



Circular

NO. 1050, 2004/2005

AUGUST 2004

LIFESAVING REQUIREMENTS SEASON 2004/05

SUMMARY: This Circular details the requirements for patrol operations and beach management for the upcoming season.

This circular details the information for the management of our practical lifesavers, beach patrols, water safety and proficiencies.

Section One	Proficiency of Lifesavers
Section Two	Beach Patrol Requirements
Section Three	Annual Patrol Hour Obligations
Section Four	Documentation
Section Five	Lifesaving Incidents

NOTE: Throughout this document the duties of the Branch Director of Lifesaving may also be carried out by Branch or SLSNSW delegated personnel. Eg Branch Director of Education, etc.

DISTRIBUTION

SLSNSW Executive, SLSNSW Advisers, Branch Secretaries, Club Secretaries,

THIS INFORMATION IS AVAILABLE ON OUR WEB SITE, www.surflifesaving.com.au

Surf Life Saving New South Wales
Incorporated
Lakehurst Parkway, Narrabeen
PO Box 430, Narrabeen
New South Wales 2101 Australia

mail: experts@surflifesaving.com.au
website: <http://www.surflifesaving.com.au>



Telephone: +61 2 9984 7188
Facsimile: +61 2 9984 7199

Incorporated in NSW (Y00547-01)
Fundraising Authority No.
CFN11033
ABN: 93 827 748 379

INDEX TO LIFESAVING REQUIREMENTS SEASON 2004/05 CIRCULAR

		Page
Section 1	<i>Proficiency of Lifesavers</i>	
1.1	Summary of Proficiency Requirements	3
1.2	Proficiency of Lifesavers for 2004/05 season	4
Section 2	<i>Beach Patrol Requirements</i>	
2.1	Minimum Equipment and Service Summary	13
2.2	Equipment and Servicing Requirements	14
2.3	Patrol Area, Flags and Signs "Duty of Care"	19
2.4	Lifesaver Duty Statement	20
2.5	Water Safety Requirements	20
Section 3	<i>Annual Patrol Hour Obligations</i>	
3.1	Who May Compete?	22
3.2	Who Shall do Patrols?	22
3.3	Patrol Hours Obligations – State and Australian Championship Carnivals	22
3.4	Who Shall Be Exempt From Patrols?	23
3.5	Patrol Hour Checking	24
3.6	Clubs Attending Carnivals	24
3.7	Timetable of When Hours are to Be Carried Out	24
3.8	Specialist Services	24
3.9	Minimum Patrol Strengths And Awards To Be Held	25
Section 4	<i>Documentation</i>	
4.1	Forms, Log Books and Reports	25
4.2	Limiting and Permanent Disability and Epilepsy Policy	28
4.3	Surf Life Saving Australia Policies	28
Section 5	<i>Lifesaving Incidents</i>	
5.1	Recommended Incident Procedures	29
5.2	What to Do In Major Incidents	30
5.3	Lifesaver Assistance Program	33
5.4	Image and Public Relations	33
5.5	Sample Accident Investigation Report	35

Section One **PROFICIENCY OF LIFESAVERS**

1.1 SUMMARY OF PROFICIENCY REQUIREMENTS

Important

In the past, some members have left it until the cut-off date of 31st December to do their proficiency, and were unable to do it because of some misfortune (injury, work, big surf, beach closed etc).

It is advisable members complete their proficiency as early as possible to ensure they are eligible to patrol the beaches and compete, if so desired, in surf sports competitions.

Note: If you have a member who may have difficulty in completing their respective proficiency test by the 31st December 2004, it is advisable that you notify the Branch Director of Lifesaving (or equivalent) in writing, as early as possible so that alternate arrangements can be made.

It is the view of SLSNSW that the member has had from the first patrolling date (25th September) to complete their proficiency, and as a result may be refused a late proficiency check for competition purposes.

Awards/Certificates	Award Code Award codes may change.	Minimum Age Years	Run Swim Run	Resuscitation Inc. Patient Assessment	Rescue Scenario	Preliminary Evaluation	Timed Pool Swim/mission	Specialist Component
Basic Resuscitation	RC	10		✓				
Surf Rescue	SRC	13	✓	✓				
Basic Emergency Care	EMC	13		✓				✓
Radio Operator	ROC	14						✓
Bronze Medallion	BM	15	✓	✓				
Advanced Resuscitation	ARC	15		✓				✓
Resuscitation (CPR)	CPR	13		✓				
Senior First Aid (<i>resuscitation component only</i>)	SFA	15		✓				✓
IRB Crewperson	IRBC	16						✓
Jet Rescue Boat Crew	JRBC	16						✓
Defibrillation Certificate	DFC	16		✓				✓
Silver Medallion IRB Driver	IRBD	17						✓
Rescue Water Craft Cert	RWC	18						✓
Gold Medallion	ALSC	18	✓		✓		✓	✓
ORB Driver/Skipper/Crew	ORBD	18						✓
Assessor (all)	AC	18		✓				✓

NOTE: It is a requirement for the 2004/05 season that all members operating an ATV for Surf Life Saving purposes successfully complete the ATV workbook and induction (see page 10 for further information)

1.2 PROFICIENCY OF LIFESAVERS FOR 2004/05 SEASON

All active lifesavers are required to complete a proficiency test to prove competency in the lifesaving award/s they hold and in which they wish to remain current. Proficiency tests are necessary because they:

- Ensure the ongoing competency of members in their area of training and activities
- Maintain the standards of knowledge and expertise of surf life savers
- Fulfil occupational health & safety, legal & statutory requirements.
- Reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid from 1st January to 31st December each year and must be completed as per the Surf Life Saving Australia Training Manual.

When a proficiency check is successfully completed (or a member gains a relevant award after 30th June, in a particular year) the proficiency or qualification is current until 31st December, in the following season.

Branch Directors of Lifesaving may include additional checks in cases where there is doubt of a member's proficiency in aspects of an award.

A member may be requested at any time during the season to complete an additional proficiency check by the Club, a Board of Assessors/Control or SLS Official. A member who fails a proficiency check at anytime during the season is deemed to be non-proficient until such time as another proficiency check is completed successfully. Further, this member cannot attend patrols or compete at carnivals until another proficiency check has been successfully completed.

Any member who does not successfully complete the appropriate proficiency check in the immediate season prior, is not permitted to patrol or compete until such time as a proficiency check is completed successfully. Any member who wishes to complete a proficiency check after the 31st December in order to compete, must seek approval from their Branch Director of Lifesaving (or similar) in writing. The Branch Director of Lifesaving must then apply in writing to the NSW Director of Surf Sports, who will then approve or deny the proficiency request for competition purposes.

The Branch Director of Lifesaving is responsible for the appointment of an Assessor-in-Charge and assistants at each proficiency check.

The Assessor-in-Charge is responsible for the supervision of the club assessors (i.e. Assessors, Club Officials, Training Officers etc) and are to ensure adequate standards and protocols are observed. Clubs are to liaise with the appointed Assessor-in-Charge for the organisation and conduct of the proficiency check, provision of equipment, water safety, recorders and assessment.

No proficiency check can be conducted without the Branch Director of Lifesaving's (or equivalent) appointed Assessor-in-Charge present.

The wearing of goggles for the run-swim-run is optional, the use of wetsuits is at the discretion of the assessor and fins may only be used during a tube rescue.

PROFICIENCY TEST RESPONSIBILITIES

Lifesaving Requirements

Branch Board of Lifesaving/Assessors/Control

Club

- Assessor in Charge and assessors
 - Set courses, assessment tasks
 - Assess proficiency of lifesavers
 - Record successful and unsuccessful candidates
- set courses (under direction) and provide adequate equipment for assessment tasks to be completed
 - provide proficiency book at assessment
 - provide club members to assist in assessment or as directed by the Assessor in Charge
 - Provide water safety

JUNIOR ACTIVITY WATER SAFETY OFFICERS

To act as a Junior Water Safety Officer, a minimum proficiency must be completed in:

- Surf Rescue Certificate: or
- Bronze Medallion

DOCUMENTATION

All attempted proficiency checks, irrespective of award, are to be entered in a Proficiency Test Record Book. The detachable copies of the results are to be distributed to the appropriate Officers as noted on the cover of the book. Copies of tests must be retained by the club for past years as these are legal documents.

Run distances and Swim distances for the Bronze Medallion and Surf Rescue Certificate shall:

- ***Be taken from waist deep water, eg the run is from a flag, around a marker and to waist deep water, the swim is from waist deep water around two swimming buoys and back to waist deep water***
- ***Course must be around two swimming buoys***

It is mandatory that all lifesavers use manikins for the resuscitation component of proficiency check, observing correct hygiene procedures as per SLSA Policies and the SLSA Training Manual.

Any member who has gained an award in the current season (1st July onwards) shall not be required to complete a proficiency check. However, these new awardees names are to be included in a Proficiency Test Record Book at the time of the assessment (and signed by the Assessor).

A member who has not completed all parts of the proficiency check by 31st December 2004 and who only wishes to patrol shall be able to complete the proficiency check by arrangement with their Branch Director of Lifesaving (or similar).

- **Bronze Medallion**

There are two parts to the proficiency test for the 2004/05 season.

Part A must be completed prior to the 31st December 2004.

Part A consists of:

1. Signals (2, 1 of which must be assistance required)
2. Run/swim/run
3. Resuscitation

Part B must be completed prior to the end of the season. Those that have not completed Part B prior to the commencement of the 2005/06 season (or have not gained their bronze during the 2004/05 season) WILL NOT be eligible to compete or patrol until this is completed.

Part B consists of:

1. Spinal Board
2. Oxygen Therapy
3. Rescue Scenario

Award holders must successfully complete a proficiency check, showing their competence in fitness, signals and resuscitation techniques. All three sections of Part A must be completed successfully before a member is deemed proficient.

Part A (must be completed prior to the 31st December 2004.)

- i) Prior to the Run-Swim-Run members must successfully pass two SLSA approved signals, one of which must be "Assistance Required".
- ii) **Run-Swim-Run**
Run (200m) - Swim (200m total: 90m out from waist depth water, 20m across & 90m back to waist deep water) - Run (200m)

This course shall be completed in eight (8) minutes. The time for the course may be altered before the commencement of the check by the AC, if conditions warrant (eg being unable to set the buoys 90m from waist deep water due to surf breaking).
- iii) **Resuscitation**
Assessment of patient, EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin.

The one person drag is not to be assessed for any Bronze Medallion holders. This carry was removed from the bronze medallion in the 31st Edition Surf Life Saving Training manual after recommendation from Workcover and MUST NOT be demonstrated or assessed by anyone unless they are in training or being assessed for their Gold Medallion having completed all prerequisite awards

Part B to be completed prior to start of season 2005/06

- i) **Rescue/Patrol Scenario**
The rescue/patrol scenario is designed to assess a member's capabilities in rescue and resuscitation. The scenario may be completed by patrol or individually. The assessor shall randomly select rescue equipment (rescue board, rescue tube) for the rescuer to utilise. Each member will perform a rescue. Members will then rotate as patient and rescuer. The scenario is to include a team carry, lay of patient and assessment. The assessment is to be on the side and the patient will be breathing but unconscious requiring a demonstration of a lateral position on a live patient, as this is not done on the manikin.
- ii) **Spinal Management**

iii) Oxygen Therapy

- **Surf Rescue Certificate**

Award holders must successfully complete a proficiency check, showing their competence in fitness, signals and resuscitation techniques. All three parts must be completed successfully before a member is deemed proficient.

Part A (must be completed prior to the 31st December 2004.)

i) Prior to the Run-Swim-Run members must successfully pass two SLSA approved signals, one of which must be "Assistance Required".

ii) **Run-Swim-Run**

Run (100m) - Swim (100m: 40m out from waist deep water, 20m across and 40m back to waist deep water) - Run (100m)

This course shall be completed in five (5) minutes. The time for the course may be altered before the commencement of the check by the AC, if conditions warrant (eg being unable to set the buoys 40m from waist deep water due to surf breaking).

iii) **Resuscitation**

Assessment of patient and EAR, 1 person (adult or child or infant) on a manikin. (Under 15 years of age)

EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin. (Over 15 years of age)

NOTE: The Proficiency Book shall be completed to indicate if a candidate has completed CPR or EAR for their award assessment.

Part B to be completed prior to start of season 2005/06

i) **Rescue/Patrol Scenario**

The rescue/patrol scenario is designed to assess a member's capabilities in rescue and resuscitation. The scenario may be completed by patrol or individually. The assessor shall randomly select rescue equipment (rescue board or rescue tube) for the rescuer to utilise. The rescuer will perform the rescue. The rescue is to finish at the water's edge as there are no carries in the SRC. Members will then rotate as patient and rescuer.

- **Resuscitation Certificates**

Award holders must successfully complete a proficiency check, showing their competence in resuscitation techniques.

i) **Resuscitation**

Assessment of patient, EAR, 1 person (adult or child or infant) on a manikin (Under 15 years of age).

EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin (Over 15 years of age).

- **Gold Medallion**

To only be assessed by an assessor appointed by the Branch Director of Lifesaving (or equivalent).

Any Assessor who assessed the Bronze Medallion prior to August 1998 is already accredited to examine the one person drag. Any Assessor who achieved their Assessors Certificate since August 1998 needs to familiarise themselves with the checklist for the one person drag.

All Gold Medallion award holders must successfully complete a proficiency check, as per the Gold Medallion award outcomes in the current SLSA Training Manual. All pre-requisite awards must be current prior to conducting the proficiency test.

- i) **Timed Pool Swim**
Complete 800m swim in 14 minutes or less in a swimming pool of not less than 25 metres
- ii) **Mission**
Complete a 400m swim, 800 m run, 400m board paddle and 800m run in 25 minutes or less.
- iii) **One person drag**
Perform a one-person drag technique and patient lay.
- iv) **Board & tube rescue**
Complete tube rescue of a patient 100m out at sea and return.
Complete board rescue of patient 200m out at sea and return.

- **Advanced Resuscitation Certificate (ARC)**

Award holders must successfully complete a proficiency check, showing their competence in resuscitation techniques, airbag operation, OP Airway measurement, insertion and removal, and spinal neck brace measurement and application.

- i) **Resuscitation**
Assessment of patient, EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin.
- ii) **Air Bag Resuscitator**
Use of air bag resuscitator on conscious/unconscious patient(s), eg therapy and resuscitation.
- iii) **Oropharyngeal (OP) Airway**
Demonstration of measuring, inserting and removal of an OP airway. It is **not** mandatory for this demonstration to be done on a manikin. If an airway manikin isn't available this section may be demonstrated by:
 - Showing the measurement points on a human
 - An explanation of insertion showing the 180 degree twist and
 - Explanation of removal
 - Further questioning if applicableCandidates must have an understanding of when and why an airway is introduced into resuscitation.

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required so long as they include all outcomes. However, the appropriate proficiency number/documentation should be quoted/shown to the Assessor-in-Charge.

- **Defibrillation Certificate**
SLSA Defibrillation Certificate Holders are required to satisfactorily complete controlled environment assessment with club's defibrillator unit (as appropriate).

Only SLS NSW Accredited Facilitators may assess the Surf Life Saving SAED Proficiency.

- **Silver Medallion – Life Support**

No specific proficiency is required for this award; however the prerequisites for the award are to be proficient for the award to remain current.

- **Silver Medallion – Patrol Captain**

No proficiency required. Local up-date regarding regulations etc. if required by Branch.

- **IRB Crewman**

Note: The IRB crewperson in-depth proficiency is no longer available. Those IRB crew holders who have not completed the IRB crew in-depth proficiency or completed their IRB crew person award prior to 1st July 2002 and wish to crew the IRB this season will be required to complete the IRB crew award this season.

Proficiency

- Correctly answer five questions on safety and the SLSA Powercraft Code of Conduct.
- Demonstrate effective and safe crewing practice and ability including but not limited to:
 - Parallel running
 - Figure eights
 - Response to signals
 - Negotiation of surf as required
 - Other crewing skills to be deemed as competent
 - Demonstrate patient rescue

All IRB Crew must have successfully completed a proficiency check for the Bronze Medallion as outlined above, and show their competence in current IRB crewing techniques.

- **IRB Drivers**

All IRB drivers must have successfully completed a proficiency check for the Bronze Medallion and IRB crew as outlined above, and show their competence in current IRB driving techniques.

This will include:

- i) Correctly answer five questions on safety and the SLSA Powercraft Code of Conduct**
- ii) As a driver, demonstrate patient rescue in the break, minimum wave size of 1 metre**
- iii) As a driver demonstrate patient lift, exit, carry, lay and assess**

The assessment is to be on the side and the patient will be breathing but unconscious requiring a demonstration of a lateral position on a live patient. No resuscitation is required as this is performed in the Bronze Medallion proficiency.

If the member has a Full Waterways Licence, proof of Waterways Licence must be supplied before the Proficiency Test is undertaken and the relevant number entered in the Proficiency Book. If the member will only be driving an IRB strictly for surf lifesaving purposes they will be checked for proficiency and will be given their IRB proficiency number as their Waterways Silver Medallion (IRB Driver) Licence/Proficiency number.

A copy of the proficiency page must be kept in the club and the member may have their number recorded on a Waterways Silver Medallion (IRB Driver) Licence/Proficiency card. This card can be taken with them as proof they are proficient to drive an IRB strictly for surf life saving purposes.

It is possible for IRB drivers to incorporate their proficiency check during Bronze Medallion checks so long as there is an IRB assessor in attendance. Eg someone has to drive for the BM members' proficiency check. Drivers may also wish to do their drivers proficiency at an organised IRB crew proficiency for the same reason. They can drive then crew.

- **ATV Operators**

All ATV operators must have successfully completed the ATV workbook and induction process prior to operating ATV's for Surf Life Saving purposes.

Each club will appoint one or more responsible officers to complete the induction process with each member that operates an ATV for Surf Life Saving purposes. This induction will consist of:

- Pre operational safety checks
- Personal protective equipment
- Safe ATV operation

A record of successful completion of the induction will be entered into the proficiency record book.

Refer to SLSNSW circular no. 1048 for further information.

- **RWC Drivers**

RWC drivers must have successfully completed a proficiency check for the Bronze Medallion as outlined above, and show their competence in driving techniques.

Requirements of proficiency are:

- Five questions on safety and the SLSA Powercraft Code of Conduct**
- Demonstrate pre-launch and post launch maintenance knowledge**
- Demonstrate driving skills including 500m white-water driving and proceeding through the surf to perform a patient rescue**
- Demonstrate beaching craft, patient lift and exit**
- Demonstrate re-boarding the craft in deep water**

Proof of Waterways PWC Licence must be supplied before the proficiency test is undertaken and the relevant number entered in the Proficiency book. All PWC drivers must hold a current Waterways PWC licence which must be available at all times whilst driving. The proficiency must be overseen by an accredited State PWC facilitator.

- **JRB/ORB Drivers And Crew**

JRB/ORB drivers and crew must have successfully completed a proficiency check for the Bronze Medallion as outlined above, and show their competence in driving/crew techniques.

- Demonstrate patient rescue**
- Demonstrate patient lift and exit**

Proof of Waterways Licence must be supplied before the Proficiency test is undertaken and the relevant number entered in the Proficiency Book. All JRB/ORB drivers must hold a current Waterways licence which must be available at all times whilst driving.

- **Assessors**

To remain proficient, Assessors are required to:

- Attend their Board of Assessors' annual in-service/update
- Complete the ARC Proficiency for any assessor awards to remain current
- A further Assessors up-date, conducted by your Branch/SLSNSW, will be necessary during the season

Branch Directors of Lifesaving are to forward to Surf Life Saving NSW by 31st December each year a list showing the names of the Assessors endorsed for the season and the awards in which each is endorsed to examine.

- **COMPETITORS FOR ANY CARNIVAL, DISPLAY AND/OR STATE/AUSTRALIAN CHAMPIONSHIPS**
 - 1) All competitors (except March Past Competitors; refer to section 10.1 of the current Edition of the SLSA Competition Manual) who wish to compete at any surf carnival or display, etc. shall be required to complete the appropriate proficiency check before 31st December each year.
 - 2) After 31st December, 2004, any member (except Junior Activities) who seeks to complete a proficiency check and be eligible to enter in any carnival including Branch, NSW Country, NSW Interbranch, NSW State and the Australian Championships (including IRB Championships), must apply in writing to their Branch Director of Lifesaving, clearly identifying the reasons why they did not complete the proficiency check by 31st December, 2004. The Branch Director of Lifesaving may consider the request and deny approval, or endorse and forward the details to the NSW Director of Surf Sports who will consult with the SLSNSW Director of Lifesaving when considering each request. **Only Surf Life Saving New South Wales may give permission to conduct a late proficiency for competition purposes.** For Junior Activities, this is endorsed automatically on a yearly basis. **Late proficiencies, with SLSNSW permission, may be completed up to the closing date of SLSNSW State Championships entries, after which no late proficiencies will be approved for the purpose of entry into any SLSA competition under any circumstances.**
 - 3) Under 15, Under 17, Under 19, Under 21, Open, Senior, Masters and March Past competitors must be proficient as per the current SLSA Competition Manual for their category and complete the required patrol hours to compete at recognised carnivals.

JUNIOR ACTIVITIES

The SLSNSW Board of Lifesaving have recommended that the Junior Participation Skill Evaluation and the Junior Competition Skill Evaluation be overseen by an Accredited Assessor-in-Charge for this coming season as it is the intention to continue with this process of certification into the future. The actual proficiency and pool swim may be run by a club official as in the past, but SLSNSW recommends there be an accredited Assessor in attendance, wherever possible, to ensure safety protocols and correct procedures are followed and to sign off the activity.

Each part may be assessed by a Club Official, but a proficient SLSA Bronze/SRC Assessor should supervise the proficiency.

- **Junior Participation Skill Evaluation (replaces the Junior participation proficiency)**
This is required to be completed **prior to** participation in any junior activity each season (1st July to 30th June) by all Junior Activities members (including participating in a run-swim-run and surf ed training).
- **Junior Competition Skill Evaluation - Timed Pool Swim & Run-Swim-Run**
The Run-Swim-Run and timed pool swim must be successfully completed before a junior activities member is eligible to compete at recognised carnivals.

For junior activity members who wish to compete in events at recognised carnivals a timed pool swim and run-swim-run must be successfully completed before their first carnival.

NOTE: U/14 members who have successfully completed the SRC award or SRC proficiency after 1st July 2004 and prior to commencing Junior Activities for the 2004/05 season, are not required to complete the Junior Participation Skill Evaluation or the Junior Competition Skill Evaluation.

Successful members' names shall be recorded in the Proficiency Test Record Book.

	Junior Participation Skill Evaluation	Junior Competition Skill Evaluation	
		Timed Pool Swim	Run-Swim-Run
1) Under 8	25 metre swim, (any stroke). 1 minute survival float.	Not Applicable	Nil
2) Under 9	25 metre swim, (any stroke). 1 minute survival float.	200m pool swim within 6 minutes	Run-Swim-Run (50m-50m-50m)
3) Under 10	25 metre swim, (freestyle). 1.5 minutes survival float.	200m pool swim within 6 minutes	Run-Swim-Run (50m-50m-50m)
4) Under 11	50 metre swim, (freestyle). 2 minutes survival float.	200m pool swim within 5 minutes	Run-Swim-Run (50m-100m-50m)
5) Under 12	100 metre swim, (freestyle). 2 minutes survival float.	200m pool swim within 5 minutes	Run-Swim-Run (50m-100m-50m)
6) Under 13	150 metre swim, (freestyle). 3 minutes survival float.	200m pool swim within 5 minutes	Run-Swim-Run (100m-100m-100m)
7) Under 14*	200 metre swim, (Freestyle, in less than 5 minutes). 3 minutes survival float.	200m pool swim within 5 minutes	Run-Swim-Run (100m-100m-100m)

****NOTE: U/14 members who have successfully completed the SRC award or SRC proficiency after 1st July 2004 and prior to commencing Junior Activities for the 2004/05 season, are not required to complete the Junior Participation Skill Evaluation or the Junior Competition Skill Evaluation for their age group..***

Section Two

BEACH PATROL REQUIREMENTS

2.1 MINIMUM EQUIPMENT AND SERVICE SUMMARY

Clubs need to meet the following minimum equipment requirements on the beach in order to complete beach patrols. In peak periods there may need to be additional equipment. Patrol flag feathers are now endorsed for use in SLS. For more information contact SLSNSW.

Patrol Equipment	Minimum Required	Club Service	Specialist Service		SLSA Compliance/ Standard/Policy/ Guidelines
			Annual	After Use	
Communication Equipment					
Patrol Flags on 3.6m poles	2	✓			✓ #
Patrol Flags and feathers on 3.6m poles (set)	Opt	✓			✓ #
Swimming Prohibited Sign/Flag on 3.6m pole	1	✓			✓ #
Surf Craft Prohibited Signs/Flags on 3.6m poles	2	✓			✓ #
Surf Rescue Craft Training Signs	2	✓			✓ #
SLSA Signal Flags	2	✓			✓
Shark Flag	1	✓			✓
Loud Hailer/PA system	1	✓			
Whistle	1	✓			
Telephone	1				
Hand Held Radio	2		✓		✓
Shark Bell/Siren	1	✓			
Rescue Equipment					
IRB Hull	1	✓	✓		✓
IRB Motor (1 on IRB, spare in clubhouse)	2	✓	✓		✓
Rescue Tube	1				✓
Rescue Board	1	✓	✓		✓
PWC	Opt	✓			✓
Rescue Vehicles (ATV etc)	Opt	✓	✓		✓
Flippers (Swim fins)	1	✓			✓
Medical Equipment					
Airbag Oxygen resuscitator & equipment, incl. 2 OP airways (as per SLSA requirements)	1		✓	✓	✓
Portable First Aid Kit	1	✓		✓	✓ & Workcover
Personal Patrol Packs	1 each	✓		✓	
Spinal Board	1	✓			✓
Stretcher and Blanket	1	✓			
Spinal Neck Brace *	Set*	✓		✓	✓
Semi-automated External Defibrillator	Opt	✓			✓
Body Recovery Kit	Opt	✓			✓
General					
DHL Patrol Uniforms (1 set per member)	1 ea	✓			✓
Disposable Gloves (1 pair per patrol member)	1 ea				
Resuscitation Masks (1 per patrolling member)	1 ea				
Patrol Shelter	1	✓			✓
Portable Patrol Shelter	Opt	✓			

*Set = minimum of three Spinal Neck Braces (sizes regular, no neck and pediatric) or one variable size. Clubs may keep complete set but not mandatory.

As per local governing authority requirements.

2.2 EQUIPMENT AND SERVICING REQUIREMENTS

GEAR INSPECTIONS

- All lifesaving equipment will be inspected by the Branch Board of Lifesaving/Control/Assessors Gear Inspection Panel before the commencement of the patrolling season.
- Random checks may be made during the season
- It is the clubs responsibility to ensure that all equipment is maintained in an operational and safe manner at all times.

Please see Circular 1051 for Gear Inspection Report.

FIRST AID KIT, FIRST AID ROOM AND SHOCK PACK REQUIREMENTS

It is mandatory for all Clubs and Groups to have, as part of their patrol equipment, a First Aid Room and a portable First Aid Kit. In Clubs and Groups where other bodies carry out first aid, e.g., Beach Inspectors, Lifeguards and First Aid Teams, these outside groups may also carry their own First Aid Kits in addition to those required by Surf Life Saving New South Wales.

Clubs must maintain their own First Aid Kit and ensure that time/date sensitive contents are regularly maintained, and any supplies that have expired, or have been opened, are replaced.

A First Aid Kit is compulsory, however, Shock Packs are optional.

FIRST AID KIT - PATROL AREA

- The First Aid Kit is to be sturdy, light, portable, sand and rust resistant
- The kit is to be clearly marked, e.g., "(club name) SLSC First Aid Kit"
- This "B" level kit conforms with the NSW Occupational Health & Safety Act regulations for factories and constructions sites at which less than 25 persons work or for other places of work at which less than 100 and more than 10 persons work.

First Aid Kit Contents List

- 1 First Aid pamphlet (as approved by WorkCover)
- 1 Adhesive Strips (Packet of 50)
- 10 Gauze Swabs 7.5cm x 7.5cm
- 2 Crepe Bandages 10cm
- 1 Adhesive Dressing Tape 2.5cm x 5m
- 2 Pad Non-Adherent 10 x 7.5cm
- 2 Eye Pad
- 1 Bandage Conforming 7.5cm
- 1 Bandage Conforming 10cm
- 1 Gloves Disposable in Bag x 10 (min)
- 1 Blanket Emergency Shock
- 1 Safety Pins in Bag Pack of 12
- 1 Scissors S/S Sharp/Blunt 12.5cm
- 1 Paper Tape (Micropore) 1.25cm
- 1 Splinter forceps s/s
- 10 Swabs Antiseptic
- 1 SLS Incident Report Logbook*
- 4 Bandage Triangular minimum 90cm
- 3 Wound Dressing No. 15
- 2 Combine Dressing 9x20cm
- 8 Saline Ampoules 10ml
(eg. eye/wound irrigation)
- 5 Splinter Probe Disposable
- 2 Plastic Bag (Small)
- 2 Plastic Bag (Medium)
- 2 Plastic Bag (Large)
- 1 Notepad
- 1 Pencil or Pen
- 1 Sharps Disposal Unit
- 1 Plastic Forceps Dressing

* If this is not kept in the First Aid kit it should be readily available to record any relevant information.

FIRST AID ROOM

Clubs shall provide a First Aid room. If another group uses the room, the following list of furnishings and equipment shall be contained in the room:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Noticeboard showing: <ul style="list-style-type: none"> - Appropriate first aid charts - Four basic checks of the assembled air bag • One set of spinal brace collars* • Examination couch/bed • Pillow/s - plastic covered, with pillow cover • Spare Oxy-Viva Cylinders (minimum 2 "C" size spare cylinders) • Blankets - clean cotton or woollen • Stool or chair • Sink, preferably with hot and cold water • Hand cleaner/handwash • Paper towel and dispenser • Ventolin & Spacer | <ul style="list-style-type: none"> • Garbage bin • Air bag oxygen resuscitator (including three sets of disposable gloves kept in a sealed plastic bag) • Set of 2 largest sized OP airways** • Spare oxygen cylinders (2) • Notepad and two pencils or pens • Contaminated waste disposal unit • Sharps disposal unit • Soap (pump pack type) • Paper hand towels • Ice packs/cold packs or equivalent • Arm and leg splint (padded) • Body Recovery Kit (recommended) • Storage cabinet (as per below) |
|--|---|

* Set = minimum of three collars (sizes regular, no neck and pediatric) or one adjustable collar. Clubs may keep complete set but not mandatory.

** Set of 2 largest OP airways, as provided by any manufacturer. Clubs may keep complete set but not mandatory and only 2 largest sizes to be kept in airbag oxygen resuscitator unit, the remainder may be kept in the first aid room but not in the unit.

Storage Cabinet

• Alcohol Swabs	100	• Band Aids 50s	2
• Triangular Bandage Min 90cm	8	• Adhesive Tape 2.5cm x 5m	2
• Crepe Bandage 10cm	6	• Paper Tape (Micropore)	2
• 2.5cm Conforming Bandage	2	• Dressing Length 6cm x 1m	1
• 5cm Conforming Bandage	4	• Antiseptic Swab Gauze	100
• 10cm Conforming Bandage	4	• (eg. Betadine or Providine)	
• Wound Dressing No.14	4	• Saline Ampoules 10ml	12
• Wound Dressing No.15	4	• (eg. eye/wound irrigation)	
• Universal/multi-trauma Dressing2		• Shock Blanket/Space Blanket	4
• Non Adherent Dressing	5	• Scissors 12.5cm S/B S/S	1
o (7.5cm x 10cm)		• Splinter Probe Disposable	10
• Non Adherent Dressing	5	• Dressing Forceps Plastic	2
o (7.5cm x 20cm)		• Splinter Forceps S/S	1
• Non Adherent Dressing	5	• Kidney Tray (Plastic)	1
o (5cm x 7.5cm)		• Safety Pins 12's	1
• Combine Dressing (Surgipad)	5	• Plastic Bag (Small)	2
o (9 x 20cm)		• Plastic Bag (Medium)	2
• Eye Pads	5	• Plastic Bag (Large)	2
• Burn Sheet (Large)	1	• Drinking Vessel (disposable)	10
• Burn Sheet (Small)	1	• Gauze Swabs 7.5cm 100's	2
• First Aid pamphlet	1	• Disposable Gloves	100
(as approved by WorkCover)			

Communicable Diseases Kit (Includes)

Item	Purpose	No.
Gloves 10s	Hygiene	2
Resuscitation mask with one way valve	Mouth to Mouth Resuscitation	1
Goggles (Disposable, Clear)	Eye Protection for the First Aider	1

If members of the patrol treat a patient with an eye injury, i.e., sand in the eyes etc. they shall refer the patient to further medical treatment. This is to be noted in the Patrol Log Book and notepad in the First Aid Room.

SHOCK PACK (not compulsory)

Shock Packs are an optional item for Clubs, as a part of their patrol/first aid equipment, subject to the approval of the Branch. Branch Superintendents/Directors are to consult with clubs in their respective Branches to decide which club/s are to maintain the use of the Shock Pack.

The Shock Pack is to be sturdy, light, portable, sand and rust resistant. The pack is to be clearly marked, e.g., "(club name) SLSC Shock Pack".

- 1) This is for use only for a patient in certain medical emergencies
- 2) This pack must only be used by a doctor or trained paramedic
- 3) The time sensitive contents of this pack should be exchanged annually, or at least three months before the expiry date, at a local hospital or ambulance station and the date of the last change noted on the container
- 4) It must be stored in a cool area, e.g., the First Aid Room
- 5) The pack should contain a notepad and two pencils or pens

Contents	No	Recommended Trade Name
Gloves - Pairs Disposable (Triflex Vinyl)	2	Travenol
I.V. Fluids - 2 x 1 Litre* Normal Saline or 2 x 1 Litre Hartmans Solution	2	Sodium Chloride 0.9% Hartmans Solution
2 x 1/2 Litre Haemaccel*	2	Haemaccel Shock Pack
I.V. Canulae (Any Two of Sizes 16, 18 or 20)	2	Dwellcath or Surflo or Jelco
Pump Giving Sets AHC	2	Tutu 72-011 or Travenol or2076
Venous Tourniquet	1	Maymed Tourniquet
Ampoule of Adrenaline*1/1000 lcc with 2 x 2cc Disposable Syringes with 21g needles	1	
Space Blanket	1	

* Denotes items which have an expiry date.

AIR BAG/OXYGEN RESUSCITATOR REGULAR SERVICE AND HYGIENE

Requirements for Annual Service (recommended prior to season)

Service Personnel are to be one of the following -

- A Biomedical Engineer with experience in positive pressure resuscitators.
- A licenced liquid petroleum gas fitter or advanced gas fitter with BIO medical experience.
- A qualified medical gas installer with experience in resuscitation equipment and repair of such equipment

Service Personnel should also have -

- Adequate insurance to cover any claim made against them or their company in the event of their negligence causing injury to persons or damage to property. (This is to indemnify Surf Life Saving Australia)
- Be capable of obtaining the correct replacement parts for the units to keep resuscitators uniform
- Be prepared to label and date such units as being serviced by the person

CLEANING

After clubs have carried out resuscitation with an Air Bag Resuscitator, it is very important to clean all the equipment to minimise the chance of spreading disease or infections.

- 1) Oxygen therapy masks and green therapy tubing should be discarded after use. Resuscitation masks should all be washed thoroughly in warm soapy water and all foreign material removed and then rinsed with fresh running water
- 2) Disassemble patient valve, wash in soapy water to remove all solids, rinse in fresh running water and assemble
- 3) Wash air bag in warm soapy water, rinse in fresh running water and assemble
- 4) Disassemble rear valve, wash in warm soapy water, rinse in fresh running water and re-assemble
- 5) Wash reservoir valve (Laerdal bag only) and oxygen reservoir in soapy water and rinse in fresh running water
- 6) Then soak all parts as per SLSA Policy (Cleansing of Manikins and Resuscitation Equipment)
- 7) They should then be rinsed and dried
- 8) Check operation of all features after drying before storage/operation

DHL Patrol Uniforms

- To be washed regularly and cared for as per personal items of clothing.

NOTE: Only DHL patrol uniforms are to be worn. Under no circumstances are any other patrol uniform to be worn by members.

Rescue Tubes (As per Gear Inspection Guide – available on web site www.surflifesaving.com.au)

Rescue Boards (As per Gear Inspection Guide)

Radios

- All units must be kept clean, out of direct sunlight, dry and away from water and sand
- Radios should be serviced annually and after any water penetration
- It is recommended that water resistant bags be used to protect radios. These bags should be checked regularly for damage
- Do not store radios in water resistant bags for extended period of time
- Ensure salt build up is regularly removed from the battery plate

IRB (As per Gear Inspection Guide)

- These need to be checked before each patrol as per the IRB Log of Operations Book

- IRB's are to be maintained as per the SLSA scrutineering guidelines/policy

General Gear

- Stretcher including straps or handles (if applicable) should be tested regularly, the unit washed in fresh water regularly, and kept free of rust and or sharp edges
- Flags should be washed in fresh water regularly, and stored unfurled
- Observation towers should be painted regularly and kept free of rust
- Shark alarms and sirens should be tested at the commencement of each patrol

Equipment specifications may vary and clubs are to be guided by SLSA Policies, Bulletins and distributed requirements. These may be found at www.slsa.asn.au

2.3 PATROL AREA, FLAGS AND SIGNS - "DUTY OF CARE"

In some areas the local governing authority provides patrol and beach flags/signage. Local Government regulations are to be adhered to where the following procedures may conflict with those regulations.

*All flags and signs used are to be in accordance with **Signs as Remote Supervision (SARMS)** manual and Australian Standard AS2416-2002. Contact the Branch Director of Lifesaving for details or go to www.statewide.nsw.gov.au on the Internet.*

PATROL FLAGS (BEACH OPEN - IDENTIFIED BATHING AREAS)

The red and yellow patrol flags, which designate the identified surf bathing areas patrolled by lifesavers, is to be top half red, bottom half yellow to Australian Standards 2416-2002. The patrol flags are to be erected 2.1m off the ground.

SLSNSW recently endorsed the use of the beach patrol flag and feather as an optional alternative to the traditional beach flags Information on these may be obtained from SLSNSW.

Note: These flags shall not be diagonal or vertical in design.

BEACH CLOSED SIGN

Should the prevailing conditions warrant the closing of a beach, the following procedures shall be adopted:

- 1) Remove the red and yellow patrol flags from the beach. **Under no circumstances leave the flags erected on the beach or cross the flags as an indication of a closed beach.**
- 2) Erect a "Beach Closed - Surf Dangerous" sign and a Standards Australia "Swimming Prohibited" sign/s to advise the public of a closed beach. This sign is to be erected 2.1m off the ground.

SURF CRAFT AREA DESIGNATION FLAGS AND SIGNS

Surf craft area designation flags and signs are to be erected either side of the patrol flags. These indicate the area where surf craft are permitted.

The distance which the surf craft area designation flags and signs are to be located from the patrol flags is left to the discretion of the Patrol Captain of the day, once they have taken into consideration the prevailing conditions. The surf craft area designation flags and signs are to be erected 2.1m off the ground.

The area between the surf craft designation flags and patrol flags is known as the "buffer zone" and is intended as a safety zone to prevent collisions between surf craft and swimmers. Patrols MUST keep this area clear of both surf craft users and swimmers. There is no minimum or maximum size for this zone.

POWER RESCUE BOAT TRAINING AREA SIGNS

Power rescue boat training area signs are to be erected at all times when IRBs and/or RWVs are being used for patrols, award training/ assessment (Bronze Medallion, Silver Medallion IRB Driver, etc.) or competition training. These signs are to be erected on two (2) metre poles at each side of the training area with the arrows pointing into the area.

SUPPLY OF SIGNS AND FLAGS

In some areas the local government authority provides patrol and beach signage. When purchasing items ensure that they are in accordance with Australian Standard AS2416-2002 and/or **Signs as Remote Supervision (SARMS)** Manual.

OTHER SAFETY SIGNS AND FLAGS

Local Councils may approach Clubs and Branches to erect other safety signs. As Local Government is the ultimate authority on beaches you may have to abide by their request. Consult the Signs as Remote Supervision Manual for appropriate standard signs and flags.

2.4 LIFESAVER DUTY STATEMENTS (as per the SLSA Training Manual 32nd Edition pages 136-137.)

2.5 WATER SAFETY REQUIREMENTS

Water safety is required for specific activities conducted by surf lifesavers, such as club and junior activities, mid-week training, surf carnivals and assessments etc. A surf patrol does not constitute water safety, however at the discretion of the duty Patrol Captain some patrol members may be used as water safety personnel.

MINIMUM WATER SAFETY GUIDELINES

The minimum number of proficient Water Safety Officer/s is calculated using the table below for all water based training. This includes enclosed calm water training areas. However, as this is a minimum requirement, the SLSNSW Director of Lifesaving or the Branch Director of Lifesaving (or equivalent) may prescribe additional water safety requirements.

Equipment	IRB	Board	Tube	RWC (incl. crewperson)
No. of participants covered	15	5	5	10

For example for a group of 21 participants you could have any combination of the above
i.e. 1 IRB, 1 board & 1 tube = 25
1 IRB & 2 tubes = 25

NOTE: This is a minimum requirement and the Water Safety Officer in Charge may increase number of water safety officers depending on participants abilities and conditions.

If all participants are proficient SRC or higher award holders (eg Bronze Medallion) and 100% are using craft capable of making a rescue, this is considered to meet the water safety requirements for club training.

Club officials, in conjunction with the appropriate Lifesaving officer, shall decide the area to be used for water activities. The Patrol Captain/Lifesaving officer has the authority to cease these activities if, in their opinion, the sea conditions deteriorate to an "unsafe" situation at any time. Further, they have the responsibility to ensure no activities take place without adequate water safety.

An IRB is required to lay buoys and should remain by the buoys during events to provide water safety. All water activities must cease if adequate water safety is not available or is called away.

All activities must have at least two buoys. No participants shall swim around a single buoy as collisions and injuries may occur.

- 1) A designated club officer must be in charge of the water safety team for the Junior Activities and be in attendance during all water activities.
- 2) All Water Safety Officers must be proficient. A Water Safety Officer is a person holding the Surf Rescue Certificate or Bronze Medallion.
- 3) The number of water safety officers should be calculated using the minimum water safety guidelines table above.
- 4) A minimum 50% of Water Safety Officers must be on a rescue craft (SLSA policy).
- 5) Water safety personnel are to wear orange caps for identification. Patrol members who are on patrol do not count as water safety personnel unless designated by the Patrol Captain. In this situation, the patrol members are to remain wearing the red and yellow quartered cap for identification by the Patrol Captain.
- 6) Water safety personnel must sign either in the voluntary section of the Club Patrol Log Book or in a separate Water Safety Log Book before performing water safety duties. In this situation personnel rostered to water safety may count these patrol hours towards their own patrol hour obligations.
- 7) Personnel crewing an IRB specifically for water safety may be included in the water safety ratio and shall wear orange caps for easy identification. However, in the event of the IRB being used for patrol duties and assisting in water safety it shall not be included in the water safety ratio.

It is highly recommended that a club official is available at the location in case of an emergency situation.

SURF CARNIVALS

For surf carnivals, the Carnival Organising Committee shall select the area in which the carnival is to operate and determine water safety under the direction of the Duty Patrol Captain. Water safety requirements will be determined on the basis of beach/surf conditions, number of competitors and events being conducted.

Section Three ANNUAL PATROL HOUR OBLIGATIONS

3.1 WHO MAY COMPETE?

To be eligible to compete, a member shall be of the membership categories as per the current SLSA Competition handbook.

Junior Activity members wanting to compete in Under 15 events must be a proficient Surf Rescue Certificate holder and complete the required patrol hours.

3.2 WHO SHALL DO PATROLS?

Clubs may require all or any membership categories to do patrols (as per their club constitution); however at the very least the following categories of members must do patrols if they wish to compete:

Active, Under 19, Active Reserves, Under 17 and Under 15 members who wish to compete in "open" carnivals. (Masters competitors must complete patrols as per their membership category eg. Active, Active reserve, Long service)

It is SLSA policy members involved in volunteer specialist services (e.g., helicopter, offshore rescue boat, radio commands, etc.), should have these hours credited to their club (personal) patrol hours. The patrol/operation log books of these services may be called on to verify these hours.

Members who are employed as lifeguards, beach inspectors, helicopter crew etc. are NOT exempt from patrol duties.

3.3 PATROL HOURS OBLIGATIONS - STATE AND AUSTRALIAN CHAMPIONSHIP CARNIVALS

All members who wish to compete at any State or Australian Championship must be financial, proficient and carry out their rostered patrol duties for the club for which they are competing.

The minimum number of personal patrol hours must not be less than twenty-five (25) hours for the preceding calendar year, i.e., 1st January, 2004, to 31st December, 2004.

The minimum requirement for Active Reserve members must not be less than 12 hours for the preceding calendar year, i.e., 1st January, 2004, to 31st December, 2004.

The minimum requirement for new members, members re-joining a club (was not a member of the association during the previous season), or members returning after a leave of absence must not be less than four (4) hours patrol before competing in a State or Australian Championships. *Refer to minimum patrol hour's chart.*

Patrol hours shall only be calculated on the following personal hours completed by the competitor:

- Rostered
- Substitute for other members. (These hours will be credited to the member who is actually doing the patrol - **NOT** the member for whom the substitution is being done).
- Voluntary patrols
- Water Safety for Juniors; and
- Volunteer Specialist Services (e.g., Helicopter, Jet Boats, Radio Commands)

All patrol hour verification will be from SLSA Patrol Log Books

Penalty patrol hours shall not be used as personal patrol hours for competition purposes

New Members joining after 1st January, 2004, and prior to the closing date of entries must fulfil a minimum of four (4) hours patrolling.

Members joining or returning during the period 1st January, 2004, to 31st December, 2004, are required to complete patrol hours in accordance with the following table:

Joining/returning during 2004	Min. Patrol Hour Requirement (Active & Under 15)	Min. Patrol Hour Requirement (Active Reserve)
January, 2004	25	12
February, 2004	24	12
March, 2004	20	12
April - September, 2004	16	8
October, 2004	12	8
November, 2004	8	4
December, 2004	4	4

Surf Life Saving New South Wales reserves the right to identify members from some, or all entries, and ask the respective Branch to examine the eligibility of these members.

Where Clubs consider they are disadvantaged by the minimum patrol hour requirements, they may make application for a reduction of the patrol hour requirement through their respective Branch to Surf Life Saving New South Wales on an annual basis only.

Members with less than the foregoing prescribed patrol hours, without suitable explanation, are ineligible to compete at the New South Wales Surf Life Saving Championships and will not be entered in the draw of events.

If clubs have in their respective Constitutions, Rules and By-Laws a requirement that members who are in default of a specific number of patrol hours are suspended from club privileges and activities, then that club requirement must be applied to members being entered in the New South Wales Surf Life Saving Championships.

However, clubs must observe the SLSA Constitution which provides for a maximum of 10 hours patrol default whereupon members must not be entered for any competition.

Important: It is advisable members complete their proficiency as early as possible to ensure they are eligible to enter the NSW Championships. Surf Life Saving New South Wales views that the member had since the patrolling season commenced to do their proficiency, and as a result may be refused a late proficiency check for competition purposes.

3.4 WHO SHALL BE EXEMPT FROM PATROLS?

A club may give special consideration for full or partial exemption from patrol obligations to members who fall into any of the following categories:

- Principle Club Office Bearers, e.g., President, Club Captain, Chief Instructor, Secretary, Junior Activities Officer.
- Life Members. (*Automatic full exemption - SLSA Rules and Regulations*)
- Long Service Members. (*Automatic full exemption - SLSA Rules and Regulations*)
- Active Reserve Members. (*Automatic partial exemption - SLSA Rules and Regulations*)

- Members carrying out duties in other areas such as instruction, offshore rescue boat, aerial services and similar areas of active surf life saving.
- Members on special Association assignment, i.e., members of representative teams, instructional teams, etc.
- Members holding office in the Association at Branch, State or National level.

Such exemptions must be constituted by the club, and individuals who meet criteria should be noted in Club Minutes, and endorsed by the respective Branch. When applying for exemptions, which are not automatic under SLSA Rules and Regulations, copies of all relevant documents, e.g., extracts from Constitutions and/or Minutes of Club General Meeting should be attached.

All exemptions must be applied for annually and submitted for approval by 31st December, 2004.

Members who are employed as lifeguards, beach inspectors, helicopter crew etc. are not eligible for patrol exemption due to work commitments.

3.5 PATROL HOUR CHECKING

Branch Officials may carry out checks on patrol hours obligations on any club within their Branch. Surf Life Saving New South Wales may carry out checks or request a Branch to carry out the check on their behalf.

With regard to entries submitted for competition events, it will be the responsibility of the Club Officer completing the "declaration" on the form to ensure all members nominated are proficient, financial and have completed the patrol obligations required by the club.

3.6 CLUBS ATTENDING CARNIVALS

Clubs attending a surf sports carnival during the patrol season must:

- Ensure that there is a rostered patrol on the beach that meets the patrol obligations of the club, otherwise the club is ineligible to compete.
- Competitors rostered for patrol duty have a substitution, or are ineligible to compete.

3.7 TIMETABLE OF WHEN HOURS ARE TO BE CARRIED OUT

Patrol hours and minimum strengths are determined annually in consultation with the NSW Director of Life Saving and Education, Branch Director of Lifesaving and the Club.

Clubs are expected to patrol on Saturdays, Sundays and Public Holidays from the first Saturday in the Spring School Holidays to the last day of the Autumn Holidays as per SLSNSW Rules and service agreement.

3.8 SPECIALIST SERVICES

Hours accumulated during volunteer patrols in specialist areas such as Offshore Rescue Boats, Aerial Services, Radio Commands and Water Safety are acceptable to meet the member's personal patrol hour obligations set by the club. Members of these services should still carry out the club patrol obligations if required by their respective clubs.

Members performing water safety for Junior Activities are permitted to have these hours accredited to their club personal patrol hours, if rostered for water safety duty and the hours are entered in the log book.

3.9 MINIMUM PATROL STRENGTHS AND AWARDS TO BE HELD

There is a state minimum of three proficient SLS Bronze Medallion holders on patrol at any time when a patrol is rostered on as per 3.7 above. Branches and clubs may increase this minimum as per 3.7 above.

It is recommended that one of the Bronze Medallion holders be a Silver Medallion Patrol Captain, but this is not mandatory.

There will need to be at least three proficient SLS Bronze Medallion holders, one of the Bronze Holders must also be a proficient IRB Crew and another of the Bronze Holders must also be a proficient IRB Driver. There must be one proficient ARC holder on each patrol.

NOTE: It is compulsory for the 2004/05 season to have an ARC holder on every patrol.

Section Four DOCUMENTATION

4.1 Forms, Log Books and Reports

Membership Forms

All members irrespective of their membership classification or club subscription structure must complete a membership form. This form must be fully completed and returned to the club registrar or similar who will distribute the copies to the appropriate sections of the surf life saving association. Clubs have the option of utilising the standard SLSA Membership Form or the form contained in the Complete Patrol Logger Software.

Membership Forms must have all sections completed and the club must be aware of any limitations, restrictions or medical conditions.

Patrol Log, Incident Report Log, IRB Log and Radio Log

All surf life saving Log Books are legal documents. They are the record of operations and activities that are undertaken as part of the surf life saving service provision.

These are the number one record of surf life saving operations. As a legal document they can and have been used in court as evidence.

Tips to remember:

- Ensure that all log books are completed in a neat legible manner
- Complete all relevant sections of the log book
- Always read the preceding entries before undertaking the daily operations
- Note all incidents and supporting information in the space provided on the Log Books
- Log Books must be kept indefinitely
- If there is an incident pending from information in a log book it will need to be kept indefinitely. Lodge the log book with the legal firm representing your club for safe keeping
- Information from Log Books will assist with the following seasons beach management planning
- The Complete Patrol Logger has tools to maintain some lifesaving records from the log books

Proficiency Books

These are the record of members undertaking assessments at your club. The Proficiency Book must be present at the time of members undertaking assessments.

Lodge duplicate copies as per the Proficiency Book guidelines on the cover.

Incident Report Database

www.hpfm.com.au/slsa/user

www.slsa.asn.au

The Incident Report Database has been developed to record:

- All deaths along the NSW coast
- All resuscitations performed by lifesavers
- Any incident that involves a major response by SLSA services
- All major first aid incidents attended by SLSA lifesavers/services
- Any injuries occurring to lifesavers participating in Surf Life Saving activities

This Incident Report Database replaces the Incident Report Log Book, CID Forms, resuscitation reports, first aid log books and powercraft injury forms. The log book must include fatalities in unpatrolled locations, after hours and incidents such as deaths of rock fishermen, those fishing, diving, boating or riding surfcraft in or near the surf zone. It also includes deaths where immersion may not be the primary cause of death but instead appears to be caused by a medical condition.

Reports

An Initial Report of Drowning is to be entered into the IRD within 24 hours of a drowning and the database entry completed within 14 days.

It is recognised that in some instances information may be unable to be sourced. The ILB is designed to act as a guiding tool to ensure as much information is covered as possible.

Incident Report Database (IRD)

The IRD is to be completed by the club. If surf lifesavers have been involved in the incident, most of the information should be readily forthcoming in a debrief. Otherwise, the information will be available from the attending police and ambulance services.

It is possible that a drowning is reported in the media but has not come to the attention of SLSNSW. In this case the drowning should be entered into the IRD.

When is the IRD used?

The IRD is completed in the following circumstances:

- When a patient has drowned along the coastline
- When a patient has died later as a direct result of an immersion
- When a surf lifesaver has performed a resuscitation – it is immaterial as to cause of that resuscitation, ie, immersion, cardiac arrest on the beach
- To report any major or minor incident where the patient is transferred or referred to hospital
- When a surf lifesaver has been injured in the course of their duties

Data

Information relating to various fields of data will be regularly produced and sent to SLSA State Centres and other stakeholders. The data will be recorded annually with a commencement date of 1st July each year. Specific requests for information should be directed to SLSNSW Lifesaving Manager.

It is recommended that clubs have a hard copy of the IRD form stored with the Patrol Log book to assist with prompt gathering of information after an incident.

4.2 LIMITING AND PERMANENT DISABILITY AND EPILEPSY POLICY

Surf Life Saving Australia have a Limiting and Permanent Disability and Epilepsy Policy which identifies the procedures for training for awards, patrolling activity and access to Surf Life Saving competition for members with a limiting and permanent disability.

Any member with a limiting and permanent disability wishing to participate in award, patrol and competition activity must be processed by this procedure to ensure that the member, other members and the community are not placed in a position of unacceptable risk of injury.

Refer to the relevant SLSA policy – www.slsa.asn.au/doc_display.asp?document_id=121

Or by going to www.slsa.asn.au -then to resources, policies, policies and specifications

4.3 SURF LIFE SAVING AUSTRALIA POLICIES

All surf life saving policies can be found on the SLSA website: www.slsa.asn.au and it is recommended that your club maintains an up to date, easily accessible file, on these.

Section Five **LIFESAVING INCIDENTS**

5.1 RECOMMENDED INCIDENT PROCEDURES

Summary

In the event of an incident, the situation must be treated as serious.

Patrols must be vigilant, follow set guidelines and take appropriate action to minimise the possibility of such accidents.

If an incident occurs, it is essential to:

- Take necessary action to bring the victim to the beach and apply appropriate First Aid treatment in accordance with SLSA standard procedures.
- Notify Branch Surf Rescue Bases by radio to request ambulance/helicopter as appropriate.
- Request trauma counselling as required by patrol members. Complete a Workcover Form for counselling service.
- Phone Surf Rescue Base to give accident details.
- Obtain names and address of independent (non-club) witnesses and, if possible, written statements.
- Compile initial report, forward to appropriate Branch officer and enter into IRD.
- Compile detailed reports and forward to relevant Branch officer as soon as possible.
- On notification of the incident Surf Rescue Base will arrange assistance from neighbouring clubs if required, and call ambulance or helicopter. Surf Rescue Base will also arrange for a peer support councillor if required.
- IRD completed for drowning/major first aid etc.
Accident Investigation Report
Both to be completed in consultation with stakeholders by appropriate officer
- Branch office will notify SLSNSW as soon as practicable.
- Under no circumstances is any Club or SLSA member to admit liability or negligence.

5.2 WHAT TO DO IN MAJOR INCIDENTS

It is necessary to inform the appropriate personnel at Branch and Surf Life Saving NSW immediately after any of the following incidents:

- An aquatic (river or ocean) related death in your area (both within and outside patrol hours).
- An unconscious patient that is treated by the Patrol or a Surf Club member.
- Any major incident/accident involving Patrol members and the general public.
- Any unusual incident.
- Any trauma counselling/peer debrief of Surf Club members.

To ensure communication links are maintained during and after major incidents, during patrol hours and outside patrol hours (mid week), the following protocols have been set.

Immediately report the incident to the Branch Radio Room (if operating), or to the Branch Director of Lifesaving who will either attend in person or send a nominated Branch Officer to the scene. The Branch Officer will commence to gather information on the incident, utilising the **IRD** to complete an initial report.

The initial report information should contain the following details:

- Location
- Time
- Date
- Name of Patient
- Age of Patient
- Sex of Patient
- Brief circumstances
- Type of rescue equipment used
- The hospital the patient/s transported to

This initial report is to be forwarded to SLSNSW within 24hrs and can be submitted by phone, fax or email.

Surf Life Saving NSW can be contacted on the following numbers (24 hours):

(business hours)

Phone: 02 9984 7188
Fax: 02 9984 7199
Email: experts@surflifesaving.com.au

Mobile phones (after hours)

Phil Vanny	0408 663 321 – Chief Executive Officer
Andrew May	0409 663 002 – SLSS General Manager
Giselle Addison	0418 400 555 – Lifesaving Manager
Grant Joy	0418 887 334 – Southern Region
Belinda Camp	0438 204 479 – Northern Region

Once this procedure has been carried out, the actual investigation and formal reports should be completed (refer to Branch Protocol).

PUBLIC LIABILITY INSURANCE

Public Liability Insurance is insurance cover which is available if a member of the public or a Surf Life Saving Australia (SLSA) member takes legal action (civil) for alleged negligence against SLSA or its members.

Currently, SLSA is covered for claims up to \$20 million. The person taking legal action (the claimant) has the responsibility of proving there has been a breach in "Duty of Care." If SLSA members follow safety and precautionary measures set by SLSA, use SLSA approved equipment and remain vigilant, the number of serious accidents and need for public liability insurance will be minimised.

WHAT IS CLASSED AS A SERIOUS ACCIDENT?

All accidents should be regarded as serious as a seemingly minor incident may become serious over time.

Remember legal action has been taken by members of the public, against individual members, club officers, and the SLSA.

NOTE: You must document every incident during patrol hours in the patrol log book and the Incident Log Book.

AFTER THE INCIDENT, WHO TAKES CHARGE?

In the case of an accident occurring, the senior club officer present should take charge of the situation. This may be a patrol captain or a club officer.

At the time of an accident the first priority is to keep calm and attend to the problem at hand. Items, such as SLSA backup services, medical treatment, crowd control, transport of patient to a first aid room or hospital, are all items that are top priority and require immediate attention. Remember, incorrect treatment or treatment of a dubious standard, can invite legal concern.

WHAT ACTION IS TO BE TAKEN?

As soon as the immediate problem of the accident is controlled, the senior club officer must take full notes of the accident. The Incident Log book should be available to assist the officer with the collection of relevant information.

- Times
- Sea conditions
- Wind direction
- Persons involved
- Names and addresses of witnesses
- Sequence of events
- Purpose and use of equipment
- Crew
- Speed of craft, etc
- Ensure all log books are completed.

The Branch Life Saving Director should be advised as soon as possible.

A Club Captain should conduct regular exercises or rehearsals of accident scenarios to set in place procedures and anticipate potential problems which may arise.

WHAT IF THE POLICE ARE CALLED?

If the police are involved the Senior Club Officer should consider contacting the Club Legal Officer for advice if thought necessary. Phone numbers of such people, both private and business must be displayed and regularly updated near the club's emergency phone.

Every effort should be made to assist police with their investigations.

SLSA members do have the right to protect themselves from the possibility of future legal or civil action.

ADMISSION OF BLAME
UNDER NO CIRCUMSTANCES SHOULD A MEMBER OF A CLUB MAKE
AN ADMISSION OF BLAME FOLLOWING AN ACCIDENT.

If blame is to be laid it must be determined by the courts and in the face of a defense by SLSA insurance underwriters. If a member of a club admits blame, or infers such, then the conditions of the SLSA policy may have been negated and all insurance cover ceases.

Concern and upset can, of course, be expressed as a natural reaction to an accident. Every medical comfort and assistance should be given, however no admission of blame should be made. There are records of bystander lifesavers, voicing "expert opinions" on an accident, its cause, and where the blame should be laid. Such bystanders can eventually be called into court to support their statements and would be subject to heavy cross-examination by the SLSA insurance legal representatives. In effect, these people may be appearing against fellow club members and the SLSA.

It is vital for bystanders to refrain from public debate.

BRANCH ACCIDENT INVESTIGATION GROUPS

Branches should have a system whereby a specific course of action is set in motion immediately after advice of a serious accident. Club officers must advise their Branch Surf Rescue Command, Life Saving Director ASAP of any such incident. The Branch will have the appropriate member contact the club by telephone and be personally in attendance as soon as possible.

LOG BOOKS AS EVIDENCE

Log books (patrol, radio, IRB) can and have been called into courts as documentary evidence. Therefore, members should ensure all logs are kept in a precise, neat and accurate manner. All persons involved should make written notes of the incident as soon as possible.

LETTERS FROM SOLICITORS, ETC

If the club or a SLSA member receives a letter from a solicitor or legal representative of another party, they should immediately notify Surf Life Saving New South Wales Chief Executive Officer, Phil Vanny and forward a copy of the original briefing and such correspondence to PO Box 430, Narrabeen, NSW, 2101. **No reply or acknowledgment should be given without the permission of the Association.** Subsequent inquiries should be referred to the Chief Executive Officer, Phil Vanny, on (02) 9984-7188.

INSURANCE POLICIES

Not every activity of SLSA or its clubs will automatically be covered in the SLSA insurance policies. Everything in the "normal" operations of clubs and SLSA has been anticipated but there are always exceptions. If in doubt, contact SLSNSW for clarification. It may be prudent to pay a small additional premium cost to have the policy extended to meet your clubs specific activity, which is not considered a "normal activity".

WHO IS THE SLSNSW ACCIDENT INVESTIGATION GROUP?

The accident investigation group consists of the following people:

- SLSNSW Director of Life Saving
- Operations Manager, Surf Life Saving NSW; Lifesaving Manager (When Director is unavailable)
- Relevant Branch Director
- Surf Life Saving NSW representative (Nominated by Surf Life Saving NSW)
- Club Officer (Elected or appointed by the Branch)
- Chief Executive Officer, Surf Life Saving NSW (All reports and correspondence)

5.3 LIFESAVER ASSISTANCE PROGRAMS

Surf Life Saving members will encounter situations during their lifesaving work and at home that may require the assistance of a trained counsellor.

The services offered are to Surf Life Saving New South Wales members and their immediate families. The Salvation Army 24hour Critical Incident Response Service is identical to employee workplace assistance programs and is totally confidential, and can be accessed by a simple phone call.

The recommended provider is:

Name:	SALVATION ARMY 24 HOUR CRITICAL INCIDENT RESPONSE SERVICE
Phone:	0418 401 620
Services:	Critical Incident Trauma Counselling Referral to other assistance programs

Some Branches have their own Lifesaver Assistance Programs in place and are free to utilise the services of their preferred provider.

Note: If one of the above counselling services is utilised it is vital that a Workcover Form is completed. This ensures coverage of our personnel for the initial consultation and for the future.

5.4 IMAGE AND PUBLIC RELATIONS

MEDIA

After a major incident has occurred be prepared for a media onslaught. Rescues or accidents will always attract a lot of media attention. In this situation it is advisable to:

- First, ensure the relevant emergency service has been notified.
- Designate one club or branch executive member to act as spokesperson and refer all media enquiries to that person.
- The branch/club spokesperson **should only comment on the factual information** relating to the surf club and its members' involvement.
- If the performance of the club, or its members, is subject to scrutiny **NEVER** admit liability and refer matters to the club spokesperson.
- Any concerns relating to rescue and lifesaving methods, inform the media to contact the CEO of Surf Life Saving NSW who will act as the official spokesperson on all related matters.

Remember that coverage of major incidents, particularly where there is loss of life, will not always be 100% favourable. Statements made are easily taken out of context and distorted.

The best approach to the media is
“No comment at this point, Surf Life Saving will issue a statement later”
This will allow a comment to be made that will
not be influenced by the emotion and stress of the situation.

Surf Club members on beach patrol duty are in the public eye as the “aussie icon” representing the surf lifesaving movement. The image that is projected to the community has a direct impact on all lifesaving areas. Patrolling lifesavers should be conscious of how they behave and portray themselves.

Image

- Strive for neatness and pride in the Patrol Uniform and when on patrol duty
- Professionalism and vigilance
- Behaviour to represent your club and the surf life saving association
- Zero tolerance of skylarking and dangerous behaviour
- Operate rescue equipment responsibly and in the manner that it is intended

Public Relations

- Be polite and courteous when dealing with the public
- Be patient when addressing the public, especially overseas visitors
- Be prepared to answer questions on surf life saving
- Aim for zero confrontation and a “Win/Win” situation for all
- Change your approach in dealing with the public from “Don’t” to “Don’t because there is a strong rip. See it over there with the discoloured water”. This is non-confrontational and will also assist with community education.

SURF LIFE SAVING NEW SOUTH WALES INC.**5.3 Sample: Accident Investigation Report**

TO: Phil Vanny Chief Executive Officer

FROM: Robert Thomas, Accident Investigation Officer

SUBJECT Injury Report

DATE OF INCIDENT 1 November, 1999

LOCATION North Maroubra Beach

MEMBER INVOLVED: Steven Jones
35 Bear Park Avenue
Maroubra NSW 2036

This report deals with an injury sustained by Steven Jones, a proficient active member and licensed IRB operator of SLSC.

I have attended the home of Steven Jones and spoken at length with him concerning the circumstances giving rise to his injuries.

It has been confirmed that on 20 November 1994 Steven, who has had approximately 5 years experience as a licenced IRB operator, was carrying out training with a relatively new crewman at (beach name) Beach. Steven said at the time a fair size surf was running with waves ranging between 1.5 to 1.8 metres. He said the boat was operating on the seaward side of the wave area when he saw, what he described, as a "freak wave" approaching.

The IRB was turned seaward. It travelled up the face of the wave to almost a vertical position and at that stage the crewman who had been properly positioned on his pontoon with both feet in the footstraps and hanging onto the bow rope, apparently lost his grip on the bow rope causing him to fall backwards, and on doing so he landed on Steven Jones and more particularly his hand which was still on the outboard motor control.

The force of impact snapped the handle from the motor and injured Steven Jones right hand. He immediately returned to the beach where at that stage he noticed bruising and swelling in his hand. He was taken by car to hospital where his hand was Xrayed and bandaged. The persons attending at casualty suggested that he visit his own doctor at the first opportunity.

The following morning Steven attended his personal physician who after checking the X-ray and inspection of his hand confirmed a fracture of the right hand adjacent to the thumb area. The Doctor advised there was little else, he could do for him except leave the hand bandaged and advised a period of rest would allow the hand to heal.

The Doctor issued a certificate confirming that Steven Jones was not able to resume his occupation for a period of one week.

Steven is a partner with his brother in a removalists business. Steven confirmed he could not attend work from the 21-25 of November inclusive.

Steven Jones indicated his hand had since healed and he has had no lasting effects from the injuries sustained. The only medical costs incurred were confined to the visit to hospital and his local doctor both of which were met by Medicare.

Steven confines his claim to loss of income for the period 21-25 November.

I trust the above is of assistance to you. Should you require any further information, please do not hesitate to contact me.

Note: The names, details and situation in this sample have no bearing on members of the SLSA. Any coincidences are purely accidental.

**Surf Life Saving New South Wales
Wish to acknowledge and thank our good friends and
supporters**



masoniCare



FREEMASONS
NSW & ACT



THE Sunday Telegraph



Laerdal
helping save lives



Panadol

