to earth at a level harmful to a human. Fixed RCDs can be installed in the switchboard, shed, or workshop or portable RCDs can be used with individual power tools. Installation of these devices can only be performed by a licensed electrical contractor. If an RCD operates (trips), check the electrical equipment for obvious faults. If it keeps tripping out, call an electrical contractor.

Fixed wiring and equipment

Fixed equipment is equipment that is fastened to a support, secured in position or otherwise due to its size and mass located in a specific location. All fixed wiring and equipment is to be supervised by a registered electrician. This includes testing of protection devices as required and any alteration to fixed wiring. The Work Health and Safety Regulation 2011 (NSW) outlines minimum requirements in regards to testing and tagging of electrical equipment.

Not every item of electrical equipment used in the club must be tested and tagged as not all electrical equipment presents a risk to the operator. Electrical equipment used in lower-risk operating environments (dry, clean, well-organised and free of conditions that are likely to result in damage to electrical equipment) for example a club office does not need to be tested and tagged. Electrical equipment commonly used in these types of lower-risk workplaces include computers, photocopiers, stationery or fixed electrical equipment. A risk assessment should be carried out by the club on all other electrical equipment annually with the club health and safety inspection.

In addition to regular testing, electrical equipment should also be tested:

- After a repair or servicing that could affect the electrical safety of the equipment (i.e. undertaken by the person carrying out the repair or servicing before return to service).
- Before its first use if bought second-hand.

The risk assessment will determine whether the electrical equipment requires testing and tagging as recommended in the Australian and New Zealand Standard, AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.

Fuses

Australian Standard AS/NZS 3000:2007 prohibits the installation of semi-enclosed re-wirable fuses. If a fuse blows switch off and check the electrical equipment being used

before replacing the fuse wire. If the fuse blows again, call an electrical contractor, as there is a fault with the wiring or the appliance or tool.

Earth wires

Earth wires should never be removed or disconnected as the purpose of earth wires is to divert any current leakage to the ground and cause a fuse to blow or a RCD to trip. The earth wire is usually a bare or green and yellow insulated copper wire connected to a water pipe or stake driven into the ground.

General safety tips

- Regularly inspect wiring, cords, plugs, tools and equipment for obvious external damage and look out for shorting or sparking fittings. This would be done in your regular health and safety inspections and on regular hazard inspections.
- Always get an electrical contractor to install, alter or repair electrical wires, plugs, switches, fuses or electrical machinery and equipment.
- Weatherproof outlets and fittings should be used in areas exposed to wind, rain and other hostile environments.
- Avoid using electrical equipment outdoors in wet conditions.
- Do not overload circuits by plugging in too many electrical appliances at once.
- Do not remove guards or covers from electrical switch gear.
- Lights that may be broken by club equipment should be fitted with wire guards.
- Ensure extension cords are positioned in work areas so they do not create slip or trip hazards and are not exposed to physical damage.
- Wear suitable footwear and clothing when using electrical equipment.

Power tools

- Make sure all hand-held power tools and appliances are protected by an RCD and when purchasing portable power tools, ensure they are double insulated.
- Regularly check power tools, leads and plugs for external damage or makeshift repairs. This inspection should be included in your health and safety inspections.
- Ensure an electrical contractor, electrician or licensed appliance repairer inspects and tests power tools, leads and plugs on a regular basis where it is required.
- Do not use tools if the casing, cords or plugs are broken or damaged.
- Do not adjust tools without first switching off and removing the plug from the outlet (power point).
- All bench mounted equipment such as power saws or grinders should be properly earthed, except those with double insulation.

3.6 ELECTRICAL SAFETY

Reference

**SAI Global – Australian Standard AS/NZS 3000: 2007
Electrical Installations**

<http://infostore.saiglobal.com/store/details.aspx?ProductID=366926>

**SAI Global – Australian Standard AS/NZS 3760: 2010
In service safety inspection and testing of electrical
equipment**

<http://infostore.saiglobal.com/store2/details.aspx?ProductID=1436348>

**SAI Global – Australian Standard AS/NZS 3002: 2008
Electrical Installations, shows and carnivals**

<http://infostore.saiglobal.com/store/details.aspx?ProductID=1085702>

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

**Safe Work Australia – Managing Electrical Risks in the
Workplace – Code of Practice**

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/managing-electrical-risks-in-the-workplace>

3.7 PERSONAL PROTECTIVE EQUIPMENT

Certain surf lifesaving activities may require members and other persons to use personal protective equipment (PPE). Common PPE in surf operations may include but is not limited to:

- Gloves and mask during first aid/resuscitation procedures;
- Shade, sunscreen, sunglasses, long sleeved patrol shirts, rash vests and wide brim hats for surf patrol; and
- Enclosed shoes with a hard sole (sand shoes would be appropriate) for operators of quad bikes (ATVs).

It is the responsibility of the Club Management Committee to:

- Ensure that appropriate PPE is used by members where:
 - Hazards have not been controlled by a higher level on the hierarchy of controls (elimination, substitution, isolation, engineering or administrative controls);
 - Complete protection is essential, such as during pesticide handling / application;
 - Confined space activity is being carried out;
 - Required by legislation.
- Provide adequate training in correct use, storage, maintenance, and disposal.
- Ensure that members follow the manufacturer's instructions.
- Ensure that the appropriate signs have been erected to warn when and what type of PPE is required throughout the premises.

Under Work Health and Safety legislation it is also the member's responsibility to:

- Use or wear the PPE in accordance with any information, training or reasonable instruction provided by the Club Management;
- Notify Club Management when specific PPE is found to be damaged, not working or missing; and
- Not intentionally misuse or damage PPE.

All 'others' in and around the surf club also have a duty under the Work Health and Safety legislation to wear personal protective equipment in accordance with any information, training or reasonable instruction provided by SLSNSW.

All equipment should be compliant with the standards set by Standards Australia, with their trademark stamped on it. It is the responsibility of the purchaser to check the suitability and compliance of items before purchasing.

Equipment should be kept in clean and hygienic condition and made available to visitors or other personnel if required.



Above all, club management should be seen to follow the guidelines consistently so as to lead by example.



Reference

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

Surf Life Saving New South Wales – Standard Operating Procedures

<http://www.surflifesaving.com.au/members/resources/lifesaving>

WorkCover Authority New South Wales – Personal Protective Equipment Fact Sheet

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/yw_ppe_5893.pdf

3.8 CLUB ACTIVITIES IN EXTREME TEMPERATURES

Many club activities expose club members to hot or cold environments such as the sun's radiation, or to wind chill. The information below does not substitute for medical advice, it provides an outline of common signs and symptoms which people exposed to heat or cold may experience. By understanding the causes of heat illness event organisers, coaches, officials, competitors and members can take common sense steps to safely participate in events and club activities. Each club must develop first aid and appropriate emergency procedures.

How can heat or cold affect health and safety?

It is important to distinguish between a condition, which threatens health and safety, and a feeling of discomfort.

- **Hypothermia** is where a person gets an abnormally low body temperature as a result of exposure to cold environments; it is a serious condition, which can lead to death.
- **Heat exhaustion** is related to lack of intake of fluids, or a rapid loss of body fluids. Participants, who collapse after exercise, are likely suffering post-exercise drop in blood pressure, but some may have heat stroke.
- **Heat stroke** is an uncommon and more severe form of heat illness, which is a medical emergency. It occurs when the body can no longer control the body temperature and it rises to temperatures where mental function is seriously impaired. Participants who collapse during exercise or show signs of confusion, loss of skill or irrational behaviour should be stopped from further activity.
- **Heat stress** is more serious, and can lead to death. It is more likely to occur in conditions of high humidity, and to affect non-acclimatised persons.

How do you tell if someone has heat illness?

Heat illness can occur in strenuous sports, but may also occur in club activities such as patrolling with prolonged exposure to hot weather.

Symptoms of heat illness may include:

- Light headedness, dizziness
- Nausea
- Obvious fatigue
- Cessation of sweating
- Obvious loss of skill and coordination/clumsiness or unsteadiness
- Confusion
- Aggressive or irrational behaviour
- Altered consciousness
- Collapse
- Ashen grey pale skin

What factors increase the risk of heat illness?

- High intensity exercise
- Lack of fitness (due to insufficient training)
- Previous history of heat illness or heat intolerance
- Age over 65
- High air temperature and high humidity
- Low air movement/no wind
- Prolonged exposure to hot conditions
- Heavy clothing and protective equipment
- Lack of acclimatisation
- Dehydration (inadequate water intake before exercise and during activity longer than 60 mins)
- Illness and medical conditions (current or recent infectious illness, chronic health disorders)

(Also see Chapter 4 of the Safer Surf Clubs Guidelines for advice on event safety in extreme temperatures.)

What can you do to minimise the risk of heat illness?

1. **Acquire adequate fitness and acclimatisation** – regular training, and acclimatisation to heat from regular training in warm conditions, markedly increase heat tolerance.
2. **Adjust training and competition intensity to conditions** – in hot conditions you should be provided with opportunities to rest in shade for an appropriate time.
3. **Timing of games or activity** – when possible, schedule training and competition involving moderate to high intensity exercise to avoid the hottest part of the day between 11am and 3pm.
4. **Clothing should allow easy evaporation of sweat from the skin while performing strenuous exercise/sport.**
5. **Modifying warm up** – in hot conditions, reduce duration and intensity of warm-up.
6. **Drinking** – substantial amounts of water are lost through sweating when exercising, drink about two cups of water in the 2 hours before exercising. During exercise lasting 60 minutes or longer, 2-3 cups of cool water per hour are sufficient.
7. **Avoid Surf Activities during heat waves, unusually hot weather and travelling.**
8. **Age and medical conditions** – do not participate in strenuous club activities if you have recently experienced a high temperature, infection, diarrhoea, or vomiting. Pay special attention to members who are over 65, pregnant or taking medication in hot temperatures.

3.8 CLUB ACTIVITIES IN EXTREME TEMPERATURES

Children sweat less and get less evaporative cooling than adults. In warm weather they have greater difficulty getting rid of heat. They look flushed, feel hotter and become more stressed than adults. Children should be allowed to exercise at their preferred intensity in hot weather as they seem to be effective at “listening to their bodies.” In warm weather wet sponging and a plentiful supply of drinks will make children feel more comfortable.

How do you treat heat illness?

1. **Heat exhaustion** – it is sometimes not obvious to tell the difference between heat exhaustion and heat stroke. Someone who is suffering with heat exhaustion will usually recover upon lying down with legs raised, but to be safe victims should also be cooled as outlined below
2. **Heat stroke** – immediate first aid is essential and life saving. The aim is to lower body temperature rapidly:
 - a. Remove from the activity;
 - b. Lay the person down in a cool place;
 - c. Raise the legs and pelvis to improve blood pressure;
 - d. Remove excess clothing;
 - e. Cool by wetting skin liberally and vigorous fanning;
 - f. Apply ice packs to groin, armpits and neck; and
 - g. Give cool water if conscious.

If the person remains seriously ill, confused, vomiting or shows signs of altered consciousness call ambulance immediately and treat for heat stroke:

- Continue cooling. If available, cool in a shallow canvas/plastic bath of iced water (5-10 minutes);
- If necessary cooling should continue during removal to hospital.

What are the early warning signs of cold related illness?

You must ensure that club members who are exposed to cold have adequate access to sheltered areas and warm clothing or other personal protective equipment. Warning signs to watch for are:

- Hands become numb
- Shivering is not under voluntary control
- Loss of fine motor co-ordination

- Slurred speech
- Difficulty in thinking clearly
- Irrational behaviour – sometimes a person will even begin to discard clothing

What can you do to minimise the risk of cold related illness?

- Provide protection from wind and rain – a shelter.
- Wear warm clothing, clothing should be worn in light, loose fitting layers; a waterproof outer layer will provide protection from the rain. A hat will significantly reduce heat loss, as will ear protection.
- Rest periods to reduce risk.

Reference

Bureau of Meteorology Website

www.bom.gov.au

Sports Medicine Australia – Hot Weather Guidelines

<http://sma.org.au/resources/policies/hot-weather/>

Sports Medicine Australia – Beat the Heat Fact Sheet 2008

<http://sma.org.au/wp-content/uploads/2011/03/beat-the-heat-2011.pdf>

WorkCover Authority New South Wales – Managing the Work Environment and Facilities – Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/managing-work-environment-facilities-code-of-practice-3567.pdf>



Children sweat less and get less evaporative cooling than adults. In warm weather they have greater difficulty getting rid of heat.



3.9 SATELLITE PATROLS

When considering the amenities that might be required for temporary satellite patrols posted at isolated beaches other than the main beach, the following needs to be taken into account:

- Standard of radio contact;
- Size and location of the beach; and
- Number of personnel on satellite patrol.

The club management committee must ensure that all members involved are aware of the following guidelines. Everyone needs to be aware of how they can access the amenities provided for health and welfare.

Toilet facilities

Reasonable toilet access must be available for your patrol members while they are on satellite patrol. Temporary toilets (port-a-loo) or access to public toilets if available should suffice.

Rest requirements

Requirements for rest for a short period of time may be required as a result of illness, injury or fatigue. If it is not practicable to provide an appropriate rest area, then other arrangements may be adequate – including transport to the base club, nearby medical clinic, or home. Radio communication (or mobile phone) with the satellite patrol is imperative so that back up support from the base club can be provided swiftly.

Shelter

All outdoor workers should be provided with reasonable access to shelter if weather conditions make the patrolling duties unsafe or difficult (for example, high winds or lightning). In some situations where there is a vehicle nearby, this may provide appropriate short term shelter. Portable shade canopies and umbrellas may also provide shelter against the heat. Access to nearby public shelter (for example, awning under nearby buildings) may be suitable during inclement weather as long as the beach may still be seen.

Provision of drinking water

Adequate supply of clean drinking water must be provided at all surf patrols. Remote surf patrol members should have their own individual drinking bottles. A reduced fluid intake can lead to heat stress and dehydration in hot conditions.

Washing facilities

Adequate facilities for hand washing for infection control purposes with clean water should also be provided as a minimum. If possible hot water should be provided. Plastic portable equipment may need to be provided for satellite surf patrols. Adequate supply of non-irritating soap (preferably from a soap dispenser) and hygienic hand wash should also be provided.

Reference

WorkCover New South Wales – Managing the Work Environment and Facilities – Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/managing-work-environment-facilities-code-of-practice-3567.pdf>

3.10 MANUAL HANDLING

Manual handling or lifting during surf lifesaving activities is an important area that needs addressing to prevent injury to our members. Manual handling is any activity that involves lifting, lowering, carrying, pushing, pulling, holding or restraining. It may also include stretching, bending, sustained and awkward postures, and repetitive movements. The surf lifesaving operational environment is a unique and changeable setting and will often involve some form of manual handling, for example:

- Negotiating soft sand with equipment;
- Sitting with a poor posture for a long period of time in a surveillance chair;
- Wading along the shore edge whilst supporting an exhausted patient;
- Walking on uneven ground and rocks;
- Carrying equipment up a steep slope or stairs;
- Carrying patient out of IRB.

Most of the reported accidents involving manual handling tasks cause back injury although hands, arms and feet are also vulnerable. Many manual handling injuries can build up over a period of time rather than being caused by a single handling accident.

The Work Health and Safety Regulation 2011 define a hazardous manual task as a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves one or more of the following:

- Repetitive or sustained force;
- High or sudden force;
- Repetitive movement;
- Sustained or awkward posture;
- Exposure to vibration.

Risk management for manual handling

Under the Work Health and Safety legislation surf clubs have a duty to manage all hazardous manual handling tasks which relate to or may result in a musculoskeletal disorder.

You should carry out a risk assessment for any manual tasks that you have identified as being hazardous, unless the risk is well-known and you know how to control it. A risk assessment can help you determine: which postures, movements and forces of the task pose a risk where during the task they pose a risk why they are occurring what needs to be fixed.

The following procedure should be followed to eliminate or minimise the risk of manual handling injuries.

1. Planning

Planning should be done prior to attempting to lift or move any heavy load. Reference should be made to the risk management plan to ensure the correct procedure is followed.

2. Hazard Identification

Any task that requires bending and/or twisting, repeating

an action frequently or handling loads that are unstable or difficult to grasp must be identified as posing a potential risk of injury to the person performing the manual handling task. To identify the likelihood of hazards and risks occurring when lifting or attempting to move heavy loads an analysis of previous workplace injury records should be referred to as well as direct observations, workplace inspections, audits and checklists.

3. Risk Analysis & Risk Assessment

Attention must be paid to actions and movements when lifting heavy loads including body posture and position, the duration and frequency of manual handling, the weight of the load and the capabilities of the individual attempting to lift or move the load. This will minimise the risk of injury to the individual and help identify potential hazards and risks.

4. Risk Control

The risk of injuries occurring during manual handling can be controlled by providing training to members in principles of correct manual handling and lifting as well as evaluating the workplace layout or modifying the manual handling task to prevent future injuries occurring.

5. Monitor and Review

Feedback received from members must be monitored and reviewed to determine if other risks have arisen. Incident reports must also be reviewed regularly.

6. Document the process

Records of work processes, incident reports, equipment and member training must be documented in the Club Hazard Register (appendix 9) and reviewed regularly.

3.10 MANUAL HANDLING

Manual Handling Training

Under the health and safety legislation information, training and instruction of manual handling is required for any surf lifesaving personnel that might have to lift or transfer equipment. This should be organised by the club captain and club safety officer for both new and existing members at the onset of the season.

Training should cover handling techniques and where mechanical aids are used, it will be necessary to provide training in the proper use of the equipment. Members should be made aware of the risks involved with each task, and the way of performing that task with the least risk.

When training people in safe manual handling the following lifting technique is recommended:

1. Plan

- a. The individual involved in the manual handling should assess the load, determine where it will be placed and decide how it will be handled. This is the stage where it is decided whether mechanical assistance or another person is needed to move the object/person.

2. Determine the best technique

- a. All factors should be taken into account when determining the best technique.
- b. The person involved should avoid unnecessary bending, twisting, reaching and ensure they are suitably balanced.
- c. Lifting should be efficient and rhythmic, minimising bending of the lower back.
- d. Knees should be bent, but preferably not at a right angle.

3. Take a secure grip on the object being handled

- a. Whenever possible, a comfortable power grip (using the whole hand) should be used rather than a hook or precision grip (with thumb and fingers only).

4. Pull the load in close to the body

- a. Have the centre of gravity of the load close to the body. This prevents excessive stress on the back and uses the strongest muscles of the arms to hold the load. (For example, 10kg held at a distance of 80cm imposes the same load as 50kg right next to the body).
- b. Minimise the effects of acceleration by lifting slowly, smoothly and without jerking.

5. Vary heavy handling tasks with lighter work

- a. This ensures that the varied tasks do not heavily stress the same muscles.

6. Team lifting

- a. Lifting partners should be of similar height and build and should be trained in lifting techniques.
- b. Someone should be nominated as team leader to coordinate the lift.

The people who perform the tasks understand the manual handling problems well and often have great ideas about how to fix them. Members should always be consulted when developing solutions to manual handling problems.



Up to 1/3 of all work injuries in Australia occur during manual handling.

(WorkCover 2010)



3.10 MANUAL HANDLING

The following surf lifesaving equipment presents a manual-handling hazard to surf lifesaving members. Care must be taken whilst lifting and moving these objects.

Equipment	Weight	Dimensions or Other Aspects	Manual Handling Risk	Method/Options For Lift
First Aid Kit	Up to 10kg	Size of a medium suitcase	Low-moderate	1 person lift
Signs (e.g. Strong current, bluebottles, patrol flag stands)	Up to 20kg	1.5m poles (wooden/metal pipe) Metal frame & panel base	Moderate	1-2 Person lift and carry (<50m on soft sand)
Patrol and Surf Craft Area Flags	Up to 30kg+	3.6m poles	Moderate	1-2 Person lift and carry(<50m on soft sand)
Patrol Tent	Up to 15kgs +	Usually large bulky object	Mod-High	Team lift – number of persons dependent upon weight/size
Tent	Up to 80kgs+	Usually large bulky object	Mod-High	Team lift – number of persons dependent upon weight/size; 4WD or Quad Bike
Airbag Oxygen Resuscitator (oxyviva)	Up to 15kg	Oxygen cylinder in metal casing, can be awkward to carry	Moderate	1 person lift (short distance < 10m on soft sand) or trolley
Surf Ski (single and double)	Up to 30kg+	Length approx 3.5m, awkward shape	Moderate	1-2 person lift (<50m on soft sand)
Rescue boards	Up to 15kg	Length approx 2.5m	Moderate	1-2 person lift (<50m on soft sand)
Fuel Bladder	Up to 20kgs	Triangular and flexible	Moderate	1 person lift
Patrol stands	Up to 15kg	Awkward shape, metal construction	Moderate	1 person lift using carrying
BBQ	60-80kgs	Oblong, bulky with sharp edges	High	3-4 person team lift (Short distance < 10m); 4WD or Quad Bike
IRB (Zodiac, Achilles) Un-laden	80-90kg	Approximate dimensions	High	Team lift/ drag (short distance <2-5m)
IRB (Zodiac, Achilles) laden with outboard motor	Up to 150kg+ without crew	Internal L=1.8m, W=0.725m External L=3.75m, W=1.83m	High	Team drag (short distance < 5m) 4-6 person team lift; 4WD or Quad Bike tow
IRB (Gemini) laden with outboard motor	Up to 180kg+ without crew		High	Team push (Short distance < 5m); 4WD or Quad Bike tow
IRB Motor	50-60kg	Long awkward shape	High	2 - 3 person lift (short distance < 5m) or preferably a trolley
RWC	400kg +	Awkward shape, some sharp fixings, evident on gunwales, very heavy	High	Team push (Short distance < 5m) 4WD/ATV to tow

3.10 MANUAL HANDLING

Surfboat	Up to 350kg laden with oars, without crew	6.8 - 7.9m long and 1.6m wide at mid-ship point . Some surfboats have sharp edges evident .	High	Team push/roll on rollers (< 100m on soft sand) Team lift (short distance < 5-10m) 4WD or Quad Bike to tow
Sweep Oar	Up to 20 kg	Long and wooden	Moderate	1 - 2 person lift
Surveillance Chair/ Tower	Variable	Wooden or metal construction, min of 2m high	High	Team drag 4WD/ATV to tow

Each manual handling activity must be reviewed prior to undertaking the task to confirm the risk and to take situation specific risk control action.

Reference

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

WorkCover Authority New South Wales – Smart Move Tool Kit

This toolkit is provided for the purpose of guidance only. Readers should not rely on statements in this document to ascertain requirements under the **Work Health and Safety Regulation 2011**. The information in this document should be used only as guidance on practical processes and controls to manage risks to health or safety.

<http://www.workcover.nsw.gov.au/formspublications/publications/Pages/smartmovetoolkit.aspx>

3.11 SURF LIFESAVING EQUIPMENT STORAGE

Many clubs have limited storage space and have difficulty accommodating all gear and equipment in their premises. For this reason it is imperative that equipment be stored in a manner that is safe and functional, and that takes into consideration varying constraints, including:

- Lack of storage space;
- Personnel that are authorised to use the equipment;
- Weight and size of the equipment;
- Frequency of use;
- Position of walkways and emergency exits; and
- Ventilation.

Signs should be well situated explaining that children are not allowed to access any gear shed. For example: Restricted to authorised personnel only.

Recommended ways to store equipment:

- Store frequently used equipment between knee and shoulder height.
- Heavier equipment should be stored from waist height and below.
- Lighter, less frequently used equipment may be stored above shoulder height.
- Upright equipment must be secure.

Safety training must be provided for all members with regard to use and proper storage of equipment. This would be included in the manual handling training supplied by your Club Captain or Club Safety Officer at the onset of each season for new and existing members.

IRB storage

- A large shelving unit, the size of an IRB is a good option for the storage of up to three IRB craft whilst inflated or partially deflated.
- The unit should be built by a qualified builder/carpenter to ensure strong joinery.
- If the unit is on wheels, brakes should also be installed.
- If IRBs are slung from the ceiling, the fixtures such as pulleys and fastening points need to be adequately secured and tested by a qualified tradesperson/technician or engineer.
- Clubs are urged to consider other options to overhead storage.
- The stacking of IRBs on top of each other whilst on a trailer should also be avoided to prevent the possibility of tipping or falling (other than a trailer designed for this purpose).

IRB motor storage

- Motors may be stored on a counter levered trolley with large pneumatic wheels, which then allows relatively easy manual handling on/off the beach.

- Some clubs clamp their outboard motors to a large beam attached to the wall at hip – waist height and this is a useful option provided proper manual handling technique is applied.
- All motors may then be securely clamped for storage and maintenance.
- Care must be taken to not overload the weight limit of the storage beam.

Rescue boards/surf skis/oars

- Storage racks may be attached to a central beam or wall and ideally should be placed on a very slight upward angle to the horizontal to prevent items sliding off.
- It is recommended that craft be stored below shoulder height wherever possible.
- If storage is necessary above this level, two to three people may be required for getting the craft or item on/off the rack.
- Care should be taken with stepladders – use approved safety steps/stepladders rather than other less safe forms of steps such as milk crates.
- Craft stored vertically against the wall should be well secured to prevent a falling hazard.
- Racks should also have a bright, soft foam cover at the tip, particularly at head/eye level, to remind members about the possibility of hitting heads and/or poking eyes.

Surf boats

- Care must always be taken whilst lifting surfboats.
- Wherever possible, surfboats are obviously best left on their trailers whilst being stored. However if it is necessary to store a surfboat on the concrete, a sturdy padded wooden stand, which elevates the bow up off the floor, has been demonstrated to be a secure form of storage. This prevents the craft from falling or rolling sideways.
- Again if it is necessary to sling a surfboat from the ceiling, the fixtures such as pulleys and fastening points need to be adequately secured by a qualified tradesman/technician and checked regularly.

Tables and chairs

- Chairs and tables should not be stacked in a manner so that they can fall, nor be stored in areas that are frequented by patrons.
- In particular, they should not be in areas where children can climb on them.
- They should be preferably stored in locked storage cupboards or areas.

In all cases common sense prevails.

3.12 INFECTION CONTROL

Infection control for surf lifesaving members is an integral part of Workplace Health and Safety. It is the prevention of the spread of micro-organisms from patient to lifesaver and lifesaver to patient. Surf lifesavers may also transmit their own communicable disease to other lifesaving colleagues. Infections can be spread through contact with body fluids that are airborne, ingested, on the skin, or on other surfaces. Surf lifesavers may be exposed to and potentially catch a communicable disease whilst performing training, rescue or first aid duties. All practical surf lifesaving awards include training and instruction on infection control.

Precautions

Standard precautions are recommended for the care and treatment of all patients, regardless of their perceived or confirmed infectious status. Standard precautions are work practices that are required for a basic level of infection control. Standard precautions consist of:

- Personal hygiene such as hand hygiene, before and after every episode of patient contact;
- Use of personal protective equipment (PPE), such as gloves, aprons, gowns, masks/face shields and eye protection;
- Safe use and disposal of sharps;
- Routine environmental cleaning;
- Reprocessing of reusable medical equipment and instruments;
- Respiratory hygiene and cough etiquette;
- Aseptic non-touch technique;
- Waste management; and
- Appropriate handling of linen.

Transmission-based precautions should be applied in circumstances where patients are known or suspected to be infected with a communicable disease that cannot be contained with standard precautions alone. In cases such as tuberculosis, chickenpox, measles, rubella, pertussis and influenza which are transmitted by airborne or droplet transmission of respiratory secretions the infected lifesaver/lifeguard/club member should be quarantined from attending their duties until after the period of acute infection has passed. A medical certificate may be required to clear a person returning to their duties.

Transmission-based precautions are not usually required for patients with blood borne viruses such as HIV, Hepatitis B, or Hepatitis C, however standard precautions should be adhered to unless there are complicating infections such as pulmonary tuberculosis.

Immunisation

Maintenance of immunity vaccine against preventable diseases helps prevent spread to and from patients and colleagues. All lifesavers are strongly encouraged to be immunised against Hepatitis B at the absolute minimum.

Surf Life Saving Australia recommends:

- Diphtheria/tetanus
- Hepatitis B
- Hepatitis A (could be considered)
- Meningococcal (could be considered)

(For further information please see SLSA Policy 3.8 COMMUNICABLE DISEASES section 3.2)

Personal protective equipment

Personal protective equipment is provided and should be carried in a personalised bum bag or able to be accessed quickly by lifesavers when required. The basic requirements include:

- Gloves – should be discarded after contact with each patient, as soon as gloves are damaged, and on completion of any task not involving patients but requiring the use of gloves.
- Masks and goggles – to be worn where there is the potential for contact with blood or other bodily substances.

Risk management

The Risk Management and Assessment Process should be applied in regards to infection control.

1. Establish the Context

Planning should be done prior to attempting to provide first aid where there is a potential risk of infection. Reference should be made to the risk management plan to ensure the correct procedure is followed and first aid personnel must take precautions to ensure the risk of infection is minimised by practicing good first aid hygiene procedures.

2. Identify the Risks

Any task that involves providing first aid where there is a potential risk of infection should be monitored to ensure the risk of infection occurring is limited. To identify the likelihood of hazards and risks occurring when providing first aid an analysis of previous injury and illness records should be reviewed.

3. Risk Analysis & Evaluation

Attention should be made to the incorrect hand washing practices of lifesavers to identify potential risks of exposure to infectious diseases etc. Consideration should be given to the extent of the injury or degree of harm that may be caused by the risk or hazard. For example, contracting Hepatitis C may permanently affect the immune system of the club member. Risks may be identified by analysing injury and illness records to identify who may have been exposed to infectious diseases etc.

4. Treat Risks

Elimination- For example, exclusion of unwell adults is an important way to prevent infection being reintroduced. Ask for a medical certificate clearing a person to return to duties.

3.12 INFECTION CONTROL

If this is not practicable, then;

Substitution- For example change the types of cleaning products used, replace bars of soap with disposal liquid hand was dispensers or replace cloth hand towels with paper towel.

If this is not practicable, then ;

Isolation- For example immunization from certain infections such as Hepatitis B is a form of risk control. Immunization guidelines are available further in this chapter or SLISA Policy 3.8.

If this is not practicable, then;

Engineering- For example replace rotating taps with lever taps that can be turned on and off with elbow or wrist and are easier to clean.

If this is not practicable, then;

Administration- For example changing work methods such as handwashing and hand care; cleaning practices to prevent infection; procedures with linen and disposal items.

If this is not practicable, then;

Personal Protective Equipment- For example use equipment such as gloves, aprons, face masks, goggles, and other equipment designed to create a physical barrier from the hazard.

5. Monitor and Review

Regular monitoring and reviewing of previous injury and illness records should be done and will help minimise the risk of future injury or illness occurring.

6. Document the Process

Records of injury or illnesses and incident reports must be documented and reviewed regularly.

Waste disposal

Heavily exudative wound dressings should be contained in a leak-proof bag and double-bagged before disposal.

In Australia it is an offence to dispose of injecting equipment in an unsafe manner. All used needle and syringes should be placed (whilst wearing gloves) immediately in a properly sealed, rigid walled, puncture proof container and disposed of in your nearest public sharps disposal bin.

A supply of impermeable plastic bags should be available for the disposal of contaminated clothing and debris.

- Linen contaminated with body substances must be stored in bags which prevent leakage and then disposed of.
- Linen which is not contaminated can be cleaned in the same way as domestic linen.

Cleaning of first aid rooms

First aid rooms must be kept spotlessly clean at all times. In addition to simple cleanliness and hygiene, disinfection of instruments, floors etc, will be required frequently.

For surface disinfection of blood or body substances after cleaning has been completed, the recommended solution is household bleach. Bleach can easily cause burns to the skin hence its use must be accompanied by careful guidelines to prevent burning and inhalation of its vapour . Gloves and protective attire must be worn during disinfection procedures and the hands and body must be washed after the removal of gloves.

- Bleach is the chemical 'sodium hypochlorite' and may be purchased as a solution, granules or tablets.
- It is not to be used directly and must be diluted taking specific care not to cause splashes when preparing or using.
- Concentrations vary with different brands, so the recommendations of the manufacturer must be checked to ensure that the concentration is equivalent to 10,000 parts per million (ppm) available chlorine.
- It is important that the granular and tablet forms are completely dissolved to ensure the correct concentration of the hypochlorite.
- The user must pay attention to the storage life of bleach preparations as deterioration occurs. Bleach solutions for disinfection must be freshly prepared.
- Bleach solutions will irritate the skin in the concentrations recommended above. They will corrode metal and may bleach fabric.
- After disinfection, special attention must be paid to rinsing the surface free of hypochlorite and then drying.
- Always follow the directions of the manufacturer.

Exposure to body substances

Any accidental exposure to body substances during the course of duty must be reported immediately to the First Aid Officer so that the incident may be recorded in the SLISA Incident Report Log.

- Contaminated clothing should be removed;
- The affected area should be washed well with soap and water (an antiseptic could also be applied);
- Any affected mucous membranes should be flushed with large amounts of water;
- If eyes are contaminated, they should be rinsed gently but thoroughly with water or normal saline, while kept open;
- Examination of the exposed person should follow to confirm the nature of exposure;
- The exposed person should then have a medical evaluation;
- Depending on the circumstances of the exposure, the following may need to be considered:
 - Tetanus immunoglobulin;
 - A course of adsorbed diphtheria tetanus vaccine;
 - TB booster;
 - WorkCover Incident Notification reporting.

3.12 INFECTION CONTROL

Needles and needle stick injury

Surf Lifesavers will not usually use needles or 'sharps' in the course of their duties. The most frequent use of 'sharps' in lifesaving conditions is by ambulance personnel and they are responsible for their used needles, syringes and other contaminated equipment. Needles may, however, be found near the patrolling area or near lifesaving facilities.

Should this occur:

- Do not put your hands in any hard-to-access places;
- Do not attempt to recap the needle;
- Use a sharps container or find a rigid walled, puncture proof, sealable container (plastic bottles are good);
- Find and put on latex/rubber gloves;
- Pick up needle/syringe by the middle of the barrel keeping the sharp end facing away from you at all times and place in the container sharp end first, paying specific attention to not holding the container upright in your hands. Securely close the lid, holding the container at the top;
- Remove gloves and wash hands with soap and water;
- Place the sealed container into your nearest needle and syringe program for disposal as medical waste.

First aid for needle stick injuries include:

- Wash away the blood or body fluid with soap and water.
- If the eyes are contaminated, rinse eyes while open with water or saline.
- If blood gets into the mouth, spit it out and then repeatedly rinse with water.
- Refer the person immediately to a doctor or hospital emergency department who will assess the risk of transmission and discuss options for testing and treatment.
- Ensure the safe disposal of the sharp.
- Report the Incident immediately.

(Refer to SLSA policy 1.14 – Sharps Policy for further information).

Immune Status of Surf Lifesaver

Lifesavers/lifeguards with infectious diseases may pose a risk of passing on those infections to patients or other lifesaving colleagues. The rights and responsibilities of the lifesaver, the association, lifesaving colleagues and patients should all be taken into account.

Association's responsibilities

1. SLSA will provide an environment where discrimination against lifesavers/lifeguards on the basis of infectious disease is not acceptable. No lifesaver should be disadvantaged or discriminated against solely because they have an infectious disease.

2. As with all illnesses, a lifesaver with an infectious disease will be considered individually, dependent on the course of the infection, its likely infectivity, the lifesaver's medical fitness and availability for appropriate work. Only in special circumstances will a lifesaver be redeployed or have their duties modified.

Lifesaver's/lifeguard's responsibilities

- Persons with serious communicable diseases such as HIV or Hepatitis C or carrier status may be or wish to be members of a Surf Club.
- Lifesavers/lifeguards whose lifestyle puts them at risk of acquiring chronic infectious diseases that may pose a risk to patients or other lifesavers/lifeguards should seek medical advice, have appropriate investigations and avail themselves to counselling.
- Lifesavers/lifeguards have an ethical responsibility to notify SLSA if their infection status poses a risk to patients or lifesaving colleagues.
- Those who choose NOT to notify a person in authority within SLSA of their infective or potentially infective status must bear full responsibility for their actions as defined by law.
- Those who choose to notify a responsible authority within the association are assured of maximum confidentiality. It is suggested that an appropriate person for notification in the first instance is the state medical officer.
- If necessary, the state or national medical officer will communicate with the physician responsible for the medical care of the affected member and define the areas of duty which do not put either the member or the bathing public at risk. This communication will only occur after due consultation with the lifesaver concerned and after having obtained his/her written permission.
- All lifesavers/lifeguards have a responsibility to follow medical advice and treatment of any infection, to practise a high standard of hygiene and to follow the Communicable Diseases policy of SLSA.

Noninfectious skin conditions

Lifesaving members with either shedding and/or weeping skin conditions or damaged skin are required to wear gloves and/or protective clothing over the affected areas whilst performing their rescue duty. Surf Lifesavers who have known cuts or other small wounds on their hands should preferably avoid administering first aid involving contact with body substances or the patient.

Examples of noninfectious skin conditions include:

- Allergic eczema;
- Psoriasis; and
- Exfoliative dermatitis.

3.12 INFECTION CONTROL

Body retrieval

The retrieval of deceased persons is an unfortunate but often necessary part of search and rescue operations. All bodies should be handled using standard precautions, as blood borne pathogens may remain infectious for some time. Lifesaving personnel involved in the transport and handling of deceased persons should be aware of the danger from sharps that may still be with or in the body.

Appropriate personal protective clothing should be worn when handling deceased patients. Recovery Kits are advised for infection control purposes and these kits should include:

- Body bag
- Arm length gloves (2 pairs)
- Blanket/sheet
- Plastic bags
- Face masks (cloth)
- Bucket and disposable wash cloths
- Disinfectant

All personnel involved in body retrieval should be recorded in the SLSA incident report log and followed up with the critical incident management process due to the risk to psychological health.

(Please see SLSA Policy 1.3 Body Retrieval Protocol for further information).

Pregnancy

Both SLSNSW and pregnant Lifesaving Personnel have an obligation to reduce risks to the foetus. It is the responsibility of the pregnant surf lifesaver to advise their medical practitioner and Surf Life Saving of their pregnancy for her own benefit. All information regarding the immune status and pregnancy of the surf lifesaver must remain confidential.

Certain infections can pose a risk to pregnant women and fetuses if acquired during pregnancy. Such as; CMV (herpes virus), Hepatitis viruses, HIV, Parvovirus, Rubella virus and Varicella-Zoster virus (chicken pox and shingles). In general, adherence to standard and transmission based precautions, vaccination and high standards of general hygiene should protect pregnant lifesaving personnel. All women of childbearing age should be counselled regarding their immune status in relation to Varicella (Chicken Pox), Hepatitis B and Rubella at absolute minimum and advised to discuss the options with their General Practitioner.

Please see SLSA Policy Statement 3.3 Pregnancy and the Surf Lifesaver – Competition and Patrols details.

Reporting systems

Reporting Systems are designed to obtain information about incidents so that any risks to surf lifesaving members can be formally identified. Incident recording is also essential as it is a preventative action in controlling future incidents. It is imperative that incidents that expose surf lifesavers to potential contamination from blood, blood products or other body substances be reported in full using the SLSA incident report log.

In New South Wales it is a legislative requirement to report certain types of accidents, usually those involving death or absence from work beyond a certain number of days to WorkCover NSW.

(For further information please also refer to incident reporting and investigation in Chapter 1 in these guidelines).

Resuscitation

The chance of transmission of HIV or Hepatitis B to healthcare workers through performance of expired air resuscitation is extremely remote.

Therefore, while mouth to mouth resuscitation should never be delayed:

- Lifesavers should keep masks and gloves as close as possible to their areas of responsibility.
- In clearing the patient's airway, the lifesaver must take care not to scratch their own skin on the patient's teeth. Clearing of the airway should always be done under direct vision. Gloves should be worn if possible.
- Because of inevitable contact with the patient's saliva and often vomitus, gloves should be worn as soon as they are available during expired air resuscitation.
- Lifesavers should change to a method which involves the use of a mask as soon as possible.
- In cases where resuscitation has been performed, efforts should be made to determine the health status of the patient after admission to hospital. Considerations of privacy may prevent information being provided but the effort should be made through the medical resources of the club or the association. Lifesavers have the right to know whether they have placed their own health at risk through their actions. In cases where the patient has died, the police or coroner will often be able to provide information. In some cases, the lifesaver's personal doctor may have access to this information on a confidential basis.
- Lifesavers who have performed resuscitation or been exposed to a patient's body substances should consult their personal doctor within one to two days to be advised on whether they require and health checks or treatment.
- All resuscitation equipment should be maintained, accessible and readily available.
- All active lifesavers should be competent in the performance of mouth to mask resuscitation.

Conducting First Aid

- Lifesavers who have known cuts or other small wounds on their hands should avoid administering first aid involving contact with body substances of the patient.
- Protective attire should always be worn except for simple procedures not involving body substances. For lifesavers, this will mean using gloves but there may be circumstances where mask and protective glasses should also be worn. In certain cases it may be safer and more appropriate to wait for an ambulance or a doctor.

3.12 INFECTION CONTROL

- Lifesavers will not usually use needles or other sharp items of equipment in the course of their duties. Needles may however be found near life saving facilities. Should this happen, needles should be handled as per the protocols described in the SLSA sharps policy. It is usually the responsibility of ambulance personnel to dispose of any sharps they use within the lifesaving facilities.
- Patient clothing contaminated with blood or other body substances must be removed as soon as practical but this may often be left to the ambulance officers. Protective gear must be worn when handling contaminated clothing. A supply of impermeable plastic bags should be available for the disposal of contaminated clothing and debris.
- Linen contaminated with body substances must be stored in impermeable bags until cleaned. It must be washed with detergent in hot water (at least 71 degrees C for 25 minutes).
- For general surface disinfection of blood or body substances, after cleaning has been completed, the recommended solution is household bleach. Surfaces should be cleaned as per the guidelines described in the SLSA policy on Disinfection of Equipment.

Cross infection during first aid/resuscitation training

At the commencement of training sessions, it is advisable that members be informed of the facts on cross-infection. They should be asked that if any of them suffer from a communicable disorder, this information is to be given to the appropriate authority on a strictly confidential basis so that suitable arrangements can be made to avoid transmission of the condition to other trainees.

Infections of short duration

- Most infections are of brief duration. Throat infections, diarrhoea, coldsores and the childhood infectious diseases are some examples. Trainees with such conditions should be warned of the risks of transmitting their illness to others during hands-on sessions with either manikins or other members of the class.
- It will often be possible for them to delay their training to a later date or to re-arrange curriculum so that affected candidates learn their theory while they are infectious. If this is not possible, they should be restricted to manikin practice with their own face piece, on a single manikin, with a minimum of training partners. Transmission of such infections is often via hands rather than saliva or coughed droplets.
- German measles (rubella) is very dangerous during pregnancy

Infections of long duration

Examples of this group of conditions are:

- Known positive blood test for HIV
- Known positive blood test for Hepatitis B or C
- Known carrier status for Typhoid

Provided that the rules on manikin decontamination and care are strictly followed, the most recent scientific evidence is that the risk of spread of HIV or Hepatitis B or C is negligible during supervised manikin practice. Persons with these conditions should not be precluded from being taught resuscitation.

When practising on a student partner during training, clearing the airway of foreign material by putting the fingers into the mouth should be simulated or simply watched as an instructor demonstration.

Mouth to mouth and mouth to mask techniques of resuscitation should be practised on the manikin and not on other members of the class.

The older types of manikins without separate face pieces and disposable bag systems are difficult to decontaminate and should not be used if class members have known infections.

Precautions for all classes

- If more than one manikin is used in a training class, trainees should be assigned to one manikin to limit the potential for cross infection.
- The use of manikins with individual face or mouth nose pieces along with disposable lung bags or airway tubes is strongly recommended as they reduce the risks of cross infections if manufacturer recommendations are followed.
- At the start of the class, each trainee should be issued with his own face or mouth nose piece for use during the entire session. If mouth to mask is being taught, then ideally there should be a mask for each trainee.
- When practising on a student partner, clearing the airway of foreign material should be simulated rather than actually putting fingers into the mouth.
- All persons responsible for CPR training should be familiar with the need for personal hygiene and for the cleaning, disinfection and maintenance of training manikins and accessories.

Disinfection of training manikins and accessories

During a training class

1. Hands must be washed before and after training sessions and dried each time with disposable paper towels.
2. When individual face or mouth nosepieces have been used, they should be scrubbed with a nailbrush using a detergent solution or soap and water. They should be rinsed in clean water and dried before disinfection procedures are carried out.
3. Resuscitation face masks should be cleaned and disinfected in the same way as manikin face pieces.
4. The lung bag should be discarded after use into an appropriate container provided near the manikins. Training officers must ensure that trainees assume responsibility for removal of their individual face

3.12 INFECTION CONTROL

pieces and lung bags, and for disinfection of interchangeable parts.

5. Manikins and the surrounding area should not be contaminated with used equipment.

At the end of training classes

Each Manikin must be carefully decontaminated using the following procedure:

1. Disassemble the manikin as recommended by the manufacturer.
2. Wash and scrub all accessible parts with warm soapy water. This includes face pieces.
3. Rinse with fresh running water.
4. Soak in a solution of 10% bleach or 70% alcoholic chlorhexidine for at least two (2) minutes. Masks used in mouth-to-mask resuscitation must also be disinfected in the solution. These disinfecting agents should be used in accordance with the manufacturer's instructions.
5. Last step is to dry all parts, powder where necessary and replace for use by the next class.
6. Discard used disinfectant solutions.
7. Manikins should be inspected routinely for cracks and tears in outer surfaces because such damage makes thorough cleaning impossible. Damaged parts should be replaced before a manikin is used again.
8. The manikin's skin surface and clothing should be washed regularly or whenever they are visibly soiled.

Reference

Surf Life Saving Australia – Policy 3.8 Communicable Diseases

http://www.slsa.com.au/site/_content/resource/00000309-docsource.pdf

National Health and Medical Research Council – Australian Guidelines for the Prevention and Control of Infection in Healthcare (2010)

<http://www.nhmrc.gov.au/node/30290>

Surf Life Saving Australia – Policy 1.14 Sharps

http://www.slsa.com.au/site/_content/resource/00000735-docsource.pdf

Surf Life Saving Australia – Policy 1.3 Body Retrieval

http://www.slsa.com.au/site/_content/resource/00000291-docsource.pdf

Surf Life Saving Australia – Policy 3.3 Pregnancy and the Surf Lifesaver- Competition and Patrols

http://www.slsa.com.au/site/_content/resource/00000305-docsource.pdf

Austlii – Work Health and Safety Regulation 2011 (Commonwealth)

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

SLSA Policy – 3.1 Disinfection of Equipment

http://www.slsa.com.au/site/_content/resource/00000306-docsource.pdf

Australian Resuscitation Council – Guidelines 10.3 Cross Infection Risks and Manikin Disinfection

http://www.resus.org.au/policy/guidelines/section_10/cross_infection_risks_and_manikin_disinfection.htm

Safe Work Australia – First Aid in the Workplace, Code of Practice (Commonwealth) 2011

<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/first-aid-in-the-workplace>

Comcare Guidance – Infectious Diseases

http://www.comcare.gov.au/safety__and__prevention/your_working_environment/infectious_diseases

Australian Coastal Public Safety Guidelines (Sect 7.10)

<http://www.coastsafe.org.au/guide/wwhelp/wwhimpl/js/html/wwhelp.htm#href=Equipment.8.11.html>

3.13 STORAGE AND HANDLING OF HAZARDOUS CHEMICALS

Chemical substances are frequently used in club operations and as such, members need to be aware of the safety requirements of their use. This will assist in minimising the risk of disease or injury due to exposure to all chemical and hazardous substances in the club operational environment. It is essential for clubs to establish safe systems of working with dangerous good and hazardous substances.

The Work Health and Safety Regulation 2011 specifies the requirements of storing dangerous goods and hazardous chemicals in NSW.

Definitions

Dangerous goods are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk.

Hazardous chemicals are defined in terms of the chronic or acute harm caused to the health of people exposed to the substance. While it might be obvious that some substances, such as acids or poisons, can cause harm, some health effects may not be so readily apparent. For example, some dusts or vapours can be hazardous substances. Fibreglass reparation kits and materials are good examples of hazardous substances commonly found at clubs. Members must be aware that asbestos may be present in older clubs. If you are uncertain, isolate the substance and get further assistance from your Club Safety Officer.

Your Club Safety Officer must be notified of the presence of any hazardous substances in the surf clubs

Information that should be readily available to club members include:

- The register of hazardous substances;
- Appropriate safety data sheets (SDS);
- Appropriate labels on containers;
- Reports prepared as a result of workplace risk assessments;
- The results of monitoring;
- The results of health surveillance programs, provided that medical confidentiality is maintained; and
- Any other relevant information.

Labelling of substances

Labelling of substances is mandatory. The label must be in English and include the following information:

- The name of the chemical or substance;
- The name, Australian business address and telephone number of:
 - The manufacturer;
 - The importer.
- A statement that the SDS is available;
- Hazard symbol (the pictures of the classification);
- Describe the main hazards of the substance and

instructions on how to work safely with the substance;

- The appropriate signal word, for example DANGER means the product is highly toxic. WARNING means the product is moderately toxic. CAUTION means the product is slightly toxic;
- First aid and emergency procedures relevant to the substance;
- The expiry date of the chemical (if applicable);
- For each ingredient of the chemical—the identity and proportion disclosed in accordance with Schedule 8 in the Work Health and Safety Regulation 2011;
- The label may also include any other information that does not contradict or cast doubt on the points above.

In the case that the hazardous chemical is packed in a container that is too small for the label to fit all the above information then it must have a label in English that includes the following:

- The name of the chemical or substance;
- The name, Australian business address and telephone number of:
 - The manufacturer;
 - The importer.
- Hazard symbol (the pictures of the classification); and
- Any other information referred to above that it is reasonably practicable to include.

When diluted, some substances will no longer be classified as hazardous. However, labelling must still be maintained in case of hazards, which may arise during actual use of the substance.

Club chemical substances register

All chemicals that are stored and/or in regular use at the club need to be recorded on the club chemical substances register. This includes cleaning products and chemicals used in the gear/boat sheds. Dangerous goods could also be listed on the register. If a substance is both a dangerous good and a hazardous substance, this should be indicated as well. Make sure the current SDS is listed and ensure that as new hazardous substances are introduced to the club they are listed and the use of existing substances is discontinued. This register should then be kept in a secure but readily accessible and known location in the club.

Safety data sheets (SDS)

A Safety Data Sheet details relevant health and safety information on a substance. In accordance with WHS regulation clubs are required to obtain a SDS from the supplier of the hazardous substance either before, or on the first occasion, on which the substance is supplied.

An SDS provides valuable information about such aspects as:

- Ingredients;
- Health hazard information (ingestion, eyes, skin, inhalation);
- First aid procedures;

3.13 STORAGE AND HANDLING OF HAZARDOUS CHEMICALS

- Precautions for use (flammability, PPE); and
- Safe handling procedures (storage, transport, spills disposal and fire explosion).

It is the responsibility of the club to keep an up to-date Safety Data Sheet (SDS) for each chemical used and/or stored on the club's premises. SDS expire after 5 years, so check that they are up to date. A copy of the SDS should then be kept near the product and a master file kept in a secure place in the club.

Storage of Hazardous Chemicals

Provision needs to be made at clubs for adequate and safe storage of chemical substances. Fuels and other flammable chemicals require a dedicated storage facility. Storage of all other chemicals will be determined by the directions provided on their individual SDS.

“Fit for purpose containers” are only to be used. Under no circumstances should drink bottles, cups or other food utensils be used (even temporarily).

As a general rule, provision needs to be made for:

- Secure storage including restricted access;
- Segregation to ensure incompatible chemicals are not mixed;
- Potential sources of heat or ignition, for example BBQs, electrical equipment, pumps or generators, heaters or exhausts;
- Adequate ventilation, for example when storing gas cylinders (leaking valves);
- Fire prevention and protection, ensure extinguishers are nearby;
- Storage conditions, for example temperature;
- Clear and compliant signage displayed;
- Spill and leak management, for example drip trays, spill kits etc.;
- Necessary information is readily available, for example storage and handling signs, compatibility signs, SDSs, emergency phone numbers;
- Maximum quantities of hazardous goods allowed for storage, as outlined in WHS Regulation 2011;
- Required PPE and First Aid equipment.

Storage areas must be fit for purpose and take into account the wide range of members (including junior club members and children).

Fuel storage and handling

Petrol is a Dangerous Good Class 3. For further information about use, handling and storage of petrol please see the Work Health and Safety Regulation 2011.

Any clubs that store fuel must use an appropriate hazardous material storage cabinet which has inbuilt

spillage containment and prevents fuel leaking from the cabinet, thus reducing the chance of ignition of the contents. This cabinet must be kept locked at all times, particularly whilst the Gear/IRB shed is open to provide security against theft, vandalism, and potential health and safety issues.

Aspects that need to be taken into account to ensure correct storage and handling of fuel include:

- List of all the dangerous goods in each storage area;
- Assess risks by reviewing the SDS for each of the dangerous goods;
- Minimise quantities kept at any one time;
- Substitute dangerous goods with other goods of a lower risk
- Method of storage – fuel cabinet, fuel storage containers;
- Labelling of fuel storage containers;
- Volume of fuel being stored;
- Storage area location within gear shed (fire escapes, distance from ignition sources);
- Decanting for re-fuelling (ventilation and PPE);
- Ventilation of storage area;
- Safety signage;
- Approved fire extinguisher appropriate for Class B fires;
- Safety data sheet on the product e.g. Petrol;
- Chance of spillage and risk emergence procedures;
- First aid training.

For further information please refer to the Surf Life Saving New South Wales – Standard Operating Procedures.

Emergency planning

Although emergencies are rare for minor quantities of dangerous goods, emergency procedures should be developed to cover all foreseeable emergencies such as the following:

- Fires and explosions.
- Spillages of dangerous goods.
- Release of gas or vapour.
- Uncontrolled reactions.
- Risks external to the actual dangerous goods (such as fire on adjacent premises or vehicle collision).

The procedures should be brief and be made readily available. As a minimum they should describe procedures for:

- Raising the alarm.
- Notifying emergency services (Fire/Ambulance), including specific contact details.
- Immediate actions to be taken by the worker.

3.13 STORAGE AND HANDLING OF HAZARDOUS CHEMICALS

Equipment required to contain and clean up any escape, spill or leak of dangerous goods must be kept on the premises and be accessible at all times. Such as:

- Absorbent material;
- Brooms, plates and/or flexible sheeting for preventing spillage from entering drains and waterways;
- Suitable pumps and hoses for removal of spilled liquids;
- Hand tools such as mops, buckets, squeegees and bins;
- Suitable PPE for the workers undertaking clean up or other emergency related tasks.

Induction and training

Relevant induction and training must be provided to those members whose work potentially exposes them to hazardous substances and those who supervise others handling hazardous chemicals.

The induction and training should include:

- Information about relevant hazardous chemicals including:
 - Nature of the hazard;
 - Risks to health from exposure;
 - Degree of exposure; and
 - Routes of entry into the body (inhalation, skin or eye contact, swallowing).
- Information on each part of the label of a hazardous chemical and why the information is provided.
- Where to find the relevant SDS and the information that it provides.
- Risk management process.
- Procedures to follow (use, handling, storage, transportation, cleaning up and disposal).
- Measures used to control exposure.
- Personal protective equipment required.
- Procedures to follow in case of an emergency involving hazardous chemicals.
- First aid.
- Monitoring required (reasons for and access to results).
- Reasons for health surveillance required to detect the effects of exposure.

This training should be provided to surf lifesaving personnel prior to their commencement of duties. The Club Safety Officer or delegate will provide this training.

Personal Protective Equipment (PPE)

Surf Clubs will ensure suitable PPE is available for members use and must be used when handling dangerous goods.

Clothing and other PPE must be periodically checked and maintained in sound operating condition. It is the member's responsibility to inform club management if PPE is damaged or missing.

Fire prevention and protection

Areas in which dangerous goods are stored or handled should be kept clear of combustible matter and refuse. In the case of storage or work outdoors, the ground around the area should be cleared of combustible vegetation for a distance of at least 3 metres.

A supply of water should be available at a nearby location for personal hygiene and emergency use. In addition to the building fire protection installations, portable fire extinguishers appropriate to the type and quantity of dangerous goods being stored and handled should be located at or near to the place where the dangerous goods are stored or handled. All fire protection equipment should be maintained in an operable condition.

Risk management

Risk management should be applied in regards to hazardous substances and dangerous goods. A risk assessment for hazardous substances form has been developed to assist clubs with managing hazardous substances. This form must be completed annually, at the time of the annual club inspection.

1. Planning

Decide on those who will be involved in the hazardous risk management process and begin looking into the requirements of the club. For example Work Health and Safety Act and Regulation 2011.

2. Hazard Identification

Hazards may include incorrectly stored fuel, labels not displayed on chemical substances or fuel spilt on the gear shed floor. Constant observation of storage areas will ensure timely hazard identification. Thorough inspections should also take place at the time of the annual club inspection.

3. Risk Analysis and Risk Assessment

Assess how likely a fuel spillage is and the likely consequences if the hazards identified above do occur. Fuel should be stored in fuel cabinets to reduce the risks; are there any other controls in place? What is the likelihood and consequences if a member uses incorrect chemicals or children access fuel containers? Are there provisions in place to ensure smokers remain within a safe distance of stored fuel?

4. Risk Control

There are many possible ways of reducing the risks associated with storage and handling of dangerous goods and hazardous chemicals. In all cases the hierarchy of controls should be used to ensure the hazards are controlled to the lowest possible risk to members.

Examples of the hierarchy of control include:

Elimination – adopting an alternative product or purchasing supplies of a material in a ready cut form rather than carrying out dust producing processes.

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Substitution – substituting a hazardous chemical with a less dangerous chemical such as water based paint in place of an organic solvent based paint.

Isolation – removing people from the process by use of a barrier such as storing fuel in a locked cabinet.

Engineering – using exhaust ventilation, spillage controls such as drip trays or raised edges around work benches.

Administration – excluding any access which is not essential by the use of warning signs

Personal Protective Equipment – using gloves, aprons, face masks, goggles and other equipment designed to create a physical barrier from the hazard

5. Monitor and Review

Regular review of dangerous goods policies and feedback received from members to ensure no other risks have arisen. Incident reports must also be reviewed regularly and ensure SDS are kept up to date.

6. Document the process

Records of work processes, incident reports, equipment and member training must be documented in the Club Hazard Register (Appendix 9) and reviewed regularly. All chemicals used or stored on premises must also be recorded in the Club Chemical Substances Register (Appendix 21).

Reference

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Safe Work Australia – Managing Risks of Hazardous Chemicals in the Workplace- Code of Practice 2012

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/697/Managing%20Risks%20of%20Hazardous%20Chemicals.pdf>

WorkCover Authority New South Wales – Labelling of Workplace Hazardous Chemicals, Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/1labelling-workplace-hazardous-chemicals-code-of-practice-3562.pdf>

WorkCover Authority New South Wales – Preparation of Safety Data Sheets for Hazardous Chemicals, Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/preparation-safety-data-sheets-haz-chemicals-code-practice-3564.pdf>

3.14 CLUB GYMNASIUM

Surf Life Saving NSW believes in a healthy and safe work environment for all of its members. Some clubs provide members an opportunity to improve the health of their lifestyles by use of a gym. Despite established training routines and safety procedures, members could suffer injuries during these sporting activities. Assess each hazard for the likelihood and severity of possible injury or harm, and develop safe gym procedures.

Hazard Identification

Gymnasium injuries can include:

- Muscle strains to the back or limbs;
- Sprains or injuries to ligaments; and
- Spinal injuries.

These injuries can occur from over exertion, inattention, or from using the gym equipment incorrectly. It is important that all members are aware of early warning signs of an impending injury.

Risk Analysis & Risk Assessment

In assessing the likelihood of gym injuries each member is required to consider:

- Level of fitness;
- Current state of health;
- Skills, knowledge and experience in undertaking the activity;
- Pre-training and warm-up activities;
- Familiarity with the club gym and its facilities;
- Use of proper clothing and footwear; and
- The condition of the equipment being used.

Risk Control

Using safe practices and equipment appropriately reduces the risk of injury. All gym users should follow the guidelines below:

- Stretching/warm up/cool down – inactive joints, tendons and muscles are more likely to get strained. Cool down activities should be done to prevent the blood pooling in the body.
- Hydration – Remember, thirst does not indicate dehydration. Drink fluids before, during and after the activity.
- Training – familiarise yourself and ensure you receive an induction of the equipment and surroundings. Know the correct techniques to minimise injury.
- Injury management – treat all injuries promptly to prevent long term damage. Complete the injury log book.
- Ensure safe gym surroundings – free weights that are used in a training session are to be returned to the appropriate rack, wipe down each piece of equipment after use with gym user's towel, equipment to be cleaned with supplied cleaning fluid after each use.

Monitor and review

Ways to monitor the incidence of gym injuries include:

- Keeping records of injuries and investigations;
- Review control measures; and
- Conduct regular checks of the gym with health and safety inspections and regular hazard checks.

Supervision

If your club has a gym for use by its members, a club official will be required to supervise the facilities. The gym supervisor is responsible for:

- Monitoring gym use to check it is being used as per the gym code of conduct;
- Managing gym application forms;
- Acquiring gym equipment in good working order and ensuring its maintenance;
- Ensuring the gym and surroundings are regularly inspected; and
- Ensuring the gym users are receiving advice and information on appropriate exercise techniques.

Procedures for gym use

- Before being permitted to use a club gym, members must complete a gymnasium use form. Your club could determine that you are required to supply additional information depending on age, known health problems, previous gymnasiums use, and recent fitness activity history particularly over the past twelve months. You could be required to have a:
 - Written clearance from a medical practitioner stating they are fit to use the facilities; or
 - Fitness assessment from an instructor with a recognised fitness qualification; or
 - Written fitness program from a medical practitioner in the case of members using the gym for physical rehabilitation purposes.
- If a gym user knows that he or she may be at risk by participating in a particular activity, the user must inform the gym supervisor/Club Safety officer.
- All gym users are to complete the pre-activity questionnaire prior to using the gym.
- Before being permitted to use the club gym, gym users are to receive an induction on use of the gym by an instructor with a minimum qualification level of Certificate III in Fitness (or equivalent).
- The gym sign in/sign out sheet must be signed prior to commencing your workout.

3.14 CLUB GYMNASIUM

Induction

Induction to the gym includes:

- Completion of the pre-activity questionnaire;
- Tutorage on the safe usage of the equipment;
- Orientation of the gymnasium and emergency procedures;
- Completion of the Gym Induction Check list; and
- Instructions on hygiene and cleaning procedures.

Further information

- Gymnasium membership Application
- Gymnasium code of conduct (Appendix 19)
- Gymnasium pre-activity questionnaire (Appendix 16)
- Gymnasium induction form (Appendix 20)
- Gymnasium induction checklist

Reference

**Surf Life Saving Australia- Gymnasium Code of Conduct
(appendix 19)**

**Surf Life Saving Australia- Gymnasium pre-activity
questionnaire (appendix 16)**

**Surf Life Saving Australia- Gymnasium Induction Form
(appendix 20)**

3.15 HOT WORK AND WELDING

Cutting and welding operations (also known as 'hot work') may occasionally take place within lifesaving clubs. This may occur when repairs are being made to propeller guards, trailer etc. If the hot work is being carried out by a club member, that member must have the respective qualifications. Welding hazards can include electric shock, burns, fire and explosions, radiation, heat, fumes and gasses, noise and numerous other physical hazards. Exposure to any of these hazards can be minimised by using an effective combination of control measures.

Electrical safety

- Hot work should be performed only on dry insulated floors.
- Electrodes or welding wire should never be touched with bare hands.
- Using Welding Voltage Reducers that maintain an output no greater than 12V until the arc is struck could be considered.
- An approved leakage device should be used on mobile welding units.

Burns fire and explosion

- Prevent fire with welding blanket, by removing or covering flammable materials, and maintaining a proper distance from flammable substances.
- Use appropriate flash arresters and non-return valves on gas cutting and welding equipment.
- Store oxygen and fuel gasses separately.
- Ensure gas equipment is well maintained and leak free.
- Protect gas supply lines from hot metal and abrasion.
- Ensure appropriate fire fighting equipment is maintained and readily available.

Flashback arresters

Flashback arresters are essential and should be used in conjunction with safe work procedures, including safe transporting and storage, regular checks and maintenance, instruction, information, training and supervision for operators, or for following the manufacturer's safety guidelines. Flashback occurs when the flame moves back from the welding tip and into the blowpipe. Flashback can cause the flame to travel up gas supply hoses or possibly into the gas cylinder itself causing it to explode.

- If a flashback occurs do not re-light. It is a sign that the work procedure is incorrect or the equipment is faulty.
- After a flashback incident, either discard arrester, gas hoses and fittings or have them inspected by a competent person and repaired.
- Some causes of flashback include:
 - Wrong gas sequence during start up;
 - Insufficient purging to clean hoses;
 - Kinked hoses;
 - Hose run over by a vehicle during welding;

- Faulty equipment; and
- Inappropriate use of equipment.
- The Work Health and Safety Regulations 2011 provide more detailed requirements.

Fumes and gases

During the welding process certain health and safety hazards may be present in the form of metal fumes and gases, however welding is not a particularly hazardous occupation if the welder is using appropriate Personal Protective Equipment. The following guidelines should be followed:

- General ventilation – fresh air from open doors, windows or fans. Not very effective for providing sufficient air movement.
- Local exhaust ventilation – must be in close proximity to where the fumes, gases and heat are generated and have enough velocity to draw away the contaminants.

General guidelines

- Servicing and installation must be performed by a qualified licensed electrician and equipment is to be maintained and checked regularly.
- Use correct personal protective equipment including – welding helmets and lenses (Australian Standards), gloves, overalls, safety footwear, aprons and head covering.
- Use correct cylinder regulators.
- Ensure adequate lighting.
- Properly mount cylinders.
- Fire equipment is to be made available within 10m of work area.
- Maintain a radius of 15 metres from hot work area free from all hazards, including the space above and below that area. Extra precautions should include:
 - Good housekeeping.
 - Remove flammable liquids from work area.
 - Combustibles that cannot be removed should be protected with fire-resistant covering.
 - Explosive atmospheres eliminated or hot work not performed.
 - Wall and floor openings are covered.
 - Combustibles removed from opposite side of walls.
 - Monitor area during work.
 - Monitor for at least 1 hour after hot work.

3.15 HOT WORK AND WELDING

Reference

SAI Global – Australian Standard AS1674.2-2007, Safety in welding and allied processes – Part 2 Electrical

http://infostore.saiglobal.com/store/Details.aspx?ProductID=236382&utm_source=PDF&utm_medium=Website_Infostore&utm_campaign=IS-PreviewPDF

SAI Global – Australian Standard AS 4603-1999, Flashback Arresters

http://infostore.saiglobal.com/store/Details.aspx?ProductID=316635&utm_source=PDF&utm_medium=Website_Infostore&utm_campaign=IS-PreviewPDF

Safe Work Australia – Welding Processes – Code of Practice

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/703/Welding%20Processes.pdf>

3.16 SLIPS, TRIPS AND FALLS

It is essential to ensure that club activities can be undertaken in a safe and healthy manner without slipping, tripping and falling. The results of a slip, trip or fall can be serious with long term injuries and time off work. In preventing slips, trips and falls use the risk management process.

Common slip, trip and fall hazards

Some common hazards that can be found in clubs include:

- Unstable, loose, or uneven floor surfaces;
- Obstacles blocking walkways;
- Slippery floor surfaces from wet costumes or spilt substances;
- Slippery floor surface textures such as wood or vinyl;
- Carrying boxes etc. that obscure the view of the floor;
- Inadequate lighting; and
- Inadequate footwear.

Reducing the risk of slips and trips

Along with appropriate training and information given to members, controls may include safe work practices such as:

- Keeping floors, ramps and stairs clean and dry;
- Ensuring procedures for cleaning up spilled substances are adhered to;
- Wearing footwear suitable to the task and surface;
- Anti slip mats;
- Adequate lighting;
- Warning signs;
- Good housekeeping procedures such as rubbish removal;
- Storing equipment correctly;
- Reporting damage to floors and surfaces;
- Staying on marked walkways;
- Restricting access to areas that are potentially hazardous;
- Clearly marking walkways – marking should be done with a highly visible colour such as yellow;
- Provide adequate lighting; and
- Provide ramps instead of steps where the height of the floor level changes.

Reference

WorkCover Authority New South Wales – Managing the Risks of Falls at Workplaces – Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/managing-risks-falls-workplaces-3566.pdf>

WorkCover Authority New South Wales – Slips, Trips and Falls Fact Sheet

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/yw_slips_trips_falls_2200.pdf

3.17 OFFICE LAYOUT AND DESIGN

As well as increasing the risk of sprain and strain injuries and occupational overuse injuries, bad work station layout and design increases the risk of collisions, trips and falls. When assessing layout and design of your office, factors to consider include physical layout, lighting, temperature and ventilation.

The layout and design of your club office should include the following guidelines:

Physical layout:

- Use chairs that can be adjusted for height and support your lower back. Choose a desk also that can accommodate a range of heights.
- Ensure equipment is not left lying on the floor and passages and exits are kept clear at all times.
- Equipment with dangerous moving parts e.g. Office shredder, must be properly guarded.
- Cords and extension leads are not in areas that can get wet and where people can trip over them.
- Items that are stored in your office are at a suitable height to prevent twisting, bending and lifting.

Air and temperature:

- Make sure air conditioners are not positioned over workstations where they can cause draughts and discomfort;
- Ensure adequate airflow; and
- Office area is kept at a comfortable temperature.

Noise:

- Noisy equipment should be kept away from where people are working, it can affect concentration and cause permanent hearing loss.

Lighting:

- Ensure there are no lighting problems such as flickering lights.
- Glare and a lack of natural light can cause eyestrain and vision problems.

Design and layout of your office needs ongoing attention to deal with inadequacies which become evident during work. Regular inspections and checks can identify and control hazardous situations before they cause health and safety problems.

General office considerations

- Position your computer so that it does not cause glare from reflected lights, is at the correct height for the user.
- Use appropriately placed keyboards and well designed mice to prevent strain associated with constant keyboard use.
- Use devices such as document holders, wrist rests, angle boards, and footrests to assist keyboard work.
- Regular breaks should be taken to reduce the incidence of neck strain.
- Heavily used photocopiers may require isolation and adequate ventilation as they have parts which heat and produce potentially toxic fumes.
- Safety Data Sheets (SDS) for photocopier chemicals should be made available.
- Disposable gloves should be provided for handling photocopier toner.

Reference

WorkCover Authority New South Wales – Health and Safety in the Office Guide 2004

http://www.workcover.nsw.gov.au/formspublications/publications/Documents/health_and_safety_in_the_office_guide_1319.pdf

WorkCover Authority New South Wales – Managing the Work Environment and Facilities – Code of Practice

<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/managing-work-environment-facilities-code-of-practice-3567.pdf>

04

EVENT SANCTIONING AND MANAGEMENT



4.1 INTRODUCTION

Welcome to the SLSA Health and Safety Guides.

This chapter provides information on Special Event Sanctioning and Management. It provides the application forms and templates required to gain approval for a special event.

Topics covered in this chapter include:

- What is a special event?
- Deciding on holding a special event
- General guidelines for water events
- General guidelines for land based events (heat guidelines)
- How to apply to conduct a special event

A number of attachments relevant to this chapter can be found in the appendices at the back of this guide.

Attachments include the following:

- Form 1 Special event application form (appendix 22)
- Form 2 Activity safety (risk) plan (appendix 23)
- Form 3 External event organiser details form (appendix 24)
- Form 4 Contract for service (appendix 25)
- Form 5 Post event reporting (appendix 26)

The attachments are also included on the SLSA website in a Word format

4.2 WHAT IS A SPECIAL EVENT?

Surf Life Saving NSW is now involved in many events and activities, many of them involve our core activity of water safety, aquatic sport and public safety. Others are taken on as part of fundraising or social activities.

A “special event” is any event outside the parameters of normal club/branch activity that involves some aspect of surf lifesaving involvement (advice, safety or organisation)

Examples of “normal” activity can be considered as:

- Patrols, including operational support activities;
- Club surf races and championships;
- Club social events and BBQs;
- Club members attending carnivals;
- Training for SLSA awards and qualifications;
- Coaching and officiating activities for members; and
- Standard Branch/State Carnivals and competitions.

Most special events involve members of the public participating in an activity run by the club or a third party, however many may only involve members engaged in non routine activities that require endorsement by the organisation.

Examples of special events include:

- Ocean swims;
- Sports events such as triathlons, biathlons or beach volleyball;
- Fetes, fun carnivals and public exhibitions;
- Aquatic safety supervision away from the clubs patrol area;
- Community education programs involving aquatic water safety or instruction;
- Non organisational approved surf carnivals, boat events or events using our brand, gear, personnel etc.;
- Events conducted outside of the Surf Sports manual;
- First Aid posts – for example at concerts or sporting events; and
- School picnics lifesaving patrols.

4.3 DECIDING ON HOLDING A SPECIAL EVENT

So you are planning an event? As an organisation with a public safety focus and a strong community reputation, any event we conduct, or are involved with, will be seen as safe, reputable and well organised. The administration around event management in this guide serves to uphold these key community expectations while protecting the organisation and its members.

This section focuses on the organisation's requirements to help you decide if you should/can conduct the event; how to submit a special event application and what other administration is required.

The first question you should ask is: **Can and should I/we hold the event?**

Ask: Does the event need insurance cover and will we get it?

Will the organisation's insurance cover our members and members of the public in the event? Insurance protection for all parties is an important part of participation in an event. Some events are becoming 'creative' and insurers may not consider the activity normal for Surf Life Saving and therefore coverage may not be automatically granted.

The best rule of thumb is; if in doubt get advice from SLSNSW and if required from the SLSA Insurance Broker, John Provan before you spend time completing the special event forms. John's number is 07 3246 7555. SLSNSW will take this step if they consider the event beyond our cover when assessing your application, so get in early and get advice. Note any advice received on the application form.

Applying to hold a special event

1. Once you have decided to make an application for a special event you need to fill in the Application for Special Event Form (Form 1, Appendix 22)
2. You will also need to define what your involvement in the special event will be and determine the Category (see next page).
3. Once you know what category of event you are conducting review the table on page 72 to determine what documents you will need to complete. The table also lists the timeframes for submitting applications.

4. You should send the initial application (Form 1, appendix 22) to SLSNSW to be endorsed. A copy should be retained by the club.
5. You should follow up with any additional forms as required by the relevant category of event. Alternatively, you can also send all completed forms at the one time if you have completed the documentation.
6. Events which are to be held of 'National Significance' must be endorsed by the Australian Council, i.e. Major TV coverage, overseas competitors, interstate competitors, international significance etc.
7. Events that are not run by an SLSA Entity but involve SLSA events/members/equipment/IP (Category F) should follow this guide but also contact the SLSNSW Surf Sports Manager or SLSNSW General Manager to obtain a Deed of Sanction as part of the application process.
8. No commitment, without reservation, shall be given by SLSA members until final approval is given by the appropriate authority of SLSA.

4.4 SPECIAL EVENT CATEGORIES

Step One is to choose the category of event that you are going to hold by reviewing the categories below.

Step Two is to determine which forms/tools you need to fill out by matching the category to the form/tool using column 2 on the next page.

The various types of involvement are categorised as follows:

- **Category A* – Advisory role only**
Acting as an official advisor to another person or organisation in the safety aspects of an event, but not including any actual participation by club members, equipment etc.
- **Category B* – Assisting an event**
Assisting as an official advisor to another person, or organisation, other than SLSA (i.e. Assisting in the safety of supervision of a swim leg or a triaquathon, etc).
- **Category C – Conducting an event (for another organisation)**
Being responsible for the organisation of an event in its entirety, but upon behalf of a person or organisation other than the SLSA (i.e. assuming full organisation control for a fee for services etc).
- **Category D – SLSA event**
A Surf Life Saving Club, Group, Branch or State/Territory Centre acting as a promoter and organiser of the full event, either with or without sponsor involvement.
- **Category E – Aquatic safety supervision/community education program**
A Surf Life Saving Club, Group, Branch, State Centre, Professional Lifeguard and appropriately qualified SLSA member acting as an official advisor and/or assisting in the safety or supervision of an aquatic safety program, e.g. School or community group supervision at a beach.
- **Category F – External entity conducting SLSA events**
An event that is not conducted by a club/branch/state or SLSA and involves SLSA events/members/equipment and/or IP. Examples of events include a surfboat, ironman series or high performance camp etc conducted by a private entity or a group of members not attached to a management entity as the organiser. Such events will need to follow the procedures outline in this guide along with negotiation with the State Surf Sports Manager. Events that operate across borders will require negotiation with the SLSA General Manager of Surf Sports/Operations. A Deed of Sanction will need to be entered.

* Depending on the scope, scale and formality of your involvement you may not need to follow all of the special event application process. If the scale of the event/advice is considered to be informal and not of a significant nature simply fill in questions 1, 2 and 3 on the Special Events Application form. SLSNSW will contact you if you are required to submit further information.

4.5 APPLICATION PROCESS AND TIMING

Applications must be submitted to SLSNSW with appropriate endorsement within the minimum timeframes as shown below. The matrix below also indicates what Event Sanctioning tools/forms need to be filled in for each category of event.

Tools / Forms	Form/Tool Required for Categories	Appendix/ Form	Recommended Time Frame by Event Type	Minimum Time Frame	Complete
Application for Special Event. This is the main document used when make application for a special event. It may be submitted by fax, mail or email to your state centre (Approval required by branches in NSW/QLD).	A, B, C, D, E, F	1	A/B - 1 month C/D/F - 3 months E - 14 days	1 month prior (14 days for E)	<input type="checkbox"/>
Activity Safety Plan Provide a copy of the Safety (Risk) Plan as prepared by the club/service covering the scope of the involvement and service the club has been asked to supply.	C, D, F	2	1 Month prior	2 Weeks prior	<input type="checkbox"/>
External Event Organiser This appendix should be filled out when an external provider is organising the event. It allows the club/state to explore its due diligence responsibilities prior to committing either entity into a contract for service. A copy of Currency for Public Liability, Professional Indemnity and Personal Accident insurance held by the event organiser must be submitted with the declaration form.	B*, C, F	3	1 Month	2 Weeks prior	<input type="checkbox"/>
Contract for Service This appendix is a draft contract for use when engaged by a third party. The third party, club must co-sign a contract for services, which outlines the roles of the parties in the conduct of the event. Category F events will need to enter a deed of sanction a minimum of 1 month prior to the event.	A*, B*, C, F	4	1 Month	2 Weeks Prior	<input type="checkbox"/>
Event Reporting This appendix is a final report at the completion of the event. The club should provide this report within 14 days of the conclusion of the event.	B, C, D, F	5	14 Days after event	1 Month After Event	<input type="checkbox"/>

* May or may not be requested by SLSNSW after the initial application has been reviewed.

4.6 GENERAL GUIDELINES FOR WATER EVENTS

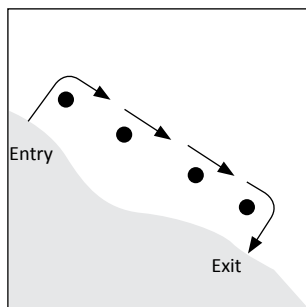
Course Type and Distance

When planning a course for your race it is important to ensure the following key issues are considered.

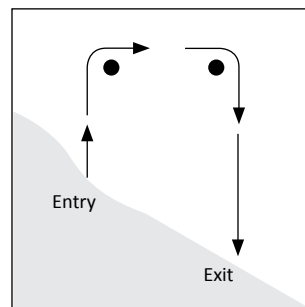
Course Type

The type of the course must suit the local environment. It must be friendly to spectators and allow a safe environment for competitors. The following are suggested formats for swim races or swim legs of multi-sport events.

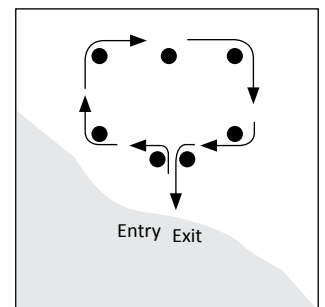
Straight Line Course



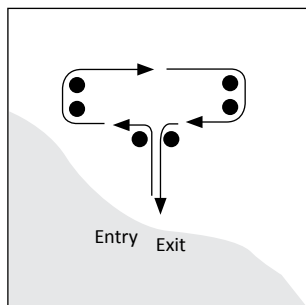
Inverted "U" Course



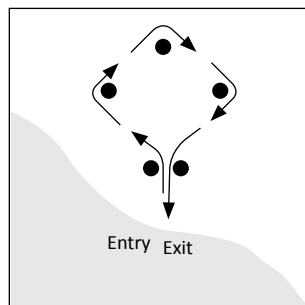
Box Course



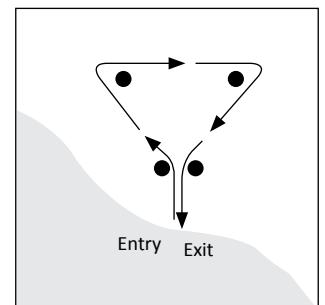
"T" Shaped Course



Diamond Course



Triangle Course



Course Distance

- The race distance is entirely up to the discretion of the organising committee. It is recommended that mass participation swims are between 1 and 1.4 kilometres. It is extremely important to accurately measure the course to ensure the advertised distance is true.
- Race courses can be measured using a handheld GPS unit and/or Range Finder. Most GPS units are accurate to 10 metres and therefore offer a reliable source of distance. Alternatively mapping software such as OziExplorer™ can be used to mark swim can/buoy waypoints that can then be uploaded to a handheld GPS for accurate laying of buoys.

4.6 GENERAL GUIDELINES FOR WATER EVENTS

Special Considerations

When planning the course layout there are a number of special considerations.

a. Tidal Issues

- The race may be dictated by the tide.
- If the location suffers from a large tidal range there may be a significant change in race distance between high and low tide.
- All day races may need to alter the race buoys to maintain an even race distance as the tide changes.
- Tidal predictions up to twelve months in advance can be found at: <http://www.bom.gov.au/oceanography/tides/MAPS/nsw.shtml>

b. Current Speed

- Locations that experience a rapid current or tidal speed may only have a short window in which to stage the event.

c. Water Quality

- The position of a course should be dictated by water quality.
- This is a potential major safety/health concern and needs to be considered.
- Courses should not be located near storm water drains or effluent outflows.

d. Water Safety Access

- There needs to be easy access for water safety.
- IRBs must be able to launch and land on the beach in close proximity of the race start and/or finish.
- Support and medical services need to have access to these IRBs in an emergency situation.
- Additionally shore based water safety spotters need to be able to view the course from vantage points .

e. Communication

- There needs to be clear communications between water safety and race command.
- If a course is located at the base of cliffs or around bluffs/headlands communications may be affected.

f. Competitor Safety

- There should be sufficient separation between the Entry and Exit Course Markers to ensure the outgoing and incoming competitors (swimmers and/or paddlers) do not collide.

g. Geographical Local

- Increased water safety should be provided if an event is conducted around headlands etc. Where line of sight visibility of the course is restricted.

4.6 GENERAL GUIDELINES FOR WATER EVENTS

Water Safety Ratio Guide

The following are recommended guidelines for water safety ratios and support at multi-discipline and endurance events such as triathlons, biathlons, long distance swims and board/ski paddles, and marathon boat rows.

Table 1 – Water Safety for Shorter Swim Distances









Distance		0.5km Swim					
Course Shape		U					T
Numbers*	Craft						
0 – 50	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
51 – 150	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
151 – 250	IRB	2	2	2	2	2	2
	Boards	5	6	6	5	5	5
251 – 400	IRB	2	2	3	2	2	2
	Boards	5	6	6	5	5	5
401 – 600	IRB	3	3	4	3	3	3
	Boards	6	6	7	6	6	5
601 – 800	IRB	4	4	5	4	4	4
	Boards	6	6	7	6	6	6
801 – 1,000	IRB	5	5	6	5	5	5
	Boards	7	7	8	7	7	7

Table 2 – Water Safety for Longer Distances

Distance		1.2km Swim					
Course Shape		U					T
Numbers*	Craft						
0 – 50	IRB	2	2	3	2	2	2
	Boards	3	3	4	3	3	3
51 – 150	IRB	3	3	5	3	3	3
	Boards	4	4	5	4	4	4
151 – 250	IRB	5	5	7	5	5	5
	Boards	5	6	6	5	5	5
251 – 400	IRB	6	6	8	6	6	6
	Boards	5	6	6	5	5	5
401 – 600	IRB	7	7	8	7	7	7
	Boards	8	8	10	8	8	8
601 – 800	IRB	8	8	8	8	8	8
	Boards	10	10	10	10	10	10
801 – 1,000	IRB	8	8	8	8	8	8
	Boards	12	12	12	12	12	12

* Numbers of swimmers in the water at any one time.

N.B. Please note that these ratios are a guide only, and the organisation's special events committee should have the final decision on water safety numbers.

4.7 GENERAL GUIDELINES FOR LAND BASED EVENTS (HEAT GUIDELINES)

Vigorous exercise places some people at risk of heat illness, especially in hot weather. If untreated, heat illness can lead to the more serious and potentially life-threatening condition of heat stroke. By understanding the causes of heat illness event organizers and anyone involved in sport or physical activity can help prevent heat illness by using the advice provided in the Guidelines to minimize the risks.

Most of the advice to competitors involves simple rules of common sense. Listen to your body and stop or slow down if you feel unwell. This is particularly important for children. Make sure that competitors have access to cool drinking water, wear a good hat and take particular care in the hottest parts of the day or year.

Sports Medicine Australia has developed guidelines for conducting events in hot weather. For further information please refer to Sports Medicine Australia - <http://sma.org.au/resources/policies/hot-weather/>

The three main documents that will assist land based activity organisers include:

- Playing and exercising safely in hot weather – Fact Sheet
- Policy – Preventing Heat Illness in Sport
- Hot Weather Guidelines

These documents provide advice on:

- Participants risk of heat illness from physical activity in hot weather conditions;
- Provide clear cancellation policy for sporting bodies conducting events in hot weather conditions; and
- Education for event coordinators and participants on methods of minimizing the risk of heat illness and the avoidance of situations that may worsen heat illness.

It is recommended that the Wet Bulb Globe Temperature

(WBGT) is the best measure of heat strain currently available. WBGT is not the same as Ambient or “Dry” temperature as the WBGT accounts for levels of humidity, radiation, wind movement and ambient temperature.

WBGT can be measured on site immediately prior to the start of an activity or event using a specific WBGT thermometer. This is done to ensure measurements are reflective of the conditions at which the event is to be conducted.

The Bureau of Meteorology provides daily WBGT forecasts which can be found by typing in “Thermal Comfort Observations” into the search field on the BOM website – www.bom.gov.au

Further information on WBGT and other factors to take into consideration when planning an event can be found at http://www.bom.gov.au/info/thermal_stress/#apparent

CHAPTER 4 REFERENCES

Austlii – Work Health and Safety Act 2011

http://www.austlii.edu.au/au/legis/nsw/consol_act/whasa2011218/

Austlii – Work Health and Safety Regulation 2011

http://www.austlii.edu.au/au/legis/nsw/consol_reg/whasr2011309/

Surf Life Saving Australia – Form 1. Application for Involvement in a Special Event (appendix 22)

Surf Life Saving Australia – Form 2. Activity Safety (risk) Plan (appendix 23)

Surf Life Saving Australia – Form 3. External Event Organiser Details Form (appendix 24)

Surf Life Saving Australia – Form 4. Contract for Service (appendix 25)

Surf Life Saving Australia – Form 5. Post Event Reporting (appendix 26)

Sports Medicine Australia

<http://sma.org.au/resources/policies/hot-weather/>

Bureau of Meteorology

www.bom.gov.au

APPENDICES



APPENDIX 1. CLUB SAFETY OFFICER JOB DESCRIPTION

Accountable To:	Surf Club Management Committee
Reports To:	Branch Safety Officer
Minimum Recommended Term:	2 years

Objective:

To ensure the Surf Club Health and Safety & Rehabilitation systems are up to date, implemented and monitored in all areas within surf lifesaving.

Authority and Responsibility:

The Club Safety Officer's responsibilities with regards to Health, Safety and Rehabilitation include but are not limited to the following:

1. Implement and oversee risk management procedures.
2. Set up, implement and monitor injury reporting system.
3. Carry out investigations of surf club workplace incidents.
4. Set up, implement and monitor WHS education and training systems.
5. Implement systems to review workplace stress and critical incidents.
6. Implement rehabilitation and "return to surf club duties" procedures.

Please refer to Guidelines for Safer Surf Clubs for further procedures and details on how to implement this job description.

APPENDIX 2. MEMBER INDUCTION CHECKLIST

Administration		New	Existing
1	Welcome/Brief Club History	<input type="checkbox"/>	
2	SLSA Organisational Structure	<input type="checkbox"/>	
3	Member Safety Brochure	<input type="checkbox"/>	
4	Membership Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>
5	Parking and Security Procedures	<input type="checkbox"/>	
6	Club Communication System	<input type="checkbox"/>	
7	Code of Conduct – Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
8	Incident Reporting Procedures	<input type="checkbox"/>	
9	Working With Children Check	<input type="checkbox"/>	<input type="checkbox"/>
10	Relevant SLSA Policies (see website)	<input type="checkbox"/>	<input type="checkbox"/>
11	Relevant State/Branch/Surf Club Policies	<input type="checkbox"/>	<input type="checkbox"/>
12	Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Work Health & Safety		New	Existing
1	WHS legislation, SLSA Policies e.g. Health & Safety, Return to Duty	<input type="checkbox"/>	<input type="checkbox"/>
2	Outline of WHS responsibilities of all members	<input type="checkbox"/>	
3	Outline of WHS responsibilities of supervisors	<input type="checkbox"/>	
4	Reporting of WHS issues – unsafe conditions, accidents, incidents	<input type="checkbox"/>	<input type="checkbox"/>
5	Health & Safety information at the club	<input type="checkbox"/>	<input type="checkbox"/>
6	Personal Injury Reporting and workers compensation	<input type="checkbox"/>	<input type="checkbox"/>
7	Emergencies and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>
8	Overview of common Surf Club Hazards <ul style="list-style-type: none"> • Manual Handling • Hazardous Substances • Infection Control 	<input type="checkbox"/>	<input type="checkbox"/>
9	Orientation of Surf Club including: <ul style="list-style-type: none"> • Safety signs and exits • Emergency access for ambulance 	<input type="checkbox"/>	<input type="checkbox"/>
10	Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
11	Emergency Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
12	Fire safety training and location of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Training		New	Existing
1	Training Manual issued	<input type="checkbox"/>	
2	Awards and Qualifications Structure	<input type="checkbox"/>	
3	Allocation to a Trainer and/or Training Group	<input type="checkbox"/>	
4	Training facilities and resources explained	<input type="checkbox"/>	
Orientation to Club House		New	Existing
1	First Aid Room	<input type="checkbox"/>	
2	Amenities, Kitchen, Bar	<input type="checkbox"/>	
3	Gymnasium orientation	<input type="checkbox"/>	
4	Gear shed and location of equipment	<input type="checkbox"/>	
5	Location of phone and emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
6	Specific problem areas/issues relevant to Club	<input type="checkbox"/>	<input type="checkbox"/>

Declaration

I certify that all the items noted above, including all policies and other rules, regulations and conditions in force in the Club, have been explained to me by of the Club and that I understand the information given to me. I also hereby agree to abide by all Club rules, regulations and instructions.

Name (please print)		
Member being inducted or Parent/Guardian (if under 18)	Signed	Date
Name (please print)		
Induction Officer	Signed	Date

APPENDIX 3. SURF CLUB RESPONSIBILITY MATRIX

Responsibility Matrix ☉ = Awareness ✓ = Responsible	Member Injury Reporting	Hazard Identification	Health and Safety Training	Equipment Storage Effectively	Return to Surf Duties Management of injured members	Club Member Induction	Maintenance, safety and security of Club Premises	Health and Safety Audit of Premises
Club Executive (President, Treasurer, Secretary, Registrar, etc)	✓	✓	✓	✓	✓	✓	✓	✓
Surf Club Safety Officer	✓	✓	✓	✓	✓	✓	✓	✓
Club Captain	✓	✓	✓	✓	✓	✓	✓	✓
Patrol Captains	✓	✓	✓	✓	✓	✓	✓	☉
Chief Training Officer	✓	✓	✓	✓	✓	✓	☉	☉
First Aid Officer	✓	✓	✓	✓	✓	☉	☉	☉
Competition Captain and Coaches	✓	✓	✓	✓	✓	☉	☉	☉
IRB, Surf Boat, Ski Captains	✓	✓	✓	✓	☉	☉	✓	✓
Gear Steward or Manager	✓	✓	☉	✓	☉	☉	✓	✓
Junior Activities Supervisor	✓	✓	✓	✓	✓	✓	✓	☉
Age Managers	✓	✓	✓	✓	☉	✓	☉	☉
All Members	✓	✓	☉	☉	☉	☉	☉	☉
Parents of Junior Members	✓	✓	☉	☉	☉	☉	☉	☉

APPENDIX 4. SLSA INCIDENT INVESTIGATION REPORT

Surf Life Saving Australia Ltd
Locked Bag 2 / Level 1, 1 Notts Avenue
BONDI BEACH NSW 2026
Phone: (02) 9130-7370

ACN 003 147 180
ABN 67 449 738 159
www.slsa.asn.au



SLSA Incident Investigation Report

An investigation should occur when any moderate/major injury, damage to equipment or potentially moderate/major near miss occurs in the surf lifesaving operational environment.

This investigation is aimed at identifying causes and taking remedial action to ensure the incident (or potential incident) does not occur again. It is not about attributing blame.

The completed form is placed with the related SLSA Incident Report Log Form (where required) and given to the Surf Club Safety Officer.

Please print clearly.

Please attach additional information if space is not sufficient.

Description of Incident

☐ Injury

☐ Property Damage

☐ Near Miss

What was the person or persons doing at the time?

How exactly was the injury, disease or damage sustained?

What happened unexpectedly? (Undesired event)

Contributing Factors (Include any particular chemical, product, process, equipment involved)

Investigating Officers Sign-Off

Investigating Officer	_____ Name	_____ Signature	Date _____
	_____ Position		

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Corrective/Action Taken

<hr/>			
<hr/>			
Estimated Cost of Incident:	\$	Estimated Cost of Correction:	\$

Surf Club Management's Comments (*Club President or Club Captain*)

<hr/>			
<hr/>			
Club name	Name, position and signature of club management contact	Name	Date
		Position	
		Signature	

Surf Club Safety Officer's Comments

<hr/>			
<hr/>			
Club name	Name, position and signature of club management contact	Name	Date
		Position	
		Signature	

Proposed Remedial Action

<hr/>
<hr/>

APPENDIX 5. RETURN TO DUTIES FORM

Surf Life Saving Australia Ltd
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Return to Surf Duties Form

Claim Number (if applicable) _____ Date _____

Privacy

These personal details are being collected by Surf Life Saving Australia for the purpose of assessing whether a member is fit to return to surf lifesaving duties following injury. The personal information will be disclosed to the members' general practitioner and/or the clubs safety officer for the purpose of determining whether the member should return to duties. You have the right to access the information held about you by Surf Life Saving Australia.

Club Members Details

First Name _____ Last Name _____

Date of birth _____ Male / Female (please circle)

Club Details _____
Club Name Branch State

Members Occupation or Job Title _____

Has the Surf Club Member returned to their pre-injury paid occupation? (Please circle) Yes No

If yes, have you attached a Work Cover authority to return to Work Form? Yes No

Surf Lifesaving Details

Please tick the duties below that the injured member is involved in:

- ☐ Administrative / Surf Club Management Committee
- ☐ Fundraising / Social / Carnival volunteer
- ☐ Surf Club building maintenance and extensions
- ☐ Surf Patrol Duties (including Water Safety for Carnivals and Junior Activities)
- ☐ Surf Sports Competitor
- ☐ Surf Sports Official
- ☐ Instructional (including Junior Activities Age Manager, Cadets Instructor, Chief Instructor)
- ☐ Surf Sports Coach
- ☐ Other

APPENDIX 5. RETURN TO DUTIES FORM

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Surf lifesaving duties summary (to be completed by a general practitioner)

Please identify the date on which each of these tasks was completed

Date of Satisfactory Completion	General Physical Restrictions (For other restrictions refer to WorkCover Return to Work Form and Medical Certificates)
	Manual Handling < 5kg / < 10kg / < 15kg / < 20kg (Write the appropriate weight in space provided)
	Reassess Proficiency Test: Run 200m / Swim 400m / Run 200m
Surf Patrolling Members including Water Safety	
	Length of Surf Patrol (average patrol length is 4 hours), (Write time in space provided) Please take into account the lifesaver's paid work commitments.
	Surveillance duty (walking/sitting on beach or tower or equivalent)
	Use of Radio
	Light First Aid duties (for example bluebottles, stings, dressings, ice packs)
	Drive quad bike (Could be fully laden with trailer and equipment)
	Emergency Care / First Aid / Resuscitation
	Rescue Board / Tube rescues - paddle rescue board or swim with tube for 400m out surf break, pick up patient and return to shore
	Inflatable Rescue Boat (IRB) Driver – drive and steer an inflatable boat (weight 200kg+) using out board motor in/out surf break ~400m, assist crewperson with lifting persons (up to 110kg+) into craft
	IRB Crewperson – crew inflatable boat whilst crouching in bow of craft going in/out surf break, adjust weight back and forth and keep balance while negotiating waves, lift/assist persons into craft (up to 110kg+) from surf by kneeling/wedging knees into pontoon, and bending over pontoon
	IRB Maintenance – deflate and dismantle craft by removing floor boards, etc and hose down, re-inflate and make the craft ready for use
	Other
Surf Sports / Carnivals / Competition	
	Beach Sprint – run 50m on soft sand
	Beach Flags – jump up, turn and run 20m on soft sand and dive for baton
	March Past – march in squad/ carry reel while marching in squad
	Competitor in Resuscitation / First Aid
	Surf Swim 400m in/out surf break, catch a wave/s on way in to shore
	Rescue Board - Paddle 400m in/out surf break, catch a wave/s on way in to shore
	Wave / Surf Ski Paddler – paddle wave/surf ski (weight ~18kg) for 350m
	Surf Boat Rower – carry, jump into surfboat at shore and row surfboat (weight ~250kg) with three other crew for 400m in/out surf break and varying surf, wind and weather conditions
	Surf Boat Sweep – steer surfboat using large wooden oar (weight 20kg+) for 400m in/out surf break
	IRB Driver - See above
	IRB Crewperson – See above
	IRB Patient – swim 400m out to sea and tread water for approx 10 minutes wearing wetsuit, be pulled into IRB by crew and travel back to shore in IRB
	Other

APPENDIX 5. RETURN TO DUTIES FORM

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Letter to Treating Medical Practitioner: Return to Surf Duties

Dear Doctor _____

RE: Return to Surf Duties

Members Name	_____
Members Club	_____
Club Position(s) (if applicable)	_____
Members Paid Employer	_____
Members Paid Occupation	_____

Surf Life Saving Australia Policy is to encourage early and safe return to surf duties as soon as practicable following injury or illness. This is ideally performed in conjunction with any paid employment that the Surf Club member is also performing.

We would appreciate your advice as to the surf duties that _____ are fit to return to at this stage of their rehabilitation. Please complete the attached **Return to Surf Duties Form**. Additional information or details about the surf duties will be provided if required.

Thank you for your assistance and professional advice for _____.

Yours sincerely,

(Name)

Club Safety Officer

SLSC

APPENDIX 5. RETURN TO DUTIES FORM

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ACN 003 147 180
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Letter to Employer: Injured Volunteer Surf Lifesaver and Return to Duties

Dear Mr/Ms _____

RE: Injury during volunteer surf lifesaving

Members Name	_____
Members Club	_____
Club Position(s) <i>(if applicable)</i>	_____
Members Paid Employer	_____
Members Paid Occupation	_____

We regret to inform you that _____ has been injured whilst performing official surf lifesaving duty. This may result or may have resulted in lost time from paid employment.

SLSA Policy is to encourage early and safe return to surf duties as soon as practicable following injury or illness. This is ideally performed in conjunction with any paid employment that the Surf Club member is also performing.

If you need to contact our insurer, _____ with respect to rehabilitation coordination and assistance please contact them on _____.

Thank you for your assistance and understanding in this matter.

Yours sincerely,

(Name)

Honorary Secretary

SLSC

APPENDIX 5. RETURN TO DUTIES FORM

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Surf Club Member Authorisation Form

I, _____ hereby give consent for my doctor:	
Doctors Name	_____
Doctors Address	_____ _____
Doctors Phone No.	_____

to discuss with the Surf Club Safety Officer _____, specific injury/illness information that will assist with my (graduated) Return to Surf Duties.

The Surf Club Safety Officer is bound by strict confidentiality and may not discuss information with any third party unless previously authorized by the injured member.

I understand that this consent is required to assist with my Return to Surf Duties and that all information obtained is treated in strict confidence.

Signature

Date _____

Witness:	_____ Name	Date _____
	_____ Position	
	_____ Signature	

APPENDIX 6. SURF CLUB WHS SELF AUDIT CHECKLIST

Surf Club:
Club Safety Officer:
Date:

The checklist should be completed annually and submitted to the management committee at the start of the season.

Criteria		Yes	No	Comments/Actions Required	Time Frame
Safety Officer					
1	Surf Club Safety Officer has been appointed to coordinate the safety management activities.	<input type="checkbox"/>	<input type="checkbox"/>		
2	Surf Club Safety Officer has undertaken the online Safer Surf Clubs program.	<input type="checkbox"/>	<input type="checkbox"/>		
3	Surf Club Safety Officer reports to the club management committee with quarterly reports.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety Promotion					
4	Patrol captains and Training Officers have read and understood their responsibilities detailed in the Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>		
5	The Guidelines for Safer Surf Clubs are located in office for easy access by Surf Club Officials and members.	<input type="checkbox"/>	<input type="checkbox"/>		
6	Risk Management and other safety posters/stickers have been received from the Branch/ SLSNSW and have been displayed as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>		
7	Member Safety Brochures are displayed and have been issued to all new and existing members upon registration.	<input type="checkbox"/>	<input type="checkbox"/>		
8	Inductions have been conducted for new and existing Surf Club Members <ul style="list-style-type: none"> • Reporting workplace incidents/hazards • Managing hazards • Health & Safety training needs • Orientation of surf club hazardous areas 	<input type="checkbox"/>	<input type="checkbox"/>		
9	The club management committee review health and safety compliance against guidelines	<input type="checkbox"/>	<input type="checkbox"/>		

APPENDIX 6. SURF CLUB WHS SELF AUDIT CHECKLIST

Criteria		Yes	No	Comments/Actions Required	Time Frame
Risk Assessment					
10	A club risk assessment has been conducted using Chapter 2 of the Guidelines for Safer Surf Clubs	<input type="checkbox"/>	<input type="checkbox"/>		
11	The Surf Club Inspection form has been forwarded to the Surf Club Committee for actioning	<input type="checkbox"/>	<input type="checkbox"/>		
12	The annual gear inspection has been completed using the gear inspection report	<input type="checkbox"/>	<input type="checkbox"/>		
13	Surf Club Safety Officer reports to the club management committee with quarterly reports	<input type="checkbox"/>	<input type="checkbox"/>		
Incident and Injury Management					
14	Surf Club Official has been nominated to coordinate the recording of incidents in the Incident Reporting Database (IRD)	<input type="checkbox"/>	<input type="checkbox"/>		
15	The club has formal processes to review member injuries	<input type="checkbox"/>	<input type="checkbox"/>		
16	All outstanding incident investigations have been completed and the Incident/Accident forms have been forwarded to the Branch Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>		
17	Return to Surf Duties Plans for injured members have been reviewed and relevant Committee members are aware of their responsibilities	<input type="checkbox"/>	<input type="checkbox"/>		
Education and Surf Sports					
18	Surf Sports Officers and event coordinators have been provided with the Event Management and Sanctioning Guide (Chapter 4)	<input type="checkbox"/>	<input type="checkbox"/>		
19	Directors of Education have been briefed on the Education and Training requirements in Chapter 1 and understand awareness training and task specific training requirements	<input type="checkbox"/>	<input type="checkbox"/>		

APPENDIX 7. HIERARCHY OF CONTROLS

1. Elimination	The hazard is removed altogether. For example, remove rescue boards left on the concrete in the Gear Shed – put away on storage racks after use.
▼ If this is not practicable, then ▼	
2. Substitution	Replace the hazardous system or process with one that presents a lower risk. For example, consider replacing the lifting and carrying of an IRB motor with rolling it on a motor trolley/ replacing reusable resuscitation masks with disposable resuscitation masks.
▼ If this is not practicable, then ▼	
3. Isolation	Separate people from the hazard. Install guards on machines where there is risk of a person being injured. For example, prop guards on the IRB motor.
▼ If this is not practicable, then ▼	
4. Engineering	Structural change to the environment or process. For example, redesigning the surfboat bow box to have foam padding installed or redesigning the foot chocks for different sized feet.
▼ If this is not practicable, then ▼	
5. Administration	Implementing policies, procedures and training to reduce exposure to a hazard. For example, education on infectious diseases and sun safety/ IRB training in progress sign on beach.
▼ If this is not practicable, then ▼	
6. Personal Protective Equipment (PPE)	Provide people with protective equipment as a last line of defence when other controls prove ineffective or used together with other control measures. Training should be provided in the use, maintenance and limitations of the equipment. For example, long sleeved uniforms and wide brim hats for sun protection.

APPENDIX 8. RISK ASSESSMENT MATRIX

IMPACT TABLE

DESCRIPTOR	PHYSICAL/SAFETY
Extreme	Death or total permanent disability of a Surf Life Saving member and/or a member of the public.
High	Serious injury of a Surf Life Saving member and/or a member of the public.
Medium	Systemic injuries of a Surf Life Saving member and/or a member of the public. Increased frequency of near misses.
Minor	Minor injuries of a Surf Life Saving member and/or a member of the public.
Insignificant	Insignificant injuries of a Surf Life Saving member and/or a member of the public.

LIKELIHOOD TABLE

DESCRIPTOR	DESCRIPTION
Almost Certain	<ul style="list-style-type: none">Will probably occur more than once100% chance of occurrenceCommon or Frequent OccurrenceIs expected to occur in most circumstances
Likely	<ul style="list-style-type: none">High probability that will occur at least once1 in 10 chance of occurrence (10%)Likely to occur or "has happened to us a number of times in the past"Might occur in a 2-3 year timeframe
Possible	<ul style="list-style-type: none">Reasonable likelihood that could occur more than once1 in 100 chance of occurrence (1%)Could occur or "I've heard of it happening elsewhere"Might occur in a 5 year timeframe
Unlikely	<ul style="list-style-type: none">May occur once or less1 in 1000 chance of occurrence (0.1%)Not likely to occurMight occur in a 10 year timeframe
Rare	<ul style="list-style-type: none">May occur in exceptional circumstancesPractically impossible1 in 10,000 chance of occurrence (0.01%)Could happen but probably never will

RISK SCORE MATRIX*

		IMPACT				
		1. INSIGNIFICANT	2. MINOR	3. MEDIUM	4. HIGH	5. EXTREME
LIKELIHOOD	5. ALMOST CERTAIN	M5	H10	H15	E20	E25
	4. LIKELY	L4	M8	H12	E16	E20
	3. POSSIBLE	L3	M6	H9	H12	E15
	2. UNLIKELY	L2	L4	M6	H8	H10
	1. RARE	L1	L2	L3	M4	M5
		ACTION YOU SHOULD TAKE				
RISK LEVEL		Consider discontinuing - Immediate correction required				
EXTREME – (E15-25)		Immediate corrective action required				
HIGH - (H8 –H15)		Attention needed - correction required				
MODERATE – (M4 - M8)		Perhaps acceptable as is				
LOW – (L1 – L4)						

* Risk Score Matrix consistent with ISO 31010 Risk Assessment Methodology.

APPENDIX 9. CLUB HAZARD REGISTER

[illegible]

APPENDIX 10. HEALTH AND SAFETY INSPECTION FORM

Club Name	Branch	Date of first inspection	Date of second inspection	Date of third inspection			
Building Details (Complete one for each separate Surf Club Building)							
Identify Building:		Identify Building:					
Age in years	Story/s	Total Floor Area	Disabled access	Age in years	Story/s	Total Floor Area	Disabled access
			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
Frame (tick)		General Condition		Frame (tick)		General Condition	
<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Other				<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Other			
Floors (tick)		General Condition		Floors (tick)		General Condition	
<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Brick <input type="checkbox"/> Other				<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Brick <input type="checkbox"/> Other			
Roof (tick)		General Condition		Roof (tick)		General Condition	
<input type="checkbox"/> Concrete <input type="checkbox"/> FC/AC <input type="checkbox"/> Tile <input type="checkbox"/> Corrugated Iron <input type="checkbox"/> Metal <input type="checkbox"/> Other				<input type="checkbox"/> Concrete <input type="checkbox"/> FC/AC <input type="checkbox"/> Tile <input type="checkbox"/> Corrugated Iron <input type="checkbox"/> Metal <input type="checkbox"/> Other			
Walls (tick)		General Condition		Walls (tick)		General Condition	
<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Brick <input type="checkbox"/> Other				<input type="checkbox"/> Concrete <input type="checkbox"/> Metal <input type="checkbox"/> Timber <input type="checkbox"/> Brick <input type="checkbox"/> Other			

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist		Yes		No		Club Safety Officer to Complete		Club Management Committee to Complete				
						Hazards Identified		Safety Action Plan				
						Hazard	Priority	Action	Who	Time frame	Done	
Health, Safety and Rehabilitation Management System												
Relevant SLSA & NSW policies displayed: <ul style="list-style-type: none"> • Occupational Health & Safety • Rehabilitation & Return to Duty 												
Relevant WHS Act, Regulations, Workers Compensation are readily accessible: <ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Workers Compensation (Bushfire, Emergency and Rescue Services) Regulation 2007. 												
The following critical documentation is in order: <ul style="list-style-type: none"> • Surf Club Safety Folder • Incident Report Log • Incident Investigation Forms • Return to Surf Duties Forms • Surf Club Hazard Register • Chemical Register & SDS • Workers Compensation Forms • Workplace Health & Safety Incident Forms 												
Emergency Evacuation Procedures: <ul style="list-style-type: none"> • In place and displayed • Practiced and documented 												
Health and Safety Posters displayed												
Remarks:												

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
	Yes	No	Safety Action Plan					
			Hazard	Priority	Action	Who	Time frame	Done
Clubhouse								
Electrical:								
Switch board preferable enclosed								
Wiring in good condition								
Battery charger in good condition								
No broken plugs, sockets or switches								
No frayed or damaged leads								
Portable power tools in good condition								
No temporary leads on floor								
No strained leads								
Testing and Tagging – 6 monthly & documented								
Earth leakage system/circuit breakers								
Systems/GPOs not overloaded								
General Lighting:								
Good natural lighting								
Adequate illumination								
Switches located near exit door								
Hallway illumination								
Remarks:								
Appliances need to be tagged every five (5) years if fixed, every three (3) months if portable.								

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist			Club Safety Officer to Complete		Club Management Committee to Complete			
			Hazards Identified		Safety Action Plan			
			Hazard	Priority	Action	Who	Time frame	Done
Fire Protection:	Yes	No						
Emergency fire instructions displayed and available								
Closest public fire brigade location is noted								
Site Plan including emergency exit points, fire fighting equipment location and assemble point								
Extinguisher and Fire Blankets in place clearly marked and serviced within the last 12 months								
Street and fire hydrants								
Smoke detectors functioning								
Automatic sprinklers								
Installed fire alarm system functioning correctly								
Exit doors easily opened from the inside								
Illuminate Exit signs with battery backup in appropriate locations								
Fire Exits clear of obstructions								
Emergency egress from upper floors								
Training for Fire Emergency and evacuation drills carried out								
Remarks:								

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist		Club Safety Officer to Complete		Club Management Committee to Complete				
		Hazards Identified		Safety Action Plan				
	Yes	No	Hazard	Priority	Action	Who	Time frame	Done
First Aid Room:								
Sign to indicate location								
Members aware of location of First Aid room								
Entry and exit walkways kept clear								
Access door accommodates stretcher								
First Aid room sterile environment (as far as possible)								
Cabinets and contents clean and orderly								
First aid cabinet and containers clearly labelled								
Minimum stock/equipment that meets state and local Branch requirements								
Treatment couch with blankets and pillows								
Sunscreen for patrol members								
Emergency numbers displayed								
Injury reporting/manual handling posters								
Universal precautions and PPE								
Supply of soap and towels								
Sharps kit and/or container								
Sink with running hot/cold water and boiling water accessible								
Access to ice packs in freezer								
Rubbish bin								
Landline telephone (or mobile phone at absolute minimum)								
Remarks:								

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist	Club Safety Officer to Complete				Club Management Committee to Complete				
	Yes	No	Hazards Identified		Safety Action Plan				
			Hazard	Priority	Action	Who	Time frame	Done	
Gear Shed:									
Ergonomic storage designed to minimise lifting problems (between knee & shoulder) as far as practicable									
No heavy gear (>20kg) stored above shoulder height or below knee height									
Floors around storage racks clear of rubbish									
Designated and signed storage areas									
Storage racks fixtures in good condition									
Entry and Exit walkways kept clear									
Even surfaces in floor, no cracks or holes									
Compressed air usage signage									
Verandahs, mezzanine levels – guard rails and stair access									
Low head height obstructions									
Pressure vessel inspections									
Appropriate PPE signage and provisions									
Work benches:									
• Tools stored appropriately									
• Clear of rubbish									
• No damaged hand tools									
• No damaged power tools									
• Work bench height appropriate									
• No sharp edges or protrusions									
• Guards on relevant grinding/saw machinery									
Items suspended from ceiling:									
• Winching equipment, anchor points to be engineer designed									
• Secondary restraint system in place									

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist	Club Safety Officer to Complete		Club Management Committee to Complete					
			Safety Action Plan					
	Hazards Identified	Priority	Action	Who	Time frame	Done		
Hazard								
Gear Shed (continued):								
• Low head height obstructions								
IRB Shed:								
• IRB motor stands								
• IRB motor trolleys								
• Maintenance records of IRB motors								
Housekeeping:								
• Oil and grease removed								
• Clear passage ways								
• No slip/trip hazards								
• Pest and vermin control								
• Soap and washing facilities								
• No cluttered storage areas								
• Drainage of accumulated water								
• Clean sand traps								
• Bin located at suitable points around club and emptied regularly								
Remarks:								

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist			Club Safety Officer to Complete		Club Management Committee to Complete			
			Hazards Identified		Safety Action Plan			
			Hazard	Priority	Action	Who	Time frame	Done
Hazardous Substances Site:	Yes	No						
Chemical Register accessible								
Chemical Register up to date								
SDS for all chemicals								
SDS less than 5 years old								
All containers clearly labelled								
Approved Hazardous Substances cabinet								
Do special storage conditions apply?								
Flammable Gas (Oxy/acetylene/LPG/Other):								
• Signage								
• Separation from ignition sources								
• Well ventilated area								
• Cylinders secured/labelled								
• LPG Cylinder within test date								
• Connection hoses/fittings in good condition								
• Medical oxygen cylinders not stored with other flammable gases/liquids								
Flammable liquids (Quantity < 250L or >250L)								
Appropriate signage:								
• Security								
• Containment of spills								
• Clean up of spills								
• Labelling of flammable liquids								
• Well ventilated area								
• Separation from ignition sources								
• Condition/type of containers								
Welding/Hot Work								
Well ventilated area								

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist		Club Safety Officer to Complete			Club Management Committee to Complete				
		Hazards Identified			Safety Action Plan				
		Yes	No	Priority	Action	Who	Time frame	Done	
Separation from flammable liquid/gases									
Screens									
PPE (Masks/goggles/breathing apparatus)									
Remarks:									

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist			Club Safety Officer to Complete		Club Management Committee to Complete			
			Hazards Identified		Safety Action Plan			
			Hazard	Priority	Action	Who	Time frame	Done
Gymnasium:	Yes	No						
Manager of Gym appointed								
Equipment properly maintained								
No slip/trip hazards								
Weights stored away after use								
Educational/Instruction posters								
No cluttered storage of equipment								
Amenities:								
Non-slip surfaces in toilets and showers								
No cluttered storage or floors								
Toilet/change cubicles safely constructed								
No broken tiles, glass or mirrors								
Hygienic and well maintained								
Remarks:								

APPENDIX 11. INSPECTION CHECKLIST

Club Safety Officer to Complete			Club Management Committee to Complete			
			Safety Action Plan			
Inspection Checklist	Hazards Identified		Action	Who	Time frame	Done
	Yes	No				
Office/Hall:						
Workstation adequate for tasks						
Photocopier toner/fumes controlled						
Non-slip floor coverings						
No cluttered storage areas or floors						
Safe storage or boxes/items						
Safe storage of tables/chairs						
Formal process of Hire of Club hall (Hirers properly informed of liability issues)						
First Aid Kit on wall in public hall areas						
Kitchen/Bar:						
Meets Local Government Authority requirements and Liquor Licensing Laws						
Kitchen exhaust ducting clean						
Ventilation for hot food cooking/deep frying						
Regular changing of cooking oils						
NO cluttered storage areas or floors						
Adequate access for manual handling of kegs etc.						
Remarks:						

APPENDIX 11. INSPECTION CHECKLIST

Inspection Checklist	Yes		No		Club Safety Officer to Complete			Club Management Committee to Complete				
					Hazards Identified			Safety Action Plan				
					Hazard	Priority		Action	Who	Time frame	Done	
Beach Access:												
Beach access is free of hazards and in line with Lifesaving Management Plans												
Ramps and board walkways well maintained												
Beach access points are well sign posted for general public and emergency services												
ATV or 2WD used for transfer of equipment to and from the beach												
Beach/Patrol Environment												
Tower has adequate sun and weather protection												
Sun safety guidelines are adhered to												
Liaison with Council Lifeguard (if relevant) is cordial and constructive												
Radio reception is satisfactory												
Close surrounds of club house												
Clear of rubbish												
Ground kept well												
Remarks:												
Determine who is responsible for the beach access maintenance (LGA, NPWS, etc)												

APPENDIX 12. EMERGENCY EVACUATION CHECKLIST

Who is responsible for managing this Emergency procedure?	
What signal(s) will be used to initiate evacuation?	
Where are these signals located?	
Who is authorised to activate the signal?	
Who is the evacuation warden?	
Where is the Assembly point?	
Who is responsible for managing a head count?	
What checks will be used to ensure everyone is accounted for?	
What signal will be given for the all clear to return?	
Who will give the signal for the all clear to return?	

Endorsed by: _____

Title: _____

Name: _____

Date: _____

- This document should be reviewed at the start of the season or if:
 - Problems occur in the practice sessions
 - Changes to work systems or equipment occur
 - Changes to the work environment occur
- Once completed, this document should be kept in a secure location in the Surf Club.

APPENDIX 13. FIRE EVACUATION PROCEDURE

In case of
FIRE
leave through the nearest
EXIT
and assemble at (include the assembly point location)

If you see fire or smoke, do not panic or shout.

Remain calm - remember **RACE**

RESCUE

Rescue any people in immediate danger (only if it safe to do so).

ALARM

Raise the alarm

- Ring the Fire Brigades on 000
- Notify your switchboard
- Notify the staff member in charge

CONTAIN

If practicable, close all doors and windows to contain the fire (only if it safe to do so).

EXTINGUISH

Try to extinguish the fire using appropriate fire fighting equipment only if you are trained and it is safe to do so.

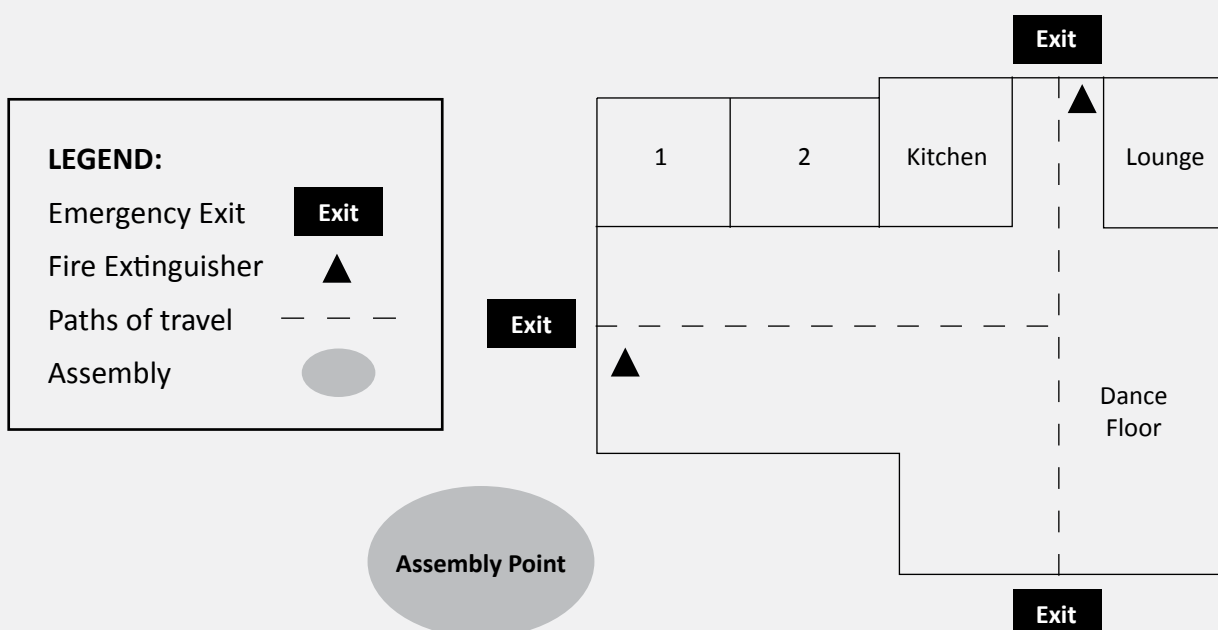
After carrying out **RACE**:

Follow the instructions of your Fire Wardens

Prepare to evacuate if necessary

Leave the lights on

Save records if possible



(The above guide should be adjusted to suit individual building characteristics and fire safety installations)

APPENDIX 14. BOMB THREAT CHECKLIST

If you receive a bomb threat:

1. Remain calm and endeavour to establish with the caller where the bomb has been placed etc.
2. DO NOT hang up the phone when the call is terminated, attempt to keep the phone open
3. At the first opportunity, notify the Club Safety Officer/Club Official
4. Keep calm, concentrate of the callers voice and background noises

Questions to ask the caller:	
1. When is the bomb going to explode?	
2. What will detonate the bomb?	
3. Where did you put the bomb?	
4. When did you put it there?	
5. What does the bomb look like?	
6. Why did you place the bomb?	
7. Did you place the bomb?	
8. What kind of bomb is it?	
9. What is your name?	
10. Where are you?	
11. What is your address?	

Check List (Details of Caller):	
Phone Call	<input type="checkbox"/> STD (Long Distance)
	<input type="checkbox"/> Public Phone
Voice	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Accent
	<input type="checkbox"/> Estimated Age
Speech	<input type="checkbox"/> Fast
	<input type="checkbox"/> Slow
	<input type="checkbox"/> Impeded
	<input type="checkbox"/> Stutter
	<input type="checkbox"/> Taped
	<input type="checkbox"/> Read by caller
	<input type="checkbox"/> Uneducated
	<input type="checkbox"/> Well Spoken
Manner and Attitude	<input type="checkbox"/> Calm
	<input type="checkbox"/> Angry
	<input type="checkbox"/> Soft/Quiet
	<input type="checkbox"/> Loud
	<input type="checkbox"/> Rasping
	<input type="checkbox"/> Pleasant
	<input type="checkbox"/> Emotional
	<input type="checkbox"/> Other
Background Noises	<input type="checkbox"/> Street
	<input type="checkbox"/> Office
	<input type="checkbox"/> Machinery
	<input type="checkbox"/> People
	<input type="checkbox"/> Music
	<input type="checkbox"/> Aircraft
	<input type="checkbox"/> Traffic
	<input type="checkbox"/> House Noises

Other Did you recognise the voice?

If so, who do you think it is?

Was the caller familiar with the area? ☐ Yes ☐ No

Duration of call _____

Call taken by _____

APPENDIX 15. GYMNASIUM SIGN IN/SIGN OUT SHEET

Please sign in before commencing your workout

Name	Date	Time In	Time Out	Signature

APPENDIX 16. GYMNASIUM PRE-ACTIVITY QUESTIONNAIRE

Name: _____

1) Have you undertaken an exercise program before? ☐ Yes ☐ No

If "yes", please give details of when and the type of program

2) Are you pregnant? ☐ Yes ☐ No

3) Please tick if you are currently affected (or have been previously) by any of the following conditions?

- | | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Stroke | <input type="checkbox"/> Muscular Injury |
| <input type="checkbox"/> Blood Disorders | <input type="checkbox"/> Respiratory Disorders | <input type="checkbox"/> Skeletal Injury |
| <input type="checkbox"/> Back Problems | <input type="checkbox"/> High/Low Blood Pressure | <input type="checkbox"/> Other |

If you answered "Yes" or "other" please give details:

4) Please list any current medication (and what it's used for)

5) Are you allergic to any substances? ☐ Yes ☐ No

If "Yes", please comment

6) Do you have any further information regarding your medical condition or exercise history that may be important? ☐ Yes ☐ No

If "Yes" please Comment:

The information I have provided is true to the best of my knowledge. I understand that I should seek a doctor's advice if I have a medical condition that may affect my exercise program, if I lead a sedentary lifestyle or am over 40 years old. I understand that I may require a doctor's clearance before continuing with using the gym. I agree to inform Surf Life Saving Australia if any conditions change.

Signature: _____

Date: _____

Signature of Instructor: _____

Date: _____

Notes:

APPENDIX 17. CLUB GYMNASIUM MEMBERSHIP FORM

Full Name: _____

Address: _____

Date of Birth: dd/mm/yyyy

Sex: ☐ M ☐ F

Phone: (w) _____

Phone: (h) _____

Membership category (Active, Long Service etc.): _____

Emergency Contact: _____

Phone: _____

This Gym is not a public facility. Admission is restricted to those with permission.

Declaration:

I acknowledge that I have read the club's "Terms and Conditions for the use of the Club Gymnasium" and agree to be bound by those terms and conditions. I declare that I have no medical condition that would involve a risk to me or other users in my use of the gym.

Print name: _____

Signature: _____

Date: _____

Approval:

Gym Supervisor Name: _____

Position in club: _____

Signature: _____

Date: _____

APPENDIX 18. TERMS AND CONDITIONS FOR THE USE OF THE CLUB GYMNASIUM

Attaching to and forming part of my membership form.

I,

acknowledge that this agreement is legally binding and I have read all the Terms and Conditions outlined below .

1. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the gymnasium .
2. This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the Gymnasium . The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons .
3. I acknowledge that I will comply with any reasonable direction of the officials and staff of the Club in relation to:
 - (a) entry and exit to and from the Gymnasium
 - (b) the use of the facilities and equipment in the Gymnasium;
 - (c) my behaviour and conduct whilst on the premises
4. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gymnasium or during its related activities .
5. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises . It is suggested that all persons seek medical advice and obtain a medical clearance prior to engaging in physical exercise .
6. I am aware that the use of the Gymnasium and its facilities may involve strenuous activity that can be physically demanding and that exercise and the equipment used is potentially dangerous .
7. I agree that I am in a good state of health and I am medically fit to use the gymnasium facilities and there is no medical reason to prevent me from proceeding with the use of the gymnasium facilities without endangering my health .
8. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members .
9. I acknowledge that the club cannot warrant the safety and suitability of the Gymnasium equipment .
10. I hereby assume all risks associated with the use of the premises and facilities .
11. I have undertaken an orientation tour and induction of the Gymnasium .

Signed:

Date:

Witness:

Date:

Guardian (if under 18 years):

Date:

APPENDIX 19. GYMNASIUM CODE OF CONDUCT

1. Each time you use the gym please write your name and the date in the Gymnasium Sign In/Sign Out Sheet. The Gymnasium Sign In/Sign Out sheet is located inside the entrance to the gym near the entrance.
2. No smoking, food or drink (other than bottles/water cooler) is permitted in the gym.
3. Do not remove equipment from the gym without supervisor approval.
4. Always use a separate towel for hygiene purposes and WIPE EQUIPMENT AFTER USE.
5. If you are on your own, or the last person in the gym, switch off all electrical equipment on leaving.
6. Lifters must use collars on every set and must not drop weights on floor.
7. Lifters must use spotters on all moderate to heavy sets.
8. Move weights from the racks to the bar ONLY. Do not leave weights on the floor.
9. Return all equipment to its allocated position.
10. Gym users must dress appropriately at all times.
11. Towels must be used.
12. Athletic shoes must be worn with laces tied at all times.
13. Lower body clothing: athletic shorts, tights or aerobic outfits.
14. Upper body clothing: T-shirts, singlets, sweat shirts and unaltered tank tops required.
15. Athletic hats are acceptable.
16. Prescription glasses are permissible. NO sun-glasses permitted UNLESS suitable medical evidence supporting wearing them is provided.
17. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a user are permitted.

APPENDIX 20. GYMNASIUM INDUCTION FORM

On this date, I
completed an induction to the Gymnasium at

INDUCTION CHECKLIST	INITIALS
Completed a Pre Activity Questionnaire	
Was given a copy of the gymnasium code of conduct which I read and agree to abide by	
I have signed and completed the Gymnasium Membership Application Form and the Terms and Conditions for the use of the Club Gymnasium	
Was given induction sheet on the following <ul style="list-style-type: none"> • Sign in/Sign out Sheet • Warm Up • Cardio Usage • Equipment Usage • Cool Down • Cleaning Equipment • Hygiene • Appropriate Clothing • Injuries (Procedures if injured) • Air Conditioner • Emergency Procedures • Paper Work 	

Name:
Date:
Signed:
The induction was conducted by:
Name:
Position:
Signed:

APPENDIX 21. SURF CLUB CHEMICAL SUBSTANCES REGISTER

[illegible]

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

- This form must be completed, where SLSA Members are involved in any activity and identified as Surf Lifesavers, outside such NORMAL Club/SLSA Carnival activity. These events outside normal Club/SLSA activity might be: Endurance Events, Triathlons, Marathons, Displays and all other events that include a water safety component.
- Please print clearly.
- Please attach additional information if space is not sufficient.

Privacy

These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia.

1. Event details

Name of event:			
Start date:		Venue:	
Start time:	AM/PM	Finish time:	AM/PM
Conclusion date:		<i>(if not the same as start date)</i>	
Type of event <i>(please tick)</i> :			
<input type="checkbox"/> Triathlon			
<input type="checkbox"/> Swim			
<input type="checkbox"/> Marathon			
<input type="checkbox"/> Aquatic safety supervision e.g. Lifeguard / lifesaver water supervision			
<input type="checkbox"/> Community education program e.g. school / community surf awareness lecture			
<input type="checkbox"/> Non-approved surf carnival or event <i>(brief description)</i> <hr/>			
<input type="checkbox"/> Other <i>(brief description)</i> <hr/> <hr/>			
Are public roads to be used?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the event been held before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

2. Details of the Applying Club/Party *(please fill in all sections to allow ease of contact)*

Name of applying club/clubs:		
Name of applying officer:		
Address:		
Town:	State:	Postcode:
Phone <i>(home)</i> :	Phone <i>(work)</i> :	
Phone <i>(mobile)</i> :	Fax:	
Email:		

3. Category of Involvement

Category of involvement <i>(please tick)</i> :		
<input type="checkbox"/> Category A	<input type="checkbox"/> Category B	<input type="checkbox"/> Category C
<input type="checkbox"/> Category D	<input type="checkbox"/> Category E	<input type="checkbox"/> Category F
For category A and B detail the scope/scale and formality of your involvement:		
<hr/>		
<hr/>		
<hr/>		

4. Insurance

Attach copy of insurance policy for the event (if applicable). Has the SLSA Insurance Broker provided advice on this event?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the advice?
<hr/>
<hr/>
<hr/>

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

5. SLSA Club Support Details

Name of club:	
Club contact person:	
Other clubs supporting:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
Water Safety	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
Medical/First aid	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	

6. Leg/s to be Assisted/Conducted by the Club/Group

Order and distance of legs:		
		km
		km
		km
		km
		km
		km
Total event distance:		km
General description of involvement:		

Note: Please supply map of course layout.

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

7. Number and Age Restrictions of Competitors/Attendees

		Approximate numbers
Competitors/attendees	SLSA members only	
	SLSA members and public	
	Total (max) entries allowed	
Age restrictions	Minimum (years)	
	Maximum (years)	

8. Safety Equipment

Lifesaving equipment involved <i>(please indicate number)</i>			
Helicopter rescue service		Jet/ Rib/Offshore rescue boat	
First aid kits		Rescue boards	
Surf skis		Vehicles	
Radios		IRB's	
Air viva units		ATV's	
Defibrillators		RWC's	
Spinal Boards		Other rescue equipment <i>(specify)</i>	

9. Number of SLSA Club Officials/Members

Total number of SLSA club officials/members (etc.) involved	
---	--

10. Number of Stations

Total number of:	Stations manned by doctors	
	Stations manned by first aid personnel	
	Drink stations	
	Other, please specify _____ _____	
Total stations		

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

11. SLSA Instructor / Personnel in Charge *(Only fill out for Category E events)*

Name:		
Address:		
Town:	State:	Postcode:
Phone <i>(home)</i> :	Phone <i>(work)</i> :	
Phone <i>(mobile)</i> :	Fax:	
Email:		
SLSA awards held:		
Type of group <i>(please tick)</i> :	<input type="checkbox"/> Primary school	
	<input type="checkbox"/> Secondary school	
	<input type="checkbox"/> Special needs	
	<input type="checkbox"/> Community group <i>(specify)</i> <hr/>	
No. of participants in the group:		
Special requirements:		

12. Other Non-SLSA Persons / Groups Involved

Name of non-SLSA persons / groups involved	
No. of non-SLSA persons / groups involved:	
First aid:	
Marshals:	
Radio communications:	
Other (specify):	
Total number of persons:	
Are these persons covered by voluntary personal accident insurance? <i>(please tick)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

13. Notification / Permits / Permission

Have you notified and obtained permission / permits from the following bodies? <i>(please tick)</i>		
Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Transport department	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local hospital casualty department notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local ambulance notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Other, please specify		

14. SLSA Race Referee / Safety Director

Name of designated race referee on behalf of your club:	
(First name)	(Last name)

15. Club Endorsement *(to be signed by Club President)*

Club name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	

APPENDIX 22. FORM 1: APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

16. Branch Endorsement *(if applicable)*

Branch name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	

17. State/Territory Centre Endorsement

State name:		
Name, position and signature of club management contact		
Name:		
Position:		
Signature		
Date:		
Appropriate comments or conditions of approval:		
Does the event comply to SLISA conditions for the conducting of special events? <i>(please tick)</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If 'No', why not?

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

The purpose of the activity safety plan is to adequately identify all risks (economic, legal, environmental, reputation and human), that may result in a loss to the club, and decide on a number of strategies that will reduce these risks as low as is practically possible.

Form 2 is a template plan which can be customised by clubs/services. Clubs must use this document as the framework to submit their activity safety plan to their state centre. In developing a customised plan the club should consider the following points in identifying, assessing and reducing risk.

ABSAMP rating (Australian Beach Safety and Management Program beach hazard rating)

- Forecast conditions on day of event.
- Worst case scenario conditions that may occur.
- Capability and proficiency of event participants.
- Equipment/plant/machinery involved in the operating or participating in the event.
- Level of competency and experience of personnel in completing service duties.
- History of incidents if annual event; including type, frequency and severity of each.
- History of incidents of like events; including environment, type frequency and severity.

Where suitable plans are not provided by the club, the state centre will request changes or inclusions are completed and within time frames stated in these procedures.

See the general guidelines for water safety events in this guide and Chapter 2 of the Guidelines for Safer Surf Clubs on Risk Assessment and Management.

A Word document of this form can be downloaded from the SLSA website.

Activity Safety (Risk) Plan

For

<Event Name>

<Date>

<Location>

<Club>

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

Contents

Confidentiality Notice	
Context/Scope	
Criteria	
Role/Responsibilities of Stakeholders	
Risk Register	
Actions	
Revision	

Tables

Table 1: Risk Register	
Table 2: Risk Likelihood Descriptors	
Table 3: Risk Consequence Descriptors	
Table 4: Risk Analysis Matrix	

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

1. Confidentiality Notice

The information contained in this Activity Safety (Risk Management) Plan (and any Appendices or Annexure) is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities named in section 4.

This document is not to be copied, disseminated or distributed without the express authorisation of [Your Club].

2. Context / Scope

Purpose

This document describes how [Your Club] will perform the role of managing risks associated with the [Your Event Name]. It defines roles and responsibilities for participants in the risk management process. It discusses how to identify, quantify, and mitigate risks for the [Your Event Name].

[Your Club] recognises various risks are inherent in with the [Your Event Name] and processes must be implemented to reduce or eliminate these risks and hazards.

Process

The Activity Safety (Risk Management) Plan is a six-step process:

1. Identify risks.
2. Assess risks.
3. Treat risks.
4. Operating Procedures.
5. Ongoing monitoring and review.
6. Personnel responsible for implementation.

Objectives

The objectives of this plan are to:

- Continually evaluate the effectiveness of these processes to ensure performance improvement.
- Identify individuals to oversee the development and implementation of these processes, and to intervene whenever the level of risk becomes too high.
- Communicate issues to appropriate personnel.
- Ensure personnel who participate in safety activities are knowledgeable and capable.
- Distribute, practice, enforce and review risk management policies and procedures as frequently as needed.

What is Risk?

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) define risk as:

“The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences.”

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

The scope of this plan is to:

1. To identify, analyse and prioritise the risks associated with the [Your Event Name].
2. Record these risks on a standard "RISK REGISTER".
3. Develop strategies to mitigate those identified risks by:
 - a. reducing the LIKELIHOOD of those risks occurring and/or,
 - b. reducing the CONSEQUENCES of those risks should they occur.
4. To objectively document these mitigating strategies in standardised "ACTION PLANS".
5. It is intended this Risk Management Plan be the basis of an objective post event debrief at which time both the Risk Register and Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addressed in this plan are:
 - Human Factors
 - Environmental Factors
 - External Factors

3. Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined in AS/NZS 4360.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

4. Roles / Responsibilities of Stakeholders

The table below sets out the core functions of the various participating stakeholders.

Stakeholder	Core functions
"Your local Council"	<ul style="list-style-type: none">· Approval of event permits.· Traffic Management and road safety.· Reserve management.· By-law enforcement· Land controller
"Your Club"	<ul style="list-style-type: none">· Prevention· Emergency management coordination.
"Surf Life Saving State Centre"	<ul style="list-style-type: none">· Event insurance
Event Officials	<ul style="list-style-type: none">· In charge of the conduct of the event

5. Risk Register

Table 1 has been compiled for identified risks associated with the [Your Event Name] and the actions required.

6. Revision

Revision of this risk management plan and all associated documents is to be performed on an annual basis or as required.

Date	Name	Reason for change	Version
------	------	-------------------	---------

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

Table 1 – Risk Register

Risk			Assessment			Action Required		Personnel Responsible
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures			
Human Factors								
Pre	Lack of skill / knowledge of event				<ul style="list-style-type: none">· <i>Include Waiver (Appendix B) and declaration on entry form</i> – 'I declare that I have undertaken sufficient training and have acquired a level of fitness necessary to complete this race'· Water safety focus on start line looking for poor swimmers			
	Number of participants				<ul style="list-style-type: none">· Number of entrants limited (Rotto Swim)· Number of swimmers on course at one time limited (Pier to Pub)· Swimmers started in waves of ability – request projected swim time from swimmers			
	Physical capacity of participants e.g: age, fitness, health				<ul style="list-style-type: none">· Swimmers started in waves of ability· Water safety focus on age fringes			
	Event duration – exposure				<ul style="list-style-type: none">· Water temperature checked prior to event and swimmers advised (see Triathlon Australia recommendations)			
During	Sunburn/ Heat Stress				<ul style="list-style-type: none">· Shade / sunscreen provided· PA announcements on SunSmart· Follow guidelines from Dept of Health and Ageing (Playing and exercising safely in hot weather) www.sma.org.au or via http://www.sma.org.au/information/launch.asp			
	Exposure / hypothermia				<ul style="list-style-type: none">· Monitor swimmers conditions· Monitor weather conditions			
	Effects of strenuous exercise				<ul style="list-style-type: none">· Time limits set on event· Hydration / food at finish line			
	Illness / inhalation				<ul style="list-style-type: none">· Trained water safety at a ratio of 1:50· Access to emergency first aid facilities and treatment· Access to emergency services including ambulance and hospitals			
	Remain on course				<ul style="list-style-type: none">· Course identified by markers / buoys· Race briefing to advise swimmers of course· Water safety to guide swimmers			
	Monitor and communicate with participants				<ul style="list-style-type: none">· Water safety plan implemented· Water safety to guide swimmers			
Post	Dehydration				<ul style="list-style-type: none">· Hydration / food at finish line			
	Lost swimmer				<ul style="list-style-type: none">· Finish list reconciled with start list – swimmers unrecorded at finish to be contacted· Emergency action plan implemented			

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

	Exposure / hypothermia					<ul style="list-style-type: none"> First aid facilities at finish line 	
	Lost support on land					<ul style="list-style-type: none"> Storage facility for swimmers personal items PA system available to assist in finding support crew 	
Environmental factors							
Pre	Hazards on the beach					<ul style="list-style-type: none"> Event personnel check for hazards 	
	Open water or protected water e.g. surf beach or lake / river					<ul style="list-style-type: none"> Determine typical and extreme conditions for location that would cause problems for swimmers e.g. strong currents, large swell / surf Establish safe operating conditions for the event (Rotto Swim 1.5 rule) Establish contingency for event should conditions exceed safe requirements Adjust course location, direction, time, distance Adjust competency for participation 	
	Nature of course e.g. obstructions, boundaries					<ul style="list-style-type: none"> Obstructions manned / policed by water safety Boundaries / hazards set by course markers 	
	Weather conditions including water temperature					<ul style="list-style-type: none"> Weather rating matrix established and monitored Race Committee review conditions as required 	
During	Adverse weather conditions					<ul style="list-style-type: none"> Changes to weather noted and discussed by Race Committee Event conducted within weather rating restrictions 	
	Currents and tides					<ul style="list-style-type: none"> As above 	
	Distance to egress e.g. close to shore / self rescue					<ul style="list-style-type: none"> Generally the closer the swim is to shore / egress the safer the event Increase water safety management for events conducted further from shore Advise swimmers of process for self rescue / withdrawal – report to finish 	
	Nature of course e.g. obstructions, boundaries					<ul style="list-style-type: none"> As above 	
Post	Egress from beach					<ul style="list-style-type: none"> Clearly marked pathway for swimmers leaving water to recovery area Marshalls guiding 	
	Hazards on beach						
External							
Pre	Vehicle traffic and parking						
	Boating traffic						
	Recreational users including surfers, swimmers						
During	Support craft interference						
	Commercial Boating						
	Support craft congestion						
	Recreational users including surfers, swimmers						
Post	Traffic congestion						
	Support craft congestion						

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

Table 2 – Risk Likelihood Descriptors

Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances.
Unlikely	The event could occur at some time.
Possible	The event might occur at some time.
Likely	The event will probably occur in most circumstances.
Almost certain	The event is expected to occur in most circumstances.

Table 3 – Risk Consequence Descriptors

Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, Little impact.
Minor	First aid treatment, Medium financial loss.
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, medium level political
Catastrophic	Death, Huge financial loss, high level political embarrassment

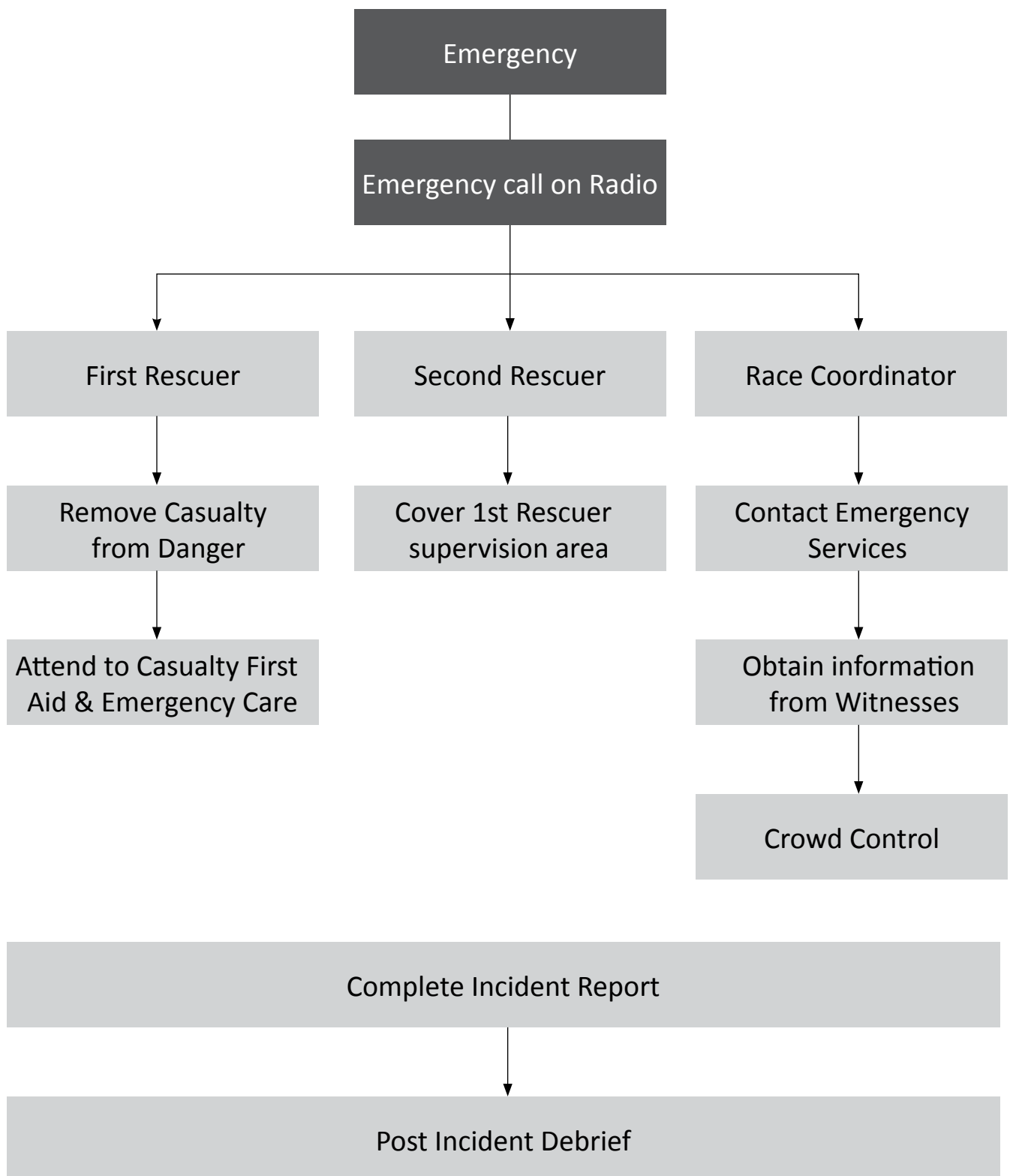
Table 4 – Risk Analysis Tables

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Major
Rare	L	L	M	S	S
Unlikely	L	L	M	S	S
Possible	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend		
H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures

APPENDIX 23. FORM 2: EVENTS ACTIVITY SAFETY (RISK) PLAN

Example: Major Emergency Response Flow Chart



APPENDIX 24. FORM 3: EXTERNAL EVENT ORGANISER DETAILS FORM

- This form must be completed, where a third party is involved in the organisation of a special event that involves the use of Surf Life Saving resources.
- Please print clearly.
- Please attach additional information if space is not sufficient.

Privacy:

These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia.

Event Organiser:

Event:

Event Organisers Details:

Name:

Tel:

Fax:

Postal Address

Postcode:

Email:

Event Directors name:

Has this event been held before: Yes / No

Organisation's History of Event Management:

Event Director's Experience:

Written Approvals:

I declare that all necessary and appropriate approvals have been obtained from all relevant agencies that issue permits for events.

Please attach a copy of your Certificate of Currency for your Public Liability and Professional Indemnity insurance (This must be to the minimum value of \$20 million) and Personal Accident insurance (This must be to the minimum value of \$5 million)

Date this form was completed:

Event Organiser:

(Print name)

(Signature)

(Position)

Witness:

(Print name)

(Signature)

(Position)

APPENDIX 25. FORM 4: CONTRACT FOR SERVICE

Form 4 is a blank contract for service document. This blank contract must be used as a standard agreement for the provision of serviced at non SLS EVENTS. This document has been designed to adequately protect both Surf Life Saving and the club from all areas of risk exposure. The template is designed so that the club can customise the agreement according to the scope of service/involvement.

Even though insurance policies are maintained, state policies have an excess payable on any claim made. The third party (event organiser) or in its absence the club, will be responsible for meeting all State claim excess amounts on any claim made against its policies. The excess amount is \$1,500 per claim.

The agreement also makes provision for clubs to receive a 50% deposit from the event organiser at the time of signing the agreement. It is recommended that clubs should not proceed with service until the deposit has been received.

Clubs must request that the event organiser note the club and state as interested parties on public liability, professional indemnity and personal accident insurances held by them for the event.

APPENDIX 25. FORM 4: CONTRACT FOR SERVICE

This Agreement is dated *[Insert date]*

Parties

[Insert name] Surf Life Saving Club Inc of *[Insert Address]*, (“Club”)

and

The Party Set Out In Schedule Item 1 (“Event Organiser”)

Recitals

- A. The Event Organiser wishes to conduct the event at the locations and on the dates specified in the schedule (“the Event”).
- B. The Event Organiser requires water safety services in accordance with the requirements set out in schedule item 5 in respect of the Event (“the Services”).
- C. The Club has agreed to provide the Services to the Event Organiser on the terms of this agreement

It is agreed as follows.

1. Term

This agreement commences on the date that it is signed by the parties and will continue until one month following the date of the Event unless terminated earlier in accordance with this agreement

2. The Services

The Club agrees to provide the Services during the Term in accordance with the terms of this agreement

3. The Fee

In consideration of the Club providing the Services to the Event Organiser, the Event Organiser will pay to the Club the Fee set out in schedule item 6; 50% payable upon signing of this agreement

4. Warranties

The Club represents and warrants to the Event Organiser that the Services will be carried out in a proper, competent and professional manner by appropriately qualified personnel

The Event Organiser represents covenants and warrants that:

- a) Notwithstanding anything in this agreement it will be, and will remain, responsible for all obligations and liabilities associated with the Event;
- b) It will at all times remain responsible for the financial viability of the Event and all financial results of the event plan for the Event;
- d) It will provide a copy of the final risk management plan for the Event to the Club at least 6 weeks prior to the date of the Event; and
- e) It has secured all necessary permits, approvals and licences (“Approvals”) from third parties necessary to conduct the Event at the Event location, and that copies of all Approvals will be provided to the Club on signing this agreement

5. Termination

Either party may immediately terminate this agreement by written notice to the other party on any of the following grounds.

- a) For convenience, on provision of 14 days notice.
 - b) The other party breaches a provision of this agreement and has not remedied that breach within 7 days after service of notice of the breach from the party giving notice of its intention to terminate;
 - c) The Club may terminate this agreement immediately if, in the reasonable opinion of the Club, the Event has been poorly organised to the extent that the Club’s personnel may be placed at risk in providing the Services or any part of them.
 - d) Where the Event Organiser terminates this agreement deposit fees will not be returned.
6. Club’s Right to Withdraw Services

The parties agree that:

- b) The Club has the right to withdraw its provision of the Services up to and on the day of the Event if at anytime it considers that the Event Organiser, by virtue of its decisions and actions, has or is likely to place at risk the health, safety or livelihood of the Event participants or any Club personnel; and
- c) In the event of the withdrawal of Services under clause 6(a) the Club shall be in no way responsible for any costs or losses incurred by the Event Organiser as a result of the Services being withdrawn, but shall not be entitled to the Fee.

APPENDIX 25. FORM 4: CONTRACT FOR SERVICE

7. Insurance

- a) The Event Organiser must secure and maintain throughout the Term both public liability and professional indemnity insurance, noting the interests of the Club for the level of cover specified in schedule item 7, and agrees to provide the Club with a copy of such insurance cover at least three months prior to the date of the Event.
- b) The Club agrees to secure and maintain its own insurance to cover any liability of the Club arising from the provision of the Services by it.
- c) In the event that a claim is made against the SLS State Public Liability Insurance Policy as a result of the States involvement in the sanctioned event, the Event Organiser will be liable to the State Centre for the Public Liability Policy Excess. The amount of the excess will be advised to you.

8. Participant Declarations

The Event Organiser agrees to require each participant in the Event to execute a declaration releasing the Club and Surf Life Saving from any liability arising from the Club's provision of the Services in a form acceptable to the Club, and at least incorporating the wording set out in schedule item 8.

9. Indemnity

The Event Organiser agrees to indemnify, and keep indemnified the Club and State Centre, their volunteers, members, employees, contractors and agents against all actions, claims and demands (including the cost of defending or settling any action, claim or demand) which may be instituted against the Club and / or SLS State Centre arising out of the breach or performance by the Event Organiser of its obligations under this agreement or the negligence of the Event Organiser, its agents, employees or any sub-contractor or any other person for whose acts or omissions the Event Organiser is vicariously liable and also against any action, claim or demand by the Event Organiser's employees or agents or their personal representatives or dependants arising out of the performance of this agreement.

10. Relationship of Parties

Nothing in this agreement shall operate or be deemed to create a partnership, joint venture or association of any kind between the parties or shall render them liable for the debts or liabilities incurred by the other party.

11. Governing Law and Jurisdiction

The parties acknowledge that this agreement is legally binding and shall be governed by the laws of the particular State. The parties unconditionally submit in connection with the agreement to the jurisdiction of the Courts of that State.

12. Force Majeure

No party shall be responsible or liable to the other party for, nor shall this agreement be terminated as a result of any failure to perform any of its obligations hereunder (with the exception of payment of monies due and owing) to the extent and for the period that such failure results from circumstances beyond the control of the party

SIGNED for and on behalf of the Club by)
[Insert Name] as its duly authorised)
representative in the presence of:)

Witness (signature)

Name of witness (please print)

SIGNED for and on behalf of the Event)
Organiser by [Insert Name] as its duly)
authorised representative in the presence)
of:

Witness (signature)

Name of witness (please print)

APPENDIX 25. FORM 4: CONTRACT FOR SERVICE

Schedule

Item 1 – Event Organiser:
<Clubs to insert>

Item 2 – Event:
<Clubs to insert>

Item 3 – Event Location:
<Clubs to insert>

Item 4 – Event Date(s):
<Clubs to insert>

Item 5 – The Services:
(please mark services provided with a X)

Responsible for	X		X		X
Checking for hazards		Design of the course		Crowd Control	
Marking / removing hazards		Setting the course		Briefing / warning competitors	
First Aid		Surveillance and rescue			
Other (please describe):					

Item 6 – The Fee:
< Clubs to insert>

Item 7 – Insurance Cover:
State Public Liability, Professional Indemnity and Personal Accident Certificate of Currency
Event Organiser Public Liability, Professional Indemnity and Personal Accident Certificate of Currency

APPENDIX 26. FORM 5: POST EVENT REPORT

Event: _____

Date: _____

Location: _____

Start time: _____

Finish time: _____

Total Number of Competitors: _____

Approximate Number of Spectators: _____

Club Officer/Contact: _____

Summary of Weather Conditions:

Rescue/ Incident Report (*Patient Details, Action Taken*):

Complete an SLISA Incident Report Log for each patient. Complete Log overleaf to summarise incidents.

Person Involved	Age	Gender	1 st Language	Location of Incident	Time	Equipment Used	IRD#

Incident Report Log completed for each incident: ☐ (*Tick for yes*)

General Comments Regarding Event:

Date this form was completed: _____

Club Officer: _____
(*Print Name*) (*Signature*)

Club President: _____
(*Print Name*) (*Signature*)

APPENDIX 26. FORM 5: POST EVENT REPORT

Incident Report Summary (*Patient Details, Action Taken*):

Complete an SLSA Incident Report Log for each major incident:

[illegible]



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