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SECTION NO: POM 0001	SUBJECT: INTRODUCTION AND DOCUMENT MANAGEMENT	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 5

INTRODUCTION

The contents of this Patrol Operations Manual details the requirements for SLSQ patrol operations and beach management plans for the 2018/2019 season.

The attached summary sheets outline designated patrol times and requirements. These are a summary sheet for the confirmation of individual club patrol service contracts for all club lifesaving services throughout Queensland.

Club Captains and Patrol Captains must be aware of the existence of the Patrol Operations Manual and are required to familiarise themselves with the content. The Patrol Operations Manual can also be found on the clubs allocated iPad and referenced at any time.

Specific club requirements are to be confirmed within individual agreements as negotiated between clubs, their relevant branches and Surf Life Saving Queensland. Once confirmed by the branch, a club Patrol Service Contract may be altered only upon consultation between the club, their relevant Branch Director of Lifesaving and the State Lifesaving Officer.

It is hoped that through this system, clubs will have more flexibility in the delivery of services and be more able to continually develop their patrols to meet the current and future demands of their respective areas.

Surf Life Saving Queensland is very appreciative of the past efficiency of the Surf Life Saving operations throughout all areas of our Association in Queensland. Our patrol statistics continue to show a positive trend in rescues while beach visitations and preventative actions continue to rise. This indicates that our club patrols are continuing to be proactive in performing their duties.

I would like to take this opportunity to wish all members a safe and successful 2018/2019 season, and look forward to working with you to achieve our vision of *'zero preventable deaths in Queensland public waters'*.

Yours in Lifesaving,



CLINT SWANTON
State Lifesaving Officer

CLUB SIGNATURE PAGE

All Patrol Captains, the Club Captain and Vice Captain shall sign this page where indicated to confirm the receipt and understanding of the information provided in this manual.

Clubs are to maintain the original copy of this club signature page (for future reference) within this manual, and forward a copy of the completed club signature page to the relevant branch or SLSQ Lifesaving Services Coordinator for confirmation that patrol leaders are fully aware of the contents of this manual. For further information, please contact the relevant SLSQ Lifesaving Services Coordinator (North QLD and North Barrier, please send to Regional Manager) (Refer to SLSQ Contact List 2018/2019).

NOTE: Club signature pages should be signed and returned before any club patrols commence. This is to allow enough time to educate patrol members of any changes or modifications, which may affect them performing their duties.

CLUB CAPTAIN

Signature: _____
(Print Name: _____)
Date: _____ Patrol Group: _____

VICE CLUB CAPTAIN

Signature: _____
(Print Name: _____)
Date: _____ Patrol Group: _____

PATROL CAPTAINS

Signature: _____
(Print Name: _____)
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UPDATING THIS MANUAL

SLSQ are viewed internationally as an innovative organisation, which are consistently and pro-actively looking for ways to improve the way lifesaving is conducted – ultimately aiming for ‘zero preventable deaths in Queensland public waters’.

The views and needs of our unpaid professionals who dedicate their hours of service and training are valued and are thoroughly considered when developing a Patrol Operations Manual like this. The content of this document is dynamic and is constantly under review, however, due to time and financial constraints there is need for a structured format.

Changes to this manual will normally be made as part of the annual review at the end of the season, however they may also be needed in the following situations: -

1. Where a new national policy is introduced;
2. Where an accident/incident occurs that proves a current practice is unsafe and requires changing urgently; and
3. Where a change in legislation means current practice needs altering immediately.

In these three examples, appropriate updates will be sent out to all holders of Patrol Operations Manuals who will be responsible for the dissemination of information to club members that the change affects.

REQUEST FOR CHANGE BY INDIVIDUALS, CLUBS, AND/OR BRANCHES

Anyone who has recommendations/suggestions for changes at an individual and club level should follow these steps: -

- | | |
|-----------------|--|
| All cases | - Check the Member Portal (https://portal.sls.com.au) for the latest policies, procedures and forms as you may find the answer there |
| Individual/club | - Discuss with your Club Captain to take the idea to the branch Board of Lifesaving meeting |
| Branch | - Present the proposed changes through the State Lifesaving Committee |

(Follow the flow chart on next page).

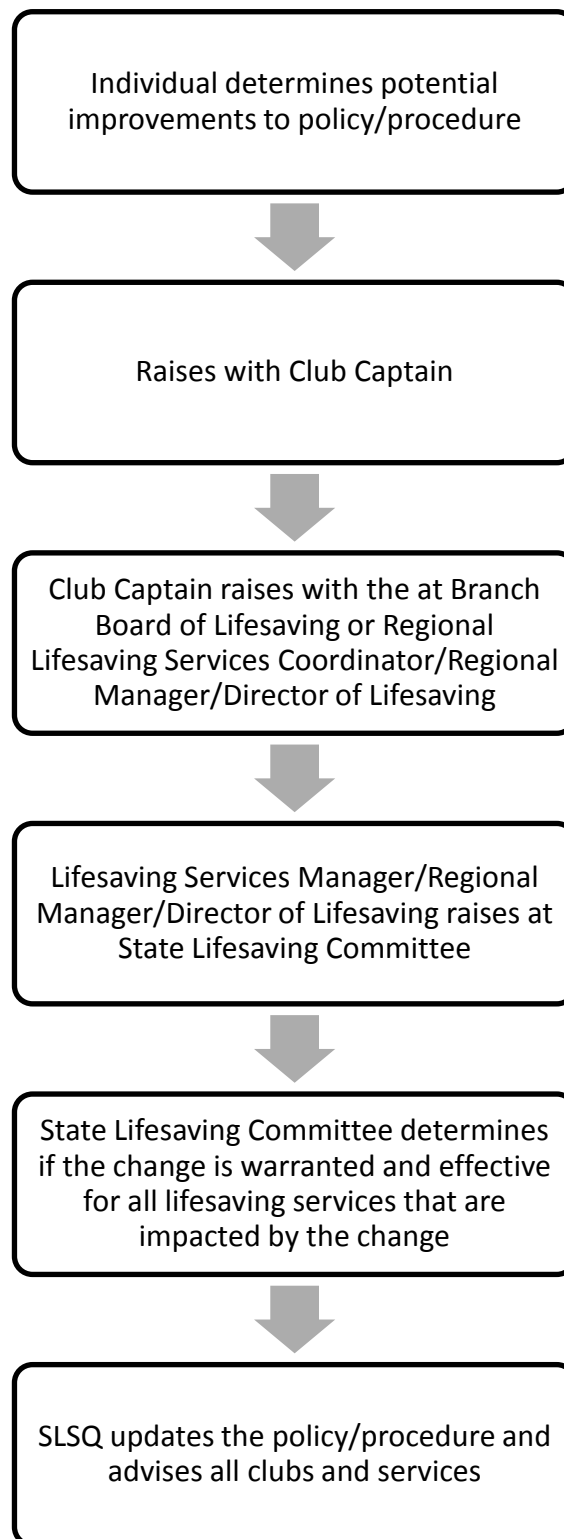
NOTE: In all cases, a Request for Modification to Manual Form (LSS-021) must be completed and submitted to the State Lifesaving Officer (Refer to Section 12 - Patrol Reporting and Forms).

HOW SLSQ WILL UPDATE THE MANUAL

Any endorsed changes by SLSQ will follow this sequence of events:

1. Carry out risk assessment;
2. Change identified (new policy, accident/incident and/or legislation, annual review);
3. Formulate draft;
4. Circulate draft copy to State Lifesaving Committee with deadline for comments/endorsement;
5. Comments are received back if necessary (change may be refused at this stage);
6. Amendments made if necessary in consultation with the appropriate panel;
7. Approval by State Lifesaving Officer; and
8. Communication, training and implementation (immediately or in annual review).

PROCESS FOR UPDATING POLICES/PROCEDURES



SECTION NO: POM 0002	SUBJECT: PATROL SEASON	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 2

OFFICIAL QUEENSLAND PATROL SEASON

The official patrol season for 2018/2019 shall commence on Saturday 22nd September 2018 and concludes on Monday 6th May 2019.

ANY ALTERATIONS TO THESE DATES MUST FORM PART OF THE PATROL SERVICE CONTRACT, WHICH IS REQUIRED TO BE ENDORSED BY THE RELEVANT BRANCH AND STATE LIFESAVING COMMITTEE.

Official patrol days during this period include all Saturdays, Sundays and public holidays. Gazetted show holidays are not included.

Clubs are required to patrol on mid-week public holidays as well as those public holidays attached to a weekend. Where a public holiday falls on a Friday or Monday, all clubs shall provide patrols on each day of that long weekend.

CLUBS WHICH HAVE DIFFICULTY IN PROVIDING PATROLS ON MID WEEK PUBLIC HOLIDAYS SHALL SEEK ASSISTANCE FROM THEIR RESPECTIVE BRANCH DIRECTOR OF LIFESAVING.

Queens Birthday	-	Monday 1 st October 2018
Christmas Day	-	Tuesday 25 th December 2018
Boxing Day	-	Wednesday 26 th December 2018
New Years Day (holiday)-		Tuesday 1st January 2019
Australia Day holiday	-	Monday 28 th January 2019
Good Friday	-	Friday 19 th April 2019
Easter Saturday	-	Saturday 20 th April 2019
Easter Monday	-	Monday 22 nd April 2019
Anzac Day	-	Thursday 25 th April 2019
Labour Day	-	Monday 6 th May 2019
Show Day	-	Date varies between regions

ADDITIONAL OPERATIONS

Clubs and operations support are encouraged to operate over and above the minimum requirements of the official patrol season where local conditions and visitations demand, and should confirm the best means to achieve this within club patrol plans.

ALL CLUBS ARE STRONGLY ENCOURAGED TO PROVIDE TWO (2) PERSON OBSERVATION/SURVEILLANCE PATROLS DURING PEAK PERIODS WHEN THE PUBLIC CONTINUES TO SWIM OUTSIDE NORMAL PATROL HOURS.

SECTION NO: POM 0003	SUBJECT: PATROL TIMES	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 4

PATROL TIMES REQUIREMENTS

All clubs are required to provide patrols to the standard outlined within their individual patrol service contracts as confirmed by the club, branch and SLSQ in conjunction with this Patrol Operations Manual.

NOTE: Commencing/ceasing times

- All club patrols shall be fully operational at the commencement time specified, and are not to be concluded prior to the finishing time.
- Operations support shall be fully operational at the commencement time specified, and not to be concluded prior to the finishing time, unless advised otherwise by the duty officer.

All patrol captains and patrolling members should refer to the Club Patrol Service Contracts (as displayed by their club) for specific details of patrol times within their area of operations.

The recommended minimum patrol times that are required for each region are as follows:-

North Queensland Branch: 6th April 2019 – 24th November 2019

Saturday/Sunday and public holidays – times as per individual Club Patrol Service Contracts.

Specific club services within the region:

- Saturday 1.00pm – 5.00pm
- Sunday and public holidays 9.00am – 5.00pm

Note: Patrols commence for Port Douglas SLSC, Ettu Bay SLSC and Mission Beach SLSC on Sunday 7th April 2019. Patrols conclude for Ettu Bay SLSC on Sunday 8th December 2019.

North Barrier Branch: 22nd September 2018 – 6th May 2019

Saturday/Sunday and public holidays – times as per individual Club Patrol Service Contracts.

Specific club services within the region:

- Saturday 1.00pm – 5.00pm
- Sunday and Public Holidays 9.00am – 5.00pm

Wide Bay Capricorn Branch: 22nd September 2018 – 6th May 2019

- Saturdays 1.00pm – 5.00pm
- Sundays 9.00am – 5.00pm
- Public holidays 9.00am – 5.00pm

NOTE: From 8th December 2018 to 28th January 2019 times will be Saturday 1.00pm – 6.00 pm, Sundays and public 8.00am to 6.00pm

Sunshine Coast Branch: 22nd September 2018 – 6th May 2019

- Saturdays, Sundays and public holidays 7.00am – 5.00pm

NOTE: From 8th December 2018 to 28th January 2019 Saturdays, Sundays and public holiday times will be 7.00am – 6.00pm

South Coast Branch: 22nd September 2018 – 6th May 2019

- Saturdays, Sundays and public holidays 8.00am – 5.00pm

NOTE: From 8th December 2018 to 28th January 2019 Saturdays, Sundays and public holiday times will be 7.00am – 6.00pm

Point Danger Branch: 22nd September 2018 – 6th May 2019

- Saturdays, Sundays and public holidays 8.00am – 5.00pm

NOTE: From 8th December 2018 to 28th January 2019 Saturdays, Sundays and public holiday times will be 7.00am – 6.00pm

The times and dates stated above are the minimum patrol requirements and are subject to specific Club Patrol Service Contracts as agreed to between Club and Branch Director of Lifesaving.

SLSQ LIFESAVING OPERATIONS SUPPORT						
Service Type	Service Base	Normal Patrol Area	Extended Patrol Area	Length of Service	Days of Operations	Hours of Operations (subject to change)
BRISBANE						
6M Offshore Rescue Boat	South East Queensland	South East Queensland	South Stradbroke Island (inland)	16 th Sept 2017 – 7 th May 2018	Saturday/ Sunday & public holidays	8.00am to 5.00pm 24 hour call out
SUNSHINE COAST						
Sunshine Coast SurfCom Communications Centre Ph: (07) 5444 8804	Sunshine Coast	Not applicable	Not applicable	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Westpac Lifesaver Rescue Helicopter Service Lifesaver 46	Caloundra	Caloundra Noosa	Moreton Bay Inskip	All year round	Monday – Sunday & public holidays	8.00am - 5.00pm 24 hour call out
Rescue Water Craft (Waverunner 12)	Caloundra SLSC	Bribie Island North shore Wurtulla	Bribie Island North end Mooloolaba	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 14)	Sunshine Coast Branch	Wutulla Maroochydo re River	Caloundra Marcoola	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 15)	Sunshine Coast Branch	Buddina Marcoola	Wurtulla Coolum	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 16)	Marcoola	Maroochydo re River Coolum	Kawana Marcus Beach	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 17)	Coolum	Marcoola Sunshine Beach	Noosa Mudjimba	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 18)	Noosa	Noosa to Peregian	Mudjimba Noosa	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday & public holidays	7.00am – 5.00pm
Rescue Water Craft (Waverunner 19)	Noosa	Sunshine Beach	Marcus Beach Noosa	22 nd Sept 2018 – 6 th May 2019	Saturday/ Sunday &	7.00am – 5.00pm

		North Shore 3 rd Cutting	Recreation Camp	May 2019	public holidays	
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Extension of Hours:
From 08/12/2018 to 28/01/2019: 7.00am – 6.00pm

Weekdays Waverunner patrols will be conducted during school holiday periods at the discretion of the State Lifesaving Committee and in consultation with Sunshine Coast Lifesaving Services Coordinator from any Waverunner base as determined by an incident history analysis.

Duration of patrols and areas of operation will vary according to beach and weather conditions and service contracts.

WIDE BAY CAPRICORN						
Service Type	Service Base	Normal Patrol Area	Extended Patrol Area	Length of Service	Days of Operations	Hours of Operations (subject to change)
Rescue Water Craft (Waverunner 30)	Hervey Bay	Urangan to Point Vernon	As required	December/January and Easter School holidays	Saturday/Sunday & public holidays	Tidal Refer WBC LSSCO
Rescue Water Craft (Waverunner 33)	Elliott Heads	Innes Park to Coonar	As required	September, December/January and Easter School holidays	Saturday/Sunday & public holidays	Tidal Refer WBC LSSCO

STATE OPERATIONS COMMUNICATIONS CENTRE						
SOCC (State Operations Communications Centre) Phone (07) 5631 7400	Mermaid Beach	Not Applicable	Not Applicable	All year round	All year round	7.15am – 5.15pm Subject to change

GOLD COAST						
Westpac Lifesaver Rescue Helicopter Service Lifesaver 45	Nerang	Nerang to Coolangatta	Moreton Bay Sunshine Coast	All year round	Monday – Sunday & public holidays	8.00am - 5.00pm 24 hour call out
Rescue Water Craft (Waverunner 1)	Kirra SLSC	Tweed River to Currumbin Creek	Tweed River to Tallebudgera Creek	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	8.00am - 5.00pm
Rescue Water Craft (Waverunner 3)	Pacific SLSC	Tugun to Miami	Tweed River to Kurrawa	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	8.00am - 5.00pm
Rescue Water Craft (Waverunner 4)	Burleigh Heads / Mowbray Park SLSC	Currumbin Creek to Surfers Paradise	Kirra to Seaway	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	8.00am - 5.00pm
Rescue Water Craft (Waverunner 5)	The Spit Container	Currumbin Creek to Southport	Currumbin Creek to South Stradbroke Island	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	6.00am – 10.00am and 2.00pm – 6.00pm
Rescue Water Craft (Waverunner 6)	Southport SLSC	Kurrawa to South Stradbroke Island	Tallebudgera Creek Curran Cove Flags	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	8.00am - 5.00pm
Rescue Water Craft (Waverunner 8)	Point Lookout SLSC	Point Lookout to Home	Point Lookout to Amity Point	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	10.00am - 2.00pm

		Beach					
Dawn Patrols	Gold Coast Operation support facility Southport & South Coast Branch Building	Seaway Miami Beach	As required	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	4.30am – 8.30am	
Dusk Patrols	Gold Coast Operation Support facility Southport & South Coast Branch Building	Surfers Paradise	As required	22 nd Sept 2018 – 6 th May 2019	Saturday/Sunday & public holidays	Varying times depending TBA	

Extension of Hours:

From 08/12/2018 to 28/01/2019: 7.00am – 6.00pm

Weekdays waverunner patrols will be conducted during school holiday periods at the discretion of the State Lifesaving Committee and in consultation with Gold Coast Lifesaving Services Coordinator from any waverunner base as determined by an incident history analysis.

Duration of patrols and areas of operation will vary according to beach and weather conditions and service contracts.

SECTION NO: POM 0004	SUBJECT: PATROL STRENGTH	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 1

NUMBERS ON PATROL

Numbers of members on patrol, hours of duty and the patrol method to be used are matters for the club and branch to confirm with their individual Club Patrol Service Contracts which have been endorsed by the relevant branch and SLSQ Lifesaving Committee.

SLSQ minimum standards state that the club patrol team shall comprise of a minimum of three Certificate II Public Safety (Aquatic Rescue) Bronze Medallion holders one of whom shall be designated as the Patrol Captain.

The patrol team shall also hold the following qualifications:

- Minimum of three Bronze Medallion holders, one of whom shall be designated as the Patrol Captain;
- 1 x Silver Medallion Beach Management (the patrol team shall also hold the following qualifications);
- 1 x Silver Medallion IRB driver;
- 1 x IRB crewperson;
- 1 x Advanced Resuscitation Techniques; and
- 1 x first aid.

Any exemptions to this standard will require a formal submission to the State Lifesaving Officer. Clubs are encouraged to use the patrol gap calculator to determine the minimum standard service for their beach/beaches.

SRC HOLDERS

Clubs are requested to include proficient Surf Rescue Certificate members on rostered patrols to gain experience and improve their skills. These members are required to wear the standard patrol uniform during patrol. (Refer to Section 9 – Patrol Uniforms).

PROFICIENT AWARD MEMBERS

Proficient award members may be utilised on beach patrols, however shall not be permitted to wear the red and yellow quartered patrol cap. As a substitute to the red and yellow quartered cap, award members may wear a red peak cap or a wide brimmed hat, and have the award they hold clearly marked on the patrol shirt or hat i.e. ART Operator, First Aid Holder and Radio Operator etc. **All award members must have held a Surf Life Saving Bronze and Cert II or hold the QLD Observers Award.**

OBSERVERS QUALIFICATIONS

Award members used as observers for patrol purposes shall have previously held a Surf Life Saving Bronze or hold a QLD Observers Award.

NOTE: SLSQ recommends that patrol members should not exceed five (5) hours patrol without a break (food and drink intake, and rest).

SECTION NO: POM 0005	SUBJECT: PATROL SERVICE OBLIGATIONS	
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CLUB PATROL SERVICE CONTRACT

Refer to the Club Patrol Service Contract

**CLUB TO INSERT COMPLETED PATROL SERVICE CONTACT
INTO THIS SECTION**



(insert branch name here)

2018/2019 PATROL SERVICE CONTRACT

..... **SLSC**

..... **BEACH**

(Refer to Section 28 - Local Operating Procedures for Club Patrol Service Contract)

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INTRODUCTION

This Club Patrol Service Contract has been developed to allow an individual club or service to plan and recommend the most appropriate patrol services required for their relevant area(s), taking into account the following conditions:

- ▢ History of incidents;
- ▢ Beach visitation numbers;
- ▢ Weather, climate conditions;
- ▢ Surf conditions, i.e. high surf;
- ▢ Existing hazards, i.e. marine stingers; and
- ▢ Local government/council requirements.

These Patrol Service Contracts are also a requirement of our whitewater accreditation with the Queensland Fire and Emergency Services and as such, are a major performance indicator for clubs obtaining Queensland Fire and Emergency Services annual subsidy payments.

The Patrol Service Contract shall be negotiated and endorsed by the respective Branch Board of Lifesaving and Surf Life Saving Queensland prior to the commencement of each patrolling season.

The committee responsible for the negotiation of the Patrol Service Contract shall be the Branch President, the Branch Director of Lifesaving, the Club President and the Club Captain of the affiliating clubs, in consultation with the SLSQ Lifesaving Services Manager/Regional Manager/Lifesaving Services Coordinator and the State Lifesaving Officer.

Surf Life Saving Queensland encourages all clubs and services to provide the most effective patrol service for the people visiting our Queensland beaches, with a high focus on preventative methods, which enables us to maintain our vision of **'Zero preventable deaths in Queensland public waters'**.

I wish your club every success for the 2018/2019 patrol season.



CLINT SWANTON
State Lifesaving Officer

1. GENERAL INFORMATION

1.1 Patrol Regulations

Each affiliated club shall be responsible for patrolling the beach(s) under its jurisdiction in accordance with the 2018/2019 SLSQ Patrol Operations Manual and this Patrol Service Contract and further updates of this manual as endorsed by the State Lifesaving Committee.

In the case where a club patrols more than one beach (traditional method), a Patrol Service Contract is required to be completed for each beach.

1.2 Alterations

It is **not** permissible to alter this Patrol Service Contract after it has been signed by the parties, without prior reference to the Branch Director of Lifesaving, the Branch Board of Lifesaving, and the State Lifesaving Committee.

1.3 Patrol Times and Days

Recommended minimum patrol times for your area can be found in the 2018/2019 SLSQ Patrol Operations Manual (Section 3) and further updates of this manual as endorsed by the State Lifesaving Committee. Clubs may provide greater than the minimum patrol hours with patrol numbers as necessary. All clubs are **strongly encouraged** to provide a two (2) person surveillance patrol during times when the public continues to swim outside normal patrol hours. Any alterations to these patrol times **MUST BE APPROVED** by the Branch Director of Lifesaving and listed in this Patrol Service Contract.

Official patrol days during the season include all Saturdays, Sundays and public holidays.

1.4 Public Holidays

The following public holidays will fall within the 2018/2019 season and as such ALL clubs are required to provide volunteer beach patrols on ALL of these days as listed (no exceptions):

Queens Birthday	-	Monday 1 st October 2018
Christmas Day	-	Tuesday 25 th December 2018
Boxing Day	-	Wednesday 26 th December 2018
News Years Day	-	Tuesday 1 st January 2019
Australia Day Holiday	-	Monday 28 th January 2019
Good Friday	-	Friday 19 th April 2019
Easter Saturday	-	Saturday 20 th April 2019
Easter Sunday	-	Sunday 21 st April 2019
Easter Monday	-	Monday 22 nd April 2019
Anzac Day	-	Thursday 25 th April 2019
Labour Day	-	Monday 6 th May 2019
Show Day	-	Date varies between regions

1.5 **Patrol Strength & Qualifications of Members**

SLSQ minimum standards state that the club patrol team shall comprise of the following:

- Minimum of 3 Bronze Medallion holders, one of whom shall be designated as the Patrol Captain;
- 1 x Silver Medallion Beach Management (the patrol team shall also hold the following qualifications);
- 1 x Silver Medallion IRB driver;
- 1 x IRB crewperson;
- 1 x Advanced Resuscitation Technique; and
- 1 x first aid.

Any exemptions to this standard will require a formal submission to the State Lifesaving Officer. **Clubs are encouraged to use the Patrol Gap calculator to determine the minimum standard service for their beach/beaches** (refer Section 4 – Patrol Strength in the 2018/2019 SLSQ Patrol Operations Manual).

Items 1.6 to 1.8 listed below shall be as per the 2018/2019 SLSQ Patrol Operations Manual and further updates of this manual as endorsed by the State Lifesaving Committee.

1.6 **Patrol Roles and Responsibilities – (Section 7)**

1.7 **Patrol Dress (current SLA/SLSQ uniform) – (Section 9)**

1.8 **Patrol Logs and Reporting – (Section 12)**

1.9 **Non-Compliance**

If a club fails to meet its stated obligations in its Patrol Service Contract, it shall be deemed to have committed a patrol service non-compliance.

Any club deemed to have committed a patrol service non-compliance shall be subject to conditions as outlined in the SLSQ Patrol Service Quality Assurance Policy (Section 5 of the 2018/2019 SLSQ Patrol Operations Manual).

2. SERVICES SUMMARY

2.1. Duration of Patrol Season

Patrols to Commence: Saturday 22nd September 2018

Patrols to Conclude: Monday 6th May 2019

2.2 Area of Operation

Boundaries of jurisdiction cover: _____

From: _____

To: _____

Primary (traditional) area of patrol: _____

Secondary area(s) of patrol & method: _____

SECONDARY AREA SUMMARY		
PATROL TYPE i.e. IRB, Foot, ATV, 4WD, etc.	AREAS TO BE COVERED i.e. 1km south, South Gorge and around Headland	FREQUENCY i.e. Time and duration (on the hour for 20 minutes)

2.3 Patrol Times & Strengths

MONTH	PATROL METHOD	START TIME	FINISH TIME	MINIMUM PATROL STRENGTH
<i>Example:</i> SEP 2018	<i>Traditional</i>	<i>Sat: 8.00 am</i> <i>Sun 8.00 am</i>	<i>Sat: 6.00 pm</i> <i>Sun 5.00 pm</i>	<i>3 x members</i> <i>(qualifications as per section 1.5)</i>
SEP 2018				
OCT 2018				
NOV 2018				
DEC 2018 (ex. School Holidays)				
DEC 2018 (During school holidays)				
JAN 2019 (During school holidays)				
FEB 2019				

MONTH	PATROL METHOD	START TIME	FINISH TIME	MINIMUM PATROL STRENGTH
MAR 2019				
APR 2019				
MAY 2019				

3. PATROL EQUIPMENT

Minimum patrol equipment pertaining to traditional (between the flags), outpost, roving, surveillance or open beach systems shall be as per the 2018/2019 SLSQ Patrol Operations Manual (Section 10) and further updates of this Manual as endorsed by the State Lifesaving Committee.

If you have any changes (i.e. deletion of an item or items required or an alteration in the minimum number of a particular item/s required) please list them in the table below with a brief reason for this change to the guidelines.

TRADITIONAL PATROL EQUIPMENT	
ITEM/S OF EQUIPMENT TO BE DELETED OR HAVE MINIMUM NUMBER(S) ALTERED	REASON FOR ALTERATION

SUPPORT GEAR EQUIPMENT (to be immediately available in the clubhouse)	
ITEM/S OF EQUIPMENT TO BE DELETED OR HAVE MINIMUM NUMBER(S) ALTERED	REASON FOR ALTERATION

OUTPOST, ROVING, SURVEILLANCE, OPEN BEACH EQUIPMENT		
PATROL TYPE	ITEM/S OF EQUIPMENT TO BE DELETED OR HAVE MINIMUM NUMBER(S) ALTERED	REASON FOR ALTERATION

4. ADDITIONAL & LOCAL GOVERNMENT REQUIREMENTS

4.1 Additional Requirements:

Please list below any additional requirements or changes to the information and guidelines mentioned in this Patrol Service Contract (do not list those changes that have already been made elsewhere in this document) –

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4.2 Local Government Requirements

Please list below any additional council requirements (i.e. No Dogs Allowed signage) to be displayed or special reporting requirements for councils, etc. –

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PLEASE NOTE: It is not permissible to alter this Patrol Service Contract once it has been signed by the Officers and Officials indicated on the sign off/declaration page, without prior reference to the Branch Director of Lifesaving. **This Contract must be signed by the Local Council, State Lifesaving Officer, Branch President, Branch Director of Lifesaving, Club President and Club Captain.** Please bring to the attention of the Branch Director of Lifesaving any enhancements you want to make. All constructive comments and suggestions are most welcome.

As this is a contract this must be signed in blue or black pen.

**COPY OF CONTRACT TO BE DISPLAYED IN AN APPROPRIATE POSITION FOR
VIEWING BY ALL PATROL MEMBERS**

5. DECLARATION / SIGN-OFF

We, the Club President and Club Captain confirm that we have read and understand the 2018/2019 SLSQ Patrol Operations Manual, and that all Patrol Captains will also be required to read and understand this Manual.

Also, we, the undersigned, have read this Patrol Service Contract and agree to abide by the conditions within.

(Signature – Club President)

(Signature – Club Captain)

Name: _____

Name: _____

Date: _____

Date: _____

We, the undersigned, have read this Patrol Service Contract and understand the conditions within.

"INSERT COUNCIL NAME" REGIONAL COUNCIL:

Signature: _____

Date: _____

Name: _____

BRANCH PRESIDENT:

Signature: _____

Date: _____

Name: _____

BRANCH DIRECTOR OF LIFESAVING:

Signature: _____

Date: _____

Name: _____

STATE LIFESAVING OFFICER:

Signature: _____

Date: _____

Name: _____

PATROL SERVICE BREACHES

DATE: June 2018
SUBJECT: PATROL SERVICE BREACHES
DEPARTMENT: Lifesaving

INTRODUCTION

The importance of meeting the commitments and obligations of your club's Patrol Service Contract cannot be over emphasised. It is imperative that Surf Life Saving clubs maintain standards as set by the Association; this will ensure a safe aquatic environment for the community to enjoy, minimise the risk to our members and brand.

INITIAL NOTIFICATION

In the event of a club's failure to meet the SLSQ patrol guidelines/requirements as per the Patrol Operations Manual and/or Club Patrol Management Plan, the following procedures shall apply:

On the first notification that a club and/or patrol has not met the SLSQ patrol guidelines or club service contracts, the club will be requested to explain its reasons for the breach in the first instance to their respective Branch Director of Lifesaving (as the branch is the immediate controlling authority). The Branch Director of Lifesaving will then inform the State Lifesaving Officer of his/her findings and subsequent action and/or recommendations required to ensure a repeat of the breach does not occur. The relevant officers of the branch and SLSQ will provide the club with the appropriate support and guidance where required to ensure difficulties being experienced by a club are appropriately addressed.

DEALING WITH BREACH RE-OCCURANCE

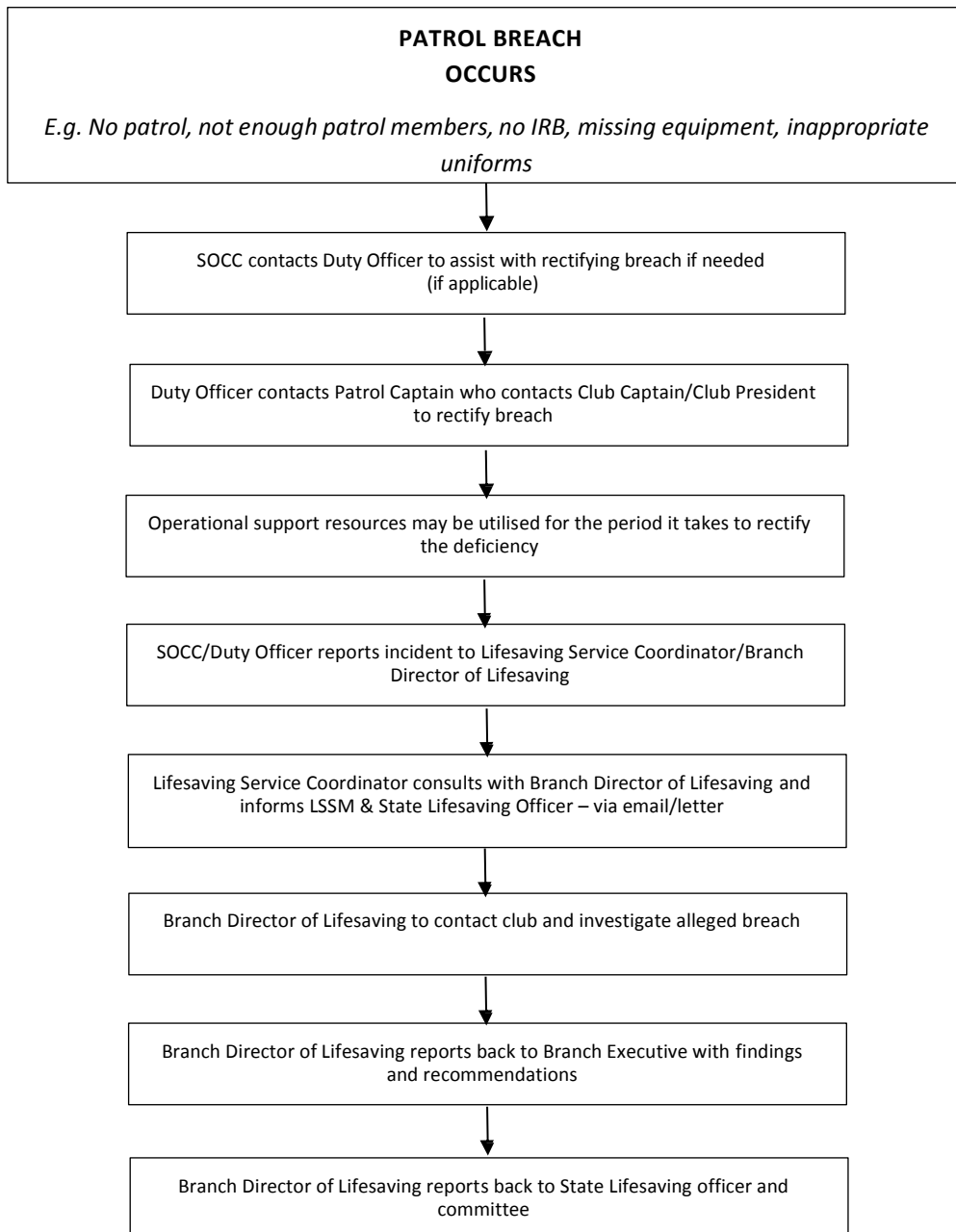
In the event of a similar patrol breach re-occurring within 12 months, the matter will be referred directly to the club's relevant branch for immediate action. The branch will nominate their appropriate officer/s to investigate the breach and report their findings and recommendations to the Branch Executive Committee. The outcomes from the Branch Executive will be forwarded to the SLSQ State Lifesaving Officer for their information.

Where a club has been found to have a serious breach or several reoccurrences of breaches, the branch may consider dealing with the matter via the relevant organizational judicial process. **NOTE: refer to the branch constitution under judiciary process.**

It is important to note that club patrol contracts and standards form part of a service level agreement with the Queensland Government – Queensland Fire and Emergency Services Department. This department provides clubs, branches and SLSQ with annual funding to deliver agreed levels of beach patrolling services. Whilst it is acknowledged that we are a volunteer service provider, it is imperative that we deliver to the expectations of the community, Queensland Government and Surf Life Saving Queensland.

PATROL BEACH REPORTING PROCEDURE

When an alleged patrol breach occurs, the following procedure is to take place:



NOTE: The above flow chart is designed to assist in the process of dealing with an alleged patrol breach. The steps involving a Duty Officer/SOCC should be ignored if not applicable to the appropriate region.

SECTION NO: POM 0006	SUBJECT: SLSQ PATROL HOUR OBLIGATIONS	
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SLSA PATROL HOURS AND COMPETITON RIGHTS POLICY



SLSA Policy

Title: Eligibility to compete in SLSA competition.
Document Number: 5.04
Last Review Date: October 2016
Next Review Date: June 2017

SUMMARY

Surf Life Saving Australia (SLSA) competition is for registered, qualified and proficient members of surf lifesaving clubs who have fulfilled their club, patrol, financial and other membership obligations.

All members who wish to compete at any SLSA competition must be registered, proficient and carry out required patrol and or other service duties, in accordance with the guidelines outlined in the attached Proficiency and Patrol Hour requirements.

This policy covers all SLSA competition, including, but not limited to a competition which is referred to as a carnival, display, interclub, or championship, and irrespective of when such a competition is held.

Where the guidelines specifically refers to a "Championship" competition, it includes Regional, Branch, State and Australian Championships for all competition including Open, Age, Masters, Pool, IRB, Endurance and all other competitions deemed to be a Regional, Branch, State or Australian championship. It also includes ILS and ILS member country Championships.

ELIGIBILITY TO COMPETE

To be eligible to compete in any SLSA competition or to receive endorsement to enter ILS or ILS member competition, a SLSA member must:

- Be a registered and current financial member of SLSA.
- Be the holder of the appropriate SLSA award relevant to the age category as detailed in the latest version of the Surf Sports Manual or hold the equivalent overseas ILS member country award.
- Is SLSA proficient as prescribed for the relevant SLSA Award required for competition eligibility.
- Be eligible under the necessary age category.
- In relation to championship competition, have met their patrol and or service commitments as detailed in the guidelines and met all their Club, Branch and State Centre requirements.
- Not be in default with their Club, Branch, State Centre or SLSA (or overseas ILS member associations) in relation to their service, financial or discipline obligations.
- Have met any other competition eligibility qualification requirements for specific events e.g. IRB, Surf Boat (sweep), Patrol Competition, First Aid.



GUIDELINES FOR COMPETITION ELIGIBILITY

1. ALL COMPETITORS MUST BE PROFICIENT

- 1.1 All continuing members from the Under 15 up to and including Masters age categories who wish to compete at any SLSA competition are required to undertake the SLSA Proficiency Test relative to their Award by 31 December each year (31 July in the Northern Territory). With the approval of SLSA, this date or similar may also apply to areas of Northern Australia outside of NT.
- 1.2 Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency.
- 1.3 In relation to eligibility to compete, the date of proficiency must be prior to the close of entries for the event that the member wishes to compete.

Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until **1 July** later in that year except where exceptional circumstances prevented the member from completing their proficiency by the cut off (31 December). This exceptional circumstance must be validated and endorsed by the relevant State/Territory Director of Lifesaving.

- 1.4 A member completing their proficiency after 31 December will be eligible to compete in interclub competition (non-championship).
- 1.5 Those members gaining their Surf Rescue Certificate or Bronze Medallion in the period from 1 June of the preceding year will be considered as satisfying the proficiency requirements for entry to competition.
- 1.6 New members who gain their respective award (or proficiency in the case of recognition of an ILS overseas equivalent member country award), after the closing date of entries for a championship, are not permitted entry to that competition.
- 1.7 Proficient age group members, who gain their Surf Rescue Certificate or proficient Surf Rescue Certificate Members who gain their Bronze Medallion after the close of entries of a championship, are considered as continuing members, not new members, and therefore may be entered as a late entry into competition.
- 1.8 Non proficient age group members, who gain their Surf Rescue Certificate or non-proficient Surf Rescue Certificate Members who gain their Bronze Medallion after the close of entries of a championship, are not eligible late entry into that competition.
- 1.9 Proficient award holders (other than Age Group members, Surf Rescue Certificate and Bronze Medallion) who gain their Surf Rescue Certificate or Bronze Medallion after the closing date of entries of a championship are **not** permitted late entry to that competition.

2. PATROL REQUIREMENTS FOR ALL COMPETITORS

- 2.1 All members who wish to compete in any SLSA championship competition must fulfil their patrol hour requirements detailed in this guideline. Patrols are as defined in each State and Territory Lifesaving agreements.
- 2.2 Note that participation in non-championship competition may also require a patrol hour entry requirement.
- 2.3 Under no circumstance shall any member be granted patrol or Club duty exemptions solely upon, or for, competition reasons.
- 2.4 The patrol hour requirement does not apply to Surf Rescue Certificate members wishing to compete in Junior Activities events (under 14 competitions or events).
- 2.5 Further, to be eligible to participate in competition, a Club undertakes a Patrol Service Agreement with their Branch/State Centre. It is the Club's responsibility to oversee that the member is undertaking their obligations as required to the club (as per the Club's constitution, regulations and/or rules).
- 2.6 Members and Clubs must refer to the individual carnival bulletin entry requirements (if any) for competition and championship patrol hour entry requirements.



3. PERSONAL PATROL HOURS

- 3.1 For all Active and Under 15 members and any other categories of membership not mentioned, the minimum number of personal patrol hours required for the period of 1 January to 31 December of the preceding year of any SLSA Championship shall be:
- a) NSW and QLD 25 hours
 - b) Victoria, Tasmania, South Australia, Western Australia, Northern Territory 16 hours
- 3.2 For Reserve Active members, the minimum number of personal patrol hours required for the period of 1st January to 31st December of the preceding year of any SLSA Championship shall be:
- a) NSW and QLD 12 hours
 - b) Victoria, Tasmania, South Australia, Western Australia, Northern Territory 8 hours
- 3.3 New members joining an SLSA club on or after 1 January, and prior to the closing date of entries in that year must fulfill new member requirements (patrol hours) which have been set at a minimum of four (4) hours. In addition, new members must also adhere to any additional obligations as required by their Club.
- 3.4 The personal patrol hour obligations of new members joining after **January 1** and before **December 31** of the preceding year shall require completion of their hours on a proportionate basis (refer table 1) from that calendar year from when they have obtained their award/become proficient (as applicable).

Award Gained/Returning member proficiency date	Active and Under 15 QLD/NSW	Reserve Active QLD/NSW	Active and Under 15 VIC, SA WA & NT	Reserve Active VIC, TAS, SA, WA & NT	Active and Under 15 TAS
January	25	12	16	8	16
February	24	12	15	8	15
March	20	12	12	8	12
April – September	16	8	8	4	4
October	12	8	8	4	4
November	8	4	8	4	4
December	4	4	4	4	4

- 3.5 The minimum patrol hour requirement for a new member, a member rejoining a club (was not a member of SLSA between 1 October to 30 September of the previous season), or a member returning after a leave of absence must not be less than 4 hours before the close of entries for the competition the member wishes to enter. Refer to Table 1 above.

NOTE: For a leave of absence to be recognised in relation to this guideline, it must be constituted by the member's club, and the individuals who meet the leave of absence criteria should be noted in club minutes and endorsed by the respective Branch/State centre by 31 December each year.

- 3.6 SLSA reserves the right to select members from some or all entries, and to ask the respective State Centre to examine the eligibility of these members.
- 3.7 Where clubs consider their members are disadvantaged by the minimum patrol requirements in this guideline, they may make an application for a variation to the patrol hour requirement through their respective Branch and/or State Centre. This application must be on an annual basis.

3.8 Definition of a personal patrol hour

Personal Patrol Hours shall only be calculated from the following:

- a) Rostered patrols (as detailed in state and territory lifesaving agreements);
- b) Substitute patrols (hours will be credited to the member who has actually undertook the patrol - NOT the member for whom the substitution was done);
- c) Make up patrols for approved absences as determined by the Club to cover illness, study, competition etc.;
- d) Voluntary patrols for SLSA approved Support Operations e.g. Helicopter, Jet Rescue Boats, Offshore Rescue Boats, Rescue Water Craft, SurfCom Communication Centres;
- e) Duty Officers from the time that they are tasked to an incident and when at the scene of an incident for which they have been tasked, and which they are actively monitoring/supervising.
- f) Water Safety for Junior Activities(not including Surf Sports training);



- g) Water Safety at both open/senior and junior SLS surf sport carnivals where the member is signed on and completes rostered water safety activities.
- h) State sanctioned special events and commercial water safety (fee for service): for sanctioned events (e.g. ocean swims and paddle races) and water safety provided under a commercial agreement (including donations to a club or service) that have the endorsement of State/Territory Director of Lifesaving.

Exclusions: Personal Patrol Hours cannot be calculated from:

- i) Penalty patrol hours
 - j) Personal Coaching: refers to instances where a coach (paid or unpaid) provides specific tuition in aquatic skills to individual members or a select group of members;
 - k) Training squads (Surf Sports or other): refers to a group of selected members who are being trained by a coach (paid or unpaid).
 - l) State sanctioned special events and commercial water safety (fee for service): for sanctioned events (e.g. ocean swims and paddle races) and water safety provided under a commercial agreement where individual member(s) receive remuneration.
 - m) Surf Sport Official roles e.g. sectional referee, judging in an boat/elevated platform
 - n) Members employed as lifeguards, helicopter crew or beach inspectors: are not exempt from fulfilling personal voluntary patrol hour obligations.
- 3.9 All patrol hours must be recorded in the patrol or service logbook and entered in SurfGuard. Clubs may record directly into SurfGuard with the permission of the relevant State.
- 3.10 A member will be credited with and recognised for all beach patrol hours completed irrespective of where those hours were completed. The practical aspect of this is that a member may patrol for one SLSA club and compete for a different SLSA club. Providing that they are not in breach of their financial and club obligations, or patrol hour requirements, at either club, they will be eligible to compete.
- 3.11 Any member who is a member of more than one SLSA club shall be entitled to compete in intra club events of all such clubs of which they are a member.

Default hours

- 3.12 A member's patrol default hours and/or missed patrols will be dealt with entirely by the member's Club(s)-when a person is a member of more than one Club.
- If the member's Club believes that the member has fulfilled his/her patrol obligations, then, subject to the minimum number of patrol hours being completed (as per 3.4 Table 1 or 3.5), and all other requirements as set out in this guideline being met for the member's Club(s), then that member will be able to compete.
- Default hours are recorded when a person who is rostered to a patrol is absent from that patrol without club approval or has not appointed a substitute member.
- a) If the member arranges a substitute for a patrol, they are not in default if the member who accepted the substitute is absent from the patrol. The person who accepted the substitution is the defaulting member.
 - b) A substitute is another qualified proficient member.
- It is a requirement that the member performing the substitute has, at least, the same minimum qualifications of the person for whom the substitute has been arranged. This will ensure that the minimum patrol strength and qualifications are retained on patrol. e.g., a Bronze award member who requires the substitute must have at least a Bronze award member; similarly, a qualified patrol captain must have at least a member with a patrol captain's qualification
- c) Penalty patrols are excluded from recovering default hours.
 - d) Make up hours are permitted to recover default hours.
 - e) Competitors must not be in default of patrol hour obligations (as determined by their club) at the closing date of entries.
- 3.13 Penalties including the forfeiture of entry fees shall apply to Clubs entering members who have not fulfilled their minimum patrol hour and or service obligations.



4. EXEMPTIONS FROM PATROL HOURS

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

Club Executive Committee Member, Accredited Club Coaches (non-paid), club training officers and assessors. Exemption for any of the above club committee members, coaches, training officers and assessors is based on the role performing the minimum number of hours as specified within section 3 - patrol hour obligations, that is, a training officer/ coach will be expected to complete a minimum number of training/coaching hours as per the hours specified in Section 3 of this guideline. While it is open to the Club to nominate who they believe fulfill the service requirement to enable a member to compete the intent of these exemptions from fulfilling patrol hour duty is that the service must be for a significant role as indicated in this paragraph.

- a) Life Members.
 - b) Long Service Members.
 - c) Reserve Active Members. Partial exemption is provided within this guideline (see Table 1).
 - d) Members that undertake lifesaving duties in other areas such as offshore rescue boat, aerial services, support services, operational support and similar areas of active surf life saving.
 - e) Members holding office in the Association at Branch, State or National level. Note: This is limited to members who hold principal office and does not include members of committees. Application may be made to Branch/State for clarification/exemption in relation to principal office bearers.
 - f) Members on special SLSA assignment e.g. members of national SLSA/ILS representative teams for the duration of the competition, instructional tour and/or other approved activity.
 - g) Special deployment on Military Service.
 - h) Members returning from Injury/Medical condition, will be required to provide the following:
 - Copy of Medical Certificate
 - Clearance by Medical Practitioner to return to duties and competition
 - Details of when the injury occurred and date of return to duty
 - These documents are to be sighted and a copy provided with the request for exemption, before the member can proceed further. (Patrols/competition/duties)
- 4.2. Any exemptions listed above must be constituted by the member's Club, and the individuals who meet criteria should be noted in club minutes and endorsed by the respective Branch/State centre by 31 December each year.
- 4.3. SLSA will recognise all Club members listed as a Long Service or Life Member as recorded in SurfGuard. No annual endorsement of Long Service or Life Members is required providing that these members are correctly recorded within SurfGuard.
- 4.4. SLSA also recognise the service performed by Long Service and Life Members from other Australian surf life saving clubs, that is, the exemption from patrol hours applies to a Long Service or Life Member irrespective of where that service was carried out.
- 4.5. It is recognised that some Clubs may require additional patrol hour obligations of members transferring from another Club. It is a matter for the individual Club whether they believe that a member has fulfilled their patrol hour obligation under their individual Club requirements.
- 4.6. When applying for exemptions, copies of all relevant documents, e.g., extracts from constitutions, by laws and/or minutes of meeting must be attached.
- 4.7. The information required to be submitted to Branch/State for exemption includes
- Name of member
 - Age
 - Reason for exemption (as stated in 4.1).

5. ENTRIES

- 5.1. It is essential that all Clubs completing competition entries ensure the accuracy of the current proficiency details included, and where required by entry bulletin, submit proficiency and/or assessment documentation with their entries.
- 5.2. SLSA reserves the right to conduct random or detailed check of entries and, under such circumstances, selected clubs will be required to submit appropriate documentation to substantiate the current award, proficiency and patrol hour status of those members entered.
- 5.3. The proficiency and assessment documents shall also be marked clearly to highlight the competitors names listed on the entry forms.



6. AWARDS AND ENTRY CLOSING DATES

- 6.1. New members who obtain their award after the closing date of entries are not eligible for late entry into competition.
- 6.2. Proficient age group members who gain their Surf Rescue Certificate or their Bronze Medallion after the close of entries, are considered continuing members, not new members, and therefore may be entered as a late entry into competitions as detailed in this guideline.
- 6.3. Non proficient age group members, who gain their Surf Rescue Certificate or non-proficient Surf Rescue Certificate Members who gain their Bronze Medallion after the close of entries, are not eligible for late entry into competition.
- 6.4. Proficient award holders (other than Age Group members, Surf Rescue Certificate and Bronze Medallion) who gain their Surf Rescue Certificate or Bronze Medallion after the closing date of entries are not eligible for late entry into competition.

7. INTERNATIONAL COMPETITORS

- 7.1. International competitors wishing to compete in any SLSA championship for their own International Club need to obtain an endorsement from their ILS member organisation that they are not in default of their service, financial or discipline obligations.
- 7.2. International competitors wishing to compete in any SLSA championship for a SLSA Club must satisfy entry requirements as outlined within this guideline.
 - a) SLSA recognise International Lifesaving Federation equivalent awards.
 - b) All International competitors must satisfy the proficiency and patrol hour requirements as set out in this guideline
 - c) International competitors must not be in default with their overseas ILS member associations in relation to their service, financial or discipline obligations.

8. ADDITIONAL ENTRY ELIGIBILITY REQUIREMENTS

In some SLSA competitions, additional entry eligibility requirements may apply. e.g.

8.1. IRB

- a) Participation in IRB competition requires IRB Drivers, IRB Crew, and patients to hold and be proficient in additional awards and statute licensing requirements (refer SLSA Manuals and relevant bulletins),
- b) Participation in the Patrol Competition requires competitors to hold (and be proficient in) Advanced Resuscitation Certificate (or equivalent i.e. Advanced Resuscitation Techniques) awards. Refer SLSA manuals and/or relevant bulletins for detail,
- c) To be eligible to sweep surf boats in all SLSA competitions, sweeps shall have demonstrated competence in boat sweeping (checklist on SLSA website) to the satisfaction of a nominated accredited boat sweep, and also hold a Level 1 Surf Coach Certificate as a minimum requirement. Note: Each State Centre is required to maintain a list of qualified sweeps for reference by Clubs, Branches, and officials conducting surfboat competitions.

8.2 MARCH PAST

- a) To compete in the Open Age category March Past event members must have fulfilled SLSA requirements in regards to membership status as decided by SLSA from time to time, be a minimum of 13 years of age, and comply with one of the following requirements:
 - i. Be a proficient SLSA Bronze Medallion or Surf Rescue Certificate awardee.
 - ii. Hold as a minimum, and be proficient in, a SLSA Resuscitation Award.
 - iii. Be a SLSA Bronze Medallion or Surf Rescue Certificate awardee, and have fulfilled the resuscitation requirements of the SLSA Bronze Medallion proficiency.
- b) Further to this, members wishing to compete in the Open March Past event must fulfill their Patrol Hour obligations relevant to their membership status and the award to which they are qualified. (e.g., an active Surf Rescue Certificate or Active Bronze Medallion holder must do patrols whereas a Life Member Bronze Medallion holder or an Associate member holding a Resuscitation Certificate does not need to do patrols, providing that the Club for which they wish to compete does not have additional patrol hour obligation requirements for those members).
- c) To compete in the Under 23 March Past, competitors may be Under 15, Under 17, Under 19 and/or Under 23 year age category members who are proficient award holding members relative to their age category (i.e. SLSA Surf Rescue Certificate or SLSA Bronze Medallion) and who have fulfilled SLSA patrol and or service requirements as detailed within this guideline.

Members must be a minimum of 13 year of age, and hold as a minimum, and be proficient in, a SLSA Resuscitation Certificate.



- d) The Under 17 March Past event may be contested by Under 15 and/or Under 17 year age category members who are proficient award holding members relative to their age category (i.e. SLSA Surf Rescue Certificate or SLSA Bronze Medallion) and who have fulfilled SLSA patrol and or service requirements as detailed within this guideline.

Members must be a minimum of 13 years of age, and hold as a minimum, and be proficient in, a SLSA Resuscitation Certificate.

8.3. FIRST AID COMPETITION

- a) Members holding as a minimum, a current Senior First Aid certificate (or equivalent i.e. Apply First Aid), or a current proficient Bronze medallion, may compete in First Aid competitions providing they have fulfilled all other requirements such as patrol hours as defined within this guideline. Refer to competition/event bulletins.
- b) For clarity, proficient members with a bronze medallion (and without a Senior First Aid Certificate) may compete in a first aid competition, as well as members without a bronze medallion, but with a senior first aid certificate, providing the senior first aid certificate is current.

9. JUNIOR ACTIVITIES MEMBERS

- 9.1. Junior Activities members (i.e. members comprising Under 14 and below), are not required to perform patrol hours to compete in Junior Activities competitions (i.e. Under 14 and below age categories). However, if they wish to compete in Under 15 competition, they must fulfil their patrol hour and or service obligations as set out in this guideline.
- 9.2. Under 8 to Under 14 members who wish to compete at SLSA Under 8 to Under 14 Branch, State or Australian championship competitions must have the appropriate age award and have completed the Junior Competition Evaluation.
- It is a requirement that Junior Activities members wishing to compete at interclub (non-championship) competitions must complete a Junior Competition Evaluation prior to being eligible to compete. Guidelines can be found on the [SLS Members Portal \(Library-Education-JDR resources\)](#). All clubs must ensure that all Junior Activities members satisfy the criteria set out in the [Junior Competition Evaluation](#) prior to entering members into Junior Activities interclub (non-championship) competitions. This is an annual requirement for existing members (i.e. 1 January - 31 December each year). In the case of new members the evaluation requirement must be completed by the entry date of the competition.
- 9.3. Under 8 members shall not be permitted to compete in water events other than the Wade Relay (the Junior Competition Evaluation does not form part of the Junior Preliminary Skills Assessment for Under 8 members).

10. RULINGS ON COMPETITION ELIGIBILITY AND RIGHT OF APPEAL

- 10.1. A Club, or an individual member, may seek a ruling on competition eligibility.
- 10.2. An application for a ruling on whether a member is eligible to compete under this guideline is directed to the State Director of Lifesaving.
- 10.3. The application shall be considered and approved or declined by the respective State Director of Lifesaving after consultation with the relevant State Director of Surf Sports
- 10.4. The State Director of Lifesaving may seek additional information and consult with the relevant State Centre, Branch, Club or member as appropriate.
- 10.5. A right of appeal to the SLSA Chair, Lifesaving exists in the event the member and/or member's Club feels that the decision of the State Director of Lifesaving is inconsistent with this guideline. In this instance the SLSA Chair, Surf Sports will be consulted by the SLSA Chair, Lifesaving prior to a decision being made.
- 10.6. Appeals must be made in writing within 24 hours of receiving a decision or prior to the start of the championship event in question, whichever occurs first. The SLSA Chair, Lifesaving may seek additional information and consult with the relevant State Centre, Branch, Club or member as appropriate.
- 10.7. All decisions by the State Director or SLSA Chair, Lifesaving shall be made prior to the commencement of the championship event in question.
- 10.8. Where an appeal is made within 24 hours of the championship event commencing, the State Director or SLSA Chair, Lifesaving will use his or her best endeavours to finalise the appeal prior to the commencement of the championship event. If however the appeal is unable to be finalised prior to the commencement of the championship event, the member will not be permitted to compete.



- 10.9. The decision by SLSA in this matter shall be final. This decision shall not be subject to the SLSA Appeals process.
- 10.10. The SLSA Chair, Lifesaving jointly with the SLSA Chair, Surf Sports will be responsible for all matters, of which final settlement is not covered in this Guideline.

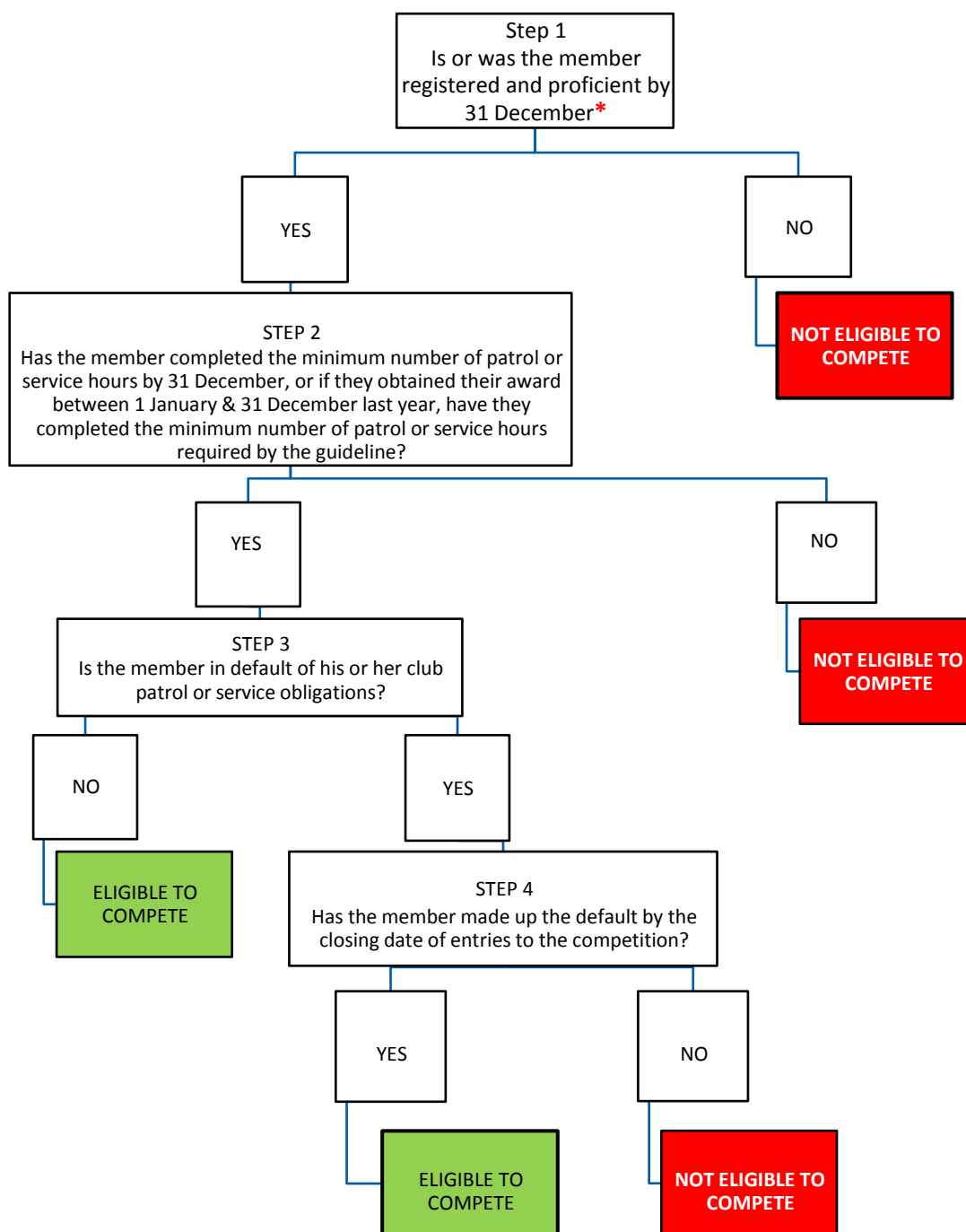
FURTHER INFORMATION

For further information or enquiries, please contact SLSA on (02) 9215 8000 or info@slsa.asn.au



CHECK LIST FOR SLSA CHAMPIONSHIP COMPETITION

The following checklist is provided for guidance only. Please refer to the detail contain within this guideline for final determination of proficiency and patrol hour requirements for competition eligibility



* If the member obtains his or her proficiency after 31 December they can compete in any SLSA championship event conducted after 1 July of that year, provided steps 2 and 3 above have been fulfilled. Members are not permitted to compete or patrol after 31 December if they are not proficient

SECTION NO: POM 0007	SUBJECT: PATROL ROLES AND RESPONSIBILITIES	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 4

BEACH PATROLS GENERAL

1. Patrol members shall ensure the patrol area is located in the safest area for swimming.
2. The patrol area should be opened as wide as possible where conditions and resources allow.
3. Patrol members shall ensure the beach is in a safe and clean condition prior to setting up of the patrol area. Particular attention should be made to hazardous items such as broken glass, bottles, needle sticks, branches, floating debris, etc.
4. Patrol members shall not congregate in the central patrol arena.
5. Patrol members shall be assigned patrol duties, e.g., patrol waters edge, standby at IRB, elevated position, perform public relations duties etc.
6. Patrol members shall be rotated on a regular basis, i.e. every 20 minutes, to minimise fatigue or boredom and increase patrol member efficiency.
7. Non members are not permitted in the patrol arena except in an emergency.
8. Remote/outpost patrols should be equipped with a basic first aid kit (as per Section 11) and handheld radio as well as minimum rescue equipment.
9. A patrol member shall be stationed in an elevated position at all times during patrol when swimmers are in the water and have the beach area under observation at all times.
10. The patrol captain shall be in close proximity of the radio (handheld) at all times during patrol.
11. Patrol flags and rescue equipment shall be positioned as close to the waters edge as possible.
12. Patrol members shall continue to move the patrol flags and equipment with the rise and fall of the tide.
13. All patrols shall ensure members patrol the waters edge (i.e. water line patrol activity whilst swimmers are in the water).
14. All active members in attendance at a surf club may be called on to assist in beach patrol work or in a rescue situation.
15. All members are to promote an image of professionalism, vigilance and service at all times.
16. Where required, patrol members shall erect council ordinance signage for that respective area i.e. no dogs permitted, dogs on leash, etc.
17. Use of personal mobile/smart phone/smart devices while on duty is unacceptable, unless used in an emergency situation.
18. Patrol members shall not participate in award or induction training while signed onto patrol. Patrol scenario-based skills development and relevant refreshing of CPR and patrol knowledge is acceptable when conditions and beach attendance allow at the discretion of the Patrol Captain.

PATROL CAPTAIN

The patrol captain shall:

1. Prior to the commencement of patrol, check the previous log entries and liaise with the previous patrol captain on change over to identify any issues or hazards present.
2. Ensure all lifesaving equipment is checked before patrol with the assistance of his/her patrol team.
3. Select the safest area of beach to erect the red and yellow flags, from an elevated observation point and physical test of the area.
4. Dependant on conditions, shall be responsible for the opening and closing of patrol areas and/or beaches
5. Allocate patrol member's positions in case of emergency and/or rescue.
6. Ensure the positioning of patrol equipment inside/outside of the patrol area is in a manner that will not become harmful to the public (refer to Section 10).
7. Designate suitable areas for surfboard riders and/or boogie board riders.
8. Ensure a proper buffer zone exists between the surf craft area and the patrol swimming area (minimum 30 metres).
9. Ensure that all patrol members take a pro-active approach to preventative measures i.e. warning the public of dangers, maintaining swimmers between the flags, etc.
10. Be in close proximity of a hand held radio at all times.
11. Control any search and rescue situation that may occur on his/her patrol and to advise SurfCom if a search is in progress
12. Be aware of and abide by the Local Authorities Bathing Local Laws.
13. Ensure council ordinance signage for respective council is erected.
14. Be identified by displaying the words "Patrol Captain" on patrol shirt and cap.
15. Ensure the correct recording of information in log books/iPad logs and report forms are completed at the start of patrol, during and at the completion of patrol.
16. Allocate the appropriate patrol members to wear the personal pack (bum bag) i.e. roving patrol, first aider.
17. Make themselves easily accessible to the general public to answer any general enquiries.
18. May hold the Silver Medallion Beach Management award.
19. In areas where the SurfCom radio network is operational the patrol captain shall monitor the SurfCom radio network at all times. The patrol captain may carry a second radio dedicated to monitoring the local operating channel.
20. Mentor and encourage patrol members in the completion of their duties.
21. Not participate in award or induction training while signed onto patrol, nor allow Patrol Members to participate in award or induction training while signed on to patrol.

PATROL MEMBERS

Patrol members shall:

1. Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
2. Sign on in the SLS patrol log book prior to commencing his/her patrol.
3. Ensure swimmers swim in between the red and yellow flags.
4. Ensure swimmers entering the water outside of the flagged area are warned of the danger or hazards and advised to swim between the red and yellow flags.
5. Be polite and courteous when advising swimmers to swim in between the red and yellow flags.
6. Ensure board riders do not impose on the swimming area (refer to Section 13).
7. Wear the correct patrol uniform during their rostered patrol times.
8. Remove their patrol uniform at the completion of their patrol duty.
9. Not leave the patrol area unless authorised by the patrol captain.
10. Always carry a rescue tube and whistle when patrolling the water's edge.
11. Maintain their fluid intake during patrol duties, especially on hot days.
12. Practice the basic principles of sun safety (slip, slop, slap, slide).
13. Always be polite and courteous when dealing with the public.
14. Where allocated by the patrol captain wear the personal packs (bum bags).
15. Ensure all patrol equipment is erected in a secure and safe manner.
16. Advise the patrol captain if feeling fatigued, ill or tired.
17. Check rescue equipment for damage or breakages and report such to the patrol captain.
18. Advise members of the public that the beach is closed or is closing i.e. at the end of the patrol day and/or due to dangerous conditions etc.
19. At all times be under the direction of the patrol captain.
20. Not participate in award or induction training while signed onto patrol.

PATROL MEMBER INDUCTION

All Lifesavers should go through and complete all aspects of a Patrol Member Induction Checklist. Please refer to the current SLSA Training Manual under induction checklist.

It may be appropriate to include additional areas of induction based on regional requirements.

These will be recorded on the Patrol Member Induction Checklist Form LSO - 003 (refer to Section 12 – Patrol Reporting & Forms).

SECTION NO: POM 0008	SUBJECT: PATROL OPERATIONS	
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BEACH USAGE

The purpose of this guideline is to emphasize the need to supervise all activities in the beach environment (not just aquatic activities) and prioritize how patrol members should scan their beach.

Patrol member surveillance priorities are as follows:

Primary Surveillance

- Aquatic activities between flagged areas (in swash, inner surf zone & breakers); and
- Aquatic activities 200m either side of flagged areas (in swash, inner surf zone & breakers).

Secondary Surveillance

- Aquatic activities occurring in the wave zone & beyond; and
- All other beach based activities.

The table below highlights the types of users at Queensland beaches and the activities they partake in.

Type	User	Location
Passive	Sightseer, tourist	Road, car park, lookout
Passive-Active	Sun bakers, picnickers & beach sports	Dry beach
Active	Beachcombers, joggers	Swash zone
Active	Fishers, swimmers	Swash, inner surf zone
Active	Surfers, water sports	Breakers & surf zone
Active	Skis, kayaks, windsurfers	Breakers & beyond
Active	IRB's, boats & other powercraft	Beyond breakers

Source: Australian Beach Safety Management Program, A.D. Short

Activities that fall outside the normal realms of patrolling surveillance should be reported to the appropriate authority.

SURVEILLANCE PATROLS

If a club decreases its patrol type to a surveillance patrol the minimum patrol strength outlined in your clubs patrol agreement shall be maintained.

The minimum patrol equipment standard required for surveillance patrols shall be:

- One fully operational IRB placed in a position best suited for launching (on waters edge, slipway or approved launching point) agreed to by Branch Director of Lifesaving and State Lifesaving Committee;
- Two rescue boards (one in three northern branches);
- Three rescue tubes and fins (two in northern branches);
- Relevant hazard signs (i.e. strong sweep, rough surf, marine stingers, etc.);
- Hand held radio;
- First aid kit;
- Bum bag (per patrol member);
- Oxygen equipment (SLSQ approved);
- Marine stinger kits (north of Bustard Heads only);
- Two stinger suits (north of Bustard Heads only); and
- Recommend marine stinger booties and gloves to be worn (north of Bustard Heads only).

OPENING BEACHES

Patrol members are required to determine the safety of the selected patrol area and the most appropriate method and efficient deployment of equipment and personnel in addition to any specific actions that may have to be taken to ensure public safety.

The patrol area must be located in the safest area for swimming and should be opened as wide as possible where conditions and resources allow.

Patrol flags and rescue equipment shall be positioned as close to the water's edge as possible. The flags and patrol equipment must be moved with the rise and fall of the tide to keep them at the waters edge.

Patrol methods:

- Between the Flags;
- Roving;
- Outpost;
- Open beach; and
- Surveillance.

Patrol Deployment

In areas where patrols are deployed the following factors can be considered.

General:

- Size/distance of area to be patrolled;
- Number of patrons;
- Skill level(s) of patrons;
- Type of activities;
- Recreational equipment in use (slides, toys, inflatables, etc.);
- Potential hazards (i.e. rocks, sudden drop off, etc.);
- The number of patrol members on duty;
- The type and amount of equipment available;
- Other tasks required of the patrol member(s);
- Facilities available to the patrol member(s);
- Safety and emergency support services; and
- Communications systems (access to support/emergency services).

Beach:

- Beach type; and
- Prevailing conditions.

Under circumstances where multiple patrol members are deployed to service an area, one patrol member should be identified as the senior (responsible) person in order to establish a command and control structure. All patrol members should be briefed on their roles and responsibilities.

Once the patrol area is set up, patrol members shall erect council ordinance signage for that respective area where required i.e. no dogs permitted, dogs on leash etc.

CLOSING BEACHES

Patrol members are required to assess the conditions that present to them and determine if closing the beach (aquatic area) is an appropriate option. The aim of this guideline is to assist by providing guidelines to determining their options and acting upon their decisions in a safe and efficient manner.

If a club determines its beach is to be closed the minimum patrol strength outlined in the clubs Patrol Service Contract shall be maintained.

Patrol members should consider closing the beach at any time that there is an unacceptable risk to the public or the patrol of injury, illness, substantial distress or at any time that the patrol is over committed and/or is unable to effectively perform water safety tasks.

The following are specific conditions under which beach closure may be considered (this list should not be considered to be exclusive):

Surf conditions:

- Heavily dumping surf;
- Large surf;
- Rips/strong currents; and
- Debris.

Marine life:

- Marine stingers;
- Sharks;
- Crocodiles; and
- Any other marine creatures that may be a hazard on the beach.

Human hazard:

- Uncontrolled surf craft infringements;
- Power craft hazards;
- Civil disturbance (public unrest, criminal activity); and
- Equipment in surf/swimming area (lines, netting, buoys, etc.).

Weather:

- Lightning;
- Hail; and
- Cyclonic conditions.

Chemical hazard:

- High pollution levels;
- Chemical spill;
- Oil/petrol spills;
- Biological agent(s); and
- Marine or water pollution;

Significantly reduced visibility:

- Low light levels;
- Heavy rain; and
- Fog/mist.

Other:

- Dangerous objects such as munitions; and
- Suspicious packages.

Should the prevailing conditions warrant the closing of a beach, the local laws or regulations of the relevant authority where applicable, are to be applied.

The patrol captain is to control the operation. Patrols should conduct the operation in a firm but courteous manner in a way that will not unduly alarm the public.

Informing the public should be an important consideration in the patrols activity, which includes:

- Advising aquatic users via public announcement systems or loud hailer;
- Posting “SWIMMING PROHIBITED”/ “BEACH CLOSED” signs at identified beach access points;
- Post “BEACH CLOSED – SURF DANGEROUS”/“SWIMMING PROHIBITED” and/or specific warning (information) signs, e.g. stingers, pollution, shark, crocodile, etc.; and
- Maintain normal surveillance, preventative action and public advice activities during patrol hours.

An appropriate record should be made giving an outline of the incident.

Generally the beach will remain closed until such time as the identified hazard is controlled or no longer presents a risk.

Recommended closure periods include:

- Crocodile – after consultation with Queensland Parks and Wildlife Services officer;
- Shark – minimum 60 minutes from last confirmed sighting (or completion of search);
- Chemical hazards – after confirmation from appropriate authorities that the area is safe; and
- Dangerous tropical jellyfish – until the following day and following two clear drags.

Once it is determined that it is safe to reopen the beach, normal patrol procedures should be re-established under the direction of the senior responsible person. It is important to continue to inform the public of the patrols activities.

Upon the decision to close a beach:

- The red and yellow flags shall be removed/taken down;
- The red flag and emergency evacuation flag (if applicable) shall be erected;
- Where the swimming area would normally be a “SWIMMING PROHIBITED/ BEACH CLOSED” sign/s with a red flag and relevant hazard sign shall be erected;
- Report beach closure to the relevant SurfCom detailing the reason for closure where SurfCom is in operation;
- “SWIMMING PROHIBITED” approved best practice signage with red flag and hazard sign should

be erected at major beach access points where practical and appropriate to advise the public of a closed beach. Refer to 34th Edition of SLSA Training Manual;

- Conditions boards shall be changed to outline the “Beach is Closed for swimming” and state the reason for closure; and
- When the beach is closed, the minimum patrol strength outlined in your clubs patrol agreement shall be maintained. Patrol the beach, to ensure swimmers do not enter the water and be ready in case of emergency during normal patrol hours.

NOTE: The practise of crossing the red and yellow flags is not recognised under any bathing by-laws or the Standards Australia. This method is not to be used.

NOTE: Suitable patrol shelter/shade should be made available for patrol members that are maintaining surveillance of the closed beach.

NOTE: Further information can be found in the 34th Edition SLSA Training Manual, and Beach Patrol Signage Catalogue (Refer to Section 10 - Beach Patrol Equipment).

AQUATIC ACTIVITY ZONING

This guideline outlines how zoning provides a beach management tool to isolate or separate activities that may be incompatible with the other activities or isolate hazards or activities that are required to be contained to a particular area.

There are two ways that zoning may be applied:

- Confining a particular aquatic activity to a specific location; and
- The segregation of activities that are a risk to other aquatic users.

The activities that are most commonly zoned include:

- Swimming;
- Body boards;
- Surf craft;
- Surf boats; and
- Power craft (including the use of PWC's and skiing).

Marking Zoned Areas:

Areas that have been zoned for a particular use (or to exclude certain activities) can be defined by using flags, signs or buoys.

Time zones can also be used as a management tool allowing or restricting specified activities to be conducted at prescribed times.

Establishing Zoned Areas

To establish a system of zoning the following steps may be appropriate:

- Conduct a risk assessment to establish the need for zoning and the most appropriate methods for application;
- Consultation with relevant stakeholders;
- Establishment of a legislative framework (i.e. included in Local Laws); and
- Communication with user groups.

Monitoring of Zoned Areas

Once established, zoned areas will require a level on monitoring. Zoned areas usually require a level of “policing” to ensure compliance.

LOST/MISSING PERSONS

This guideline is to ensure patrol members use correct procedures when approached by parents, friends or family who has lost a person. Patrol members will frequently become involved with scenarios involving lost and found persons. This guideline provides some principles on which to base a response.

A lost person is where a family member, friend or guardian approaches the lifesaver and reports a person missing or a person is identified as missing as a result of an aquatic incident.

A found person is where the patrol member either:

- Is approached by a member of public who has lost their group;
- Comes across someone who appears distressed and lost; or
- When a member of public finds the child/person and hands them over to a patrol member.

Note: If a patrol member is informed of a lost/missing person that patrol member is to keep the informant with them or another patrol member at all times until the missing person is located.

The patrol member should follow a series of escalating procedures to handle lost and found persons:

Serial	Action	Suggested Time Frame
1	Information gathering	0 – 2 Minutes
2	Preliminary observation Contact SurfCom and Police	2 – 5 Minutes
3	Initial search	5 – 10 Minutes
4	Coordinated search: under external agency	Report after 10 minutes: search continued under direction

Contact appropriate external authorities immediately (Gold Coast and Sunshine Coast clubs should contact SurfCom in the first instance who will advise the police) if:

- There is concern that the person was last sighted in or near the water;
- The person missing has special needs;
- There is reasonable suspicion or evidence that there may be criminal activity involved;
- There is any circumstance that suggests the person may be at immediate risk; and
- It is better to call additional resources early than have a delayed response to an aquatic incident when it may be too late.

Information Gathering

Gain the necessary information to commence appropriate actions.

Missing child:

- Obtain descriptive details of the missing person (name, age, basic clothing);
- Identify last location of missing person; and
- Identify time since last seen.

Missing parents:

- Try to obtain child's name;
- Obtain child's basic description; and
- Do not carry child on shoulders or give anything to drink/eat.

Missing person in the water:

- Identify the activity and last location of missing person;
- Identify time since last seen; and
- Identify their condition and if they are a swimmer or not.

Preliminary observation:

- Patrol members are to observe the local area, commence surveillance at waters edge and work back; and
- Reassure parents or carer and where possible obtain addition details such as other possible search areas i.e. location of car, residence, etc.

Initial search:

- Patrol members are to commence the relay of information. Search to encompass adjacent beach areas and off-beach sites in the immediate area;
- Initial information should be passed to the appropriate coordinating agency; and
- Commence recording of information.

Co-ordinated search:

- All available information passed appropriate coordinating agency (usually the police); and
- Lifesavers to continue as directed by coordinating agency.

LOST PROPERTY

When a patrol member is handed or finds property that he/she believes to be lost, the following procedure is to take place:

- Confirm the owner of the property is not in the immediate vicinity;
- If handed the item take details of the person handing in the lost/found property;
- Secure the items and record details; and
- At the earliest possible opportunity lodge the items with an appropriate authority – local authority, security, police, etc.

EFFECTS OF WATER DEPTH ON AQUATIC SAFETY

The purpose of this guideline is to provide guidance for patrol members whilst setting up the beach area and also monitoring conditions throughout their patrol.

The principles outlined below should be used as guidelines when opening the beach, placing the flags and also completing beach report boards.

Rip and surf zone current velocity:

- Rip feeder and longshore currents travel at 0.5 – 1.5 m/sec (2-5 km/hr); and
- Rip currents under average wave conditions (< 1.5m high) attain maximum velocities of 1.5m/sec (5.4km/hr).

Water depth:

- Safest: knee depth – can walk against a strong rip current;
- Moderately safe: waist deep – can maintain footing in a strong rip current; and
- Unsafe: chest deep – unable to maintain footing in rip current.

Notes:

- Olympic swimmers can swim at 7km/hr;
- An average rip in a surf zone 50m wide can carry someone outside the breakers in as little as 30 seconds;
- Advise swimmers to keep their feet on the sand at all times; and
- What is shallow and safe for an adult can be deep and distressing for a child.

SAND STRUCTURES COLLAPSE

The purpose of this guideline is to outline the hazards associated with digging sand holes at the beach, and to highlight how patrol members can control it as a risk.

Sand structures/digging cause hazards because:

- Sand obscures other hidden hazards such as munitions, glass, and other sharp objects;
- Sand can become “boggy” and unstable when nearing down towards sea level;
- Sand is unstable that can’t be trusted and can collapse at any time (especially hazardous with tunnels);
- A toddler is obscured from view when digging inside a deep hole and cannot be seen in the event of a collapse;
- Holes present uneven surfaces to lifesavers when responding to an incident on foot and while operating vehicles especially at times of poor light, bright sunlight or when looking out to sea; and
- Digging into the side of a dune creates an unstable overhang that can collapse at any time.

Guidelines for Patrol Members

- Discourage sand digging where possible;
- Observe best practice guidelines when advising beach patrons from participating in any dangerous activities; and
- The lifesaver’s observation of the water should not be compromised in this situation.

DEALING WITH DIFFICULT SITUATIONS

Patrols are wide open to the public view and patrol members are constantly watched by beach visitors.

The primary role of a patrol member is to observe and protect water users. Because of the nature and variety of facilities that are provided at beaches, patrol members also provide a service to the public.

With this in mind, extensive courtesy should be paid to all persons requesting assistance, even those who are making a complaint. The fact that a beach user is being rude does not justify a patrol member to conduct themselves the same way.

Patrol members must learn to keep an even temperament and a helpful approach, regardless of how they are treated by others – this reflects a major aspect of a professional demeanour.

Best Practice Guidelines

Give courteous attention to the beach visitor, answering all questions asked:

- When asked a question to which a patrol member cannot supply an answer, the patrol member should politely direct the visitor to a source where the information is available; and
- When speaking to a beach visitor, it is usually more polite to remove sunglasses, and maintain eye contact at a similar level to the visitor.

Be prepared to supply beach visitors with answers to commonly asked questions:

- Examples are air and water temperatures, tide times, weather forecasts, the correct time, conditions and local by-laws; and
- The beach report board should be kept current and neat with no unofficial remarks.

Only use Public address systems for official matters:

- Anything announced using a PA will be not only heard but also judged by all beach visitors who can hear it; and
- Courtesy is of particular importance when messages are heard by large numbers of people.

Never reprimand an individual who has been rescued:

- The casualty will have already learned a lesson and will more than likely have a 'bruised' ego;
- If important to say anything to the casualty, try and direct it towards the reason they got into trouble and say something constructive to prevent them from getting into that situation again; and
- Make the contact as diplomatic as possible.

Avoid lecturing beach visitors:

- If a point needs to be made, fully explain the rationale and request for compliance.

Provide your name, position and club to any person requesting the information:

- A patrol member who refuses such information suggests a need to hide from a complaint that may or may not be valid.

Address all people in a friendly and courteous manner:

- Avoid approaches that start with "hey you" or similar words as this will no doubt set the visitor in a defensive posture that will make understanding or compliance difficult;
- Whenever possible, visitors should be approached personally and spoken to individually; and
- The use of public address systems, whistles and signals is good for general announcements, but is often embarrassing when used to address individuals and should be avoided.

Violence

Violence is an incident in which a member is abused, threatened, or assaulted by a member of the public or colleague during the course of his/her duties, or even when not on duty but related to those duties.

Verbal abuse and threats is the most common, and physical attacks are rare.

We all have an interest in eliminating violence. Violence can cause pain, suffering, and even disability or death if severe enough. Physical attacks can be dangerous, but serious or persistent verbal abuse can also damage our employee's health through stress.

Any physical or verbal abuse suffered by any member should follow the procedures listed below.

In all cases, patrol members should try and calm the situation and move away.

- If possible, you should call for back up stating your position and problem; and
- Each available patrol member in the vicinity should then make every effort to move to the location and provide assistance using safe and legal means of transport.

Post Incident:

- Inform your patrol captain immediately;
- Complete an incident report form (take particular care to complete the narrative as thoroughly as possible and state the nature of the incident); and
- Where physical abuse has been suffered, contact the police immediately.

INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour covers numerous activities that occur on beaches. These include but are not limited to:

- Suspect paedophiles;
- Indecent exposure; and
- Public sexual activities.

Any incident that is reported, alleged or observed, to have occurred involving “inappropriate sexual advances or behaviour” or “inappropriate adult sexual behaviours (sexual molestation of children)” must be handled expediently with sensitivity and discretion.

Under no circumstances should a patrol member support or accuse an individual or suspect regardless of the reporting circumstances.

Procedures

Where a patron reports someone to a patrol member or a patrol member spots someone involved in offensive inappropriate behaviour or they believe someone to be suspicious they should follow the procedures listed below:

- Make note of the person’s description;
- Contact Queensland Police or SurfCom (where applicable) for assistance;
- Maintain surveillance of the water giving close supervision to any child that is at risk of inappropriate adult sexual behaviour;
- When Queensland Police arrive, the patrol member should offer their assistance. If they require no further help, the patrol member should return to their normal duties; and
- The patrol member should search for the suspect and observe them staying in contact with their patrol until the Police arrive.

The patrol member’s observation of the water should not be compromised in this situation.

BREACH OF PEACE ON BEACHES

Scope	This procedure applies to all operational levels of Surf Life Saving Queensland.
Purpose	To define the procedures when a disturbance, such as an altercation, occurs at a beach during patrol hours.
Introduction	It is possible that an altercation may take place adjacent to patrol areas. Members are to ensure that their own personal safety and that of any members in their charge.
Notification of SurfCom	SurfCom is to be notified immediately whenever a “group” of people arrives at a beach. SurfCom shall make full and accurate notes in the Log.
Notification of the Police	Upon receipt of information that a gang has arrived at a beach, SurfCom is required to contact the police and pass this information on to them. SurfCom is to be notified immediately of any disturbance with a request for urgent police assistance. Normal notification is via 000.
Notification of other lifesaving services	SurfCom is to notify neighbouring clubs of the situation. Additional resources should only be sent to the incident if they are requested by the patrol captain or a duty officer/lifesaving services coordinator. SurfCom is to task operational support units to the area to provide water safety and rescue services. Duty officers/lifesaving services coordinator must be notified and a DO must attend.
Rescues	In the event of a rescue, consideration should be given to taking any patients to an adjacent beach. Normal protocols in regards to the safety of the patients and rescuers are important, e.g. surf conditions, unstable condition of patient, etc.
Altercations	If there is likely to be an altercation near patrol members, all members are to leave the beach with two members remaining at a vantage point to monitor the bathing public (if it is safe to do so). The members are to proceed to the club rooms until the disturbance has subsided. SurfCom must be advised of this. Any first aid and oxygen equipment is to be removed from the beach. Every effort is to be taken to ensure that young or inexperienced members are protected and do not become involved.
Roving patrols	In the event that, at the time the patrol are leaving the beach, there is a roving patrol being undertaking by members of the patrol; the patrol captain is to radio the roving patrol members and advise them of the situation. The roving patrol members are to either proceed to a nearby club or not return to the location of the disturbance until they are advised that it is safe to do so.
IRB	If an IRB is signed on the IRB driver and crew are to patrol the beach from the water. The IRB must be equipped with a radio.
Operations Support Group	If large groups start to display anti-social behaviour the patrol

	<p>captain should request the attendance of the operations support service to provide additional water safety services.</p> <p>In the event that an incident occurs, operations support service members are not to become involved unless there is an absolute need and this is to rescue and remove members from any confrontation.</p> <p>If there is an incident and members are unable to leave the beach because access is blocked, every effort is to be made to have the members retrieved from the beach and taken to the ORB. The operations support service is to actively patrol the area in any event that the patrol is unable to patrol the beach.</p>
Interaction with offenders	<p>Members must avoid becoming involved in any form of interaction with people causing a disturbance on the beach. Have no verbal communication with them and avoid any eye contact if possible.</p> <p>If members are harassed by “gang” members, leave the area and make sure that you stay with experienced members. Ensure SurfCom has called the police.</p> <p>At no time is a member to communicate with any person who is harassing or intimidating them.</p>
Injuries and rescues	<p>If any person is injured or requires to be rescued from the water, including offenders, normal first aid and rescue procedures are to be provided as long as it is safe to do so.</p>
Patrol Uniforms	<p>Clubs are to ensure that patrol uniforms are only worn whilst on patrol. They are NOT to be worn to and from a patrol, at the shops or after a patrol at the club etc. Clubs should keep any eye out for people wearing patrol uniforms who are not on patrol. This information is per the SLSQ circular issued 16/12/05.</p>
Media	<p>No member is to take part in a media interview, including those that are “off the record”. SurfCom is to be notified and they are to arrange the attendance of the duty officer/lifesaving services coordinator or an appropriate club or branch official.</p>
Additional information	<p>Please refer to the SLSQ circular issued 16/12/05 for other information relating to these types of incidents.</p>
Review	<p>The State Lifesaving Committee will review this policy annually.</p>

SLSQ Policy

Title: Lifesaving Activities at Closed Beaches	Department: Lifesaving
Policy No: LS09	Version: v2
Effective Date: 17.05.2008	Approved Date: 27.05.2017
Revision Date: 1.05.2017	Approved by: State Lifesaving Committee

Introduction

As Surf Lifesavers our members are called upon to conduct rescues in varying conditions, sometimes in hazardous seas. When the sea conditions are extremely hazardous and have been judged unsafe for the public to swim, the beach will be closed however there may be incidents where SLSQ members are required to perform rescues etc. in these conditions.

In order to ensure that members have the required skills and abilities to work in such environments, members may wish to conduct activities in hazardous conditions.

Purpose

If a Patrol Captain deems the beach conditions too dangerous for the bathing public he/she will close the beach and continue to advise the public not to enter the water.

As surf life savers may one day be required to perform rescues etc. in hazardous and potentially dangerous conditions some members may wish to conduct Lifesaving training to ensure they have the skills to negotiate potentially dangerous conditions.

This policy has been broken into four areas assist our members in understanding the actual activities that can be carried out on our beaches. The four areas of this policy are:

- I. Training of club members for a SLSA award
- II. Training conducted for Maintaining Skills of Patrolling Lifesavers in awards currently held
- III. Training/Maintaining Skills of Operations Support operators
- IV. Training Conducted for competition purposes

If Lifesavers wish to conduct activities at beaches that have been closed due to hazardous surf conditions then the procedures outlined in the respective area **must** be adhered to at all times.

No Junior Activities are to be conducted at Closed Beaches.

No Lifesaving Activity is to ever be conducted at beaches closed due to Dangerous Marine Creatures (Sharks, Crocodiles, Marine Stingers etc), debris in the water or electrical storms.

Application

N/A

Definitions

N/A

Legislative Framework

N/A

Policy

I. Training of club members for a SLSA award.

If the beach is closed, training of members for new SLSA Awards (i.e. an award not currently held) is not permitted.

II. Training conducted for Maintaining skills of Patrolling Lifesavers

Members who wish to carry out lifesaving activities for the purpose of maintaining surf skills or improving surf skills must adhere to the following procedure:

1. Members must be financial members of the association and be eligible and proficient to conduct patrol operations.
2. Inform Patrol Captain that you wish to conduct lifesaving activities for the purpose of maintaining skills for an award currently held.
3. Advise SurfCom and the Duty Officer in the region that training is being conducted. If Surfcom/Duty Officer not applicable to area Branch Director of Lifesaving and/or Lifesaving Services Coordinator should be advised.
4. Wear the club training cap or patrol cap.
5. Prepare appropriate Water Safety;
 - a. If tube rescue or board rescue training is being conducted there is to be a minimum of one (1) fully equipped IRB on standby as Water Safety. The crew of the water safety IRB must be aware of the training being conducted and agreeable to acting as Water Safety personnel. Patrol IRB can be used with approval from both Patrol Captain and IRBD.
 - b. If IRB rescue training is being conducted there is to be a minimum of a one (1) fully equipped IRB, (not being used in the training) on standby as Water Safety. The crew of the water safety IRB must be aware of the training being conducted and agreeable to act as Water Safety personnel.
6. The relevant training signs are to be erected as per normal training procedures.
7. Once the training is completed advise Surfcom/Duty Officer or Director of Lifesaving and/or Lifesaving Services Coordinator in the region that training has ceased.

NOTE: The above procedure also applies for members who are in the process of up grading their Powercraft Surf Accreditation as well adhering to the Powercraft Surf Accreditation Policy.

III. Training / Maintaining of Operations Support Personnel

Members who are involved in Operations Support and wish to carry out lifesaving activities for both SLISA award training and members maintaining skill level must adhere to the following procedure:

1. Members must be financial members of the association and must hold the appropriate pre requisites for the activity they wish to conduct.
2. Members must seek approval from the State Operations Support Officer and/or respective State Advisor or delegate.
3. Inform Surfcom and the Duty Officer in the region that training is being conducted. If Surfcom/Duty Officer not applicable to area Branch Director of Lifesaving should be advised.
4. Wear the appropriate uniform for the activity being conducted.
5. A fully equipped RWC or IRB that is not involved in the training must be in a position that it can respond to the area if needed.
6. The relevant training signs are to be erected as per normal training procedures.
7. Once the training is completed advise Surfcom/Duty Officer or Director of Lifesaving in the region that training has ceased. Operations Support Officer and/or respective State Advisor or delegate should also be advised on completion of training.

IV. Training/Up skilling for Surf Sports Activities

Clubs who wish to carry out Training/up skilling activities for members for the sole purpose of competition must adhere to the following procedure;

1. Training Session must be endorsed by club management committee.
2. Accredited and endorsed Coach must carry out a risk assessment prior to the commencement of the session.
3. Coach must consult with the patrol captain prior to the commencement of the session to make sure that there is an appropriate rescue response in place if needed.

Note: If the Patrol Captains deems that there is not an effective rescue response the training session must not proceed.

If any member fails to comply with the appropriate procedures, relevant to the actual activity they intend to partake in as shown above they risk the possibility of facing SLSQ judicial procedures. Members who also fail to comply with the above procedures risk the possibility of negating their workers compensation benefits.

NOTE: If the planned session is to be conducted at a closed beach that is not under SLSQ control the club/members must still adhere to the above listed procedures and they must consult with the authority that is controlling the beach.



Situational Awareness Checklist for Patrol Captains

PURPOSE:

Object of this checklist is to help Patrol Captains to manage incidents when they occur on their beach and to assist with situational awareness of the incident.

Checklist

PATROL CAPTAINS INCIDENT CHECKLIST	COMPLETE
Do we have adequate resources to conduct the rescue/incident	<input type="checkbox"/>
Do we need additional resources from neighbouring stations	<input type="checkbox"/>
Is there any other resources in my area	<input type="checkbox"/>
Do I need to clear the airwaves "rescue rescue rescue"	<input type="checkbox"/>
Is my beach properly managed and able to stay open	<input type="checkbox"/>
Have I notified SurfCom	<input type="checkbox"/>
Has first on scene provided situation report (SITREP)	<input type="checkbox"/>
Have we checked the 4 P's – Position Problem People Progress	<input type="checkbox"/>
Are there further persons involved	<input type="checkbox"/>
Does an ambulance need to be called	<input type="checkbox"/>
Is the caller with the patient	<input type="checkbox"/>
If spinal can we leave patient where they are and stabilise	<input type="checkbox"/>
If not do we have proper equipment	<input type="checkbox"/>
Who is in charge of incident if not at patrol	<input type="checkbox"/>
Do we need an oxy viva	<input type="checkbox"/>
Do we need a defib	<input type="checkbox"/>
Do we need a first aid kit	<input type="checkbox"/>
Do we need a stretcher	<input type="checkbox"/>
Do we need a helicopter	<input type="checkbox"/>
Do we need a heli landing area	<input type="checkbox"/>
Have police been notified	<input type="checkbox"/>
Has DO been notified	<input type="checkbox"/>
Do we need crowd control	<input type="checkbox"/>
Do we need emergency access	<input type="checkbox"/>
Have we located last known position LKP	<input type="checkbox"/>
Have we got the informants details or still with us	<input type="checkbox"/>
Do we have a proper description of the person/craft	<input type="checkbox"/>
Is someone recording all the details	<input type="checkbox"/>
Is this incident likely to develop into a major incident	<input type="checkbox"/>
Have we adopted a SMEAC plan if major	<input type="checkbox"/>
Do we have ongoing additional resources & logistics fuel, crews, water, food etc	<input type="checkbox"/>

INCIDENT CLOSE	<input type="checkbox"/>
Are all resources accounted for	<input type="checkbox"/>
Have we notified SurfCom of QAS arrival time departure and where to	<input type="checkbox"/>
Have we filled out the incident log book	<input type="checkbox"/>

SECTION NO: POM 0009	SUBJECT: PATROL UNIFORMS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 5

PATROL UNIFORMS – QUEENSLAND

1. All SLSA patrol members are to wear the current SLSA supplied uniform, consisting of shirt and shorts at all times whilst on duty, with their patrol quartered cap tied up and secured on their head.
2. Patrol uniform is not to be worn at anytime outside of your normal patrol hours. Members patrolling at extremities of the patrol area and in shallow water may discard the patrol shorts provided that they are carrying a rescue tube.
3. All members operating the designated patrol IRB are to wear the red and yellow patrol cap and the yellow patrol wet shirt or patrol shirt, red and yellow lifejacket level 50 (AS4758) with reflective tape and/or radio harness at all times whilst in the boat.
4. Helicopter crew have the option of wearing the red and yellow patrol cap, however, are required to wear an approved uniform. Uniforms usually consist of a wetsuit or flight suit/uniform as provided by SLSQ.
5. RWC operators must wear a red and yellow or yellow SLSA approved helmet, patrol wet shirt or wetsuit and a red and yellow lifejacket level 50 (AS4758) with reflective tape and radio harness.
6. Outdated, faded, torn or ripped patrol uniforms shall be removed from service and replaced to maintain consistency and standards, so they are easily recognised by the public and promote a professional image.
7. All members shall wear long sleeved patrol shirts.
8. Patrol broad brimmed hats or red peak cap are compulsory and eye protection is strongly recommended to help avoid the possibility of skin cancer and long term eye damage.
9. Award members are not permitted to wear the red and yellow quartered patrol cap, however shall wear a red peak cap or wide brimmed hat. Their relevant award shall be identified on their patrol shirt or hat.
10. Two piece ladies costumes have been approved for patrol use however clubs are reminded that costumes must be practical and of racing/sporting design, not bikinis.
11. Members patrolling beaches in high or very high marine stinger times are to adhere to the personal protection equipment requirements as directed in the Marine Stinger Risk Management Guidelines.
12. Patrol members at all times shall strive for neatness and pride in the patrol uniform to promote a positive/professional image to the public.
13. All clubs and operations support are encouraged to provide members with patrol uniforms at no charge or at a discounted price.
14. Refer to SLSA equipment branding guidelines in relation to patrol uniforms which can be found on the member's portal.



Surf Life Saving Australia Policy

Policy Name:	Patrol Uniform
Policy Number:	1.05
Issued:	2 March 2018
Review Date:	2 March 2020

1. PURPOSE

The purpose of this policy is to set out the requirements for the use of the SLS Lifesaver patrol uniform (the uniform) being one of the most trusted and identifiable rescue service uniforms in Australia.

This policy is formally issued by the Board of SLSA under Rule 39 of the SLSA Constitution. This policy is to be interpreted in accordance with the SLSA Constitution and is binding on SLSA, State Centres, Branches, lifesaving services and all Members of SLSA.

2. DEFINITIONS

Term	Definition
Aquatic rescue qualification	Surf Rescue Certificate (SRC), Bronze Medallion (BM) /Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue (SMAR) or Gold Medallion (GM)
Lifesaver	An individual that undertakes <u>patrols</u> at a beach or another aquatic environment. This is typically a non-salaried member (volunteer), qualified in public safety and aquatic <u>rescue</u>
Lifesaving service	A coordinated group that exists to provide aquatic safety services to the public. This includes Surf Life Saving Clubs, Lifeguards, SurfCom, Rescue Water Craft, Rigid Hull Inflatable Boats, Jet Rescue Boats, Offshore Rescue Boats, and Helicopter and 4WD units.
Patrol	Service undertaken to monitor activities in/around an <u>aquatic environment</u> and respond accordingly through either <u>preventative actions</u> or <u>rescue operations</u> .
Qualified:	A <u>lifesaver</u> , <u>lifeguard</u> or other lifesaving service volunteer/employee who holds a proficient aquatic rescue or emergency care award.
SLS	Surf Life Saving

3. PATROL UNIFORM

The uniform consists of the following items:

- SLSA approved patrol shirt
- SLSA approved patrol shorts
- SLSA approved red and yellow quartered patrol cap (Aquatic Rescue qualified only)
- State approved wide brimmed hat / peaked cap or beanie when not in the water

The uniform may also consist of the following recommended additional items:

- Swimming costume
- Sunglasses
- SLSA approved rash shirt
- Other items such as wetsuits and SLS approved stinger suits, tracksuit pants and jumpers, helmets and wind jackets are also available to members

Table 1

SLS Uniform Requirement		
Environment	Minimum Requirement	Recommended Additional Items
Land	<ul style="list-style-type: none"> • SLSA approved patrol shirt • SLSA approved patrol shorts • SLSA approved red and yellow quartered patrol cap (Aquatic Rescue Qualified only) • State approved wide brimmed hat / peaked cap or beanie 	<ul style="list-style-type: none"> • Sunglasses • State approved tracksuit pants • State approved jumpers • SLSA approved wind jackets
Water	<ul style="list-style-type: none"> • Swimming costume • SLSA approved red and yellow quartered patrol cap (Aquatic Rescue Qualified only) 	<ul style="list-style-type: none"> • SLSA approved rash shirt
IRB	<ul style="list-style-type: none"> • Swimming costume • SLSA approved red and yellow quartered patrol cap (Aquatic Rescue Qualified only) • Approved Level 50 Lifejacket 	<ul style="list-style-type: none"> • Sunglasses • State approved wide brimmed hat / peaked cap • SLSA approved rash shirt

4. USE OF PATROL UNIFORM

- 4.1 The uniforms should be maintained to ensure it is clean, neat and tidy in appearance.
- 4.2 Only qualified and proficient Surf Life Saving members are to wear the uniform.
- 4.3 All current SLS members with a proficient SLS award undertaking lifesaver patrol duties shall wear the minimum required uniform as listed in Table 1. This includes members undertaking patrolling, rescue duties and first aid operations.
- 4.4 ONLY members holding a current proficient Aquatic Rescue qualification are to wear the red and yellow quartered patrol cap. All other members may not wear the cap.
- 4.5 The red and yellow quartered patrol cap is to be worn on the head and secured under the chin always while undertaking patrol duties.
- 4.6 It is highly recommended that a rash vest be worn while in the water.
- 4.7 Any items of the SLSA patrol uniform shall ONLY be worn while on direct travel to or from patrol, while on patrol or when attending official surf lifesaving functions and community education activities e.g. media promotions of surf lifesaving.
- 4.8 Members serving on Helicopter, Jet Boat, Rescue Water Craft, Offshore Rescue Boat (including VMR), Surfcom and Duty Officers or State approved activities, are to abide by State SOP's or uniform regulations.

5. PROHIBITION

- 5.1 SLS members may not sell or trade any item of uniform to any other person including staff and volunteer members of SLS.
- 5.2 SLS uniforms must not be worn into licensed or similar premises with the exceptions outlined under 4.7.

6. RETURN

- 6.1 A member of the SLS who resigns or does not renew their membership must return all items of uniform that has been issued or assigned to them by the club or service.
- 6.2 SLS Uniforms are not to be retained under any circumstances.
- 6.3 The uniform (and other items) are to be returned properly cleaned and laundered to the member's immediate lifesaving service.



7. DISPOSAL OF UNIFORM

7.1 Disposal of uniforms that are no longer current and representative of the SLS uniform standard i.e. clean, neat and tidy is the responsibility of the club or service.

8. RELATED INFORMATION

8.1 Work, Health and Safety

This policy is not intended to set the WHS requirements for the patrol uniforms. For further information refer to:

- SLSA Policy 2.01 Sun Safety

8.2 Design, Brand and Construction

For the design, branding and construction of the product refer to:

- SLSA Gear and Equipment Branding Guidelines
- SLSA Patrol Uniform Specification
- SLSA Procedure – 1.1 Water Safety

PATROL UNIFORM



Style of the patrol uniform may change over the contract period at SLISA discretion.

PATROL CAPTAIN UNIFORM LOCATION/WORDING



* "PATROL CAPTAIN" wording to sit above small DHL logo on left hand chest.
Wording is to be no longer than small DHL logo on left hand chest.
Wording is to be printed in black "Calibri Regular" font. All capitals as pictured.

SECTION NO: POM 0010	SUBJECT: PATROL EQUIPMENT	
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BEACH PATROL EQUIPMENT

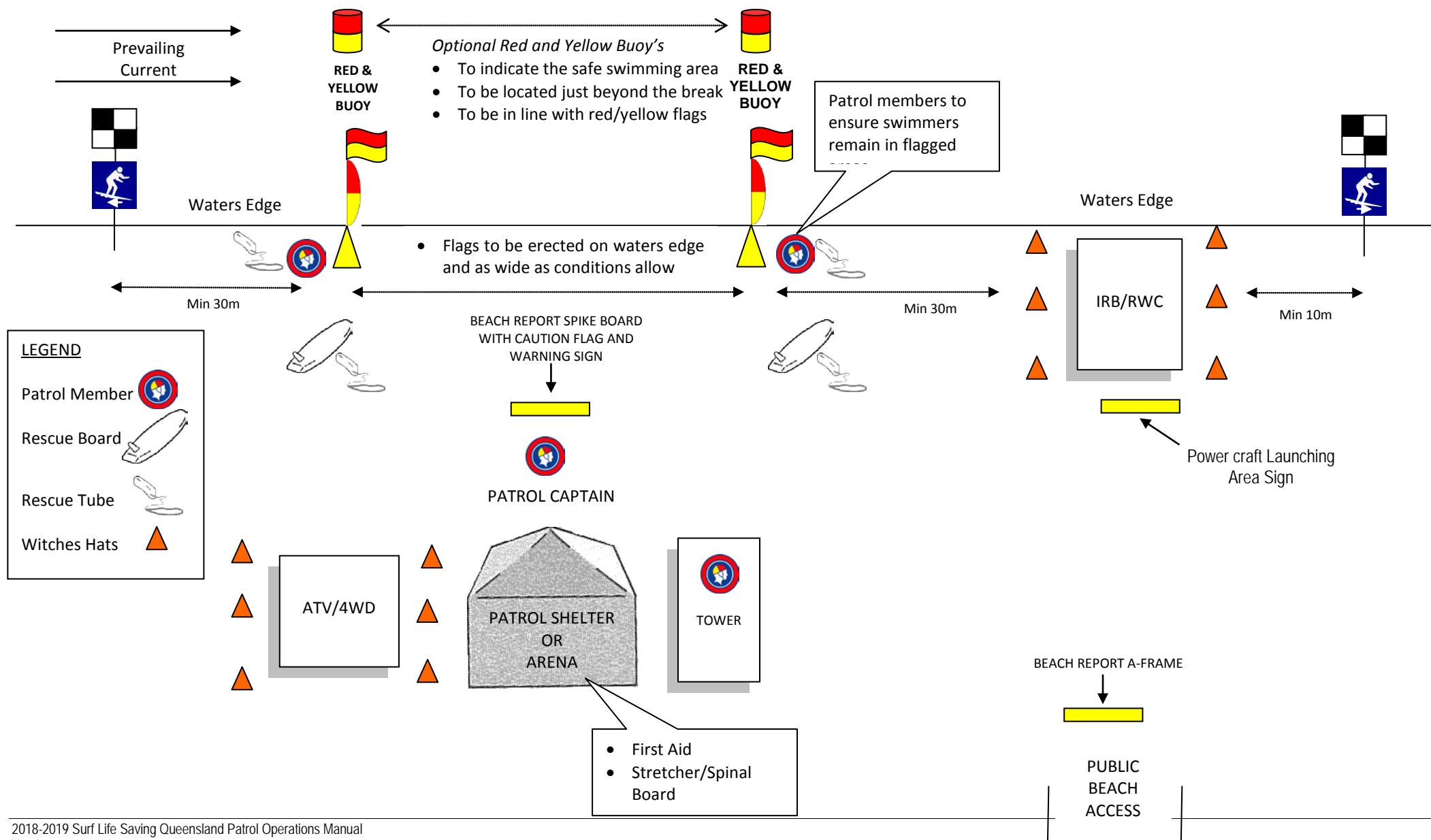
Clubs shall have a minimum requirement of equipment (as listed below) on the beach for beach patrols. Patrol equipment shall be in position at the scheduled time of patrol and remain on duty throughout the duration of the patrol. All patrol gear and equipment shall be in a serviceable condition and ready for immediate use. During peak periods additional equipment may be required.

No.	Patrol equipment	Minimum required	Club service	Specialist service required		SLSA compliance/ standard/ policy/ guidelines
				Annual	After Use	
Communication equipment						
1.	1 set of patrol flags/feathers on 4.3m poles with suitable stands (as per beach patrol signage catalogue)	1 set of 2	✓	✓		✓
2.	1 set of board riding signs with black and white quartered flags on poles	1 set of 2	✓	✓		✓
3.	Swimming prohibited sign on pole with red flag	1 set	✓	✓		
4.	1 set of hazard signs (as per patrol signage catalogue)	1 set	✓	✓		✓
5.	Beach condition report boards (A-Frame and spike)	2 1 of each	✓			
6.	SLSA Signal flags on poles	2	✓			✓
7.	Red flag	1	✓			✓
8.	Yellow flag	1	✓			✓
9.	Emergency evacuation flag	1	✓			✓
10.	UHF hand held radio	2	✓	✓		✓
11.	Loud hailer	1	✓	✓		
12.	Whistle (separate to personal pack)	1	✓			
13.	Emergency Evacuation Siren (may be attached to radio room)	1	✓	✓		
14.	SLSQ LIMSOC iPad	1	✓			
Rescue equipment						
1.	IRB fully equipped including:	1	✓	✓		✓
	- knife – stainless steel with blunt end, contained in a sheath	1				
	- pair of paddles	1				
	- rescue tube in holder	1				
	- whistle	1				
	- UHF radio in waterproof bag & holster or transom-mounted solid case radio	1				
	- Towrope with floats in holder	1				
	- Fuel cell (minimum half full)	1				

No.	Patrol equipment	Minimum required	Club service	Specialist service required		SLSA compliance/ standard/ policy/ guidelines
				Annual	After Use	
Rescue equipment						
2.	IRB motor – SLSA approved 25hp	1	✓	✓		✓
3.	Rescue tube	3 (3 southern branches) 2 (3 northern branches)				✓
4.	Rescue board	2 (3 southern branches) 1 (3 northern branches)	✓	✓		✓
5.	Flippers (matching or non-matching) various sizes	2 pairs	✓			✓
6.	Witches hats	6 (per piece of equipment i.e. IRB/ATV/4WD)	✓			
7.	Powercraft Launch Area Sign	1	✓			
Medical equipment						
1.	Air bag resuscitator (2 airways)	1	✓	✓	✓	✓
2.	Portable first aid kit (refer to section 11 for contents)	1	✓		✓	✓
3.	Spinal board	1	✓			✓
4.	Personal patrol packs <ul style="list-style-type: none">- 1 resus pocket mask- 2 pairs of disposable gloves- 1 whistle- 1 pen/pencil- 1 note pad- 1 small container of sunscreen 30+	3	✓		✓	
5.	Space Blanket	1	✓			
6.	Resus pocket masks (recommended in all areas of patrol including vehicles, IRB's, RWC's and mobile first aid kits)		✓		✓	✓
7.	Stinger kit (North of Bustard Heads only) <ul style="list-style-type: none">- 2 litres vinegar	1	✓		✓	
8.	Defibrillator	1	✓	✓		✓
9.	Vinegar (north of Bustard Heads only)	4 Litres	✓		✓	
General						
1.	Patrol uniforms (hat, shirt, shorts, cap PPE – personal protective swimwear, booties, gloves, hoods)	1 set per person	✓			✓
2.	Patrol arena/shade	1	✓	✓		
3.	Permanent and/or portable Observation tower/hut with shade	1	✓	✓		

NOTE: 4WD's and ATV's shall be equipped with the minimum equipment, as specified within the Vehicle Operations (Section 18).

EXAMPLE PATROL SET UP



SUPPORT GEAR

Support gear to be immediately available in the clubhouse:

No	Support gear	Minimum required	Club service	Specialist service required		SLSA compliance/ standard/ policy/ guidelines
				Annual	After Use	
Communication Equipment						
1.	Patrol logbooks (statistics and patrol attendance)	1 of each	✓			✓
2.	IRB log, radio log (for areas without SurfCom) and netting forms (north of Bustard Heads only)	1 of each	✓			✓
3.	Incident report logs - 1 in First Aid Room - 1 on beach or in radio tower	2 books	✓	✓	✓	✓
4.	Emergency telephone (must be accessible)	1	✓	✓		Telstra
5.	Spare radio(25W base set optional)	1 minimum	✓	✓		✓
6.	Swimming prohibited signs/pole	1	✓			✓
7.	Surf rescue craft training signs	2	✓			✓
8.	Marine stinger signage	2	✓			✓
9.	Red and Yellow patrol buoys and anchors (three southern branches)	2	✓			✓
10.	Extra set of flags to be available in the Clubhouse: - Red flag - Yellow flag - Emergency evacuation flag - SLSA signal flags - Black and white quartered flag (board riding flag) - Red and yellow patrol feathered flags	1 1 1 1 1 set 1 set	✓			✓
Rescue Equipment						
1.	Operational IRB	1	✓	✓		✓
2.	Operational motor (SLSA approved 25hp) and fuel	1	✓	✓		✓
3.	Rescue tubes	2				✓
4.	Rescue board	1	✓	✓		✓
5.	Rescue vehicle ATV or 4WD (optional)	1	✓	✓		✓
Medical Equipment						
1.	Air bag oxygen resuscitator or softpack	1	✓	✓	✓	✓
2.	Spare oxygen cylinders “C” size	2			✓	
3.	First aid room (easily accessible and open) Refer to First Aid Room Inspection Form	1	✓	✓		✓
4.	Vinegar supplies (north of Bustard Heads only)	10 Litres	✓		✓	
5.	Cold packs/ice packs.	10				
6.	Specimen containers.	3 various sizes	✓		✓	

No	Support Gear	Minimum Required	Club Service	Specialist Service Required		SLSA Compliance/ Standard/ Policy/ Guidelines
				Annual	After Use	
General						
1.	Helicopter landing arena (three southern branches only) - 7 steel pegs - 200 metres of rope - 3 “Helicopter Landing Area” Keep clear signs - Hammer	1	✓			✓
2.	Marine Stinger Drag Kit (north of Bustard Heads only) – refer to below	1	✓	✓		

BEACH CLOSED PATROL EQUIPMENT

The minimum patrol equipment standard required for a closed beach shall be:

- One fully operational IRB on the beach at water's edge (may be left on trailer at water's edge);
- Two rescue boards (one in three northern branches);
- Three rescue tubes and fins (two in northern branches);
- Two x 'SWIMMING PROHIBITED', 'SURF DANGEROUS' signs with red flag (erected on beach and main access points);
- Relevant hazard signs (indicating why beach is closed i.e. strong sweep, rough surf, marine stingers, etc.);
- Hand held radio;
- First aid kit
- Bum bag (per patrol member);
- Oxygen equipment (SLSA approved);
- Spinal board;
- Signal flags;
- Marine stinger kits (north of Bustard Heads only);
- Two stinger suits (north of Bustard Heads only); and
- Recommend marine stinger booties and gloves to be worn (optional).

MARINE STINGER DRAG KIT

The contents of a marine stinger drag kit are as follows:

- Copy of Marine Stinger Risk Management Guidelines – Version 2012;
- Copy of incident report flow chart;
- Copy of contact phone numbers applicable to that area;
- Marine stinger netting log x one;
- Pen, pencil and notebook;
- Tide chart;
- Stinger Suits – full body length one piece minimum Lycra or Neoprene – two x medium, two x large, two x extra large;
- Booties – two x medium, two x large;
- Disposable gloves x one box;
- Heavy duty gloves x four pairs;
- Gaffe tape x three rolls;
- Specimen jars x 20;
- Collection bowl x one;
- Masking tape x one roll and Nikko pen;
- Broadbrim hat x two;

- Polarised sunglasses x two;
- Plastic sealable bags x 20;
- Formalin 1 litre and instruction guide (for authorised and trained personnel only);
- Bucket – one x 20litre minimum;
- Atomiser spray bottle x one – for washing suits with vinegar;
- 20 litres Vinegar – 1lt to 5lt containers;
- One x drag net 30m minimum (must be specially made and DPI permission sourced);
- One x Irukandji drag net; and
- One x stinger drag net.

BEACH SAFETY SIGNAGE

With the introduction of the nationally endorsed beach safety signage, SLSQ have prepared a full catalogue complete with details to assist clubs with the maintenance and correct use of the equipment.

Any damage or issue with the condition of the signage is to be reported to your relevant SLSQ Lifesaving Services Coordinator or Regional Manager (where specified).

NOTE: For further information, refer to the Patrol Signage Catalogue and the current SLSA training manual.

RED AND YELLOW PATROL AREA BUOYS

Clubs are encouraged to use red and yellow patrol area buoys to clearly identify the designated swimming areas. The use of the buoys has also proven to be a proactive way to control surf craft from entering the swimming area.

- The buoys should be placed just beyond the break, when conditions permit and be removed at the end of patrols;
- Patrol members shall regularly adjust the buoys with the rise and fall of the tide;
- To prevent confusion to the public, these buoys shall be in line with the red and yellow flags;
- The red and yellow buoys are not to be used for lifesaving training;
- Clubs are reminded of the importance of removing all marker buoys once activities are concluded; and
- All clubs shall pay particular attention to this matter to ensure the surf zone remains clear of obstruction at all times.

PATROL TOWERS

The following is provided to give guidance relating to the use of surveillance towers for observing patrol areas.

- Towers or observation points should be positioned so they have a clear and unobstructed view of the area that is required to be under surveillance, this may include both the water and the beach;
- Towers and observation points should ideally be elevated to allow surveillance of all aquatic users;
- Towers should be placed so that they allow lifesavers to respond to a rescue without losing sight of the victim;
- Where a safe swimming area is identified away from a fixed tower location, the lifesaver should consider moving to the swimming area to maintain effective supervision;
- Where beaches are divided by jetties, piers or other obstacles (including natural), each part of the beach should be observed independently; and
- Towers shall incorporate a shaded canopy.

All clubs using local council patrol towers shall adhere to the following requirements:

- Maximum of two patrol persons to use tower at one time;
- Persons in tower must have completed a minimum of a QLD Observers Award;
- No food or drink containers are to be left in towers;
- Leave towers clean and tidy at the end of patrol;
- Ensure permanent towers are locked at the conclusion of patrols;
- Ensure mobile towers are removed from the beach at the conclusion of patrols; and
- Report any damage/breakage to patrol captain and/or relevant council officer.

NOTES:

- Patrol members must not congregate around towers
- Patrol members should be accessible to beach users and regularly mix with them
- Patrol members should regularly rotate (every 20 minutes) from the tower to the water's edge

GEAR AND EQUIPMENT INSPECTIONS

Reference from 10.2 obligations and standards

All clubs/services gear and equipment shall be inspected through a branch administered inspection process prior to each lifesaving season. Guidelines for this are contained within the SOP's and outlined in the relevant circular.

The purpose of gear and equipment inspections is to ensure that each service has the appropriate amount of equipment in a safe and working order to fulfil their lifesaving service agreement.

SURF LIFE SAVING
QUEENSLAND



Beach Patrol Signage Catalogue

Surf Life Saving Queensland

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INTRODUCTION

Background of Signage

The State Life Saving Committee (LSC) recommended that the signage on our beaches be standardised across the State and that the same flags, signs and poles are used on all beaches that Surf Life Saving Queensland (SLSQ) manage. This will ensure the following:

- Surf Life Saving Queensland's patrol signage is standardised throughout the State as various methods and materials are currently being used;
- Our signage promotes a professional image and a clear message;
- Our signage will not confuse the general public;
- Our signage is easily identified by tourists who travel into our country;
- The signage falls under the Australian Standard – Design and Application of Water Safety Signs as set out by the Council of Standards Australia;
- It will promote and enhance Surf Life Saving's image and presentation on the beaches of Queensland;
- It will improve the identification of patrolled areas;
- It will provide more relevant information to beach users; and
- It has improved durability and longevity.

The signage has been designed to withstand strong winds and providing it is set up correctly, will be able to achieve this (except for cyclones or typhoons). Other than the two pyramid stands, the amount of signage equipment required on the beach will be no greater than the minimum requirements stated in the Patrol Operations Manual.

PATROL SIGNAGE

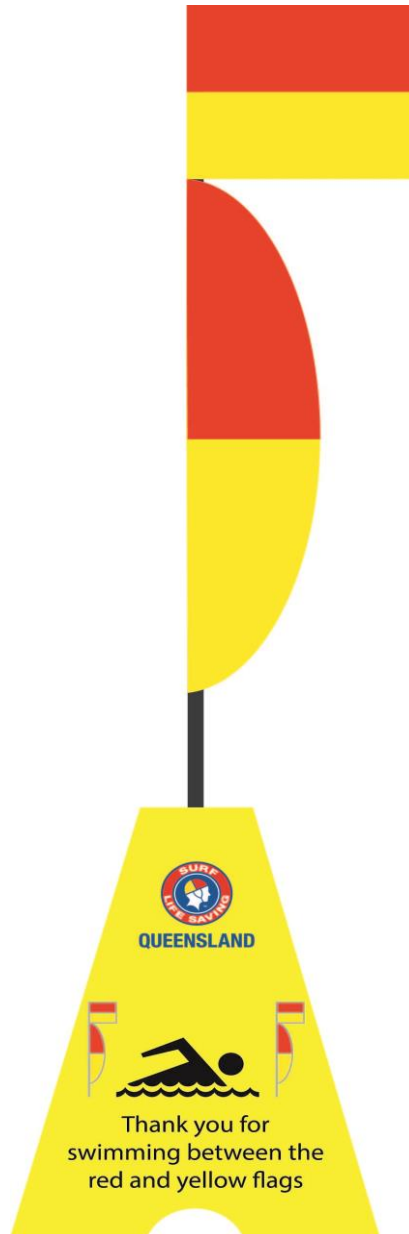
Red and Yellow Patrol Flag and Pyramid Stand

Red and yellow feather flags are to be placed in a pyramid stand. The flags are to then be positioned on the water's edge as far apart as possible as human resources and beach conditions permit, on the safest area on the beach.

To prevent flags from falling over, push legs of the pyramid stand fully into the sand utilising the foot holes as indicated. In high winds, the feather can be rolled up and clipped in position to prevent it from falling over.

From time to time SLSQ may provide clubs/services with additional inserts with specific key messages.

Note: 'Please swim between the flags' arrows should face in towards the patrol area.



PATROL SIGNAGE

Swimming Prohibited Sign

The swimming prohibited sign and pole, along with a red flag, is to be placed where swimming is not advised, or displayed if the area is unsafe to swim. An additional yellow hazard sign may also be attached to the red pole indicating reason/s why the beach is unsafe for swimming.

The spike post is specifically designed with a disk welded to the post and spike so that a lifesaver/lifeguard can stand on the disk and apply their weight vertically onto the post while gently moving the post side to side, to imbed the post into the sand. The disk also stabilises the sign when imbedded into the sand.



PATROL SIGNAGE

Beach Closed

The beach closed and red flag is to be placed when the beach is classed/deemed closed due to the conditions deemed unsafe. (BSSBCD – Beach Closed).



PATROL SIGNAGE

Beach Report Board (with Spikes) and Beach Report A- Frame

The single frame condition report sign, with the option of using the yellow flag pole with hazard sign, should be placed in the centre of the patrol area.

If a yellow flag has been flown then a hazard sign should be attached below the flag.

The sandwich board (A-frame) is to be used at major access points. The information on the board should be updated hourly or whenever conditions change.



PATROL SIGNAGE

Surf Craft Sign

The blue surf craft sign with the black and white flag should be erected outside the swimming area.

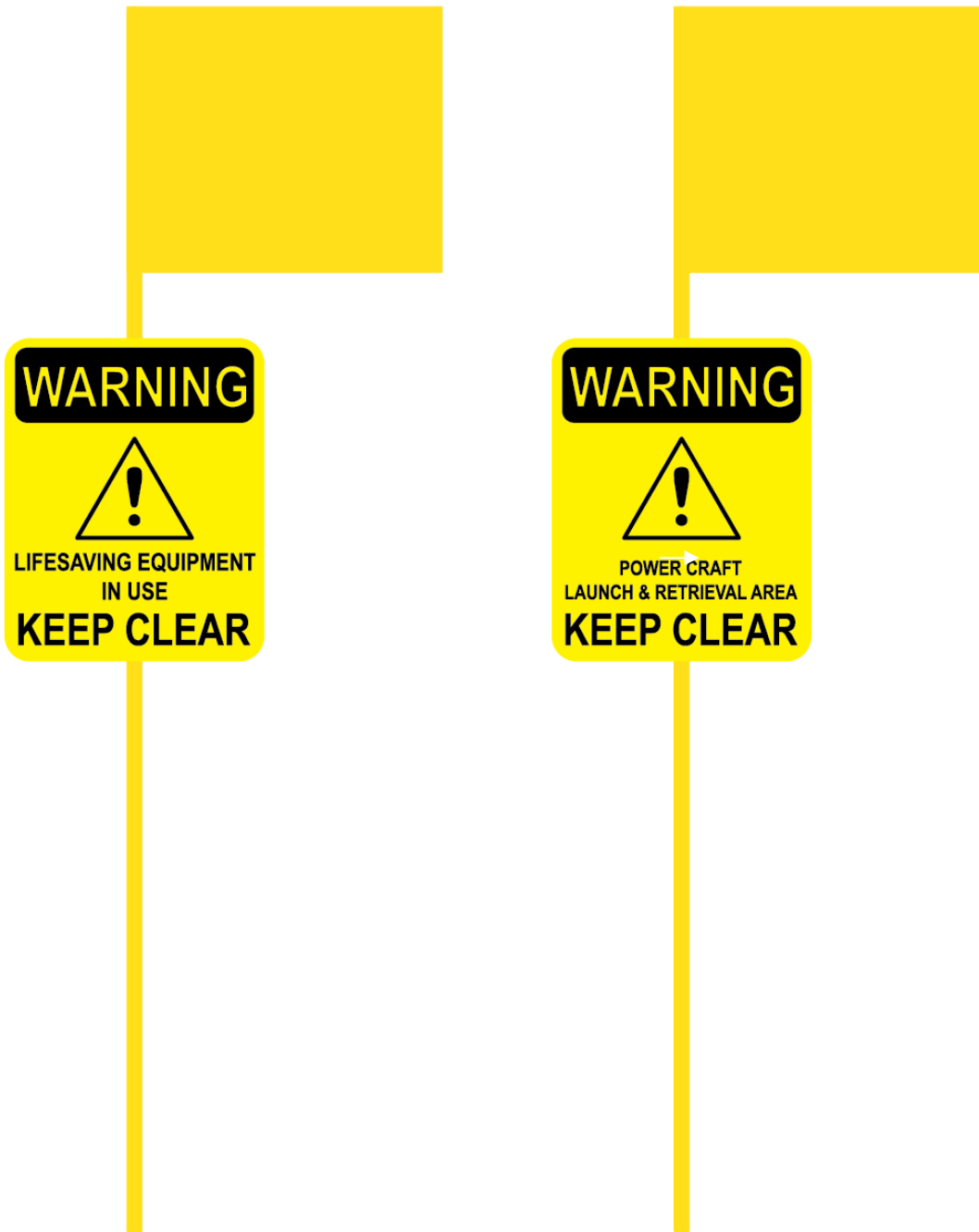
The arrows are to face away from the swimming area.



PATROL SIGNAGE

Lifesaving Training Area Sign and Powercraft Launching Area

The lifesaving training area sign should be erected either side of training areas where craft are launching/re-entering the surf zone. The power craft launching area sign must be placed where the power craft vessel is launching from.

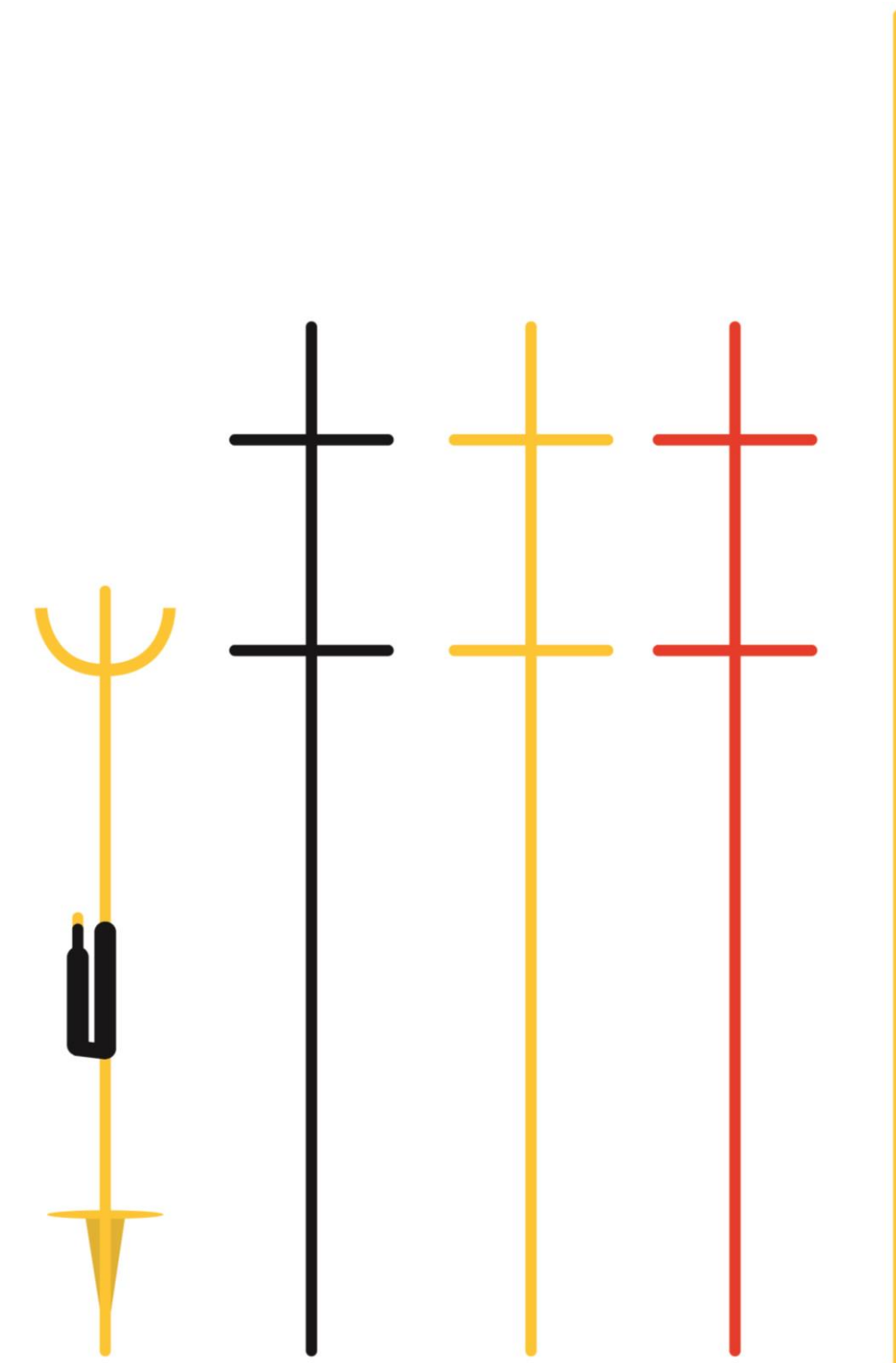


PATROL POLES

Tube/Board/Flipper Stand and Poles

The stand is to be used to hold the board, tube and flippers. They are to be placed in the sand using the spike.

There are four types of poles that can be used on the beach with appropriate signs.



PATROL HAZARD SIGNS

Hazard Signs

Hazard signs are interchangeable and are used in conjunction with the red swimming prohibited flag pole and the yellow conditions flag pole. These signs indicate to the public the reason the beach is closed or why the yellow caution flag is flying.



Code: BSSHBB- Bluebottles



Code: BSSHMS- Marine Stinger



Code: BSSHCR- Crocodile



Code: BSSHSH- Shark Warning



Code: BSSHSR- Submerged Objects



Code: BSSHHS- High Surf



Code: BSSHSD- Drop Off



Code: BSSHDC- Strong Currents



Code: BSSHWS- Shallow Water



Code: BSSSINS- Swimming Not Advised



Code: BSSSNK- Snakes

PATROL SIGNS – OTHER



Code: BSSLTA – Lifesaver Training Area sign



Code: BSSPLA – Power Craft Launch Area



Code: BSSSCS – Surfcraft Sign



Code: BSSBCD – Beach Closed sign



Code: BSSDNS – Danger No Swimming

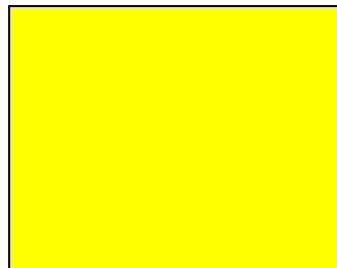
PATROL FLAGS

Condition Flags

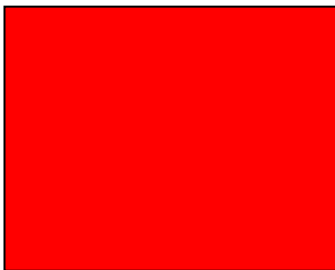
Yellow and emergency evacuation flags are interchangeable on the silver conditions flag pole. The black and white flag should be used with blue surfcraft/body board pole. The red flag is used with the 'danger no swimming' sign and the red pole.



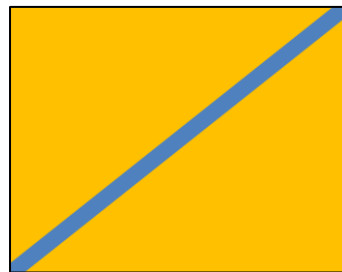
Code: BSFLRY - Red and yellow feather flag



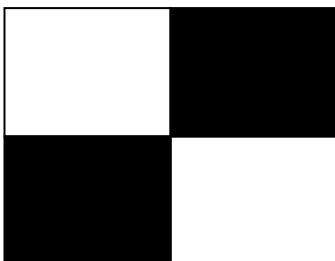
Code: BLSFLYC - Yellow flag



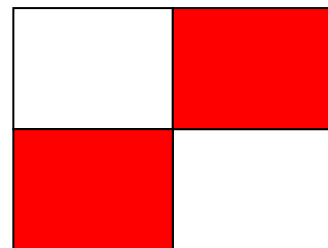
Code: BSSFLRN - Red flag



Code: BSFLSI - Signal flag



Code: BSFLBS - Black and white flag



Code: BLSFLSW - Emergency evacuation flag

PORTABLE DIGITAL RADIO

The digital network plays a vital role in communication for clubs and services. There are two types of digital radios that can be purchased. They include the ICOM 4263 portable digital radio and ICOM 6063 mobile digital radio.

ICOM 4263 Portable Digital Radio



ICOM 6063 Mobile Digital Radio



HOW TO ORDER

1. **EMAIL** the completed club order form to:

store@lifesaving.com.au

Purchasing and Facilities Officer

IF YOU HAVE ANY QUERIES RELATING TO ANY OF THESE PRODUCTS, PLEASE CONTACT THE SLSQ PURCHASING AND FACILITIES OFFICER ON (07) 3846 8000.

Please note:

Price will be confirmed upon receipt of order.

Please attach a club purchase order with your order form.

SLSQ GEAR AND EQUIPMENT ORDER FORM

CLUB:		SLSC	DATE:	
Stock Code	Description	Qty Req	Cost Ex GST	Total \$
BEACH SIGNAGE AND FLAGS				
BSFLBS	FLAG - BLACK WHITE QTR SURF CRAFT BUFFER ZONE		\$22.00	
BSFLRN	FLAG - RED		\$20.00	
BSFLRY	FLAG & FEATHER RED/YELLOW		\$45.00	
BSFLSI	FLAG - SIGNAL (ORANGE/BLUE DIAGONAL)		\$22.00	
BSFLSW	FLAG - EMERGENCY EVACUATION (RED/WHITE QTRS)		\$22.00	
BSFLYC	FLAG - YELLOW SWIM CAUTION		\$20.00	
BSSHBB	SIGN - HAZARD WARNING SIGN- BLUEBOTTLE		\$42.00	
BSSHCR	SIGN - HAZARD WARNING SIGN- CROCODILE		\$42.00	
BSSHDC	SIGN - HAZARD WARNING SIGN- STRONG CURRENT		\$42.00	
BSSHHS	SIGN - HAZARD WARNING SIGN- HIGH SURF		\$42.00	
BSSHMS	SIGN - HAZARD WARNING SIGN- MARINE STINGER		\$42.00	
BSSHSD	SIGN - HAZARD WARNING SIGN- BEWARE SUDDEN DROP-OFF		\$42.00	
BSSHSH	SIGN - HAZARD WARNING SIGN- SHARK WARNING		\$42.00	
BSSHSR	SIGN - HAZARD WARNING SIGN- SUBMERGED OBJECTS		\$42.00	
BSSHSW	SIGN - HAZARD WARNING SIGN- SHALLOW WATER		\$42.00	
BSSSNK	SIGN - HAZARD WARNING SIGN- SNAKE		\$42.00	
BSSSINS	SIGN - HAZARD SWIMMING NOT ADVISED (DIAMOND)		\$42.00	
BSSLTA	SIGN - LIFESAVER TRAINING AREA		\$82.00	
BSSDNS	SIGN - DANGER NO SWIMMING		\$82.00	
BSSBCD	SIGN - BEACH CLOSED		\$82.00	
BSSPLA	SIGN - POWERCRAFT LAUNCH AREA		\$82.00	
BSSSCS	SIGN - SURFCRAFT SIGN		\$82.00	
BEACH PATROL EQUIPMENT				
Stock Code	Description	Qty Req	Cost Ex GST	Total \$
BSSFPS	FLAG POLE STAND (FOR FEATHERED FLAGS)		\$800.00	
BSSAFR	A-FRAME SANDWICH BOARD WITH INSERT		\$600.00	
BSSCRF	CONDITION REPORT FRAME SPIKE BOARD		\$600.00	
BSSBTS	BOARD AND TUBE STAND (HOLDER)		\$300.00	
BSPBLK	BLACK POLE		\$285.00	
BSPRED	RED POLE		\$285.00	
BSPYEL	YELLOW POLE		\$285.00	
BSPCFP	CONDITIONS FLAG POLE (FOR DIAMOND SIGN)		\$100.00	
BSPFFP	FEATHER FLAG POLE (YELLOW)		\$100.00	
RAD4263	ICOM 4263 PORTABLE DIGITAL RADIO		\$863.64	
RAD6063	ICOM 6063 MOBILE DIGITAL RADIO		\$736.37	

LS500	RESUSCITATION SOFT PACK COMPLETE SLSA APPROVED		\$1500.00	
LS501	SOFT PACK BAG FOR RESUS SYSTEM		\$567.50	
LS520	RESUSCITATION HARD CASE COMPLETE SLSA APPROVED		SLSA Online Shop	
LS521	HARD CASE FOR RESUS SYSTEM		SLSA Online Shop	
PP99	PATROL CAP (RED/YELLOW QTR.)		\$7.73	
PP100	PATROL PACK SURF RESCUE (INCL CONTENTS) *		\$46.00	
PP101	BUMBAG RED/YELLOW SURF RESCUE +		\$15.00	
PP102	MASK RESUSCITATION POCKET +		\$16.50	
PP103	LANYARD RED FOR WHISTLE		\$3.50	
PP104	WHISTLE RESCUE/SECURITY BLUE OR YELLOW +		\$2.00	
PP105	BAG PLASTIC RESEALABLE +		\$0.20	
PP106	GLOVES DISPOSABLE LARGE (PR) +		\$0.10	
PP107	NOTEBOOK 112MMD X 77MMW +		\$1.50	
PP108	PEN BALLPOINT MEDIUM BLUE +		\$1.50	
RT201	RESCUE TUBE YELLOW - WITH ROPE/STRAP *		\$118.20	
PFD SMA	LEVEL 50 RED AND YELLOW LIFEJACKETS (S)		\$65.00	
PFD MED	LEVEL 50 RED AND YELLOW LIFEJACKETS (M)		\$65.00	
PFD LAR	LEVEL 50 RED AND YELLOW LIFEJACKETS (L)		\$65.00	
PFD XLA	LEVEL 50 RED AND YELLOW LIFEJACKETS (XL)		\$65.00	
PFD 2XL	LEVEL 50 RED AND YELLOW LIFEJACKETS (2XL)		\$65.00	
PFD 3XL	LEVEL 50 RED AND YELLOW LIFEJACKETS (3XL)		\$65.00	
	GATH HELMET (PURCHASED DIRECT FROM GATH WA)		\$118.20	
	PATROL SHIRT		\$15.46	
	PATROL SHORT		\$14.55	
	PATROL WETSUIT		\$118.20	
	PATROL RASH SHIRT		\$63.64	
	PEAK CAP		\$10.91	
STATIONERY				
Stock Code	Description	Qty Req	Cost Ex GST	Total \$
ST106	PURCHASE ORDER BOOK CLUB		\$18.00	
ST107	LIFESAVING PATROL LOG BOOK		\$18.50	
ST109	LIFESAVING PATROL ATTENDANCE LOG BOOK		\$18.50	
\$	TOTAL COST OF ORDER (ex GST)			
NOTE	*Indicates item is also available from Surf Life Saving Australia + Indicates that components of Patrol Pack Surf Rescue can be purchased separately Laerdal products can be purchase directly from Laerdal or the Australian Lifesaving Academy on sales@lifesaving.com.au or Fax: 07 3846 8008. Prices are subject to change without notice			

ATT: Purchasing and Facilities Officer
 Surf Life Saving Queensland
store@lifesaving.com.au
 (07) 3846 8000

SECTION NO: POM 0011		SUBJECT: FIRST AID OPERATIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE			
ISSUE DATE: 1 July 2018	VERSION: 2		PAGES: 16

FIRST AID ROOM EQUIPMENT AND SUPPLIES

It is mandatory for all clubs to have, as part of their lifesaving facilities, an accessible and fully equipped first aid room. The items listed below are the minimum requirements and it is the responsibility of the club to maintain these requirements. First aid rooms shall be presented in a safe and clean condition at all times.

NOTE: Remember that the patient you are treating needs to feel that they are in a safe and comfortable environment. A clean, tidy and safe first aid room will help to achieve this.

NO.	ITEM DESCRIPTION	✓
	Notice board containing: <ul style="list-style-type: none"> - List of first (senior)aid or first aid [AID] certificate holders and their currency - List of emergency telephone numbers - Appropriate first aid charts (eg. resuscitation chart, stinger chart and stinger treatment charts etc.) 	
	"No Smoking" signs (minimum A4 size including international symbol)	
	Examination couch with foam mattress, vinyl cover and adjustable back	
	Sink (preferably with at least one (1) fountain spray tap to use as an eye wash)	
	Sink cleansing materials	
	A dispenser for liquid hand cleaner	
	Paper towels and dispenser	
	Disposable cups	
	One (1) stainless steel or plastic bowl (approximately 25cm)	
	Pillow/s – MUST be plastic covered	
	Pillow covers (disposable)	
	Sheets (disposable)	
	Blankets <ul style="list-style-type: none"> a) Space blanket b) Clean cotton or woollen blanket 	
	Chair (in a safe condition)	
	Wall-mounted or mobile traverse arm spotlight and spare bulb	
	Oscillating fan (ceiling or wall-mounted)	
	Garbage holder with disposable kitchen tidy bags (to be replaced after any major incident, or when full, and <u>always</u> at the end of the patrol day)	
	<ul style="list-style-type: none"> a) SLSA approved Air-viva or softpack b) Additional oxygen supplies – 3 x "C" size cylinders, 1 x "D" size (optional) NOTE: 1 Extra "C" size cylinder to be held if no "D" size held	
	Squeeze mop, bucket and broom (for use in FA room only)	
	Enclosed storage space for both treatment and bulk supplies	

NO.	ITEM DESCRIPTION	✓
	Small freezer – readily available in First Aid Room at all times	
	SLSA approved defibrillator	
	Books and Report Forms: - Current SLSQ approved First Aid Manual - Incident Report Log	

FIRST AID ROOM EQUIPMENT AND SUPPLIES

The stock items listed below are minimum requirements and it is the responsibility of each club to maintain adequate stocks for its requirements. Quantities are listed under three columns.

A – Minimum requirements for all club first aid rooms

B – Plus minimum requirements for clubs from Port Douglas and South to Rainbow Beach

NO.	ITEM DESCRIPTION	A	B		✓
FRD005	Adhesive strips band aids	50			
FRT002	Adhesive dressing tape 2.5 cm	1			
FRT001	Adhesive paper tape non allergenic 1.25cm	1			
FRC442	Antiseptic wipes alcohol (50 in a box)	Box			
FRI060	Bowl – stainless steel or plastic 25cm	1			
FRH101/102	Burn aid pad 10cm x 10cm or 20cm x 20cm	4			
	Cold packs, ice packs made up in freezer	10			
FRD236	Combine dressing roll 7.5 or single sterilized packs-differing sizes	1 20			
FRB205	Conforming gauze 5cm	4			
FRB210	10cm	4			
	Emesis vomit bags	10			
FRB405	Crepe bandage 5cm – medium or heavy	2			
FRB410	Crepe bandage 10cm – medium or heavy	2			
FRB415	Crepe bandage 15cm – medium or heavy	2			
FRA202	Cups – plastic disposable	20			
FRD401	Dressing pack trays	2			
ROM050 RCF035	Disposable oxygen therapy & resuscitation masks child/adult	2ea size			
FRD107	Eye pads single use	10			
FRD026	Fabric dressing strip 7.2cm x 1m Box	1			
FRI141	Forceps/tweezers	2			
FRC401	Gauze squares 10 X 10 single packs 3 in each	50			
FRG320M/L	Disposable gloves (box) medium and large	1 ea			
FRS502	Antiseptic hand wash	1			
FRS502	Gel antiseptic tube (for mobile kits to restock)	2			
FRI060	Kidney dish	1			
	Nail Brushes	2			

NO.	ITEM DESCRIPTION	A	B		✓
FRD307	Non adherent dressings 10 x 10	10			
FRD302	Non adherent dressings 5 x 5	10			
ROA003/004/005	Oropharyngeal airways – sizes as follows: extra large, large and medium	3 ea			
	Padded splint arm or approved SLSA splints	2			
RAS011	Padded splint Leg or approved SLSA splints	2			
FRA003/004/005	Plastic bags – different sizes small, medium, large	10 ea			
	Plastic bucket	1			
FRA901	Pens/pencil and notebook	4			
FRD148	Primapore 8.5cm x 6 cm	6			
FRD150	Primapore 10cm x 8cm	6			
FRA111	Rescue blanket space	6			
RCF050	Resuscitation mask (pocket)	4			
FRI012	Safety pins	12			
FRI100	Scissors stainless 12 cm	2			
FSC002	Sharps container 250 ml	2			
FRS101	Sodium chloride saline 30 ml ampoules	20			
	Spacer for use with Ventolin with cardboard disposable mouthpieces or disposable cardboard spacers	1 6			
ROM070	Spare therapy tubing (5m in length)	1			
FSS070	Specimen containers	2	6		
FRI036	Splinter probes disposable	10			
	Sunscreen - 1 litre	1			
FRB620/630	Triangular bandages – disposable or cloth	10			
	Ventolin	1			
	Vinegar		10 ltrs		
FRT140	Wound closures (steri-strips) assorted sizes	10 pkts			
EES200	Safety goggles (pair)	2			
	Incident report register	1			
FRD14	Wound dressing NO.14	4			
FRD15	Wound dressing NO.14	4			

MOBILE BEACH PATROL FIRST AID KITS

The mobile first aid kit is to be sturdy, light, portable and rust resistant. The kit is to be clearly marked, e.g. “(Club Name) SLSC First Aid Kit”.

NO.	ITEM DESCRIPTION	QTY	✓
FRD020	Adhesive strips band aids	20	
FRT002	Adhesive paper tape non allergenic 2.5 cm	1	
FRC	Antiseptic wipes alcohol Hibitene	10	
FRH101	Burn aid pad 10cm x 10cm	1	
FRH515	Cold packs – disposable (optional if ice on beach)	2	
FRD237	Combine dressing single packs	6	
FRB207	Conforming gauze bandage 7.5 cm	2	
FRB205	Conforming gauze bandage 5 cm	2	
FRB410	Crepe bandage 10cm – medium or heavy	2	
FRD401	Dressing pack trays	1	
FRD107	Eye pads – single use	4	
	Emesis bag for vomiting	4	
FRI141	Forceps/tweezers	1	
FRC400	Gauze squares single packs – 3 in a packet	5	
	Gloves disposable	10pr	
FRS502	Gel antiseptic hand wash tube	1	
FRD307	Non adherent dressings 10 x 10	2	
FRD302	Non adherent dressings 5 x 5	2	
	Splint arm or approved SLSA splints	1	
FRA901	Pens and notepad	1	
FRA004	Plastic bags (medium)	4	
FRD150	Primapore 10cm x 8cm	4	
FRA111	Rescue blanket	1	
FRI140	Tweezers	1	
FSC002	Sharps container	1	
FRS101	Saline 30 ml ampoules	4	
FRI036	Splinter probes	6	
FRS702	Sunscreen tube	1	
FRB630	Triangular bandages	4	
	Ventolin	1	
FRT140	Wound closures	1 pack	
EES200	Safety goggles	1	
FRI100	Scissors	1 pair	
FRD14	Wound dressing No. 14 medium	1	
FRD15	Wound dressing No. 15 large	1	

EMERGENCY KIT (SHARK KIT)

Emergency kits are an optional item for clubs, as part of their patrol/first aid equipment, subject to the **approval of the branch**. Branch Directors are to consult with clubs and the medical officer in their respective branch to decide which club/s is to maintain the use of the emergency kit.

The emergency kit is to be sturdy, light, portable, sand and rust resistant. The kit is to be clearly marked, e.g. "(Club name) SLSC emergency kit".

- 1) For use only for a patient in certain medical emergencies.
- 2) 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) Once the seal has been broken on the kit, it will be necessary to return to hospital/ambulance station for re-sterilisation.

NO.	ITEM DESCRIPTION	QTY	✓
1	IV Fluids <ul style="list-style-type: none"> Normal Saline (1000mLs) Hartmans Solution (1000mLs) 	1 1	
2	Giving sets, injection sites (2)	2	
3	General suture pack <ul style="list-style-type: none"> Forceps - artery, mosquito, straight Forceps - adson, tissue Needle holder, mathlues No. 10 +15 disposable scalpels Arterial surgical pack 	2 2 1 1 1	
4	Lignocaine 1% 5mL ampoules	2	
5	Disposable syringes 3mL & 10mL	5	
6	Cannulae: <ul style="list-style-type: none"> 16 gauge (large) 18 gauge (medium) 20 gauge (small) 	2 2 2	
7	Chlorhexidine 30mL Normal Saline 10mL Opsite	2 2 2	
8	Crepe bandages (3 x medium & 3x large)	6	
9	Combine dressing (10cm x 20cm) & (20cm x 20cm)	5	
10	Gauze swabs 10cm x 10cm	2	
11	Alcohol wipes	10	
12	Suture Pack: <ul style="list-style-type: none"> 4.0 Nylon 3.0 Vicryl Rapide Needles 18g drawing up & 23g 	1 1 4	
13	Roll transpore tape - 2.5cm	1	
14	Roll transpore tape - 7.5cm	1	
15	Scissors taped to inside of lid	1	

NO.	ITEM DESCRIPTION	QTY	✓
16	Torniquet	1	
17	Arterial torniquet (esmark bandages)	1	
18	40cm x 30cm plastic incontinence sheet (bluey)	2	
19	Space blanket	1	
20	Splints for IV therapy	1	
21	Notebook and pencil	1	
22	Gloves:		
	<ul style="list-style-type: none"> • Size 7.5 • Size 8.0 	2 2	

DAILY DUTIES FOR THE PATROL FIRST AID

START OF EACH DAY

1. Unlock/open first aid room
2. Check patrol log book – events of previous patrol day
3. Familiarise yourself with:
 - (a) Location of keys
 - (b) Incident report log
 - (c) Emergency contact number
 - (d) Familiarise with proficient first aid holders
4. Ensure all equipment is ready:
 - a) All air-viva – cleaned and operational
 - b) Check contents and mark with chalk/pen
 - c) Basic requirements (as per first aid room furnishings and fittings)
5. Check backup equipment and supplies (as per first aid room equipment and supplies)
6. Ensure cleanliness of:
 - a) Floor
 - b) Sink
 - c) Garbage disposal bin
 - d) Sharps container
 - e) Pillow case, sheet and blanket
7. Ensure clear access to first aid room

END OF EACH DAY

1. Check air-viva and replace cylinder if less than half full
2. Dispose of rubbish, eg. any used dressings, dressing kits or gloves in sealed garbage bag
3. Dispose of any sharps – contact local authority who will arrange for disposal
4. Replace sheet and pillow case if necessary
5. Replenish stock or advise first aid officer of requirements
6. Make sure records have been kept and appropriate forms are sent to the branch/SLSQ
7. Leave room clean, tidy, secure, wipe down benches, sweep floor, lock windows and doors
8. Report and log all missing equipment to patrol captain or first aid officer

AIR BAG/OXYGEN RESUSCITATOR REGULAR SERVICE AND HYGIENE

This guideline establishes appropriate requirements for the provision of oxygen equipment. The use of oxygen in the treatment of serious illness and injury has proven beneficial.

Training

Personnel required to use oxygen equipment should be appropriately trained and qualified.

Equipment

- All oxygen resuscitation equipment should meet SLSA standards;
- Should include two regurgitation filters per kit; and
- Air viva two resuscitation bags are to be removed from kit.

Start of Day Checks

- Check all equipment has been cleaned and is fully operational; and
- Check contents, date and sign/mark utilising a chalk/pen.

End of Each Day Checks

- Repeat above checks and replace cylinder if less than half full.

Servicing

A qualified operator should closely check equipment. The equipment should be serviced annually, preferably during non-peak times (winter months). 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 SLSA;
- 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; and
- Be able to maintain a service register of equipment. All resuscitation and therapy equipment is to be discarded after use.

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.

Note: Clubs are directed to review the SLSA bulletins and policies for further information on Member Portal (<https://portal.sls.com.au>)

DEFIBRILLATOR REGULAR SERVICE

This guideline establishes appropriate requirements for the provision of a defibrillator.

Training

If possible, all personnel required to use the defibrillator should be appropriately trained and qualified. However, public access defibrillators are available in many public locations.

Equipment

- All defibrillators should meet SLSA standards;
- Should include gloves, razor, shears, gauze swabs, spare battery (if applicable to AED), spare electrode pads, space blanket, pen and paper, chamois or towel, child pads (optional with a child lock key); and
- A set of child electrode pads should be included if applicable for the machine. However, adult pads may be used on a child if child pads are not available.

Start of Day Checks

- Check status indicator;
- Electrode pads are in date; and
- All additional equipment as listed above is included and in operational condition.

Servicing

A qualified operator should closely check all equipment. The equipment should be serviced annually, preferably during non-peak times (winter months). 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 SLSA;
- Be capable of obtaining the correct replacement parts for the units to keep defibrillator uniform;
- Be prepared to label and date such units as being serviced by the person; and
- Be able to maintain a service register of equipment.

Note: Clubs are directed to review the SLSA bulletins and policies for further information on Member Portal (<https://portal.sls.com.au>)

SLSQ PREFERRED FIRST AID SUPPLIERS

Surf Life Saving Queensland (Laerdal Supplies) – Costa Pallourious 18 Manning Street/PO Box 3747 SOUTH BRISBANE QLD 4101 Phone: 07 3846 8068 Fax: 07 3846 8008 Email: store@lifesaving.com.au	Mediquip Pty Ltd PO Box 507 ARCHERFIELD QLD 4108 Phone: 07 3275 2050 Fax: 07 3275 3050 1300 246 349 Email: admin@mediquip.com.au Website: www.mediquip.com.au
A1 First Aid Supplies 15 Boundary Street TINGALPA QLD 4173 Phone: 07 3890 8677 Fax: 07 3890 8688 Email: rob@a1firstaid.com.au	Noosa Medical Supplies PO Box 1290 NOOSAVILLE BC QLD 4566 Phone: 07 5474 3365 Fax: 07 5474 3371 Email: sales@noosamedicalsupplies.com.au
Australian Red Cross 16 Hamilton Place BOWEN HILLS QLD 4006 Phone: 07 3620 7000 Fax: 07 3620 7070 Email: firstaidsales@qld.redcross.org.au	Nova Medical PO Box 96 PARADISE POINT QLD 4216 Phone: 07 5529 2112 Fax: 07 3848 5748 david.byatte@bigpond.com
First Aid Suppliers 146 Hoare Street MANUNDA QLD 4870 Phone: 07 4053 1889 Fax: 07 4053 1889	Surf Life Saving Queensland Academy 18 Manning St, South Brisbane QLD 4101 Phone: 07 3846 8047 Email: sales@lifesaving.com.au
GE Medical Healthcare Technologies PO Box 2145 MANSFIELD BC QLD 4122 Phone: 07 3323 5000 Fax: 07 3323 5050	Scientific Education Supplies PO Box 2469 MANSFIELD QLD 4122 Phone: 07 3849 6454 Fax: 07 3349 7091 Email: info@ses.com.au
MEDELEQ 11 Palings Court/PO Box 419 NERANG NORTH QLD 4211 Phone: 07 5596 2422 Fax: 07 5596 2374 Email: sales@medeleq.com.au	Alpha First Aid Supplies 21 Darnick Street UNDERWOOD QLD 4119 Phone: 07 3341 8033 Fax: 07 3841 1864 Email: info@alphafirstaid.com.au Website: www.alphafirstaid.com.au Townsville Contact – Col Brierley - 0428 731 584 Cairns Contact – John Kenway – 0408 704 653
Medical & Surgical Supplies 33 Fulcrum Street RICHLANDS QLD 4077 Phone: 07 3217 0966 Fax: 07 3375 1744 Email: medical@medsurg.com.au	Medtek Pty Ltd C/- Carins Private Hospital 1 Upward Street CAIRNS QLD 4870 Phone: 07 4031 4024 Fax: 07 4031 2825 Email: info@medtek.com.au
Medtek Pty Ltd 106 Dalrymple Road CURRAJONG, TOWNSVILLE QLD 4812 Phone: 07 4779 8400 Fax: 07 4779 3499 Email: info@medtek.com.au	BOC Gases Local Suppliers in all regions Phone: 131 262 www.boc-gases.com



**SURF LIFE SAVING
QUEENSLAND**

July 2016

POLICY STATEMENT

DATE:
SUBJECT: SHARPS POLICY
DEPARTMENT: Lifesaving
POLICY NUMBER: LS17

Purpose

The purpose of this guideline is to raise the awareness of sharps as an important aspect of beach safety management.

Background

The issue of sharps on beaches has from time to time created major media and public concern. The management of this potential hazard should have an education component and a prevention and response component.

Management

There are two aspects to sharps management:

1. Education
2. Prevention and response

Education

Education should be provided to the community to contain the problem and for staff to respond appropriately.

- Community education on the safe use and disposal of syringes in addition to education based on general drug awareness issues; and
- Staff training on the handling and disposal of sharps.

Prevention and Response

- Provision of sharps disposal containers;
- Beach cleaning services (identification and removal of sharps);
- Access to portable sharps containers and safe handling equipment; and
- First aid training in general hygiene requirements and treatment of needle stick injuries.

Needle Stick Injury

In the event of any needle stick injury the appropriate response is to:

- Take action to prevent any further injuries;
- Apply first aid;
- Seek medical aid;
- Report the injury; and
- Consider the need for counselling of the injured person.

The Law

In Australia it is not an offence to possess sterile needles and syringes. However it is an offence to dispose of injecting equipment in an unsafe manner.

Safe Disposal

All used needles and syringes should be placed immediately after use in a properly sealed, rigid walled, puncture proof container and disposed of in your nearest public sharps disposal bin.

Unsafe Disposal and Community Concerns

Most needles and syringes are disposed of safely and appropriately. However there are some occasions when they are not and these occasions continue to cause public concern. To date there have been no documented accounts, worldwide, of any person acquiring Hepatitis B, Hepatitis C or HIV from a needle stick injury sustained in a communal or public setting.

WHAT TO DO IF YOU FIND AN UNSAFELY DISCARDED NEEDLE AND SYRINGE

If You Find a Needle and Syringe

- Do not put your hands in any hidden or hard to access places (eg. drain pipes, toilets or thick bushes);
- Do NOT attempt to recap the needle;
- Use a sharps container or find a rigid walled, puncture resistant, sealable container (plastic bottles are good if no disposal containers are immediately available);
- Find and put on latex/rubber gloves if possible;
- Bring the container and place on ground beside to the needle/syringe;
- Do not hold the container upright in your hands as you are disposing of the needle/syringe;
- Pick up the needle/syringe by the middle of the barrel keeping the sharp end facing away from you at all times;
- Place the needle/syringe in the container sharp end first; and securely close the lid, holding the container at the top;
- Remove gloves (if appropriate and wash hands with running water and soap);
- Place the sealed container into your nearest Needle and Syringe Program (NSP) for disposal as medical waste;
- Other items that have come into contact with blood should be disposed of in the same container as the used needle/syringe, or placed into double plastic bags and then into rubbish, or taken to a NSP for disposal;
- Advise children to inform an adult if they find unsafely disposed of needles/syringes; and
- Call the Queensland Clean Needle Hotline, 1800 NEEDLE (1800 633 353) to report any incidence of unsafely discarded needles and syringes.

Needle Stick Injury

- 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;
- Ensure the safe disposal of the sharp (Ideally a sharps container, do not take it with you); and
- Report the incident immediately.

Further Information on Disposal

The Queensland Clean Needle Helpline (1800 NEEDLE/1800 633 353) is available to access information regarding needle stick injury, report incidents of unsafely discarded needles and syringes and to find out where and how used sharps can be safely disposed of. This service is available 24 hours, seven days a week, and is run by the Alcohol and Drug Information Service (ADIS).



INHALO®

Designed in consultation with healthcare professionals, the revolutionary INHALO design integrates cylinder, valve, regulator and flow meter into a single, robust, lightweight and reliable unit.

INHALO Design and Specifications.

Designed in consultation with healthcare professionals, the revolutionary INHALO design integrates cylinder, valve, regulator and flow meter into a single, robust, lightweight and reliable unit.



Higher Gas Content

INHALO's high capacity cylinder delivers significantly more gas than a standard C sized cylinder.

Comparison of cylinder duration in hours (h) and minutes (m)*

Cylinder size	400CD	400C
Contents*	630 litres	490 litres
Consumption rate	(h:m)	(h:m)
1 lpm	10:30	8:10
2 lpm	5:15	4:05
5 lpm	2:06	1:38
7 lpm	1:30	1:10
8 lpm	1:18	1:01
10 lpm	1:03	0:49
15 lpm	0:42	0:32

* duration is an estimation only

* Gas volume – litres (at 101.3 kPa 15 °C)

INHALO specifications

Gas code	400CD
Gas type	Medical Oxygen E.P. Grade
Gas volume	630 litres
Empty weight	3.5 kg
Full weight	4.4 kg
Height	555 mm
Diameter	105 mm
Outlets	400 kPa outlet pressure (g)
– Firtree	Also known as 'barbed tail'
	Tubing diameters 6-8 mm
	Flow rates 1, 2, 3, 4, 5, 6, 7, 8, 10, 12, 15 lpm
– Diameter Indexed	Also known as Sleeve Index System (S.I.S.)
Outlet (D.I.O.)	refer AS2896
	300 lpm (max)

INHALO Features and Benefits.

The INHALO features a high volume gas package which is light, easy to use and versatile. It eliminates the need for regulators, and with its plug-and-go functionality will make cylinder changeovers quicker, safer and easier – allowing you to concentrate on patient care.

Integral valve

- Integrated valve/regulator/flowmeter
- Enables simple multi-functional use and eliminates the need for external regulators and flow meters
- Enables easier, safer and faster cylinder changeovers saving precious time
- Inhalo is completely maintained by BOC saving you costly equipment inventory & maintenance
- A wide selection of accurate flow settings (1-15 lpm) provides for a wide range of oxygen therapies

Live contents gauge

- Easy to read gauge instantly provides a clear indication of gas level at all times
- Prevents waste as cylinder doesn't need to be opened to determine contents

Design

- Ergonomic carry handle is designed to provide a balanced and safe carry point
- Robust design ensures a secure supply of oxygen
- Fibre-wrapped cylinder provides high capacity but light weight making handling easy
- Tamper evident seal provides assurance of quality and safety
- Ease of use simplifies training

High capacity package

- The high gas capacity (630 litres) of the INHALO means less cylinder changes saving you time
- With significantly more gas than a standard C sized cylinder the INHALO saves you space, and cost on stock holdings and delivery

Multiple oxygen outlets

- The 'plug & go' functionality make the INHALO versatile & easy to use
- Allows multiple therapies from the same cylinder, eg. oxygen supply &/or suction device (from DIO connection)
- The multiple outlets mean the INHALO acts like a cylinder & a wall outlet at the same time

Appearance

- The INHALO has a smart, clinical look that reassures patients and enhances compliance
- Clear plastic finish allows easy cleaning and provides for better hygiene

Registration

- The INHALO is a registered medical device, refer AUST R 135358, 187646
- BOC medical oxygen is a registered therapeutic good, refer AUST R 34468

Equipment

Description	Inlet fitting	Part number
Cylinder Holder – CD Size	–	BKTMEDCD
Twin-O-Vac Suction Unit	AS	TM117G
Twin-O-Vac Filters (pack of 100)	–	554050
Carnet Oxygen Firesafe Flowmeter – Single	AS	829-0901
Carnet Firesafe Nozzle – PK 10	9-16" UNF (DISS)	827-0031
Cylinder Trolley – Small	–	JGMEDCD
Cylinder Carry Bag	–	CARRYBAGMEDM

Medical Oxygen E.P.

Life support, resuscitation, anaesthetic delivery

WARNING: OXYGEN AIDS AND INCREASES COMBUSTION

Oxygen strongly supports combustion (including some materials which do not normally burn in air). Smoking is prohibited when medical oxygen is in use, and no naked flame is allowed. There is a high risk of spontaneous combustion if oxygen comes into contact with oils, greases and tarry substances. Refer MSDS before use.

Oxygen is colourless, odourless and tasteless. Oxygen is pale blue in liquid form. It will vigorously support and accelerate combustion. It is supplied as a compressed gas in high pressure cylinders. Generally considered non-toxic at atmospheric pressure. Materials not normally considered combustible may be ignited by sparks in Oxygen-rich atmospheres. Advice should be sought from BOC before using any materials for Oxygen service which have not been supplied for use with Oxygen and marked accordingly.

Uses

- Essential for human respiration, Oxygen sustains life
- In anaesthesia, Oxygen functions as a carrier gas for the delivery of anaesthetic agents to the tissues of the body
- In respiratory therapy, Oxygen is administered to increase the amount of Oxygen and thus decrease the amount of other gases circulating in the blood
- Oxygen is also widely used in high altitude and underwater breathing, and hyperbaric chambers
- Oxygen is used as the basis for virtually all modern anaesthetic techniques as well as pre and post operative management
- To provide life support by restoring Oxygen levels in tissue for a range of conditions such as; cyanosis as a result of cardiopulmonary disease; surgical trauma, chest wounds and rib fractures; shock, severe haemorrhage and coronary occlusion; Carbon Monoxide poisoning; hyperpyrexia; major trauma e.g.: road traffic accidents and gunshot wounds
- In the management of sudden cardiac and respiratory arrest, whether drug induced or traumatic
- In the resuscitation of the critically ill when the circulation is impaired and in neo-natal resuscitation



Classifications

1072 UN NUMBER

2.2, 5.1 CLASS

115 AUST. MSDS

054 N.Z. MSDS

BOC medical gas cylinders

Identification of medical gas cylinders

The contents of BOC medical gas cylinders appear on the product label affixed to the shoulder, body or cylinder collar. Cylinder shoulders are colour-coded and cylinders are fitted with different valve outlets to provide product differentiation. A cylinder without a legible product label should not be used. Please return to supplier to obtain a replacement.

Colour-coded identification

Shoulder colour	Inhalo [®] O ₂	Oxygen O ₂	Nitrous oxide N ₂ O	Entonox [®] N ₂ O/O ₂	Air	Carbon dioxide CO ₂	Carbon dioxide liquid withdrawal CO ₂	Carbogen CO ₂ /O ₂	Helium He	Heliox He/O ₂	Pin index valve
Gas code:	White	White	Blue	White	Black & White	Green/Grey	Green/Grey	Green/Grey & White	Brown	Brown & White	Pin configuration differs with gas type.
Size:	400	400	400	400	400	500	500	500	500	500	
Pin index:	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD	
Pin index:	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	

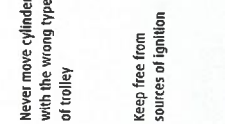
Size Identification

Size	1,750	1,348	1,059	929	584	400
Gas code	White	White	White	White	White	White
Pin index	CD	CD	CD	CD	CD	CD
Pin index	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve	Integrated Valve

Note: Cylinder heights are approximations only and do not include valves except for CD & ED cylinders with the INHALO[®] integrated valve device. For cylinder height with valve add an additional 80 – 105 mm.

Handle medical gases safely

- Store in well ventilated areas
- Secure upright with restraint
- Check cylinder for unique barcode
- Read labels before use. Always use the label as the primary means of identification



Medical Oxygen cylinder duration in hours and minutes (h:m)

Code/Size	400 B	400 C	400 CD	400 ND	400 NE	400 NG	400 NF9	400 NMANT5
Contents *	170	490	630	1,600	4,000	8,075	51,930	126,000
1 lpm	2:50	8:10	10:30	26:40	66:40	134:35	856:30	2,100:00
2 lpm	1:25	4:05	5:15	13:20	33:20	67:17	432:45	1,050:00
3 lpm	0:56	2:43	3:30	8:53	22:13	44:51	288:30	700:00
4 lpm	0:42	2:03	2:37	6:40	16:40	33:38	216:22	525:00
5 lpm	0:34	1:38	2:06	5:20	13:20	26:55	173:06	420:00
6 lpm	0:28	1:21	1:45	4:26	11:06	22:25	144:15	350:00
7 lpm	0:24	1:10	1:30	3:48	9:31	19:13	123:38	300:00
8 lpm	0:21	1:01	1:18	3:20	8:20	16:49	108:11	262:30
10 lpm	0:17	0:49	1:03	2:40	6:40	13:27	86:33	210:00
15 lpm	0:11	0:32	0:42	1:46	4:26	8:58	57:42	140:00

* Duration is an approximation only. * Gas volume – Litres (at 101.3 kPa 15 °C).

Weight of full cylinders (kg)

Gas type (code)/size	B	C	CD	D**	E**	G**	F8	F9**	MAN15**
Oxygen (400)	2.12	4.28	4.4*	12.4	28.1	68.6	-	542	1,466
Nitrous Oxide (610)	-	5.16	-	16.6	39.0	94.0	763	-	-
Entonox (570)	-	4.32	-	13.2	29.5	-	-	-	-
Medical Air (470)	-	3.94	-	12.4	27.1	66.4	593	-	1437
Carbon Dioxide (530)	-	5.14	-	16.0	37.0	75.0	-	-	-
Carbogen (500)	-	3.93	-	13.1	33.3	60.7	-	-	-
Helium (590)	-	3.37	-	11.2	-	51.2	-	-	-
Heliox (655)	-	-	4.7	-	25.4*	-	-	-	-

Full cylinder weights are approximations only and may vary within specification. *D size. **Wm pack weight 11.0kg. **For Oxygen Inset 'N' prefix.

Dangerous Goods class

All medical gases are Class 2 Dangerous Goods.



Cylinder labelling identification



11. Do not use force when opening or closing valves



9. Never knock violently or allow to fall



10. Keep free from oil and grease



7. Never move cylinder with the wrong type of trolley



6. Wear safety clothing



5. Keep full and empty cylinders separate



SECTION NO: POM 0012	SUBJECT: PATROL REPORTING AND FORMS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 89

The following logs and report forms are attached for your information. For further enquiries, contact your Branch Director of Lifesaving or the SLSQ Lifesaving Services Coordinator in your area.

LIMSOC REPORTING

LIMSOC STATISTICS AND INCIDENTS

Patrol statistics must be recorded in LIMSOC before, during and after patrol. LIMSOC is SLSQ's central data base for all patrol statistics and incident reporting.

Where a club may not have internet access during patrol or the system is unavailable statistics are to be entered within two (2) business days of the patrol.

LIMSOC has replaced the incident report log and statistics log book. However, these should always be kept on patrol as a back up.

PATROL LOG REPORTING

PATROL ATTENDANCE

The Patrol Attendance Logbook is to be completed prior to, during, and at the completion of patrols and a copy forwarded to the branch monthly or as per the SLSQ Lifesaving Logbook Guidelines.

INCIDENT REPORTING

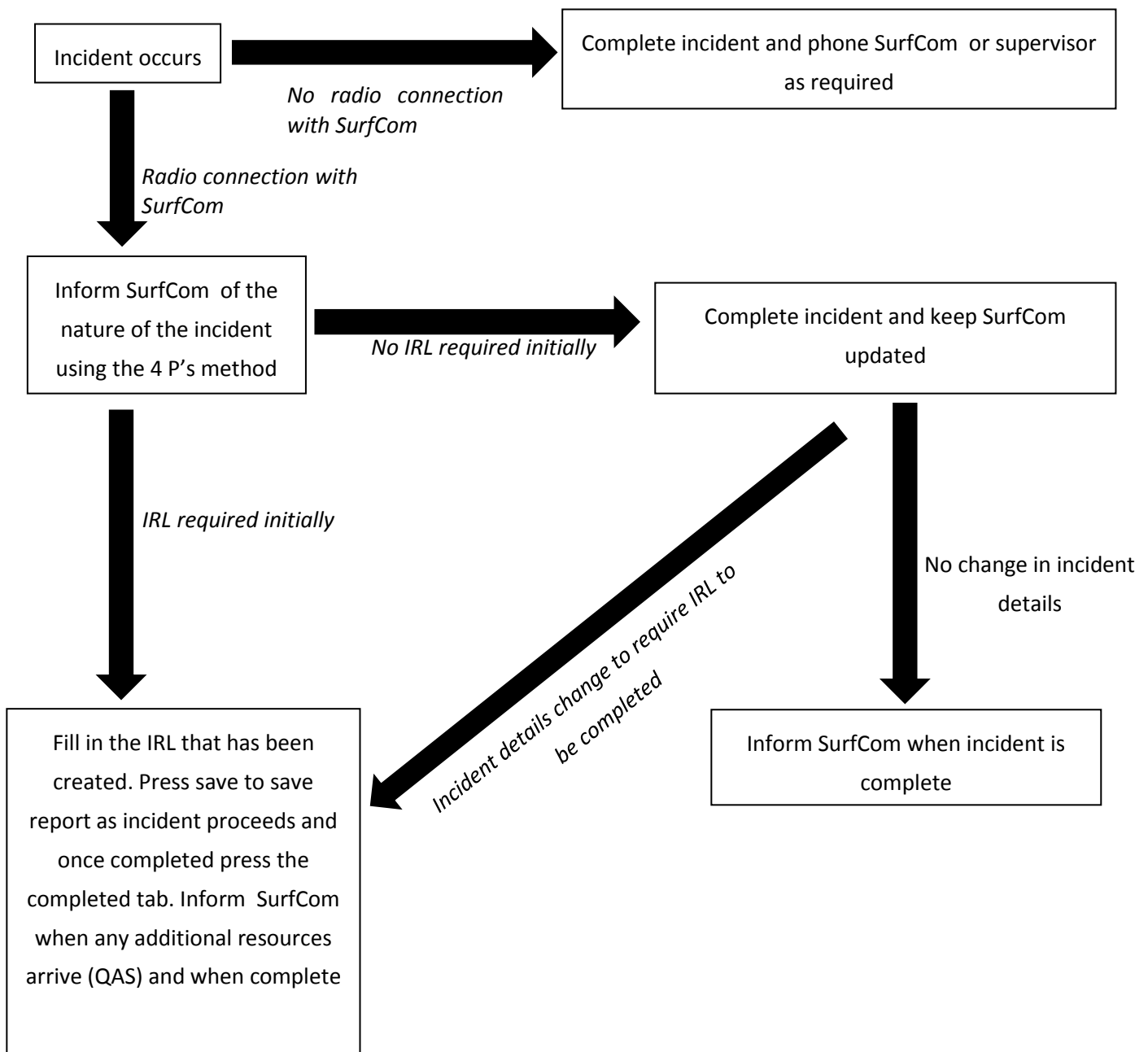
For all major incidents, clubs/services must radio through to the SurfCom to open an IRL for the service.

Incident reports will be completed in LIMSOC and is the mandatory reporting of incidents, which include:

- All major first aids;
- Minor first aids (optional);
- All major rescues;
- All search and retrievals;
- All member injuries (e.g. around club, at carnivals, on patrol);
- All drownings;
- All near drownings;
- All complaints (e.g. from the public about a patrol); and
- All resuscitations.

If a financial club member is injured, the injury must be recorded as a member injury and if it was a major or minor injury.

LIMSOC Incident Report Form Procedure



NOTES

Clubs are to ensure that all of the forms on the iPad are available for club members to use at any time.

Any report that co-exists with a Work Cover form or Marine Incident Report Form must be copied and forwarded with the SLSA Incident Report Form to the SLSQ Lifesaving Services Coordinator.

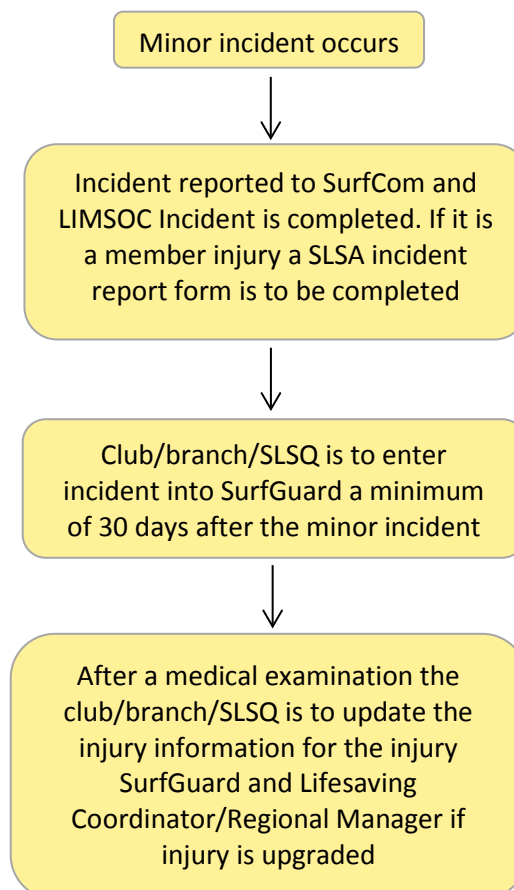
LIMSOC

Club/branches/SLSQ to enter incident reports directly into LIMSOC immediately. Where internet is not available club/branch/SLSQ are to enter the incident report in seven days. For all resuscitation and member injuries, an SLSA incident report log form must be completed in addition to a LIMSOC IRL.

The data from the incident report log will be collected nationally on drownings, member injuries, near drownings and major rescues. It will provide a national census of risk groups and types of incidents occurring on our beaches. This will allow for the development of risk reduction strategies throughout the organisation.

MINOR INCIDENT REPORTING PROCEDURE

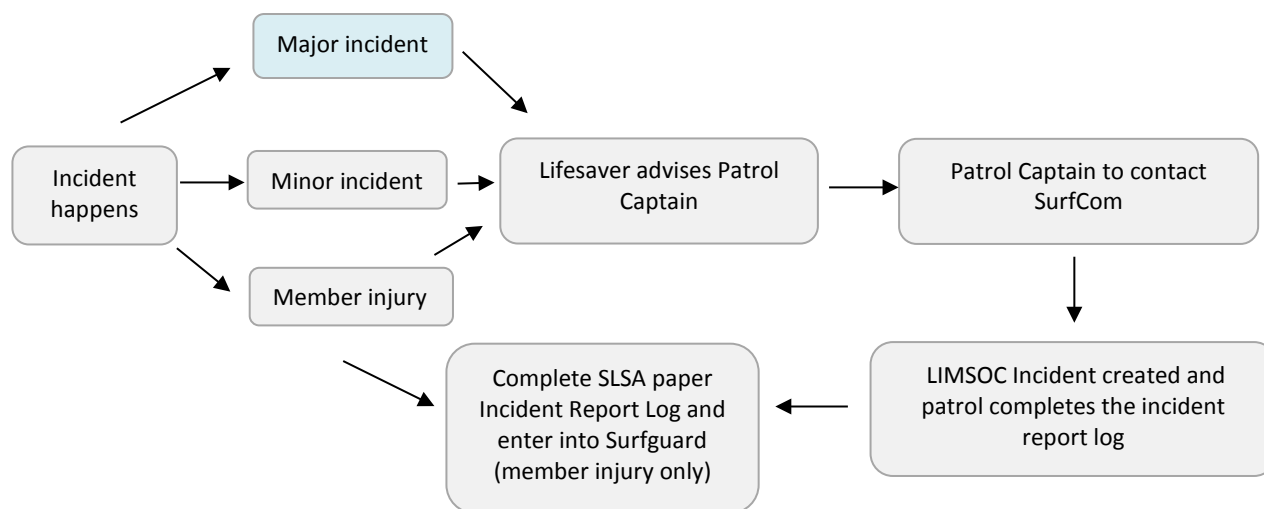
When a Lifesaving/junior activities/surf sports incident has occurred that is deemed to be a minor incident the following procedure will be adhered to:



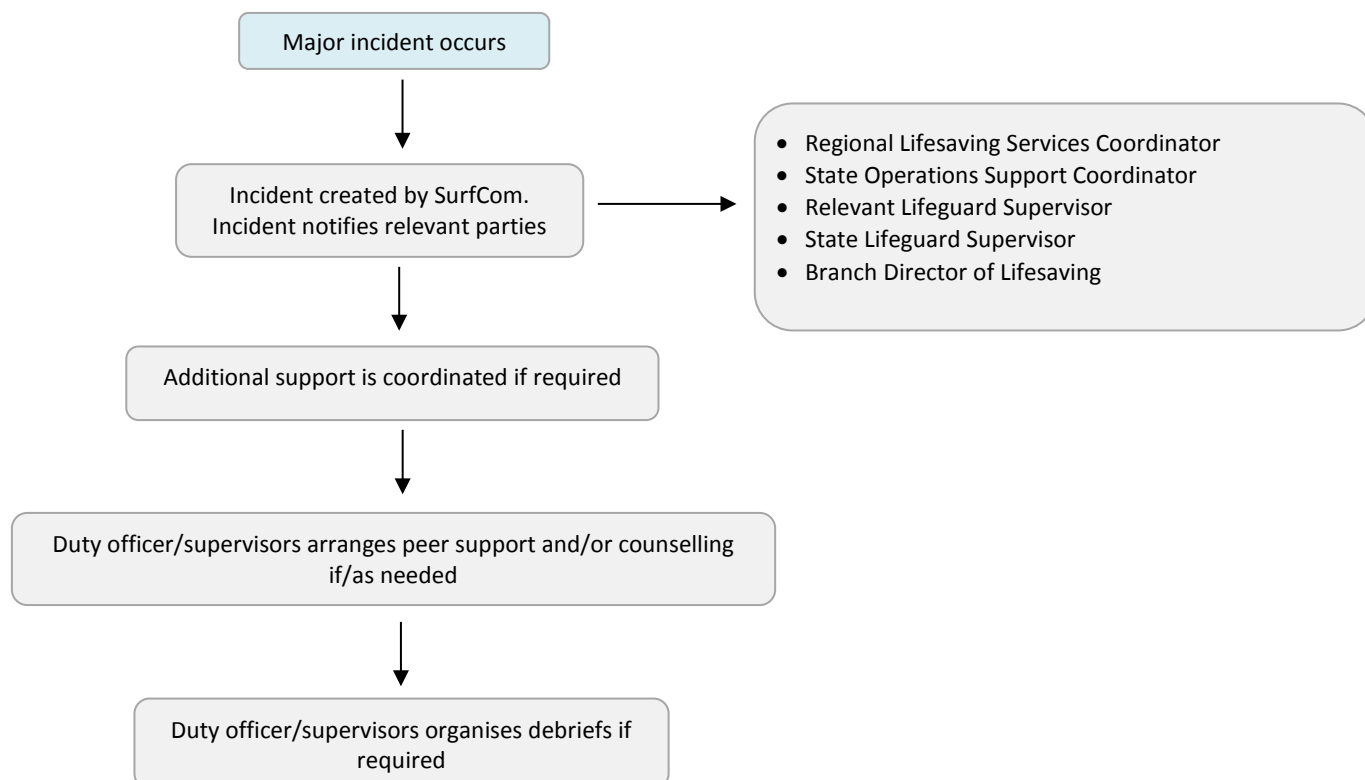
INCIDENT REPORTING PROCEDURE

When a major incident and/or (major) marine sting has occurred, the following procedure will be adhered to:

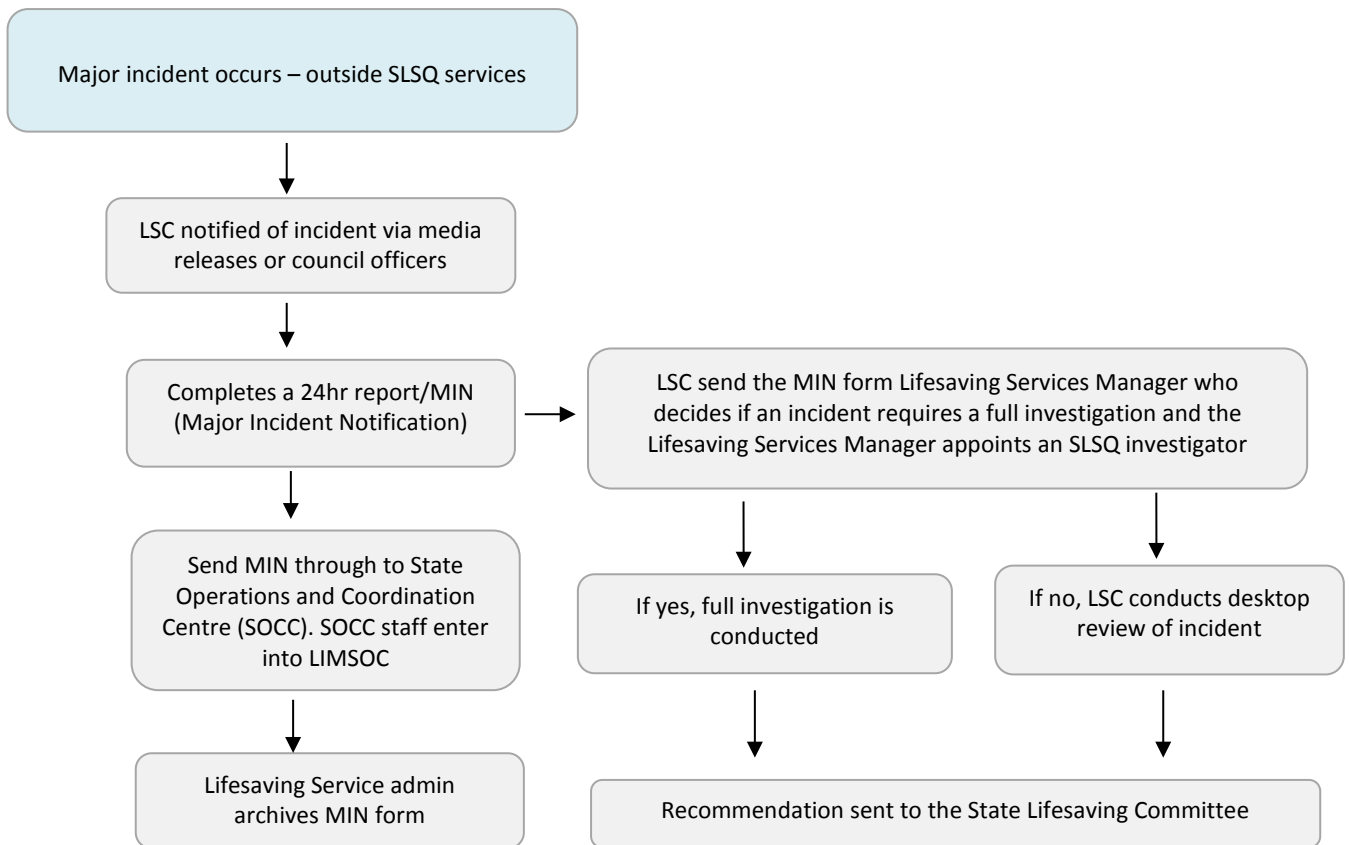
LIFESAVER TO:



DUTY OFFICER/ROVE LIFEGUARD/LIFEGUARD SUPERVISOR TO:



LIFESAVING SERVICES COORDINATOR/LIFEGUARD SUPERVISOR/REGIONAL MANGER TO:



INCIDENT INVESTIGATION

The Surf Life Saving Queensland/State Lifesaving Committee will determine if an investigation is required and an SLSQ staff member will be appointed as the investigator.

All incidents requiring investigation may contain the following content:

Cover page

- Revision history
- Amendments
- Distribution list
- SLSQ disclaimer
- Authorisation and condition of use
- Executive summary

1. Investigation details

- 1.1 Investigating Officer
- 1.2 Other Investigating Members
- 1.3 Terms of Reference

2. Incident details

- 2.1 Pre-incident
- 2.2 Incident
- 2.3 Post Incident
- 2.4 Injury Details or Damage Details
- 2.5 Date, Time, Place of Incident
- 2.6 Purpose of Launch/Operations:
- 2.7 Communication, Coordination, Command and Control
- 2.8 Agencies Involved/Advised
- 2.9 Activity Planning and Management

3. Crewmember details

- 3.1 Person(s) Involved
- 3.2 Training
- 3.3 Health

4. Legislation and policy

- 4.1 Any Breach of Legislation or Policy

5. Reports

- 5.1 Witness statements
- 5.2 Reports

6. Investigators observations

- 6.1 Immediate/Direct Cause of Injury
- 6.2 Basic/Underlining Cause
- 6.3 Root Cause and/or System Failures
- 6.4 Injured Person(s) post details
- 6.5 Investigation Findings
- 6.5 Investigation Recommendations

Appendix A Environmental Factors

Appendix B Equipment Details

Appendix C	SLSA Incident Report Form
Appendix D	Witness Statements
Appendix E	Other Information

Monitoring procedures

All incidents shall be recorded in LIMSOC and patrol attendance logbooks. Each month all logbooks may be cross referenced with each other in order to ascertain that all incidents have been reported.

Evaluation and implementation procedures

The LIMSOC incident report database for all major incidents will be monitored biannually by the SLSQ Lifesaving Service Coordinators with a report completed. This will be forwarded to the SLSQ Lifesaving Committee for comment and recommendations.

Through the State Lifesaving Committee recommendations are made. Relevant Branch Directors of Lifesaving, the State Lifesaving Officer, State Operations Support Officer, Lifesaving Services Manager and Lifesaving Service Coordinators in consultation with relevant service providers will attempt to implement and action a plan to improve the quality of the lifesaving service and public safety that is provided.

FIRST AID REPORTING

What is first aid?

“First aid” means the initial care of sick or injured until more advanced care can be provided.

When should first aid treatment be reported?

It is important that any incident including member injury that requires first aid is reported and recorded in LIMCOS and entered into the SLSA Incident Report Log.

Procedure

When completing a form follow these general guidelines for preparing a first aid report:

- 1) Write only in black or blue ink.
- 2) Sign and date the record and any alterations to it.
- 3) Do not use correction fluid to correct mistakes. Cross out any incorrect entry and initial the correction.
- 4) Keep the information in the record confidential.

Notes

Be careful with how you write this record, because it could be used one day as a legal document in court. Records should be clear and concise. They should be accurate and factual, reflecting observations only and not opinions or attempts at medical conclusions.

Make sure you attach any additional notes that are taken at the time when the form is submitted i.e. taken on your note pad at the time of the incident

MARINE STINGER REPORTING

Marine stinger netting form – LSO-005

To be completed monthly by clubs within the three northern branches (as applicable). Please contact the State Marine Stinger Advisor or your SLSQ Lifesaving Services Coordinator for assistance with the completion of this form. Once completed, please forward to SLSQ for the on-forwarding to the Marine Stinger Advisor.

Marine stinger incident report log – LSO-004

To be completed by clubs within the three northern branches (as applicable) when a marine sting incident occurs. Please contact the State Marine Stinger Advisor or your SLSQ Lifesaving Services Coordinator for assistance with the completion of this form. Once completed, please forward to SLSQ for the on-forwarding to the Marine Stinger Advisor.

MARINE INCIDENT REPORTING

Surf Life Saving Powercrafts are recognised by Queensland Transport as a marine vessel, therefore Queensland Transport regulations must be adhered to in the cases.

Under the Transport Operations (Marine Safety) Act 1994 (TOMSA), a marine incident is classified as an event causing or involving:

- The loss of a person from a ship;
- The death of, or grievous bodily harm to, a person caused by a ship's operations;
- The loss or presumed loss or abandonment of a ship;
- A collision with a ship;
- The stranding of a ship;
- Material damage to a ship;
- Material damage caused by a ship's operations;
- Danger to a person caused by a ship's operations;
- Danger of serious damage to a ship; and
- Danger of serious damage to a structure caused by a ship's operations.

A F3071 Marine Incident Report form for reportable marine incidents under TOMSA must be completed and sent to your Regional Lifesaving Services Coordinator within 48 hours of the incident. Failure to do so **within 48 hours** is a breach of the law and a penalty will apply to the owners and master of the ship.

NOTE: Check with your Regional Lifesaving Coordinator in relation to reporting marine incidents as there may be a regional process in place.

Patrol members have the responsibility to operate within the Queensland Transport guidelines and regulations. Not to do so, can jeopardise marine safety causing injury or death and render the Operator and Club liable to criminal prosecution and civil litigation.

WORKERS COMPENSATION

The claims process to follow when a member is injured during approved Surf Life Saving activities is:

- (a) Complete LIMSOC incident report and advise relevant personnel.
- (b) See your doctor as soon as possible and get a Workers Compensation Medical Certificate. Arrange appropriate transportation if needed and go to a public hospital.
- (c) Advise your club about your injury so they can send a WorkCover Queensland Claim Form to branch.
- (d) The club must send the following to your branch office **ASAP**:

- Application for compensation;
 - A Workers Compensation medical certificate from your doctor or dentist;
 - A tax file number declaration form (a tax file number declaration is only needed if you have time off work);
 - The claim should be lodged as soon as possible;
 - Ensure an incident report form is completed by the club and submitted with the application;
 - Patrol log (if applicable);
 - IRD number;
 - Training log (if applicable); and
 - Any other relevant information relating to the injury and or the approved activity you were engaged in at the time.
- (e) WorkCover and Surf Life Saving Queensland assess your application according to Workers Compensation Legislation, determining if:
- You are a current financial member (approved Surf Life Saving activity);
 - You have suffered an 'injury'; and
 - You were engaged in an approved Surf Life Saving activity i.e. documented within club minutes.
- (f) The application will be accepted or denied – you will receive a letter regarding the outcome of your claim from SLSQ. If accepted, WorkCover Queensland will pay compensation benefits.
- (g) WorkCover will manage your claim including any further rehabilitation if needed and advise SLSQ throughout the claims duration.

Returning to Active Duties

In order to return to active duty with your club you will need to:

- Obtain a WorkCover medical clearance;
- Obtain a SLSQ Compulsory medical clearance;
- Supply Clearances to SLSQ and WorkCover; and
- Await advice from SLSQ on claim closure and removal from restricted duties.

IMPORTANT: Once a member lodges a WorkCover claim the member is placed on leave/restricted duties until the claim is closed and SLSQ has received the compulsory SLSQ medical certificate.

The following guideline details information regarding the following attributes:

- SLSA Incident Report Log Forms/LIMSOC Incident Report Log (IRL);
- Administration procedures;
- Major incident and major marine stinger reporting procedures;
- Incident investigation;
- Monitoring procedures; and
- Evaluation and implementation procedures.



DATE: JULY 2017
SUBJECT: LIFE SAVING LOG BOOK GUIDELINES
DEPARTMENT: Lifesaving

1. PURPOSE

The purpose of these guidelines are to ensure the proper completion, filing and reporting procedures for life saving log books, including those used for patrol statistics (where applicable) and patrol attendance logbook, IRB's, incident report log book, radios (where applicable) and marine stingers are carried out in accordance with SLSQ requirements.

Log books are official records of operations and activities that are undertaken as part of the provision of surf lifesaving services. As legal documents, they can be used to assist police with investigations and eventually end up in a court of law as evidence. They may also be used to resolve insurance claims against individuals and/or SLSQ.

2. SCOPE

All operational levels of Surf Life Saving Queensland.

3. PROCEDURES

3.1 General

- Log books shall be kept in a central location for easy access by patrolling members, i.e. Captain's office, patrol tower/arena;
- Log books shall be completed in a neat and legible manner;
- All relevant sections of log books shall be completed and authorised (signed off);
- Notes on incidents and supporting information are to be recorded in the spaces provided in the log books;
- Patrol members entering their names in the patrol attendance log book must clearly print and sign their name in the relevant spaces provided at the commencement of patrol;
- The patrol captain is responsible to ensure that all entries from their patrols activities are completed accurately and the correct patrol member's names and hours are entered;
- At the end of the patrol, the patrol captain shall cross out (z line) the blank lines remaining on the page (as per the samples attached); and
- The club captain shall be responsible for monitoring that ALL entries are completed accurately in club log books.

3.2 Daily

- Always read the preceding entries before undertaking the daily operations;
- Make sure all Log Books are filled out in a responsible manner, keeping to the basic principles as outlined in this guideline; and
- Patrol members NOT entering and signing their own name in the log book will not be credited with patrol hours.

3.3 **Monthly**

- All patrol log book copies must be collated and forwarded to the club's relevant branch following the last patrol weekend of the month, and in accordance with branch regulations; and
- Branch BOLS personnel shall randomly audit club patrol log books to ensure correct procedures are followed in accordance with this Operations Manual.

3.4 **End of year**

- Log books must be kept for a minimum of seven (7) years, as per the statute, and archived in club records.

Club name
Name of club or relevant service

Beach name
This may differ from the club name

Weather conditions
Are any naturally occurring factors that may influence the safety of swimmers and/or beach users

Rescues
A rescue is when a person is provided assistance to return to shore

Local Government Ordinance
This includes all actions taken by patrol personnel to enforce local laws

SURF LIFE SAVING QUEENSLAND

LIFESAVING PATROL LOG

Date: _____ Day: _____ Club: _____ Beach: _____

Time On: _____ Time Off: _____ Patrol Captain: _____

WEATHER CONDITIONS									
Time	Weather	Wind Direction	Wind Strength	Wave Type	Wave Height	No. of Rips	Sea Conditions	Water Temp	
Start			kts		m			°C	
Mid			kts		m			°C	
Finish			kts		m			°C	

LEGEND: Weather = Fine (F), Overcast (O), Raining (R), Windy (W), Wind Direction = North (N), North East (NE), East (E), South East (SE), South (S), South West (SW), West (W), North West (NW), Wave Type = Spilling (SP), Surging (SR), Plunging (P), Calm (C), Number of Rips = Permanent or Fixed rips within flagged area = 200m either side, Sea Conditions = Calm (C), Chop (CH), Moderate (M), Rough (R), Water Temp = Degrees Celsius

Ocean Outfall (please tick)		Tide Times		Beach Closed - Reason		Hours	
Nil		High:		Dangerous Surf			
Stormwater		Low:		Sharks			
Algae				Marine Stingers			
Jellyfish				Nets Removed			
Seaweed				Crocodiles			

BEACH ATTENDANCE (specify total number of people at each time increment)									
Sign On Time	9am	11am	1pm	3pm	5pm	Sign Off Time	Total		
Swimmers Between Flags									
Swimmers Outside Flags (200m either side)									
Craft Users (200m either side)									
On Beach (200m either side)									

RESCUES (specify number of rescues in each equipment type during each time increment)									
	6am-8am	8am-10am	10am-12pm	12pm-2pm	2pm-4pm	4pm-6pm	After 6pm	Total	
No Equipment									
Rescue Tube									
Body Board									
Rescue Board									
IRB									
RWC									
JRB/ORB									
Other									

ACTIVITY OF PATIENT AT TIME OF RESCUE																					
	6am-8am			8am-10am			10am-12pm			12pm-2pm			2pm-4pm			4pm-6pm			After 6pm		
	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+
Swimming																					
Body Boarding																					
Surf Boarding																					
Boat/PWC																					
Rock Walk/Fish																					
Snorkelling																					
Other																					

FIRST AID INJURIES		FIRST AID TREATMENTS	
Minor Marine Stings*		Oxygen Therapy	
Major Marine Stings		Resuscitation	
Minor Cuts & Abrasions*		Defibrillation	
Major Wounds		FIRST AID ANALYSIS	
Fractures/Dislocations		Swimmer Injuries	
Suspected Spinal		Craft Rider Injuries	
Shock		Beach Injuries	
Heart Related		Advised Medical Attention	
Near Drowning/Crowning		Released to Self	
Other		Released to Parent/Guardian	
		Released to Ambulance	
		Released to Helicopter	

* Nil Incident Report Log required to be completed for this type of incident.

LOCAL GOVERNMENT ORDINANCE CONTROL/MISCELLANEOUS DUTIES				
	Advised	Reported	Removed	Impounded
Craft Riders				
Dog/Animal Owners				
Shark/Crocodile Alarms				
Motor Vehicles/Bikes				
PWC/Boats				
Littering				
Hazards/Glass				
Stinger Net Interference				
Inappropriate Behaviour				
Public Relations - General Info				

PREVENTATIVE ACTIONS		
	No. of Actions	No. People Warned
Swimmers Advised/Warned		
Craft Users Advised/Warned		
Beach Users Advised/Warned		
Warning Signs Erected		

MISSING PERSONS (specify number)	
Children (0-12 years)	
Youths (13-17 years)	
Adults (18+ years)	

SEARCHES (specify no.)	
FIRST RESPONDER CALLOUTS (specify no.)	
AFTER HOUR CALLOUTS (specify no.)	

MARINE STINGER SIGHTINGS		
	No. Sighted	No. Sting Types
Physalia (Bluebottle)		
Cyanea (Hair Jelly)		
Catostylus (Blubber)		
Chironax (Box Jelly)		
Canukia (Irukandji)		
Other		

MARINE STINGER HAZARD RATING (please circle rating)			
Very High	High	Moderate	Low

INCIDENT REPORT FORMS COMPLETED: Yes ☐ No ☐ PATROL CAPTAIN'S SIGNATURE: _____

FORM: LSO - 001
ISSUE: 2
July 2014

Page 1 of 2

A safety check taken of all lifesaving equipment used on this patrol e.g. board, IRB, tube, observation towers etc

GEAR AND EQUIPMENT

Yes ☐ No ☐

If no, please list equipment requiring repair or replacement for Club Captain's attention:

[illegible]

Service Responding	Time	Reason for Involvement


Description of Items:		Total Number of Items:
-----------------------	--	------------------------

NOTES FOR NEXT PATROL

This includes any information that should be passed onto the next patrol e.g. emergent issues, beach and surf conditions, equipment failure, lost property etc.



Club Name
Name of club or
relevant service.



Patrol Group
This is the name given
to each patrol group
to differentiate
between groups
within the club.

Patrol Date: 21/07/07Patrol Group #: Patrol G

Award or Duty
Lists the awards held by each member on patrol.

Beach Name: North Sands Beach

Award or Duty	Rostered Member's Name <i>(please print)</i>	Substitutes Name <i>(please print)</i>	Signature	Patrol Type	Time On	Time Off	Total Hours
PC	Matt Delaney		M Delaney	ROS	0700	1200	5
VPC	Sue White		S White	ROS	0700	1200	5
IRBD	Terry Ingham		T Ingham	ROS	0700	1200	5
IRBC	Josh Black	Owen White	O White	SUB	0700	1200	5
SFA	Michelle Green		M Green	ROS	0730	1200	4.5
ARC	Luke Smith		L Smith	ROS	0700	1200	5
BM	Jessica Lucas		J Lucas	VOL	0900	1200	3
						Total Hours	32.5

A diagram showing a circle representing a database table. Inside the circle, the text reads: **Patrol Members Name**
Lists all members attending patrol.

Signature: M Delaney

LEGEND **Award or Duty**

PC = Patrol Captain
VPC = Vice Patrol Captain
BRZ = Bronze Medallion
OBS = Observer
DEF = Defibrillator
ARC = Advanced Resuscitation Certificate
SFA = Senior First Aid
IRBD = IRB Driver
IRBC = IRB Crew
ATV = All Terrain Vehicle
ROC = Radio Operator Certificate

Patrol Type ROS = Rostered
VOL = Voluntary
PEN = Penalty
SUB = Substitute
MAK = Make Up

Legend
Lists the abbreviations for the Lifesaving Awards that are utilised during patrols.

Patrol Captain Sign Off

Patrol Captain signs to indicate that the Patrol Attendance is true and correct record.

FORMS

Below is a list of some of the forms for SLSQ:

- Lifesaving Patrol Log;
- Patrol Attendance Log;
- SLSQ Marine Stinger Incident Report Log;
- SLSQ Marine Stinger Netting Form;
- SLSQ Patrol Member Induction Checklist Form;
- Operations Support Renewals and New Applications – Online process;
- First Aid Kit Restocking Form;
- First Aid Supplies Checklist Form;
- Pain Management Form 1 – Issue of Restricted Drug Register;
- Pain Management Form 2 – Restricted Drug Storage Register;
- Pain Management Form 3 – SLSQ Restricted Drug Storage Register;
- Pain Management Form 4 – Medical Response Form;
- Pain Management Form 5 – Patient Refusal Form;
- Pain Management Form 6 – Replacement Restrict Drug Request Form;
- Pain Management Form Lifesaver Prompt Card;
- Pain Management Form SLSQ Step-by-step Process;
- SLSA Incident Report Log;
- Aquatic Activity Risk Assessment & Management Form;
- IRB and Equipment Safety and Compliance Form;
- Queensland Government – Marine Incident Report Form;
- Blue Card – Link an applicant/cardholder to this organisation;
- Blue Card – Blue Card Application;
- Blue Card – Card/Notice Letter Lost or Stolen;
- Blue Card – Change in Police Information Notification;
- Blue Card – Identification Verification by a Prescribed Person;
- Blue Card – Volunteer to Paid Employment Transfer;
- Blue Card – Exemption Card Application;
- SLSQ Child & Youth Risk Management Strategy Incident Report Form – Member Harm;
- WorkCover Queensland Claim Form;
- Request to Access Confidential Data Form;
- Patrol Operational Manual Modification Request Form;
- Lifesaving Excellence Award Nomination Form; and
- Westpac Lifesaver Rescue Helicopter Service Application Form – Visits.

LIFESAVING PATROL LOG

Date:	Day:	Club:	Beach:
Time On:	Time Off:	Patrol Captain:	

WEATHER CONDITIONS									
	Time	Weather	Wind Direction	Wind Strength	Wave Type	Wave Height	No. of Rips	Sea Conditions	Water Temp
Start				kts		m			°C
Mid				kts		m			°C
Finish				kts		m			°C

LEGEND: Weather = Fine (F), Overcast (O), Raining (R), Windy (W); Wind Direction = North (N), North East (NE), East (E), South East (SE), South (S), South West (SW), West (W), North West (NW); Wave Type = Spilling (SP), Surging (SR), Plunging (P), Calm (C); Number of Rips = Permanent or Fixed rips within flagged area + 200m either side. Sea Conditions = Calm (C), Chop (H), Moderate (M), Rough (R); Water Temp = Degrees Celsius

Ocean Outfall (please tick)				Tide Times		Beach Closed - Reason		Hours	Beach Closed - Reason		Hours
Nil		Floating Debris		High:		Dangerous Surf		Pollution			
Stormwater		Oil Spills		Low:		Sharks		Storms			
Algae		Sewage Pollution				Marine Singers		Algae			
Jellyfish		Other (specify)				Nets Removed		Other (specify)			
Seaweed						Crocodiles					

BEACH ATTENDANCE (specify total number of people at each time increment)								
	Sign On Time	9am	11am	1pm	3pm	5pm	Sign Off Time	Total
Swimmers Between Flags								
Swimmers Outside Flags (200m either side)								
Craft Users (200m either side)								
On Beach (200m either side)								

RESCUES (specify number of rescues in each equipment type during each time increment)								
	6am-8am	8am-10am	10am-12pm	12pm-2pm	2pm-4pm	4pm-6pm	After 6pm	Total
No Equipment								
Rescue Tube								
Body Board								
Rescue Board								
IRB								
RWC								
JRB/ORB								
Other _____								

ACTIVITY OF PATIENT AT TIME OF RESCUE																					
LEGEND: BF = Between Flags; OF = Outside Flags (0-100m); O1+ = Outside Flags (100m +)																					
	6am-8am			8am-10am			10am-12pm			12pm-2pm			2pm-4pm			4pm-6pm			After 6pm		
	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+	BF	OF	O1+
Swimming																					
Body Boarding																					
Surf Boarding																					
Boating/PWC																					
Rock Walk/Fish																					
Snorkelling																					
Other _____																					

FIRST AID INJURIES		FIRST AID TREATMENTS	
Minor Marine Stings*		Oxygen Therapy	
Major Marine Stings		Resuscitation	
Minor Cuts & Abrasions*		Defibrillation	
Major Wounds		FIRST AID ANALYSIS	
Fractures/Dislocations		Swimmer Injuries	
Suspected Spinal		Craft Rider Injuries	
Shock		Beach Injuries	
Heart Related		Advised Medical Attention	
Near Drowning/Drowning		Released to Self	
Other _____		Released to Parent/Guardian	
		Released to Ambulance	
		Released to Helicopter	

* Nil Incident Report Log required to be completed for this type of incident.

PREVENTATIVE ACTIONS		
	No. of Actions	No. People Warned
Swimmers Advised/Warned		
Craft Users Advised/Warned		
Beach Users Advised/Warned		
Warning Signs Erected		

MISSING PERSONS (specify number)	
Children (0-12 years)	
Youths (13-17 years)	
Adults (18+ years)	

SEARCHES (specify no.)	
------------------------	--

LOCAL GOVERNMENT ORDINANCE CONTROL/MISCELLANEOUS DUTIES				
	Advised	Reported	Removed	Impounded
Craft Riders				
Dog/Animal Owners				
Shark/Crocodile Alarms				
Motor Vehicles/Bikes				
PWC/Boats				
Littering				
Hazards/Glass				
Stinger Net Interference				
Inappropriate Behaviour				
Public Relations - General Info				

FIRST RESPONDER CALLOUTS (specify no)	
AFTER HOUR CALLOUTS (specify no)	

MARINE STINGER SIGHTINGS	No. Sighted	No. Sting Types
Physalia (Bluebottle)		
Cyanea (Hair Jelly)		
Catostylus (Blubber)		
Chironex (Box Jelly)		
Carukia (Irukandji)		
Other _____		

MARINE STINGER HAZARD RATING (please circle rating)			
Very High	High	Moderate	Low

INCIDENT REPORT FORMS COMPLETED: Yes ☐ No ☐

PATROL CAPTAIN'S SIGNATURE: _____

LIFESAVING PATROL LOG

GEAR AND EQUIPMENT

All patrol gear and equipment has been checked and meets safety and operational requirements:

Yes ☐ No ☐

If no, please list equipment requiring repair or replacement for Club Captain's attention:

PATIENT RESCUE/OTHER MAJOR INCIDENT DETAILS

[illegible]

EMERGENCY SERVICE INVOLVEMENT

Service Responding	Time	Reason for Involvement

LOST PROPERTY DETAILS

Description of Items:

Total Number of Items:

NOTES FOR NEXT PATROL



Surf Life Saving Queensland PATROL ATTENDANCE LOG

Service Type: _____

Club: _____

Patrol Date:_____

Patrol Group #: _____

Beach:_____

Award or Duty	Rostered Members Name <i>(please print)</i>	Substitutes Name <i>(please print)</i>	Signature	Patrol Class. sub/vol/pen	Time On	Time Off	Total Hours
						Total Hours	

Patrol Captain: _____ Signature: _____

LEGEND *Award or Duty*

PC = Patrol Captain
VPC = Vice Patrol Captain
IRBD = IRB Driver
IRBC = IRB Crew
ARTC = Advanced Resus. Tech Cert
AFA = Apply (senior) First Aid
GM = Gold Medallion
BM = Bronze Medallion
SRC = Surf Rescue Certificate
SMBBM = Silver Medallion Basic Beach
SPINAL=Spinal Management
ROC = Radio Operator Certificate
ATV = All Terrain Vehicle
OBS = Observer

Patrol Classification

ROS = Rostered
VOL = Voluntary
PEN = Penalty
SUB = Substitute
MAK = Make Up

Service Type

Beach Patrol
Junior Activities Competition/Carnival Duty Officer
Gold Coast SurfCom
Sunshine Coast SurfCom

SURF LIFE SAVING QUEENSLAND

Marine Stinger Incident Report Log

Details of Incident

Date: ____/____/____ Time: ____am / pm
Exact location of Incident: _____
Name of Victim: _____
Age: _____ DOB: ____/____/____ Gender: M / F
Place of residence: _____

Name of Club or Service: _____

Branch/Region: _____

Person Completing Form

Name: _____
Position: _____
Phone: _____
Email: _____
Signature: _____

PART A: PATIENT AND MARINE STING DETAILS

1. Sting Type:

- ☐ ¹Major Box Jellyfish Injury
☐ ²Minor Box Jellyfish Injury ☐ ³Irukandji Syndrome
☐ ⁴Bluebottle (Physalia) ☐ ⁵Hair Jelly (Cyanea)
☐ ⁶Blubber (Catostylus) ☐ ⁷Unidentified
☐ ⁸Other _____

2. Victim is:

- ☐ ¹Public ☐ ²SLS Club Member
☐ ³Employee ☐ ⁴Other _____

3. Type of activity at time of incident:

- ☐ ¹Swimming/wading ☐ ²Body board
☐ ³Walking/playing near water ☐ ⁴Riding other craft
☐ ⁵Rock Fishing ☐ ⁶Other fishing
☐ ⁷Using a motorised water craft (Rec)
☐ ⁸Water skiing ☐ ⁹SCUBA/skin diving
☐ ¹⁰Wind/Kite Surfing ☐ ¹¹Sailing
☐ ¹²Patrolling in - ☐ ¹³IRB ☐ ¹⁴PWC
☐ ¹⁵Beach ☐ ¹⁶4WD
☐ ¹⁷JRB/ORB ☐ ¹⁸Attempting Rescue
☐ ¹⁹Training for (please be very specific) _____

- ☐ ²⁰Carnival Official doing _____
☐ ²¹Competition in _____
☐ ²²Driver ☐ ²³Crew ☐ ²⁴Patient
☐ ²⁵Surf Boat Crew Position: _____
☐ ²⁶Administrative ☐ ²⁷Fundraising
☐ ²⁸Water safety ☐ ²⁹Junior Activities
☐ ³⁰Other club activity _____
☐ ³¹Other _____

4. Location at Time of incident:

- Inside flagged area ☐ Yes ☐ No
Inside netted area ☐ Yes ☐ No
During patrol hours ☐ Yes ☐ No
Distance from patrol area _____km
Distance to nearest river/stream: _____km

5. Conditions at Time of incident:

- Weather conditions: ☐ Fine ☐ Cloudy ☐ Rain
Wind conditions: ☐ Calm ☐ Slight ☐ Windy
Wind from: ☐ N ☐ NE ☐ East ☐ South
Water chop: ☐ Flat ☐ Avg ☐ Choppy

Wind Speed (kts)	Water Temp	Air Temp	High Tide Time	Low Tide Time

6. Was patient aware of stingers?

- ☐ ¹Unaware ☐ ²Only vague familiarity
☐ ³Some knowledge ☐ ⁴Well informed

7. Means of stinger awareness?

- ☐ ¹Sighted signage ☐ ²Information via media
☐ ³Visitor orientation/tourism operators
☐ ⁴Information brochures

8. Main Language Spoken:

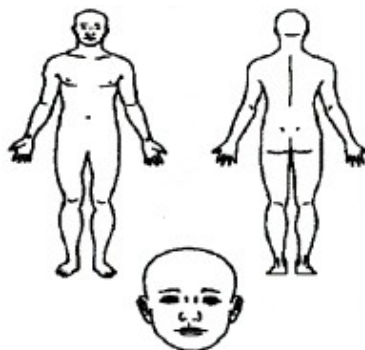
- ☐ ¹English ☐ ²Unknown
☐ ³Other _____

9. Description & Mechanics of Incident (what happened & what went wrong?)

10. Was PPE worn?

- ☐ ¹Full-body lycra ☐ ²Full wet suit
☐ ³Shortie (¾ length wetsuit) ☐ ⁴Rashie
☐ ⁵Board shorts only ☐ ⁶Bikini or Speedo only
☐ ⁷Unclad

11. Body region injured: (Please Circle)



12. Sting marks

- ☐ ¹Ladder pattern on tentacle marks
☐ ²Beaded tentacle marks ☐ ³Saw-tooth tentacle marks
☐ ⁴Thick tentacle marks without ladder pattern
☐ ⁵Narrow tentacle marks without other pattern
☐ ⁶Reddish blotch mark ☐ ⁷Goose pimple marks
☐ ⁸Profuse sweating at sting site ☐ ⁹Sting not visible
☐ ¹⁰Other _____

13. Size of Sting Mark _____cm

14. Estimated length of sting

- ☐ ¹<0.5m ☐ ²0.5-1metre ☐ ³1-2metres
☐ ⁴2-3metres ☐ ⁵3-4 metres ☐ ⁶4-5 metres
☐ ⁷3-4 metres ☐ ⁸4-5 metres

15. Patient's initial level of pain (circle)

(mild) 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (bad)

16. Vital signs

Pulse rate	Breath rate	Blood pressure
_____/min	_____/min	_____

17. Patient's subsequent level of pain (circle)

(mild) 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (bad)

18. Treatment

- ☐ ¹Vinegar ☐ ²Seawater rinse ☐ ³Cold pack
☐ ⁴Ice ☐ ⁵Compression Bandage ☐ ⁶Hot Water

19. Resuscitation (please fill in other side of form)

- ☐ ¹CPR ☐ ²Oxygen Therapy
☐ ³Oxygen Airbag ☐ ⁴Defibrillation (Defib)
☐ ⁵Other _____

20. Was incident inside stinger net?

- ☐ ¹Yes ☐ ²No ☐ ³Net not normally deployed

21. Did patient need to be removed from water?

- ☐ ¹Yes ☐ ²No

22. How did you first hear about the sting?

- ☐ ¹Patient presented to lifesaver
☐ ²Lifesaver saw patient in distress
☐ ³Ambulance or hospital notified lifesaver
☐ ⁴Other person notified you _____

23. When after sting did patient seek help?

- ☐ ¹0-1 min ☐ ²1-5 min ☐ ³5-10 min
☐ ⁴10-20 min ☐ ⁵20-30 min ☐ ⁶>30 min

24. When after sting was vinegar applied?

- ☐ ¹0-1 min ☐ ²1-5 min ☐ ³5-10 min
☐ ⁴10-20 min ☐ ⁵>20min ☐ ⁶Vinegar not applied

25. How many litres of vinegar used? _____

26. When did patient begin to feel ill?

- ☐ ¹Immediately or nearly after initial sting
☐ ²5-10 min ☐ ³10-20 min ☐ ⁴20-30 min
☐ ⁵30-40 min ☐ ⁶About 1 hour ☐ ⁷>one hour
☐ ⁸Don't know/doesn't recall sting

27. Symptoms that apply:

- ☐ ¹Nausea ☐ ²Vomiting ☐ ³Power back pain
☐ ⁴Abdominal pain ☐ ⁵Sweating ☐ ⁶Shivering
☐ ⁷Teeth chattering ☐ ⁸Anxiety ☐ ⁹Feeling of dread
☐ ¹⁰Headache ☐ ¹¹Creepy skin
☐ ¹²Stabbing in skin ☐ ¹³Lost consciousness
☐ ¹⁴Other (describe) _____

28. Describe dominant symptoms (e.g., continuous vomiting, drenching sweat):

29. What animals have been caught in Irukandji /Box jelly (circle one) drags today?

- ☐ ¹Heaps of salps ☐ ²Some salps ☐ ³Jelly buttons
☐ ⁴Ctenophores ☐ ⁵Small prawns ☐ ⁶Small fish
☐ ⁷Unknown

30. Referral

- ☐ ¹Treated at scene and released ☐ ²Ambulance
☐ ³Medical Practitioner ☐ ⁴Helicopter
☐ ⁵Private vehicle ☐ ⁶Other _____

31. Which hospital was patient taken to?

32. Date/ time released from Hospital (if known):

¹Date: ____/____/____ ²Time: ____am / pm

PART A: PATIENT AND MARINE STING DETAILS (CONTINUED)

33. Treating Person: <input type="checkbox"/> ¹ Medical Practitioner <input type="checkbox"/> ² Nurse <input type="checkbox"/> ³ Ambulance <input type="checkbox"/> ⁴ First Aid Officer <input type="checkbox"/> ⁵ Lifesaver <input type="checkbox"/> ⁶ Lifeguard <input type="checkbox"/> ⁷ Member of Public <input type="checkbox"/> ⁸ Other _____	34. Were sticky tape samples taken? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No 35. Were photographs of the sting taken? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No NOTE: DO NOT PHOTOGRAPH WITHOUT PATIENT'S PERMISSION	
36. Is it okay for researchers to contact patient later to gather information about sting? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, contact details of patient: Email: _____ Phone: _____ Address: _____ State: _____ Postcode: _____ Authorising signature of patient: _____		

PART B: RESUSCITATION REPORT FORM

1. Patients condition when first observed: <input type="checkbox"/> ¹ Conscious <input type="checkbox"/> ² Unconscious <input type="checkbox"/> ³ Breathing <input type="checkbox"/> ⁴ Not Breathing <input type="checkbox"/> ⁵ Pulse Present <input type="checkbox"/> ⁶ Pulse Absent 2. Colour of patient when first observed: <input type="checkbox"/> ¹ Normal <input type="checkbox"/> ² Pale <input type="checkbox"/> ³ Blue <input type="checkbox"/> ⁴ Grey 3. Patients colour changed during resuscitation: <input type="checkbox"/> ¹ Normal <input type="checkbox"/> ² Pale <input type="checkbox"/> ³ Blue <input type="checkbox"/> ⁴ Grey 4. Airway of the patient was obstructed when first observed by: <input type="checkbox"/> ¹ Vomit <input type="checkbox"/> ² Seaweed <input type="checkbox"/> ³ Dentures <input type="checkbox"/> ⁴ Clenched jaw <input type="checkbox"/> ⁵ Airway was clear 5. How long was it, from when the sting was first reported to the time of the first artificial breaths: <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 6. Which method was used? <input type="checkbox"/> ¹ Mouth to Mask <input type="checkbox"/> ² Mouth to Mouth <input type="checkbox"/> ³ Mouth to Nose <input type="checkbox"/> ⁴ Bag valve mask 7. What oxygen equipment was used: <input type="checkbox"/> ¹ Oxygen Therapy <input type="checkbox"/> ² Air Bag Resuscitator <input type="checkbox"/> ³ Defibrillator 8. How long was oxygen administered for: <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other	9. The patient regurgitated / vomited due to: <input type="checkbox"/> ¹ Mechanical Device <input type="checkbox"/> ² Blocked Airway <input type="checkbox"/> ³ Revival 10. An Airway was Inserted: (type) <input type="checkbox"/> ¹ OP Airway <input type="checkbox"/> ² Combitube <input type="checkbox"/> ³ LMA Mask <input type="checkbox"/> ⁴ Other 11. How long was it, from when the sting was first reported to the time an airway was inserted? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 12. How long was CPR carried out? <input type="checkbox"/> ¹ 1-3 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 13. A defibrillator was used by: <input type="checkbox"/> ¹ Lifesaver <input type="checkbox"/> ² Lifeguard <input type="checkbox"/> ³ Ambulance <input type="checkbox"/> ⁴ Doctor <input type="checkbox"/> ⁵ Nurse <input type="checkbox"/> ⁶ Member of Public <input type="checkbox"/> ⁷ Other _____ 14. How long was it, from the sting was first reported to the time the defibrillator was applied? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 15. How many times was a shock delivered? <input type="checkbox"/> ¹ 1 <input type="checkbox"/> ² 2 <input type="checkbox"/> ³ 3 <input type="checkbox"/> ⁴ 4 <input type="checkbox"/> ⁵ 5 <input type="checkbox"/> ⁶ Other 16. Did the patient regain consciousness? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No	17. How long was it, after calling for assistance, that the ambulance arrived? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 18. The patient conveyed to hospital by? <input type="checkbox"/> ¹ Ambulance <input type="checkbox"/> ² Helicopter <input type="checkbox"/> ³ Private vehicle <input type="checkbox"/> ⁴ Other 19. What condition was the patient in when transport? <input type="checkbox"/> ¹ Conscious <input type="checkbox"/> ² Unconscious <input type="checkbox"/> ³ Deceased <input type="checkbox"/> ⁴ Unknown 20. Condition on discharge from hospital (if known) <input type="checkbox"/> ¹ Full recovery <input type="checkbox"/> ² Deceased <input type="checkbox"/> ³ Unknown 21. Trauma counselling was arranged for the rescuer/s <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No 24. Was a carry used: <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No If yes, what kind? _____ Name of person completing form: (If different from other side of form) _____ Position: _____ Phone: _____ E-mail: _____ Signature: _____
Please provide any recommendations to prevent situation reoccurring: _____ _____ _____		
Please provide any recommendations to improve treatment methods or services provided: _____ _____ _____		

Definitions of Terms in Stinger Table

Date & Time

The date & time of the start of the drag should be recorded in 2400 time to the nearest 30 minutes i.e. 2pm would be 1400hrs.

Names on Drag

The people performing the drag for which the entry corresponds. Also indicate whether *Irukandji* net or box jellyfish net is used.

Drag Location

The distribution of box jellyfish can be very localized. A small scale geographic location of the area being dragged is often useful for determining the distribution of jellyfish. The location should be "*Northern side of stinger net at Palm Cove*", rather than "*Palm Cove*".

Length of Drag

The approximate length of beach that the net was dragged over and how many times should be recorded to the nearest 25m. i.e. 25m, 50m, 75m. Note if a one-man box jellyfish drag (semi-circular) is performed.

Chironex/Chiropsella/Irukandji

The species of jellyfish collected should also be recorded. Report all possible or questionable *Irukandji* specimens immediately to Lifesaving Services Coordinator. For box jellyfish it is predominantly going to be either *Chironex fleckeri* or *Chiropsella bronzie* sp. (often referred to as "Quaddie"). If there is any doubt in the identification of any specimens, they should be stored in dilute formalin by authorized personnel and forwarded to Marine Stinger Advisor for identification. Other non-box jellyfish numbers should also be recorded (hair jellies, blubbers, blue bottles, etc).

Note: If in doubt, always ask the Lifesaving Services Coordinator or Marine Stinger Advisor. It is better to suspect that something might be dangerous and be wrong, than to suspect that something might be safe and be wrong.

Animal Size

The size of the smallest and largest specimens caught in the drag should be recorded.

***Chironex/Chiropsella*:** The size is measured as a vertical height, from the top of the jellyfish to the bottom of the body between the "legs" (pedalia), not including the tentacles or pedalia. The jellyfish should be laid on the sand and measured to the nearest cm.

***Irukandji*:** The size of the animal is measured as a vertical height, and should be gauged with the animal inside a clear undistorted container using a ruler outside the container measuring the animal from the top of the body to the bottom of the body (not including the tentacles or "legs" (pedalia)).

Other species (blubbers, snotties, etc): The size of most non-cuboidal jellyfish species is measured as a diameter across the body. For blue bottles, size is measured along the length of the float.

Water Temperature & Waves

Water temperature will vary considerably depending on many factors. For best results, wade out to a depth of approximately 1metre, and measure the temperature at about 10 cm under the surface. Record to the nearest 0.5 degrees.

Waves should be gauged to the nearest .5 metre from crest to base.

Current & Turbidity

Current should be gauged by direction and speed of the water this can be done by watching particles drifting within the area being dragged or placing small pieces of debris in the water.

Turbidity or murkiness of the water appears to be important in determining box jellyfish numbers. Clear water may have a visibility depth of 6m, while very murky water may have a visibility depth of 50cm. Measure to the nearest 50cm (measure once daily).

Wind and Cloud Cover

Wind should be measured to the nearest 5 knots, i.e. 0-5knots (no "wind chop" or "white caps" seen on the water), 5-10knots ("wind chop" or "white caps" present), over 10 knots.

Cloud cover should be recorded in tenths. A clear day with no cloud would be 0/10, a totally overcast day 10/10 and a day with approximately 50:50 cloud cover 5/10.

Tide & Moon Details

Tide and moon details should be gathered from official tide charts at the time of the drag being performed.

Specimen Fate

Specimen Fate is what happened next to the animals caught, were they sent to researchers? Which researchers? What date? Were they preserved for our display purposes?



PATROL MEMBER INDUCTION CHECKLIST

PATROL MEMBER'S NAME:
SURF LIFE SAVING CLUB:
CONDUCTED BY:

INDUCTION ITEM	COMPLETED ✓	DATE
Surf Life Saving Queensland		
About SLSQ		
Location and Info on Neighbouring Lifesaving Services – Site Map		
SLSQ Quality Assurance Policy		
SLSQ Support Services		
Conduct and Discipline		
Member Protection Policy		
Code of Conducts		
Disciplinary Action		
Patrol Non-Compliance and Non-Attendance		
Safety		
Occupational Health & Safety Policy		
Smoking & Alcohol & Drugs Policies		
Manual Handling & PPE		
Stress & Peer Group Counselling Support		
Rehabilitation Policy		
Sharps Management		
Reporting Incidents (Flow Chart)		
HR Management – General		
Member Protection		
Grievance Procedure		
Harassment		
Equity		
Equal Employment Opportunities		
Resources & References		
Patrol Operations Manual		
Lifeguard Operations Manual		
SLSA Training Manuals		
Websites – SLSA and SLSQ		

Environmental Hazards		
Sun Safety		
Inclement Weather – Lightning		
Dangerous Marine Life		
Pollution/Litter		
Management Requirements		
Media/Public Relations		
Telephone Procedure		
Forms		
Information Technology Policy		
Compliance		
Award & Proficiency Requirements (Qualifications & Skills)		
SLSA/RTO/RPL		
Health and Wellbeing		
Duties of Staff		
Uniforms		
Image		
Patrol Duties		
Patrol Member Roles and Responsibilities		
Beach Set ups/close down		
Equipment Checks		
Radio Procedures		
Site Risk Assessment		
Record Keeping – Reports/Log Books		
Responsibilities to contracting agencies		
Patrol Service Agreement		
Local Operating Requirements		
Others (Please List)		

I hereby acknowledge that I have completed the above Patrol Member Induction process.

Patrol Member's Signature:

Date:

Operations Support

Renewals and New Applications

Online Process

New Applications

All new applications are now received and managed through online platforms called JotForm and Google sheets. These two systems work in conjunction with each other and dramatically reduce administration process and time.

Form Management - JotForm

The application form is designed and edited through JotForm. New applications are to be submitted using this link www.form.jotform.co/opssupport/application

Notifications

For every application submitted notifications are sent to the selected emails. Notifications are also managed via JotForm and the content of each notification can be changed at any time. Currently for every new application submitted a notification is sent to:

- SLSQ (opssupport@lifesaving.com.au);
- The regional Officer/Lifesaving Services Coordinator (scoperations@lifesaving.com.au, gcoperations@lifesaving.com.au, jdavis@lifesaving.com.au);
- Applicants Club; and
- Applicant.

Endorsement Process

All new applications are required to be endorsed by the applicants surf life saving club. The endorsement is to be completed within 14 days of the application being submitted and can be done by clicking the link in the notification email originally received. If the club chooses to not endorse the application they are required to still click the link and choose 'Not Endorsed'.

Once endorsed by the applicants club, the application will be submitted to the Operations Support Panel for endorsement. In the original email notification received by SLSQ there is a link that is to be clicked which will redirect to a web page asking if the member has been endorsed by the panel or not.

Managing Applications

Currently, Google sheets is linked to the JotForm application form meaning that each time an application is submitted the information will automatically populate a spreadsheet stored online on Google Sheets. Each submission will continue to update automatically when an endorsement is received by either the Club or SLSQ. It is important to remember that application information cannot be updated in the spreadsheet because after time it will revert to the original information as it continually syncs with JotForm who holds the raw data. If information is requiring updating or an application needs to be deleted, it can be done in the back end management of JotForm under 'Submissions'.

New Application Process Flowchart

Step 1

- Member follows this link www.form.jotform.co/opssupport/application and completes the application



Step 2

- Once an application is completed a notification will be sent to: the applicants club, SLSQ, Regional Lifesaving Services Coordinator, the applicant. The application information is also automatically entered into a Google excel spreadsheet where it can be managed.



Step 3

- The members Surf Life Saving Club is required to endorse the application within 14 days by following the link in the notification email received.



Step 4

- Once club endorsement is received, the application will be forwarded to the Operation Support Panel for endorsement.



Step 5

- Once endorsed by the panel, Lifesaving Services Coordinators are required to make contact with the applicants and organise training and inductions as required.

Renewal Applications

All renewal applications are now received and managed through online platforms called JotForm and Google sheets. These two systems work in conjunction with each and dramatically reduce administration process and time.

Form Management - JotForm

The renewal application form is designed and edited through JotForm. Renewal applications are to be submitted using this link www.form.jotform.co/opssupport/renewal

Notifications

For every application submitted notifications are sent to the selected emails. Notifications are also managed via JotForm and the content of each notification can be changed at any time. Currently for every renewal application submitted a notification is sent to;

- SLSQ (opssupport@lifesaving.com.au);
- The regional Officer/Lifesaving Services Coordinator (scoperations@lifesaving.com.au, gcoperations@lifesaving.com.au, jdavis@lifesaving.com.au); and
- Applicant.

Endorsement Process

All renewal applications are required to be endorsed by the Operations Support Panel only. Renewal applications are not required to be endorsed by the applicants club. Once endorsed by the panel the application is to be endorsed in JotForm by clicking the link in the original email notification received by SLSQ. The link will redirect to a web page asking if the member has been endorsed by the panel or not.

Managing Applications

Currently, Google sheets is linked to the JotForm renewal application form meaning that each time an application is submitted the information will automatically populate a spreadsheet stored online on Google Sheets. Each submission will continue to update automatically when an endorsement is received by SLSQ. It is important to remember that application information cannot be updated in the spreadsheet because after time it will revert to the original information as it continually syncs with JotForm who holds the raw data. If information is requiring updating or an application needs to be deleted, it can be done in the back end management of JotForm under 'Submissions'.

Login information

JOTFORM

www.jotform.com

Username: opssupport

Password: opssupport

GOOGLE SHEETS

www.google.com

Username: opssupport@lifesaving.com.au

Password: slsq7873

FIRST AID KIT RESTOCKING ORDER FORM

Company/Organisation Name				
Contact Name		Contact No/Email		
Postal/Invoice Address				
	Town/Suburb		Post Code	
Delivery Address				
	Town/Suburb		Post Code	

Stock Code	Stock Description	Min Kit QTY	Unit Price (inc GST)	Order QTY	Total
FLL500	Instructions for providing first aid – including CPR flow chart	1	\$1.65		
FRA901	Note book and pen	1	\$1.87		
RCF035	Resuscitation face mask or face shield	1	\$3.25		
FRG002	Disposable nitrile examination gloves (pair)	5 pairs	\$0.99		
FRC400	Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs	\$1.16		
FRS100	Saline (15 ml ampoule)	8	\$0.94		
FRC450	Wound cleaning wipe (single 1% Cetrimide BP)	10	\$0.33		
FRD020	Adhesive dressing strips – plastic or fabric (packet of 50)	1	\$4.95		
FRI036	Splinter probes (single use, disposable)	10	\$0.17		
FRI140	Tweezers/forceps – stainless steel 12.5cm	1	\$2.53		
FRS023	Antiseptic liquid/spray (50 ml)	1	\$8.47		
FRD302	Non-adherent wound dressing/pad 5 x 5 cm (small)	6	\$0.42		
FRD306	Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3	\$0.66		
FRD307	Non-adherent wound dressing/pad 10 x 10 cm (large)	1	\$1.03		
FRB205	Conforming cotton bandage, 5 cm width	3	\$1.14		
FRB207	Conforming cotton bandage, 7.5 cm width	3	\$1.38		
FRB410	Heavy Crepe bandage 10 cm	1	\$6.77		
FRI100	Scissors – stainless steel 12.5cm	1	\$2.20		
FRT002	Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1	\$2.17		
FRI012	Safety pins (assorted packet of 12)	1	\$1.09		
FRD514	Wound dressings No. 14, medium	1	\$2.04		
FRD515	Wound dressings No. 15, large	1	\$2.26		
FRD237	Dressing – Combine Pad 10 x 20 cm	1	\$0.80		
FRA004	Plastic bags - resealable – medium	1	\$0.23		
FRB630	Triangular bandage (calico or cotton minimum width 90 cm)	2	\$2.64		
FRA111	Emergency rescue blanket (for shock or hypothermia)	1	\$2.59		
FRD107	Eye pad (single use)	4	\$0.44		
FRH003	Hydro gel (3.5 gm sachets) - if no running water available	5	\$0.75		
FRH515	Hot/Cold Pack Reusable	1	\$7.48		

ORDER TOTAL

PAYMENT DETAILS

PARTNER DETAILS																								
On Account																								
Credit Card		<input type="radio"/>	Visa Card					<input type="radio"/>	Mastercard					<input type="radio"/>	AMEX									
Card Number																	Expiry					/		
Cardholders Name									Signature															

Prices as at 10 November 2015

FAKRestockV2016.01

First Aid Room Equipment and Supplies Stock Re-Order Form

Club Name		Order Date	
Name		Contact Phone No	
Email		Collect Goods	YES / NO
Delivery Address		Post code	

All prices include GST

*Delivery charges may apply

Code	Kit Qty	Item Description	Cost	Order Qty	Cost	Code	Kit Qty	Item Description	Cost	Order Qty	Cost
FRD005	1	Adhesive strips - box 50	\$ 3.14			RAS011	2	Padded Leg Splint 94cm	\$24.20		
FRT002	1	Tape, 2.5cm, Hypo-allergic	\$ 2.18			FRA003	10	Plastic bag small	\$ 0.18		
FRT001	1	Tape, Non-allergic 1.25cm	\$ 1.09			FRA004	10	Plastic bag medium	\$ 0.23		
FRC442	1	Antiseptic wipes (box 50)	\$ 4.00			FRA005	10	Plastic bag large	\$ 0.29		
FRI060	1	Bowl - 25cm	\$ 1.98			FRA901	4	Notebook & pencil	\$ 1.87		
FRH101	1	Burn Aid Pad 10cm x 10cm	\$ 6.10			FRD148	6	Primapore 8.5cm x 6cm	\$ 0.46		
FRH102	1	Burn Aid Pad 20cm x 20cm	\$17.00			FRD150	6	Primapore 10cm x 8cm	\$ 0.76		
FRD236	1	Combine dressing 7.5cm	\$ 0.57			FRA111	4	Rescue space blanket	\$ 2.59		
FRB210	2	Conforming bandage 10cm	\$ 1.72			RCF050	2	Resus Mask in clam shell	\$22.55		
FRB205	2	Conforming bandage 5cm	\$ 1.14			FRI012	1	Safety pins - 12 pack	\$ 1.09		
FRC100	1	Cotton Buds - 100pkt	\$ 2.23			FRI100	2	Scissors - stainless 12cm	\$ 2.22		
FRB405	2	Crepe bandage 5cm	\$ 4.35			FSC002	2	Sharps Container - 250ml	\$5.17		
FRB410	2	Crepe bandage 10cm	\$ 6.77			FRS101	10	Saline 30ml ampoule	\$3.03		
FRB415	4	Crepe bandage 15cm	\$ 9.68			FRI310	1	Spacer for use with Ventolin	\$11.58		
FRA202	1	Disposable cups pkt 50	\$ 4.52								
FRD401	1	Dressing Pack, Sterile	\$ 2.81								
ROM050	2	Therapy Mask - Adult	\$ 7.33								
RCF035	2	Oxygen Resuscitation Mask	\$ 3.25								
FRD107	6	Eye Pad	\$ 0.44								
FRD026	1	Dressing Strip 7.5cm x 1m	\$ 4.51								
FRI141	2	Forceps/Tweezers	\$ 1.02								
FRC401	30	Gauze 10 x 10 Pkt 3	\$ 1.27								
FRG320L	2	Disposable gloves (box)	\$21.23								
FRS502	1	Antiseptic Hand Wash 375ml	\$16.50								
FRS502	1	Gel Antiseptic Tube	\$16.50								
FRI060	1	Kidney Dish	\$ 1.98								
FRD307	10	NAD 10cm x 10cm	\$ 1.03								
FRD302	10	NAD 5cm x 5cm	\$ 0.42								
ROA003	1	Oropharyngeal Airways - M	\$ 2.06								
ROA004	1	Oropharyngeal Airways - L	\$ 2.06								
ROA005	1	Oropharyngeal Airways - XL	\$ 2.06								

ROM070	1	Spare therapy tubing - 5m	\$ 7.33		
FSS070	2	Specimen containers	\$ 1.30		
FRI036	10	Splinter probes disposable	\$ 0.17		
FRS702	1	Sunscreen - 100g tube	\$9.14		
FRB620	10	Triangular bandages - disp	\$ 1.38		
FRB630	10	Triangular bandages - cloth	\$ 2.64		
FRS090	1	Vaseline - 50GM	\$ 5.98		
FRT140	4	Wound closures assort 5 pk	\$ 1.89		
FRD513	2	Wound dressing No 13	\$ 1.82		
FRD515	2	Wound dressing No 15	\$ 2.26		
EES200	2	Safety goggles	\$ 3.26		
RAC210	1	Stiff Neck Collars - Full Set	\$45.10		
Postage/Freight		No charge collect / \$15.00 for post			
Order Total		\$			

Prices correct as at 2 November 2015

Note – the following items are to be purchased locally:
Cold Pack – made up in freezer (freezer bags)
Nail brush, bucket, vinegar & Ventolin (chemist)

Fax to 07 3846 8008



Issue of Restricted Drug Register

Drug	Methoxyflurane (analgesic)
Approval	Under Section 18 Methoxyflurane (analgesic (a) Health (Drugs & Poisons) Regulation 1996
No	EH-ATH-2985
Dose	3 ml
Qty issued	<input type="checkbox"/> 2 x (3ml vial & inhaler) <input type="checkbox"/> 1 x (3ml vial & inhaler)
Issued by	Dr D Draper State Medical Officer (SMO) or _____ Delegated Branch Medical Officer (BMO) (Insert Name)
Review	2 years from issue date to Surf Life Saving Queensland

Issued to:

Club _____

Date _____/_____/_____

Club Officer:

Print Name: _____

Signature: _____

State or Branch Medical Officer:

Print Name: _____

Signature: _____

- ☐ SLSQ and SLISA Pain Management Policy received & read
- ☐ Restricted Drug paperwork received and read
- ☐ Club storage facility checked and approved (Details Recorded)
- ☐ _____ club members are trained in administration of methoxyflurane
- ☐ Key or access register held by Club Officer (Copy to be forwarded to SMO)

Checklist confirming disposal of used inhaler is understood

- ☐ Pentrox[®] inhaler sealed in plastic bag disposed in medical waste
- ☐ 3ml Pentrox[®] vial - cap replaced and disposed in medical waste
- ☐ SMO / BMO advised of use/disposal of Pentrox[®] inhaler

Checklist for confirming mechanism to report stolen or lost inhaler is understood

- ☐ SMO / BMO immediately informed of loss.

Access to Restricted Drug Storage Register

Drug Methoxyflurane (Pentrox[®] inhaler)

Club/Service _____

Date ____ / ____ / ____

Print Name	Signature	Date Access Issued	Date Returned
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Restricted Drug Issue Register – Methoxyflurane Vial & Inhaler
THIS FORM MUST REMAIN IN PENTHRANE STORAGE BOX AT ALL TIMES

This register is to be completed each time methoxyflurane is issued and returned to storage by the authorised SLSQ pain management award holder at each location.

<i>Date & time issued</i>	<i>Qty Issued</i>	<i>Qty Returned</i>	<i>Issued to</i>	<i>Signature Out</i>	<i>Signature Return</i>	<i>Qty Held</i>
Example Only: 24 / 09/ 16 7.30 am	1 vial & inhaler		Graham Tonkins	G Tonkins		1 vials & inhaler
24 / 09/ 16 5.00 pm		1 vial & inhaler	Graham Tonkins		G Tonkins	2 vials & inhaler
/ / __: __						
/ / __: __						
/ / __: __						
/ / __: __						
/ / __: __						
/ / __: __						
/ / __: __						
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/ / __: __						
/ / __: __						



SURF LIFE SAVING
QUEENSLAND

MEDICAL RESPONSE FORM

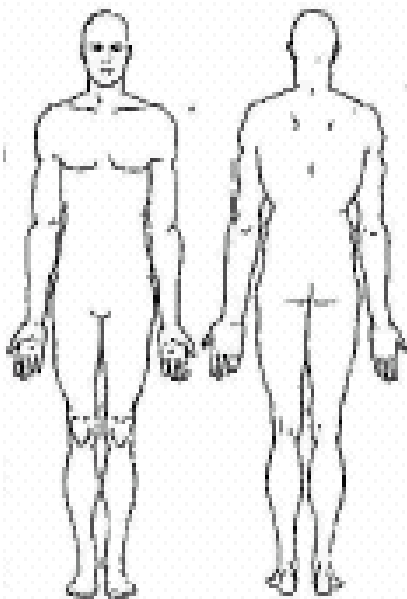
NOTE: A medical response form must be completed for each vial administered

INITIAL ASSESSMENT

Airway	<input type="checkbox"/> Clear	<input type="checkbox"/> Obstructed
Breathing	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep <input type="checkbox"/> Shallow
	<input type="checkbox"/> Nosy	<input type="checkbox"/> Coughing
Pulse	<input type="checkbox"/> Normal	<input type="checkbox"/> Fast <input type="checkbox"/> Slow
	<input type="checkbox"/> Strong	<input type="checkbox"/> Weak
	<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular
Skin Temp	<input type="checkbox"/> Normal	<input type="checkbox"/> Cold <input type="checkbox"/> Hot
Sweating	<input type="checkbox"/> Nil	<input type="checkbox"/> Moderate <input type="checkbox"/> Excessive
Bleeding	<input type="checkbox"/> Nil	<input type="checkbox"/> Minor <input type="checkbox"/> Major
Vomiting	<input type="checkbox"/> Nil	<input type="checkbox"/> x1 <input type="checkbox"/> >1
Fitting	<input type="checkbox"/> Nil	<input type="checkbox"/> Number_____

INJURIES

F - Fracture
L - Laceration
H - Haemorrhage
D - Dislocation
P - Pain
B - Burn
S - Sting



PREVIOUS ILLNESS

- ☐ Nil
- ☐ High Blood Pressure
- ☐ Heart
- ☐ Stroke
- ☐ Epilepsy
- ☐ Diabetes
- ☐ Respiratory
- ☐ Unknown
- ☐ Other_____

ALLERGIES

- ☐ Nil ☐ Unknown
- ☐ _____
- _____

LIMB MOVEMENT

N - Normal W - Weak A - Absent

R Arm_____ L Arm_____

R Leg_____ L Leg_____

PAIN MANAGEMENT

METHOXYFLURANE

- ☐ Reassure
- ☐ Confirm need
- ☐ Confirm no contra-indications
- ☐ Explain to patient
- ☐ Inhaler primed with _____ mL
- ☐ Treatment commenced: _____:_____ am / pm
- ☐ Treatment ceased: _____:_____ am / pm
- ☐ Adverse effects:_____
- ☐ Patient's Pain Rating: 1 (Low) 10 (Major) _____
- 1. Patient's Pain Rating after 2mins:_____
- 2. Patient's Pain Rating after 4mins:_____

CONTRA-INDICATION FOR USE

- | | |
|--|---|
| <input type="checkbox"/> Altered State of Consciousness or head injury | <input type="checkbox"/> Intoxication / Drug Use |
| <input type="checkbox"/> History of Kidney Diseases | <input type="checkbox"/> Immersion |
| <input type="checkbox"/> Does not understand instructions for use | <input type="checkbox"/> Allergy to Penthrane |
| <input type="checkbox"/> Cardiovascular instability | <input type="checkbox"/> Malignant Hyperthermia or Anaesthetic Problems |
| | <input type="checkbox"/> Respiratory Depression |

TREATMENT (Tick Applicable)

- Haemorrhage control
 - ☐ Pressure ☐ Elevation ☐ Dressing
- Resuscitation
 - ☐ Defibrillation ☐ CPR
- Oxygen Therapy
 - ☐ Flow Rate _____ L/min
- Cervical Collar
 - ☐ Yes ☐ No
- Posture
 - ☐ Lateral ☐ On back ☐ Sitting
 - ☐ Legs elevated ☐ _____
6. _____

AVPU SCALE (Circle Applicable)

Assess the patient using the below method

- A** Alert
- V** Responds to voice
- P** Responds to pain
- Purposefully
- Non-purposefully
- U** Unresponsive

Patient's Refusal to Treatment/Ambulance Transport

The attending lifesaver/lifeguard has explained to me that I require medical treatment for my present condition. The lifesaver/lifeguard has informed me of the nature, effects and possible risks associated with failure to obtain medical advice/treatment.

Please tick the following as it applies to you

- ☐ I give permission for treatment/transport according to advice given from the lifesaver/lifeguard and accept full responsibility for my own well being (if patient is under 18 years of age, a parent or guardian is required to sign for them).
- ☐ I REFUSE treatment/transport against advice given from the lifesaver/lifeguard and accept full responsibility for my own well being (if patient is under 18 years of age, a parent or guardian is required to sign for them).

Patient's name: _____

Guardian's name: _____

Patient/guardian's signature: _____

Date: _____ Time: _____ am/pm

Print witness's name: _____



Replacement Request - Restricted Drug Methoxyflurane

Club/Service _____ Date / /

Requesting officer _____

Signature of officer _____

No. of replacements requested 1 x vial & inhaler 2 x vial & inhaler

Reason for replacement

- | | |
|---|-----------------------|
| <input type="checkbox"/> Used in first aid treatment & disposed by club | Date used / / |
| <input type="checkbox"/> Used in first aid treatment & transported with patient | Date used / / |
| <input type="checkbox"/> Lost or misplaced | Date lost / / |

Explain circumstances of loss _____

- | | |
|---|-------------------------|
| <input type="checkbox"/> Expiry date has passed | Expiry date / / |
|---|-------------------------|

State Medical Officer Use Only

Replacement approval Yes/No

Replacement No. Issued _____ Issue date / /

State Medical Officer _____

Signature _____

TREATMENT (description)

Club: _____

Administered by (Qualified Personnel): _____

Authorising personnel (i.e. Patrol Captain): _____

Additional Information / Feedback:

- ☐ Arrangements to notify State Medical Officer / Branch Medical Officer and request replacement have been made.

This form must be completed in Triplicate and then forwarded to:

- Original to be attached to the SLISA Incident Report Form and sent to Branch/Duty Officer (Branch/Duty Officer to forward to State Medical Advisor)
- Duplicate copy to be sent with QAS Personnel
- Triplicate copy to be retained as a record at the service headquarters (i.e. Club)

For Office Use Only:

Form returned to State Medical Officer on (date) _____ by

(Branch/Duty Officer)

Form received by: _____ (State Medical Officer)

Replacement pack given Yes / No. Replacement given to: _____

PAIN MANAGEMENT CONTRAINDICATIONS PROMPT CARD

Before commencing delivery of methoxyflurane therapy, it is essential that you are sure that no contra-indications exist in the patient.

Methoxyflurane **MUST NOT** be given to patients who:

- Cannot understand or comply with instructions;
- Have a head injury or altered level of consciousness;
- Have chronic kidney problems;
- Have a decreased level of consciousness;
- Are intoxicated by alcohol or any other substance;
- Have suffered immersion with or without the need for resuscitation;
- Do you have a known allergy to penethrox;
- Have malignant hyperthermia or anaesthetic complications/problems;
- Are suffering from respiratory depression; and
- Are suffering from cardiovascular instability.

QUESTIONS FOR THE QUALIFIED LIFESAVER TO ASK HIM/HERSELF:

1. Does the patient have any difficulty understanding English or cannot comply with instructions?
2. Has the patient had a head injury?
3. Has the patient had any kidney problems?
4. Does the patient seem drowsy, unresponsive or not fully conscious?
5. Is the patient intoxicated by alcohol or any other substance?
6. Has the patient suffered immersion?
7. Has the patient had malignant hyperthermia and or anaesthetic problems in the past?
8. Is the patient suffering from respiratory depression?
9. Is the patient suffering from cardiovascular instability?

The patient and the qualified lifesaver must answer NO to all questions before you can proceed

ADMINISTRATING METHOXYFLURANE

Explain the procedure to the patient:

- This is methoxyflurane, which will help relieve you pain;
- You must take the inhale in your mouth while you breathe in and out;
- The gas will only be inhaled when you breathe in;
- Continue inhaling until the pain starts wearing off. Aim for relief or discomfort rather than complete elimination of pain; and
- If you feel any side effects, remove the inhaler. The unpleasant effects will wear off, but your pain will also return.

SLSQ PROCESS FOR RESTRICTED DRUG USE – METHOXYFLURANE

STEP	PROCESS
Step 1	SLSQ (with support of the State Medical Officer) seek approval for use of Restricted drug from Drugs and Poisons Services Environmental Health Unit (Qld Health) and Surf Life Saving Australia.
Step 2	State Medical Officer acquires Penthrane (Methoxyflurane) vials and whistles as approved by the State Lifesaving Committee. Storage, distribution, recording and monitoring remains responsibility of the State Medical Officer. State Medical Officer to distribute to Clubs and Services.
Step 3	Clubs/Services obtain endorsement to be involved in the trial through the State Lifesaving Committee.
Step 4	Pain management courses to be scheduled through relevant Branch and Regional Training, Education and Membership Services Coordinator.
Step 5	Pain Management Course to be delivered to suitable candidates by state endorsed facilitator, in conjunction with the Branch and or State Medical Officer.
Step 6	Club Captains and or Chief Training Officers to nominate attendees that meet the pre-requisites. Candidates must hold a proficient Advanced Resuscitation Certificate and Operational First Aid Certificate or Senior Aid Certificate.
Step 7	Candidates to attend and successfully complete Pain Management Course.
Step 8	Clubs/Services to install appropriate storage facilities for the restricted drug. Branch/State Medical Officer to approve suitable storage unit (see Note 1) and issue the drug (maximum 2 vials and whistles). Method of access to storage box to be recorded by the Branch/State Medical Officer. Appropriate Club/Service Contact Details also to be recorded (see Note 1).
Step 9	Clubs/Services to be issued with a folder detailing drug information, relevant forms and lifesaver prompt card as endorsed by the State Lifesaving Committee.
Step 10	Branch/State Medical Officer to complete Form 1: Issue of Restricted Drug Register . Note: This form must be completed each time Penthrane is replaced in the storage unit. The original will be retained by the State Medical Officer and a copy to be retained by the club. Form 3: Restricted Drug Issue Register must also be completed at this stage.
Step 11	Clubs/Services to complete Form 2: Access to Restricted Drug Storage Register . This form is the clubs record of who has access to the restricted drug and hence it is the clubs responsibility to maintain and keep this record.
Step 12	If the drug is removed from the storage unit all appropriate paperwork must accompany the drug, however Form 3: Restricted Drug Issue Register must remain in the storage unit at all times.
Step 13	Administering the Drug: After the qualified lifesaver has used the 'Pain Management Contraindications Prompt Card' and completed both pages of Form 4: SLSQ Medical Response Form , the drug may be administered. Note: Form 4 must be completed for each vial <u>even</u> if both are given to the same patient, it is

STEP	PROCESS	
	<p>important to demonstrate the situation has been reassessed from the beginning. It is inherent that it will have changed following first vial administration. This form may be completed in duplicate or photocopied to ensure the following:</p> <ul style="list-style-type: none"> • Original to be retained by the club as their record (ambulance officer must complete their own paperwork or photocopy/hand copy the clubs original) and attached to the completed Incident Report Log (IRL). It is recommended that the administration of Penthrane is also noted on the IRL; and • Copy of Form 4 and IRL must be forwarded to the State Medical Officer or Branch Medical Officer. 	
Step 14	<p>If the patient refuses treatment/ambulance following administration of Penthrane Form 5: Patient Refusal Treatment form must be completed.</p> <p>Copy to State Medical Officer.</p>	<p>If penthrane is administered the appropriate paperwork must be complete (as listed above) and Form 6: Restricted Drug Replacement Request must be returned to State Medical Officer via Branch Medical Officer or Sunshine Coast Branch Office.</p>
Step 15	<p>State Medical Officer:</p> <ul style="list-style-type: none"> • Arranges a replacement vial and whistle; • Notifies and reports details to Surf Rescue House; • State Medical Officer collates information, paperwork and appropriate follow up to patient and provides formal feedback to SLSQ via the State Lifesaving Committee; and • State Medical Officer provides formal report of the season's trial and penthrane use at the conclusion of the season. 	

Note 1:

The restricted drug is held behind at least two sets of locks.

For Example: The club storage box is located in the first aid room. The first aid room is accessed by the key held in the tower or by the patrol captain of the day.

Access to the storage box is by combination lock (the code is.....) OR by key which is held by (record names and titles of those who hold the keys and contact phone numbers) OR keys as held by those recorded on Form 2: Access to Restricted Drug Storage Register



SURF LIFE SAVING

INCIDENT REPORT LOG

Name of Club or Service: _____

State: _____ Local Government Area: _____

Details of Incident Date: ____ / ____ / ____ Time: ____ am / pm Location of Incident: _____ Name of Victim: _____ Age: ____ DOB: ____ / ____ / ____ M / F Address: _____ Postcode: _____	Venue Conditions at Time of incident: (if relevant) Wind conditions: <input type="checkbox"/> Calm <input type="checkbox"/> Slight <input type="checkbox"/> Mod <input type="checkbox"/> Strong Weather conditions: <input type="checkbox"/> Fine <input type="checkbox"/> Overcast <input type="checkbox"/> Rain Sea conditions: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large Water surface: <input type="checkbox"/> No chop <input type="checkbox"/> Avg chop <input type="checkbox"/> Large chop Wave type: <input type="checkbox"/> Surging <input type="checkbox"/> Spilling <input type="checkbox"/> Plunging Rip Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Fixed <input type="checkbox"/> Flash <input type="checkbox"/> Traveling
--	--

Patient Declaration - I acknowledge that the information disclosed in this incident report form has been disclosed to SLISA and other Surf Life Saving organisations for the purposes of fulfilling the Surf Life Saving organisations' objectives.

Signature: _____

Please fill in the below relating to the victim:

Type of incident: (may cross more than one)
☐ ¹Major First Aid ☐ ²Minor F.A.
☐ ³Major Rescue ☐ ⁴Search and Res
☐ ⁵Member Injury ☐ ⁶Employee Injury
☐ ⁷Minor Sting ☐ ⁸Major Sting
☐ ⁹Drowning ☐ ¹⁰Complaint
☐ ¹¹Other _____

Victim is:

☐ ¹Public ☐ ²SLS Club Member
☐ ³Employee ☐ ⁴Other _____

Nationality (victim):

☐ ¹Australian
☐ ²Other _____
☐ ^{2a}Tourist ☐ ^{2b}Immigrant ☐ ³Unknown

Type of activity at time of incident:

☐ ¹Swimming/wading ☐ ²Body board
☐ ³Walking playing near water
☐ ⁴Riding other craft
☐ ⁵Rock Fishing ☐ ⁶Other fishing
☐ ⁷Using a motorised water craft (Rec)
☐ ⁸Water skiing
☐ ⁹SCUBA/skin diving
☐ ¹⁰Wind/kite surfing ☐ ¹¹Sailing
☐ ¹²Rock walking
☐ ¹³Suspected suicide
☐ ¹⁴Patrolling in - ☐ ¹⁵IRB, ☐ ¹⁶PWC
☐ ¹⁷Beach, ☐ ¹⁸4WD ☐ ¹⁹JRB/ORB
☐ ²⁰Attempting a rescue
☐ ²¹Training for (please be very specific) _____
☐ ²²Carnival Official doing _____
☐ ²³Competition in _____
☐ ²⁴Driver ☐ ²⁵Crew ☐ ²⁶Patient
☐ ²⁷Surf Boat Crew Position: _____
☐ ²⁸Administrative ☐ ²⁹Fundraising
☐ ³⁰Water safety ☐ ³¹Junior activities
☐ ³²Other club activity _____
☐ ³³Other _____

Experience in activity:

☐ ¹3 years or greater ☐ ²1-3 Years
☐ ³1 year or less ☐ ⁴No experience
☐ ⁵Unknown

Other contributing factors:

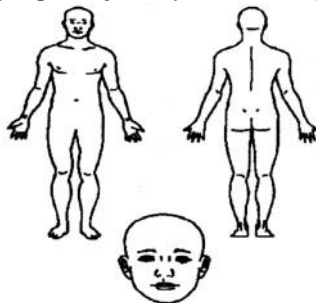
☐ ¹Negotiating the break
☐ ²Returning to shore
☐ ³Dumped ☐ ⁴Shore break
☐ ⁵Lost control of own craft
☐ ⁶Other person lost control of craft
☐ ⁷Freak wave ☐ ⁸Sand bank
☐ ⁹Pot hole ☐ ¹⁰Slippery rocks
☐ ¹¹Suspected Alcohol ☐ ¹²Suspect Drugs
☐ ¹³Rip type ☐ ¹⁴Shark/Croc
☐ ¹⁵Slip/trip/fall ☐ ¹⁶Assault
☐ ¹⁷Collision with _____
☐ ¹⁸Mechanical Malfunction _____
☐ ¹⁹Other _____

Description of incident and cause:

(please use the reverse if needed) _____

Nature of injury:

☐ ¹Marine Sting, type _____
☐ ²Abrasion/graze ☐ ³Blisters
☐ ⁴Open wound/laceration/cut
☐ ⁵Bruise/contusion
☐ ⁶Inflammation/swelling
☐ ⁷Fracture (including suspected)
☐ ⁸Dislocation/subluxation
☐ ⁹Sprain ☐ ¹⁰Strain
☐ ¹¹Overuse injury ☐ ¹²Concussion
☐ ¹³Cardiac problem
☐ ¹⁴Respiratory problem
☐ ¹⁵Asthma
☐ ¹⁶Loss of consciousness
☐ ¹⁷Heat stroke/heat exhaustion
☐ ¹⁸Hypothermia ☐ ¹⁹Sunburn
☐ ²⁰Suspected spinal
☐ ²¹Other _____

Body region injured: (Please Circle)**Description** _____**Initial treatment:**

☐ ¹None given – not required
☐ ²None given – patient refused
☐ ³None given – referred elsewhere
☐ ⁴RICE ☐ ⁴ICE
☐ ⁵Cleaned
☐ ⁶Dressed (incl. bandage)
☐ ⁷Sling / Splint
☐ ⁸Spinal collar
☐ ⁹Massage/Stretching
☐ ¹⁰Strapping/Taping only
☐ ¹¹Stitches
☐ ¹²Medication
☐ ¹³Prescription written

CPR/Defib/Oxygen (Fill in reverse of form)

☐ ¹⁴CPR ☐ ¹⁵Oxygen therapy
☐ ¹⁶Oxygen airbag ☐ ¹⁷Defibrillation
☐ ¹⁸Other _____

Location of incident:

☐ ¹In water ☐ ²On Beach
☐ ³On rocks/cliff ☐ ⁴Other _____

And:

☐ ¹In flags
☐ ²Outside but near flags (within 50m)
☐ ³<1km from patrolled area
☐ ⁴1 to 5 km from patrolled area
☐ ⁵> 5 km from patrolled area

Who first sighted the rescue/incident:

e.g. public _____

Who conducted the rescue/incident:

e.g. lifesaver _____

Main language spoken:

_____ Or ☐ English
☐ Non English speaking ☐ Don't know

Referral:

☐ ¹No referral
☐ ²Medical Practitioner
☐ ³Physiotherapist
☐ ⁴Ambulance transport to _____
☐ ⁵Hospital ☐ ⁶Xray
☐ ⁷Peer Counselling
☐ ⁸Professional Counselling

Other services:

☐ ¹Fire/Rescue ☐ ²Police
☐ ³JRB/ORB ☐ ⁴Helicopter
☐ ⁵Investigation required
☐ ⁶Worker Compensation required
(fill in State form requirements)
☐ ⁷Other _____

Treating person:

☐ ¹Medical Practitioner ☐ ²Nurse
☐ ³Ambulance ☐ ⁴Physiotherapist
☐ ⁵Chiropractor ☐ ⁶First Aid Officer
☐ ⁷Lifesaving ☐ ⁸Lifeguard
☐ ⁹Other _____

What condition was the patient in when transport:

☐ ¹Conscious ☐ ²Unconscious
☐ ³Deceased
☐ ⁴Unknown

Person completing from:

Name: _____

Position: _____

Phone: _____

Email: _____

Signature: _____

Forward copy to the appropriate club or service officer

PART B: CPR/OXYGEN REPORT FORM

<p>1. Patients condition when first observed:</p> <p><input type="checkbox"/> ¹Conscious</p> <p><input type="checkbox"/> ²Unconscious</p> <p><input type="checkbox"/> ³Breathing</p> <p><input type="checkbox"/> ⁴Not Breathing</p> <p><input type="checkbox"/> ⁵No Signs of Life</p> <p>2. Colour of patient when first observed:</p> <p><input type="checkbox"/> ¹Normal <input type="checkbox"/> ²Pale</p> <p><input type="checkbox"/> ³Blue <input type="checkbox"/> ⁴Grey</p> <p><input type="checkbox"/> ⁵Unknown</p> <p>3. Patients colour changed during resuscitation</p> <p><input type="checkbox"/> ¹Normal <input type="checkbox"/> ²Pale</p> <p><input type="checkbox"/> ³Blue <input type="checkbox"/> ⁴Grey</p> <p><input type="checkbox"/> ⁵Unknown</p> <p>4. Airway of the patient was obstructed when first observed by:</p> <p><input type="checkbox"/> ¹Vomit</p> <p><input type="checkbox"/> ²Seaweed</p> <p><input type="checkbox"/> ³Dentures</p> <p><input type="checkbox"/> ⁴Clenched jaw</p> <p><input type="checkbox"/> ⁵Airway was clear</p> <p><input type="checkbox"/> ⁶Unknown</p> <p>5. How long was it, from when the incident was first reported to the time of the first artificial breaths:</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10 min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>6. How long was CPR carried out for:</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10 min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>7. Which method was used for Rescue Breaths?</p> <p><input type="checkbox"/> ¹Mouth to Mask</p> <p><input type="checkbox"/> ²Mouth to Mouth</p> <p><input type="checkbox"/> ³Mouth to Nose</p> <p><input type="checkbox"/> ⁴Bag valve mask</p> <p>8. What oxygen equipment was used:</p> <p><input type="checkbox"/> ¹Oxygen Therapy</p> <p><input type="checkbox"/> ²Air Bag Resuscitator</p>	<p>9. How long was oxygen administered for:</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10 min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>10. The patient regurgitated / vomited due to:</p> <p><input type="checkbox"/> ¹Mechanical Device</p> <p><input type="checkbox"/> ²Blocked Airway</p> <p><input type="checkbox"/> ³Revival</p> <p>11. An Airway was Inserted: (type)</p> <p><input type="checkbox"/> ¹OP Airway</p> <p><input type="checkbox"/> ²Combitube</p> <p><input type="checkbox"/> ³LMA Mask</p> <p><input type="checkbox"/> ⁴Other</p> <p>12. How long was it, from when the incident was first reported to the time an airway was inserted?</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10 min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>13. A defibrillator was used by:</p> <p><input type="checkbox"/> ¹Lifesaver</p> <p><input type="checkbox"/> ²Lifeguard</p> <p><input type="checkbox"/> ³Ambulance</p> <p><input type="checkbox"/> ⁴Doctor</p> <p>14. How long was it, from the incident was first reported to the time the defibrillator was applied?</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10 min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>15. How many times was a shock delivered?</p> <p><input type="checkbox"/> ¹1 <input type="checkbox"/> ²2</p> <p><input type="checkbox"/> ³3 <input type="checkbox"/> ⁴4</p> <p><input type="checkbox"/> ⁵5 <input type="checkbox"/> ⁶Other</p> <p>16. Did the patient regain consciousness?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>17. How long was it after calling for assistance that the ambulance arrived?</p> <p><input type="checkbox"/> ¹0-1 min <input type="checkbox"/> ²1-3 min</p> <p><input type="checkbox"/> ³3-5 min <input type="checkbox"/> ⁴5-10min</p> <p><input type="checkbox"/> ⁵10-20 min <input type="checkbox"/> ⁶Other</p> <p>18. The patient conveyed to hospital by?</p> <p><input type="checkbox"/> ¹Ambulance</p> <p><input type="checkbox"/> ²Helicopter</p> <p><input type="checkbox"/> ³Private vehicle</p> <p><input type="checkbox"/> ⁴Other</p> <p>19. Which hospital was the patient conveyed to?</p> <p>_____</p> <p>20. What condition was the patient in when transport?</p> <p><input type="checkbox"/> ¹Conscious</p> <p><input type="checkbox"/> ²Unconscious</p> <p><input type="checkbox"/> ³Deceased</p> <p><input type="checkbox"/> ⁴Unknown</p> <p>21. Condition on discharge from hospital (if known)</p> <p><input type="checkbox"/> ¹Full recovery</p> <p><input type="checkbox"/> ²Deceased</p> <p><input type="checkbox"/> ³Unknown</p> <p>22. Trauma counselling was arranged for the rescuer/s</p> <p><input type="checkbox"/> ¹Yes</p> <p><input type="checkbox"/> ²No</p> <p>24. Was a carry used:</p> <p><input type="checkbox"/> ¹Yes</p> <p><input type="checkbox"/> ²No</p> <p>If yes, what kind? _____</p> <p>Name of person completing form: (If different from other side of form)</p> <p>_____</p> <p>Position: _____</p> <p>Phone: _____</p> <p>e-mail: _____</p> <p>Signature: _____</p>
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Please provide brief details of the incident including any recommendations:

Aquatic Activity Risk Assessment and Management Form

ACTIVITY INFORMATION	
Activity type/name:	
Venue/Beach:	
Date:	/ /
Time:	AM / PM
Number of participants:	

RISK ASSESSMENT			
<p>As a minimum, the following factors must be assessed when determining watersafety:</p> <ul style="list-style-type: none"> ▪ Surf conditions ▪ Weather conditions ▪ Skill/competency levels of participant/s ▪ Number of participants ▪ Patrol on duty and rescue equipment available for use ▪ Local knowledge of the beach and area to be used ▪ Other location specific hazards 			
Potential Risk: (Please tick if risk has been identified)	Specific Details:	Comments:	
Surf conditions are considered dangerous	✓ / ✗	Swell <input type="checkbox"/> Wave type <input type="checkbox"/> Water depth <input type="checkbox"/> Tides/Current <input type="checkbox"/>	
Weather conditions are considered inclement	✓ / ✗	Wind <input type="checkbox"/> Temperature <input type="checkbox"/> Storms <input type="checkbox"/>	
Skill/competency levels of participant/s is low or unknown for the type of activity	✓ / ✗	No level of skill/competency <input type="checkbox"/> Limited level of skill/competency <input type="checkbox"/> Mixed level of skill/competency <input type="checkbox"/>	
Number of participants is high	✓ / ✗	>40 <input type="checkbox"/> >60 <input type="checkbox"/> >100 <input type="checkbox"/>	
No patrol on duty and/or limited rescue equipment available	✓ / ✗	No patrol on duty <input type="checkbox"/> Limited access to equipment <input type="checkbox"/>	
No/limited knowledge of the beach	✓ / ✗	No knowledge of beach <input type="checkbox"/>	
Other location specific hazards	✓ / ✗	Stingers <input type="checkbox"/> Exposed rocks <input type="checkbox"/> Jetty/wharf <input type="checkbox"/> Debris <input type="checkbox"/>	
TOTAL NUMBER ✓:	/ 7		

RISK RATING	
A risk management plan must be implemented if low, moderate or high risk is identified:	
Key risk factors:	Level of risk:
0-2 ticks apply to the activity	Low risk
3-5 ticks apply to the activity	Moderate risk
6-7 ticks apply to the activity	High risk

MINIMUM RATIOS (Please circle corresponding ratio)	RISK ASSESSMENT (water safety personnel : participants)			
	Low risk is assessed	Moderate risk is assessed	High risk is assessed	N/A
UNQUALIFIED PARTICIPANTS	1:5	1:4	Activity to be cancelled	Participant number is under 5. Only water safety supervisor required.
QUALIFIED PARTICIPANTS (SRC/BM Holders)	1:12	1:12	Activity to be cancelled	Participant number is under 12 Only water safety supervisor required.

RISK MANAGEMENT		
If any of the above points are assessed as risks, the water safety supervisor must employ actions to minimise or eliminate the risk.		
Please tick the action undertaken to minimise risk	Comments:	
Increasing the minimum standard ratios	✓ / ✗	
Moving the event to another location that presents less risk	✓ / ✗	
Delaying, postponing or cancelling the event	✓ / ✗	
Ensuring a full patrol is available	✓ / ✗	
Increasing the number of rescue power craft (as appropriate)	✓ / ✗	
Other (Please state)	✓ / ✗	
Other (Please state)	✓ / ✗	

WATER SAFETY SUPERVISOR INFORMATION	
Water Safety Supervisor Name:	
Water Safety Supervisor Signature:	

SURF LIFE SAVING QUEENSLAND

IRB EQUIPMENT SAFETY & COMPLIANCE INSPECTION FORMS

How to complete the IRB Safety and Compliance Form

A set of minimum compliance standards have been set and all Inflatable Rescue Boats (IRB) within Surf Life Saving are to comply with these standards. There are a number of specifications that IRB manufactures must adhere to when manufacturing an IRB for Surf Life Saving clubs or affiliated organisations.

Inspection officers are to provide a tick (✓) or cross (✕), next to each numbered item.

All non-compliant items are to be listed in the non-compliant section at the bottom of the page. An item/s that is not completely compliant and may need to be fixed/replaced is to be noted in the comments section and referring to the item number.

Additional comments or information may also be added to reflect any non-compliance.

Definitions:

- *Inspection Officer- An officer appointed to inspect and ensure compliance*
- *Compliant - Meets a minimum set standard to comply with manufactures specification and SLSA standards.*
- *Non-Compliant - Item does not meet the minimum set standard to comply with manufactures and SLSA standards.*

IRB and Equipment Safety and Compliance Form

***One (1) form per Inflatable Rescue Boat**

Club:		Date:	
Make:		Model:	
IRB Class: <i>Tick</i> <input type="checkbox"/> CLASS 1- SOFT HULL		<input type="checkbox"/> CLASS 2- RIGID HULL	<input type="checkbox"/> CLASS 3- CAT HULL
Manufacturer Serial Number:		HIN Number:	
SLSA Approval Number:		Date Approved:	
Marine Certificate of Operation Sighted: <input type="checkbox"/> YES <input type="checkbox"/> NO		Expiry Date:	
Serial Number Plates Affixed and in Good Condition: <input type="checkbox"/> YES <input type="checkbox"/> NO		IRB Inspection Form Sighted: <input type="checkbox"/> YES <input type="checkbox"/> NO	
State Marine Registration Number:		Renewal Date Current: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Insert a TICK (✓) if the IRB is COMPLIANT. Insert a CROSS (X) if the IRB is NON COMPLIANT

ITEM	PART A - IRB HULL AND FIXED FITTINGS	✓ OR X	COMMENTS
1	IRB Registration is sign written on the location relevant to Marine Safety Regulations for the state the IRB is registered in		
2	Surf Rescue sign writing - clear and not damaged		
3	Solas reflective tape		
4	Transom construction: Fibreglass <input type="checkbox"/> Marine ply <input type="checkbox"/>		
5	Transom saddle 5mm Plate		
6	Motor clamp plate (5mm lip)		
7	All bolts to have 1 thread only past nyloc nut		
8	Towing Eye Bolts - 2 (survey compliant)		
9	Self bailers - above floor		
10	Self bailers - below floor		
11	Floor board hold down batten: Marine ply <input type="checkbox"/> Fibreglass <input type="checkbox"/> HDPE <input type="checkbox"/>		
12	Stainless steel batten bolt/nuts - stainless steel fixings		
13	Side carry handles - 4 secure, no damage		
14	Drivers grab/boarding handle		
15	Crew grab/boarding handle		
16	Patient grab/boarding handle		
17	Crew bow rope with 4 knots - 10mm silver <input type="checkbox"/> 12mm silver <input type="checkbox"/>		
18	Crew bow rope handle		
19	Crew rope "D" ring and patch		
20	Stainless steel bow lifting/winch handle		
21	Spray dodger condition		
22	Hograil/rope/eyelets		
23	Inflation valves		
24	Re-right rope, pouch and arrow		
25	Rescue tube holdings and fixings		
26	Paddle holdings and fixings		
27	Towrope holdings and fixings		
28	Fuel line loops - 3		

ITEM	PART B - ANCILLARY ITEMS	✓ OR X	COMMENTS
29	Operational accessory bag (if fitted)		
30	Operational weatherproof tool bag (if fitted)		
31	Motor safety cable		
32	Knife with a rounded tip 6mm		
33	Knife sheath		
34	Whistle pea-less type and stowage at the drivers grab/boarding handle and a min of 20cm in length		
35	Rescue tube		
36	Paddles - 2		
37	Tow rope - 15m in length		
38	V Strips - no crack or damage		
39	Floor sail and trim - no crack or damage		
40	Full cell - no crack or damage		
41	Fuel line/bulb/fittings/clamps (covered)		
42	Full cell has safety flaps and covers all fuel cell fittings		
ITEM	PART C - FLOOR BOARD AND FIXINGS	✓ OR X	COMMENTS
43	Main floor board - no crack or damage		
44	Bow section floor board - no crack or damage		
45	Floor board hinge - no crack or damage		
46	Fuel cell fixings - 4		
47	Fuel cell fixing clips (70mm if fitted)		
48	Crew adjustable foot strap and fixings		
49	Drivers adjustable foot strap and fixings		
50	Foot straps secured with stainless steel screws, washers, T nuts, plastic batons		
51	No unsealed holes		
52	No sharp edges or protrusions		
53	Protective floor covering EVA 165/195 kg/C3 13mm thick		
54	Protective floor covering (serial number)		
55	Protective floor covering condition		
56	Serial number of floorboard engraved on the floorboard		

NOTE: The serial number for the floorboard is to be the same as the IRB serial number as originally SLISA approved. The floorboard serial number must be engraved on the top right hand side at the rear of the floor board.

Additional Comments:

Non-Compliant Action Required: (note all 'Do Not Use Tag' numbers)

Office Use Only

Inspector/s Name:

Inspector/s Signature:

Date:

IRB Motor, Propeller and Propeller Guard Safety and Compliance Form

Club:		Date:	
SLSA Approval Number:		Date Approved:	
Marine Certificate of Operation Sighted: YES <input type="checkbox"/> NO <input type="checkbox"/>		Expiry Date:	
Serial Number Plates Affixed and in Good Condition: YES <input type="checkbox"/> NO <input type="checkbox"/>		IRB Inspection Form Sighted: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Insert a TICK (✓) if the IRB is COMPLIANT. Insert a CROSS (X) if the IRB is NON COMPLIANT

ITEM	PART D- IRB MOTOR	Motor 1	Motor 2	Motor 3	Motor 4	Motor 5
1	Motor type	<input type="checkbox"/> Yamaha <input type="checkbox"/> Tohatsu <input type="checkbox"/> Mercury	<input type="checkbox"/> Yamaha <input type="checkbox"/> Tohatsu <input type="checkbox"/> Mercury	<input type="checkbox"/> Yamaha <input type="checkbox"/> Tohatsu <input type="checkbox"/> Mercury	<input type="checkbox"/> Yamaha <input type="checkbox"/> Tohatsu <input type="checkbox"/> Mercury	<input type="checkbox"/> Yamaha <input type="checkbox"/> Tohatsu <input type="checkbox"/> Mercury
2	Motor is sealed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Motor numbered					
4	Motor sealed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	All seals fitted and in good condition					
6	No obvious motor modifications					
7	Rust/corrosion free					
8	Tilt-lock removed or disabled					
9	Mechanism to prevent motor from starting in gear removed.					
10	Hoses and wiring - no crack or damage					
11	No loose or missing bolts					
12	Fuel filter clean (if applicable)					
13	Choke/primer functions					
14	Smooth/full-throttle action (in gear engine not running) of the tiller arm					
15	Motor cover - no cracks or damage					
16	Motor clip					
17	Clamp threads and handles (spindles)					
18	Clamp brackets					
19	Tilt bracket & fixings					
20	Swivel bracket & fixings					
21	Starter handle					
22	Motor actually runs & idles					
23	Gear shift (F,R,N)					
24	Restrictor plate present					
25	Transom bracket - no crack or damage					
26	Tilt tension nut					
27	Tilt pin					
28	Water intake					
29	Starter pawl					
30	Fly wheel - no cracks or damage					
31	Spark plugs & lead					

ITEM	PART D - IRB MOTOR (cont.)	Motor 1	Motor2	Motor 3	Motor 4	Motor 5
32	Tell tale					
33	Fuel connection - no cracks or damage					
ITEM	PART E- PROPELLER & PROPELLER GUARD	Motor 1	Motor 2	Motor 3	Motor 4	Motor 5
34	Propeller guard manufactures serial No. (insert)					
35	Propeller guard is stainless steel					
36	Non-hydrofoiled					
37	Propeller guard securely fixed					
38	Free of rust/corrosion					
39	Veins are in good condition					
40	No sharp edges					
41	Propeller does not exceed prop guard or make contact with the side of the prop guard					
42	Stainless steel four blade propeller					
43	Propeller manufactures serial No. (insert)					
44	Washers and split pins present					

Additional Comments:

Non-Compliant Action Required: *(note all 'Do Not Use Tag' numbers)*

Office Use Only

Inspector/s Name:

Inspector/s Signature:

Date:

IRB Room Compliance Form

Club:	Date:
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Insert a TICK (✓) if the IRB Room is COMPLIANT. Insert a CROSS (X) if the IRB Room is NON COMPLIANT

NOTE: All Clubs that store fuel over 20 litres, must use the appropriate hazardous material storage cabinet which has inbuilt spillage containment and prevents fuel leaking from the cabinet. Petrol is classed as Dangerous Good (flammable liquid) under the dangerous good legislation and must be stored in a certified Class 3 Lockable Cabinet. This is as per Volume 3- Safer Surf Clubs Guidelines, found on SLSA's website.

ITEM	PART F - IRB ROOM	✓ OR X	COMMENTS
1	Room is well ventilated and is not exposed to excessive heat		
2	Minimum of one certified Class 3 lockage fuel storage cabinet with inbuilt spillage containment		
3	Minimum of three IRB mixed fuel drums stored in fuel cabinet		
4	Minimum of one fuel funnel or giggler hose		
5	1 x fuel/oil spill kit parts (spill and leak management)		
6	Additional empty fuel cells stored in a suitable location and accessible system		
7	Minimum of one fire extinguisher 4.5kg dry powder, mounted, labelled and currency tested		
8	Retractable water hose with auto shut of nozzle		
9	Retractable air hose with inflation device		
10	2 x pressure gauges (one spare)		
11	Inflation valve adaptors to Inflate and check air pressure for your particular model IRBs		
12	Minimum of one motor trolley		
13	1 x rack or trolley to store IRB motors		
14	Motor allocation/information sign		
15	Work bench		
	Basic tool kit Minimum of the following items: <ul style="list-style-type: none"> - 1 x spark plug socket - 1 x flat blade screwdriver - 1 x phillips head screwdriver - 1 x 32mm open end/ring spanner for tilt bolt Tension <ul style="list-style-type: none"> - 1 x 3/8 socket set - 1 x pair pliers - 1 x pair multi grip pliers - 1 x open end/ring spanner set - 1 x hammer - 1 x hacksaw - 1 x 100 mm bench vice 		
16	Spare parts assortment box		
17	Test tank or flushing system to run/flush motors		
18	'Do Not Use' tags x 5		

ITEM	PART G - IRB DISPLAYED OR IN A FOLDER		
19	Service history for IRB motors		
20	Material safety data sheets – <i>folder or displayed</i>		
21	Marine registration certificates – <i>displayed</i>		
22	Service history for IRBs		
23	Copy of motor sealing sheets for each motor		
24	Current power craft code of conduct – <i>displayed</i>		
25	Copy of IRB SLISA approval inspection form for each IRB		
26	IRB Inflation valve/pressure specification information		
27	OH&S information sheet for: <ul style="list-style-type: none"> - fuel storage - manual handling - lifting 		
28	Emergency support service information		
29	Fuel allocation and mix ratio		
30	IRB rollover procedure – <i>laminated</i>		

Additional Comments:

Non-Compliant Action Required: *(note all 'Do Not Use Tag' numbers)*

Office Use Only

Inspector/s Name:

Inspector/s Signature:

Date:



This is the approved form to report a marine incident in Queensland. A ship's master must report a marine incident to a shipping inspector within 48 hours of the incident taking place, except in cases where the ship is lost or presumed lost in which case the incident must be reported by the ship's owner. If the initial report is not in the approved form a further report must be submitted using this form at the earliest opportunity. You should fill in all fields that are applicable. This form, and all supporting documents, should be returned to a Maritime Safety Queensland office, the Queensland Police Service or a Queensland Boating and Fisheries Patrol Office. Penalties apply for failing to report a marine incident.

Incident description

Position of incident

Date	Time	Body of water/Landmark
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> am <input type="text"/> pm	<input type="text"/>

Location

<input type="checkbox"/> Inland waters (non-tidal)	<input type="checkbox"/> Smooth waters	<input type="checkbox"/> Partially smooth waters	<input type="checkbox"/> Offshore	Latitude <input type="text"/>	Longitude <input type="text"/>
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Type of incident

<input type="checkbox"/> Capsizing <input type="checkbox"/> Swamping <input type="checkbox"/> Flooding <input type="checkbox"/> Person overboard <input type="checkbox"/> Loss of stability <input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Structural/equipment failure <input type="checkbox"/> Loss of ship ¹	Collision: <input type="checkbox"/> between ships <input type="checkbox"/> with a fixed object <input type="checkbox"/> with a floating object <input type="checkbox"/> with an animal <input type="checkbox"/> with an overhead obstruction <input type="checkbox"/> with a submerged object <input type="checkbox"/> with a wharf	Grounding: <input type="checkbox"/> unintentional <input type="checkbox"/> intentional Onboard incident: <input type="checkbox"/> fall within ship <input type="checkbox"/> crushing or pinching <input type="checkbox"/> other onboard incident	Other incident: <input type="checkbox"/> person hit by propeller or ship <input type="checkbox"/> water skiing incident <input type="checkbox"/> parasailing incident <input type="checkbox"/> diving incident <input type="checkbox"/> close call/near miss <input type="checkbox"/> other incident caused by the operation of the ship
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¹ 'Loss of ship' should only be selected where the ship has disappeared and the location and circumstances of the loss are unknown. If the ship is an economic write-off this should be check marked as 'Ship lost' below and on the next page.

Incident Severity Rating

<input type="checkbox"/> Fatality Number of persons <input type="text"/>	<input type="checkbox"/> Serious injury ² Number of persons <input type="text"/>	<input type="checkbox"/> Ship lost ³ <input type="checkbox"/> Ship damaged	<input type="checkbox"/> Damage to property only ⁴ <input type="checkbox"/> No damage
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² Requiring admission to hospital ³ Economic write-off or not recovered ⁴ No damage to any ships

Environmental conditions

Weather

<input type="checkbox"/> Clear	<input type="checkbox"/> Hazy	<input type="checkbox"/> Cloudy	<input type="checkbox"/> Rain	<input type="checkbox"/> Flood
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Visibility

<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
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Water conditions

<input type="checkbox"/> Calm	<input type="checkbox"/> Choppy	<input type="checkbox"/> Rough	<input type="checkbox"/> Very rough	<input type="checkbox"/> Strong current or tidal flow	Swell height (metres) <input type="text"/>
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Wind speed

<input type="checkbox"/> None	<input type="checkbox"/> Light (1-6kts)	<input type="checkbox"/> Moderate (7-15kts)	<input type="checkbox"/> Strong (16-33kts)	<input type="checkbox"/> Gale (>33kts)	Wind coming from <input type="text"/>
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Ships involved

Number of ships involved **Note:** if more than two ships were involved attach details on a separate page.

Own ship

Name of ship <input type="text"/>		
Official registration number	Registering authority <input type="text"/>	
Length (metres)	Beam (metres)	Year built <input type="text"/>
Number of passengers on board	Number of crew on board <input type="text"/>	
Registration type		
<input type="checkbox"/> Commercial passenger	<input type="checkbox"/> Commercial fishing	
<input type="checkbox"/> Commercial non-passenger	<input type="checkbox"/> Commercial hire and drive	
<input type="checkbox"/> Queensland Regulated ship		

Other ship

Name of ship <input type="text"/>		
Official registration number	Registering authority <input type="text"/>	
Length (metres)	Beam (metres)	Year built <input type="text"/>
Number of passengers on board	Number of crew on board <input type="text"/>	
Registration type		
<input type="checkbox"/> Commercial passenger	<input type="checkbox"/> Commercial fishing	
<input type="checkbox"/> Commercial non-passenger	<input type="checkbox"/> Commercial hire and drive	
<input type="checkbox"/> Queensland Regulated ship		

Additional information for commercial vessels: Commercial vessels must attach master's and engineer's logs and commercial passenger vessels must also attach a copy of the passenger manifest.

Office use only

File number: _____ Caseman number: _____ Received by (full name): _____ Received on: / /

Ships involved - continued

Own ship

Ship description

- ☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

- ☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines Total engine power

HP
KW

Hull material

- ☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

- ☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

Other ship

Ship description

- ☐ Motorboat ☐ PWC ☐ Rowing boat
☐ Sailing boat ☐ House boat
☐ Other (describe)

Engine

- ☐ Outboard ☐ Inboard (petrol) ☐ none
☐ Inboard/outboard ☐ Inboard (diesel)
☐ Other (describe)

Number of engines Total engine power

HP
KW

Hull material

- ☐ Steel ☐ Timber ☐ Ferro-cement
☐ Marine alloy ☐ Fibreglass/GRP
☐ Other (describe)

Damage to ship

- ☐ Ship lost ☐ Moderate damage (damaged but ship remains seaworthy)
☐ Major damage (ship unseaworthy) ☐ Minor damage ☐ No damage

People involved

Own ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours)

Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender

- ☐ Male ☐ Female

Date of birth

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

Expiry date (if applicable)

Telephone (business hours)

Telephone (after hours)

Address

Email address

Other ship

Ship owner's details

Owner's name

Dedicated person ashore/operations manager (commercial only)

Telephone (business hours)

Telephone (after hours)

Address

Email address

Master's details

Master's name

Gender

- ☐ Male ☐ Female

Date of birth

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

Expiry date (if applicable)

Telephone (business hours)

Telephone (after hours)

Address

Email address

Persons involved - continued

Own ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 / /

Expiry date (if applicable)

 / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Other ship

Watchkeeper/person at the helm

Role

☐ Crewmember ☐ Passenger ☐ Master (details as above)

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Licence type and grade (for example, Master 5)

Licence number

Issuing authority

Issue date

 / /

Expiry date (if applicable)

 / /

Telephone (business hours)

Telephone (after hours)

Address

Email address

Witnesses

Note: attach name and complete contact details of any witnesses to the incident on a separate page.

Deceased or injured person

Note: if more than two people deceased or injured attach details on a separate page.

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury ⁵ ☐ Minor injury

⁵ A serious injury is defined as one where the injured person was admitted to hospital.

Nature of injury

Name of hospital

Activity of injured or deceased person

☐ Person in charge (Master) ☐ Surfboard/surf-ski rider
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ Other

Deceased or injured person

Name

Gender

☐ Male ☐ Female

Date of birth

 / /

Address

Telephone

Which ship was this person associated with?

Injury status

☐ Fatality ☐ Missing person ☐ Serious injury ⁵ ☐ Minor injury

Nature of injury

Name of hospital

Activity of injured or deceased person

☐ Person in charge (Master) ☐ Surfboard/surf-ski rider
☐ Person at helm ☐ Swimmer
☐ Crew ☐ Para-flier
☐ Passenger on vessel ☐ Diver
☐ Water-skier ☐ Other

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of ships under the *Transport Operations (Marine Safety) Act*. This information may be released by the department to people who have an interest that justifies access to the register, including people proposing to buy, sell, lease or insure the ship and, when relevant, litigants in matters about marine incidents, or the insolvency, or external administration, or fraudulent activity of the registered owner, or Family Court matters. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Report details

A full description (including a diagram or chart extract) of the incident and events leading up to the incident are to be detailed in the space provided below (if insufficient space, please use separate pages, each extra page that is used is to be signed).

A blank grid map with a north arrow in the top-left corner. The grid is 20 squares wide and 15 squares high.

Owner's/Master's report

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Assistance rendered/received at incident

Name, status and phone number of person who assisted in completion of form (if applicable) _____

Signature (Owner/Master) _____ **Date** ____ / ____ / ____

Owner/Master name (please print)



Valid for lodgement
until 30 June 2018

Link an applicant/cardholder to this organisation

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by applicants/cardholders who have applied for, or hold a blue/exemption card to advise they are undertaking child-related activities with a new or additional organisation.

Part A – Cardholder/applicant's details

1 Family name

2 First name

3 Middle name

4 Date of birth

5 Current postal address

Postcode

6 Telephone

7 Mobile

8 Email

9 Card number (if known)

Part B – New child related activity type

Please indicate the type of child-related activity for the new or additional organisation:

- ☐ Volunteer (no payment required)
- ☐ Student (no payment required)
- ☐ Paid employee (complete Part C)

Part C – Current application/card details

Please indicate the type of application lodged, or current card held:

- ☐ 'V' Volunteer or student card (payment required in Part H)
- ☐ 'P' Paid card (no payment required)
- ☐ 'E' Exemption card (no payment required)

Part D – Organisation details (to be completed by the organisation)

1 Name of organisation

2 Organisation ID number (if known)

3 Postal address of organisation

Postcode

4 Contact person's name

5 Contact person's position

6 Telephone

7 Email

Part E – Category of child related activity (to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

- | | |
|--|---|
| <input type="checkbox"/> Child accommodation services including home stays | <input type="checkbox"/> Health, counselling and support services (including disability services) |
| <input type="checkbox"/> Child care (excluding family day care) | <input type="checkbox"/> Licensed care services |
| <input type="checkbox"/> Churches, clubs and associations | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Education programs conducted outside school (suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>) | <input type="checkbox"/> Paid private teaching, coaching or tutoring |
| <input type="checkbox"/> Emergency services cadet program | <input type="checkbox"/> Religious representatives |
| <input type="checkbox"/> Family day care | <input type="checkbox"/> Residential facilities |
| <input type="checkbox"/> Carer | <input type="checkbox"/> School boarding houses |
| <input type="checkbox"/> Adult Member | <input type="checkbox"/> School crossing supervisors |
| <input type="checkbox"/> Regular visitor | <input type="checkbox"/> Schools (other than registered teachers and parents) |
| | <input type="checkbox"/> Sport and active recreation |



Part F – Cardholder/applicant's declaration

I declare that:

- the details provided in this form are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am proposing to start or continue in regulated employment;
- I am not entitled to an exemption;
- I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;
- I understand and will comply with my blue/exemption card obligations as a blue/exemption card applicant/cardholder; and
- I consent to confirmation of the validity of my card being published or provided.

Signature of applicant/cardholder

Full name of applicant/cardholder

Date of signature

D D
M M
Y Y Y Y

Part G – Organisation/employer declaration

I declare that:

- the details provided in this form are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this form on behalf of the organisation;
- the blue/exemption card holder/applicant is proposing to start or continue in regulated employment with the organisation listed in Part D;
- an exemption does not apply;
- I have either:
 - checked the name, date of birth and signature details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Signature of representative

Name of representative

Position of representative

Date of signature

D D
M M
Y Y Y Y

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Application lodgement

Applications may be lodged by one of the following methods:

Scan and upload

www.bluecard.qld.gov.au/uploadform

By post

PO Box 12671, Brisbane George Street QLD 4003

In person

53 Albert Street, Brisbane QLD 4000

By fax

07 3035 5910

Part H – Payment options

The application fee is GST exempt (under division 81), non refundable and subject to change.

i Payment is **NOT** required for current 'P' or 'E' card holders.

An **\$87.20** fee is required where a volunteer applicant/blue cardholder is proposing to undertake child-related activities in a paid capacity. Upon lodgement and processing of this form, a paid (P) card will be issued (provided there has been no change to eligibility) which can be used for any other child-related activity being provided (paid or unpaid). Please select one of the following payment methods:

☐ **Credit card**—complete payment online at www.bluecard.qld.gov.au

Receipt number

Date payment made

D	D

M	M

Y	Y	Y	Y

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details match those on this form.

☐ **Cash or EFTPOS** (over the counter transaction only)

☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)

Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

Postcode

Email address for receipt


Blue Card Services, Department of Justice and Attorney-General


 Scan and upload at www.bluecard.qld.gov.au/uploadform

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 www.bluecard.qld.gov.au

This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.

1

Part D – Applicant's details (to be completed by the applicant)

1	Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>			
2	Full legal name								
	Family name	<input type="text"/>							
	First name	<input type="text"/>							
	Middle name	<input type="text"/>							
	No middle name (please tick)	<input type="checkbox"/>							
3	Do you have a previous name, or have you been known by any other name?								
	Yes <input type="checkbox"/> (record details below) No <input type="checkbox"/>								
	It does not matter how long ago you used the name or how long the name was used for e.g.								
	• birth name • name before marriage • married name								
	• alias • change by certificate • adoption								
	• changed order of name								
	Family name	<input type="text"/>							
	First name	<input type="text"/>							
	Middle name	<input type="text"/>							
	If you require more space, please tick this box <input type="checkbox"/> and attach a separate list.								
4	Gender	<input type="text"/>							
5	Date of birth	<input type="text"/> D	<input type="text"/> D	<input type="text"/> M	<input type="text"/> M	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
6	Place of birth								
	Town/City	<input type="text"/>							
	State/Territory	<input type="text"/>							
	Country	<input type="text"/>							
7	Current postal address (within Australia)	<input type="text"/>							
		<input type="text"/>							
	Postcode	<input type="text"/>							
8	Current residential address (if different to above)	<input type="text"/>							
		<input type="text"/>							
	Postcode	<input type="text"/>							
9	Telephone number								
	Daytime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Email	<input type="text"/>							
		<input type="text"/>							
11	Do you identify as? (if applicable)								
	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander								
	<input type="checkbox"/> Aboriginal and Torres Strait Islander								

12	Previous blue/exemption card number (if applicable):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
13	Are you, or have you ever been a: (please tick)	
	<input type="checkbox"/> Foster or kinship carer	
	<input type="checkbox"/> Health practitioner	
	<input type="checkbox"/> Operator/supervisor/carer of a child care or education service	
	<input type="checkbox"/> Teacher	
14	Applicant's declaration	
	I declare that:	
	<ul style="list-style-type: none">• I have read the information on page 4 and I am not disqualified from applying for a blue card#;• I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;• the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;• I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/ blue card remains current;• I understand that the information obtained includes but is not limited to details of convictions^ and pending or non-conviction charges* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;• I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/ exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;• I am proposing to start or continue in regulated employment and am not entitled to an exemption;• I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and• I consent to confirmation of the validity of my blue card being published or provided.	
	Sign inside the box.	
	Please do not touch or go outside the lines.	
	<div><input type="text"/></div>	
	Date of signature	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Part E – Proof of identity (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + **List 1** (one must show a signature)

OR

List 1 + **List 2** (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a *'Request to consider alternative identification'* form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an *'Confirmation of identity'* form.

Please indicate which identification documents have been sighted by placing a ☒ in the box.

LIST 1

SIGNATURE DOCUMENT

- ☐ Driver licence/learner permit/proof of age card
Licence No:
Issued in the state of:
☐ Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

- ☐ Birth certificate (or extract)
☐ Proof of Australian citizenship or permanent residency
☐ Overseas Passport (current)
Country of issue:

LIST 2

SIGNATURE DOCUMENT

- ☐ Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.
☐ Credit card or bank card (*do not attach copy*)
☐ Positive Notice Blue or Exemption card
☐ Student identification card issued by an education institution (with photo and signature)
☐ Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

- ☐ Medicare card
☐ Queensland crowd controller/private investigator/security officer licence
☐ Passbook or account statement issued by a financial institution dated in the last 6 months
☐ Australian taxation assessment notice dated in the last 6 months
☐ Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part F – Organisation declaration (to be completed by the organisation)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification above.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the *'Confirmation of identity'* form.

Note: It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D D

M M

Y Y Y Y

Name of representative

Position of representative

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
 - your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.
- Personal information will only be provided to other persons or agencies with your permission or where required by law.

Important information

You can withdraw your consent to screening at any time before a decision is made.

#Disqualified person

It is an offence for a disqualified person to sign a blue card application form.

A disqualified person is someone who:

- has been convicted[^] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
 - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; or
 - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*; or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.





[^]Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Application lodgement

Applications may be lodged by one of the following methods:

-  **Scan and upload**
www.bluecard.qld.gov.au/uploadform
-  **By post**
PO Box 12671, Brisbane George Street QLD 4003
-  **In person**
53 Albert Street, Brisbane QLD 4000
-  **By fax**
07 3035 5910

Part G – Payment options for PAID employees only**The application fee is GST exempt (under division 81), non refundable and subject to change.**An **\$87.20** fee is required for paid employees. Please select one of the following payment methods:☐ **Credit card**—complete payment online at www.bluecard.qld.gov.auReceipt number Date payment made




D	D	M	M

Y	Y	Y	Y

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details match those on this form.

☐ **Cash or EFTPOS** (over the counter transaction only)☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)

Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

 PostcodeEmail address for receipt **Blue Card Services, Department of Justice and Attorney-General** Scan and upload at www.bluecard.qld.gov.au/uploadform PO Box 12671, Brisbane George Street QLD 4003 53 Albert Street, Brisbane QLD 4000 07 3211 6999 or 1800 113 611 07 3035 5910 www.bluecard.qld.gov.au



Valid for lodgement
until 30 June 2018

Card/Notice letter lost or stolen

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed where a blue/exemption card has been lost or stolen and a replacement card is required.

Part A – Cardholder's details

1 Family name

2 First name

3 Middle name

4 Date of birth

5 Card number (if known)

6 Current postal address

 Postcode

7 Telephone

8 Mobile

9 Email

Part B – Cardholder's declaration

Please ☒ the appropriate box

- ☐ My **card** has been lost or stolen.
Note: you must return your notice letter with this form.
- ☐ My **notice letter** has been lost or stolen.
Note: you must return your card with this form.
- ☐ Both my card and notice letter have been lost or stolen.

I declare that:

- The details provided in this form are true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of cardholder

Date of signature

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

OFFICIAL USE ONLY

Receipt number:

Date:

Initials:



Part C – Payment options

The application fee is GST exempt (under division 81), non refundable and subject to change.

A **\$13.20** fee is required. Please select one of the following payment methods:

☐ **Credit card**—complete payment online at www.bluecard.qld.gov.au

Receipt number

Date payment made

D	D

M	M

Y	Y	Y	Y

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details match those on this form.

☐ **Cash or EFTPOS** (over the counter transaction only)

☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)

Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

Postcode

Email address for receipt

Blue Card Services, Department of Justice and Attorney-General

✉ PO Box 12671, Brisbane George Street QLD 4003

🏠 Level 20, 53 Albert Street, Brisbane QLD 4000

☎ 07 3211 6999 or 1800 113 611

📠 07 3035 5910

🖱 www.bluecard.qld.gov.au



Working with Children (Risk Management and Screening) Act 2000

Paid employee/volunteer/student

Where a paid employee/volunteer/student has a change in their police information:

- they must immediately disclose to their current or prospective employer/organisation/education provider that there has been a change in their police information. The person does not need to notify them of any further details, only that a change has occurred;
- the employer/organisation/education provider must not allow that person to continue working in regulated employment unless they have lodged this form notifying of the change in police information;
- the paid employee/volunteer/student must complete Parts A and E;
- the employer/organisation/education provider must complete Part B and C.

Business operators

Where a person carrying on a regulated business has a change in their police information:

- they must complete Parts A, D and E and immediately lodge this application to provide notification of a change to their police information.

What happens next?

- Your eligibility to hold a blue card or exemption card will be reassessed.
- Where the change is relevant to your child-related employment, your organisation/employer/education provider or other entities will be notified (if applicable) that your eligibility for a blue card/exemption is being reassessed, including whether the change in police information is a charge or conviction and whether it is a serious offence.

Further information about change in police information is available from www.bluecard.qld.gov.au or by contacting Blue Card Services on 3211 6999 or 1800 113 611.

Part A – Applicant/cardholder's details

<p>1 Blue/exemption card number (<i>if known</i>) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p> <p>2 Full legal name Family name <input style="width: 100%;" type="text"/> First name <input style="width: 100%;" type="text"/> Middle name <input style="width: 100%;" type="text"/> I do not have a middle name (please tick) <input type="checkbox"/></p> <p>3 Do you have a previous name, or have you been known by any other name? Yes <input type="checkbox"/> (record details below) No <input type="checkbox"/> It does not matter how long ago you used the name or how long the name was used for e.g. • birth name • name before marriage • married name • alias • change by certificate • adoption • changed order of name Family name <input style="width: 100%;" type="text"/> First name <input style="width: 100%;" type="text"/> Middle name <input style="width: 100%;" type="text"/> If you require more space, please tick this box <input type="checkbox"/> and attach a separate list.</p>	<p>4 Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small></p> <p>5 Place of birth Town/City <input style="width: 100%;" type="text"/> State/Territory <input style="width: 100%;" type="text"/> Country <input style="width: 100%;" type="text"/></p> <p>6 Current postal address (within Australia) <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> Postcode</p> <p>7 Current residential address (if different to above) <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> Postcode</p> <p>8 Telephone number Daytime <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>9 Email <input style="width: 100%;" type="text"/></p>
---	---



Part B – Employment details

(to be completed by the organisation)

1 Name of organisation**2** Type of employment requiring a blue card (e.g schools)**3** Applicant currently employed as:Paid employee ☐ Volunteer ☐**4** Postal address of organisation

Postcode

5 Contact person's name**6** Contact person's position**7** Telephone**8** Email**Part C – Organisation declaration**

(to be completed by the organisation)

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- the person named in Part A has disclosed to me that there has been a change in their police information since their blue/exemption card application was lodged, or their blue/exemption card was issued; and
- the applicant/card holder is proposing to start or continue in regulated employment.

Signature of representative

Name of representative

Position of representative

Date of signature

Part D – Business details (to be completed if you are carrying on a regulated business/self employed person)**1** Name of business**2** Postal address of business

Postcode

3 Telephone**4** Email**Part E – Applicant/cardholder's declaration**

(to be completed by the applicant/cardholder)

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- a change in my police information has occurred since lodging my blue/exemption card application, or being issued with a blue/exemption card;
- I am proposing to start or continue in regulated employment; and
- I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled.

Signature of applicant/cardholder

Date of signature

Privacy notice

The Working with Children (Risk Management and Screening) Act 2000 allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

***Police information**

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred);
- where the person has to respond to an application for a: child protection offender prohibition order or disqualification order;
- where the person becomes subject to: reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; a child protection offender prohibition order; a disqualification order; or a sexual offender order.

Blue Card Services, Department of Justice and Attorney-General

PO Box 12671, Brisbane George Street QLD 4003

53 Albert Street, Brisbane QLD 4000

07 3211 6999 or 1800 113 611

07 3035 5910

www.bluecard.qld.gov.au



Confirmation of identity

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by a prescribed person where a blue/exemption card applicant cannot have their identification sighted by their organisation because either: the applicant's usual residence is more than 50km from the business address of the organisation; or the applicant has a disability affecting their mobility.

Note: This form must accompany the blue/exemption card application form.

Part A – Applicant's details

Name of applicant

Part B – Proof of identity

A prescribed person is responsible for sighting the applicant's identification documents. A prescribed person is a:

• **Justice of the Peace** • **Commissioner for Declarations** • **Lawyer** • **Police Officer**

The prescribed person must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided on the application form.

One of the following combinations must be used: **EITHER**

List 1 + **List 1** (one must show a signature)

OR

List 1 + **List 2** (one must show a signature)

If one of the valid combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

Please indicate which identification documents have been sighted by placing a ☒ in the box.

LIST 1

SIGNATURE DOCUMENT

☐ Driver licence/learner permit/proof of age card

Document No:

Issued in the state of:

☐ Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

☐ Birth certificate (or extract)

☐ Proof of Australian citizenship or permanent residency

☐ Overseas Passport (current)

Country of issue:

LIST 2

SIGNATURE DOCUMENT

☐ Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.

☐ Credit card or bank card (*do not attach copy*)

☐ Positive Notice Blue or Exemption card

☐ Student identification card issued by an education institution (with photo and signature)

☐ Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

☐ Medicare card

☐ Queensland crowd controller/private investigator/security officer licence

☐ Passbook or account statement issued by a financial institution dated in the last 6 months

☐ Australian taxation assessment notice dated in the last 6 months

☐ Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).



Queensland
Government

Part C – Declaration by prescribed person

I declare that:

- I have checked the name, date of birth and signature details provided in this form and confirm they match those on the identification documents sighted; and
- I understand that it is an offence to provide a false or misleading statement or document.

I am a:

- ☐ Justice of the Peace
☐ Commissioner for Declarations
☐ Lawyer
☐ Police Officer

Name of applicant

Signature of prescribed person

Name of prescribed person

Date of signature

D	D

M	M

Y	Y	Y	Y

Stamp and Registration
No. (if applicable)

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Blue Card Services, Department of Justice and Attorney-General

✉ PO Box 12671, Brisbane George Street QLD 4003

🏠 53 Albert Street, Brisbane QLD 4000

☎ 07 3211 6999 or 1800 113 611

☎ 07 3035 5910

🌐 www.bluecard.qld.gov.au



Valid for lodgement
until 30 June 2018

Volunteer to paid employment transfer

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed where a volunteer applicant/blue cardholder is proposing to undertake child-related activities in a paid capacity and needs to transfer from a current volunteer 'V' card to a paid 'P' card.

Upon lodgement and processing of this form, a paid (P) card will be issued (provided there has been no change to eligibility) which can be used for any other child-related activity being provided (paid or unpaid).

Part A – Applicant's/cardholder's details

1 Family name

2 First name

3 Middle name

4 Date of birth

5 Current postal address

Postcode

6 Email

7 Telephone

8 Mobile

9 Blue card number (if known)

Part B – Organisation details

1 Name of organisation

2 Organisation ID number (if known)

3 Postal address of organisation

Postcode

4 Contact person's name

5 Contact person's position

6 Telephone

7 Email

Part C – Category of child related activity (to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

- | | |
|--|---|
| <input type="checkbox"/> Child accommodation services including home stays | <input type="checkbox"/> Licensed care services |
| <input type="checkbox"/> Child care (excluding family day care) | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Churches, clubs and associations | <input type="checkbox"/> Paid private teaching, coaching or tutoring |
| <input type="checkbox"/> Education programs conducted outside school
(suspended or excluded students or flexible arrangements
under the <i>Education (General Provisions) Act 2006</i>) | <input type="checkbox"/> Religious representatives |
| <input type="checkbox"/> Emergency services cadet program | <input type="checkbox"/> Residential facilities |
| <input type="checkbox"/> Family day care | <input type="checkbox"/> School boarding houses |
| <input type="checkbox"/> Educator | <input type="checkbox"/> School crossing supervisors |
| <input type="checkbox"/> Paid assistant | <input type="checkbox"/> Schools (other than registered teachers and parents) |
| <input type="checkbox"/> Health, counselling and support services
(including disability services) | <input type="checkbox"/> Sport and active recreation |

OFFICIAL USE ONLY

Receipt number:

Date:

Initials:



Part D – Applicant/cardholder's declaration

I declare that:

- the details and identification documents provided are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am proposing to start or continue in regulated employment and I am not entitled to an exemption;
- I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;
- I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
- I consent to confirmation on the validity of my blue card being published or provided.

Signature of applicant/cardholder

D	D	M	M	Y	Y

Date of signature

Part E – Organisation's declaration

I declare that:

- I understand it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this form on behalf of the organisation;
- the blue card holder/applicant is proposing to start or continue in regulated employment and an exemption does not apply; and
- I have either checked the name, date of birth and signature details provided in this form and confirmed they match those on the identification documents sighted; or delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Signature of representative

Name of representative

Position of representative

D	D	M	M	Y	Y

Date of signature

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Application lodgement

Applications may be lodged by one of the following methods:

U Scan and upload
www.bluecard.qld.gov.au/uploadform

✉ By post
PO Box 12671, Brisbane George Street QLD 4003

🏠 In person
53 Albert Street, Brisbane QLD 4000

Fax By fax
07 3035 5910

Part F – Payment options for PAID employees only**The application fee is GST exempt (under division 81), non refundable and subject to change.**An **\$87.20** fee is required for paid employees. Please select one of the following payment methods:☐ **Credit card**—complete payment online at www.bluecard.qld.gov.auReceipt number Date payment made

D	D

M	M

Y	Y	Y	Y




To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details match those on this form.

☐ **Cash or EFTPOS** (over the counter transaction only)☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)

Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

 PostcodeEmail address for receipt

Blue Card Services, Department of Justice and Attorney-General

 PO Box 12671, Brisbane George Street QLD 4003 53 Albert Street, Brisbane QLD 4000 07 3211 6999 or 1800 113 611 07 3035 5910 www.bluecard.qld.gov.au



Exemption card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by Queensland registered teachers and Queensland police officers proposing to start or continue in child-related employment.

E

Valid for lodgement
until 30 June 2018

Part A – Exemption status

(to be completed by the applicant)

Please indicate if you are a Queensland:

- ☐ Registered teacher; or
☐ Police officer

Record teacher registration/police identification number

Part B – Child related activity details

(to be completed by the organisation)

1 Please select the type of child-related employment for which a blue card is required:

- ☐ Paid employee
☐ Volunteer
☐ Student

2 Is this application associated with NDIS?

- ☐ Yes ☐ No

Part C – Organisation details

(to be completed by the organisation)

1 Name of organisation

2 Organisation ID number (if known)

3 Postal address of organisation

Postcode

4 Contact person's name

5 Contact person's position

6 Telephone

7 Email

OFFICIAL USE ONLY

Initials:

Part D – Category of child related activity

(to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

- ☐ Child accommodation services including home stays
☐ Child care (including education and care)
☐ Churches, clubs and associations
☐ Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)
☐ Emergency services cadet program
☐ Health, counselling and support services (including disability services)
☐ Licensed care services
☐ Local Government
☐ Paid private teaching, coaching or tutoring
☐ Religious representatives
☐ Residential facilities
☐ School boarding houses
☐ School crossing supervisors
☐ Schools (other than registered teachers and parents)*
☐ Sport and active recreation

*Teachers registered with the Queensland College of Teachers do not require an exemption card when teaching at a school or boarding school. They may require an exemption card when providing other child-related services and will need to apply through the organisation where they are undertaking this work, e.g. participating in a homestay or reading program or supervising after hours school care.



Part E – Applicant's details (to be completed by the applicant)

1 Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 150px;" type="text"/>	12 Previous blue/exemption card number (if applicable): <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></div> / <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></div>
2 Full legal name Family name <input style="width: 180px;" type="text"/> First name <input style="width: 180px;" type="text"/> Middle name <input style="width: 180px;" type="text"/> No middle name (please tick) <input type="checkbox"/>	13 Are you, or have you ever been a: (please tick) <input type="checkbox"/> Foster or kinship carer <input type="checkbox"/> Health practitioner <input type="checkbox"/> Operator/supervisor/carer of a child care or education service <input type="checkbox"/> Teacher
3 Do you have a previous name, or have you been known by any other name? Yes <input type="checkbox"/> (record details below) No <input type="checkbox"/> It does not matter how long ago you used the name or how long the name was used for e.g. • birth name • name before marriage • married name • alias • change by certificate • adoption • changed order of name Family name <input style="width: 180px;" type="text"/> First name <input style="width: 180px;" type="text"/> Middle name <input style="width: 180px;" type="text"/> If you require more space, please tick this box <input type="checkbox"/> and attach a separate list.	14 Applicant's declaration I declare that: <ul style="list-style-type: none">I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/exemption card remains current;I understand that the information obtained includes but is not limited to details of convictions^a and pending or non-conviction charges* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;I am a registered teacher or police officer proposing to start or continue in regulated employment and am not entitled to an exemption on the basis of that regulated employment;I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;I understand and will comply with my blue card obligations as an exemption card applicant/cardholder; andI consent to the confirmation of the validity of my blue/exemption card being published or provided.
4 Gender <input style="width: 150px;" type="text"/>	Sign inside the box. Please do not touch or go outside the lines. <div style="border: 2px solid black; height: 80px; margin: 10px 0;"></div> <div style="display: flex; justify-content: space-between;">Date of signature<div style="display: flex; gap: 10px;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div></div>
5 Date of birth <div style="display: flex; gap: 10px;"><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">D</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">D</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">M</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">M</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">Y</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">Y</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">Y</div><div style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">Y</div></div>	
6 Place of birth Town/City <input style="width: 180px;" type="text"/> State/Territory <input style="width: 180px;" type="text"/> Country <input style="width: 180px;" type="text"/>	
7 Current postal address (within Australia) <input style="width: 180px;" type="text"/> <input style="width: 180px;" type="text"/> <div style="text-align: right;">Postcode <input style="width: 80px;" type="text"/></div>	
8 Current residential address (if different to above) <input style="width: 180px;" type="text"/> <input style="width: 180px;" type="text"/> <div style="text-align: right;">Postcode <input style="width: 80px;" type="text"/></div>	
9 Telephone number Daytime <div style="display: flex; gap: 5px;"><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div></div> Mobile <div style="display: flex; gap: 5px;"><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div><div style="border: 1px solid black; width: 30px; height: 20px;"></div></div>	
10 Email <input style="width: 180px;" type="text"/> <input style="width: 180px;" type="text"/>	
11 Do you identify as? (if applicable) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	

Applicant's name

Part F – Proof of identity (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part E.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an 'Confirmation of identity' form.

Please indicate which identification documents have been sighted by placing a ☒ in the box.

LIST 1

SIGNATURE DOCUMENT

☐ Driver licence/learner permit/proof of age card

Licence No:

Issued in the state of:

☐ Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

☐ Birth certificate (or extract)

☐ Proof of Australian citizenship or permanent residency

☐ Overseas Passport (current)

Country of issue:

LIST 2

SIGNATURE DOCUMENT

☐ Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.

☐ Credit card or bank card (*do not attach copy*)

☐ Positive Notice Blue or Exemption card

☐ Student identification card issued by an education institution (with photo and signature)

☐ Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

☐ Medicare card

☐ Queensland crowd controller/private investigator/security officer licence

☐ Passbook or account statement issued by a financial institution dated in the last 6 months

☐ Australian taxation assessment notice dated in the last 6 months

☐ Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part G – Organisation declaration (to be completed by the organisation)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification documents.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Signature of representative

Date of signature

D D
M M
Y Y Y Y

Name of representative

Position of representative

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
 - your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.
- Personal information will only be provided to other persons or agencies with your permission or where required by law.

Important information

You can withdraw your consent to screening at any time before a decision is made.

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*.

A police officer means a person engaged by the Queensland Police Service as a police officer under the *Police Service Administration Act 1990*.

After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers or the Queensland Police Service, where appropriate.

Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a need to undertake further employment screening in relation to your application.

If you have indicated that you are a registered teacher:

The Queensland College of Teachers may only advise that there is a need to undertake further employment screening where the Queensland College of Teachers is aware of any police information in relation to you.

If you have indicated that you are a police officer:

The Queensland Police Service may only advise that there is a need to undertake further employment screening about a police officer where the Queensland Police Service is aware that the applicant has been charged with an offence and the charge has not been finally dealt with.

No personal information about the specifics of a person's criminal history will be provided as part of this information exchange.





*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

^Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.







For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Application lodgement

Applications may be lodged by one of the following methods:

-  **Scan and upload**
www.bluecard.qld.gov.au/uploadform
-  **By post**
PO Box 12671, Brisbane George Street QLD 4003
-  **In person**
53 Albert Street, Brisbane QLD 4000
-  **By fax**
07 3035 5910

Blue Card Services, Department of Justice and Attorney-General

-  Scan and upload at www.bluecard.qld.gov.au/uploadform
-  PO Box 12671, Brisbane George Street QLD 4003
-  53 Albert Street, Brisbane QLD 4000
-  07 3211 6999 or 1800 113 611
-  07 3035 5910
-  www.bluecard.qld.gov.au

Child & Youth Risk Management Strategy

Incident Report Form – Member Harm

Name of Club/Service: _____

Name/s of the person or people involved in the incident: _____

Description of the incident: _____

Date incident occurred: _____

Time incident occurred: _____ AM/PM

Location where incident occurred: _____

Immediate action taken: _____

If no action taken – reason: _____

Name of person completing form: _____

Contact telephone number: _____

Signature: _____

Date: _____ **Time:** _____ **AM/PM**

Authority disclosure reported to: _____

Name of person reported to: _____

Contact Numbers:

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact Child Safety Services:

- During normal business hours - contact your local child safety service centre or contact the Enquiries Unit on 1800 811 810, for assistance to locate your nearest child safety service centre. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.
- After hours and on weekends - contact our Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day.






If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialing 000.

Before making a claim, workers need to:

- notify employers about injuries
- see a doctor and get a workers' compensation medical certificate.

Make a claim as soon as possible. We will then decide the claim based on workers' compensation legislation and advise you of the outcome.

Make a claim

-  **Online** at www.workcoverqld.com.au
-  **By phone** on 1300 362 128
-  **By fax** to 1300 651 387
-  **By post** to GPO Box 2459, Brisbane Qld 4001.
-  **Through a doctor**

Section A: Tell us who you are

- ☐ an injured worker
- ☐ an employer
- ☐ an injured worker and employer filling the form in together

Section B: Worker's details

1 Surname or family name

2 Given names

Title

3 Previous name/s (if applicable)

4 Date of birth / /

5 Gender ☐ male ☐ female

6 Current residential address

Number and street	
Suburb/town	Postcode

7 Postal address

If this is the same as the residential address please write 'as above'

Number and street	
Suburb/town	Postcode

8 Contact details

Home telephone	Work telephone
Mobile number	
Email address	

9 What is the claim for?

- ☐ time off work (other than the day of the injury)

If your claim is accepted, you will need to complete a Tax file number declaration

- ☐ medical expenses

10 Worker's bank details

We pay claim and medical reimbursement payments by electronic funds transfer

Name of bank	
BSB number -	Account number
Account name	

Section C: Employment details

11 Employer's full company name and business address

Name	
Employer or RRTWC contact	
Number and street	
Suburb/town	Postcode
Telephone	Fax
Email	
WorkCover policy number or ABN	
WorkCover Industry Classification (only if >1)	

12 Worker's occupation

13 Was the worker any of the following at the time of the injury?

- | | |
|--|--|
| <input type="checkbox"/> a community service worker | <input type="checkbox"/> a director of a corporation |
| <input type="checkbox"/> a jockey partnership | <input type="checkbox"/> a member of a |
| <input type="checkbox"/> a student | <input type="checkbox"/> a trustee |
| <input type="checkbox"/> a contractor | <input type="checkbox"/> self-employed |
| <input type="checkbox"/> a worker for another employer | <input type="checkbox"/> a volunteer |

Section D: Injury details

14 When did the injury happen?

Date / /	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
----------	--

15 What is the nature of the injury and part of the body that is injured?

e.g. cut right index finger, fractured leg, lower back strain

16 How did the injury happen?

e.g. lifting steel rods from the floor to a bench

17 Where did the injury happen? e.g. workshop floor

Place	
Number and street	
Suburb/town	Postcode

18 Did the injury happen:

- ☐ working at the normal workplace
- ☐ in a road traffic accident while working
- ☐ at work on a break
- ☐ on a journey to or from work
- ☐ away from work during a recess period
- ☐ working away from the normal workplace

19 When was the employer advised about the injury?

Date / /

Who was the injury reported to?

Name

20 Employers only: can you confirm that the event occurred at work (or on the worker's way to work) and that the worker suffered a work related injury as a result of that event?

☐ yes

☐ no, provide relevant information to help us determine the claim

21 Has a medical certificate been attached to this form?

☐ yes, go to question 22

☐ no, fill in the details below

Date the doctor signed or issued the certificate? / /
Diagnosis
Doctor's name
Practice/hospital name
Date first seen / /

Worker's capacity for work

☐ fit to return to normal duties from

Date / /

☐ fit for suitable duties (restricted hours) from

Date / / to / /
Restriction/s

☐ not able to work at all from

Date / / to / /

Treatment

☐ no further treatment required

☐ will require treatment from

Date / / to / /
Treatment required

Section E: Wages information

22 Worker's wages/salary

How many hours per week	hrs
Gross weekly rate of salary/wages (under award) \$	
Gross normal weekly earnings \$	

The normal weekly earnings calculator is available on our website at www.workcoverqld.com.au.

23 Worker's hours of work each day of the week

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

24 Has the employer excess been paid to the worker?

☐ no

☐ yes, gross amount paid \$

25 Is the employer continued to pay the worker's salary or wages during the period of incapacity (in addition to the excess)?

☐ no

☐ yes, provide employer's bank details for payments to be reimbursed by EFT

Bank name
BSB number - Account number
Account name

26 If the employer is not entitled to claim back all of the GST, what percentage can be claimed? %

27 Reference code or payroll number for the worker

--

Important information—read before agreement

This section needs agreement by the person completing the form. If the worker and employer are completing the form together, please complete both sections.

Section F: Privacy notice and statements

Privacy

WorkCover Queensland (WorkCover) is collecting your personal information in accordance with the *Workers' Compensation and Rehabilitation Act 2003* in order to assess your entitlement to compensation and manage your rehabilitation and return to work. Some of this information may be given to your employer, the Workers' Compensation Regulator and service providers for the purpose of payments, treatment, rehabilitation and return to work.

Your information will not be given to any other person unless you have given your consent, or we are authorised or required by law. For more information on privacy, visit our website at www.workcoverqld.com.au or call us on 1300 362 128.

Workers statement

I acknowledge that it is an offence against the *Workers' Compensation and Rehabilitation Act 2003* to make a statement that is false or misleading. The information I have provided is true and not misleading.

I agree to advise WorkCover Queensland if my circumstances change or if I become aware of any matter that would make the above information false or misleading. I will advise WorkCover Queensland if I undertake any employment (paid or unpaid), including self-employment, during my claim.

I authorise any doctor, health authority, allied health provider, rehabilitation provider, or other insurer to disclose to WorkCover Queensland and its agents any information about my medical history relevant to this claim.

I consent to WorkCover Queensland communicating with all parties, including injured workers, employers, and medical and allied health providers by email.

I have read and understand the privacy notice.

Full name
Date / / <input type="checkbox"/> I agree

Employer's statement

I have read the information provided with this form. I acknowledge that it is an offence against the *Workers' Compensation and Rehabilitation Act 2003* to make a statement that is false or misleading. The information that I have provided is true and not misleading.

I consent to WorkCover Queensland communicating with all parties, including injured workers, employers, and medical and allied health providers by email.

I have read and understand the privacy notice.

Full name
Date / / <input type="checkbox"/> I agree

What's next

We will SMS the injured worker their claim number when we receive the claim (if a mobile number is provided).

After you lodge your claim, we have 20 business days to make a decision on the claim, but we decide most claims within five days.

If the claim is accepted, it may be managed by one of our customer service centres to assist with return to work. If the claim is for time off work, the injured worker will be required to complete a *Tax file number declaration* and send it to us.

If you have any questions about your claim or workers' compensation in Queensland, call us on 1300 362 128 or visit our website at www.workcoverqld.com.au.



**SURF LIFE SAVING
QUEENSLAND**

REQUEST FOR PERMISSION TO ACCESS CONFIDENTIAL DATA

(including Helicopter footage, SurfCom Data logging, Voice Recordings, Surf Safety Camera Footage)

Date submitted: _____ Club/Company: _____

Contact Person: _____

Contact Number: _____

What is the data requested (include date and time the event was recorded if known)?

What will the data be used for (eg: training members, public display)? _____

Who will have access to hear or view the data (eg: club members, club sponsors, general public)? _____

What are the benefits of the activity? (eg: educational, financial) _____

Other relevant information: _____

OFFICE USE ONLY

Date Application received: _____

Request Approved YES / NO

Request Rejected YES / NO

Authorising SLSQ Manager Name: _____

Authorising SLSQ Manager Signature: _____

Email this completed request form to Lifesaving Services Manager

Email: plawlor@lifesaving.com.au

Phone: 07 3846 8051

Please allow up to fourteen days from receipt of this form for a response. If permission is granted for access to data a terms and conditions form will be forwarded to you for signing.



PATROL OPERATIONS MANUAL MODIFICATION REQUEST FORM

Current Section Number (e.g. LS0001):

Description (include details of rationale and any problems, if applicable):

Recommended Changes to Section:

Note: If further space is required please attach another page

NAME _____ POSITION _____

SIGNATURE _____ DATE _____

SLSQ Management Section:

Action required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Immediate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Next Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Problem Eliminated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Issue Fully Addressed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Modification Implemented	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details:

Name: _____ Signature: _____ Date: _____

Please return to: -
 Surf Life Saving Queensland (Attention: State Lifesaving Services
 Coordinator) Email: jo.donnelly@lifesaving.com.au

LIFESAVING EXCELLENCE AWARD NOMINATION FORM

Please forward to SLSQ: **Attention: Lifesaving Services Manager**

Email: *lifesavingoperations@lifesaving.com.au*

1. Type of Incident/Contribution to Lifesaving

Type of Contribution (one or more boxes may be ticked)

☐

Resuscitation

☐

Contribution to Lifesaving

☐

Rescue

2. Time of Incident

Day:	Date:	Time of Incident:
-------------	--------------	--------------------------

3. Details

Gender:	Age:	Tourist to area:
Place of Residence:	Nationality:	

4. Location of Incident

Location:
Nearest lifesaving service: (What / Who / Name of)
Nearest flags: (Distance / Where)

5. Circumstances

Brief Report of Circumstances:

6. Nominated Persons

Persons that you wish to nominate for Lifesaving Excellence Award:

Name: **Club:**
Name: **Club:**

Patrol Group Name/Number:
Group Name (if any):

7. Nomination being completed by

Name: **Contact number:**
Email address:

8. Supporting Documentation – Please attach

Newspaper Article
Publication: **Date:**
TV Coverage
Station: **Date:**
Radio
Station: **Date:**
Other: **Date:**

Information Attached: YES / NO

9. Club Acknowledgment

Has the Club acknowledged this/these achievement/s:
Has the Branch acknowledged this/these achievement/s:
If Yes in which way, please describe

No

9. Office Use Only

Date nomination received ____ / ____ / ____		
Lifesaving Committee Meeting Endorsement	Yes	No
Date of Lifesaving Committee Meeting:		
Recommended next course of action: _____		

APPLICATION FORM – DEMONSTRATION, VISIT OR FLIGHT

Section 1A – Application details

Organisation name:	
Contact person:	
Phone – mobile:	
Phone – land line:	
Email:	
Requested date:	
Proposed time:	

Section 2 – What are you requesting?

Type of event	Yes?(tick)	Instructions
Hangar Visit		Go to Section 3
Reward Flight		Go to Section 4
Rescue Demonstration		Go to Section 5
School visit		Go to Section 6

Section 3 – Hanger visit

What base would you like to visit?	Carrara		Caloundra	
If so, for how long?				
Number of visitors:				
Age group:				

Section 4 – Reward Flight

Person's name:				
Achievements:				
Participant to attend Hangar?	Carrara		Caloundra	
Participant to be picked up by Helicopter?	YES		NO	
If yes to a pickup	Go to Section 7 and 8			

Section 5 – Rescue demonstration				
Reason for demonstration:				
Will patient be required?	YES		NO	
Will patient require a Winch course?	YES		NO	
Please list patient name and contact details:				

Section 6 – School Visit						
Is this for SLSQ or Westpac? (please tick)		SLSQ		Westpac		
Would you like a presentation to be given by our crew?		YES		NO		
(Westpac only) Would you like SLSQ to give a Surf Safety talk?		YES		NO		
Number of students:						
Age group:						
Is Audio Visual or Microphone equipment required or available?						
Timing of any presentation to be conducted:	Pre landing		Post landing		During landing	
Go to and complete Sections 7 and 8						

Section 7 – Landing site details	
Landing site Address or describe position:	
Are there any hazards, or obstructions on the landing area(i.e. Skip bins/shade sails/sporting equipment -nets/covers etc.?	
Are there any tall obstructions in the vicinity of the landing area?	
Describe the size and shape of the landing area; is there a slope on the surface?	
<i>*Please attach the relevant maps and details for the exact Helicopter Landing Location.</i>	

Section 8– Landing site landing permission				
<i>Must be completed by the landowner of the landing site or a representative thereof.</i>				
I	<i>Insert name</i>	in my capacity as landowner (or acting for the landowner) of the proposed landing site give permission to Surf Lifesaving Queensland to land a helicopter at the site described above on:	<i>Insert Date(s)</i>	Signed
			Contact Number	

Section 9 – Media/Social Media				
Would you be interested in having Media attend?	YES		NO	
Do you object to posts on SLSQ social media?	YES		NO	
Are there any students at your school who do not have photographic consent? If Yes, please notify classroom teacher	YES		NO	

Section 10 – Please give any other relevant or background information in regards to your request:

Section 11 – Please disclose any relationship to Surf Life Saving Queensland and its employees for the purposes of conflict of interest:

Section 12 - Conditions

- All SLSQ based applications are subject to the approval of the SLSQ Chief Pilot, SLSQ Chief Operating Officer, SLSQ State Operations Support Officer and the SLSQ State Helicopter Advisor
- Flights and Demonstrations may be cancelled due to inclement weather, emergency call outs or other unforeseen circumstances.
- All applications will need to be submitted 21 days prior to the requested date.

Please sign and date.

Signature:	
Date:	

(OFFICE USE ONLY) Application Approval

Authorised by:

Chief Pilot/ Base Manager	Chief Operating Officer	Operations Support Officer	Hon. Helicopter Advisor
Date / /	Date / /	Date / /	Date / /

***Please email requests to Westpac Lifesaver Rescue Helicopter Service
(westpacrescue@lifesaving.com.au)***

Attention: Amanda Watt
Phone: (07) 5512 0200
Fax: (07) 5596 3557

SECTION NO: POM 0013	SUBJECT: SURF CRAFT MANAGEMENT GUIDELINES	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 9

PURPOSE

Management of surf craft (including body boards) and prevention of surf craft infringement into designated swimming areas represents a major public safety issue on patrolled beaches. The purpose of this document is to provide guidelines to assist lifesaving services to:

- Improve safety and enjoyment of swimmers and surf craft riders;
- Reduce the risk of injury; and
- Reduce the chances of litigation.

DEFINITIONS

For the purpose of this document "surf craft" means any of the following:

- A surf ski;
- A surf board;
- A sail board;
- A surf boat;
- A kite surfer;
- A body board; or
- Another device (non-motorised) for use on or in water to carry a person or thing across or through water or for recreational use in water.

CONTROL PROGRAM

A comprehensive management program should include the following components, which may be applied to suit local conditions:

- Education;
- Signage/notification;
- Application of regulation/warning procedures; and
- Penalties.

Education

A comprehensive education program provides a basis for a long term control program so that individuals can competently utilise their surf craft and enjoy the aquatic environment without endangering themselves and others. The SLSA surf survival program is recommended as a suitable education program. Education programs should include (but not be limited to):

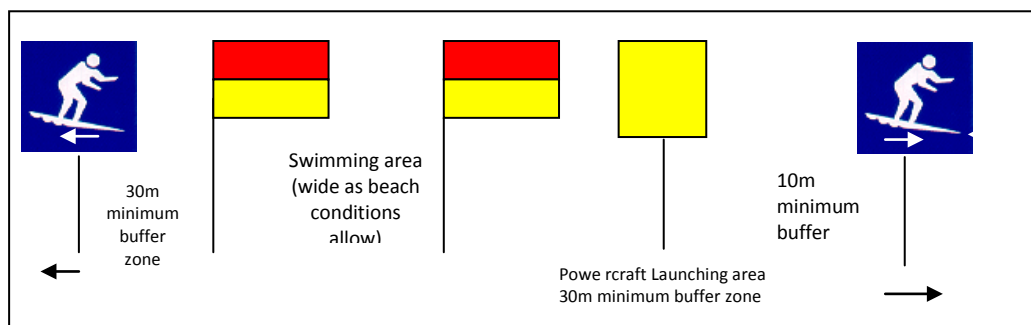
- Personal safety;
- Surf awareness;
- Surfing etiquette;
- Beach management practices (i.e., signage zoning etc.); and
- Environmental issues.

Signage/Notification

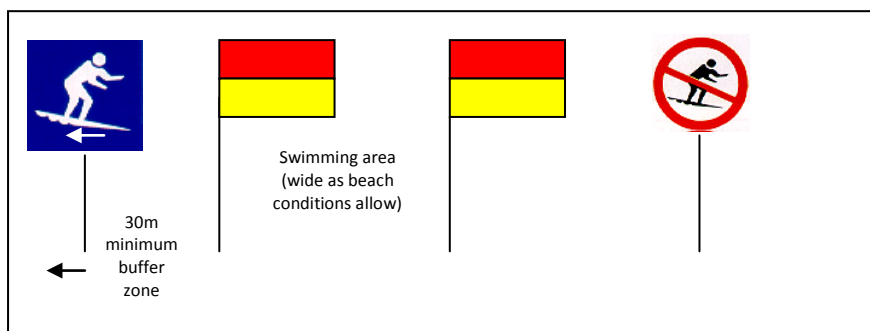
Clear, accurate signage is an important part of the overall control program, as part of ongoing education guidelines and as part of good beach management practice. Good signage will indicate to individuals and groups the appropriate locations for utilising their surf craft and may serve as a warning to those who may infringe either accidentally or purposefully upon safe swimming areas.

Refer to section 10 – Patrol Equipment

Model Option 1 – Patrol Set up



Model Option 2 – Surf Craft Prohibited Where No Powercraft Present



Establishment of distinct separate zones is identified as a significant hazard where a conflict between different beach users could occur.

Application of Regulations/Warning Procedures

The application of local laws is the responsibility of a designated "authorised person" (as defined in relevant local law – normally the patrol captain).

Determination as to the requirement to separate surf craft (including body boards) into separate zones is based on determination of a significant risk to the community, which is based on:

- The number of patrons;
- The area available;
- The type of equipment (i.e. hard hull, sharp edges, etc.);
- The skill level exhibited by patrons; and
- Surf conditions.

At all times it should be remembered that the primary aim of any action(s) taken by the patrol captain is to enhance the safety and enjoyment of the people using the patrolled areas. This will include novice surf craft users (i.e. young children on body boards).

Normal patrol procedures and practices will apply – this includes ensuring adequate surveillance of the patrolled area(s) and the early identification of "at risk" individuals or groups.

The basic procedure for the application of regulations follows the same basic format:

1. Communicate: Identify yourself and authority
2. Inform/educate: Provide information
3. Advise: Identify preferred course of action
4. Issue warning(s): Warn patron of possible consequences
5. Apply penalty: Apply penalty within authority

Warning Procedures

A preventative approach should be taken by patrol personnel. Wherever possible, information should be provided to swimmers and surf craft users before they enter the water.

The two most common warning procedures are via a public address system or by personal approach either by a lifesaver entering the water or approaching a surf craft user when they return to the beach. At all times the lifesaver should be aiming to maintain the integrity of the safe swimming area without becoming involved in any physical or major verbal confrontation.

Public Address System

Warning procedures via a public address (PA) system can follow the following steps:

A. General PA warning i.e. -

“May I have your attention please? For public safety I remind you that surfboard riders shall remain outside the black and white quartered flags and swimmers shall remain between the red and yellow flags. Thank you for your cooperation”.

B. Specific PA warning i.e. -

“May I have your attention please? To the board rider in the yellow wet shirt, please remain outside the black and white quartered flags. Thank you for your cooperation”.

C. Infringement warning i.e. -

“May I have your attention please? Council local laws only permit surfers to use their surfboards outside the black and white quartered flags. Please remain outside the black and white quartered flags. Thank you”.

D. Final warning i.e. -

“May I have your attention please? Council local laws only permit surfers to use their surfboards outside the black and white quartered flags. Any further infringement may cause your surf craft to be confiscated. Please remove your surf craft from this area. Thank you”.

Personal Approach

An approach by a lifesaver may be either in water or on the beach and may include the following components (both parts may be given at the same time):

- A general warning and explanation of rules and rationale; and
- Specific infringement and final warning.

Record details relating to actions taken (in the patrol log and/or other service documentation), including numbers, warnings, preventative actions, etc.

Penalty

If local law guidelines allow for impoundment of surf craft, this is the final step in any surf craft control program.

Where a decision has been made to impound an item it is best conducted with another person on site i.e., patrol member, council officer, police officer (police can take action under the Queensland Criminal Code). If this is not possible then ensure the procedure is conducted in front of witnesses.

As a general rule the following procedures may be applied:

- Inform the individual that their surf craft is to be impounded;
- If in water ask the individual to return to the beach;
- If possible obtain the name of the individual(s);
- When taking personal property a receipt should be issued and should include such information as:
 - Day/date/time of impoundment
 - Location impounded from
 - Position, name and signature of the officer impounding the surf craft
 - Description of item (which should include the general condition and any damage)
 - The period for which the item is to be detained and the date/time and location item may be recovered from
 - Any other information as may be relevant or required by local practices

WARNING: Lifesavers should not become involved in a physical conflict. If in doubt contact the appropriate authority i.e., police, security service, etc.

NOTE: If a situation is presenting a danger to the swimming public, the lifesaver should consider removing the swimmers from the water until the situation can be resolved.

SURF LIFE SAVING CRAFT TRAINING

Craft refers to non-powered craft and vessels.

The following points shall be adhered to when conducting training on any Surf Life Saving craft:

1. A risk assessment is to be conducted prior to the commencement of each session and appropriate risk management measures undertaken.
2. If a session has a different start and finish location, a risk assessment must be completed for each location.
3. All craft in use between sunset and sunrise must be fitted with a white light that is clearly visible over 360 degrees. The craft must display a flashing white all-round light if the craft is used for training or competition, is not powered but is propelled by using oars or paddles and if the craft is operated on a river.
4. Warning (Life Saving Training Area) signage shall be erected where training activity is taking place.
5. Training shall be carried out a minimum of 60 metres from any designated swimming/surf craft flagged area with appropriate warning signage erected.
6. Operation of the training area inclusive of lifesaving and sport shall be in consultation with the patrol/lifeguard in control of any designated swimming area in the vicinity.
7. All lifesaving training shall be under the direction of an accredited person relating to that training award.
8. All surf sport training shall be under the direction of an accredited club coach and training details must be documented in the club minutes.

<p><u>Note:</u> All members are to wear PPE as per Dangerous Marine Creatures Guidelines – refer to Section 20</p>

GUIDELINES



DATE:	1 st July 2016
SUBJECT:	KITE SURFING MANAGEMENT GUIDELINES
DEPARTMENT:	Lifesaving

1. INTRODUCTION

These guidelines are to be followed by Surf Life Saving Queensland (SLSQ) lifesaving service personnel to ensure safe, inclusive provision of recreational beach and ocean activities at all SLSQ patrolled beaches with regard to kite surfing activities.

Kite surfing is a relatively new sport in Queensland and involves a surfboard with 30 metres of wire line attached to a kite. It is a sport/recreational activity that anyone can get involved in regardless of prior experience or surf knowledge, thus resulting in inexperienced kite surfers requiring assistance. Due to the increased popularity of the sport, more and more people are kite surfing, thus resulting in a higher level of interaction between recreational and other aquatic users.

2. KITE SURFING LEGISLATION AND CODE OF CONDUCT

Under Queensland Government Maritime Safety Legislation, a surf kite and board are classified as a “vessel”, and hence the *Transport Operations (Marine Safety) Act 2004* and *Transport Operations (Marine Safety) Regulations 2004* applies when dealing with kite surfing.

The Australian Kite Surfing Association (ASKA) has endorsed guidelines in relation to the use of surf kites, which includes a code of conduct as follows:

Requirements:

- Kite surfers and their equipment (including kite and lines) must maintain a minimum distance of 30m from any persons or objects in the water at all times; and
- Kite surfers shall respect all beach goers and act in a safe manner at all times.

Safety Tips:

- Take extreme care when launching/landing;
- Keep a proper lookout at all times;
- Kite surfers must maintain proper distances when operating in the vicinity of surfers outside the designated surf zone;
- Kite surfers must keep a proper lookout at all times for obstructions, other craft or swimmers; and
- Look all around you – even behind you.

At all times respect the C.L.E.A.R Safe Kiting Guidelines as defined by ASKA (Australian Kite Surfing Association):

Conditions:

- Wind strength;
- Wind direction;
- Always keep downwind area well clear;
- Waves, tides and currents; and
- Consider possible changes.

Look:

- Before you launch, land, jump, jibe, etc.

Equipment:

- Always pre-flight check;
- Use a kite leash;
- Use a quick release on anything you hook into;
- Practise using your safety systems regularly so that it becomes instinctive; and
- Never exceed manufacturer's specifications.

Attitude:

- Always seek and listen to local advice;
- Don't exceed your limitations; and
- Use judgement to prevent situations, not rely on skill to try and get out of it.

Respect

- Others – be considerate and courteous to all other water and beach users;
- The law;
- Fellow kite surfers; and
- The environment.

3. GIVING WAY

- Sailing rules apply to kite surfers;
- Power driven craft must give way to sail craft such as kite surfers unless the kite surfer is in the process of overtaking;
- A kite surfer overtaking any other craft (power or sail) must keep well clear of the vessel being overtaken; and
- Kite surfers should stay at least 30 metres from other swimmers, surf craft and boats.

4. KITE SURFING MANAGEMENT

Lifesaving service personnel can assist with the interaction between kite surfers and fellow beach and ocean users by using the following observations; as well as approaching the kite surfer and communicating with the person in relation to operating a kite in an ocean environment.

Questions to ask:

- Have you been kiting long (if less than a season they may not be confident);
- Is the wind strong enough for this kite (if unsure they should rig a smaller kite);
- Do you know the local conditions/hazards;
- Have you had lessons (self teaching is not recommended);

- Do you know how to self rescue/have you ever had to;
- Are you aware of the red and yellow flagged swimming area?
- Are you an AKSA member (AKSA members must follow AKSA safety guidelines);
- Are your lines connected correctly (this is a major cause of accidents during launches); and
- Do you have a leash/quick release? (All kite surfers should have a reliable way of completely de-powering their kite, and also be able to completely release it).

Observations:

Less confident kite boarders will:

- Use a board leash;
- Take longer than 10 minutes to set up, and walk along their lines several times;
- Stand on the beach alone for a long time before starting to set up;
- Set up their equipment in a different area from regulars;
- Set up close to other beach goers or obstacles;
- Always look directly at their kite all the time it is in the air, and be hesitant when walking with their kite;
- Struggle to walk upwind with their kite, and may lose their footing; and
- Go into the water without a board to practise “body dragging”.

Competent kite boarders will:

- Be able to walk easily without looking at their kite;
- Quickly set up their equipment and launch their kite without assistance;
- After launching, move quickly to the water and move offshore on their board; and
- NOT jump on land or water near other people

5. RESCUES

Hazard of released equipment:

- When completely released from the kite surfer, a kite can still fly and cover great distances;
- A kite surfer on the water will trail 30m of lines behind it, dangerous for swimmers who don't know about them; and
- If you need to grab a kite on land or water, **grab the kite not the lines**, grabbing the lines **will** result in bad cuts or losing a finger, and may cause the kite to re-launch.

Self rescue:

- Every kite surfer should be able to perform a self rescue where they secure their lines and float on the kite using it as a sail to get back to shore; and
- This can get difficult in large surf, and the lines pose a tangling hazard, completely releasing the kite may be a better option.

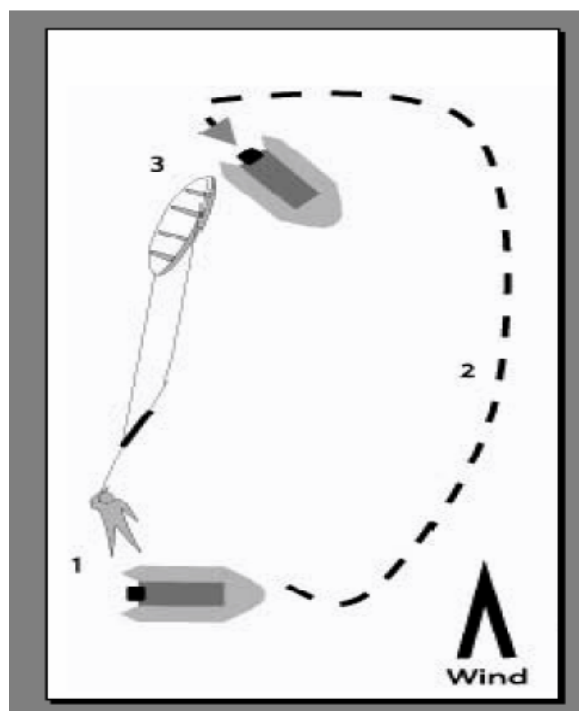
Assisted rescue

- If the kite surfer is uninjured but unable to perform a self rescue, the kite should be secured as part of the rescue;
- Approach the kite surfer from windward side, as the lines will be in the water between them and the kite;
- Request the kite surfer to completely disarm the kite to avoid it re-launching during the rescue. Advise the kite surfer that you will secure the kite then come back for them, but for them to stay attached to kite lines, so you know where they are at all times;

- Move to the kite in a wide arc to avoid the kite lines, and approach it from downwind side;
- Grab the kite NOT the lines, deflate the leading edge bladder (look for valve in the middle of largest inflated section) and secure the kite to the rescue vessel;
- Pull in kite lines ensuring that they stay in the vessel, there may be 4 or 5 attached to the kite; and
- Pulling kite lines into boat should bring the kite surfer closer, as they approach tell them to release.

IRB rescue of a kite surfer:

1. Come alongside the downed kite surfer and ask if they need assistance. If so, ask the kite surfer to release the bar to activate the safety system.
2. Drive the boat downwind passing outside the kite lines and the danger re-launch zone, giving 40m between your boat and the lines, steering in an arc.
3. Position the boat 45 degrees to the wind and just downwind of the kite. Grab the kite by the leading edge (the largest inflatable section) from the backside of the boat.
4. On the leading edge, you will find an inflate valve, pull this open to deflate the kite's leading edge and then drive your boat into the wind to slacken the kite lines.
5. Secure the kite in the boat and then pull the lines onboard. Make sure the kite and lines are safely stowed and will not blow out before picking up the kite surfer.
6. Pick up the kite surfer following your normal boat rescue procedure and then search and pick up the floating kiteboard.



Notes: Do not try to pull a kite towards you by grabbing a kite line; only hold the kite by the large inflatable section (leading edge). The kite surfer may only need assistance in recovering his/her kite board. If so, please do not attempt to re-launch the kite. If possible, recovering the board and returning it to the kite surfer is the best option.

6. FURTHER ADVICE AND INFORMATION

If you require further advice or assistance please contact Surf Life Saving Queensland on 07 3846 8000 or the Australian Kite Surfing Association (www.aksa.com.au).

SECTION NO: POM 0014	SUBJECT: POWERCRAFT OPERATIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 10

OPERATIONS

All clubs are responsible for operating within the Queensland Transport guidelines, regulations, Surf Life Saving Queensland policies, powercraft code of conduct and relevant procedures. Failure to do so can jeopardise marine safety, therefore causing injury or death and may result in the operator /club being liable to criminal prosecution and civil litigation. Breaches to the powercraft code of conduct, SLSQ's Powercraft Safety Management System or SLSQ policies/procedures will result in a full investigation of the incident or injury as per the SLSQ Powercraft Incident and Investigation Guidelines.

Any craft that is operating outside of their designated bathing reserve for any activity (ie water safety for an external provider in an inland waterway or similar) will be required to complete a special events form within the designated timeframe for all external water safety events. Refer to SLSQ circular in relation to timeframes and forms to be submitted for special events.

The relevant statutes contained in the Transport Operations Marine Safety Act and Regulations and how they apply to the operations of IRB's and personal watercraft/rescue water craft can be explained to any interested club or branch by a representative from the Department Primary Industries or Queensland Boating and Fisheries.

The Queensland Boating and Fisheries division is the delegated authority to police Queensland's boating and small craft rules and regulations and, as such, has the power to video tape and issue to any driver any of the following infringements:

INFRINGEMENT	PENALTY (subject to change)
Unlicensed driving	On the spot \$565
Unsafe operations	To be determined by the court
Unsafe operations causing injury or death	To be determined by the court
Failure of club to report any incident to QLD Transport within 48 hours of incident occurring	\$339 (imposed directly to club)
Failure of master to report any incident to QLD Transport within 48 hours of incident occurring	On the spot \$339 (imposed on operator)
Owner/master fail to display correct registration numbers	On the spot \$226 (can be issued to both owner and master)
Owner of commercial ship fail to register ship	On the spot \$452 (imposed on club)
Exceeding 6 knots within 30 metres of people in water	On the spot \$339 (imposed on operator)

As a licenced operator, it is your responsibility to ensure that you are abiding by the law. Any fines imposed will become the responsibility of the operator. Surf Life Saving Queensland **will not** be held responsible for any unsafe operations or operations outside of core business conducted by any club member or cover any costs incurred through fines.

While operating a powercraft it is the responsibility of the crew to maintain a proper lookout at all times and have a situational awareness of your surroundings. This also includes if the powercraft is not under power or anchored.

The following points shall be adhered to for all IRB operations:

1. All IRB operators (including patients/passengers) operating an IRB must wear a type 50 lifejacket (AS4758).
2. Only currently registered IRB with the Queensland Transport are to be used.
3. Registration stickers must be visible and on the IRB transom.
4. All operators and clubs must comply with the MSQ Safety Management Systems.
5. Red and yellow lifejackets type 50 (AS4758) are not permitted to be used for personal use in a personal crafts. **They are to be used for lifesaving purposed only.**
6. All patients/passengers (excluding a rescue situation) must be sitting on the pontoons and holding onto the lifelines or available handle, be wearing a type 50 lifejacket (AS4758) at all times and hold a minimum of a proficient Bronze Medallion and proficient IRB crew award.
7. IRB's are not permitted to exceed the maximum weight limit for their vessel. This is an average of six (6) people per vessel.
8. Rescue operations must operate in accordance with Surf Life Saving Australian Training Manuals and SLSQ Patrol Operation Manuals.
9. That as an IRB is launched from the beach (for all IRB activities including competition), the crew person adopts the lock-in position through the break to secure themselves in the IRB or remains seated on the starboard pontoon through the break, then adopts the most appropriate position in order to prevent them from becoming dislodged and resulting in an injury (refer to current training manual).

The following points shall be adhered to during the operation of all IRB's for patrol:

1. Only a proficient qualified driver and crew are to operate the IRB.
2. All IRB operations must have one (1) qualified and proficient driver and one (1) qualified and proficient crewman at all times for patrol operations.
3. All IRB operators operating in an IRB on patrol **must wear a yellow patrol wet shirt/patrol shirt and red and yellow cap tied up under their chin and red and yellow type 50 lifejacket (AS4758).**
4. IRB Patrols must carry an operational radio at all times;
5. The IRB is to be on the water's edge during the specified patrol hours and fully operational at all times with a qualified driver and crew in close proximity.
6. The IRB driver must avoid unnecessary operations in close proximity to swimmers/surfers and/or crowded areas. Drivers must maintain a speed no greater than 6 knots, if within 30 metres of swimmers/surfers unless it is an emergency situation.
7. The patrol IRB shall remain on the beach until the completion of the day's patrol and is the last item to be taken off the beach.
8. Where an IRB driver is not available, the IRB must remain on patrol and the neighbouring club and SurfCom is advised. A substitute IRB driver should then be sought by the club as soon as possible.
9. A fully equipped and operational back-up IRB and motor shall be readily available at the clubhouse.
10. IRB surveillance patrols shall be conducted regularly during patrol times.
11. The designated patrol IRB shall be utilised for patrol purposes only. Additional IRBs are to be set up for different activities such as water safety for junior activities;
12. No junior activities, SRC's or Bronze medallion holders are permitted in the IRB.

The following points shall be adhered to during the operation of all IRB's for training:

1. All new award IRB courses and assessment only pathway IRB courses must follow the SLSQ Training and Assessing Step by Step process for IRBs.

2. **For IRB award training for an IRB crewperson course one experienced qualified and proficient driver must operate the IRB at all times.**
3. **For IRB award training for an IRB driver course one qualified and proficient IRB driver is to act as the crew person for the trainee IRB driver.**
4. All IRB operators operating an IRB for IRB award training must wear a training cap/club cap tied up under their chin, type 50 lifejacket (AS4758) and it is recommended that operators wear a long sleeve high visibility garment in any of the five SLSA approved colours.
5. No junior activities, SRC's or bronze medallion holders are to be utilise as IRB patients for training under any circumstances. Only members who hold the IRB crew award or a listed as a candidate for the IRB crew persons course can be utilised as a patient.
6. All IRB patients for new award training, skills maintenance, patrol, competition and competition training must wear a type 50 lifejacket (AS4758) with an SLSA approved helmets in club caps colours or high visibility colours.
7. A qualified IRB trainer must be on the beach and present at all IRB training sessions.
8. **That no IRB award training can be conducted for a member while a member is signed onto patrol under any circumstances.**
9. Members who wish to take part in IRB training for an IRB award must not be logged onto patrol, SurfCom/LIMSOC is advised with the training activity signed on, an additional IRB/s is set up in the allocated training area, relevant paperwork (risk assessment) must be completed and an IRB trainer must be present and on the beach at the time of training. The IRB TACO and EDC/LDO must be notified of any additional training as per the IRB step by step process.
10. It is noted that the minimum patrol requirements for a patrol must be met at all times.
11. That a members name must be on a registered course in Surfguard for new IRB course prior to the commencement of the course. If a member's name is not entered in Surfguard for an IRB course they are not permitted to take part in the course under any circumstances.
12. That if a member does not complete an IRB assessment for a new award and the course is completed, before the member is permitted in the IRB for any additional training, the member must be put on a new assessment request form in Surfguard with a new assessment date.

The following points shall be adhered to during the operation of all IRB's for water safety:

1. All IRB operators operating an IRB as water safety for junior activities, club activities, surf sports or external events must wear an orange wet shirt, an orange cap tied up under their chin and type 50 lifejacket (AS4758).
2. All IRB operations must have one qualified and proficient driver and one qualified and proficient crewman at all times for water safety.
3. The water safety boat cannot double up as the duty boat. The water safety boat is the designated rescue boat and additional IRBs will need to be set up for other purposes.
4. All additional passengers in an IRB must wear a type 50 lifejacket (AS4758) at all times and hold a minimum of a proficient bronze medallion and proficient IRB crew award.
5. For external water safety events outside of SLSQ programs, a Special Event Form must be submitted prior to the event to SLSQ within the indicated timeframes.

The following points shall be adhered to during the operation of all IRB's for Competition and Competition Training:

1. All IRB operators operating an IRB for IRB competition and competition training must wear a club cap tied up under their chin, type 50 lifejacket (AS4758)/type 2 lifejacket and it is recommended that operators wear a long sleeve high visibility garment.
2. Lifejackets for IRB competition and IRB competition training must also meet the type 50 specifications but may be in alternative colours.
3. For IRB competition training coaches are to sign on and off with SurfCom/Lifesaving Services Coordinator/Lifeguard Supervisor.
4. The powercraft launching area sign must be displayed and witches hats or similar must be used to designate the training area. This includes beach and inland training locations.

5. All IRB patients for competition and competition training must wear a type 50 lifejacket (AS4758)/type 2 lifejacket with an SLSA approved helmets in club caps colours. It is optional for IRB patients to wear a helmet in the IRB tube race.
6. It is optional for IRB driver and crew to wear an approved helmet in club colours.

The following points shall be adhered to during the operation for Rescue Water Craft (RWC) operations:

1. RWC operators must wear a red and yellow or yellow SLSA approved helmet at all times while on the water.
2. All operators must comply with the MSQ Safety Management Systems.
3. Only currently registered RWC's with the Queensland Transport are to be used.
4. RWC operators must maintain a speed no greater than 6 knots if within 60 metres of swimmers/surfers unless it is an emergency.
5. All RWC operators (including patients/passengers) operating an RWC must wear a red and yellow or yellow helmet, red and yellow lifejacket type 50 (AS4758) with reflective tape and radio harness at all times for patrols, water safety (includes club, carnival or external event), new award training and proficiencies.
6. All RWC operations must adhere to their local RWC Standard Operations Manual.

POWERCRAFT LAUNCHING AREAS FOR IRB OPERATIONS

1. As a minimum, the patrol IRB's shall be located a minimum of 30m from the patrol flagged area and on the downward side of current with the surf craft sign a minimum of 10m past the powercraft area, however this may change based on conditions and it is at the discretion of the patrol captain.
2. Patrol IRB's shall be placed at the water's edge unless in use for surveillance or rescue operations.
3. Powercraft operators must use a designated in/out zone for all craft launching from the beach. This area is to be designated by six witches' hats/six bollards (minimum size 450 mm) and a yellow powercraft launching area sign.
4. Powercraft operators shall be aware of swimmers drifting from the patrol flagged areas into launching areas caused by influence of currents and rips.
5. IRB new award training shall be carried out away from the designated swimming and surf craft areas with approved powercraft warning signage erected and IRB trainer present at all training sessions.
6. Powercraft warning signage must be erected where new award training, competition training or regular patrol IRB activity is taking place.
7. All IRB trailers not in use shall be removed from the beach; however the Gemini IRB is permitted to be mounted on a trailer in a position best suited for launching. If a club will be leaving their IRB on a trailer during patrol times on the beach, it must be noted in the patrol agreement.

Note – All members are to wear PPE as per Dangerous Marine Creatures Guidelines.

INFLATION INSTRUCTIONS FOR IRBS

It is important that the correct order of inflation for an IRB is always followed to ensure that the IRB is correctly inflated.

The following points are to be followed:

- Always start inflation from the rear of the craft;
- Start with inflating port (left) side to 3psi;
- Then start to inflate starboard (right) side to 3psi;
- Then start to inflate front pontoon to 3psi;
- Then start at the rear port and pressure to manufactures specifications;

- Then pressurize starboard side to manufactures specifications;
- Then pressurize front pontoon to manufactures specifications; and
- Then inflate your keelson to manufactures specifications.

SELLING AN IRB TO EXTERNAL PARTIES

When on selling an IRB to a private buyer/external parties, clubs must remove the club name, both 'Surf Rescue' or just 'Surf' or just 'Rescue'.

The club must also ensure that all relevant registration paperwork is completed.

QUEENSLAND TRANSPORT MARINE SAFETY EXEMPTIONS FOR SLSQ OPERATORS

1. The rescue craft are operated within 1 nautical mile from the coast for SLSQ **approved** training and water safety activities and within 2 nautical miles off coastline for search and rescue and patrol operations;
2. Rescue operations shall be conducted in accordance with Surf Life Saving Australian Training manuals, SLSQ Patrol Operation manuals and SLSQ's Safety Management System.
3. Lifesavers may exceed the speed limit of 6 knots within 30 metres of a person in the water only during emergent situations when operating a ship.
4. Lifesavers may exceed the speed limit of 6 knots within 60 metres of a person in the water only during emergent situations when operating a personal watercraft; and
5. Personnel operating an IRB and personal watercraft must wear a personal flotation device (PFD) type 50 at all times.

QUEENSLAND TRANSPORT MARINE SAFETY EXEMPTIONS FOR SLSQ RWC OPERATORS

1. The persons mentioned in the exemption are authorised by Surf Life Saving Queensland;
2. The PWC's used are operated by Surf Life Saving Queensland and;
3. The exemption is to only apply when responding to an emergency situation.

QUEENSLAND TRANSPORT MARINE SAFETY REGISTRATION LABELS

All IRB's must be registered with MSQ and a registration label must be placed on the inside of the transom on the starboard side.

If a label is lost or damaged, the club/service must contact QLD transport for a replacement immediately.

TOWING OF A VESSEL

1. That the IRB/RWC is not designed to be a recovery vessel and as per the SLSA training manual this is outside of our standard operating procedures.
2. Towing may only be conducted on SLSQ's vessels that are of the same size or smaller only.
3. Experienced operators under the direction of SLSQ staff/tasking office/lifeguard supervisor/duty officer only may only be used.
4. A non-lifesaving vessel may only be towed if it is a life threatening situation and there is immediate danger and approval is granted by SLSQ staff/tasking office/lifeguard supervisor/duty officer.
5. Towing a vessel is at the discursion of the SLSQ staff/tasking office/lifeguard supervisor and approval must be obtained prior to attempting any tow.

Note: Any loss or damages that occur to a non-lifesaving vessel will become the responsibility of the skipper of the craft conducting the tow. SLSQ will not be held responsible for any loss or damages endured for the non-lifesaving vessel.

MARINE INCIDENT REPORTING, PATROL LOGS AND REPORTING

Surf Life Saving powercrafts are recognised by Queensland Transport as a marine vessel. Therefore Queensland Transport regulations must be adhered to in the cases.

Under the Transport Operations (Marine Safety) Act 1994 (TOMSA), a marine incident is classified as an event causing or involving:

- the loss of a person from a ship;
- the death of, or grievous bodily harm to, a person caused by a ship's operations;
- the loss or presumed loss or abandonment of a ship;
- a collision with a ship;
- the stranding of a ship;
- material damage to a ship;
- material damage caused by a ship's operations;
- danger to a person caused by a ship's operations;
- danger of serious damage to a ship; and
- danger of serious damage to a structure caused by a ship's operations.

A F3071 Marine Incident Report form for reportable marine incidents under TOMSA must be completed and sent to MSQ within 48 hours of the incident. Failure to do so **within 48 hours** is a breach of the law and a penalty will apply to the owners and master of the ship.

NOTE: Check with your regional lifesaving coordinator in relation to reporting marine incidents as there may be a regional process in place.

All powercraft injuries (major/minor) must have an SLSA incident report log completed. This form will be required to be submitted if making a WorkCover QLD claims.

Members have the responsibility to operate within the Queensland Transport guidelines and regulations. Not to do so, can jeopardise marine safety causing injury or death and render the operator and club liable to criminal prosecution and civil litigation.

All major powercraft injuries for training, patrol, water safety, training competition, IRB competition and any other powercraft operations will result in an internal investigation. Refer to the SLSQ Powercraft Incident and Investigation Guidelines.

<p><u>NOTE:</u> Clubs and support services crews shall ensure their members are familiar with the Marine Incident Report Form and have copies readily available. For further assistance clubs and support services are to follow the SLSQ Powercraft Incident and Investigation Guidelines.</p>
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SLSQ POWERCRAFT INCIDENT & INVESTIGATION GUIDELINE

A key part of any health and safety management system is the collection of data. It is a requirement under most state workplace health and safety legislations that an employer keep records of all injuries, work caused illnesses and dangerous events. It is also a requirement to inform the relevant government department(s) of any serious bodily injury, work caused illness and dangerous event that occurs in the workplace.

Reporting

Every injury work-caused illness and dangerous incident must be reported and recorded regardless of the amount of injury or damage (potentially dangerous occurrences should be recorded even if there is no injury or damage).

In addition to actual incidents, identified hazards should also be reported to ensure that corrective action can be taken and to identify potential problems with equipment or procedures.

The Department of Transport requires a Marine Incident Report Form to be completed in the event of a major “marine incident”. A Marine Incident Report Form must be completed and returned to the nearest Regional Harbour Master or Queensland Police Service (Water Police) or Queensland Boating and Fisheries Patrol Office within 48 hours.

Duty of Care

All IRB/operational support powercraft personnel have a duty of care to minimise the risk of an incident or injury to themselves, their crew and the bathing public.

Any compromise to this duty of care will initiate a very comprehensive investigation process which may have severe outcomes should the code of conduct and duty of care policies be compromised.

Investigations

If IRB/operational support powercraft personnel are found to be in breach of codes of conduct and relevant policies, as a result the personnel(s) involved may have their licence/awards suspended from all powercraft operations. All marine incident investigations are given to Maritime Safety Queensland and personnel involved in the incident may incur a heavy fine.

SLSQ POWERCRAFT INCIDENT & INVESTIGATION FLOW CHART

Injury/incident occurs

Major incident or injury

- Injury to personnel – both members/public
- Damage sustained to craft
- Near miss and complaint

Investigation commenced by SLSQ investigating officer

Information Gathering

- SLSA incident report form is completed
- Incident details obtained
- Members involved
- Written statement and reports are obtained by key personnel who were involved in the incident
- Complete QLD Transport Marine Incident Report Form

Investigation report compiled by SLSQ Investigation Officer

Recommendations/outcomes are implemented and circulated to relevant SLSQ personal, club and members involved

Injury/incident is reported immediately to appropriate internal and external authorities.

1. SurfCom and duty officer
2. IRB coach/IRB captain
3. Club captain/president
4. Relevant log books

Within 24 hours to:

1. SLSQ-Lifesaving Service Coordinator
2. Surf sport manager (for IRB surf sports events)

Within 48 hours to:

1. Maritime Safety QLD

Minor Incident or Injury

- Craft rollover with no injury to the member or the public
- No damage to craft
- Near miss (subject to no complaint received)

File note report logged by patrol captain in the patrol log book

Report circulated to SLSQ IRB Advisory Panel or Operation Support Panel for review and action

SLSQ IRB Advisory Panel or SLSQ Operation Support Panel's recommendations circulated to the State Lifesaving Committee for review and or action

Position Statement

USE OF RESCUE WATER CRAFT IN VOLUNTEER SURF LIFE SAVING OPERATIONS

1st of July 2017

Authorised by

Surf Lifesaving Queensland Lifesaving Committee

Purpose

The purpose of this position statement is to provide Surf Life Saving Queensland's current position in relation to the use of rescue water craft (RWC's) in volunteer surf life saving operations.

Potential Impacts

While the move for Surf Life Saving Queensland (SLSQ) to allow the use of RWC's in volunteer surf life saving operations may show some short term benefits, for volunteer surf life saving operations, there are a number of longer term impacts that at this point in time outweigh the short term benefits. Both the long term and short term issues have been taken into consideration for SLSQ's decision.

SLSQ has spent considerable time developing resources and implementing operating standards for RWC use in lifesaving operations, and SLSQ is now recognised throughout the world for setting "best practice" standards for RWC training, education and operation. As a result the Royal National Lifeguard Institute (RNLI) in the United Kingdom has adopted these SLSQ training and operating procedures.

SLSQ owned and operated craft, in their current form, are now recognised by the Queensland Police Service, Maritime Safety Queensland, local council officers and external lifeguard providers as a proactive and preventative rescue tool.

Potential impacts include:

- The rescue water craft is not the ideal craft to be operating near a flagged area due to size, weight, operator control and speed of the vessel; and
- SLSQ RWC operators have been recognised by Maritime Safety Queensland for the safe and essential operations around flagged areas, Maritime Safety Queensland has granted SLSQ an exemption from the policy that stipulates that no craft are to be operated within 60 metres/6 knot of a bathing reserve or from the shoreline.

Operations support operates RWC's both mid-week school holidays and sunrise to sunset patrols in a variety of locations. It is doubtful that that this would continue if RWC's were placed under control of club lifesaving operations.

- The RWC program is expensive to roll out and maintain. Individual clubs in Queensland, in the past, have operated RWC's under the direction and control of operations services via a service agreement however the majority (4 of 5) have found it difficult to sustain the expenses associated with operating and maintaining the craft;
- WorkCover recognise SLSQ for its proactive management of operator associated risks and injuries;
- SLSQ insurers acknowledge the existing SLSA policy that stipulates that all RWC's are to be operated under the auspices of a special operations group. Insurers currently recognise SLSQ operated RWC's as a 'best practice' risk management;

- SLSQ would experience difficulties obtaining insurance for club operated craft and potentially risk higher insurance premiums for all clubs; and
- Introduction of RWC's into volunteer club life saving operations may see craft being used as a reactive rather than a proactive response craft.

Surf Life Saving Queensland's Position

SLSQ stands firm on their belief that the inflatable rescue boat (IRB) remains the most effective and safest, club operated rescue craft for performing rescues and undertaking search and surveillance patrols, in volunteer surf life saving operations.

SLSQ is not supportive of the move towards the use of rescue water craft in volunteer surf life saving operations and abides by the Surf Life Saving Australia's policy that states:

"RWC's are to be operated under the auspices of a special operations/service/system and endorsed by the state lifesaving officer who shall undertake the monitoring of each craft's operation."

SLSQ will continue to use the RWC as a proactive lifesaving tool, to warn swimmers and surf craft operators of potential hazards outside flagged areas. All RWC's will be operated under the guidance of SLSQ operations support services.

SLSQ endeavours to continue researching, trailing and developing innovative life saving equipment and will not rule out the possibility of future RWC club operation, if a more suitable craft is made available. A review of this position will be conducted on an annual basis.

SLSQ Policy

Title: Powercraft Code of conduct	Division: Lifesaving
Policy No: LS10	Version: 1.0
Effective Date: 1 st July 2017	Approved Date: 27/05/2017
Revision Date: 1 st July 2018	Approved by: By State Lifesaving Committee

Introduction

The following policy statement was updated at the State Life Saving Committee meeting May 2017.

Purpose

For the purpose of this policy, the definition of powercraft refers to all Inflatable Rescue Boats; Personal Watercraft (RWC's) and Offshore Rescue Boats. Surf Life Saving Queensland has an obligation to all members of the public who use the aquatic environment, as well as our members and staff to ensure that powercraft operations are operated in a safe and exemplary manner. All SLSQ powercraft are registered with Queensland Transport as commercial vessels, and provided with specific exemptions of operation under the existing regulations of the Queensland Transport Maritime Safety.

Application

As part of the Association's risk management strategies, powercraft operations have been identified as an area of high-risk. The highest risk of accidents in IRB's are predominantly drivers aged between 17 and 25, which is similar to road accident statistics. It is recognised that there may, at times, be an element that puts others at risk because of foolishness, immaturity and non-compliance with standing Marine Safety and Association training and operation regulations and manuals. To minimise the risk associated with powercraft operations, this Code of Conduct has been developed and incorporated into powercraft training, assessment and operations. It should further be noted that the Code of Conduct includes penalties for non-compliance in powercraft operations and enforced in all Surf Life Saving Clubs, Support Services and Lifeguard operations.

Policy

IMPLEMENTATION

- Posters of the Code of Conduct should be placed in powercraft gear sheds and other highly visual areas within the Club.
- Poster of SLSQ's Powercraft Incident and Investigation flow chart to be placed in the gear shed or highly visible area within the club.

RESPONSIBILITIES

Powercraft operators are to make themselves aware of the following resources –

- Relevant training manual for the craft they are operating
- Current SLSQ Patrol Operations Manual

- Maritime Safety Queensland regulations
- Powercraft exemptions for SLSQ operations
- Current training and assessing resources

IRB Captains shall –

- Promote awareness of the Code of Conduct to all IRB Driver, Crew and Patrol Captains.
- Promote compliance with the Code of Conduct amongst IRB Drivers and Crew.
- Ensure all operations are within SLSQ's Patrol Operations Manual, current manuals and SLSQs Safety Management system for powercraft operation.
- Treat all breaches of the Code seriously and take follow up and necessary action.
- Ensure they are aware of the SLSQ incident and investigation policy and guidelines for all Powercraft incidents.
- Assist the SLSQ Investigating Officer with obtaining relevant information in relation to a breach of Code of Conduct or for an investigation.

Patrol Captains shall –

- Monitor and promote compliance with the Code of Conduct amongst IRB Drivers and Crew.
- Treat all breaches of the Code seriously and report them to the Club Captain.
- Treat all complaints by the public seriously and report them to the IRB and Club Captain.

Club and Branch shall –

- Monitor and promote compliance with the Code of Conduct amongst all IRB Drivers, Crew and Patrol Captains.
- Treat all breaches of the Code seriously and report them to the Regional Lifesaving Services Coordinator/Regional Manager.
- Treat all complaints by the public as serious and report them to the Regional Lifesaving Services Coordinator/Regional Manager.
- Ensure they are aware of the SLSQ incident and investigation policy and guidelines for all Powercraft incidents
- Assist the SLSQ Investigating Officer with obtaining relevant information in relation to a breach of Code of Conduct or for an investigation.

POWERCRAFT CODE OF CONDUCT SAFETY

Ensure safety to your crew, self and public. Continually assess risk when operating craft.

LIMITATIONS

Understand the limitation of your crew and yourself in all situations and conditions.

SOPS

Follow operating procedures in the manuals and policies from SLSA.

CRAFT

Understand that your craft is highly visible and we have a responsibility to respect the rights of others when in the water.

DEALING WITH BREACH OF CODE OF CONDUCT OR INJURY

On the initial notification or evidence that a Driver/Operator, Crewman or Club has failed to abide by the Powercraft Code of Conduct, Marine Safety and/or Association training and operation regulations and manuals, an SLSQ Investigating Officer will be allocated by the State Lifesaving Manager or State Lifesaving Officer.

An investigation will be compiled as per the SLSQ Powercraft Incident and Investigation Guidelines and tabled at the State IRB Advisory Panel to review and endorse or imply recommendations. Recommendations will then be referred to the State Lifesaving Committee for endorsement or any further disciplinary action.

Any disciplinary action such as a suspension or probation will directly referred to the CEO.

PENALTIES FOR BREACHES OF CODE OF CONDUCT

Penalties for breaches of the Code of Conduct may include –

- Caution – for minor breaches of the Code, a breach is to be noted in the Club's Lifesaving Committee minutes
- Re-education – involving IRB Drivers or Crew to complete re-education programs and testing as determined by the Club, Branch or State Lifesaving Committee.



SLSQ IRB TRAINING AND ASSESSING STEP BY STEP PROCESS

QUEENSLAND

The below process outlines the procedure for all IRB training and assessing within Surf Life Saving Queensland. This endorsed process has additional requirements to other Surf Life Saving awards.

Please Note: If the minimum requirements as per the process are not met by the Club/CTO, this may result in the delay in the start of the course or deletion of the assessment request.

It is the responsibility of the Club/CTO/Head Trainer to ensure that all processes are followed.

- **IRB Crew Pre-requisites-** 15 years of age on the date of final assessment, financial member of the association, proficient Bronze Medallion/Certificate II.
- **IRB Driver Pre- Requisites-** 17 years of age on the date of final assessment, financial member of the association, proficient Bronze medallion/Certificate II, proficient IRB crew award and current marine licence.

Step 1

- The Club/CTO wishes to organise an IRB Driver or IRB Crew course.
- Candidates' names are compiled and pre-requisites for each candidate are checked by the Club/ CTO for the course that the candidate wishes to complete.

Step 2

- A new IRB course must be generated in Surfguard and a training plan (**IRB 002- Course Information Form**) with the course number listed, all training dates, training times, training locations, alternative venues and training officer details must be submitted to the EDC/LDO **no later than 21 days close of business prior to the commencement of a new IRB course.**

Step 3

- All trainers and new trainers for the course must be listed. **Probationary IRB Trainers will be required to complete an IRB Induction with the Regional IRB TACO.**
- The SLSQ LDO/ SLSQ EDC checks all the details for the course. SLSQ LDO/ SLSQ EDC sends the training plan and attendance sheet to Regional IRB TACO for approval. Once approved by the Regional IRB TACO the SLSQ LDO/SLSQ EDC will send training information to all the Assistant IRB TACOs to make them aware of training that will be conducted.
- **Any training date changes to the submitted training plan must be communicated with the Branch and SLSQ LDO/SLSQ EDC.**

Step 4

- An assigned IRB TACO must only be assigned by an SLSQ LDO/SLSQ EDC.
- An IRB TACO must be assigned to all courses including assessment only pathways.
- The Head Trainer and the Branch is notified by SLSQ LDO/ SLSQ EDC a minimum of 7 days prior to the course if the course has been approved to start training.

Step 5

- It is recommended that the Club/CTO enter course candidates' names into Surfguard assessment request a minimum of 3 days prior to the course start date.
- Branch/Regional Office clicks SUBMIT on the Surfguard assessment request, a minimum of 2 business days prior to the course start date.
- **Prior to taking part in any IRB training (theory or practical) the course candidates names must be listed on the IRB assessment request in Surfguard.**
- The club prints the form 14 and all other relevant forms from Surfguard at the start of the course.
- The club prints from the TAF Portal: IRB Driver/Crew paperwork checklist, CMF6- Course Report, VET form (if applicable), Course Assessment Summary (*from the Delivery and Assessment Guide*), Observation Checklist (*from the Delivery and Assessment Guide*) and candidate's assessment portfolio are to be completed and ready for assessment day. **IRB Trainers and Assessors are to check all paperwork.**

Step 6

- **CHANGE OF ASSESSMENT DATE** – Notice in writing is required to the SLSQ LDO/SLSQ EDC a minimum of 7 working days prior to the change in course assessment date. A course assessment date can **ONLY** be changed a maximum of 3 times and assessment must be completed within 21 days of your nominated assessment date. Approval of the assessment date change is through consultation with the Regional IRB TACO and SLSQ LDO/SLSQ EDC.
- **CHANGE OF ASSESSMENT DATE DUE TO CONDITIONS**- Notice in writing is required to the SLSQ LDO/SLSQ EDC a minimum of 48 hours prior to the course assessment if due to conditions (weather, swell etc).

Step 7

- The IRB assessment is conducted and all paperwork, including CMF forms, paperwork checklist and candidates workbooks are returned to the **Branch no later the 7 days after the assessment.** A copy of an IRB TACO report will be sent to the SLSQ LDO/SLSQ EDC by the Branch/Regional Office if applicable.
- Branch/Regional Office 'Process Results' in Surfguard. All paperwork is sent to SLSQ within 14 days of the assessment date.
- SLSQ allocate awards within 21 days of the assessment dates and the award is completed.

SECTION NO: POM 0015	SUBJECT: SURF BOAT OPERATIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 3

OPERATIONS

All clubs have the responsibility to operate within Queensland Transport guidelines and regulations. To not do so can jeopardise marine safety causing injury or death and render the operator and club liable to criminal prosecution and civil litigation.

The relevant statutes contained in the Transport Operations Marine Safety Act and Regulations (TOMs) can be explained to any interested club or branch by a representative from the DPI or Queensland Boating and Fisheries and how they apply to the operations of Surf Boats.

The Queensland Boating and Fisheries Division is the delegated authority to police Queensland's boating and small craft rules and regulations and, as such, has the power to video tape and issue to any driver/operator any of the following infringements:

INFRINGEMENT	PENALTY (subject to change)
Unlicensed driving	On the spot \$565
Unsafe operations	To be determined by the court
Unsafe operations causing injury or death	To be determined by the court
Failure of club to report any incident to Qld Transport within 48 hours of incident occurring	\$339 (imposed directly to club)
Failure of master to report any incident to Qld Transport within 48 hours of incident occurring	On the spot \$339 (imposed on operator)
Owner/master fail to display correct registration numbers	On the spot \$226 (can be issued to both owner and master)
Owner of commercial ship fail to register ship	On the spot \$452 (imposed on club)
Exceeding 6 knots within 30 metres of people in water	On the spot \$339 (imposed on operator)

As a boat sweep, it is **YOUR** responsibility to ensure that you are abiding by the law. Any fines imposed will become the responsibility of the operator. Surf Life Saving Queensland **will not** be held responsible for unsafe operations conducted by any club member or cover any costs incurred through fines.

The following points shall be adhered to during the operation of all surf boats -

1. All sweeps shall be financial members of an SLSA Club, proficient bronze medallion holders, and accredited boat sweeps recognised by SLSQ.
2. All crew shall be financial members, proficient bronze medallion holders and 16 years of age (under 16 with bronze medallion may be involved with low intensity, short duration activity in a low surf environment).
3. All crew must have been provided with initial safety training by an accredited boat sweep/qualified surf coach.
4. All boats in use between sunset and sunrise must be fitted with a white light that is clearly visible over 360 degrees. The boat must display a flashing white all-round light if the boat is used for training or competition, is not powered but is propelled by using oars or paddles and if the boat is operated on the Brisbane River.
5. All surf boats must carry an SLSA endorsed rescue tube at all times.
6. Surf boat sweeps must avoid unnecessary operations in close proximity i.e. less than 30 metres to swimmers/surfers and/or designated areas.
7. Warning (life saving training area) signage shall be erected where training activity is taking place.
8. Training shall be carried out a minimum of 60 metres from any designated swimming/surf craft flagged area (with appropriate warning signage erected).
9. Surf boat sweeps shall use the designated in/out zone for all surf boat launching from the beach.
10. Surf boat sweeps shall be aware of the current/sweep direction and ensure the placement of the surf boat is on the downward side of the current/sweep relevant to the flagged area.
11. Surf boat sweeps shall be aware of swimmers drifting from the flagged areas into training areas caused by the influence of currents and rips.
12. All surf boat trailers shall be removed from the beach once the surf boat is launched or unloaded.

Note – All members are to wear PPE as per Dangerous Marine Creatures Guidelines – refer to Section 20.

All Surf boat operations must adhere to the requirements outlined in the Water Safety Policy – Refer to Section 17.

All surf boat crew shall hold an SLSA proficient bronze medallion (with a Certificate II) prior to commencing any training in a surf boat.

QUEENSLAND TRANSPORT MARINE SAFETY EXEMPTIONS FOR SLSQ OPERATORS

- a) That surf boats are operated within 1 nautical mile of land;
- b) Rescue operations shall be conducted in accordance with Surf Life Saving Australian Training manuals and SLSQ Patrol Operation manuals; and
- c) Lifesavers may exceed the speed limit of 6 knots within 30 metres of a person in the water **only** during emergent situations when operating a ship.

MARINE INCIDENT REPORTING, PATROL LOGS AND REPORTING

Surf Life Saving surf boats are recognised under the Queensland Transport as a marine vessel. Therefore it is imperative that all clubs adhere to Queensland Transport regulations. In the case of the following occurring:

- Damage to any marine vessel eg. collision;
- A near collision;
- Any injury caused to a person by a marine vessel; and
- Any death by injury caused to a person by a marine vessel.

A marine incident report **must** be completed for all of the above incidents. Failure to do so within 48 hours is a breach of the law and a penalty will apply as per above.

NOTE: SLSQ Clubs and operations support crews shall ensure their members are familiar with the Marine Incident Report form and have copies readily available.

Transport Act's definition of a "ship" –

- A "ship" is any kind of boat or other vessel used or, for a boat or other vessel being built, intended to be used, in navigation by water or for any other purpose on water;
- Without limiting subsection (1), a "ship" includes a boat or other vessel -
 - whatever its size;
 - however it is propelled or moved; and
 - whether it is on land or in the water.
- A "ship" includes, for example -
 - a barge, lighter or other floating vessel; and
 - a hovercraft or other surface effect craft.
- A "ship" does not include a vessel declared by regulation not to be a ship;
- A regulation may provide that a ship includes an aircraft when it is on water or is taking off, or landing on, water; and
- Except as provided by a regulation under subsection (5), a ship does not include an aircraft.

SECTION NO: POM 0016	SUBJECT: RADIO PROCEDURES FOR PATROL OPERATIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
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RADIO COMMUNICATION PROCEDURES

A standard communication procedure is required within Queensland to ensure all patrol members share the same expectations of what information is required for SLSQ operations, reporting and legal purposes.

In the absence of a SurfCom communications centre, status, incidents and events shall be recorded in an approved radio log book, LIMSOC or authorised local contact such as Director of Lifesaving, Lifesaving Services Coordinator, Lifeguard Supervisor or their delegate. Hereinafter they will be referred to as SurfCom.

Incidents recorded through SurfCom or LIMSOC are released daily via a media status report. The information provided must to be accurate and therefore relies on as precise details as possible from the field when calling in.

This document must be used for all training and operations of radio within Queensland, referring to the latest SLSA training manual for additional information such as radio terminology, waterproofing, maintenance, etc.

OPERATIONAL REQUIREMENTS

All stations must remain on the primary working channel. Change to a local simplex channel for intra club specific transmissions. Upon completion of transmission, the primary working channel must again be reselected.

Refer to the radio channel allocation for assignments of primary working, intra club and training channels.

After firmly pressing and holding the PTT, pause for 1 – 2 seconds before commencing your message.

To commence a transmission, listen and wait for the channel to be clear (up to 30 seconds may be required), ensure the station being called is said first, followed by your call sign. Duplication of call signs is not required, though may be used where there is poor clarity, network congestion, or unanswered calls.

Example

- SurfCom, [club name];
- [Club name], SurfCom, go ahead;
- SurfCom, [club name].

Leave out unnecessary words such as “this is”, etc and use standard pro words, not verbose sentences.

The use of “over” is not normally required due to the audible ANI tone which is heard after releasing the PTT.

Utilise the four (4) P’s for detailing all incidents. This helps create the shortest possible transmission –

- **Position** – Always use the patrol flags as a point of reference (distance north, south, out to sea, etc.);
- **Problem** – Specific details such as low patrol strength, formation of a rip or hole, dislocation, etc;
- **People** – How many involved, what and how did it happen, any other details or relevant medical history; and
- **Progress** – What is currently being done and what services are required to assist.

Always maintain RSVP – Rhythm, Speed, Volume and Pitch. Use normal speech, as you would speak for someone standing next to you.

Hold the radio’s microphone approximately 10 centimetres and to the side of your mouth.

SIGN ON – START OF PATROL

A beach status report benchmarks the conditions at the start of each patrol enabling SurfCom, duty officers and SLSQ personnel to proactively manage resources where they are required most. With the implementation of LIMSOC all sign on statistics are entered into a club iPhone or iPad. Once the patrol captain, or designated patrolling member has entered in their beach populations, patrol strength, beach open or closed, SurfCom will then radio the patrol for a “sign on radio check”. Once the patrol has performed a radio check with SurfCom and the air waves are free they can do a radio check with their own IRB radio to make sure their communications on patrol are at full strength.

If a club or patrol does not have access to a LIMSOC iPhone or iPad then the following will take place. After the patrol has carried out routine checks on all equipment and opened the beach, the patrol captain must have the following status items (in the order as below) ready for the call from SurfCom for their status report:

- Beach open or closed;
- Number of patrol strength (members);
- Number of people in water (swimmers);
- Number of people on the beach;
- If all equipment is operational, per Patrol Service Agreement (radios, IRB with driver and crew, 4WD, ATV, defibrillator, etc.); and
- IRB driver to provide IRB radio check following the transmission of beach status report.

Refer to your Patrol Agreement and sign on template (included with this document) for specific equipment recorded for your beach.

Clubs servicing multiple beaches must report each patrol separately, per the information required above.

Clubs who have multiple patrols per day (outside the traditional AM and PM) should inform SurfCom of their patrol status (sign on) once the new patrol has commenced.

NOTE: An IRB is not operational unless it has all safety equipment, radio, driver and crew on the beach. Advise SurfCom if any of these items are not available, and if additional drivers are available.

Examples

1. All the gear and equipment as per Patrol Service Agreement –
 - [Club name], SurfCom, [morning/afternoon] sign on;
 - SurfCom, [club name], beach [open/closed], # members, # in the water, # on the beach, all equipment operational, stand by for IRB radio check;
 - SurfCom [club name IRB] radio check. Reading you loud and clear or unreadable or nothing heard how do you read? and
 - [Club name IRB] reading you loud and clear or unreadable or nothing heard, out.
2. A piece of equipment is not operational -
 - Substitute “all equipment operational” in the sign on script with no [equipment type] due to [reason] and where possible provide the expected time it will be operational. For example, No ATV - SurfCom, [club name], beach [open/closed], # members, # in the water, # on the beach, no ATV due to breakdown and will not be available today, stand by for IRB radio check.

SIGN OFF – FINISH OF PATROL

LIMSOC is used to sign off your patrol. If you have a club iPhone or iPad, you may sign your beach off at the closing time with all relevant fields filled out. There is no need to radio SurfCom and give them your sign off stats as they will have a confirmation come through to notify them of your sign off. If there is no access to LIMSOC from your location then advise SurfCom of your intention (signing off or surveillance) then once SurfCom has recorded and acknowledged your transmission, carry out your intention. It is vital that a buffer of at least 10 seconds is left between completion of one service's sign off and the start of another service's transmission.

This is required to ensure that if a situation arises that requires immediate assistance, there is an opportunity for the service to gain assistance via radio and not forced to wait for a free moment in transmissions. Leaving a 10 second gap between sign offs will only extend the entire sign off process by around 3 minutes, but could help save a life.

During sign off:

- Provide beach status as well as water and beach populations;
- If the patrol will be maintaining a surveillance patrol, an estimated time of closure should be given;
- Wait for acknowledgement from SurfCom prior to transmitting sign off statistics; i.e [club name], SurfCom, go ahead;
- Wait for acknowledgement of sign off statistics before switching off radios i.e. [club name], SurfCom, roger, sign off [time stamp];
- It is recommended that a radio is left on until pack up is complete and members are signed off;
- Any incidents throughout the patrol day should have been communicated with SurfCom at the time they occurred. In the case where details have not been provided during the shift, arrange to telephone SurfCom or report these over the radio upon completion of all stations sign off reports; and
- Statistics such as preventative actions, first aid cases, etc are not required during sign off as these are recorded in the patrol log. All major incidents are reported to SurfCom throughout the patrol via LIMSOC.

Examples

1. Closing the beach –
 - SurfCom, [club name], patrol sign off;
 - [Club name], SurfCom, go ahead;
 - SurfCom, [club name], beach closed, # in the water, # on the beach; and
 - [Club name], SurfCom, roger, sign off [time stamp].

2. Remaining on surveillance –

- SurfCom, [club name];
- [Club name], SurfCom, go ahead;
- SurfCom, [club name], maintaining surveillance until [time], # in the water, # on the beach; and
- [Club Name], SurfCom, roger, maintaining surveillance [time stamp]

Refer to the sign off report template later in this document.

STATUS CHANGE – DURING PATROL

During patrol it is a common occurrence for conditions, equipment, populations, etc to change. SurfCom and duty officers are only able to proactively task resources if the information they have is accurate and up to date. Where a beach or equipment status changes during the patrol, SurfCom must be advised of the change when it occurs and when the change returns to normal. This can be updated through LIMSOC where available for use; however should the situation warrant, contacting SurfCom may still be appropriate.

Examples

- The beach is closed, changed to surveillance or re opens due to stingers, conditions, etc.;
- Equipment becomes unavailable such as an IRB rollover, ATV breakdown, etc.;
- A sudden change in conditions such as large flash rip;
- Loss of patrol strength below minimum numbers;
- Require additional support for any reason;
- A sudden change in populations such as a large group of people arrives;
- Significant relocation (movement) of patrol area due to conditions, events, etc.;
- Lightning (per SLSA lightening policy). Limit transmissions, remove swimmers from the water and limit radio traffic, take shelter in a safe structure; and
- Multiple patrols per day. For example morning, midday and afternoon.

Any changes to the start of patrol status should be noted accordingly in the patrol log, LIMSOC and SurfCom advised as those changes occur.

Note that a club or service must call SurfCom first to establish communications first, and then proceed with their transmission, rather than providing them upon the initial call. This allows SurfCom time to load the required reporting screen for the station calling and assists in reducing missed transmissions and errors in reporting. Refer to the incident reporting template later in this document.

PATROL REPORTING – ROUTINE AND ROVING PATROLS

Routine and roving patrols are not required to be reported through to SurfCom, unless they will be travelling greater than a visible distance from their base patrol and out of direct responsibility of the patrol captain. For example a patrol along the waters edge would not require calling in to SurfCom, whereas a bar crossing or patrolling around a headland would.

When a patrol is (or will be) leaving visible contact with the patrol captain, the patrol should contact SurfCom directly and advise of their intention. The roving/routine patrol must remain on the designated repeater channel and advise SurfCom of their return. Ideally, all craft will remain on the primary working channel at all times. This ensures all resources and assets that are being watched (SAR timer) are in direct contact with SurfCom if either party needs to communicate.

During all bar crossings by any lifesaving service (operations support, club IRB's etc.) it is imperative that SurfCom is notified prior to the intended bar crossing and again once the crossing is completed.

This ensures a three minute search and rescue timer is activated, consisting of two minutes for the crossing and additional one minute for establishing communications. Once the three minute time has expired and the communications cannot be resumed the duty officer is to be contacted immediately and resources deployed to the area.

This search and rescue time ensures the ongoing safety of lifesaving personnel and allows SurfCom to raise an alarm and arrange support should a service encounter difficulty during the bar crossing.

INCIDENT REPORTING - ASSISTANCE REQUIRED AND SEARCHES

If a situation arises where a club or service is in a position that requires additional resources to manage a situation or patrol service, they must contact SurfCom detailing their problem and the assistance and resources that are required to overcome or rectify. It is essential to update SurfCom of water and beach populations following a series of rescues to assist in more accurate proactive tasking of resources.

The included incident report templates and On-Site Incident Report Form (QAS handover) should be used as a guide for required incident detail required to be radioed through to SurfCom. When an ambulance is required, ensure a patrol member in uniform with a radio is at the designated meeting point to direct the ambulance. In most situations, QAS will not provide an estimated time of arrival (ETA).

Only life threatening situations and those where there are more patients than resources available should use the SLSA emergency call sign of “rescue, rescue, rescue”. This is not limited to on beach incidents.

Example

- Rescue, Rescue, Rescue. SurfCom, [club name];
- All stations, SurfCom, rescue in progress at [club name], cease transmissions unless you have same;
- [Club name], SurfCom, go ahead;
- SurfCom, [club name], [assistance required to meet incident details and needs].

If radio communication is not an appropriate medium due to complexities, confidentiality of the situation or length of transmission, provide a contact telephone number on which SurfCom can call the patrol captain on or call SurfCom directly. Refer to template in this document. The patrol captain, or designated member (holding an ROC) who is directly at the incident scene, should transmit incident details directly to SurfCom.

The patrol captain will always remain in control of their patrol and provide the initial coordination of search and rescue operations. Duty officers may provide assistance to the patrol captain for subsequent incidents, searches, media, etc. and assume the coordination role as required or delegated. In all major events water police will assume control of the situation once they arrive on scene.

The duty officer is the tasking authority for all operations support and may call for assistance from club services. Once a call for assistance is made from a service, the duty officer will task the most appropriate and closest unit, once accurate and up to date information has been received.

It is important that SurfCom is notified of all incidents as they occur and are updated throughout the entire incident and its closure (or handover to external agencies). If it is not practical to provide details as they unfold, take note of important events and transmit details as soon as practically possible. During any incident requiring assistance, all involved parties (patrol captain, IRB, ATV, etc.) must remain on the primary working channel or assigned emergency channel.

SurfCom may designate an alternate working channel for major incidents or where the duration may impact normal operations (and vice versa).

INCIDENT REPORTING – ASSISTANCE NOT REQUIRED

All major incidents or events that do not require assistance i.e. rescue which can be completed within the resources of the patrol, must be communicated to SurfCom as they unfold. This allows SurfCom to be ready, should assistance become required and ensures records are kept that meet SLSQ and legal reporting requirements. This also assists with preparation of daily media reports.

Refer to the 4 P's above and incident templates below for required details of incident reporting.

EMERGENCY EVACUATION

Upon a suspected or confirmed sighting of shark/crocodile, etc. in your patrol area, the patrol captain will assess the situation and determine what action is to be taken (refer to the current training manual for SLSA requirements) and report relevant information to SurfCom which may include -

- Closing the beach – the process of clearing swimmers from the water;
- Beach Closed – water cleared of all swimmers;
- Size and number – approximate size and number specimen;
- Position of last sighting – distance north or south of patrol flags and distance out to sea;
- Direction of travel – what direction the specimen was travelling; and
- Launching an IRB – send to search, chase or shepherd/haze.

It is acceptable to use “shark” and “crocodile” over the radio network; being as clear as possible in transmissions about the type of emergency evacuation or specimen details will assist in searches and further action required. SurfCom will inform all other clubs and services in case they did not receive the initial transmission.

INCIDENT COMPLETE OR SITUATION SAFE

When the patrol captain is satisfied that it is safe to reopen the beach, they will do so and report this to SurfCom, who in turn will advise other clubs and services as required.

RADIO CHECKS/READABILITY SCALE

- Loud and clear – can receive and understand transmissions;
- Unreadable – can receive but cannot understand transmissions; and
- Nothing heard – no transmission received.

PRO WORDS

You may hear or use procedural words (prowords) when operating a radio. Prowords are a single word or phrase with a common meaning and provide a quick and simple way to keep transmissions short. Prowords should be used where possible

Proword	Meaning
Go ahead	Proceed with the transmission of your message
Stand by	Please wait until I can call you back. Other stations may transmit
Roger	I have received and understood all of your last transmission
Wilco	Your last message has been received, understood and will be complied with. I will do what you have asked me to.
Say again	I missed part of your last transmission. Transmit it again.
Correction	An error has been made; the correct version is ...
Affirmative	Yes or permission is granted
Negative	No or permission is not granted
Over	I have finished my message and expect a reply
Out or clear	The conversation is finished and I don't expect a reply. Used at the end of transmissions as an indication to other stations that the network is clear and free for use.
Break	I have finished a conversation with one station and am calling another without breaking my transmission.

PRIMARY WORKING CHANNEL FAILURE

In the event of equipment failure on a primary repeater, additional channels used in the same region should be tried on different radios. Refer to radio channel allocation. For example, on the Gold Coast, if Channel 7 (Q1) is experiencing faults, leave one radio on channel 7 and try additional radios on 6), then 4 and 5 (south and north) and finally Channel 1. Where sufficient radios exist, leave one radio on each of the channels used in the region until the fault is resolved.

At the start of each patrol sign on, the patrol captain should insert their mobile number into LIMSOC under secondary contact so that in the case of channel failure, or any other problems, SurfCom has a way of getting in contact with that patrol. Major incidents requiring assistance should be telephoned through to SurfCom and if necessary, they will call the patrol back.

PHONETIC ALPHABET

The phonetic alphabet is an international method of transmitting letters or spelling words.

PHONETIC ALPHABET					
A	ALPHA	J	JULIET	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GOLF	P	PAPA	Y	YANKEE
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

The phonetic alphabet is a set of internationally accepted words that clearly identify specific letters of the alphabet which allows the operator to spell out words where confusion is likely.

To use the phonetic follow these steps:

- Say the word;
- Say the pro-words “I spell”; and
- Spell out the word. For example: **Surf** – **Sierra, Uniform, Romeo, Foxtrot**.

Use plain English spelling unless the following conditions exist:

- Radio conditions are known to be poor (the receiving station has frequently asked for repeats of messages) and when transmitting difficult or unclear words;
- The correct spelling is critical and plain English spelling is proving unsuccessful e.g. Claire Street v Clare Street;
- Numbers and letters (such as a registration) or single letters need transmission: 30358QC (spoken – three zero three five eight Quebec Charlie; and
- The receiving station requests use of the phonetic alphabet.

RADIO CARE, EQUIPMENT PURCHASE AND MAINTENANCE

All portable radios should be protected in appropriate water proof cases, regardless of the unit's IP rating. An approved harness should be used for members in moving roles such as IRB, ATV, Patrol Captains, etc.

Purchase of new equipment must be completed through Surf Life Saving Queensland. SLSQ carries the required radios for purchase and will ensure that the radios are programmed correctly when they are dispatched to the club.

Only Surf Life Saving Queensland authorised communications providers will be given access to the state frequency band and ANI plans for programming equipment and subsequent use on the SLSQ radio network.

RADIO CHANNEL ALLOCATION

The following table identifies the channel allocation for Surf Life Saving Queensland and briefly explains their usage. The primary working channel must be maintained throughout patrol operations and must be maintained during any incident involving the patrol or asset leaving visible sight of a patrol.

Where there is no repeater coverage, utilise SLSQ 1 as primary working or SLA in older programmed version radios. SurfCom will assign simplex channels to services as required or requested to reduce interference.

Note: Applies only to South East Queensland radios in the 2018/19 season.

CHANNEL ASSIGNMENT	CHANNEL DISPLAY TEXT	CHANNEL USAGE/DESCRIPTION/NOTES
1	DIGITAL 1	NATIONAL COMMON SIMPLEX 1
2	DIGITAL 2	NATIONAL COMMON SIMPLEX 2
4	DIGITAL 4	GC SPRINGBROOK
5	DIGITAL 5	GC POINT DANGER
6	DIGITAL 6	GC BURLEIGH HILL
7	DIGITAL 7	GC Q1
8	DIGITAL 8	SC REDCLIFFE
9	DIGITAL 9	PL POINT LOOKOUT
10	DIGITAL 10	SC MORETON
12	DIGITAL 12	SC CALOUNDRA
13	DIGITAL 13	SC POINT CARTWRIGHT
14	DIGITAL 14	SC COOLUM
15	DIGITAL 15	SC NOOSA
16	DIGITAL 16	SC DOUBLE ISLAND POINT– LINKED TO NOOSA: A-BAY
17	DIGITAL 18	WBC HERVEY BAY (PREV 7)
18		WBC BUNDABERG (PREV 6)
19	DIGITAL 19	WBC AGNES WATER
20	DIGITAL 20	WBC TANNUM SANDS
21	DIGITAL 21	WBC EMU PARK
22	DIGITAL 22	YEPPON
23	DIGITAL 23	NBB SARINA
24	DIGITAL 24	MBB MACKAY
25	DIGITAL 25	NBB ALVA BEACH
27	DIGITAL 27	NBB TOWNSVILLE
32	DIGITAL 32	NBB FORREST BEACH
31	DIGITAL 31	NQ MISSION BEACH
34	DIGITAL 34	NQ ETTY BAY

35	DIGITAL 35	NQ CAIRNS
36	DIGITAL 36	NQ GREEN ISLAND
37	DIGITAL 37	NQ TRINITY BEACH
38	DIGITAL 38	NQ PALM COVE
39	DIGITAL 39	NQ ELLIS BEACH

Any channel that has SLSQ as the prefix will vote within it's prescribe region (where available). For example SLSQ 7 will vote all Gold Coast Channels.

As a service moves throughout a region, the operator must be mindful of the channel allocation for the area they are currently in and change channel as necessary to maximise the communications strength and readability.

RADIO CONFERENCE GROUPS & AREA WIDE NETWORK COMMUNICATIONS

During patrol operations, the following conference groups will be established at SurfCom.

Region	Conferencing Group
Gold Coast	Channels 4, 5, 6, and 7
Sunshine Coast	Channels 8, 10, 12, 13, 14 and 15
Brisbane	Channels 9, 10 and 11
Wide Bay Capricorn	Channels 17, 18, 19, 20, 21 and 22
North Barrier	Channels 23, 24, 25, 27 and 32
North Queensland	Channels 31, 34, 35, 36, 37, 38 and 39

Conference and fixed link channels allow the formation of an area wide network to keep all services informed of operational status to allow for pre-empting and proactive assistance.

The conference group may potentially be removed as required during a localised SAR (where no backup or simplex channel is sufficient or available) or during a network fault causing interference to normal operations. Fixed links are not controllable by SurfCom.

A transmission on any channel in the conference group will be broadcast to all other channels in the group.

It is vital that a short pause (1–2 seconds) is maintained after pressing and holding the PTT before speaking to ensure all repeaters in the conference group are keyed up and ready for the transmission. This will eliminate missed or unreadable beginnings of transmissions.

All operators should ensure the channel is clear (wait up to 30 seconds) before transmitting to ensure they do not interfere with existing transmissions that are in a pause.

In high wind areas, attempt to shield the microphone from the wind to avoid whistling and gushing sounds.

All transmissions via a conference group or individual repeaters and some Simplex channels are automatically voice recorded. Correct radio procedure should be maintained at all times, regardless of whether lifesaving services are active.

BEACH STATUS REPORT – FOR MORNING OR CHANGE OF PATROLS

Fill in and read the items in italics:

_____ Patrol, SurfCom: Morning/afternoon sign on

*SurfCom, _____ Patrol: Beach open/closed,
_____ members,
_____ in the water,
_____ on the beach,
All equipment operational **or**
not operational due to _____ [time
when operational],
Stand by for IRB radio check.*

*SurfCom, _____ IRB: Radio check.
Reading you [Loud and Clear or
Unreadable], how do you read me?*

_____ IRB, SurfCom: Reading you [Loud and clear or
unreadable]. Out.

Sign on's shall be completed using LIMSOC where available. Once sign on has been submitted, SurfCom will radio your beach for a morning radio check.

Any required equipment, listed in your patrol agreement that is not operational must be reported to SurfCom or via LIMSOC.

If there is **more than one driver** or **more than one boat**, pass these numbers on to SurfCom. If the IRB is **not operational** you must provide a reason and estimated time before operational.

An operational IRB consists of a fully **operational IRB** (as per SLSA standards), **driver, crew** and **radio**.

Contact details:

SurfCom Gold Coast	(07) 5631 7400
SurfCom Sunshine Coast	(07) 5444 8825

BEACH SIGN OFF REPORT – FOR CLOSING OF PATROLS

Fill in and read the items in italics:

SurfCom, _____ Patrol: Patrol sign off

_____ Patrol, SurfCom: Go ahead

*SurfCom, _____ Patrol: Beach closed/surveillance/open
_____ swimmers,
_____ on the beach,
[if not closing the expected time of
closure].*

_____ Patrol, SurfCom: Sign off time _____. Out.

Sign off shall be done via LIMSOC at the completion of patrol. There will be no need to radio SurfCom your sign off details unless your connection to LIMSOC is limited.

Wait at least 10 seconds upon completion of another service's sign off before proceeding with yours.

If your beach is not closing, provide an estimated time of closure.

Wait for acknowledgement before transmitting your sign off. Ensure SurfCom acknowledges your sign off report to ensure it is recorded correctly.

Leave one or more radios turned on whilst packing up so SurfCom can contact you in the case where an incident occurs near your beach after you have closed.

Contact details:

SOCC	(07) 5631 7400
SurfCom Sunshine Coast	(07) 5444 8825

INCIDENT REPORTING – FOR ALL INCIDENTS DURING PATROL HOURS

Advise SurfCom as incidents unfold so they can immediately start planning for additional support such as SLSQ Operations Support or Emergency Services.

By providing the necessary details, SurfCom will be able to provide a quicker and more efficient responses and assistance.

Rescues

- ✎ Location (distance north/south of flagged area, distance from shore)
- ✎ Type of rescue(s) and number of patients (tube, board, IRB, etc.)
- ✎ Age and gender of patient(s) , Nationality of patient(s) if known
- ✎ Further assistance required (first aid, oxygen therapy, ambulance, etc.)

Ambulance

- ✎ What is the exact address and location of the emergency?
- ✎ What is the phone number you are calling from?
- ✎ Brief description of the problem, exactly what happened
- ✎ Number of patients
- ✎ Patients gender
- ✎ Patients age
- ✎ Is the patient awake/conscious?
- ✎ Is the patient bleeding externally?
- ✎ Is the patient completely alert?
- ✎ Is the patient breathing normally?
- ✎ And prior medical conditions/ does the patient have/take any medication?
- ✎ Any treatment/procedures that are being administered to the patient?

Missing Person

- ✎ Name, age, gender
- ✎ Time and location of last sighting
- ✎ Detailed description including height, build, hair and eye colour, complexion, clothes, accessories (bags, boards, towel, toys, etc.)
- ✎ Can they swim?
- ✎ Medical conditions or medications
- ✎ Reporting person to stay with a patrolling member
- ✎ Local resident or on holiday
- ✎ Locations checked (car, unit, house, shops, etc.)
- ✎ Anyone else they may be with (sibling, parent, friend, relative, etc.)

All other incidents

- ✎ Position
- ✎ Problem
- ✎ People
- ✎ Progress

Contact details:

SurfCom Gold Coast	(07) 5631 7400
SurfCom Sunshine Coast	(07) 5444 8825

BEACH STATUS REPORT – EQUIPMENT LIST FOR PATROLS

The following details the minimum equipment your beach must have operational in order to use “All equipment operational” during a sign on report.

Any deficiencies in equipment must be reported to SurfCom so tasking of SLSQ operations support, additional equipment and support can be arranged if required. In this case, detail the equipment that is not operational, a reason (as another club or service may be able to assist) and an estimated time before it is operational.

Immediately available on the beach during patrol hours

Equipment Type	Number of units	Location of units during patrol hours
Radios		
IRB		
4WD		
ATV		
Defibrillator		

Not immediately available (during and after patrol hours)

Equipment Type	Number of units	Location of units
Radios		
IRB		
4WD		
ATV		
Defibrillator		

Contact details:

SurfCom Gold Coast (07) 5631 7400
SurfCom Sunshine Coast (07) 5444 8825

SECTION NO: POM 0017	SUBJECT: WATER SAFETY REQUIREMENTS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 18

OVERVIEW OF POLICY

Adequate water safety procedures must be in place before any water-based training/activities can be conducted, refer to the attached SLSA Policy 1.1 – Water Safety Policy and Procedure documents. Further to the SLSA Policy 1.1 – Water Safety Policy and Procedure, SLSQ has clarified the requirements relating to wearing high visibility clothing for all types of training and completion in the SLSQ Policy MS13- High Visibility Clothing.

Note: The approval of mid-week training/activity sessions for junior activities and senior members must be recorded in club minutes including primary training locations and secondary training locations.

For all other safety requirements regarding junior activities operations please refer to the **SLSQ Junior Activities Manual**.

SLSA Policy

Title: Water Safety
Document Number: 1.1
Last Review Date: May 2014
Next Review Date: May 2015

Surf Life Saving Australia is an organisation committed to the safety, health and wellbeing of our members, employees and the wider community who visit Australia's beaches. We are the leader in coastal safety and provide safe and enjoyable aquatic experiences.

All Surf Life Saving affiliated organisations have a duty of care to their members participating in aquatic activities. In all our member activities we are committed to adopting reasonable and practical measures that help to prevent injury or illness. These measures include:

- Compliance with State/Territory workplace health and safety legislation and regulations (where applicable);
- Provision of effective risk assessment and management tools; including tools that are specifically tailored to the aquatic environment;
- Provision of clear guidelines, procedures and codes of conduct for members conducting or participating in aquatic activities;
- Provision of an effective incident reporting system that allows SLSA to monitor, review and continuously improve our health, safety and risk management measures through an evidence based system;
- Providing education and training for our members administering or participating in aquatic activities.
- Supervision of participants during aquatic activities;
- Research/Evidence based outcomes to ensure continuous improvement of equipment, operating procedures and training.

Please refer to the SLSA 'Water Safety Procedures' for further details, www.sls.com.au

SLSA Procedure

Title: Water Safety
Document Number: 1.1
Last Review Date: May 2014
Next Review Date: May 2015

INTRODUCTION

The following procedure is for the provision of water safety for SLS Junior activities; member training (lifesaving and sport) conducted by Surf Life Saving and SLS sanctioned/special events. These procedures have been developed using risk management principles, WHS legislation and regulation and many years of experience with the provision of water safety for aquatic activities.

SUMMARY

This table provides a summary of the complete water safety requirements for SLS member aquatic activities. For more information please refer to the full procedure later in the document or the relevant.

SLS ACTIVITY	ACTIVITY PARTICIPANTS WHO <u>DO</u> NOT HOLD A SRC OR ABOVE	ACTIVITY PARTICIPANTS WHO <u>DO</u> HOLD A SRC OR ABOVE
Junior Activities (Nippers)	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	
Member Training (Lifesaving and Sport)	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	Buddy procedure
Pool Activities	Where applicable, refer to local pool management requirements If no requirements 1:10 (WSP: participants) determined after a pre-activity risk assessment	
Surf Sport Competition	Refer to SLSA Surf Sport Manual	
Sanctioned/Special Events	Refer to 'Guidelines for Safer Surf Clubs'	
Lifesaving Patrols	Refer to relevant State/Territory 'Standard Operating Procedures'	

NOTE: 'Surf Rescue Certificate (SRC) or above' - includes SRC, Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue or Gold Medallion.

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DEFINITIONS

Activity Participant: An activity participant may be a member of the public or a Surf Life Saving (SLS) member.

Aquatic rescue qualification: Surf Rescue Certificate (SRC), Bronze Medallion (BM) /Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue (SMAR) or Gold Medallion (GM).

Low-risk conditions: following a pre-activity risk assessment indicating they are operating in an acceptably low-risk environment*.

*A nominal wave height of 1m is considered the maximum wave height threshold when the 1:10 ratio may be implemented. Wave height is only one consideration in assessing surf zone hazards (examples of others could include: a heavy shore break, wave period, wind strength and direction) therefore the Water Safety Supervisor will be required to complete a risk assessment in determining any decision to increase the ratio from 1 WSP : 5 activity participants to 1:10

Personal training: Personal training is considered a personal or leisure aquatic activity that is not supervised or endorsed by an SLS organisation. This activity may occur individually or in a group. All responsibility for such activity is taken on by the individual/s.

Qualified: is an activity participant who holds a proficient aquatic rescue qualification.

Risk: Standards Australia defines risk as the effect of uncertainty on objects (AS/NZS 31000:2009 Risk management - Principles and guidelines).

Risk assessment: Standards Australia defines a risk assessment as the overall process of risk identification, risk analysis and risk evaluation (AS/NZS 31000:2009).

Risk management: Standards Australia defines risk management as coordinated activities to direct and control an organisation with regard to risk (AS/NZS 31000:2009 Risk management - Principles and guidelines).

SLS Member: For the purpose of these procedures, Surf Life Saving Australia (SLSA) separates SLS members into two different categories:

- An activity participant who **does not hold** an aquatic rescue qualification - Surf Rescue Certificate (SRC) or above e.g. Activity participants in training for the SRC or BM and junior members under the age of 13.
- An activity participant who **does hold** a proficient aquatic rescue qualification.

Surf Sports Competition: Two (2) or more clubs/entities hold an event consisting of activities defined within the SLSA Surf Sport Manual.

Stillwater activity: For the purposes of these procedures, SLS considers a stillwater activity to be one conducted in a man-made aquatic environment e.g. pool. Rivers and lakes are not considered a stillwater environment.

Water safety: The use of human resources and rescue equipment in an aquatic environment to provide a level of supervision to activity participants.

Water safety personnel (WSP): Qualified and proficient lifesavers (holding a SRC or above) who provide water safety. WSP act under the leadership of the WSS.

Water safety supervisor (WSS): The team leader for a group of water safety personnel.

The WSS must be qualified and proficient in the SLSA BM /Certificate II in Public Safety (Aquatic Rescue) AND it is strongly recommended they also hold the Silver Medallion Basic Beach Management certificate.

GENERAL WATER SAFETY PROCEDURES

The following procedures should be considered together with the activity specific water safety procedures outlined in section three (3).

2.1 GENERAL

LIFESAVING PATROLS

Water safety procedures for lifesaving patrols are covered by the relevant State/Territory Standard Operating Procedures.

Please contact your SLS State/Territory office for a complete copy of these procedures.

Members of 'on-duty' lifesaving patrols can only be reallocated as WSP when the minimum patrol requirements are met and at the discretion of the Patrol Captain.

The on duty lifesaving Patrol Captain/Lifeguard must not act in the position of WSS. The lifesaving Patrol Captain/Lifeguard's primary duty is public beach safety.

SUPERVISION

Where water safety supervision ratios are implemented, 75% of water safety personnel must be in the water during the activity and using SLSA approved rescue equipment.

For activities where there is a mix of activity participants, the water safety ratio for 'activity participants **who do not hold** a SRC or above' should be applied.

2.2 RISK ASSESSMENT, RISK CHECK AND RISK MANAGEMENT TOOLS

Clubs are encouraged to complete a pre-season/annual training plan together with a risk management plan for all aquatic activities. This plan should be completed by either the Club Captain/Director of Lifesaving/Director of Sport/Director of Junior Activities/Director of Education, together with their appointed coaches and trainers

This risk management plan should be completed using the 'Guidelines for Safer Surf Clubs' and address at a minimum: regular training plans (time/day/duration), location/s, number of participants, qualification of those participants, possible risks and how they will be managed should they arise.

In addition, for all aquatic activities, a pre-activity risk check should be conducted by the WSS in conjunction with the Patrol Captain or Lifeguard, outline any risks managed and where applicable, be lodged with the relevant SLS club/service officer. Risk assessments and risk checks should be retained for a minimum of 5 years.

Suitable risk assessment, risk check and risk management tools includes:

- SLS water safety risk mobile app (also available in paper form)
- SLS event risk mobile apps
- Guidelines for Safer Surf Clubs (available on the SLS [Members Portal](#))

NOTE: if there has been no change to the risks identified in the risk management plan, the pre activity risk check can be a notation that a risk check has been conducted, there is no change to previously identified risks, and the risk mitigation strategies identified previously still stand.

2.3 UNIFORM

UNIFORM SUMMARY

EVENT TYPE	HIGH-VISIBILITY LYCRA VEST OR SHIRT	SWIMMING CAP	SURF RESCUE uniform
Surf Sports (Competition)	✓ Mandatory	N/A	N/A
Sanctioned Events	✓ Mandatory	Recommended	N/A
Ocean Swims	Recommended	✓ Mandatory	N/A
Junior Activities (Nippers)	Recommended	N/A	N/A
Member Training (Lifesaving and Sport)	Recommended	N/A	Recommended BM training and above
Water Safety	N/A	N/A	Cap ✓ Mandatory Rash Shirt ✓ Mandatory

ACTIVITY PARTICIPANTS

SLS surf sport competition and SLS sanctioned/special events:

All aquatic activity participants in SLS surf sport competition and SLS sanctioned/special events **must** be clearly identified with a standardised high-visibility vest or swimming cap (ocean swims only) for easy identification above the water surface. (See 2.3.3 High-visibility Garments)

All junior activities and member training:

For junior activities and member training, it is **recommended** that aquatic activity participants be clearly identified with a standardised high-visibility Lycra vest or shirt for easy identification above the water surface.

WATER SAFETY SUPERVISORS AND PERSONNEL

For SLS junior activities, surf sport competition, member training and SLS sanctioned/special events, water safety supervisors and personnel **must** be wearing a clearly identified uniform.

WSP uniform must consist of a cap (secured under the chin) and rash shirt. This may be either:

Surf Rescue uniform

- SLS red and yellow quartered patrol cap secured under the chin;
- SLS *SURF RESCUE* rash shirt;
- Where appropriate, SLS *SURF RESCUE* wetsuits and stinger suits.

Or

High visibility (water safety) uniform:

- A high-visibility (fluorescent) orange cap secured under the chin;
- A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY' on the front and back of the shirt.

HIGH-VISIBILITY GARMENTS

There are five high-visibility fluorescent colours endorsed by SLSA that SLS affiliated organisations can choose to use:

- Fluorescent Pink (PMS #16-2130 TN 'Knockout Pink')
- Fluorescent Yellow (PMS #13-0630 TN 'Safety Yellow')
- Fluorescent Green (PMS#13-0340 TN 'Green Gecko')
- Fluorescent Orange (PMS# 15-1360-TN 'Shocking orange')
- Fluorescent Red (PMS#485C)

The exact fluorescent colour will vary depending on the material used (e.g. nylon, Lycra/spandex, polyester). As a guide only, the above PMS (Pantone Matching System) codes should be provided to your vest/cap manufacturer.

Example of high-visibility fluorescent garments:



NOTE: that fluorescent colours degenerate with prolonged exposure to water and **light**. Garments **should be** maintained as per the manufacturer care and cleaning procedure and monitored to ensure continued colour brightness.

2.4 RESCUE EQUIPMENT

Rescue equipment used for the purposes of water safety must be SLSA approved and can include:

- Lifesaving rescue equipment listed in the [SLSA approved lifesaving gear and equipment manual](#)
- SLSA approved competition boards

It is highly recommended that an IRB or RWC be used for water safety (where safe and applicable).

NOTE: Where WSP are using rescue equipment that requires a specific competency and award e.g. powercraft, the operator **must** be qualified and proficient in the appropriate awards.

During the activity, rescue equipment **must** be on the water and in close proximity to the activity participants.

Equipment	Operator	Count towards Water Safety ratio
Rescue board	1 paddler	1
Rescue Tube	1 swimmer	1
IRB	1 Driver and 1 Crew	2
RWC	1 Driver	1
	1 Driver and 1 Crew	2

2.5 ROLES AND RESPONSIBILITIES

WATER SAFETY SUPERVISOR (WSS) - TEAM LEADER Must be qualified and proficient in the SLSA BM /Certificate II in Public Safety (Aquatic Rescue) AND is strongly recommended to hold the Silver Medallion Basic Beach Management;

- Remain on the beach, except when required in an emergency;
- Be responsible for water safety and ensure it meets the prescribed and assessed requirements. E.g. the minimum supervision ratios OR that the buddy procedure;
- Conduct risk assessment using one of the tools available:
 - If the activity is to be conducted on the beach during patrol hours, the WSS must consult with the lifesaving Patrol Captain/Lifeguard on the most appropriate area of the beach to be used for the activity.
 - If the activity is to be conducted on the beach outside of patrol hours (or in unpatrolled locations), the WSS is to decide the most appropriate area of the beach to be used for the activity

NOTE: that the lifesaving Patrol Captain/Lifeguard is the ultimate authority on the beach

- Be aware at all times of the safety and welfare of those involved in the activity and act immediately if they have safety concerns;
- Supervise WSP;
 - Ensure WSP are qualified and proficient.
 - Ensure that the most suitable rescue equipment is available.
 - Brief both WSP and activity participants on the conditions likely to be encountered during the activity.
 - Request that WSP advise the WSS of their competency levels in relation to the activity and conditions AND if they have any pre-existing ailments that may impact on their participation. Any identified risks should be managed.

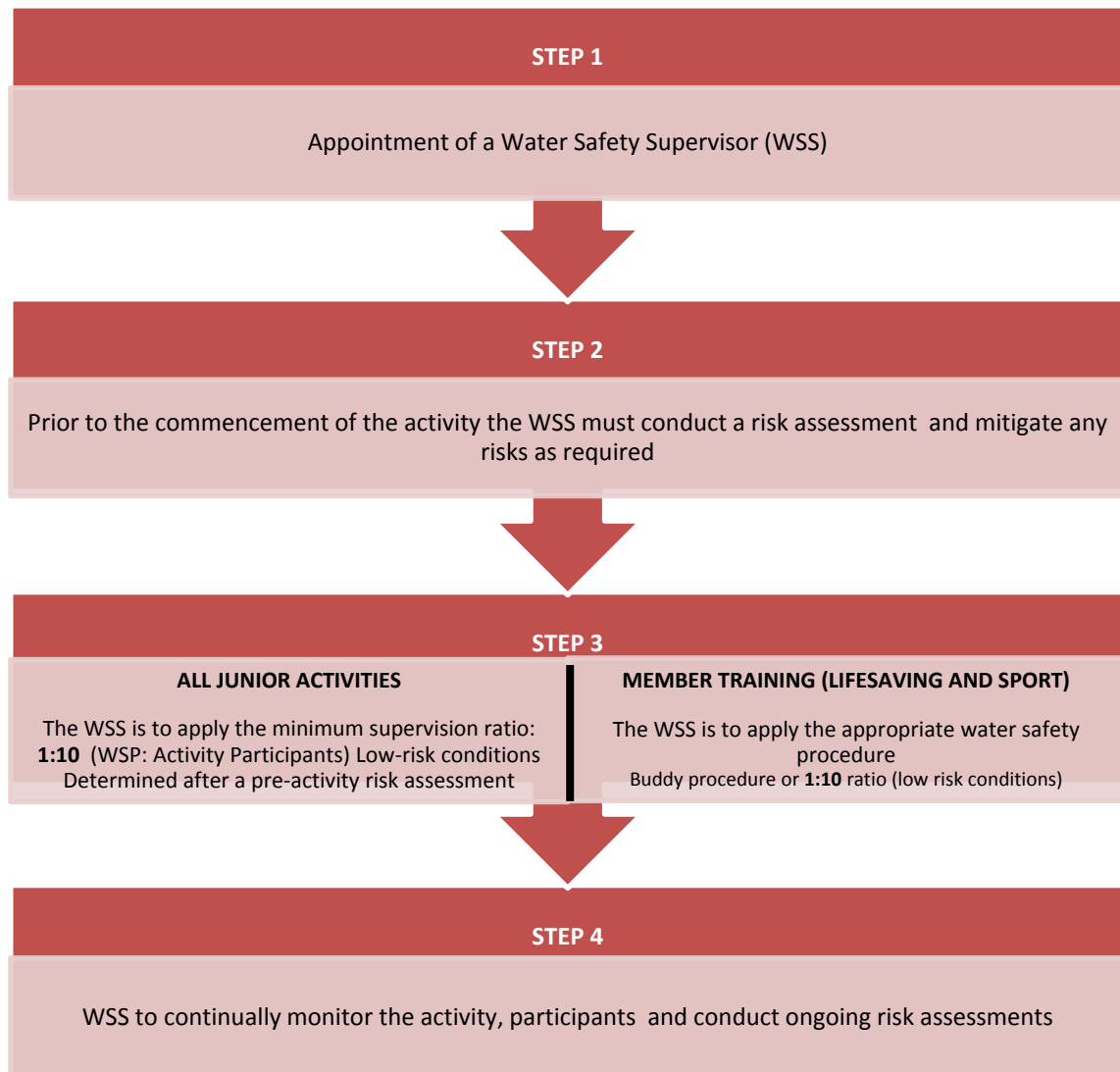
WATER SAFETY PERSONNEL (WSP)

Reports to Water Safety Supervisor

- must be qualified and proficient in a SLSA aquatic rescue qualification ;
- Carry out their duties under the leadership of the WSS;
- Be positioned on the beach and/or in the water as directed by the WSS;
- Be responsible for water safety in the appointed area;
- At all times be aware of the safety and welfare of those involved in the activity and immediately report any concerns to the WSS;
- Advise the WSS of any pre-existing ailments that may impact on their participation or if their competency does not meet the activity requirements or conditions.

ACTIVITY SPECIFIC WATER SAFETY PROCEDURES

3.1 JUNIOR ACTIVITIES AND ALL MEMBER TRAINING



3.2 MINIMUM SUPERVISION RATIOS

Supervision ratios apply to Junior Activities and member training where participants do not hold a SRC or above. These ratios also apply to groups with a mix of aquatic rescue qualification holders and non-award holder.

For junior preliminary evaluations (JPE) a maximum supervision ratio of 1:5 (Water Safety Personnel: Activity Participants) applies.

For Junior Activities and member training where participants do not hold an SRC or above, the maximum supervision ratio is 1:5 (Water Safety Personnel: Activity Participants).

For still water/pool activities or low-risk conditions (ascertained after a formal risk assessment) the ratio maybe expanded to 1:10 (Water Safety Personnel: Activity Participants). Risk assessments should be conducted using one of the tools provided.

3.3 BUDDY PROCEDURE

The buddy procedure is where qualified activity participants of similar experience and ability participate together in the same aquatic activity. They continuously monitor each other throughout the activity, and able to offer immediate assistance to their “buddy” if required.

The Buddy procedure for water safety can be applied to SLS member training of 2 or more activity participants.

All activity participants must hold a proficient aquatic rescue qualification. In larger groups, the training plan and measures in an emergency may be the same for all participants. Participants should still however identify a buddy.

Prior to the commencement of the activity or training session, qualified members should identify a ‘buddy’. In a group situation where there is an uneven number, a buddy group of three can be formed.

The WSS or buddy pair should form an agreed training plan. This plan includes:

- Specific activities to be completed
- Duration of the activity (start and finish time)
- Location (and destination if applicable)
- Outline measures in case of an emergency. For example: carrying a mobile phone, notifying family/a friend of your training intentions.

During the activity, each buddy pair should be in a position to:

- Be able to offer immediate assistance to each other if required
- Maintain communication – advise each other should training plans or conditions change
- If you lose sight of or contact with your buddy, alert the WSS and/or other participants and commence searching immediately
- In the case of emergency, assist their buddy to remove him/her from danger (where it is safe to do so)

3.4 SURF SPORT

Water safety procedures for surf sport competition (excluding surf sports training), as defined by the SLSA Surf Sports Manual, are to be conducted as per the SLSA Surf Sports Manual.

The water safety for club swims and club championships should be conducted as per 3.1 junior activities and member training.

Please refer to the SLSA website to download a copy of the current SLSA Surf Sports Manual.

3.5 STILL WATER/POOL ACTIVITIES

For those activities conducted in a public pool, the safety procedures as laid down by the local pool management must be adhered to. These safety procedures may be applied under the pool or SLS management.

Aquatic activities conducted in rivers and lakes are not considered a still water activity in which case the above water safety procedure (as described in section 2 and 3) should apply for the relevant activity.

3.6 PERSONAL TRAINING

Where a group or individual undertakes 'personal training', all responsibility is taken on by the individual/s and/or their parents/guardians. Please be aware of the possible insurance and litigation issues resulting from an incident.

It is recommended that individuals undertake their own risk management process, including considering the increased risk of training alone, prior to any personal training being conducted.

3.7 SANCTIONED/SPECIAL EVENTS

Any aquatic activity conducted by SLS outside the SLS framework of lifesaving, sport or junior activities must receive SLS State/Territory approval. These activities may include (but are not limited to) ocean swims and triathlon/aquathon events.

The specific water safety procedures for these activities are covered by the 'Guidelines for Safer Surf Clubs'.

Please refer to the SLS [Members Portal](#) to download a copy of the current *Guidelines for Safer Surf Clubs*.

APPENDIX 1

AQUATIC ACTIVITY RISK CHECK AND MANAGEMENT FORM

ACTIVITY INFORMATION	
Activity type/name:	
Venue/Beach:	
Date:	/ /
Time:	AM / PM
Number of participants:	

RISK ASSESSMENT			
As a minimum, the following factors must be assessed when determining water safety: <ul style="list-style-type: none"> Surf conditions Weather conditions Skill level of participants Number of participants Other location specific hazards 			
Potential Risk: (Please tick if risk has been identified)		Specific Details:	Comments: (Include comments for all identified risks)
Dangerous surf	✓ / ✗	Wave height <input type="checkbox"/> Wave type <input type="checkbox"/> Water depth <input type="checkbox"/> Tide and current <input type="checkbox"/>	
Bad weather	✓ / ✗	Wind <input type="checkbox"/> Temperature <input type="checkbox"/> Storms <input type="checkbox"/>	
Skill level	✓ / ✗	No level of skill <input type="checkbox"/> Limited level of skill <input type="checkbox"/> Mixed level of skill <input type="checkbox"/>	
Many participants	✓ / ✗	40-59 <input type="checkbox"/> 60-99 <input type="checkbox"/> 100+ <input type="checkbox"/>	
Other hazards	✓ / ✗	Stingers <input type="checkbox"/> Sharks/crocodiles <input type="checkbox"/> Exposed rocks <input type="checkbox"/> Jetty/wharf <input type="checkbox"/> Debris/pollution <input type="checkbox"/>	

RISK MANAGEMENT

Please tick the action undertaken to minimise risk		Comments: (Include comments for all items ticked)
Modify activity	✓ / ✗	
Move activity	✓ / ✗	
Delay activity	✓ / ✗	
Cancel activity	✓ / ✗	
Increasing the number of water safety and rescue equipment	✓ / ✗	
Personal protective equipment	✓ / ✗	
Surf Helmet	✓ / ✗	
Other (Please state)	✓ / ✗	

WATER SAFETY SUPERVISOR INFORMATION

Name:		
Signature:		Date:

SLSQ Policy

Title: High Visibility Clothing Policy	Division: Member Services
Policy No: MS13	Version: 2
Effective Date: 1 July 2017	Approved Date: 23 June 2017
Revision Date: May 2020	Approved by: SLSQ Board

Introduction

Surf Life Saving Queensland (SLSQ) is committed to ensuring all aquatic based training and events are conducted to the highest standards; whilst ensuring the participant's safety remains paramount at all times. This policy defines the requirements for all person's participating in ocean or open water-based surf lifesaving events and training held in Queensland, to wear high visibility garments - lycra/long sleeve rash shirt/singlet/stinger suit/buoyancy vest.

Purpose

This policy supplements SLSA Policy and Procedures to clarify the requirements relating to the wearing of high visibility clothing during patrol, water based events (competition) and water based training in Queensland.

Application

This policy applies to anyone who participates in surf lifesaving ocean or open water-based activities endorsed by SLSQ. This includes members from a club outside of Queensland or members of the public who participate in a Queensland based event. High visibility garments must be worn in all ocean based events, with the exception of beach events, march past, first aid competition, reelmen in Belt races (linesmen are not exempt). High visibility garments will not be required for pool based events.

Definitions

1. Patrol Operations are defined in SLSQs Patrol Operations Manual and Patrol Service Contracts.
2. Surf lifesaving ocean-based events are defined in the surf sports manual.
3. Junior Activities refers to weekly nipper education programs conducted on weekends and or any sport/ educational training mid-week

Legislative Framework

Work Health and Safety Act 2011, QLD; Work Health and Safety Regulation, QLD: Work Health and Safety Regulation 2011, Com

Policy

Table 1 – High Vis Requirements

EVENT TYPE	HIGH VISIBILITY LYCRA CLOTHING	SWIMMING CAP	CAP & LIFEJACKET
Surf Sports (Competition)	Mandatory	N/A	Club Cap
Sanctioned Events	Mandatory	Recommended	N/A
Ocean Swims	Mandatory	Mandatory	N/A
Junior Activities Program and Junior Sport Training (Nippers)	Mandatory	N/A	Club Cap or Hi Vis Cap Mandatory
Member Training (Sport)	Mandatory	N/A	N/A
Member Training (Lifesaving / Award)	Mandatory	N/A	Club Cap or Hi Vis Cap – Mandatory
IRB Patrol	Mandatory (Long sleeve yellow Patrolling rash shirt or Patrol shirt)	N/A	Quartered Red and Yellow Cap – Mandatory Red and Yellow Lifejacket Mandatory
IRB Training (Award)	Mandatory (Long sleeved)	N/A	Club Cap or Hi Vis Cap – Mandatory Lifejacket Mandatory
IRB Training (Sport)	Recommended (Long sleeved)	N/A	Club Cap or Hi Vis Cap – Mandatory Lifejacket Mandatory
Water Safety IRB operations	Mandatory (Long sleeve orange rash shirt)	N/A	Orange Cap – Mandatory Red and Yellow Lifejacket Mandatory
Water Safety - general duties	Mandatory (Long sleeve orange rash shirt)	N/A	Orange Cap – Mandatory

In all forms of IRB patrol operations, training and competition it is compulsory for drivers, crew and patients to wear high visibility (conspicuous colour) SLSA approved level 50 Australian Standard (AS4758) lifejackets or Type 2 (AS1499-1996) lifejackets. High visibility garments shall not be worn over the top of lifejackets. During competition, to assist with judging purposes the driver will be provided with further identification corresponding with the turning buoys.

For board riding events to assist with judging purposes all competitors will be provided at the event with different coloured high visibility garments.

The wearing of high visibility garments during all award training, competition training and all junior activities is mandatory. For these club training activities members are permitted to wear any one (1) of the five (5) approved colours as per SLSA Water Safety Procedure 1.1 (section 2.3) May 2014.

SLSQ will adopt the identical colour that has been identified by the SLSA Water Safety Policy and Procedures. The colour will be strictly enforced, and variations of the identified colour are not permitted.

The colour that is permitted for use in Queensland for Patrolling Operations is:

Fluorescent Yellow (PMS #13-0630 TN 'Safety Yellow')

The colour that is permitted for use in all Queensland Surf Sport competition is:

Fluorescent Pink (PMS #16-2130 TN 'Knockout Pink')

The colour that is permitted for use in all Queensland Water Safety based activities is:

Fluorescent Orange (PMS# 15-1360-TN 'Shocking orange')

*Please note that the PMS (Pantone Matching System) is the international authority on colour and is not a specific manufacturer code.

Note: Exemption maybe granted by the State Sport Committee for use of a different Hi Visibility colour where competitors are competing in a National Series and the National sponsor is supplying the Hi Visibility garment.

The competition & training garments can be purchased from a supplier of the Club's choice, provided the supplier can create an exact match of the colours required above. Long sleeve options are also permitted.

Sponsorship is permitted on a competition & training garment provided it follows the existing SLSA policy (5.8) regarding SLSA Competition Sponsorship (Surf sport and Junior Activities only). For reference, the garments will come under the category of "Lycra Singlet's/Full Costumes". There will be occasions when a sponsored competition garment will be provided for an event which may be

one (1) of the five (5) approved colours; in these situations, the supplied competition garment must be worn. If a competitor chooses to wear a rash shirt or other item of clothing, the high visibility garment must be worn as the top layer of clothing.

Consequences

Patrol Operations - This area's Hi-Visibility clothing is subject to Trademarks and Local Government By-Laws and is thus the remit of the State Lifesaving Committee. All requests and approvals shall be made through this Committee.

Surf Sport Competition - If a competitor is not wearing an approved high visibility garment then they will not be allowed to commence any ocean or open water-based surf lifesaving training or competition / event.

Compliance of the garment at the start of the race (wear & tear, fading etc.) will be at the discretion of the Referee.

Water Safety - If Water Safety personnel are not dressed in the approved Hi-Visibility clothing, then the event shall not start until this requirement is met.

Junior Activities – Junior members not wearing approved clothing will not be allowed to commence water based activities. (Training or competition)

Related Policy Instruments

The following documents can be found on the Members Portal (<https://portal.sls.com.au>):

- SLSA Surf Sports Manual and Bulletins
- SLSA Policy 1.01 Water Safety - June 2014; SLSA Procedure 1.01a Water Safety - June 2014
- SLSA Policy 5.8 Competition Sponsorship.

SECTION NO: POM 0018	SUBJECT: VEHICLE OPERATIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 28

SURF RESCUE VEHICLE OPERATIONS

Surf Rescue vehicles shall be driven by qualified personnel, approved by the club and/or patrol captain. All operators should receive an induction prior to operating any motorised vehicle. Patrol members shall have a sound knowledge of the basic lifesaving equipment that the vehicle carries and where the equipment is stored. Local council ordinances on beach operations shall always be observed, particularly with regard to speed limit and the coastal dune areas.

Clubs should have available their local council's by-laws with reference to vehicle operations within bathing reserves for all vehicle operators.

The following rescue/safety equipment shall be carried:

- First aid kit;
- Oxygen equipment/defib;
- Rescue tube/flippers;
- Rescue board;
- Handheld or mounted radio; and
- Orange flashing light.

It is recommended that all vehicles have:

- A long handled shovel;
- Jumper leads;
- PA/loud hailer;
- Carry racks/roll bars;
- Stinger kit and vinegar (clubs and services north of Bustard Head);
- PPE; and
- Set of MaxTrax if driving a 4 wheel drive vehicle (optional).

All unauthorised vehicles and trailers are to be removed from the beach immediately after surf club tasks are done, e.g., towing boat to water for training, setting up patrol on beach etc.

Clubs shall gain council/police permits for all club vehicles being used on the beach. Council permits are to be clearly displayed on the vehicles.

Personal vehicles are NOT to be used on the beach for SLSQ/SLSC activities.

OPERATIONS

Understand that you and your vehicle are high profile and you have a responsibility to maintain the professional image of your club and Surf Life Saving Queensland.

Safety

Always ensure you operate your vehicle in a safe manner. Always be aware of the safety to yourself and to members of the public.

Procedures

1. Always follow your standard operating procedures
2. Before driving on the beach:
 - a. Ensure your hazard lights on.
 - b. Ensure your amber flashing lights on.
 - c. Ensure the beach access is free of pedestrians.
 - d. If you have been stationary, walk around the vehicle and check for people and personal belongings under the vehicle.
 - e. Drive at walking pace or slower in highly populated areas.
 - f. Avoid tight left turns on the beach as field of vision is greatly reduced when turning left.
 - g. Always ensure 4WD/ATV/tractor is disengaged once off the beach.
3. Limit your speed to 20kph or less on designated bathing reserves.
4. Maintain your tyre pressure suitable to the driving conditions. If the tyres have been deflated for beach use, reinflate as soon as practical.

PROCEDURES FOR TOWING OF SURF LIFE SAVING EQUIPMENT ON TRAILERS

Towing practice

Towing a trailer isn't really that difficult but does require a great deal more care. Remember, that by the simple action of coupling up your trailer, your vehicle has become heavier and longer. It will be harder to move and very much harder to stop, so don't forget to allow extra time and space for all maneuvers, including overtaking and turning. For further information operators are advised to refer to SLSQ 4wd and tractor resources.

Vehicle specifications (know your limit)

For many years every vehicle manufacturer has specified the load their vehicles can tow. Typically this information is included in the vehicle's handbook and is given as the:

- Maximum weight of a trailer without brakes;
- Maximum weight of a trailer with brakes; and
- Maximum tow ball load.

These specifications are essential to the selection process as they represent the absolute limits the vehicle can safely tow.

A tow vehicle has a tow bar and ball. The trailer has a towing coupling that connects with the tow ball to allow sideways and up and down movement of the trailer while it is being towed. A safety chain prevents the trailer coming loose if this mechanism fails accidentally.

The brake and indicator system from the car are connected to the trailer lights, by an electrical socket that can be disconnected when the trailer is not in use. This board can be removable or lights may be fixed to trailer.

Towing speeds

Some vehicle manufacturers impose reduced speed limits when towing. This may be across the board or it may be when the weight of the trailer exceeds a certain limit. Where such limits apply, this typically means that the vehicle is restricted to a maximum of approximately 80km/h, so it's important to factor this into your purchase decision, particularly if you are intending to tow a trailer long distances.

Winches

Trailers have winches to pull the boat out of the water and back onto the trailer. They can be electrical or mechanical. New winches have straps that are resistant to corrosion. Older winches have galvanised cable which was prone to corrosion. The winch cable has a shackle and eye bolt which connects to the boat, as well as a safety chain to hold the boat on the trailer while being towed.

Trailer fittings

Other trailer fittings include a jockey wheel to help move the boat and trailer around, lights, registration plates, safety chains, rollers and runners to allow the boat to slide off, brakes, grease seals, springs, axle and U bolts this must all be checked prior to towing. Tie down straps keep the boat/RWC on the trailer while towing. Make sure you check with manufactures book as the best place to tie down.

All states and territories require the use of safety chains. Safety chains must be strong enough to hold the trailer should the trailer coupling accidentally disconnect, and comply with the appropriate Australian Standard. Trailers up to 2500 kg ATM are required to have one safety chain while trailers from 2500kg to 3,500 kg must be fitted with two safety chains. The "D" shackle used to connect the safety chain to the vehicle's tow bar must have a load rating equivalent to that of the safety chain. Safety chains must attach to the main frame of the tow bar, not a removable part such as the tow bar tongue (refer to QLD Transport towing guidelines www.tmr.qld.gov.au).

Maintenance of boat trailers

While boat trailers are generally of fairly simple construction, the environment in which they operate is particularly harsh, and therefore special attention to their maintenance is required.

Salt water in particular is very damaging to virtually every part of a boat trailer so it's important to wash the trailer with fresh water to remove as much salt as possible before it is stored. Non-galvanized components should be kept painted to protect against rust and the whole trailer should be inspected regularly to identify rust areas so they can be treated before it becomes a major problem.

Springs, shackles, and U bolts should be checked occasionally for damage and security while tyres should be inspected for damage and deterioration every time the trailer is used.

Wheel bearings need frequent attention, as even a small amount of water will cause a very rapid failure. Additionally, wheel bearings can become pitted from standing for long periods and can fail quickly when put back into service. Brake systems are also very prone to water damage so it's best to avoid immersing the brake assemblies if at all possible. If immersed, they will generally require dismantling and cleaning if they are to work when required. Trailer brake operation should be checked every time the trailer is used and their adjustments should be checked at least annually.

Rollers and slides must be adjusted properly and be in good condition if damage to the boat is to be avoided.

Winch cables are potentially dangerous to the operator if they break so they should be regularly checked for damage, wear and corrosion and replaced if necessary. Winches should be maintained in accordance with their manufacturer's recommendations.

Salt water also affects electrical equipment and connections so it's important to check that all lights operate properly each time the trailer is used.

Trailer couplings and safety chains must always be in good working condition.

Final Checks/Steps - Before taking to the road:

- Jockey wheel is stowed;
- Coupling lock mechanism is firmly fixed. Safety connection chains are attached. Brake coupling/wiring is connected. Signal and light wiring has been connected to the car and the operation of the lights has been checked;
- Tyre pressure of car and trailer are adequate. Wheel chocks are removed;
- Craft is secured down to trailer;
- All objects are secured to craft/trailer e.g. RWC seats;
- All removable objects are removed and stowed e.g. RWC lanyard, lifejackets;
- Tow vehicle mirrors have been adjusted;
- Final trailer visual walk around check; and
- Check if front hubs are in free position (if applicable).

<p>Note: Failure to abide by the towing regulations, including maximum loads, may result in a fine, or in the case of an accident, refusal of the insurance claim, and the possibility of further legal action.</p>
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DATE July 2016
SUBJECT All Terrain Vehicle (ATV) and Four Wheel Drive (4WD) Operating Guidelines
Approved by Lifesaving Committee

The following guideline was adopted at the Lifesaving Committee meeting held May 2014.

1. INTRODUCTION

All Terrain Vehicles (ATV's) enable suitably qualified surf lifesavers to be more mobile and capable of quickly responding to emergencies both inside and outside of the patrol area.

The following information gives advice on the safe use of all-terrain vehicles (ATV's) and 4WD Vehicles.

It covers the one main group:

- Sit-in machines, usually with a steering wheel, where the driver sits in a conventional seat and there is generally seating for one or more passengers.

2. DEFINITIONS

The procedures in this document govern the use of all terrain vehicles (ATV's) for surf lifesaving purposes, including:

- 4WD vehicles (cars and light utility vehicles);
- All terrain vehicles (i.e. Gators, Rhinos); and
- Other vehicles that may be used in a lifesaving support role, however, not including tractors or other vehicles used solely to take equipment on and off the beach.

3. DRIVER QUALIFICATIONS

Operators shall be 17 years of age and shall:

- Hold a driver's license – provisional or open (for provisional license holders 'P' plates must be displayed as per Queensland Transport Regulations);
- Be a financial member of an affiliated Surf Life Saving Club;
- Be a proficient SLSA award holder; and
- Have completed an SLSA ATV induction.

It is desirable for operators to hold:

- Bronze Medallion **Note: Where the ATV is being used to conduct roving or surveillance patrols it is mandatory to have a minimum of one (1) bronze medallion holder on board**
- Senior first aid certificate
- Advanced resuscitation certificate

4. EQUIPMENT

The vehicle shall carry the following lifesaving equipment:

- First aid kit;
- Oxygen equipment;
- Rescue board;
- Rescue tube; and
- Communications/radio equipment applicable to the area of operations (handheld protected by a waterproof pouch or mounted to the vehicle).

Additional equipment that may be considered depending on vehicle and local requirements:

- Stretcher;
- Flippers;
- Defibrillator;
- Blanket;
- Loud hailer/PA system;
- Stinger kit in high risk periods (North Queensland beaches); and
- Set of MaxTrax sand ladders.

Any modifications including roll bars, carry racks and storage containers must adhere to manufacturers guidelines and carried out in consultation with the manufacturer or dealer.

5. PERSONAL PROTECTIVE CLOTHING

Operators shall at all times wear the following personal protective equipment whilst operating an ATV:

- Minimum of a shirt (patrol shirt during patrol duties);
- Minimum of shorts (patrol shorts during patrol duties); and
- Protective, 100% UV, eyewear.

6. SPEED, LIGHTS AND REVERSING BEEPER

All ATV's (Mule, Gator type) shall not exceed 20km/hr.

Four wheel drive vehicles (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are signposted.

The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and hazard lights shall be "on" at all times whilst the vehicle is operating.

An amber flashing light shall be fitted to the vehicle and "on" whilst the vehicle is operating. An audible reversing beeper must be fitted to 4WD vehicles (cars and light utilities) and ATVs (Mule, Gators).

7. COLOUR & SIGNAGE

Colour Scheme

The preferred colour scheme for a 4WD vehicle is a white vehicle with red and yellow sign writing.

The preferred colour scheme for all other ATV's shall be red or yellow (this may not be possible for some vehicle types).

Identification shall be placed on the vehicles in the form of the words "Surf Rescue" on the front, sides and rear of the vehicle. Writing should be red in colour (or yellow where an ATV is red in colour).

Clubs/services are to reference the SLSA brandbox.

Signage

For any vehicle that comes with labels containing important safety information, the labels shall be considered as permanent parts of the vehicle. If a label comes off or is hard to read, contact your dealer for a replacement.

Sponsorship is an important fundraising activity for surf lifesaving; however, sponsorship signage should not interfere with the visibility of identification and safety information.

8. MAINTENANCE

Maintenance shall be carried out in accordance with manufacturer's instructions, although, more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also reflects and affects the image of the association and the operators shall ensure the vehicle is in good condition at all times.

Tyre Pressures

You should check these daily as only 1 psi (0.07kg/cm²) difference in pressure can cause vehicle control problems. Use a gauge that is designed for measuring and displaying low pressures-usually supplied with your ATV; check manufacturer's guidelines for correct pressure.

Brakes and Throttle

Check that the brakes give a safe straight stop and that the throttle operates smoothly in all steering positions. Brakes other than disc brakes can have a relatively short life unless regularly and effectively maintained.

9. FUEL AND OIL

Fuel shall be used in accordance with the manufacturer's guidelines and shall be stored in an appropriate container in a suitable location. Guidelines (Australian standards, local authorities, etc.) will need to be conformed to.

Fuel levels should be checked at pre-operation and post-operations for best usage. All ATV's are run on unleaded fuel with the pre-mix as per manufacture's specified guides. Fuel usage practise must follow policy guidelines.

- Never dispense fuel near open flame or while anyone is smoking or operating a mobile phone or radio in the vicinity;
- Always store fuel in appropriate storage facility;
- Always have a fire extinguisher available when dispensing fuel;
- Always clean up spills, in particular any fuel spilt into the vehicle; and
- Never add fuel to oil always oil to fuel.

10. PASSENGERS

SLSA prohibits the carrying of passengers except where a machine is suitable for that purpose e.g. two designated seats.

You should not carry a passenger in a trailer behind any ATV as any extra movement can make the machine unstable.

Only appropriately trained/inducted personnel or suitably qualified patrol members should be carried as passengers in a sit in ATV (in an emergency a patient may be transported in the sit in ATV).

11. ROADWAY AND BEACH USAGE

Legislative requirements and road rules must be complied with at all times when the vehicle is driven on a roadway and/or beach. Permits will also be required from the police to operate on the road.

A permit will be required from the local authority to operate the vehicle on the beach.

12. ACCIDENT REPORTING

All accidents must be reported to the appropriate officer of the Surf Life Saving Club or service (President, Club Captain, transport officer, and supervisor) immediately following the accident. All accidents must also be reported to SurfCom in the region and the branch director of lifesaving in the region.

All information must be obtained at the scene of the accident if possible including the names and addresses of people involved, vehicle types and registration, photographs and/or diagrams of the incident.

Police must be notified in the event of a major accident (involving significant damage to the vehicle or property), multiple vehicle collision or the injury of a person.

Insurance guidelines which apply to the vehicles, property and/or persons should be complied with and the necessary claims lodged.

13. VEHICLE SPECIFICATIONS

The minimum engine size considered appropriate for lifesaving operations is 400 cc (cubic centimeters) for quad bike type ATVs. The ATV should also be able to operate in four wheel drive (4WD) to allow greater traction in sand.

14. INDUCTION TRAINING REQUIREMENTS

In line with OH&S Guidelines, the National Board of Lifesaving has gazetted that all active ATV operators will be required to complete an ATV induction prior to use and for 4wd's and tractors, an operators induction course in accordance with the below guidelines. This operator's induction is necessary to:

- Ensure ongoing competency of members in their field of training and activities;
- Maintain the standards of knowledge and expertise of ATV and 4wd operators;
- Satisfy legal and statutory requirements; and

- Reinforce and maintain our service commitment to the bathing and beach-going community.

Minimum Induction Requirements:

To operate an ATV, members must successfully comply with and/or complete the following:

- The applicant must be a minimum of 17 years old on day of induction;
- Hold a current and valid state driver's license (not Learners permit);
- Be a current and financial member of an affiliated SLSC;
- Have completed an ATV/4wd induction;
- A proficient SLSA award holder;
- ATV operator to comply with additional state/territory requirements; and
- Drivers who hold a provisional license **must** display P-Plates.

All existing and new operators must successfully complete the ATV induction prior to operating an ATV.

Directors of lifesaving may include additional checks in cases where there is doubt of a member's competency. Further, a member may be requested at any time during the season to complete an additional proficiency check by a SLSC, and assessor or authorised SLS official. A member who fails a proficiency check at any time during the season is deemed to be non-proficient until such time as proficiency is successfully completed.

Each state/territory will be responsible for prescribing the appointment of facilitators for the operator's induction any subsequent proficiency assessment/check.

15. OPERATING PROCEDURES

General Safety Principles/Pre-Operational Checks

- Always check the daily logbook prior to daily use;
- Check fuel levels and fill up if required;
- Check tyre inflation is correct;
- Check steering functions is normal;
- Check rescue equipment is sound and fastened safely; and
- Do a final visual inspection.

16. SAFE AND EFFICIENT DRIVING

Safe and efficient driving is the ability to apply a driving behaviour that is consistent with incident-free operations, taking into account the prevailing conditions and factors associated with operational safety.

The following advice is no substitute for formal training:

- An ATV (Mule, Gator type) shall not exceed 20km/hr;
- Four wheel drive vehicles (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are sign-posted; and
- The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and hazard lights shall be "on" at all times whilst the vehicle is operating.

NOTE: An amber flashing light shall be fitted to the vehicle and “on” whilst the vehicle is operating. An audible reversing beeper shall be fitted to 4WD vehicles (cars and light utilities) and is preferable on other ATVs (Mules, Gators).

17. CORNERING

On an ATV with no differential or with the differential lock engaged, where your body weight needs to be positioned depends on how sharp the corner is and on how fast you are going.

At faster turning speeds weight should be transferred to the inside of the turn.

18. SLOPE

When riding across a slope, you should keep your weight on the uphill side of the ATV maintaining a consistent safe speed for control of vehicle.

When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes. When going uphill, move your weight forwards and maintain a steady speed.

19. ROUTE PLANNING

When travelling over rough terrain get to know your own ground and stick to planned routes where possible.

Walk new routes if necessary to check hidden obstructions.

When selecting routes, allow for changes to the surface and weather conditions and for any loads or attachments. These make a marked difference to the stability and abilities of the machine.

20. PARKING

If you have to park on a slope, always park across it unless it is too steep to do so safely. Accidents have occurred where machines have run down slopes because of poor brakes, maintenance or application, particularly while they are being loaded, and movement or the increase of weight sets the machine into motion.

To safely park the ATV/4wd an assessment has to be made taking into consideration the area being parked in, weight of the vehicle (or future weight if loading) and path of vehicle in further travel.

21. SAFETY MEASURES WITH EQUIPMENT

Trailed equipment and loads:

Ensure all riders know the manufacturer's recommended towing capacity and drawbar loading limit. Always operate within these requirements. Remember that your ability to control the ATV by your body movements will be considerably reduced when carrying a load or towing a trailer.

Selection of Trailed Equipment:

In choosing equipment for trailing refer to manufacture's endorsements. The following are only guides in selection:

- Over-run brakes;
- A swivel hitch drawbar;
- Bead lock rims on wheels;
- A low centre of gravity and a wide wheel track;
- A long drawbar; and
- Attachment points for securing a load.

Note: The weight ratio between ATV and its trailed load needs to be assessed for each operation. As a general guide, on level ground, braked trailed equipment can be a maximum of four times the unladen weight of the ATV. For un-braked trailed equipment the maximum should be twice the unladen weight. These loads should be reduced when working on slopes, uneven ground or poor surface conditions. Follow the manufacturer's advice for the particular machine.

22. **MOUNTED EQUIPMENT**

When selecting mounted equipment, make sure it is within the manufacturer's approved weight limit, with a low centre of gravity, and controls which are easy to operate but do not create a hazard. Where equipment is added to one end of the machine, add ballast at the other end to maintain stability.

Loads carried on racks must be well secured, e.g. with ratchet straps, and be evenly balanced between the front and the rear, except where they are deliberately altered to aid stability when going up or down a slope.

Only tow a load from the hitch point. Loads towed from other points such as the rear rack have caused sudden rear overturning even on slight slopes or with slight acceleration. Ropes or chains should not be used to drag a load where they can become caught on a wheel. This might lead to entanglement with the brake cable, causing unexpected braking.

Rollover bars, lap straps and weather cabs:

- For all ATVs (e.g. Yamaha Rhino) seatbelts must be worn where they are fitted;
- Weather cabs restrict a rider's ability to jump clear in an overturn. The rider is likely to be crushed within the cab unless it is strong enough to stand the forces involved. Carefully assess the risks for your particular conditions of use before fitting any such structure and consult the manufacturer for information; and
- Tractors must be fitted with a full ROPS or FOPS (roll over protective structure).



DATE July 2017
SUBJECT Tractor Operating Guidelines – 2WD and 4WD
Approved by Lifesaving Committee

1. INTRODUCTION

Tractors enable suitably qualified surf lifesavers and members to move essential life saving equipment to and from storage areas across difficult and sandy terrain for use both inside and outside of the patrol area. These vehicles are used **solely** to take equipment on and off the beach.

The following information gives advice on the safe use of these vehicles. It covers the two main types of tractors:

- 2 wheel drive machines; and
- 4 wheel drive machines.

2. DEFINITIONS

The procedures in this document govern the use of both types for surf lifesaving purposes.

- 2 wheel drive machines – provide drive through two of the tractor's four wheels; and
- 4 wheel drive machines – provide drive through all four wheels of the tractors.

3. DRIVER QUALIFICATIONS

Operators shall be 17 years of age and shall:

- Hold a driver's licence if the vehicle is under 4.5 tonnes; for vehicles over 4.5 tonnes the operator will need to hold a LR or Light Rigid licence. For provisional license holders "P" plates must be displayed as per Queensland Transport Regulations;
- Be a financial member of an affiliated surf life saving club;
- Have completed an SLSQ tractor operator induction; and
- Be wearing an approved patrol shirt and shorts as required for your surf club except in circumstances where the tractor is being used outside operational patrol hours for your club where the operator will wear a high visibility vest.

4. EQUIPMENT

The vehicle shall display the following equipment:

- ROPS or roll over protective structure ;
- Turn indicators and stop/brake lights;
- Reversing beeper;
- Rotating yellow light;
- Guards covering the rear wheels;
- The positioning of the exhaust outlet to direct gases away from the operator;
- Non-slip surfaces for access and exit;
- Dual working headlights; and

- Draw bar that is adequate for the load being pulled or a carryall suitably strengthened and braced from the rear of the carryall to the tow ball or hitch point.

Note: Any modifications including roll bars carry racks and storage containers must adhere to manufacturer's guidelines and be carried out in consultation with the manufacturer, dealer or trailer weight compliance specifications (see your local trailer builder). Carryalls are designed to carry objects not tow trailers so a trailer manufacturer will be able to strengthen the base of the carryall so that it can draw loads suitable for the application.

5. PERSONAL PROTECTIVE CLOTHING

Operators shall at all times wear the following personal protective equipment whilst operating any tractor:

- Minimum of a patrol shirt and shorts except in circumstances where the tractor is being used outside operational patrol hours for your club (should the vehicle be used outside patrol operating hours or tasks, then a high visibility safety vest shall be worn at all times).

6. SPEED, LIGHTS AND REVERSING BEEPER

Any tractor when operating on any beach shall not exceed 20km/hr. Headlights and an amber flashing light shall be fitted to the vehicle and "on" whilst the vehicle is operating. An audible reversing beeper shall be fitted to all vehicles.

7. COLOUR & SIGNAGE

Colour Scheme:

There is no preferred colour scheme as most vehicles will appear as the manufacturer intended however should the club repaint or order a new vehicle then the preferred colour is to be yellow or red. Advertising is allowed but not so large as to impede the operation and/or visibility of the vehicle.

8. MAINTENANCE

Maintenance shall be carried out in accordance with manufacturer's instructions, although, more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also reflects and affects the image of the association and the operators shall ensure the vehicle is in good condition at all times.

Tyre Pressures:

You should check these daily as only 1 psi (0.07kg/cm²) difference in pressure can cause vehicle control problems. Use a gauge that is designed for measuring and displaying low pressures. Check the manufacturer's guidelines for correct pressure.

9. FUEL AND OIL

Fuel shall be used in accordance with the manufacturer's guidelines and shall be stored in an appropriate container in a suitable location. Guidelines (Australian standards, local authorities, etc.) will need to be conformed to.

Fuel levels should be checked at pre-operation and post-operations for best usage. All tractors are run on diesel fuel, and should the vehicle run out of fuel consult your manufacturer's handbook for the correct re priming technique as all fuel pumps operate differently.

- Always store fuel in an appropriate storage facility;
- Always have a fire extinguisher available when dispensing fuel; and
- Always clean up spills, in particular any fuel spilt into the vehicle.

10. PASSENGERS

Never carry a passenger on a tractor as the vehicle was meant to be operated by one person only. The vehicle will be fitted with two safety belts if it was designed to carry a passenger. SLSQ prohibits the carrying of passengers except where a machine is suitable for that purpose e.g. two designated seats. You should not carry a passenger in a trailer or on the carryall of the vehicle as this practice is extremely dangerous and voids your insurance should an accident occur. This type of accident usually results in **death**.

11. ROADWAY AND BEACH USAGE

Legislative requirements and road rules must be complied with at all times when the vehicle is driven on a roadway and/or beach. Permits will also be required from the police to operate on the road. A permit will be required from the local authority to operate the vehicle on the beach.

12. ACCIDENT REPORTING

All accidents must be reported to the appropriate officer of the surf life saving club or service (President, Club Captain, Secretary, and/or Patrol Captain) immediately following the accident. All accidents must also be reported to SurfCom in the region and the Branch Director of Lifesaving in the region. All information must be obtained at the scene of the accident if possible including the names and addresses of people involved, vehicle types and registration, photographs and/or diagrams of the incident. Police must be notified in the event of a major accident (involving significant damage to the vehicle or property), multiple vehicle collision or the injury of a person. Insurance guidelines which apply to the vehicles, property and/or persons should be complied with and the necessary claims lodged

13. VEHICLE SPECIFICATIONS

All tractors used for life saving purposes must hold a Queensland Transport registration label and a concessional registration plate.

14. INDUCTION TRAINING REQUIREMENTS

In line with OH&S guidelines, the SLSQ Lifesaving Panel has gazetted that all tractor operators will be required to complete a tractor operators induction course in accordance with guidelines outlined herewith. This operator's induction is necessary to:

- Ensure ongoing competency of members in their field of training and activities;
- Maintain the standards of knowledge and expertise of ATV operators;
- Satisfy legal and statutory requirements; and
- Reinforce and maintain our service commitment to the bathing and beach-going community.

Minimum Induction Requirements:

To operate a tractor, members must successfully comply with and/or complete the following:

- The applicant must be a minimum of 17 years old on day of induction
- Hold a current and valid state manual Driver's License (not Learners permit)
- Be a current and financial member of an affiliated SLSC
- Have completed an SLSQ tractor Induction course
- Be wearing an approved patrol shirt and shorts as required for your surf club or high visibility vest

All existing and new operators must successfully complete the operators induction workbook prior to operating the vehicle. Directors of Lifesaving may include additional checks in cases where there is doubt of a member's competency. Further, a member may be requested at any time during the season to complete an additional proficiency check by a SLSC, assessor or authorised SLSQ official. A member who fails a proficiency check at any time during the two year period is deemed to be non-proficient until such time as proficiency is successfully completed. Each state/territory will be responsible for prescribing the appointment of facilitators for the operator's induction and any subsequent proficiency assessment/check.

15. OPERATING PROCEDURES

General safety principles and pre-operational checks:

Daily checklist

- | | |
|------------------------------------|--------------------------------------|
| ➤ Check chocks are in place | ➤ Do visual check of ROPS/ carry all |
| ➤ Check machine for oil leaks | ➤ Check operation of hand/foot brake |
| ➤ Check tyre inflation | ➤ Check flashing light operates |
| ➤ Check oil and fuel levels | ➤ Check for danger before startup |
| ➤ Check hydraulic oil level | ➤ Remove chocks |
| ➤ Check power steering oil level | ➤ Report defects to vehicle officer |
| ➤ Check battery and radiator level | |

16. SAFE AND EFFICIENT DRIVING

Safe and efficient driving is the ability to apply a driving behaviour that is consistent with incident-free operations, taking into account the prevailing conditions and factors associated with operational safety.

The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and the amber rotating beacon shall be "on" at all times whilst the vehicle is operating.

NOTE: An audible reversing beeper shall be fitted to all vehicles.

17. CORNERING

All tractors are fitted with independent rear wheel brakes. Brakes on tractors are not designed to stop the vehicle at high speeds, especially on older vehicles. They are used to hold the vehicle on slopes and flat ground whilst hitching trailers and equipment, to turn the vehicle in soft terrain and stop the vehicle after it has slowed via engine braking to a snail's pace. The brakes only operate on the rear wheels and have a split operation in that they can be operated independently of each other. One rear wheel can be braked with the other operating normally. This allows the tractor to turn in a tighter radius or circle in soft or difficult terrain. It is very rare to use independent wheel braking as most areas for operation are at the beach and we usually have plenty of room to manoeuvre, however if independent braking has been needed for a short period it is **imperative that you**

reconnect the pedal connecting mechanism immediately after you have negotiated the difficult area and proceed normally.

Failure to do this will endanger the next operator of the vehicle should they need to brake quickly and may cause **death** or **injury**.

18. GROUND CLEARANCE

Because of the size of the rear wheels a large clearance is between the ground and the axels/differential's or body. This is great for not getting hung up (resting on earth with wheels spinning without grip) in ruts/tracks/mud/sand, but causes a higher centre of gravity and subsequent handling disadvantages. A higher centre of gravity will make the vehicle unstable for manoeuvring on slopes and uneven ground.

19. TYRE SIZE/TYPE

The wider the front and rear tyres on the vehicle are, the easier it will be to manoeuvre in the sand. It is not the tread depth that allows us traction but the amount of surface area in touch with the ground that gives us traction.

This is why some operators lower tire pressures to negotiate soft sand areas. Lowering of tyre pressures is OK for 4WDs but tractor tyres are operated at very low pressure and if too low will roll off the rim due to the load and/or weight of the vehicle.

It is common for water to be added to the rear tyres as this will lower the centre of gravity and make the tractor more stable, however if tractors were designed to have water in the tyres then we would buy them off the manufacturer this way and this never happens. Water adds more weight to the vehicle and as the brakes are not designed to stop the vehicle at speed, the extra weight will endanger the operator and render the vehicle unsafe.

Should water be added to the rear tyres it must not be higher than 10 min to or 10 min past the hour as if the wheel represents a clock face.

Never add water to the front tyres as this will increase the weight at the front of the tractor and make it more difficult to steer and add unnecessary load on the steering components and shorten their working life.

20. ROLLOVERS

Rollovers are a major cause of injury in tractors and can occur in circumstances which include:

- Level ground – A tractor has a lot of torque with the large rear wheels and dropping the clutch severely when towing can force the front wheels to lift off the ground and the front of the tractor will roll backwards over the top and crush everything underneath. Take offs should be firm and cautious.
- Uneven ground – Because tractors have a high centre of gravity they can roll sideways on uneven ground, slight or steep slopes. Always proceed straight up or straight down a slope – never across at an angle; avoid braking going down hills; use the engine to brake the vehicle going down slopes. Before descending, change to a lower gear and allow the engine to take the weight of the vehicle, take your foot off the accelerator and allow the vehicle to drive itself, fan the brakes if necessary. If you feel the vehicle tipping, steer hard in the direction the vehicle is tipping and accelerate (you will need to react quickly).

21. FALLS FROM TRACTORS

One of the most common causes of accidents with tractors is from mounting and dismounting the vehicle. Care must be taken to use to hand hold points when mounting. It is an unwritten rule that you need three points of contact to mount or dismount the vehicle – two hands and one foot.

22. SAFETY

Unusual situations can arise with tractor operations and all of these will have inherent risks to persons and equipment. In every case you need to stop the vehicle, determine the possible outcomes, decide on the best action, do nothing or seek assistance. Tractors are not able to go anywhere at any time, under any conditions, they have their limitations.

23. ROUTE PLANNING

Get to know your own ground over rough terrain and stick to the planned routes where possible. Walk new routes if necessary to check for hidden obstructions. When selecting routes, allow for changes to the surface and weather conditions and for any loads or attachments. These make a marked difference to the stability and abilities of the machine.

24. PARKING

Park clear of entrances and exits. Park clear of fire hazards. Park clear of tidal and flood areas. Park on a firm level ground or if on an incline, park facing the slope. Engine is stopped in accordance with manufacturer's manual (idle engine before turning off). Secure parking brake; leave controls in park position or in neutral. Always remove the keys.

25. SAFETY MEASURES WITH EQUIPMENT

Trailed equipment and loads:

Ensure all operators know the manufacturer's recommended towing capacity and drawbar loading limit. Always operate within these requirements.

Selection of Trailed Equipment:

In nearly every case the tractor will be strong and large enough to draw trailers suited for use in a life saving capacity. However consult the manufacturer's operator's handbook to find the correct towing capacity of the vehicle being used.

26. HAND THROTTLE

Most tractors are fitted with a hand throttle for use in farm work and as club tractors are to be used primarily for towing equipment on and off the beach, it is **IMPERATIVE** that this be disconnected at the fuel pump before using in beach work. These vehicles cannot be stopped easily when the hand throttle is in use as the operator needs to be in control of the vehicle at all times.

AUTHORISATION

Pursuant to Section 107 of the *Transport Operations (Road Use Management-Vehicle Registration) Regulation 2010*, it is hereby approved for **Surf Life Saving Queensland, it's regional branches and affiliated clubs** to operate the following unregistered vehicles on the road subject to the below conditions:

- Boat trailer (to transport inflatable boats and personal watercraft)
- Patrol trailer (to store and transport specialised equipment required by Surf Life Saving Queensland)
- Patrol tower trailer (a trailer based patrol tower used for surf life saving patrols)

Conditions:

1. This authorisation applies to the types of vehicles listed above with an Aggregate Trailer mass (ATM) not exceeding 4.5 tonnes used for surf life saving purposes being towed by standard four wheel drive (4WD) vehicles registered to Surf Life Saving Queensland, it's regional branches and affiliated clubs.
2. Adequate Public Liability on road insurance cover must be obtained by the owners/operators of the authorised vehicles and must be current for the duration of the authorisation. The insurance policy must expressly cover personal injury to a person caused by or involving an unregistered vehicle that is used on a road pursuant to this authorisation, issued under section 107 of the *Transport Operations (Road Use Management - Vehicle Registration) Regulation 2010*.
4. The holder of this authorisation shall indemnify the Director-General, Department of Transport and Main Roads and his delegate against any claim, action or process for damage or injury which may be sustained against him by reason of the use of the vehicle as specified.
5. This authorisation does not exempt the driver/s from the requirements of the *Transport Operations (Road Use Management – Driver Licensing) Regulation 2010*.
6. This authorisation does not exempt the driver/s from the requirements of the *Transport Operations (Road Use Management – Road Rules) Regulation 2009*.

7. The operator/s of the vehicles must operate vehicles in accordance with the condition for use detailed the Guideline for the Safe Movement of Non-Complying Beach Trailers used by Surf Life Saving Queensland Form 37 Version 2 September 2017.
8. A copy of this authorisation does not need to be carried in the vehicles, but must be made available to an Authorised Officer if requested.
9. This authorisation is immediately void if any of the above conditions are contravened.
10. This authorisation remains valid until 25 September 2022 unless sooner revoked by the Chief Executive of the Department of Transport and Main Roads or his delegate.

Use of the vehicles in accordance with this authorisation will not constitute a contravention of section 11 of the *Transport Operations (Road Use Management- Vehicle Registration) Regulation 2010*.



.....
Manager (Registration Policy)
Delegate of the Director-General
Department of Transport and Main Roads
25 September 2017

Guideline for the Safe Movement of Non-Complying Beach Trailers used by Surf Life Saving Queensland

Form 37

Version 2
September 2017

Creative Commons information

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Guideline Authority

This guideline is issued under Section 14(1) (a) of the Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010 (the regulation) in accordance with Part 4 Section 22 of the Statutory Instruments Act 1992.

Commencement Date

This guideline commences on 25 September 2017.

3. Regulatory Provisions Exempted

This guideline is issued as an alternative means of complying with Schedule 1 of the regulation.

4. Application

- 4.1. This guideline applies to unregistered non-complying beach trailers with an Aggregate Trailer Mass (ATM) not exceeding 4.5 tonnes used for surf life saving purposes being towed by standard four wheel drive (4WD) vehicles registered to Surf Life Saving Queensland.
- 4.2. Under Queensland law the definition of a road includes, shopping centre car parks, areas open to the public for use as a road and road related areas such as footpaths and in some cases a beach or nature strip.

5. Conditions for Use

5.1. General

- 5.1.1. In consideration of the purpose of use, the Department of Transport and Main Roads requires that where possible, Surf Life Saving Queensland use trailers that are manufactured to comply with Vehicle Standards Bulletin 1.
- 5.1.2. A beach trailer must be in a safe condition.
- 5.1.3. The driver of a vehicle towing a beach trailer must hold the appropriate class of driver licence.
- 5.1.4. A beach trailer must only be used on the routes permitted and in accordance with the conditions listed in this guideline.
- 5.1.5. Vehicle operators must comply with all lawful direction/requests from an officer of an emergency service or another authorised officer.
- 5.1.6. As the beach trailers are unregistered, an authorisation to use an unregistered vehicle on the road or road related area pursuant to section 107 of the *Transport Operations (Road Use Management-Vehicle Registration) Regulation 2010* must be approved and issued to Surf Life Saving Queensland prior to towing unregistered beach trailers.
- 5.1.7. Adequate Public Liability insurance cover must be obtained by Surf Life Saving Queensland of the authorised vehicles and must be current for the duration of the authorisation. The insurance policy must expressly cover personal injury to a person caused by or involving an unregistered

vehicle that is used on a road pursuant to an authorisation, issued under section 107 of the *Transport Operations (Road Use Management – Vehicle Registration) Regulation 2010*.

- 5.1.8. The holder of this authorisation shall indemnify the Director-General, Department of Transport and Main Roads and his delegate against any claim, action or process for damage or injury which may be sustained against him by reason of the use of the beach trailer as specified.
- 5.1.9. A beach trailer must comply with the vehicle standards specified for the type of trailer mentioned in section 6.
- 5.1.10 The towing capacity of the towing vehicle must be sufficient to safely stop the combination when travelling at the speed permitted by this guideline.

5.2. Limited Road Access

- 5.2.1. The beach trailer is restricted to operating on the shortest and most direct routes for surf life saving purposes:
 - a) from the club house to the beach
 - b) from the beach to the club house
 - c) any other route when directed to do so by an officer of an emergency service.
- 5.2.2 A route permitted by 5.2.1 can include travel across a road or footpath or through a public carpark.
- 5.2.3 A beach trailer can only be towed by a standard 4WD vehicle registered to Surf Life Saving Queensland.

5.3. Vehicle Identification and Descriptions

- 5.3.1. Beach trailers are manufactured for specific purposes and do not meet Australian Design Rules.
- 5.3.2. Beach trailers must be clearly marked and identifiable as Surf Life Saving Queensland surf life saving equipment.

5.4. Speed limitations

- 5.4.1. Maximum speed permitted for the beach trailers is 10km/h.

5.5. Time of Day

- 5.5.1. A beach trailer is only permitted to travel between sunrise and sunset.
- 5.5.2 A beach trailer may be used between sunset and sunrise for training purposes, provided 6.2.2 is complied with.
- 5.5.3 This condition does not apply to use in accordance with 5.2.1(c) .

5.6. Special lights

- 5.6.1. Special lamps must be attached and lit during specified use only (for example, when the vehicle operator considers that the towing vehicle and beach trailer is likely to cause danger to other road users or create a hazard).

A combination which includes a beach trailer operating under this condition must be fitted with a flashing light that complies with all of the following specifications:

- a) Emit a rotating or flashing yellow coloured light
- b) Flash between 120 and 200 times per minute
- c) Have a power of at least: if LED technology is used – 25 watts or if another technology is used – 55 watts.
- d) Must be clearly visible at a distance of 500m in all directions, or be supplemented by one or more additional warning lights so that the emitting light from at least one of them is clearly visible at a distance of 500 m in any direction.
- e) Must only be switched on when the beach trailer is travelling or is stationary in a position that is likely to cause danger to other road users.

6. Applicable Vehicle Standards

A beach trailer operating under this guideline must comply with the following vehicle standards.

6.1 Vehicle dimensions

A beach trailer must comply with the requirements of sections 13A – 13J of the *Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2010*.

6.2 Lights and reflectors

- 6.2.1 As a beach trailer is limited to operating during daylight hours, no lights or reflectors are required.
- 6.2.2 A beach trailer being used in accordance with 5.5.2 must be fitted with tail, brake and indicator lights that comply, as far as is practicable, with the requirements of Vehicle Standards Bulletin 1.

Note: The use of lights that are temporarily attached is acceptable.

6.3 Electrical wiring

Any electrical installations in a beach trailer must meet the applicable Australian Standard.

6.4 Braking

A beach trailer is not required to be fitted with brakes.

6.5 Drawbars, safety chains, safety chain attachments and couplings

The tow coupling on a beach trailer must comply with the requirements of the Vehicle Standards Bulletin 1.

6.6 Wheel guards (Mudguards)

While a beach trailer is not required to be fitted with wheel guards, they should be fitted where it is practical to do so.

6.7 Visibility of body

No special marking are needed to ensure the visibility of the body of a beach trailer.

6.8 Axles and suspension

The axles fitted to a beach trailer must be capable of carrying the proportion of the trailers mass that is transmitted to the ground through it.

6.9 Wheels and tyres

The wheels and tyres fitted to a beach trailer do not need to be certified for road use, however they must be adequate for the loads they are to carry and the speeds at which they are to be towed.

The Gross Trailer Mass of a beach trailer must not exceed the sum of the load ratings of its tyres.

7. Interpretation

7.1 Generally, the terms used in this guideline have the meaning given by the *Transport Operations (Road Use Management) Act 1995* or the *Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2010*.

7.2 In this guideline:

Beach trailer means a trailer with an aggregate trailer mass not exceeding 4,500kg that is designed and constructed to support surf life saving operations in Queensland.

Note: Examples of beach trailers are shown in appendix A.

Emergency Service means either:

- (a) the Queensland Ambulance Service or an ambulance service of another State; or
- (b) the Queensland Fire and Rescue Service or a fire and rescue service of another State; or
- (c) the Queensland Police Service or the police service of the Commonwealth or another State.

Surf Life Saving Queensland means Surf Life Saving Queensland (ABN 27 360 485 381) it's regional branches and affiliated clubs.

Vehicle Standards Bulletin 1 means the National Code of Practice: Building Small Trailers, as published by the Commonwealth Department of Infrastructure and Regional Development.

Note: Vehicle Standards Bulletin 1 is available from the Department of Infrastructure and Regional Development's website <<https://infrastructure.gov.au/>>

Appendix A – Types of Beach Trailers



Type: Boat trailer

Purpose: To transport inflatable boats and personal watercraft



Type: Patrol trailer

Purpose: To store and transport specialised equipment required by Surf Life Saving Queensland.



Type: Patrol tower trailer

Purpose: A trailer based patrol tower used for surf lifesaving patrols.

SECTION NO: POM 0019	SUBJECT: ANIMAL CONTROL (DOMESTIC)	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 1

MANAGING ANIMALS ON BEACHES

The purpose of this guideline is to provide an overview of the issues involved managing animals on beaches.

The management problems associated with controlling animals on beaches include:

- The danger that the animal may pose to beach users or itself;
- Health and hygiene problems associated with animals; and
- The potential to attract other dangers (sharks and crocodiles have been known to be attracted by domestic animals).

Within the regulatory framework established by the land manager the patrol members should:

- Ensure there is no immediate danger to the public;
- Report to appropriate authority/agency; and
- Control the animal (if possible).

DOG CONTROL

Dogs causing a nuisance on the beaches should be removed by authorised animal control officers by contacting SurfCom who will convey message to relevant personnel or the local council officer/animal control officer.

Dog prohibited signs as provided by councils are to be erected at the designated areas at the beginning of each patrol day and taken down at the end of each patrol. The distance is at the discussion of the patrol captain.

SNAKE CONTROL

Snakes causing a nuisance on the beaches should be removed by authorised animal control officers by contacting SurfCom/duty officer who will convey the message to relevant personnel or the local council officer/animal control officer.

SECTION NO: POM 0020	SUBJECT: DANEROUS MARINE CREATURES	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 53

DANGEROUS MARINE CREATURES

This guideline provides an overview of the general principles of managing situations involving potentially dangerous marine life.

The following principles are relevant to the management of dangerous marine life:

- 1) The safety of the bathing public is the foremost consideration in determining management protocols.
- 2) Notwithstanding this there is necessary to recognise the need to be sensitive to environmental concerns.

Factors to be considered include:

- Beach visitation trends;
- Local aquatic events/activities;
- The history of any incidents; and
- The presence or otherwise of other safety systems.

Strategies employed to minimise the risks associated with potentially dangerous marine animals include:

- Abiding by personal safety rules to reduce risk;
- Monitoring for the presence of potential hazards by lifesaving services;
- The use of barrier systems (i.e. stinger resistant enclosures); and
- Beach closure or activity restrictions to separate patrons from potential hazards.

SHARK SAFETY PROCEDURE

ACTIONS ON SIGHTINGS

In the event of a shark sighting the following precautions are recommended:

- Request all swimmers to leave the water;
- Close the beach to all swimming for a minimum of 60 minutes or until the threat is no longer and post appropriate signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised);
- Advise beach visitors to remain clear of the water;
- Do not attempt to kill, capture or injure the animal; and
- Record as much detail regarding the sighting as possible.

ACTIONS IN EVENT OF SHARK ATTACK

Shark or crocodile attack and power boat injuries can result in massive tissue damage and severe blood loss. The following general treatment applies:

- Bring the patient to the beach as quickly as possible;
- Apply immediate first aid;
- Co-ordinate hospital transport and pre-hospital emergency care;
- Follow precautions outlined in 'Actions on sightings; and
- Advise Fisheries Queensland Shark Control Program Manager on the Shark Hotline – 1800 806 891 – as soon as practicable.

PERSONAL SAFETY

Some simple rules for safe swimming apply to help reduce the risk of incidents involving sharks and humans:

- Leave the water if a shark is sighted;
- Do not swim or surf after dusk, at night, or before dawn when sharks become more active;
- Do not swim or surf in murky or silt-laden waters;
- Do not swim in, or at the mouth of, rivers, artificial canals and lakes;
- Never swim alone;
- Never swim when bleeding;
- Do not swim near schools of fish; and
- Do not swim near, or interfere with, shark control equipment. This includes not using shark control equipment as training buoys.

SHARK CONTROL EQUIPMENT (NETS AND DRUM LINES)

A number of incidents have occurred where lifeguards have interfered with shark control equipment without the knowledge of the Queensland Boating and Fisheries Patrol.

LIFESAVERS ARE REMINDED THAT THEY SHALL NOT INTERFERE WITH ANY EQUIPMENT OR ASSIST IN ANY SITUATION UNLESS IT IS AT THE REQUEST OF, OR IN CONJUNCTION WITH QUEENSLAND BOATING AND FISHERIES PATROL OFFICERS OR THE SHARK CONTRACTOR OR IN THE PREVENTION OF LOSS OF HUMAN LIFE.

If you see any loose equipment particularly in the surf zone or any marine animals trapped, lifesavers should contact the 24 hour **SHARK HOTLINE 1800 806 891** and follow the instructions received by the duty officer of the Queensland Boating and Fisheries Patrol.

For further enquiries telephone your local office of the Queensland Boating and Fisheries Patrol office. For more information on the program visit www.daf.qld.gov.au/business-priorities/fisheries

CROCODILE GUIDELINES

This guideline is used to help recognise and overcome the risks associated with the provision of lifesavers services in regions which crocodiles may inhabit.

For the purposes of this document the word 'crocodile' is used in the broad sense to include all crocodiles, alligators, caimans and gharials. While any of these species has the potential to be dangerous, the risk in Australian waters is most commonly associated with estuarine or saltwater crocodiles.

Estuarine crocodiles live mainly in the tidal reaches of rivers as well as lagoons, swamps and waterways – up to hundreds of kilometres from the sea. They can occur on beaches and around offshore islands. They are most active at night.

SAFETY GUIDELINES

For the full Crocwise safety guidelines visit:

www.ehp.qld.gov.au/wildlife/livingwith/crocodiles/crocodiles_be_croc_wise.html

The following general safety guidelines apply in crocodile areas and should be promoted to the public so they can take appropriate self-precautions:

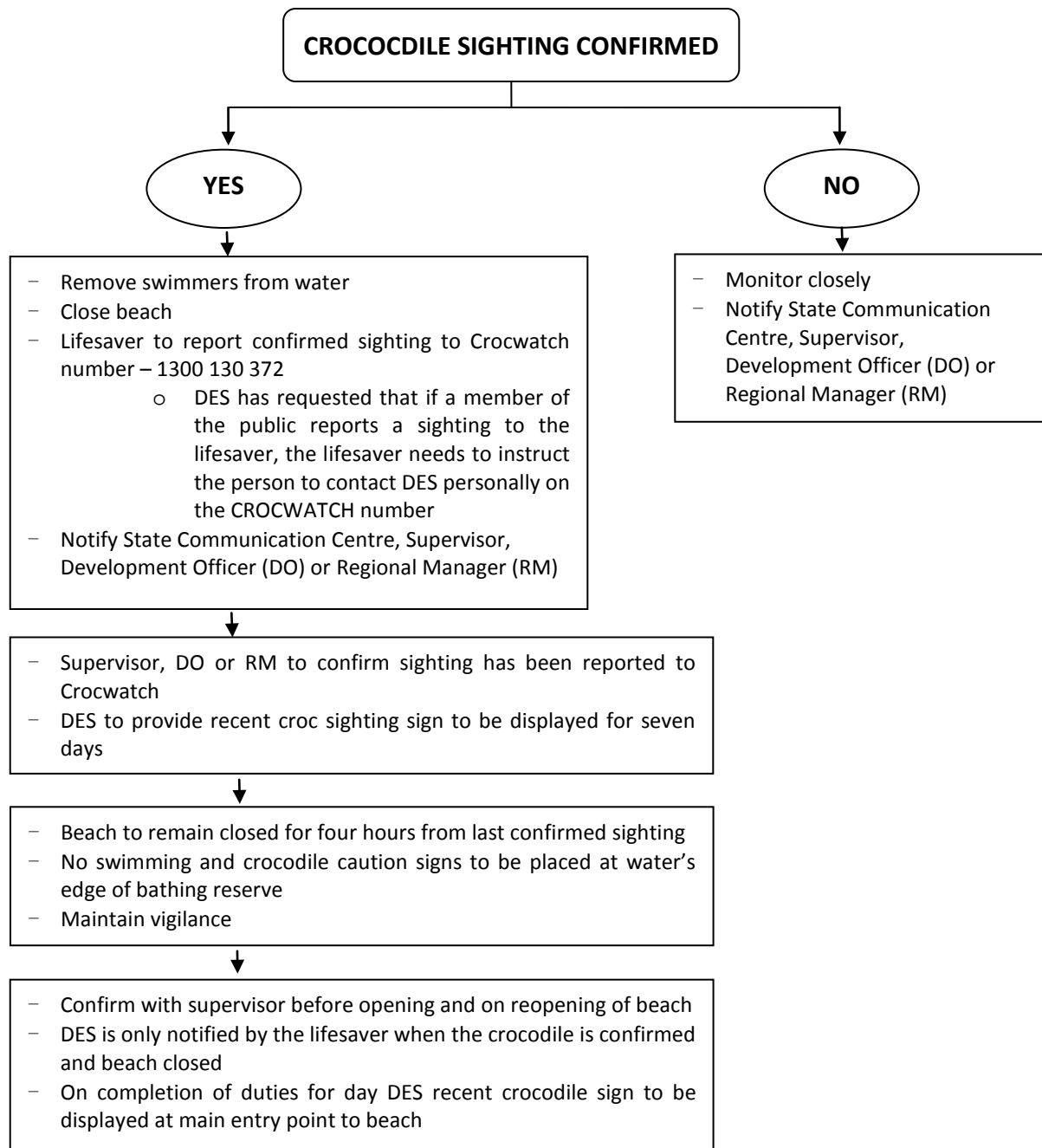
- Obey crocodile sign – they are there for your own protection;
- Never swim in water where crocodiles may live, even if there is no warning sign present;
- When fishing, always stand a few metres back from the water's edge and never stand on logs or branches overhanging the water;
- Never clean fish or discard fish scraps near the water's edge or at boat ramps;
- Stay well back from any crocodile slide marks. Crocodiles may still be close and may approach people and boats;
- Never dangle your arms or legs over the side of a boat. If you fall out of a boat, get out of the water as quickly as possible;
- Never provoke, harass or interfere with crocodiles—even small ones;
- Never feed crocodiles—it is illegal and dangerous;
- Camp at least 2 m above the high water mark and at least 50 m from the water's edge. Avoid places where native animals and domestic stock drink;
- Never leave food scraps at your campsite. Always check that previous campers have left no food scraps;
- Never prepare food, wash dishes or pursue any other activities near the water's edge or adjacent sloping banks; and
- Be more aware of crocodiles during the breeding season—September to April.

ACTIONS IN EVENT OF CROCODILE ATTACK

Crocodile attack injuries can result in massive tissue damage and severe blood loss;

- Return the patient to shore as quickly as possible ensuring personal safety;
- Apply immediate first-aid (basic life support/control bleeding);
- Co-ordinate hospital transport and pre-hospital emergency care; and
- Follow precautions outlined in 'Actions on Sightings'.

CROCODILE SIGHTING PROCEDURE





SURF LIFE SAVING
QUEENSLAND



MARINE STINGER RISK MANAGEMENT GUIDELINES

A guide developed for surf lifesavers and lifeguards to manage marine stingers in tropical waters in Queensland. This information would also be of value to Councils, Tourism Operators and any person(s) involved in the management of coastal environments prone to marine stingers.

Updated: 1 August 2014

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Introduction

Rationale

This document provides a guide to recognising and managing risks associated with recreational aquatic activities in the provision of Life Saving and Tourism Services, while sharing an environment with marine stingers that may present a hazard.

Definitions

For the purposes of this document, the term '**marine stinger**' is used in the broad sense to include all types of jellyfish, especially those causing severe and possibly life-threatening symptoms to their victims.

It is recognised that not all marine stingers are dangerous. Almost all fatal stings in coastal waters to date are attributed to just one species - The "*Chironex* Box Jellyfish". At the time of preparing this document, two fatalities have been attributed to *Irukandji* Jellyfish in Australian waters.

Hence, this document is primarily intended to apply to box jellyfish and *Irukandji* risk management in the recognized tropical marine stinger region (i.e., beaches north of Agnes Water).

Objectives

This document aims to:

- Help identify existing and potential health and safety issues.
- Raise the overall awareness of hazard identification and risk reduction.
- Assist in establishing risk management procedures.

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Original Version 2001 Reviewed by:

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Updated: 26 May 2005

Lisa-ann Gershwin, SLSQ and SLQA Marine Stinger Advisor

Updated: 20 June 2006

SLSQ Lifesaving Committee

Updated: 23 August 2008

SLSQ Lifesaving Committee



Cyanea

Marine Stingers

Major Types (including distribution)

Marine Stingers that pose a significant risk:

Chironex (Box Jellyfish)

Distribution

Shallow, tropical Australian waters north of Agnes Water Queensland, all Northern Territory waters, and Western Australia south to Exmouth. Stings from *Chironex* Box Jellyfish have been recorded predominately in coastal areas.

Other common names

"Box Jellyfish" (sometimes confused with similar species around the Cairns, Townsville, and Nhulunbuy (NT) areas, which are not lethal, called "Quaddie, Bronzii").

Size and Appearance

A large but almost transparent jellyfish with a box shaped bell (with four corners) up to 30 cm in diameter. Up to 15 ribbon-like tentacles arise from each of the four corners (up to 60 tentacles in total). These may contract to about 10 cm or may extend up to 3 m in length.

Irukandji

Distribution

Tropical Australian waters north of Agnes Water Queensland, all Northern Territory waters, and Western Australia south to Exmouth. Different species may occur coastally and on the reefs and islands; at times they may occur in epidemic proportions close to shore. Irukandji stings are occasionally reported in sub-tropical and temperate regions of the world, including Moreton Bay, Fraser Island, Sydney and Melbourne.

Description

Originally attributed to just one small jellyfish (*Carukia barnesi*), the name Irukandji is now used to encompass a group of small to medium-sized carybdeids (box jellyfish with just one tentacle in each corner) that cause the *Irukandji* syndrome, a typical set of severe systemic (general) body symptoms.

Size and Appearance

Carukia barnesi is a small transparent box jellyfish, 1-2 cm in diameter, usually not seen. Some newly-described species may be larger (up to 10cm).

Other problem jellyfish (includes, but not restricted to):

Chiropsella

Distribution

Shallow, tropical Australian coastal waters from Port Douglas to Mission Beach, Queensland; Nhulunbuy (Gove Peninsula, Arnhem Land), Northern Territory; and occasionally at Horseshoe Bay, Magnetic Island, off Townsville. This is a coastal jellyfish and is not found offshore. Closely related species in the same group are found in other tropical and subtropical regions of the world.

Other common names

"Quaddie", "Bronzii", "Box Jellyfish", often erroneously called "*Chiropsalmus quadrigatus*" or "*Chiropsalmus Bronzii*".

Size and Appearance

Box-shaped bell (with 4 corners) up to 10 cm diameter: Up to 8 fine round tentacles arise from each of the four corners (up to 32 tentacles total). These may contract to a few centimetres, or may extend up to a metre or so in length. Fatalities in other countries (e.g., Philippines, Thailand, and Japan) have been attributed to close relatives of these species, but the Australian forms are not known to be deadly.

Physalia

Distribution

Australia wide and in most warm oceans worldwide.

Other Common names

"Bluebottle", "Portugese man-o'-war", "Pacific man-o'-war"

Size and Appearance

Air-filled sac up to 8cm in length, usually with a single, blue main fishing tentacle hanging underneath. This may contract to a few cm or extend to cover a metre in length. Some species ("Portuguese man-o'-war", "Pacific man-o'-war") have numerous main fishing tentacles and cause more severe stings with symptoms similar to Irukandji Syndrome. These multi-tentacled species are uncommon, but have been reported in Australian waters.

****NOTE:** Care must be used in handling *Physalia*. All species may cause prolonged discomfort, and some species may cause more severe stings, including Irukandji syndrome or allergic shock (anaphylaxis).

Catostylus

Distribution

Worldwide in tropical regions

Other Common Name

"Blubber"

Size and Appearance

Mushroom shaped bell 5-30 cm in diameter. No tentacles, but eight "fronds" or "frills" hanging underneath.

Carybdea

Distribution

Australia-wide (more common in South and West Australia).

Other Common Name

"Jimble"

Size and Appearance

Transparent bell 1.5-3 cm in diameter. Four tentacles, one on each corner, 5-15 cm long. Four small filaments can be seen in the stomach

Cyanea

Distribution

Oceans, world-wide

Other Common Names

"Hair jelly", "Snottie", "Lion's mane"

Size and Appearance

Large flat bell up to half a metre in diameter with a large 'mop' of fine hair-like tentacles 5-50cm long. Bell top is usually white, but often brown or reddish colouring under bell.

Morbakka

Distribution

Tropical Australian waters, all Queensland and northern New South Wales coasts, often an open water jelly fish. Sub-species are more common at Mackay, Moreton Bay and northern NSW.

Other Common Names

"Fire Jelly", "Moreton Bay Stinger"; sometimes erroneously called "*Tamoya*"

Size and Appearance

Large transparent box-shaped bell with one tentacle in each corner. The bell is approximately 6-18cm long, having 4 thick, ribbon-shaped tentacles that may be up to 1m long.

****NOTE:** Care must be taken in handling *Morbakka*, as its sting may cause mild *Irukandji* syndrome.

Pelagia

Distribution

Common in the Mediterranean, has been less common in Australian waters. Occasionally large swarms invade the Sydney region.

Other Common Name

"Little Mauve Stinger"

Size and Appearance

A small mushroom-shaped body from 2-6cm in diameter. Unlike most jellyfish, the bell is covered with numerous warty lumps containing nematocysts (stinging cells). The bell is usually pink or mauve with 8 pale brown tentacles 10-30cm in length.



Pelagia



Physalia



Chironex



Chironex

Health Risks

The health risks associated with marine stingers can be quite severe. Effects from marine stings include:

- Death
- Near death (resuscitation required)
- Allergic shock (anaphylaxis – resuscitation required)
- Significant injury (including long term scarring)
- Significant generalised pain / discomfort and general severe symptoms
- Skin pain / discomfort of varying degrees
- Recurrent dermatological or systemic symptoms
- Long-term cardiac damage

Medical Exclusions

- Lifeguards and Lifesavers involved in the management of beach and aquatic venues must be in general good health and be SRC and or Bronze Proficient, 15 years or older to achieve effective risk management.
- Working with Marine Stingers can expose individuals to risk of stinging, and certain types of Marine Stings can exacerbate existing conditions, e.g., *Irukandji* Syndrome can potentially have tragic consequences to individuals with pre-existing cardiac or circulatory system conditions due to hypertension (High Blood Pressure) caused by the syndrome.
- Although wearing of protective clothing greatly reduces the risk of stinging, the possibility still exists that an individual could be stung. Lifeguards, Lifesavers and other SLSQ personnel with known cardiac or circulatory system conditions must exercise extreme caution with respect to *Irukandji* exposure, and take great care to not expose themselves to unnecessary risk.

Types of conditions that might be worsened by *Irukandji* Syndrome

Cardiac and circulatory system conditions (including but not limited to):

- High blood pressure (hypertension)
- History of heart attack(s)
- History of heart damage
- History of stroke

Breathing difficulties (including but not limited to):

- Asthma

High Risk Groups

Special consideration should be made when conducting activities within the Marine Stinger environment involving the following groups:

- Junior Activities (Nippers)
Due to a child's size, body area and lack of hair covering, junior members are more likely to suffer severe effects from any dangerous jellyfish sting. Because of both the risk, and for legal considerations, it is mandatory that they wear such protective clothing for all water activities in any SLSQ pursuit in the high-risk summer (marine stinger) season. It is further recommended that junior members wear lycra or neoprene suits at all times when entering the water, to develop good habits and minimise risks.
- Under 18's
Because of variations in size, body area and level of hair covering, members under 18 are potentially more likely to suffer severe effects of any dangerous jellyfish sting. Because of both the risk, and to meet Duty of Care, it is mandatory that they wear such protective clothing for all water activities in any SLSQ pursuit in the high-risk summer (marine stinger) season. It is further recommended that members are encouraged to wear lycra or neoprene suits at all times when entering the water, to develop good habits and minimise risks.
- For Lifesavers with relatively hairless skin, including women and competitors who have "shaved down", the use of lycra or neoprene suits (or similar protective clothing) is recommended for aquatic activities.
- Pregnant Females

Risk Management

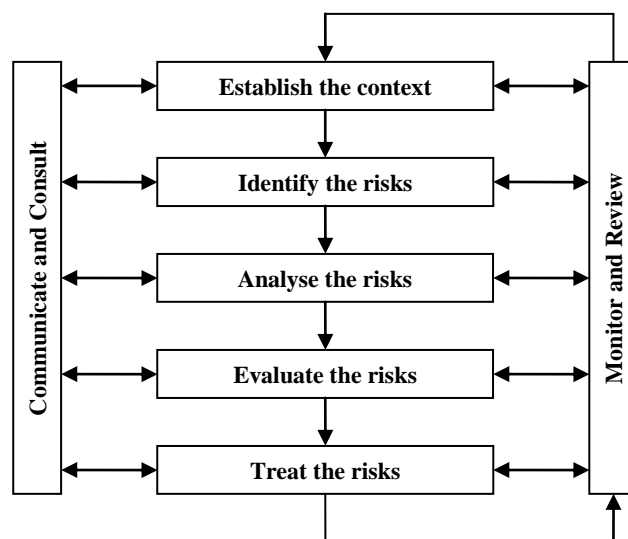
Risk Assessment – General Principles

Surf Life Saving Queensland's risk management approach resembles that of Surf Life Saving Australia in that it consists of seven steps:

- Establish the context
- Identify the risks
- Analyse the risks
- Evaluate the risks
- Treat the risks
- Monitor and review the risks
- Communicate and consult

Surf Life Saving Queensland defines risks associated with Dangerous Marine Stingers to be *"the uncertainty associated with future activities and the likelihood and impact of an interaction with dangerous marine stingers with the potential to cause injury or death to a human."*

Figure 1: Risk management overview (adapted from AS/NZS 4360)



The below risk management information has been supplied by Surf Life Saving Australia.
Definitions:

Hazard: Is a source of potential harm or a situation with a potential to cause loss.

Risk: The chance of something happening that will have an impact upon objectives, measured in terms of CONSEQUENCES and LIKELIHOOD.

Risk Management

The Hazard

Marine stingers are present in a variety of forms in Australian waters: they present a risk to swimmers with consequences ranging from significant discomfort through to death (in particular the *Chironex* Box Jellyfish).

People of all ages and different states of health may be exposed to injury from marine stingers. It is possible that a sting, an envenomation or poisoning which normally carries no risk to one person may, due to the location of the sting, a pre-existing condition, or some other complicating factor, become critical to another. It is also possible that a person with no reaction to a jellyfish at one point in time may develop a severe reaction to the same species or closely related species when later exposed.

Assessing the Risk

An important part of developing a risk management plan is to assess the level of risk. The following table outlines the Control Measures that shall be adopted for minimizing the risk of envenomation within the Aquatic environment of Northern Queensland waters. This model applies primarily to *Chironex* (Box Jellyfish) and *Irukandji* jellyfish.

The Model 1 is based on SLSQ assigning a value to **known and observed** conditions to establish a risk rating. It also relies on knowledge of local conditions, environment and available data.

Control Measures

Stinger Resistant Swimming Enclosures ("Stinger nets")

Throughout much of Tropical Queensland, stinger resistant swimming enclosures ("Stinger nets") are provided to facilitate a level of safe bathing during the "stinger season", the high-risk period, which coincides with the summer (warmer) months.

Stinger resistant swimming enclosures aim to limit the potential for contact between the potentially fatal *Chironex* (Box Jellyfish) and humans. The enclosures are **not** effective against the smaller *Irukandji*.

While the enclosures offer some degree of protection, lifesavers in Tropical Queensland have an important role to play in the monitoring of the efficiency of the enclosures, as well as providing community education and emergency care.

NOTE: If a Stinger Resistant Swimming Enclosure is removed for maintenance or adverse weather conditions, the beach must be closed. Refer to Emergency Procedures and Follow Up (Page 20-21).

Protective Clothing

Wearing protective clothing has proven to be very effective as protection from *Chironex* (Box Jellyfish) stings. Lycra and neoprene suits are available to Lifesavers and the community. The suits are an effective protection against a major sting from box jellyfish (minor, non-life-threatening stings may occur on exposed areas such as the feet and hands). Lycra and neoprene suits are also very effective in preventing sunburn. However, Lycra and neoprene suits alone are **not** effective against *Irukandji* due to the exposure of the wearer's hands, feet and head. See Marine Stinger Protective Clothing (Page 32-36) and Marine Stinger Protective Swimwear Guidelines (Page 45-47).

If purpose designed lycra and neoprene suits are not available then other effective options include:

- Long trousers and long sleeve shirts (but these types of clothing may inhibit mobility)
- Pantyhose (2 pairs/tight fitting covering top and bottom) (but these may easily run and thus compromise effectiveness)

As a general rule for protective clothing:

- The more skin area covered + the tighter the weave + tight fitting = more effective protection

For example, the tentacles of the *Irukandji* jellyfish *Carukia barnesi* are approximately 1/5 mm in diameter; thus, any mesh size greater than 1/5 mm would offer less protection against *Irukandji*.

Personal Safety Rules

Some simple rules for safe swimming apply to help reduce the risk of incidents involving marine stingers:

- Always swim at a patrolled beach, and between the red and yellow flags.

- Where stinger resistant swimming enclosures are in place, swim within the enclosure.
- Do not interfere with stinger resistant swimming enclosures, or sit on the floating pontoon.
- Be aware of the months of stinger seasons (high risk periods) in tropical areas (Nth Qld).
- Wear protective clothing - as advised by SLSQ policy.
- Ask a Lifesaver or Lifeguard for advice and refer to the signs for conditions and risk factors on the day
- Enter water slowly (Box Jellyfish will often swim away from people given the opportunity and time).

Signage

Surf Life Saving Queensland recognises and promotes signage to Australian Standards. In particular "AS 2416-1995 Design and Application of Water Safety Standards" and "Signs As Remote Supervision, Best Practice Manual" (which has been developed by Statewide Mutual), are recognized as being appropriate guidelines for the development of signage systems for the aquatic environment.

Signs are often the cheapest and easiest method that a Council (or controlling authority) employs for supervision of a remote location. Whilst signs can only perform a limited function and are generally only one item in a whole range of information, past and present, they aid in a person's decision as to how to act in a given situation. Failure to provide appropriate information signs has been viewed unfavorably by the Courts/Law in liability cases.

Legally, the benefit of a sign is that it brings the foreseeable risk to the attention of people visiting a beach. It is supposed to add to the knowledge of the person in that situation to make a decision about entering the ocean.

"If a person then elects to enter the ocean and suffers injury, then arguably Council (or controlling authority) has satisfied its duty of care and no liability will attach to it. However, the sign must be appropriate to the situation and placed in an appropriate position. If the sign is illegible, in poor condition, nowhere near the area or the route to a given reserve waterway, beach or pool or due to the nature of the hazards, inappropriate, then it would be useless in bringing the risk to the attention of the person coming onto the land and serve no purpose in satisfying any duty of care."

(Signs as Remote Supervision, Best Practice Manual - Statewide, January 1999)

A maintenance and review program to monitor the ongoing effectiveness and efficiency of any signage system should also be developed as part of an effective risk management program.

A comprehensive maintenance and review program would include:

- An inspection schedule.
- A system of reporting defects / deficiencies.
- A system of prioritising maintenance response (i.e. safety signage to receive highest priority).
- Key Performance Indicators for signage maintenance (i.e. safety signage will be repaired within 2 working days of a defect / deficiency reported).
- A schedule for review of signage (i.e. annual / post incident / on change of conditions)

In addition to the standard "Marine Stinger" signage additional information could include:

- Risk Levels / Periods
- Information on Emergency Procedures

Exclusion / Beach Closure

If beach closure is required:

- Fly the Emergency Evacuation Flag and request all swimmers to leave the water.
- Close the beach to all swimming and post appropriate jellyfish warning signage (if specific signage is not available, standard "no swimming" and "danger" signs may be utilised).
- Advise Lifeguard Supervisor/Lifesaving Services Coordinator and Surfcom.

NOTE: Risk Assessment for other species (for example: hair jellies, blue bottles) is dealt with on a case-by-case basis according to severity of infestation. Contact Patrol Captain / Lifeguard Supervisor / Lifesaving Services Coordinator for more information.



Physalia Sting

Marine Stinger Monitoring and Control Plan

The hierarchy of control of workplace safety concerns and the possible controls is demonstrated below. Control plans should select the most effective control measure or combination of control measures:

Risk Controls	Control Measure
<ul style="list-style-type: none"> ▪ Eliminate the Hazard 	Discontinue Activity (beach closure)
<ul style="list-style-type: none"> ▪ Minimise the Risk <ul style="list-style-type: none"> * Substitution * Modification * Isolation * Engineering Controls 	N/A N/A N/A Use Stinger Resistant Swimming Enclosures
<ul style="list-style-type: none"> ▪ "Back Up" Controls <ul style="list-style-type: none"> * Administrative Controls * PPE (Protective Equipment) 	Signage / Personal Safety Rules Wearing Lycra or Neoprene Suits

Monitoring

Monitoring of marine stingers can currently be achieved through three basic methods: conducting net drags, direct observation (visual) and monitoring of marine stings. However, an acute awareness of the possibility of marine stingers, especially in certain weather conditions in risk periods, is essential.

Observation

Lifesavers / Lifeguards need to maintain a high level of vigilance to monitor marine stingers through direct observation (visual). Marine stingers are easily identifiable when washed up along the shoreline. More effort is required to identify them in the water looking down at the water standing in the bow of a slow-moving craft, eg. an IRB. Polarized sunglasses are essential. Unless conditions are highly suitable this method may be totally ineffective.

Signage

As well as the standard signage used, appropriate signage for different circumstances should reflect the assessed risk conditions in regard the relevant variables. Templates should be developed for each specific location or region. Refer to Control Measures for Risks (Pages 15-19)

Advice

The advice given in different circumstances should reflect the assessed risk conditions in regard the relevant variables. Well rehearsed templates should be developed for each specific location or region. Refer to Control Measures for Risks (Pages 15-19).

Action

The actions taken during a heightened risk period should be targeted at risk groups depending on the assessed conditions. Action scenarios should be developed for each specific location or region. Refer to Control Measures for Risks (Pages 15-19).

Drags

Drags are conducted to "sample" a section of water closest to the shore to detect the presence of marine stingers. Where a stinger resistant swimming enclosure is in place drags should be conducted both inside and outside the enclosure. Note that *Irukandji* drags and *Chironex* drags are not interchangeable, i.e., an *Irukandji* net is ineffective for dragging for mature box jellies, and a box jelly net cannot be used to sample for *Irukandji*'s.

Monitoring Marine Sting(s)

Monitoring marine stinger incidents (stings) is a clear indicator of the level of potential risk to the beach users.

Note: Once the presence of a dangerous marine stinger has been determined, emergency procedures should apply (refer to Emergency Procedures and Follow Up (Page 20-21)).

Note: Accurate recording of observations on the appropriate SLSQ forms is essential for accurate long-term data collection.

Marine Stinger Monitoring and Control Plan

LOCATION – For all open water areas from Sarina - north (Zone 1)

ACTIVITY – For all Surf Life Saving Operations, Associated Activities and Aquatic Recreational Activities (Inclusive of surf craft and power craft use)

Zone 1 (all beaches Sarina - north)		
Common Scenario	Risk Level	Adopted Control Measures
<ul style="list-style-type: none"> ▪ Non-Stinger Season= (Times when the marine stinger enclosures have been removed from the water (generally June to October)) ▪ With rough weather or non-prevalent conditions 	Very Low	<p>Water Safety</p> <ul style="list-style-type: none"> ▪ All Junior Activities members 14 years and under shall wear PPE at all times during open water activities. ▪ To determine the level of Risk Control for all other members a Risk Assessment (refer Page 9 - 11) shall be conducted by one of the following personnel prior to opening a beach and/or conducting any aquatic activities: <ul style="list-style-type: none"> i. Current Patrol Captain on Duty ii. Lifeguard on duty iii. Club Captain or Chief Training Officer iv. Qualified Trainer or Assessor v. Carnival Safety Officer vi. Accredited Coach ▪ Failure to carry out a risk assessment prior to conducting aquatic activities may be deemed as a breach of SLSQ's Policy & Guidelines and a failure to meet Duty of Care. ▪ All members shall abide by the following: <ul style="list-style-type: none"> a. Have access to PPE at all times b. Have access to a Marine Stinger Drag Kit <p>Monitoring</p> <ul style="list-style-type: none"> ▪ Observation
<ul style="list-style-type: none"> ▪ Non-Stinger Season= (Times when the marine stinger enclosures have been removed from the water (generally June to October)) ▪ With calm weather or prevalent conditions 	Low	<p>Water Safety</p> <ul style="list-style-type: none"> ▪ All Junior Activities members 14 years and under shall wear PPE at all times during open water activities ▪ To determine the level of Risk Control for all other members a Risk Assessment (refer Page 9 - 11) shall be conducted by one of the following personnel prior to opening a beach and/or conducting any aquatic activities: <ul style="list-style-type: none"> i. Current Patrol Captain on Duty ii. Lifeguard on duty iii. Club Captain or Chief Training Officer iv. Qualified Trainer or Assessor v. Carnival Safety Officer vi. Accredited Coach ▪ Failure to carry out a risk assessment prior to conducting aquatic activities may be deemed as a breach of SLSQ's Policy & Guidelines and a failure to meet Duty of Care.

		<ul style="list-style-type: none"> All members shall abide by the following: <ol style="list-style-type: none"> Have access to PPE at all times Have access to a Marine Stinger Drag Kit <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags prior to entering the water/opening the beach Net drags at start of patrol, change of tide and 1 hour prior to end of patrol
<ul style="list-style-type: none"> Stinger Season= (Times when the marine stinger enclosures are in the water (generally between November to May) Note this does not include times when the enclosures have been removed from the water during high risk periods for maintenance.) With rough weather or non-prevalent conditions, or non-stinger season with salps or Acetes prawns being caught in net drags 	Moderate	<p>Water Safety</p> <ul style="list-style-type: none"> Full protective clothing must be worn <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags at start of patrol, change of tide and 1 hour prior to end of patrol Net drags prior to entering the water/opening the beach <p>Special Event Monitoring</p> <ul style="list-style-type: none"> 7 Days Immediately Prior (observation & net drags), where reasonable and practical
<ul style="list-style-type: none"> Stinger Season= (Times when the marine stinger enclosures are in the water (generally between November to May) Note this does not include times when the enclosures have been removed from the water during high risk periods for maintenance.) With calm weather and indicative conditions 	High	<ul style="list-style-type: none"> Full protective clothing must be worn by all people in water. Competition or training inside stinger resistant enclosures when possible Option to close beach at discretion of Patrol Captain/ Lifeguard. <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags at start of patrol, change of tide and 1 hour prior to end of patrol Net drags prior to entering the water/opening the beach
<ul style="list-style-type: none"> Positive Sighting/ Drag/Sting in last 24hrs Weather, Biological or other indicators of heightened risk 	Very High	<ul style="list-style-type: none"> No Aquatic activities permitted Close Beach for 24 hours minimum <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags prior to entering the water/opening the beach Net drags at start of patrol, change of tide and 1 hour prior to end of patrol

NOTE: 1. Net Drags to be done at entry and exit points in each arena

2. During Net Drag procedures: once the presence of Box Jelly fish or Irukandji have been identified, appropriate control measures are to be applied and further drags are only required if considering reopening the beach to swimming.

3. For information regarding PPE type and application refer to Marine Stinger Protective Clothing Page 32-36.

Risk Management Control Plan for Surf Life Saving Operations and Associated Activities

LOCATION – For all open water areas from Agnes Water north to Yeppoon (Zone 2)

ACTIVITY – For all Surf Life Saving Operations, Associated Activities and Aquatic Recreational Activities (Inclusive of surf craft and power craft use)

Zone 2 (All open beaches Agnes Water - Yeppoon)		
Common Scenario	Risk Level	Adopted Control Measures
<ul style="list-style-type: none"> Non-Stinger Season = Generally between June to October With rough weather or non-prevalent conditions 	Very Low	Water Safety <ul style="list-style-type: none"> PPE optional for all members Monitoring <ul style="list-style-type: none"> Observation
<ul style="list-style-type: none"> Stinger Season= Generally between November to May With calm weather or prevalent conditions 	Low = November, March, April and May	Water Safety <ul style="list-style-type: none"> PPE optional for all members Monitoring <ul style="list-style-type: none"> Observation
<ul style="list-style-type: none"> Stinger Season= Generally between November to May With rough weather or non-prevalent conditions, or non-stinger season with salps or Acetes prawns being caught in net drags 	Moderate= December, January and February	Water Safety <ul style="list-style-type: none"> All Junior Activities members 14 years and under shall wear PPE at all times during open water activities To determine the level of Control measure for all other members a Risk Assessment (refer Page 9-11) shall be conducted by one of the following personnel prior to opening a beach and/or conducting any aquatic activities: <ol style="list-style-type: none"> Current Patrol Captain on Duty Lifeguard on duty Club Captain or Chief Training Officer Qualified Trainer or Assessor Carnival Safety Officer Accredited Coach Failure to carry out a risk assessment prior to conducting aquatic activities may be deemed as a breach of SLSQ's Policy & Guidelines and a failure to meet Duty of Care. All members shall abide by the following: <ol style="list-style-type: none"> Have access to PPE at all times Have access to a Marine Stinger Drag Kit Monitoring <ul style="list-style-type: none"> Observation Net drags prior to entering the water/opening the beach Net drags at start of patrol, change of tide and 1 hour prior to end of patrol

<ul style="list-style-type: none"> Stinger Season= Generally between November to May With calm weather and indicative conditions 	<p>High = December, January and February</p>	<p>Water Safety</p> <ul style="list-style-type: none"> All Junior Activities members 14 years and under shall wear PPE at all times during open water activities To determine the level of Control measure for all other members a Risk Assessment (refer Page 9-11) shall be conducted by one of the following personnel prior to opening a beach and/or conducting any aquatic activities: <ul style="list-style-type: none"> i. Current Patrol Captain on Duty ii. Lifeguard on duty iii. Club Captain or Chief Training Officer iv. Qualified Trainer or Assessor v. Carnival Safety Officer vi. Accredited Coach Failure to carry out a risk assessment prior to conducting aquatic activities may be deemed as a breach of SLSQ's Policy & Guidelines and a failure to meet Duty of Care. All members shall abide by the following: <ul style="list-style-type: none"> a. Have access to PPE at all times b. Have access to a Marine Stinger Drag Kit <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags prior to entering the water/opening the beach Net drags at start of patrol, change of tide and 1 hour prior to end of patrol
<ul style="list-style-type: none"> Positive Sighting/ Drag/Sting in last 24hrs Weather, Biological or other indicators of heightened risk 	<p>Very High</p>	<ul style="list-style-type: none"> No Aquatic activities permitted Close Beach for 24 hours minimum <p>Monitoring</p> <ul style="list-style-type: none"> Observation Net drags prior to entering the water/opening the beach Net drags at start of patrol, change of tide and 1 hour prior to end of patrol

- NOTE:**
- Net Drags to be done at entry and exit points in each arena**
 - During Net Drag procedures: once the presence of Box Jelly fish or Irukandji have been identified, appropriate control measures are to be applied and further drags are only required if considering reopening the beach to swimming**
 - For information regarding PPE type and application refer to Marine Stinger Protective Clothing Page 32-36.**

Control Measures for VERY LOW RISK

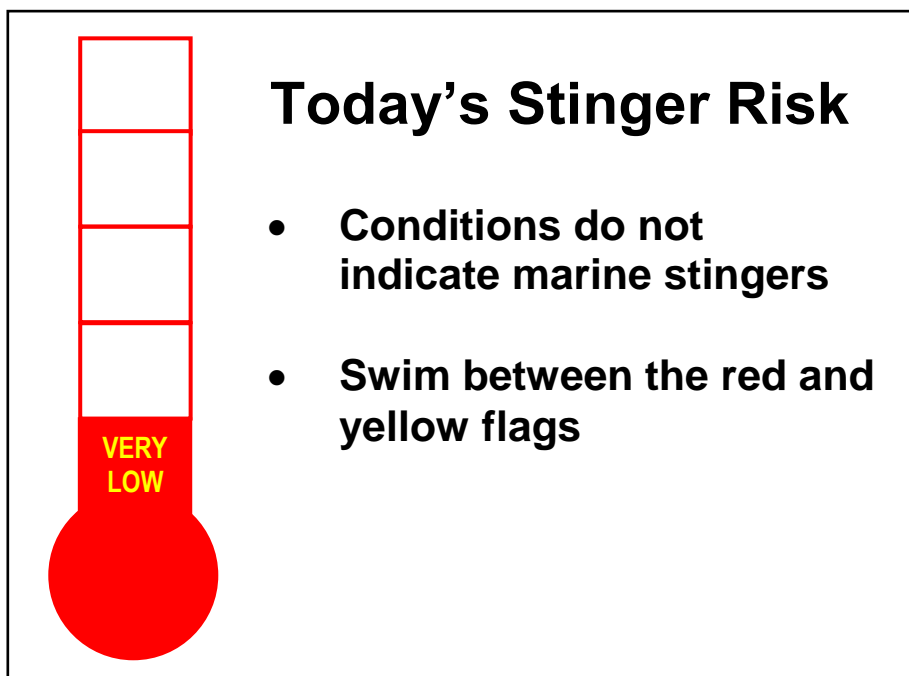
Action / Monitoring

- Lifesaving Service Provision
- Observation

Signage

- Yellow caution flag not mandatory

(Example sign)



Example: Verbal advice to Swimmers

- Like any other wild animal, marine stingers are unpredictable, and therefore, there is always some risk, the weather and conditions today are not typical for the presence of jellyfish
- Box jellyfish and *Irukandji*'s are more common when the weather is warmer and the waters are calmer.

Control Measures for LOW RISK

Action / Monitoring

- Lifesaving Service Provision
- Observation
- Net drags every four hours or as prescribed by Club/Patrol Captain and/or Lifeguard Supervisor
- If Stinger Resistant Swimming Enclosure has been temporarily removed for maintenance or weather conditions, the beach must be closed; refer to Emergency Procedures and Follow Up (Page 20-21)

Signage

- Yellow caution flag not mandatory
- "No swimming" signs outside Stinger Resistant Swimming Enclosures (if deployed)

(Example sign)



Today's Stinger Risk

- Conditions indicate marine stingers unlikely
- Recommendation: consider wearing protective clothing, especially the young, pregnant or high blood pressure
- Swim between the red and yellow flags

EXAMPLE: Verbal advice to Swimmers

IF IT IS STINGER SEASON:

"Even though the weather conditions do not indicate that marine stingers are likely, it is still stinger season and therefore there is still some risk".

"Marine stingers tend to be more common during the warmer months, especially during flat calm weather".

"We are continuing to monitor the water and conditions".

"Surf Life Saving recommends a full-body lycra or neoprene suit; it covers 75-80% of the body's skin surface, and gives great protection from UV rays as well".

IF IT IS NOT STINGER SEASON:

"It is not currently stinger season, but the weather conditions are favorable for the presence of marine stingers and so there is still some risk".

Control Measures for MODERATE RISK

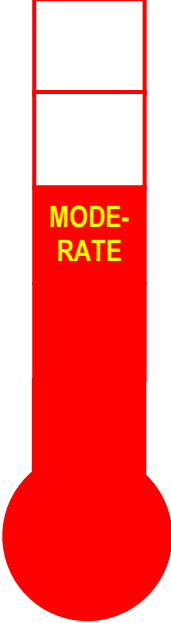
Action / Monitoring

- Lifesaving Service Provision
- Observation
- Net drags every two hours or as prescribed by Club/Patrol Captain and/or Lifeguard Supervisor
- If Stinger Resistant Swimming Enclosure has been temporarily removed for maintenance or weather conditions, the beach must be closed; refer to Emergency Procedures and Follow Up (Page 20-21)

Signage

- Yellow caution flag with "Marine Stingers" diamond
- "No swimming" signs outside Stinger Resistant Swimming Enclosures (if deployed)

(Example sign)



Today's Stinger Risk

- Conditions indicate possibility of marine stingers
- Recommendation: protective clothing recommended, especially the young, pregnant or high blood pressure
- Swim between the red and yellow flags

EXAMPLE: Verbal advice to Swimmers

- Weather conditions today are not typical for the presence of marine stingers, however it is still peak stinger season and therefore there is a moderate risk
- We are continuing to monitor the water to detect if marine stingers arrive
- Surf Life Saving recommends a full-body lycra or neoprene suit; it covers 75-80% of the body's skin surface, and gives great protection from UV rays as well.

Control Measures for HIGH RISK


Action / Monitoring

- Lifesaving Service Provision
- Observation
- Net drags hourly or as prescribed by Club/Patrol Captain and/or Lifeguard Supervisor
- If Stinger Resistant Swimming Enclosures have been temporarily removed for maintenance or weather conditions, the beach must be closed; refer to Emergency Procedures and Follow Up (Page 20-21)
- Option to close beach at discretion of Lifeguard Supervisor / Patrol Captain

Signage

- Yellow caution flag with "Marine Stingers" diamond
- "No swimming" signs outside Stinger Resistant Enclosures (if deployed)

(Example sign)



Today's Stinger Risk

- Conditions are favourable for marine stingers
- Marine stingers have been caught recently; ask Lifesaver for more information
- Recommendation: protective clothing strongly recommended, especially the young, pregnant, or high blood pressure
- Swim between the red and yellow flags

EXAMPLE: Verbal advice to Swimmers

IF THE WEATHER IS FAVORABLE:

- "Weather conditions today are favorable for the presence of marine stingers and it is currently stinger season; however, we have not caught any stingers here today."

IF SALPS OR PRAWNS HAVE BEEN FOUND:

- "We are catching plankton that are generally found with Irukandjis / box jellyfish, but we have not yet found marine stingers here today."

IF MARINE STINGERS HAVE BEEN FOUND RECENTLY AT THIS BEACH OR NEARBY:

- "Marine stingers have been caught here (or nearby) recently, but have not been found at this beach today."
- "Because of these facts, there is a heightened possibility of their presence."
- "We are continuing to monitor the water to detect if marine stingers are here."
- "Surf Life Saving recommends a full-body lycra or neoprene suit; it covers 75-80% of the body's skin surface, and gives great protection from UV rays as well."

Control Measures for VERY HIGH RISK

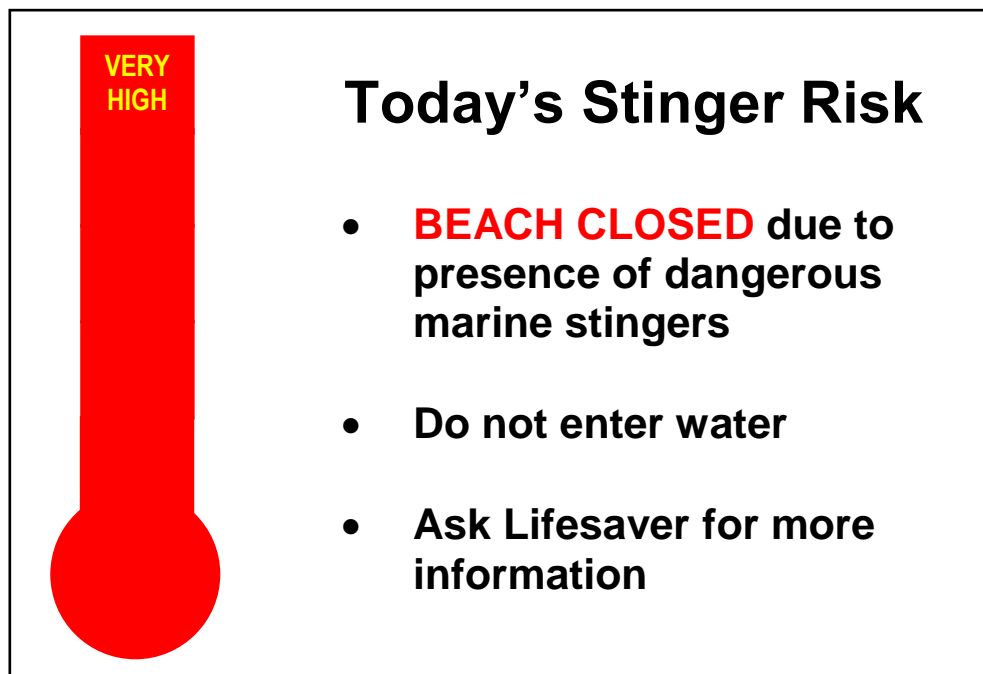
Action / Monitoring

- Lifesaving Service Provision
- Observation
- No net drags for 24 hours, or as prescribed by Club/Patrol Captain and/or Lifeguard Supervisor

Signage

- Red “Beach Closed” flag with “Marine Stingers” diamond
- “No swimming” signs outside Stinger Resistant Enclosures (if deployed)

(Example sign)



EXAMPLE: Verbal advice to Swimmers

IF STINGS HAVE OCCURRED AT THIS BEACH TODAY:

- “Someone was stung here earlier today by an *Irukandji* / box jellyfish; it is unsafe to swim today.”

IF SPECIMENS HAVE BEEN FOUND AT THIS BEACH TODAY:

- “*Irukandji* / box jellyfish have been found here today during routine netting; it is unsafe to swim today.”
- “It’s best to stay out of the water today, but check back with us tomorrow; it is likely that it will be safe to open the beach tomorrow.”
- “Generally the stingers flush out with the change of the tide.”
- “We will monitor the water tomorrow to make sure it is safe to open the beach then.”
- “*Irukandji* jellyfish can make you very sick, and it is possible to die from it; it is not something you would want to risk on a day like today.”
- “Box jellyfish stings are extremely painful, and can kill people very rapidly; this is not something you would want to risk.”

Emergency Procedures and Follow Up

Actions on Sighting(s)/Sting(s)

In the event of any confirmed marine stinger sightings/stings, the following precautions are to be implemented:

Chironex (Box Jellyfish)

At a beach where Stinger Resistant Swimming Enclosures are normally deployed during the stinger season:

- If **Chironex (box jellyfish)** is sighted or a major sting occurs immediately outside the enclosure, or a minor sting occurs inside the enclosure or a tentacle over 300 mm in length is found within the Stinger Resistant Swimming Enclosure the following procedures apply:
 - Implement High Risk control plan
 - Record as much detail regarding the sighting(s)/sting(s) as possible
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator and Marine Stinger Coordinator
- If **Chironex (box jellyfish)** are found (animals greater than 2.5cm at the widest part of the bell) or significant sting occurs within Stinger Resistant Swimming Enclosures the following procedures apply:
 - Immediately request all swimmers to leave the water
 - Close the beach
 - Post appropriate marine stinger / jellyfish warning signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised)
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator and Marine Stinger Coordinator that *Chironex* (box jellyfish) have been found within Stinger Resistant Swimming Enclosure
 - Record as much detail regarding the sighting(s)/sting(s) as possible
 - Contact Uninet as soon as possible to determine further action. The Stinger Resistant Swimming Enclosure may need to be taken in, checked, and redeployed before the beach can be re-opened.
- If **Chironex (box jellyfish)** are found within Stinger Resistant Swimming Enclosures: (animals less than 2.5cm, i.e., able to get through the mesh on their own) the following procedures apply:
 - These are not known to be medically dangerous to humans; however, they can sting
 - Post appropriate marine stinger / jellyfish warning signage, and inform the public that very small box jellyfish may be present, and that they may produce stings with discomfort, but that they are not generally considered harmful at this size
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator and Marine Stinger Coordinator that small *Chironex* (box jellyfish) have been found within Stinger Resistant Swimming Enclosure
 - Record as much detail regarding the sighting(s)/sting(s) as possible
 - Contact Uninet as soon as possible to determine further action.
- If **Stinger Resistant Swimming Enclosures are removed for maintenance or weather conditions** the following procedures apply:
 - Close the beach
 - Post appropriate marine stinger / jellyfish warning signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised)
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator.
 - The Stinger Resistant Swimming Enclosure will need to be redeployed (by Uninet) before the beach can be re-opened.

At a beach where Stinger Resistant Enclosures are not normally deployed:

- If *Chironex* (box jellyfish) sighting/significant sting occurs (animals greater than 2.5cm) the following procedures apply:
 - Request all swimmers to leave the water
 - Close the beach; post appropriate marine stinger / jellyfish warning signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised)
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator and Marine Stinger Coordinator of the presence of *Chironex* (box jellyfish), and that the beach has been closed
 - Record as much detail regarding the sighting(s)/sting(s) as possible.
 - Beach to remain closed until at least the following day unless there is a significant change in weather or ocean conditions and two “clear” or “negative” drags (an hour apart) have been completed. The Lifeguard Supervisor/Lifesaving Services Coordinator must be consulted for confirmation before beach re-opening.

Irukandji

If Irukandji is caught or a sting occurs, the following procedure applies:

- Immediately request all swimmers to leave the water
- Close the beach, inclusive within Stinger Resistant Swimming Enclosures. Post appropriate marine stinger / jellyfish warning signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised).
- Advise beach visitors not to enter the water - even with protective clothing.
- Advise Lifeguard Supervisor/Lifesaving Services Coordinator of the presence of Irukandji, and that the beach has been closed. The Lifeguard Supervisor/Lifesaving Services Coordinator shall determine if just the one beach location or other locations are required to be closed also.
- Record as much detail regarding the sighting(s)/sting(s) as possible.
- Beach to remain closed until at least the following day unless there is a significant change in weather or ocean conditions and two “clear” or “negative” drags (an hour apart) have been completed. The Lifeguard Supervisor/Lifesaving Services Coordinator must be consulted for confirmation before beach re-opening.

Note: Certain weather and tide conditions seem to predispose towards increasing the possibility of *Irukandji* being present. Such conditions include the presence of light northerly winds associated with an afternoon high tide, and/or the presence of “salps”, “baby prawns” and or “jelly buttons”. In these conditions, a yellow warning flag should be displayed and swimmers should be advised of the possible presence of marine stingers and that the wearing of protective clothing (lycra or neoprene suits) is strongly recommended. However, these just reduce, not prevent, the risk of severe stings (typical symptoms may be experienced from stings on the exposed areas of the hands, feet and head).

Other Species

- Post appropriate jellyfish warning signage. refer to Australian Standard Signage (Page 42)
- Advise beach visitors of the presence of marine stingers.
- If numbers of stingers become excessive:
 - Request all swimmers to leave the water
 - Close the beach to all swimming and post appropriate jellyfish warning signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised).
 - Advise Lifeguard Supervisor/Lifesaving Services Coordinator of the presence of jellyfish, and that the beach has been closed
 - May require Uninet to remove and clean the stinger resistant enclosure especially for excessive hair jellies and then redeploy net.
 - Record as much detail regarding the sighting(s)/sting(s) as possible.
- Reopen the beach at the lifesavers / lifeguards discretion.

Rescue / Recovery

Throughout a rescue, a rescuer must remain calm, make sound judgments, and above all not expose themselves, their patients, or others to unnecessary risk. The essential parts of a surf rescue are:

- Patient Recognition
- Call for back-up (if available)
- Deciding on a course of action
- Approaching, securing and retrieving the patient
- Returning the patient to the beach or signaling for support craft as soon as practicable
- Follow - up emergency care

Rescue of sting victims of *Chironex* Box Jellyfish includes the following considerations:

- Equipment (vinegar, oxygen and Defibrillators) should be kept close at hand.
- The unconscious patient who has been stung should be removed from the water by their arms gripped and dragged up the beach, thus minimising contact with the rescuers and leaving the stung area exposed for vinegar to be poured over.
- The conscious patient should be restrained from running around, reassured and persuaded to rest from physical activity to minimise absorption of venom from the stung area.
- Immediate first aid treatment as required.

Rescue of sting victims of *Irukandji* includes the following considerations:

- Equipment (vinegar, oxygen and Defibrillators) should be kept close at hand.
- Typically, *Irukandji* sting victims will present to lifesaving personnel either with a mild sting (before the syndrome begins) or with severe cramping and possibly additional symptoms (once the syndrome has begun).
- Immediately upon presentation, the sting should be thoroughly doused in vinegar, whether it appears severe or not (it will usually appear as a few reddened goose-pimples and possibly localized sweating), and whether syndrome symptoms have onset or not.
- Patients should be kept calm, discouraged from re-entering the water, and closely monitored for 30-45 minutes for shock or other complications.
- Immediate first aid treatment as required.
- Advise Lifeguard Supervisor/Lifesaving Services Coordinator/Surfcom of incident, monitor patient for any initial signs of Irukandji syndrome, and call 000 for ambulance.

“If in doubt, treat it as *Irukandji*”



Irukandji

First Aid and Equipment

Key Principles of Treatment for Serious Marine Stings

- Call for help (dial '000' or send someone for help).
- Treat the patient (DRABCD: Danger, Response, Airway, Breathing, Compressions and Defibrillation).
- Treat the sting (pour vinegar on the sting site for at least 30 seconds)
- Seek medical assistance.

Some marine stings can cause severe and possibly life threatening symptoms. The following general principles apply (specific information is contained within the SLSA training manual):

- Bring the patient to the beach as quickly as possible.
- Remain with the victim and send others for help.
- After dousing with vinegar then apply immediate first aid (only as prescribed by SLSA Policy).
- Resuscitate the victim if necessary.
- Reassure the victim.
- Co-ordinate hospital transport and pre-hospital emergency care as required.
- Follow precautions outlined in 'Actions on Sightings' (Page 20-21).

Major Methods of Treatment

- Douse in vinegar for 30 seconds to inactivate microscopic stinging cells remaining on the skin – this must be done before applying ice or bandages.
- Apply cold packs or ice to ease skin pain of jellyfish stings. Note that applying cold packs or ice prior to vinegar will cause additional discharge of stinging cells, thus making the sting worse.
- Apply heat in injuries from penetrating spines (stinging fish and rays).

Advanced First Aid

Additional first aid skills can be used to provide the best possible emergency care for victims of marine stings.

Oxygen:

Any victim of a marine sting with generalised symptoms or requiring resuscitation will benefit from the addition of oxygen to their inspired air.

Antivenom:

An antivenom is available for the *Chironex* Box Jellyfish sting and is carried by QAS units in proximity to high risk coastal areas. *Irukandji* antivenom is not yet available.

Defibrillation:

Defibrillators may be available to aid resuscitation efforts in the event of cardiac arrest.

Equipment – First Aid Kits and Rooms

Surf Life Saving Queensland provides guidelines on the contents of first aid kits and first aid rooms. Guidance is also provided through workplace advisory standard on First Aid.

Additional first aid equipment advisable for stinger prone regions includes:

Sub-tropical Coastal Regions (Agnes Water to Yeppoon):

- Vinegar (minimum 5 litres)
- Ice Packs / Ice
- Oxygen Equipment
- Defibrillator

Tropical Coastal Regions (north of Yeppoon):

- Vinegar (minimum 10 litres)
- Ice Packs / Ice
- Oxygen Equipment
- Defibrillator

Equipment – Marine Stinger Drag Kit

The contents of a marine stinger drag kit are as follows:

1. Copy of SLSQ Dangerous Marine Creature Risk Management Guidelines
2. Copy of Incident Report Flow Chart
3. Copy of contact phone numbers applicable to that area
4. Copy of GBRMPA Permit
5. Copy of DPI&F Permit
6. Marine Stinger Netting Log
7. Pen, pencil and notebook
8. Tide chart
9. SLSQ high protection protective swimwear (Appendix 3) — 2x S, 2x M, 2x L, 2x XL
10. Wetsuit booties — 2x S, 2x M, 2x L, 2 x XL
11. Disposable gloves — 1 box large size
12. Wetsuit gloves — 8 pairs (2x S, 2x M, 2x L, 2 x XL)
13. Specimen jars x 20
14. Collection bowl/bucket x 1
15. Masking tape and nikko pen
16. Plastic sealable bags x 20 large
17. Bucket — 1 x 20L minimum
18. Atomiser spray bottle x 2 — for washing suits with vinegar
19. 10L of vinegar (in addition to the vinegar on patrol and in the first aid room)
20. 1 x box jellyfish drag net (dimensions as per permits)
21. 1 x Irukandji drag net (dimensions as per permits)
22. Thermometer (Swimming Pool type)
23. Strainer (Optional)



Training

Training of Lifesavers and other personnel involved in the management of beach and aquatic venues is vital to achieving effective risk management.

Training must be provided to personnel in the tasks they will be doing and in sufficient depth to do their tasks safely.

Supervision is important during training to make sure it has been understood and the required competency has been reached.

Periodic checks should be conducted to ensure competencies are maintained.

Who is to Receive Training?

Personnel who should receive training include:

- Supervisors and managers of life saving services or aquatic recreational activities / venues.
- Lifeguards and Lifesavers.
- Personnel involved in aquatic activities where marine stingers may present a hazard.

Training Content

Training needs to be tailored to suit the working environment. Where possible the training should be conducted in the actual working environment where the tasks are to be performed.

General Areas of Training are Listed Below:

- Identification of Marine Stingers
- Emergency Procedures - Rescue / First Aid
- Risk Management Procedures
- Work Area Operations and Procedures (i.e. net drag procedures, stinger resistant enclosure operations)
- Personal Safety (i.e. *Irukandji* sampling safety procedures and protocols, use of protective clothing)
- Administrative Procedures

Level of Training

Training needs to be tailored to suit the level of, and needs of the personnel.

Training records

It is important to maintain accurate training records, which should include:

- Names of persons who receive training
- Dates of the training session(s)
- Skills taught / developed
- Outline of the course / session content
- Name(s) and qualifications of person(s) who provided the training
- Dates for retraining

Reporting Procedures

Reporting Procedures

All marine stinger sightings and marine stings should be recorded in the Marine Stinger Netting Form Log Book and also in the Incident Report Log. A note should also be made in reference to the sighting or sting in the Patrol / Daily Report Log, and marked in corresponding sections. The information is forwarded on a weekly basis to the Lifeguard Supervisor / Lifesaving Services Coordinator or Club Captains, and disbursed by them as follows:

Marine Stinger Netting Forms:	to the SLSQ Marine Stinger Advisor
Marine Stinger Case Reports:	to the SLSQ Marine Stinger Advisor
Incident Report Log:	to the Branch Office
Patrol Report Log (volunteers):	to the Branch Office
Daily Report Log (lifeguards):	to the SLSQ Headquarters Office

If information is being recorded separately from the normal reporting procedures, then the following information would be considered relevant / significant:

- Location
- Date
- Time
- Tide / Currents
- Weather
- Water Temperature
- Marine Stinger ID and / or Description / and or photo
- Sting ID or Description (signs & symptoms) / and or photo

Collection & Storage of Marine Stinger Specimens

As part of the collection of data, training, and/or scientific studies, marine stingers are often collected and stored. When storing marine stinger specimens, personnel should be aware of the need for safe practices in:

- The initial collection of marine stingers.
- The safe use and storage of chemicals used in storage / preservation process.
- The safe storage of specimens.
- The safe transport of specimens.

For further information, refer to the attached Marine Stinger Specimen Storage Guidelines (Page 31).

Net Drag Procedures for Box Jellyfish Detection

Purpose

The purpose of the "stinger drag" procedure is to sample an area of water to assist with the determination of the presence of dangerous marine stingers, specifically the *Chironex* (Box Jellyfish).

The standard nets used for "stinger drags" are ineffective for detecting *Irukandji* Jellyfish. If *Irukandji* are identified, then beach closure (swimming prohibited) procedures apply and no routine stinger drags should take place during the period the beach is closed for swimming.

The drag provides an indication only of the presence of marine stingers it does not clear the area nor does it provide an absolute guarantee that dangerous marine stingers are not present.

The Net

Both ends of net should be secured firmly to the bottom of two poles about 1.5m in length, and as high as possible on the poles (maximum height of net is approximately 1.2 -1.5m) – with sufficient length of pole above the net to be held firmly by the netter.

The poles can also be fitted with additional handles or straps to assist the netter(s) with the manual handling of the net.

The net will have weights on the lower border to hold it down on the bottom, and floats on the top to hold it up. The net mesh size is a standard 25mm and the netting must be made of nylon and nothing else. The length of the net shall be 16m in length.

2 Person Drag Procedure

NOTE: Net Drags to be done at entry and exit points in each arena

NOTE: For Net Drag procedures: once the presence of dangerous marine stingers has been identified, appropriate control measures are to be applied and further drags are only required if considering reopening the beach to swimming.

Both netters will wear full protective clothing at all times: Boots and gloves are mandatory.

One netter should go out to chest depth water, or as deep as possible to drag, depending on sea conditions (an additional person can be deployed to assist with the net drag).

Both netters to drag the net – preferably against the current or towards the direction that jellyfish usually appear on that particular beach: local knowledge is essential and the most senior member is in control.

Both netters should have their foot on the rope where the net attaches to the bottom of the pole. This will hold the bottom of the net down as close to the bottom as possible. The foot is then slid along the bottom with the net following. The pole is then held as vertically as possible or, if conditions allow, leading with the bottom of the net and dragged across the bottom throughout the drag: extra care is essential to ensure it remains dragging the bottom to prevent specimens getting underneath.

The net should have a "billow" or curve in it – approximately 25% of the total length of the actual net itself. This will tend to pull jellyfish specimens to the centre of the net. Try to keep a steady pull at a reasonable rate – also keep an eye on the two ends of the net to ensure that a jellyfish is not able to swim out or escape from the inside of the net.

The beach is dragged for a minimum of the length of the distance of the flags, and then a similar length a further 4 times heading towards the direction where box jellyfish usually appear – this will help predict if box jellyfish are swimming towards a patrolled beach.

Net drags must be done at start of patrol, change of tide and one hour prior to end of patrol in high-risk months.

One-Person Drag Procedure

The one person drag procedure is completed as per the two person procedure with one end anchored to the shore.

The netter will then drag the net in a semicircle to produce a similar result.

The one person procedure should not be considered as effective (it is also more physically demanding) as the two person procedure and where possible the two person procedure should be utilised.



Two Person Stinger Drag



Box Jellyfish Net Drag Procedure

Net Drag Procedure for Detecting Irukandji

General principles:

NOTE: Net Drags to be done at entry and exit points in each arena

NOTE: For Net Drag procedures: once the presence of dangerous marine stingers has been identified, appropriate control measures are to be applied and further drags are only required if considering reopening the beach to swimming.

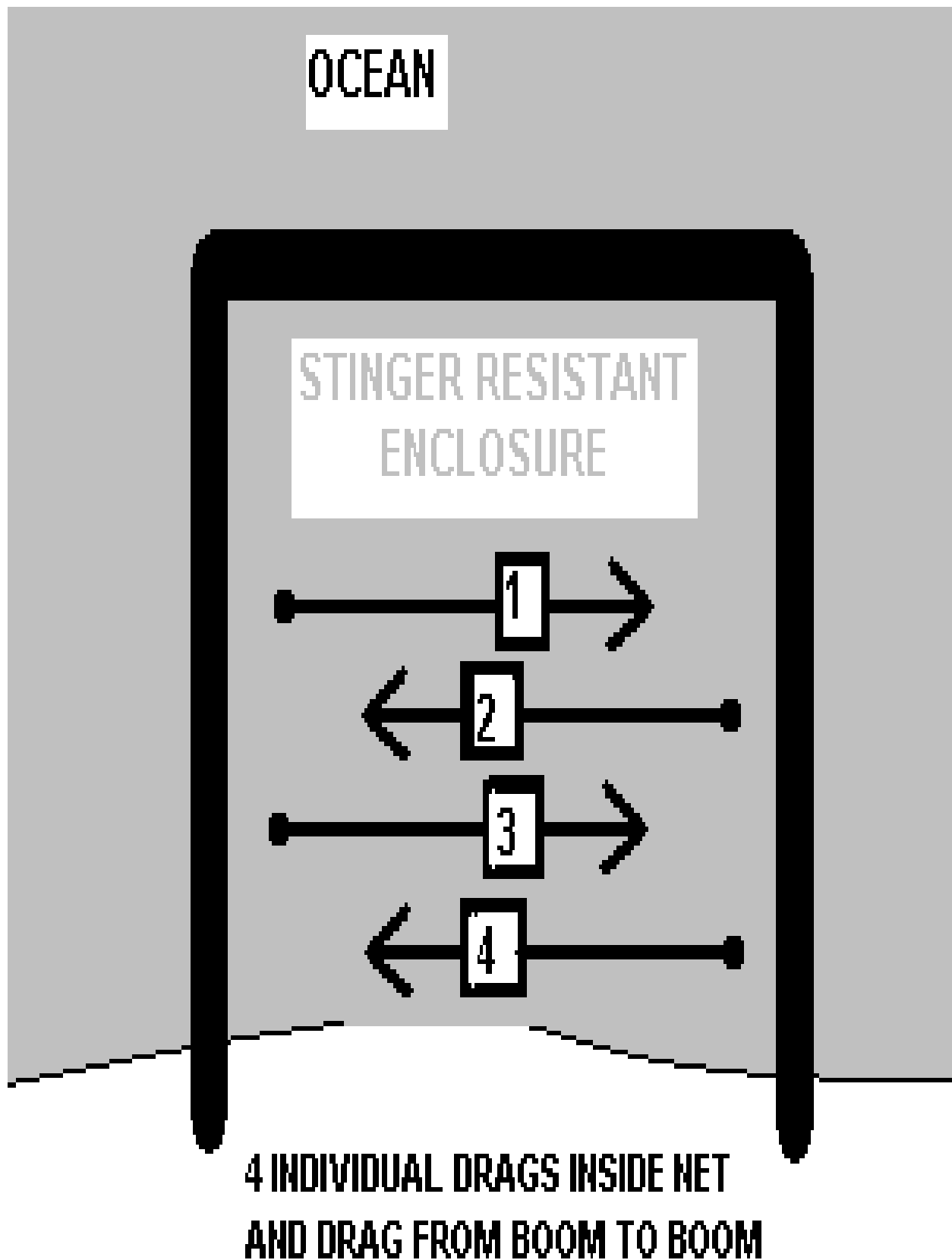
- Nets used for *Irukandji* drags are not considered effective for monitoring *Chironex*, except in the youngest stages. *Irukandji* nets are designed to sample the top of the water column, whereas *Chironex* are often found more toward the bottom.
- The net shall:
 - have a mesh size of 0.5mm
 - have a metal frame
 - may have a bucket at the end of the net
 - may have floats
- At the end of the drag, shake down the contents, keeping the “bucket” of the net from spilling out.
- While carrying the net to shore, keep the net away from your body as much as possible to avoid accidental stinging; keep net “bucket” upright.
- Gently pour the contents of the net “bucket” into a bowl or jug, and sort through as directed, noting the contents.

1 Person Drag Inside Net	<ul style="list-style-type: none"> ➤ To be carried out in all conditions ➤ Excluding S.E. winds 20 knots plus or waves over ½ metre (“wind chop” or “white caps”) unless directed.
Drag Times	1. Net drags at start of patrol, change of tide and 1 hour prior to end of patrol
Equipment	<ul style="list-style-type: none"> ➤ Stinger Drag Kit (Page 24) ➤ Refer to PPE procedure (Page 34-36)
Depth	<ul style="list-style-type: none"> ➤ Elbow joint of arm – person dragging ➤ Measure standing up straight in water with arms extending down in line with body.



Irukandji Sting

DRAGS TO BE CARRIED OUT IN 4 STEP FORMAT AS SHOWN



Surf Life Saving Queensland Marine Stinger Specimen Storage Guidelines

The following outlines the correct procedures for Marine Stinger Specimen Storage:

- ✚ Be aware of personal safety at all times when handling specimens. Members should also be aware of presenting an appropriate public image if displaying specimens in any public forum and/or media event
- ✚ Protective clothing and gloves should be worn when handling marine stingers
- ✚ DO NOT store in containers marked as drink or food containers.
- ✚ Store separately from food and drink (and other consumable products)
- ✚ Clearly mark the container with the nature of contents, using large legible print
- ✚ Provide masking tape around screw lid to prevent easy opening of container/jar
- ✚ Label size must be a minimum of 6cm x 4cm
- ✚ Any specimens to be kept for research purposes should be transferred to an appropriate storage facility as soon as practicable
- ✚ Lifeguards, Lifesavers or other persons involved in the collection of specimens should immediately advise any personnel utilising the facilities of the location and type of stored specimens collected.
- ✚ Notify the SLSQ Lifesaving Services Coordinator or Lifeguard Supervisor and SLSQ Marine Stinger Coordinator of any specimens that have been collected and/or stored.
- ✚ In the instance of an accidental ingestion of a poison or hazardous substance, normal first aid principles apply (Follow DRABCD; call 000 for Ambulance; call Poisons Information Centre on 13 11 26). .
- ✚ Appropriate safety measures Refer to Jellyfish Preservation Guidelines for use and storage of chemicals used in specimen storage should be observed.

For further information contact SLSQ on (07) 3846 8000 or SLSQ Lifesaving Services Coordinator or SLSQ Marine Stinger Coordinator.

Marine Stinger Protective Clothing

Introduction

Dangerous box jellyfish occur in the coastal estuaries and associated waters from Agnes Water (Queensland) north in summer (warmer) months. Dangerous *Irukandji* jellyfish occur along coastal beaches and estuaries, reefs, and islands in tropical waters north of Agnes Water, especially in the summer (warmer) months. Both types extend all across northern tropical waters and down to Exmouth area in Western Australia. The season varies, usually starting earlier and finishing later for regions closer to the equator (Note: both types of dangerous jellyfish may be present all year).

A level of protection can be afforded by wearing specifically designed lycra or neoprene suits or other protective clothing (for example, neoprene/wetsuit or 2 pairs of panty-hose, one top, one bottom). Lycra or neoprene suits are the preferred item of personal protective equipment (PPE) for Surf Life Saving Queensland (SLSQ). Neoprene offers a more effective barrier against stings. Panty-hose or other semi-sheer clothing does not offer the same level of protection as lycra or neoprene.

Aim

The purpose of this document is to provide guidance to the correct use of protective clothing as personal protective equipment (PPE) for lifesaving operations and activities in those areas where dangerous marine stingers are present or may be present.

General

It is strongly recommended that Lifesavers and the general community along the identified stretches of coastline wear adequate personal protective clothing when entering the water in high risk months known for dangerous jellyfish. While the risk of being stung is relatively low, the risk of severe complications if stung is relatively high.

Because box jellyfish and *Irukandji* stings, and specimens have been recorded all months of the year, the wearing of personal protective clothing is recommended all months of the year in stinger-prone regions. The wearing of adequate personal protective clothing (lycra or neoprene suits) is strongly recommended to all members during Surf Life Saving organised carnivals and competitions, lifesaving patrols and Branch, Regional or Club organised training sessions and other activities involving entering into these waters.

For Lifesavers with relatively hairless skin, including women and competitors who have "shaved down", the use of lycra or neoprene suits (or similar protective clothing) is strongly recommended for aquatic activities.

The person responsible for organising/conducting water activities should be experienced in the knowledge of problems associated with such dangerous jellyfish. In consultation with members or officers of SLSQ, this person should determine when personal protective clothing should be worn. SLSQ provides guidelines to assist with making determinations of risk levels.

During summer months, it is recommended that protective swimwear (lycra or neoprene suits) are not fully worn while on the beach/outside of the water while performing beach events or activities due to the potential risk of heat stress and dehydration related illness. It is recommended to have the suit unzipped or half worn (pulled down to the hips) and the upper body covered with a long sleeve loose fitting shirt.



Lifeguards Preparing for Stinger Drags

High Risk Groups

Special consideration should be made when conducting activities within the Marine Stinger environment involving the following groups:

- Junior Activities (Nippers)
Due to a child's size, body area and lack of hair covering, junior members are more likely to suffer severe effects of any dangerous jellyfish sting. Because of both the risk, and for legal considerations, it is mandatory that they wear such protective clothing for all water activities in any SLSQ pursuit in the high-risk summer (marine stinger) season. It is further recommended that junior members wear lycra or neoprene suits at all times, when entering the water, to develop good habits and minimise risks.
- Under 18's
Because of variations in size, body area and level of hair covering, members under 18 are potentially more likely to suffer severe effects of any dangerous jellyfish sting. Because of both the risk, and to meet Duty of Care, it is mandatory that they wear such protective clothing for all water activities in any SLSQ pursuit in the high-risk summer (marine stinger) season. It is further recommended that members are encouraged to wear lycra or neoprene suits at all times, when entering the water, to develop good habits and minimise risks.
- For Lifesavers with relatively hairless skin, including women and competitors who have "shaved down", the use of lycra or neoprene suits (or similar protective clothing) is recommended for aquatic activities.
- Pregnant Females

Lifesaving Patrols

Lifesavers operating in areas and times where dangerous marine stingers may be present should, as a minimum, wear a lycra or neoprene PPE as follows:

Patrols within Stinger Resistant Swimming Enclosures

- During inspection of the enclosure (prior to patrol to determine that the integrity of the system is intact)
- At any time operating outside of the stinger resistant swimming enclosure
- At any time completing stinger drags either inside or outside of the enclosure
- At all times during the stinger season a minimum of two patrol members shall be in lycra neoprene suits ready to respond to incidents that may occur outside of the enclosure
- All personnel must wear lycra or neoprene suits if the perceived risk of the presence of dangerous marine stingers i.e. *Chironex* and *Irukandji* is high to very high.

Patrols without Stinger Resistant Swimming Enclosures

- At any time completing stinger drags
- During patrols that are conducted during periods with an identified level of risk a minimum of two lifesavers should be dressed in lycra neoprene suits ready to respond to incidents that involve dangerous marine stingers
- All personnel must wear lycra or neoprene suits if the perceived risk of the presence of dangerous marine stingers i.e. *Chironex* and *Irukandji* is high to very high.

Note: In addition to the personal protection gained by Lifesavers when wearing personal protective clothing, it also helps reinforce a consistent safety message to the public about marine stingers, and to further enhance Surf Life Saving's reliability and credibility in beach safety.

Personal Protective Equipment (PPE) Requirements for Entering or Netting in Irukandji-Infested Waters

Current protective clothing designs as outlined above are not considered to afford a “fail safe” level of protection from *Irukandji*, due to exposed areas of the body (feet, hands, and head).

Before going into the water for any reason in known *Irukandji*-infested waters* the following procedure applies for the use of PPE (Personal Protective Equipment - clothing). The application of this procedure is mandatory for lifesavers or lifeguards who are members of Surf Life Saving Australia, or personnel employed as lifeguards, researchers or research assistants by Surf Life Saving Queensland or Surf Life Saving Australia when dragging with the main aim to catch *Irukandji* for whatever purpose (e.g., sampling to re-open beaches, assisting researchers).

* “*Irukandji*-infested” means waters where a number of *Irukandji* jellyfish are suspected after multiple stings, or when large numbers of *Irukandji* have been caught already (i.e. this procedure does not apply to routine lifesaver / lifeguard drags).

Required Irukandji Personal Protective Equipment (PPE)

- Vinegar
- Spray bottle and/or bucket/bowl - For vinegar
- Rubber gloves – e.g., dishwashing gloves, or latex gloves + heavy-duty gloves
- Two Lycra suits or 0.5mm full-body neoprene (wetsuit)
- Sticky tape (heavy-duty packaging type) or duct tape
- Boots (preferably neoprene, with textured sole)

Being Prepared

During times when *Irukandji*'s are known to be at a given beach, on-duty Lifeguards and Lifesavers at that beach must remain in full *Irukandji* PPE, so that they are prepared to safely go into the water if needed. Refer to *Irukandji* PPE section below.

Entering the Water

Once *Irukandji*'s are known to be present in a given area (verification based on stings or specimens), Surf Life Saving Queensland's *Irukandji* protocol for volunteers and paid staff at that area is as follows:

- Collecting of specimens may only be done with explicit permission from a Lifeguard Supervisor / Life Saving Services Coordinator / SLSQ Life Saving Services Manager. Any and all other unauthorized instances of collecting will be deemed to be unassociated with Surf Life Saving Queensland
- Do not enter the water except for necessary Life Saving activities, including but not limited to:
 - Drags to determine whether the beach may be re-opened, which are in accordance with the Risk Management Recommended Control Plan
 - Rescues or related life saving / preventative actions

Personal Protective Equipment Stinger Season Requirement Procedures for Patrols

NET CHECK & DRAGS IN LOW OR MODERATE RISK CONDITIONS	<ul style="list-style-type: none"> MINIMUM 1 LYCRA SUIT, BOOTS, LATEX GLOVES & HEAVY DUTY GLOVES MUST BE WORN AT ALL TIMES
NET CHECK & DRAGS IN HIGH RISK CONDITIONS	<ul style="list-style-type: none"> 2 LYCRA SUITS or 0.5mm NEOPRENE, BOOTS, LATEX GLOVES & HEAVY DUTY GLOVES MUST BE WORN AT ALL TIMES
2 LYCRA SUIT APPLICATION	<ul style="list-style-type: none"> SUIT 1 ON (TIGHTEST FIT) BOOTS ON OVER SUIT 1 LATEX GLOVES ON UNDER SUIT 1 HEAVY DUTY GLOVES ON OVER SUIT 1 SUIT 2 ON OVER BOOTS & HEAVY DUTY GLOVES (TAPE BOOTS AND GLOVES TO SUIT)
1 LYCRA SUIT OR NEOPRENE SUIT APPLICATION (Non-Rescue)	<ul style="list-style-type: none"> SUIT 1 ON (TIGHTEST FIT) SUIT 1 ON OVER BOOTS LATEX GLOVES ON UNDER SUIT 1 HEAVY DUTY GLOVES ON OVER SUIT 1 (TAPE BOOTS AND GLOVES TO SUIT) <p>NOTE: IN HIGH RISK SEASON PERSONAL SHOULD REMAIN SUITED AND READY TO ENTER THE WATER IF NECESSARY</p>
1 LYCRA SUIT APPLICATION (Rescues Only)	<ul style="list-style-type: none"> MINIMUM PPE FOR A RESCUE IS 1 LYCRA SUIT AT <i>IRUKANDJI</i>-CLOSED BEACHES, PERSONNEL SHOULD REMAIN SUITED AND READY TO ENTER THE WATER IF NECESSARY
SUIT REMOVAL (All Suits)	<ul style="list-style-type: none"> POUR VINEGAR OVER BOOTS, GLOVES, CUFFS, NECK AREA AND ZIP BEFORE REMOVING SUIT 2 & SUIT 1 THEN WASH DOWN UNDER LIGHT SHOWER REMOVE IN REVERSE ORDER OF APPLICATION WITH LATEX GLOVES & BOOTS TO COME OFF LAST SOAK SUITS IN TAP WATER; DRY IN DIRECT SUNLIGHT

Personal Protective Equipment Procedure for Surf Sports

Personal Protective Equipment requirements during stinger season are as follows:

PPE PROCEDURE FOR SURF SPORTS COMPETITORS

MINIMUM PPE	<ul style="list-style-type: none"> 1 PIECE LYCRA BODY SUIT WHEN REQUIRED OR DIRECTED
SUIT REMOVAL	<ul style="list-style-type: none"> FIRST, POUR VINEGAR OVER CUFFS, NECK AREA AND ZIP BEFORE REMOVING SUIT THEN WASH DOWN UNDER LIGHT SHOWER SOAK SUITS IN TAP WATER; DRY IN DIRECT SUNLIGHT

PPE PROCEDURE FOR SURF SPORTS RISK ASSESSMENT (IRUKANDJI)

MINIMUM PPE	<ul style="list-style-type: none"> 1 PIECE LYCRA BODY SUIT, BOOTS, LATEX GLOVES & HEAVY DUTY GLOVES MUST BE WORN AT ALL TIMES ALTERNATIVELY, A NEOPRENE WETSUIT CAN BE WORN IN PLACE OF THE LYCRA; BOOTS & GLOVES MUST STILL BE WORN
1 LYCRA SUIT or NEOPRENE SUIT APPLICATION	<ul style="list-style-type: none"> SUIT 1 ON (TIGHTEST FIT) SUIT 1 ON OVER BOOTS LATEX GLOVES ON UNDER SUIT 1 HEAVY DUTY GLOVES ON OVER SUIT 1
SUIT REMOVAL	<ul style="list-style-type: none"> FIRST, POUR VINEGAR OVER BOOTS, GLOVES, CUFFS, NECK AREA AND ZIP BEFORE REMOVING SUIT THEN WASH DOWN UNDER LIGHT SHOWER REMOVE IN REVERSE ORDER OF APPLICATION WITH LATEX GLOVES & BOOTS TO COME OFF LAST SOAK SUITS IN TAP WATER; DRY IN DIRECT SUNLIGHT

Marine Stinger Incident Report Log

FORM F408/1



SURF LIFE SAVING QUEENSLAND

Marine Stinger Incident Report Log

Name of Club or Service: _____

Branch/Region: _____

Details of Incident Date: ____/____/____ Time: ____ am / pm Exact location of Incident: _____ Name of Victim: _____ Age: ____ DOB: ____/____/____ Gender: M / F Place of residence: _____		Person Completing Form Name: _____ Position: _____ Phone: _____ Email: _____ Signature: _____
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PART A: PATIENT AND MARINE STING DETAILS

<p>1. Stinging Type:</p> <p><input type="checkbox"/> Major Box Jellyfish Injury <input type="checkbox"/> Irukandji Syndrome <input type="checkbox"/> Minor Box Jellyfish Injury <input type="checkbox"/> Bluebottle (Physalia) <input type="checkbox"/> Hair Jelly (Cyanea) <input type="checkbox"/> Rock Fishing <input type="checkbox"/> Blubber (Catostylus) <input type="checkbox"/> Unidentified <input type="checkbox"/> Other _____</p> <p>2. Victim is:</p> <p><input type="checkbox"/> Public <input type="checkbox"/> SLS Club Member <input type="checkbox"/> Employee <input type="checkbox"/> Other _____</p> <p>3. Type of activity at time of incident:</p> <p><input type="checkbox"/> Swimming/wading <input type="checkbox"/> Body board <input type="checkbox"/> Walking/playing near water <input type="checkbox"/> Riding other craft <input type="checkbox"/> Rock Fishing <input type="checkbox"/> Other fishing <input type="checkbox"/> Using a motorised water craft (Rec) <input type="checkbox"/> Water skiing <input type="checkbox"/> SCUBA/skin diving <input type="checkbox"/> Wind/Kite Surfing <input type="checkbox"/> Sailing <input type="checkbox"/> Patrolling in - <input type="checkbox"/> IRB <input type="checkbox"/> PWC <input type="checkbox"/> Beach <input type="checkbox"/> WWD <input type="checkbox"/> JRB/ORB <input type="checkbox"/> Attempting Rescue <input type="checkbox"/> Training for (please be very specific) _____</p> <p><input type="checkbox"/> Carnival Official doing _____ <input type="checkbox"/> Competition in _____ <input type="checkbox"/> Driver <input type="checkbox"/> Crew <input type="checkbox"/> Patient <input type="checkbox"/> Surf Boat Crew Position: _____ <input type="checkbox"/> Administrative <input type="checkbox"/> Fundraising <input type="checkbox"/> Water safety <input type="checkbox"/> Junior Activities <input type="checkbox"/> Other club activity _____ <input type="checkbox"/> Other _____</p> <p>4. Location at Time of incident:</p> <p>Inside flagged area <input type="checkbox"/> Yes <input type="checkbox"/> No Inside netted area <input type="checkbox"/> Yes <input type="checkbox"/> No During patrol hours <input type="checkbox"/> Yes <input type="checkbox"/> No Distance from patrol area _____ km Distance to nearest river/stream: _____ km</p> <p>5. Conditions at Time of incident:</p> <p>Weather conditions: <input type="checkbox"/> Fine <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain Wind conditions: <input type="checkbox"/> Calm <input type="checkbox"/> Slight <input type="checkbox"/> Windy Wind from: <input type="checkbox"/> N <input type="checkbox"/> NE <input type="checkbox"/> East <input type="checkbox"/> South Water chop: <input type="checkbox"/> Flat <input type="checkbox"/> Avg <input type="checkbox"/> Choppy</p> <table border="1"> <thead> <tr> <th>Wind Speed (kts)</th> <th>Water Temp</th> <th>Air Temp</th> <th>High Tide Time</th> <th>Low Tide Time</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>6. Was patient aware of stingers?</p> <p><input type="checkbox"/> Unaware <input type="checkbox"/> Only vague familiarity <input type="checkbox"/> Some knowledge <input type="checkbox"/> Well informed</p> <p>7. Means of stinger awareness?</p> <p><input type="checkbox"/> Sighted stinger <input type="checkbox"/> Information via media <input type="checkbox"/> Visitor orientation/tourism operators <input type="checkbox"/> Information brochures</p> <p>8. Main Language Spoken:</p> <p><input type="checkbox"/> English <input type="checkbox"/> Unknown <input type="checkbox"/> Other _____</p>	Wind Speed (kts)	Water Temp	Air Temp	High Tide Time	Low Tide Time						<p>9. Description & Mechanics of Incident (what happened & what went wrong?)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>10. Was PPE worn?</p> <p><input type="checkbox"/> Full-body lycra <input type="checkbox"/> Full wet suit <input type="checkbox"/> Shortie (¾ length wetsuit) <input type="checkbox"/> Rashie <input type="checkbox"/> Board shorts only <input type="checkbox"/> Bikini or Speedo only <input type="checkbox"/> Unclad</p> <p>11. Body region injured: (Please Circle)</p> <div style="text-align: center;"> </div> <p>12. Sting marks</p> <p><input type="checkbox"/> Ladder pattern on tentacle marks <input type="checkbox"/> Beaded tentacle marks <input type="checkbox"/> Saw-tooth tentacle marks <input type="checkbox"/> Thick tentacle marks without ladder pattern <input type="checkbox"/> Narrow tentacle marks without other pattern <input type="checkbox"/> Reddish blotch mark <input type="checkbox"/> Goose pimple marks <input type="checkbox"/> Profuse sweating at sting site <input type="checkbox"/> Sting not visible <input type="checkbox"/> Other _____</p> <p>13. Size of Sting Mark _____ cm</p> <p>14. Estimated length of sting</p> <p><input type="checkbox"/> <0.5m <input type="checkbox"/> 0.5-1metre <input type="checkbox"/> 1-2metres <input type="checkbox"/> 2-3metres <input type="checkbox"/> 3-4 metres <input type="checkbox"/> 4-5 metres <input type="checkbox"/> 7-8 metres <input type="checkbox"/> 4-5 metres</p> <p>15. Patient's initial level of pain (circle) (mild) 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (bad)</p> <p>16. Vital signs</p> <table border="1"> <thead> <tr> <th>Pulse rate</th> <th>Breath rate</th> <th>Blood pressure</th> </tr> </thead> <tbody> <tr> <td>/min</td> <td>/min</td> <td></td> </tr> </tbody> </table> <p>17. Patient's subsequent level of pain (circle) (mild) 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (bad)</p> <p>18. Treatment</p> <p><input type="checkbox"/> Vinegar <input type="checkbox"/> Seawater rinse <input type="checkbox"/> Cold pack <input type="checkbox"/> Ice <input type="checkbox"/> Compression Bandage <input type="checkbox"/> Hot Water</p>	Pulse rate	Breath rate	Blood pressure	/min	/min		<p>19. Resuscitation (please fill in other side of form)</p> <p><input type="checkbox"/> CPR <input type="checkbox"/> Oxygen Therapy <input type="checkbox"/> Oxygen Airbag <input type="checkbox"/> Defibrillation (Defib) <input type="checkbox"/> Other _____</p> <p>20. Was incident inside stinger net?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Net not normally deployed</p> <p>21. Did patient need to be removed from water?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>22. How did you first hear about the sting?</p> <p><input type="checkbox"/> Patient presented to lifesaver <input type="checkbox"/> Lifesaver saw patient in distress <input type="checkbox"/> Ambulance or hospital notified lifesaver <input type="checkbox"/> Other person notified you _____</p> <p>23. When after sting did patient seek help?</p> <p><input type="checkbox"/> 0-1 min <input type="checkbox"/> 1-5 min <input type="checkbox"/> 5-10 min <input type="checkbox"/> 10-20 min <input type="checkbox"/> 20-30 min <input type="checkbox"/> >30 min</p> <p>24. When after sting was vinegar applied?</p> <p><input type="checkbox"/> 0-1 min <input type="checkbox"/> 1-5 min <input type="checkbox"/> 5-10 min <input type="checkbox"/> 10-20 min <input type="checkbox"/> >20min <input type="checkbox"/> Vinegar not applied</p> <p>25. How many litres of vinegar used? _____</p> <p>26. When did patient begin to feel ill?</p> <p><input type="checkbox"/> Immediately or nearly after initial sting <input type="checkbox"/> 5-10 min <input type="checkbox"/> 10-20 min <input type="checkbox"/> 20-30 min <input type="checkbox"/> 30-40 min <input type="checkbox"/> About 1 hour <input type="checkbox"/> >one hour <input type="checkbox"/> Don't know/doesn't recall sting</p> <p>27. Symptoms that apply:</p> <p><input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting <input type="checkbox"/> Power back pain <input type="checkbox"/> Abdominal pain <input type="checkbox"/> Sweating <input type="checkbox"/> Shivering <input type="checkbox"/> Teeth chattering <input type="checkbox"/> Anxiety <input type="checkbox"/> Feeling of dread <input type="checkbox"/> Headache <input type="checkbox"/> Creepy skin <input type="checkbox"/> Stabbing in skin <input type="checkbox"/> Lost consciousness <input type="checkbox"/> Other (describe) _____</p> <p>28. Describe dominant symptoms (e.g., continuous vomiting, drenching sweat):</p> <p>_____</p> <p>29. What animals have been caught in Irukandji/Box jelly (circle one) drags today?</p> <p><input type="checkbox"/> Heaps of salps <input type="checkbox"/> Some salps <input type="checkbox"/> Jelly buttons <input type="checkbox"/> Ctenophores <input type="checkbox"/> Small prawns <input type="checkbox"/> Small fish <input type="checkbox"/> Unknown</p> <p>30. Referral</p> <p><input type="checkbox"/> Treated at scene and released <input type="checkbox"/> Ambulance <input type="checkbox"/> Medical Practitioner <input type="checkbox"/> Helicopter <input type="checkbox"/> Private vehicle <input type="checkbox"/> Other _____</p> <p>31. Which hospital was patient taken to?</p> <p>_____</p> <p>32. Date/time released from hospital (if known): Date: ____/____/____ Time: ____ am / pm</p>
Wind Speed (kts)	Water Temp	Air Temp	High Tide Time	Low Tide Time														
Pulse rate	Breath rate	Blood pressure																
/min	/min																	

REF: FORM F408/1 ISSUE: 1 / 20 June 2006

Page 1 of 2

PART A: PATIENT AND MARINE STING DETAILS (CONTINUED)

33. Treating Person: <input type="checkbox"/> ¹ Medical Practitioner <input type="checkbox"/> ² Nurse <input type="checkbox"/> ³ Ambulance <input type="checkbox"/> ⁴ First Aid Officer <input type="checkbox"/> ⁵ Lifesaver <input type="checkbox"/> ⁶ Lifeguard <input type="checkbox"/> ⁷ Member of Public <input type="checkbox"/> ⁸ Other _____	34. Were sticky tape samples taken? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No 35. Were photographs of the sting taken? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No NOTE: DO NOT PHOTOGRAPH WITHOUT PATIENT'S PERMISSION	
36. Is it okay for researchers to contact patient later to gather information about sting? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, contact details of patient: Email: _____ Phone: _____ Address: _____ State: _____ Postcode: _____ Authorising signature of patient: _____		

PART B: RESUSCITATION REPORT FORM

1. Patients condition when first observed: <input type="checkbox"/> ¹ Conscious <input type="checkbox"/> ² Unconscious <input type="checkbox"/> ³ Breathing <input type="checkbox"/> ⁴ Not Breathing <input type="checkbox"/> ⁵ Pulse Present <input type="checkbox"/> ⁶ Pulse Absent 2. Colour of patient when first observed: <input type="checkbox"/> ¹ Normal <input type="checkbox"/> ² Pale <input type="checkbox"/> ³ Blue <input type="checkbox"/> ⁴ Grey 3. Patients colour changed during resuscitation: <input type="checkbox"/> ¹ Normal <input type="checkbox"/> ² Pale <input type="checkbox"/> ³ Blue <input type="checkbox"/> ⁴ Grey 4. Airway of the patient was obstructed when first observed by: <input type="checkbox"/> ¹ Vomit <input type="checkbox"/> ² Seaweed <input type="checkbox"/> ³ Dentures <input type="checkbox"/> ⁴ Clenched jaw <input type="checkbox"/> ⁵ Airway was clear 5. How long was it, from when the sting was first reported to the time of the first artificial breaths: <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 6. Which method was used? <input type="checkbox"/> ¹ Mouth to Mask <input type="checkbox"/> ² Mouth to Mouth <input type="checkbox"/> ³ Mouth to Nose <input type="checkbox"/> ⁴ Bag valve mask 7. What oxygen equipment was used: <input type="checkbox"/> ¹ Oxygen Therapy <input type="checkbox"/> ² Air Bag Resuscitator <input type="checkbox"/> ³ Defibrillator 8. How long was oxygen administered for: <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other	9. The patient regurgitated / vomited due to: <input type="checkbox"/> ¹ Mechanical Device <input type="checkbox"/> ² Blocked Airway <input type="checkbox"/> ³ Revival 10. An Airway was inserted: (type) <input type="checkbox"/> ¹ OP Airway <input type="checkbox"/> ² Combitube <input type="checkbox"/> ³ LMA Mask <input type="checkbox"/> ⁴ Other 11. How long was it, from when the sting was first reported to the time an airway was inserted? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 12. How long was CPR carried out? <input type="checkbox"/> ¹ 1-3 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 13. A defibrillator was used by: <input type="checkbox"/> ¹ Lifesaver <input type="checkbox"/> ² Lifeguard <input type="checkbox"/> ³ Ambulance <input type="checkbox"/> ⁴ Doctor <input type="checkbox"/> ⁵ Nurse <input type="checkbox"/> ⁶ Member of Public <input type="checkbox"/> ⁷ Other _____ 14. How long was it, from the sting was first reported to the time the defibrillator was applied? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 15. How many times was a shock delivered? <input type="checkbox"/> ¹ 1 <input type="checkbox"/> ² 2 <input type="checkbox"/> ³ 3 <input type="checkbox"/> ⁴ 4 <input type="checkbox"/> ⁵ 5 <input type="checkbox"/> ⁶ Other 16. Did the patient regain consciousness? <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No	17. How long was it, after calling for assistance, that the ambulance arrived? <input type="checkbox"/> ¹ 0-1 min <input type="checkbox"/> ² 1-3 min <input type="checkbox"/> ³ 3-5 min <input type="checkbox"/> ⁴ 5-10 min <input type="checkbox"/> ⁵ 10-20 min <input type="checkbox"/> ⁶ Other 18. The patient conveyed to hospital by? <input type="checkbox"/> ¹ Ambulance <input type="checkbox"/> ² Helicopter <input type="checkbox"/> ³ Private vehicle <input type="checkbox"/> ⁴ Other 19. What condition was the patient in when transport? <input type="checkbox"/> ¹ Conscious <input type="checkbox"/> ² Unconscious <input type="checkbox"/> ³ Deceased <input type="checkbox"/> ⁴ Unknown 20. Condition on discharge from hospital (if known) <input type="checkbox"/> ¹ Full recovery <input type="checkbox"/> ² Deceased <input type="checkbox"/> ³ Unknown 21. Trauma counselling was arranged for the rescuer/s <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No 24. Was a carry used: <input type="checkbox"/> ¹ Yes <input type="checkbox"/> ² No If yes, what kind? _____ Name of person completing form: (If different from other side of form) _____ Position: _____ Phone: _____ E-mail: _____ Signature: _____
Please provide any recommendations to prevent situation reoccurring: _____ _____ _____		
Please provide any recommendations to improve treatment methods or services provided: _____ _____ _____		



SLSQ Marine Stinger Netting Form

NOTE: Record Zero Results If You Drag and Catch Nothing, Enter All Details

Club / Lifeguard Service (please include contact telephone number):											
Date & Time	Names on Drag	Drag Location	Type & Length of Drag	Chironex <i>Chiropsella</i> <i>Irukandji</i>	Animal Size min-max	Food source & other Jellyfish	Water Temp & Waves	Current & Turbidity	Wind & Cloud Cover	Tide & Moon Details	Specimen Fate
11/2/06 1310hr	J Menico G Small	Southern end Forrest Beach	Box 50m x 4m	2 x Chironex 8 x Chiropsella 2 x Irukandji	5 - 12cm 3 - 5cm 1.5 - 2cm	Lots of small fish, prawns	28°C 5m	N.E.2kts 3.0m plus	NE 0-5 kts 60%	falling full moon	Sent to JCU Townsville 11/2/06

Please complete this form as accurately as possible and at the end of the week return to:-
 Surf Life Saving Queensland - LSSM
 PO Box 3747, SOUTH BRISBANE QLD 4101

Definitions of Terms in Stinger Table

Date & Time

The date & time of the start of the drag should be recorded in 2400 time to the nearest 30 minutes i.e. 2pm would be 1400hrs.

Names on Drag

The people performing the drag for which the entry corresponds. Also indicate whether *Irukandji* net or box jellyfish net is used.

Drag Location

The distribution of box jellyfish can be very localized. A small scale geographic location of the area being dragged is often useful for determining the distribution of jellyfish. The location should be "*Northern side of stinger net at Palm Cove*", rather than "*Palm Cove*".

Time and Length of Drag

The approximate length of beach that the net was dragged over and how many times should be recorded to the nearest 25m. i.e. 25m, 50m, 75m. Note if a one-man box jellyfish drag (semi-circular) is performed.

Chironex / *Chiropsella* / *Irukandji*

The species of jellyfish collected should also be recorded. Report all possible or questionable *Irukandji* specimens immediately to Lifesaving Services Coordinator. For box jellyfish it is predominantly going to be either *Chironex fleckeri* or *Chiropsella bronzie* sp. (often referred to as "Quaddie"). If there is any doubt in the identification of any specimens, they should be stored in dilute formalin by authorized personnel and forwarded to Marine Stinger Advisor for identification. Other non-box jellyfish numbers should also be recorded (hair jellies, blubbers, blue bottles, etc).

Note: If in doubt, always ask the Lifesaving Services Coordinator or Marine Stinger Advisor. It is better to suspect that something might be dangerous and be wrong, than to suspect that something might be safe and be wrong.

Animal Size

The size of the smallest and largest specimens caught in the drag should be recorded.

***Chironex* / *Chiropsella*:** The size is measured as a vertical height, from the top of the jellyfish to the bottom of the body between the "legs" (pedalia), not including the tentacles or pedalia. The jellyfish should be laid on the sand and measured to the nearest cm.

***Irukandji*:** The size of the animal is measured as a vertical height, and should be gauged with the animal inside a clear undistorted container using a ruler outside the container measuring the animal from the top of the body to the bottom of the body (not including the tentacles or "legs" (pedalia)).

Other species (blubbers, snotties, etc): The size of most non-cuboidal jellyfish species is measured as a diameter across the body. For blue bottles, size is measured along the length of the float.

Water Temperature & Waves

Water temperature will vary considerably depending on many factors. For best results, wade out to a depth of approximately 1metre, and measure the temperature at about 10 cm under the surface. Record to the nearest 0.5 degrees.

Waves should be gauged to the nearest .5 metre from crest to base.

Current & Turbidity

Current should be gauged by direction and speed of the water this can be done by watching particles drifting within the area being dragged or placing small pieces of debris in the water.

Turbidity or murkiness of the water appears to be important in determining box jellyfish numbers. Clear water may have a visibility depth of 6 m, while very murky water may have a visibility depth of 50cm. Measure to the nearest 50cm. (measure once daily).

Wind and Cloud Cover

Wind should be measured to the nearest 5 knots, i.e. 0-5knots (no "wind chop" or "white caps" seen on the water), 5-10knots ("wind chop" or "white caps" present), over 10 knots.

Cloud cover should be recorded in tenths. A clear day with no cloud would be 0/10, a totally overcast day 10/10 and a day with approximately 50:50 cloud cover 5/10.

Tide & Moon Details

Tide and moon details should be gathered from official tide charts at the time of the drag being performed.

Specimen Fate

Specimen Fate is what happened next to the animals caught, were they sent to researchers? Which researchers? What date? Were they preserved for our display purposes



SURF LIFE SAVING CLUB MONTHLY PATROL STATISTICS 2008/2009

SLSO: MONTH: BEACH:

WEEK	PATROL DATE	RESCUES (Type of Equipment Used)									RESCUES (Location of person during rescue)							PREVENT ACTIONS	
		NO EQUIPMENT	RESCUE TUBE	BODY BOARD	RESCUE BOARD	IRB	RVC	JRB/ORB	OTHER	TOTAL RESCUES	SWIMMING	BODY BOARDING	SURF BOARDING	BOATING/ PWC	ROCKWALK/ FISH	SHOREKELLING	OTHER	NO. OF ACTIONS	NO. PEOPLE WARNED
1																			
2																			
3																			
4																			
5																			
TOTAL																			

WEEK	PATROL DATE	MISSING PERSONS			SEARCHES	FIRST RESPONDER CALLOUTS	AFTER HOURS CALLOUTS	LOST PROPERTY ITEMS	BEACH CLOSURE [Total Hours]									LOCAL LAWS					PUBLIC RELATIONS GENERAL INFO	
		CHILDREN 1-12 YEARS	YOUTHS 13-17 YEARS	ADULTS 18+ YEARS					DANGEROUS SURF	SHARKS	MARINE STINGERS	NETS REMOVED	CROCODILE	POLLUTION	STORMS	ALGAE	OTHER	TOTAL HOURS CLOSED	CRAFT RIDERS	DOG/ ANIMAL OWNERS	NO. ALARMS	OTHER		TOTAL
1																								
2																								
3																								
4																								
5																								
TOTAL		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

WEEK	PATROL DATE	FIRST AID INJURIES									FIRST AID TREATMENTS				FIRST AID ANALYSIS								
		MINOR MARINE STINGS	MAJOR MARINE STINGS	MINOR CUTS/ ABRASIONS	MAJOR WOUNDS	FRACTURES/ DISLOCATIONS	SUSPECTED SPINALS	SHOCK	HEART RELATED	HEARDROWNING/ DROWNING	OTHER	OXYGEN THERAPY	RESUSCITATION	DEFIBRILLATION	FIRST AID TOTAL	SWIMMER INJURIES	CRAFT RIDER INJURIES	BEACH INJURIES	ADVISED MEDICAL ATTENTION	RELEASED TO SELF	RELEASED TO PARENT/GUARDIAN	RELEASED TO AMBULANCE	RELEASED TO HELICOPTER
1														0									
2														0									
3														0									
4														0									
5														0									
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

WEEK	PATROL DATE	BEACH ATTENDANCE (Estimated total number of people)					DANGEROUS MARINE LIFE (numbers sighted)									MARINE STINGER (number of marine stinging types)						
		SWIMMERS	SWIMMERS OUTSIDE	CRAFT	ON BEACH	ATTENDANCE	PHYSALIA	CYANEA	CATOSTYLUS	CHIRONEX	CARUKIA	SHARK	CROCODILE	OTHER	TOTAL	PHYSALIA	CYANEA	CATOSTYLUS	CHIRONEX	CARUKIA	OTHER	TOTAL
		BETWEEN FLAG	FLAG	USERS		TOTALS	(Pier Baller)	(Hair Jelly)	(Blackbel)	(Box Jelly)	(Hookbel)				SIGHTED	(Pier Baller)	(Hair Jelly)	(Blackbel)	(Box Jelly)	(Hookbel)		TYPES
1					■									■							■	
2					■									■							■	
3					■									■							■	
4					■									■							■	
5					■									■							■	
TOTAL		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	

NOTES:

- Monthly patrol statistics are due within 4 weeks following the completion of a calendar patrol month to your regional Branch.
- Marine Stings (under First Aid Treatments) refer to the number of people treated for stings.
- Any marine stingers caught are to be reported on the Marine Stinger Netting Form.
- Any major first aid cases and/or resuscitation cases are to be reported on the SLSO Incident Report Log.
- Any marine sting cases are to be reported on the Marine Stinger Report Log.

Australian Standard Signage



Blue Bottle Warning Sign



Stinger Warning Sign



Swimming Not Advised
Warning Sign



No Swimming Sign

FOU 01

FOUR MILE BEACH
The Esplanade

IN AN EMERGENCY
DIAL 000 & STATE
THE LOCATION &
NUMBER ABOVE

Marine Stingers may
be present in these
waters

Submerged Rocks

Deep Drop Off

FOUR MILE BEACH
This is a patrolled beach. Swim only
when the red and yellow flags are
displayed. This beach is patrolled
daily.

FIRST AID

PRIORITIES FOR TROPICAL MARINE STINGS

- 1. CALL FOR HELP** – Advise Lifesaver / Lifeguard if present
- 2. SEEK MEDICAL AID** – Dial 000 for Ambulance
- 3. TREAT THE STING** – Pour vinegar onto the sting for at least 30 seconds and apply CPR to the patient if required.

Warning: Symptoms for Irukandji stings may take 20 – 40 minutes to develop. If in doubt follow first aid priorities and seek medical advice.

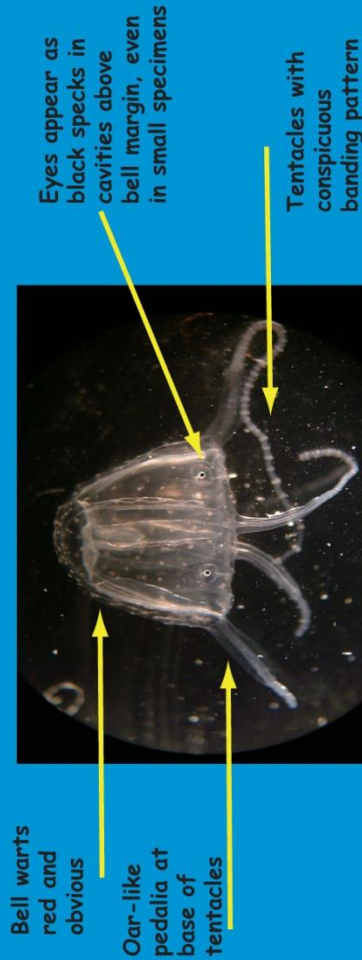
For further information visit www.lifesaving.com.au

MARINE STINGER VINEGAR STATION:
Marine Stinger Label Attached

Irukandji Identification Poster

Irukandji Identification

These ARE Irukandji (*Carukia barnesi*)



Growth stages of *Carukia barnesi*

Youngest baby	Juvenile	Teenager	Adult	Large adult
2-3mm	3-5mm	5-8mm	8-14mm	14-17mm
Actual body height:				

These ARE NOT Irukandji



Things to look for to predict Irukandji

- sustained northerly winds + afternoon high tide
- "Jelly buttons" washing up on shore
- Appearance of "crushed ice" (salps) in plankton samples
- Small *Carukia* are pinkish against white or clear background & are often caught before adults
- Irukandjis of all sizes swim with deliberate, strong, consistent pulsations

"If in doubt, treat it as Irukandji"

Always follow procedures as outlined in Marine Stinger Risk Management Best Practice Guidelines

For further information, or to report sightings, contact the life guard supervisor in your region:

Cairns 0403 577 649
Townsville 0403 577 642
Mackay 0412 146 605

Poster created by G. Avila-Soria & L. Gerrish - copyright 2004.

Large numbers of salps in the water almost always coincide with Irukandji blooms. Salps are small (1cm) invertebrates that do not sting.

Below is a photo of a salp, as viewed through a dissecting microscope



This is what "crushed ice" (heaps of salps) look like in net



This is what a heap of salps look like in a sorting bowl

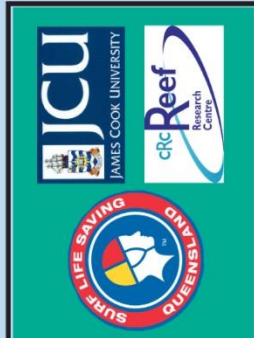


Always follow procedures as outlined in Marine Stinger Risk Management Best Practice Guidelines

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Mackay 0412 146 605

Poster created by G. Avila-Soria & L. Gerrish - copyright 2004.



Identifying Box Jellyfish

Chironex fleckeri

● Is it wider than 10cm across the bell?

Chironex grows up to 30cm across the bell.
Wider than 10cm = *Chironex*

● Are the tentacles flat like fettuccini or round like spaghetti?

Chironex has flat tentacles like fettuccini, with up to 15 tentacles per corner.


Chiropsalmus

● Is it wider than 10cm across the bell?

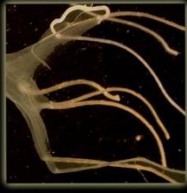
Chiropsalmus grows up to 10cm across the bell.
If narrower than 10cm, check the tentacles.

● Are the tentacles flat like fettuccini or round like spaghetti?

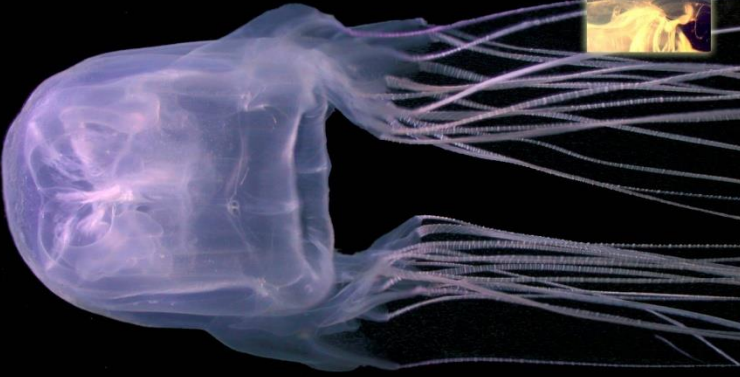
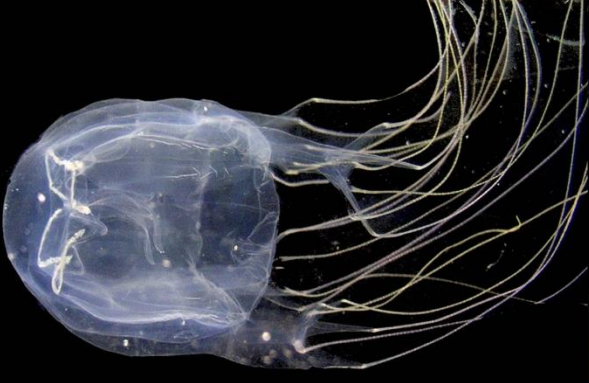
Chiropsalmus has thinner, round tentacles like spaghetti, with up to 9 tentacles per corner.



Chironex has a spike in its pedalial canal.



Chiropsalmus has no spike, just a rounded pedalial canal.

Always follow the procedures as outlined in Marine Stinger Risk Management Best Practice Guidelines. For further information, or to report sightings, contact the lifeguard supervisor in your region.

Cairns 0403 577 649
Townsville 0403 577 642
Mackay 0412 146 605



Marine Stinger Protective Swimwear Guidelines



GUIDELINES

DATE: 3 April 2007
SUBJECT: MARINE STINGER PROTECTIVE SWIMWEAR
DEPARTMENT: Lifesaving

PURPOSE:

The purpose of this policy is to identify the appropriate marine stinger personal protective equipment to be used by lifeguards and the recreational public when there is an identified need, and to ensure that the equipment is of the appropriate type and is suited for the task.

SCOPE:

This Standard is designed to assist the following organizations manage the risk of marine envenomations:

- All government authorities and agencies and those organisations responsible for the management and operation of coastal environments;
- Those organisations experienced in public safety and responsible for the provision of public safety services;
- Other organisations concerned with manufacture, distribution, supply, or maintenance of marine stinger safety equipment.

For example:

- Coastal/Marine Park authorities and Managers
- Lifesaving Service Providers
- Lifeguards and Lifeguard Supervisors
- Tourism operators
- Stinger suit manufacturers

This Standard also applies to coastal environments, including ocean coastline and saltwater waterways that open to the oceans surrounding Australia.

This Standard covers the selection, introduction, maintenance, training and use of protective swimwear for marine stinger safety.

STANDARD DESCRIPTION:

1.0 Selection and Purchasing of Marine Stinger Protective Swimwear

- 1.1 The selection and purchasing of marine stinger protective swimwear shall take into consideration:
 - a. The specific circumstances of various locations and tasks
 - b. Any legislative requirements
 - c. Relevant Australian Standards
 - d. Manufacturers recommendations
 - e. Any special requirements of the end user
- 1.2 Properties of effective marine stinger protective swimwear:
 - a. Mesh size not greater than 200 microns (200/1000th of a mm or $\frac{1}{5}$ of a mm), in

order to exclude the tentacles of Irukandji (*Carukia barnesi* and related species) which may be as fine as 200 microns in diameter; opaque clothing further offers a high degree of protection from UV rays associated with causing skin cancer.

- b. Synthetic smooth fabrics are preferable, to resist adherence of tentacles which may cause secondary stinging.
- c. Heat-retention properties of the product should be appropriate to the environment of use, e.g., lycra in summer, neoprene in winter, or to the degree of protection necessary, e.g., lycra for normal protection, neoprene for special circumstances, such as heavy infestations.
- d. A full-body lycra suit, or equivalent, provides a reasonable measure of protection from life threatening marine stings; it is still possible to be stung on other exposed regions of the body (e.g., hands, feet, face), although this is statistically less common; those wishing additional protection are advised to consider wearing supplementary protective clothing.
- e. All persons wading, swimming, diving, snorkeling, fishing or working in waters where dangerous jellyfish may occur are strongly encouraged to wear protective clothing. Clothing that meets these guidelines covers over 75% of the body's skin surface, and provides a reasonable measure of protection against life-threatening stings.
- f. Organisations and operators who conduct activities within a marine stinger environment should provide marine stinger protective swimwear or make it easily attainable for their employees and/or customers.

NOTE: The recreational public should not rely totally on standard stinger protective swimwear to provide adequate protection during times of heavy marine stinger infestation.

1.3 Lifeguard / Lifesaver marine stinger protective swimwear shall include:

- a. Normal precautions
 - a. A single full-length lycra suit
 - b. Neoprene booties
 - c. Gloves
 - d. Duct tape at cuffs, i.e., wrists and ankles
- b. Stinger infested waters
 - a. Minimum two full-length lycra suits, or 0.5mm neoprene wetsuit
 - b. Neoprene booties
 - c. Gloves
 - d. Duct tape at cuffs, i.e., wrists and ankles

1.4 .1 Public recreational marine stinger protective swimwear at an open patrolled beach (where jellyfish are monitored) may include:

- a. A single full-length lycra suit
- b. Recommended:
 - Booties, e.g. neoprene or similar
 - Gloves
 - Hood
 - Stinger guard or similar face shield, if the face will be immersed

1.4.2 At unpatrolled beach or offshore:

- a. Full-length lycra suit or neoprene wetsuit or equivalent
- b. Booties, e.g. neoprene or similar
- c. Gloves
- d. Hood
- e. Stinger guard or similar face shield, if the face will be immersed

1.5 Sunscreen and other topical substances:

- a. Lycra or comparable protective clothing provides a high degree of UV protection, however sunscreen should be worn on exposed skin.
- b. There is currently no evidence that sunscreen, zinc cream, Vaseline, or commercially available jellyfish repellents will prevent a life-threatening sting.
- c. Jellyfish stinging cells operate on a hair-trigger mechanism, therefore creams which allow the stinging cells to come into contact with the skin offer insufficient protection.

2.0 Introduction of Marine Stinger Protective Swimwear

The introduction of any protective clothing should include prior consultation with the personnel who would be required to administer it or use it, and pilot trials (if required). In addition to effectiveness, consideration should also be given to ease of use and comfort.

3.0 Maintenance of Marine Stinger Protective Swimwear

- 3.1 Protective clothing should be regularly inspected for holes, loose threading, broken or damaged zippers, or other causes of decreased effectiveness, and if require repaired or replaced. Records of the inspections should be kept. Personnel should not use protective clothing which is not in good working order, repair or condition.
- 3.2 Protective clothing must be laundered between usages, in order to maintain hygienic standards.
- 3.3 Protective clothing should be stored in such a way so as to prevent damage or deterioration and ensure it is in good working order, repair or condition and ready for use.

4.0 Training in the Use of Marine Stinger Protective Swimwear

All personnel should be given training in the correct use of marine stinger protective swimwear and in the identification of faults.

5.0 Use of Marine Stinger Protective Swimwear

Personnel are required to use marine stinger protective swimwear with which they have been provided in an appropriate manner at all times.

DEFINITIONS:

Lifeguard, 'means an appropriately trained and qualified individual who volunteers or is employed at bathing beaches, pools etc. to prevent drowning, provide injury prevention and response services, and save people from drowning.'

Lifesaving Service, 'means an organised and structured service comprised of lifeguards and appropriate rescue and first aid equipment supported by a coordinated backup team.'

Marine stingers, 'means dangerous marine jellyfish such as *Chironex*-type box jellyfish and Irukandji-type box jellyfish' **Occupational health and safety (OHS)**, 'means the health and safety considerations of or relating to the activity or business for which one is trained'

PPE, 'means personal protective equipment'

Public, for the purposes of determining appropriate marine stinger protective swimwear, includes lifesaver training and competition

Tourism operator, 'means an organisation or individual engaged in the tourism industry as a commercial enterprise'

Marine stinger protective swimwear, 'means a full-length lycra body suit designed for marine stinger safety'

REFERENCES:

Australian Coastal Public Safety Standards

- LS1460 – Occupational health and safety policy
- LS1461 – Lifeguard occupational health and safety
- LS1463 – Sun safe practices
- LS1464 – Selection and use of PPE

Guidelines for Safe Recreational Water Environments, Vol 1. – Coastal and freshwaters, World Health Organisation, September 2003, Geneva

Lifeguard Service Operating Procedures Version1, Surf Life Saving Queensland, February 2005

Safety management – developing a safety policy – Bulletin WH14.01.03, NT WorkSafe,

Northern Territory Department of Employment education and Training, 2003, 4pp

SLSA (2003), Surf Life Saving Training Manual 32nd Edition SLSA, Mosby (Elsevier Australia Pty Ltd), 157pp

END OF GUIDELINES



Stinger Alert Sign



Stinger Net in North Queensland



Box Jellyfish

SECTION NO: POM 0021	SUBJECT: ADVERSE WEATHER CONDITIONS	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 40

ADVERSE WEATHER

Refer to the attached policies, procedures and guidelines for information on:

- Lightning (Surf Lifesaving Australia);
- Tsunami's LS021 (Surf Lifesaving Queensland);
- Cyclones LS04 (Surf Lifesaving Queensland); and
- Queensland Government Tsunami Notification Guidelines.

SLSQ Procedure

Subject: Cyclone Procedure	Department: Lifesaving Operations
Procedure No: LS 04	Version No: 2
Effective Date: 01/07/2014	Approved Date: 27/05/2017
Revision Date: 01/07/2018	Approved by: State Lifesaving Committee

Purpose

Surf Life Saving Queensland's volunteers and professional lifeguards work in an environment which is prone to the occurrence of tropical cyclones, particularly in Tropical North Queensland. The content of this Cyclone Emergency Procedures Policy Statement details the requirements for SLSQ patrol operations in the event that a cyclone occurs.

Scope

Applies to all Surf Lifesaving Queensland Clubs, members, Lifeguards and Staff.

Definitions

CYCLONE

Tropical cyclones occur in Queensland, particularly in Tropical North Queensland region between October and May. Cyclones are low pressure systems in the tropics that have well defined clockwise wind circulations within a region surrounding the centre, with gale forced winds (sustained wind of 63km/h or greater with gusts in excess of 90 km/h).

Table of Contents

1. Cyclone Severity Categories
2. Stages of Activations
3. Operational Activities and Duties
4. Templates for each stage of activation

Procedure

CYCLONE SEVERITY CATEGORIES

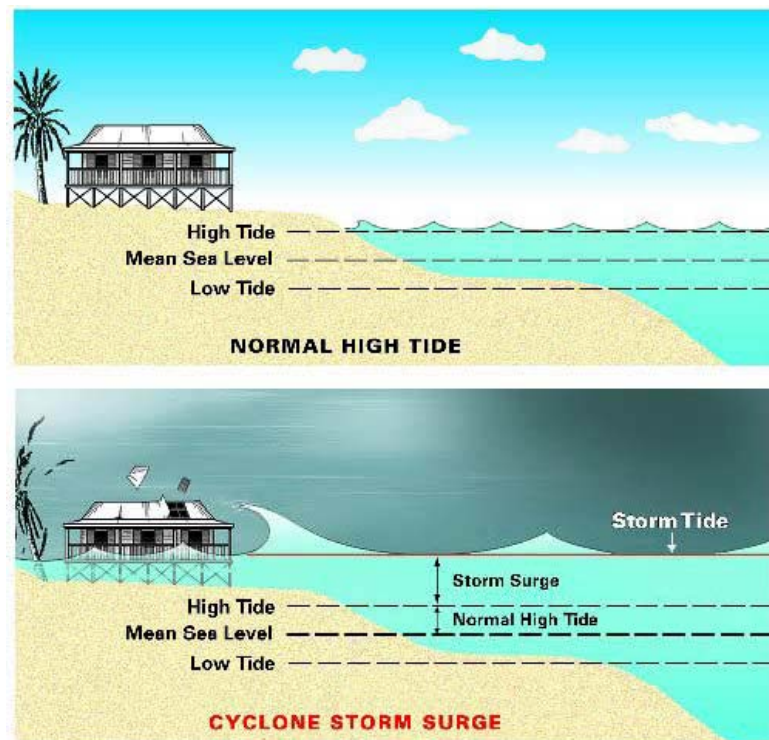
The severity of a tropical cyclone is described in terms of categories ranging from 1 to 5 related to the zone of maximum winds. An estimate of cyclone severity is included in all tropical warning advices. Remember that the Warning Service is not designed to give an exact statement of conditions. Using the severity scale, communities will be able to assess the degree of cyclone threat and take appropriate action.

The category does not refer to the amount of flooding or storm tides. If a storm tide is expected it will be mentioned separately in the cyclone warning.

Category	Strongest Gust (km/h)	Typical Effects (indicative only)
1 (Tropical Cyclone)	Less than 125 (Gales)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2 (Tropical Cyclone)	125-169 (Destructive winds)	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3 (Severe Tropical Cyclone eg. Roma)	170-224 (Very destructive winds)	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4 (Severe Tropical Cyclone eg. Tracy)	225-279 (Very destructive winds)	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5 (Severe Tropical Cyclone eg. Vance)	More than 280 (Very destructive winds)	Extremely dangerous with widespread destruction.

STORM SURGE

Potentially, the most destructive phenomenon associated with tropical cyclones that make landfall is the storm surge. Storm surge is a raised dome of water about 60 to 80 km across and typically about 2m and 5m higher than normal tide level. If the surge occurs at the same time as a high tide the area inundated can be extensive, particularly along low-lying coastlines.



CYCLONE EMERGENCY PROCEDURES

Club Captains, Patrol Captains and SLSQ Lifeguards must be aware of the existence of this policy and are required to familiarise themselves with the content of this policy to ensure the correct procedures are followed before, during and after the event of a cyclone hitting the area.

STAGES OF ACTIVATION

General:

These stages are designed to ensure a graduated response to a developing cyclone threat, thereby reducing the possibility of under or over reaction by Surf Life Saving Queensland members / employees.

The declaration of the stages shall be initiated by the relevant parties as per the Incident Reporting Flow Chart, taking into consideration the information received from the Bureau of Meteorology, the local weather conditions as observed, and the representations of the SLSQ Regional Manager / Director of Lifesaving / Lifeguard Supervisor / Lifesaving Services Coordinator.

The timing of the event will also be taken into consideration, to ensure that appropriate predictive actions are taken at the end of the working week, or on the eve of public or other holidays.

It is important to note that the stages of activation referred to in this document are as Issued by Surf Life Saving Queensland and do not necessarily relate to the Stages of activation invoked by a Regional Disaster Management Group.

Stage 1 - Alert

Initiation: "Stage 1 - Alert " will be declared on receipt of the first "tropical cyclone watch" issued by the Bureau of Meteorology.

Inference: A cyclone watch is issued when a cyclone or potential cyclone could threaten coastal areas within 48 hours but not within 24 hours.

Action: Normal duties should continue, with attention given to initiating "clean-up" and preparation of designated equipment machinery (required to support Disaster Management or other emergency relief work). This is the stage during which administrative and clerical matters are initiated (preparation of stand-by rosters, review of home contacts etc).

Stage 2 – Lean Forward

Initiation: "Stage 2 – Lean Forward" will be declared on receipt of the first "tropical cyclone warning" issued by the Bureau of Meteorology, when the relevant parties as per Incident Reporting

Flow Chart, in consultation with the relevant Shire / Council, considers the likelihood of the event to be such that this measure is warranted.

Inference: A cyclone warning is issued when a cyclone or potential cyclone is expected to produce gales / winds in excess of 63 km/h in coastal areas within 24 hours. It is not conclusive that the centre of the cyclone will pass within close proximity to the affected patrol site but it can be expected that stronger winds will be experienced.

Action: On declaration of "Stage 2 – Lean Forward" the SLSQ Regional Manager / Director of Lifesaving / Lifeguard Supervisor / Lifesaving Services Coordinator will hold a briefing. All Clubs / Service Groups will commence their individual pre-planned procedures, keeping the Regional Manager / Director of Lifesaving / Lifeguard Supervisor / Lifesaving Services Coordinator advised of progress and final completion.

Stage 3 - Stand Up

Initiation: The timing of the issue of the "Stage 3 – Stand Up" will be dependent upon information received from the Bureau of Meteorology. "Stage 3 – Stand Up" would be indicated if destructive winds (i.e.: exceeding 90 km/h gusting to 120 km/h) are stated as likely to affect the patrolled area within the next 6 to 12 hours. This information is supplemented by evaluation of local conditions, and consultation with the relevant parties as per Incident reporting flow chart, Disaster Management Committee (if activated), and relevant Shire / Council.

Inference: "Stage 3 – Stand Up" indicates that it is anticipated that a cyclone will pass within an area where the patrolled site could be affected by winds of increasing strength and heavy rainfall.

Action: Individual groups will have respective procedures regarding their obligations at this point. This includes keeping the relevant parties as per Incident Reporting Flow Chart advised of their preparation status. All non-essential, or non-cyclone response related personnel (Disaster Management Support) are to be progressively released from work on completion of their assigned tasks regarding cyclone emergency preparation permits.

Stage 4 – Stand down

Initiation: As with all other stages "stand down" orders, will be a decision of the relevant parties as per Incident Reporting Flow Chart, considering information from the Disaster Management Committee, and relevant Shire / Council.

Inference: Declared when the winds have passed and it is considered safe for personnel and areas to return to work / return to full operational status.

Action: The relevant parties as per Incident Reporting Flow Chart will send nominated personnel to conduct a survey of and present situation reports for their areas of responsibility. Any instances of

danger to life, or hazard to critical equipment, should be reported to the SLSQ Director of Lifesaving, Regional Manager, Lifesaving Coordinator and Lifeguard Supervisor as per Incident Reporting Flow Chart immediately with continuation of the survey and reporting systematically.

On receipt of the situation reports the relevant parties as per Incident reporting flow chart will relay this information to relevant managers / media / council etc.

PERSONAL REQUIREMENTS

- Groups are to remain at their existing operational status until declaration of “Stage 3 – Stand Up”, at which time they revert to arrangements under the Disaster Management Plan regarding preparation and delivery of equipment, machinery, and personnel.
- Groups are to ensure that identified plant and equipment is prepared for the anticipated post incident workload, which may include Disaster Management activities.
- Groups do this by identifying plant, equipment and other resources that may have post event significance, ensuring this equipment is fully serviceable pre – season, and during “Stage 3 – Stand Up”, fully fuelled, safely stowed, and ready for post event action.
- Personnel resources necessary to implement the "Stages of Stand Up" and to deal with any emergency will be met through the development and implementation of a “roster” identifying those personnel required to be available/perform tasks under these stages.
- It is desirable to assign preference for inclusion on this “roster” to those personnel with no family / other commitments.
- The roster will provide the names of personnel to remain / return to work on declaration of “Stage 3 – Stand Up”, to completing critical jobs and for clean up work. The relevant group leader will then monitor clean up operations, re-allocating resources where necessary, to ensure all activities, set down in the body of their local area procedure, are completed in an orderly fashion and in adequate time.
- All "Stages of Activation" status changes are to be communicated to all personnel via line management channels - i.e.: Managers/Supervisors/Lifeguards, Lifesavers. This avoids the potential for personnel to generate a “rumor mill” mentality in initiating actions arising from a cyclone threat.

Stages of Activation

Stage 1 - Alert

- Normal duties should continue, with attention given to the on going requirement of "cleaning up" areas.

Stage 2 – Lean Forward

- All areas will be inspected to identify material, equipment or installations that could become windborne during a cyclone.
- Using available manpower and without interruption of normal operations the process of removing, securing or putting under cover the above identified items, will begin.

- If required, plans will be made and a time schedule established to secure major installations and equipment as it becomes more probable that the storm will pass in the vicinity of the affected patrol site.
- The relevant Group Leader(s) / Supervisors will meet to review the cyclone procedure and to make preliminary plans.

Stage 3 - Stand Up

- The area shall be put into a controlled shutdown
- Personnel shall continue work, removing, securing or putting under cover all material, equipment or installations that could become windborne during a cyclone and continue general cleaning up of all areas as directed.
- Upon completion of this work, personnel will be progressively directed to leave the work area.

Responsibility

Responsible for the safety of personnel, and the safeguarding of equipment and documents located within these areas rests with the relevant parties as per Incident Reporting Flow Chart.

Operational Activities and Duties

Stage 1 Alert

- Normal duties should continue, with attention given to the on-going requirement of "cleaning up" all areas.

Stage 2 - Lean Forward

- Normal duties to continue.
- Limit access / remove members of the public from facilities
- Continue ongoing clean up of areas

Stage 3 Stand Up

- Obtain materials required to protect/secure equipment and documents
- Switch off all electrically operated machines, protect in waterproof covering (if appropriate) and store in secure location
- Protect all documents and files with waterproof covering (away from windows)
- Ensure permanent locks placed in locked position on windows
- Move furniture/equipment away from windows
- Advise relevant parties as per Incident Reporting Flow Chart when "Stage 2" preparations are complete.

STAGE ONE: Alert

Task	Personnel	Comments	Completed
Report to relevant parties as per Incident Reporting Flow Chart			

STAGE TWO: Lean Forward

Task	Personnel	Comments	Completed
Report to relevant parties as per Incident Reporting Flow Chart			

STAGE THREE: Stand Up

Task	Personnel	Comments	Completed
Report to relevant parties as per Incident Reporting Flow Chart			

STAGE FOUR: STAND DOWN

Task	Personnel	Comments	Completed

Report to relevant parties as per Incident Reporting Flow Chart

EMERGENCY CYCLONE SUPPLIES CHECKLIST

[illegible]

POST EVENT DAMAGE REPORT

[illegible]

[illegible][illegible]

Related procedure instruments

Below are useful links for cyclone information:

www.bom.gov.au/cyclone

<https://getready.qld.gov.au>

<https://www.qld.gov.au/emergency/dealing-disasters/emergency-kit.html>

SLSQ Procedure

Subject: Tsunami Emergency Procedure	Department: Lifesaving Operations
Procedure No: LS021	Version No: 2
Effective Date: 21/06/2007	Approved Date: 27/05/2017
Revision Date: 01/07/2018	Approved by: State Lifesaving Committee

Purpose

According to Emergency Management Australia (EMA), Tsunamis pose a level of risk to the coastline of Queensland, "A tsunami could impact the entire east coast or only some parts of it. A large tsunami impacting the entire Queensland coast could have detrimental effects.

Scope

This Procedure applies to SLSQ Members, Lifeguards and Staff.

Definitions

TSUNAMI - Definition

Tsunami is a Japanese word: tsu meaning 'harbour' and name meaning 'wave.'

TSUNAMI - explained

"A tsunami is different from normal waves on the ocean. Normal ocean and wind swell waves may cause motion in the water to depths of 150m. In contrast, the passage of tsunami involves the movement of water all the way to the seafloor.

Tsunami can be caused by under-sea events like earthquakes, landslides, volcanic eruptions or even ocean meteorite impacts. A tsunami is a series of sea waves, the first of which may not be the highest. The waves are of extremely long length and period. Tsunami waves move outwards, away from their source. As a tsunami crosses a deep ocean, the length from crest to crest may be as much as 150km but the height may be less than a metre. Tsunami waves may therefore be unnoticed by ships or from the air, reaching speeds up to 1000km/h.

As a tsunami leaves the deep water of the open ocean and travels into the shallower water near the coast, the tsunami slows. As the tsunami's speed diminishes, its height grows. This is called 'shoaling'. A tsunami that is unnoticeable at sea may grow to be several metres or more in height near the coast. Depending on whether the first part of tsunami to reach the shore is a crest or a trough, it may appear as a rapidly rising or falling tide. In instances where the leading edge of the tsunami wave is its trough, the sea will recede from the coast before the wave's arrival. If the seafloor slope is shallow, this recession can exceed many hundreds of metres. Local details of the shape of the seafloor may also cause the tsunami to appear as a series of breaking waves".

Background

It is because of this, that Queensland Fire and Emergency Services (QFES) are creating a planning document which outlines state level planning to a Tsunami event. Within this plan, the role of SLSQ lifesavers and lifeguards will be included.

To maximize the safety of our members and our ability to best meet our core mission, it is important that all levels of SLSQ align their planning for a Tsunami event under one coordinated plan.

Procedure

SLSQ TSUNAMI Objectives

- a. Protection of life (highest priority)
- b. Minimization of interruption to essential services (lifesaving duties)
- c. Initiation of recovery

TSUNAMI EMERGENCY PROCEDURES

Club Captains, Patrol Captains and SLSQ Lifeguards must be aware of the existence of this policy and are required to familiarise themselves with the content of this policy to ensure the correct procedures are followed before, during and after the event of a tsunami hitting the area.

General

These emergency procedures are designed to ensure a graduated response to a tsunami threat, thereby reducing the possibility of under or over reaction by Surf Life Saving Queensland members / employees.

The declaration of the emergency procedures shall be initiated by the relevant parties as per the Major Incident Reporting Flow Chart, taking into consideration the information received from the Bureau of Meteorology (BOM), the local weather conditions and unusual ocean behavior indicative of an imminent tsunami is observed by lifeguards/lifesavers.

The timing of the event will also be taken into consideration, to ensure that appropriate predictive actions are taken at the end of the working week, or on the eve of public or other holidays.

It is important to note that the stages of activation referred to in this document are as issued by Surf Life Saving Queensland and do not necessarily relate to the procedures invoked by a Regional Disaster Management Group.

Role of SLSQ Lifeguards/Clubs/Branches/State with regard to Tsunami preparation and response

- a) Patrol Captain/Lifeguard close and evacuate beaches on receipt of a tsunami evacuation warning or upon observation of unusual ocean behaviour indicative of a tsunami, advise Lifesaving Services Coordinator (or duty officer where applicable)
- b) Secure all Patrol gear & equipment, where time and risk to members allows.
- c) Make sure all personnel are evacuated to higher ground whilst remaining in radio contact with lifesaving coordinators so that further advice or assistance is easily accessible.

- d) Lifesaving Services Coordinator (or duty officer where applicable) will notify the SES when unusual ocean behaviour indicative of a tsunami is observed or a tsunami has occurred for which there has been no prior warning.
- e) Lifesaving Services Coordinator (or duty officer where applicable) will notify all Clubs/Patrols/Lifeguards/ Regional Manager/ Director of Lifesaving/ Managers etc. as per Major Incident reporting flowchart
- f) Once area is deemed safe for return assist with the rescue of people from the surf zone, following the impact of a tsunami.
- g) Contribute to tsunami community education initiatives

SLSQ Response Fundamentals (patrols / lifeguards/ callout teams)

Control:

The QFES and QPS will control the overall emergency response to tsunami, in particular warning and evacuation.

Lifeguards/Patrol Captains will control the response of their members (circumstance dependant) to meet the objectives listed above.

Lifeguard/Patrol Captain

- Activation of Plan: This plan remains active at all times to enable its preparedness functions.
- Start of response operations
- Response operations will commence:
- On receipt (by Patrols or SurfCom/s) of a Tsunami Alert from QLD Police, SES or SLSQ Lifesaving Services Coordinator (or duty officer where applicable)
- After the impact of a locally generate tsunami
- When unusual ocean behaviour indicative of an imminent tsunami is observed by Patrols.
- Methods of Warning (from the SES/Police/BOM to SLSQ)

Optimally: The relevant SurfCom and Radio Coordination Centres will be contacted by SLSQ Lifesaving Services Coordinator (or duty officer where applicable) and clubs/patrols informed via the radio network or landline telephones.

Club Callout Teams may be contacted via Branch Emergency Procedures via text, mobile phone, paging etc.

Secondary Notification:

- Radio and television broadcasts.
- Door knocking
- Sirens
- Mobile and Fixed Public Address Systems
- Telephone & fax
- Low flying aircraft equipped with public address system
- Two-way radio
- Marine Satellite Phone

e) Evacuation – Patrols /Lifeguards

Priority (areas)

Evacuation priority by area, should be given to the following, in the following priority order:

1. SLSC Clubhouse
2. Patrolled/flagged area
3. Adjacent beach/water areas
4. Carparks
5. Adjacent camping grounds / houses

Note: The geographic area evacuated by lifesavers will be determined by Patrol Captain, based on the perceived level of risk to members, based on information regarding timing/magnitude of risk. At all times “Tsunami Threat Operational Objectives” apply.

f) Protection and Pre-deployment of resources

Communication equipment, rescue vehicles, rescue vessels, core first aid and emergency care equipment will need to be protected by moving them to locations outside the likely impact area – to predetermined/identified rally areas (high ground).

Optimally: The relevant SurfCom and Radio Coordination Centres will be contacted by the SLSQ Lifesaving Services Coordinator (or duty officer where applicable) and clubs/patrols informed via the radio network or landline telephones.

Club Callout Teams may be contacted via Branch Emergency Procedures via text, mobile phones, paging etc.

Stand down procedures

Initiation: As with all other procedures the “stand down” orders will be a decision of the relevant parties as per major Incident Reporting Flow Chart, considering information from the Bureau of Meteorology, Disaster Management Committee, and relevant Shire / Council.

Inference: Declared when the tsunami has ceased and it is considered safe for personnel and areas to return to work / return to full operational status.

Action: The relevant parties as per Major Incident Reporting Flow Chart will send nominated personnel to conduct a survey of and present situation reports for their areas of responsibility. Any instances of danger to life, or hazard to critical equipment, should be reported to the SLSQ Director of Lifesaving, Regional Manager, Lifesaving Coordinator and Lifeguard Supervisor as per Major Incident Reporting Flow Chart immediately with continuation of the survey and reporting systematically.

On receipt of the situation reports the relevant parties as per Major Incident reporting flow chart will relay this information to relevant managers / media / council / personnel etc.

Requirement

- Groups are to remain at their existing operational status until declaration of response fundamentals, at which time they revert to arrangements under the Disaster Management Plan regarding preparation and delivery of equipment, machinery, and personnel.
- Groups are to ensure that identified plant and equipment is prepared for the anticipated post incident workload, which may include Disaster Management activities.
- Groups do this by identifying plant, equipment and other resources that may have post event significance, ensuring this equipment is fully serviceable at all times, fully fuelled, safely stowed, and ready for post event action.
- Personnel resources necessary to implement the post tsunami search and rescue response plan and to deal with any emergency will be met through an up to date “roster” identifying those personnel required to be available/perform tasks under these stages.
- All changes in status are to be communicated to all personnel via line management channels - i.e.: Managers/Supervisors/Lifeguards, Lifesavers. This avoids the potential for personnel to generate a “rumor mill” mentality in initiating actions arising from a tsunami alert.

Evacuation Response Plan

Status	Objective & Action	Methodology	Actioned By
Planning	Objective: Identify evacuation rally point / rescue staging point. Head for high ground	Identify a site (park/carpark etc) in safe area, on high-ground and close as possible to club.	Club Captains
Initial Tsunami Warning Received SLSQ Lifesaving Services Coordinator (duty officer/ communication centres where applicable)	Action: Inform all relevant clubs/patrols/lifeguards/branches/ duty officers/ operations support services Warning details: Issue time Area affected Magnitude of tsunami Timeframe to impact Instruction to evacuate personnel and key equipment to high ground	Text Messages, Mobile Contact & Radio Communication	Member who received initial warning
Tsunami Warning Received by Club/Patrols/Lifeguard	Action: Evacuate public from beach. Close patrolled area/s Advise all beach users to evacuate inland and to high ground	Evacuate priority area: ☑ Club + flagged area. Secondary areas: Adjacent beach areas/ car parks/	Patrol Captain Lifesavers Lifeguard

	Secure Patrol Gear & Equipment as time and risk to members allows	campgrounds - As time and risk to members allow. Equipment Utilise emergency sirens (1 continuous blast), Club PA's, Mobile PA's, mobile vehicles/vessels etc.	
	Action: Evacuate personnel and key equipment to high ground. Make sure all personnel are evacuated to higher ground Make sure Radio contact is maintained with appropriate supervisor	Prepare and evacuate: IRBs, rescue vehicles, O2/AED equipment, tubes, first aid equipment, RWC's, vessels, fuel, radios, stretchers, to rally point ASAP. - As time and risk to members allows.	Patrol Captain Lifesavers Lifeguards All members

Post-Tsunami Search and Rescue Response Plan

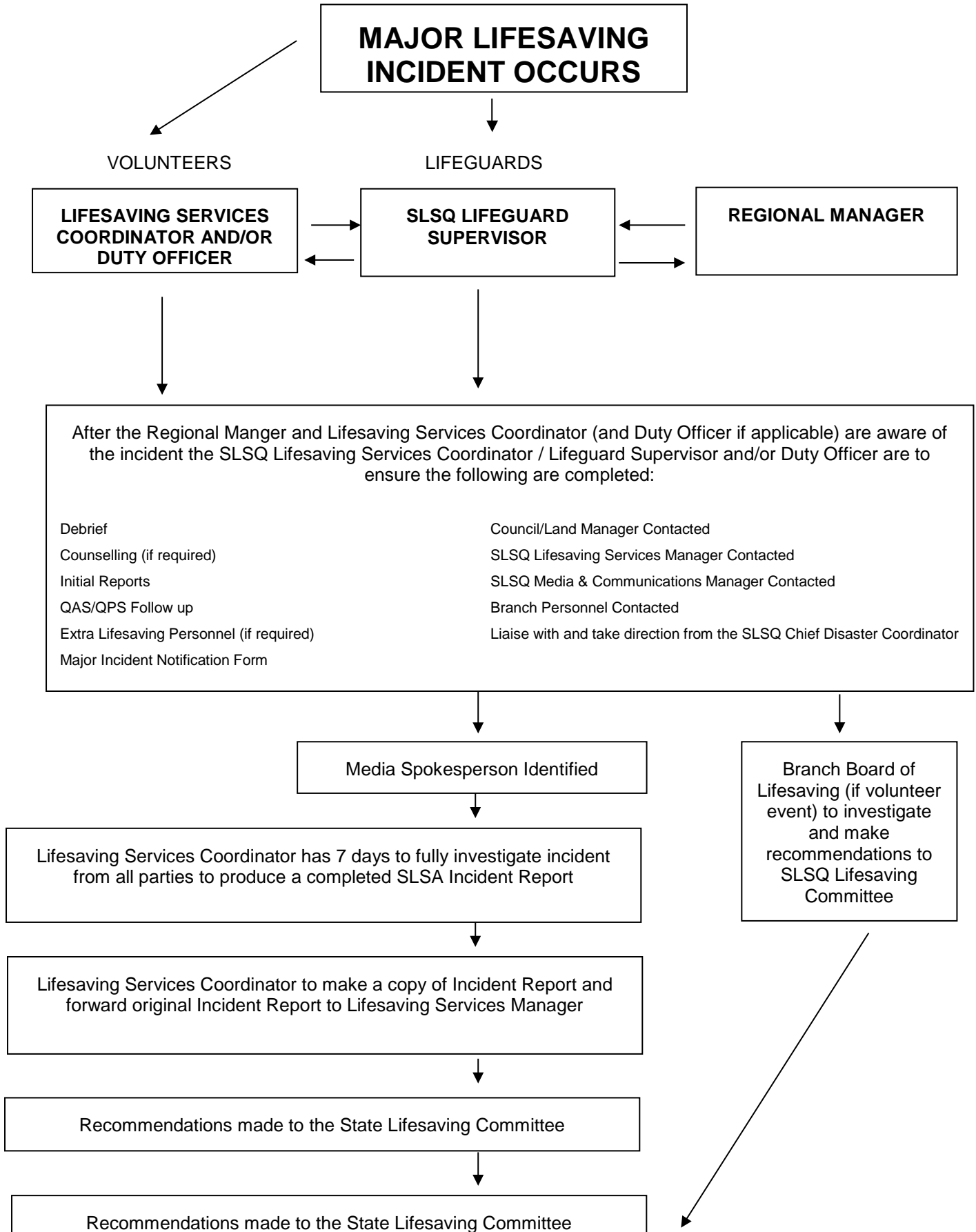
Search and Rescue will be controlled by the QLD Police and relevant authorities, liaising with SLSQ Lifesaving Services Coordinators (duty officers/communication centres where applicable) and club patrols / lifeguards/ callout teams /operations support services.

Status	Objective & Action	Methodology	Actioned By
Members and Equipment at safe rally point	Objective: Member safety and positioned to provide assistance if requested.	Maintain communication with Lifesaving services coordinator/ communication centres/ relevant authorities via radios or mobile phones. Awaiting further instructions.	Patrol Captain Lifeguard
Stand down given	Action: Return to club and conduct survey of area prior to resuming normal duties. Member safety and positioned to provide assistance if requested	Ensure "stand-down" is confirmed and factual, before returning to club.	Patrol Captain Lifeguard

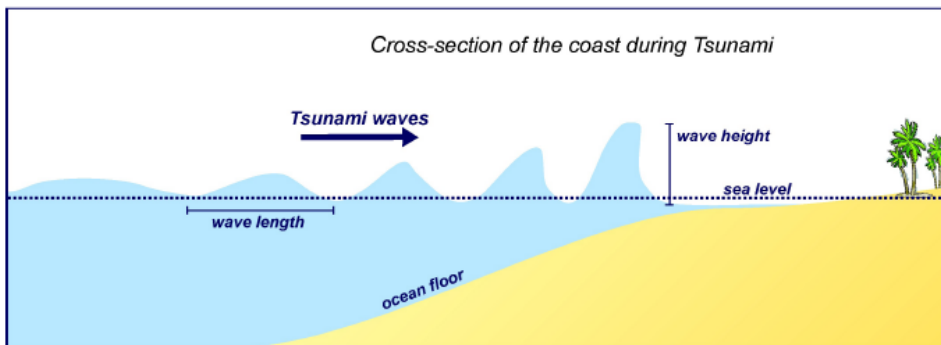
Tsunami Impacts	Objective: Member safety and positioned to provide assistance if requested	Follow directions of relevant authorities, SLSQ Lifesaving Services Coordinator (duty officer/ communication centres where applicable) Note: Tsunami can pose a threat for a long period of time (multiple waves etc.)	Patrol Captain Lifeguard
Post Tsunami	Action: Provide search and rescue assistance, while maximising member safety.	As per emergency callouts procedure – maintain communications with SLSQ Lifesaving Services Coordinator (duty officer/ communication centres where applicable) Objectives and roles clearly defined to members.	Patrol Captain Lifeguard Lifesavers
	Objective: Account for all members and equipment + Debrief.	As per post major incident procedures	Patrol Captain Lifesavers Lifeguards Supervisors All staff & members

MAJOR DISASTER INCIDENT REPORTING PROCEDURE

When a major disaster incident has occurred the following procedure is to take place:



Example of Tsunami forming at Coast Line.



Cross-section of the coast during a tsunami

Example of Tsunami at beach.





SLSA Guideline

Title: Lightning
Document Number: 2.2
Last Review Date: May 2013
Next Review Date: May 2014

INTRODUCTION

There are 5-10 deaths and over 100 injuries caused by lightning in Australia each year. Most lightning related injuries result from people using landline telephones during electrical storms. Being outdoors during a thunderstorm increases the risk of being struck by lightning or affected by close lightning strikes. This policy outlines what action should be taken to avoid the adverse consequences of lightning strikes during thunderstorms for SLSA activities.

WHAT IS LIGHTNING?

Lightning is a complex electrostatic phenomenon created when the normal distribution of electrical charges in the earth's atmosphere are altered during storms. Clouds become statically charged during storms, thought to be because of increased friction and temperature changes, and this alteration can decrease the normally insulating properties of air. When the static charge of the cloud interacts with the magnetic field of the earth or another statically charged cloud nearby, a conductive pathway is created. The rapid transfer of excess static charge via the newly created pathway is what results in the flash of light that we see. When static charge is transferred in this way, it also heats up the surrounding atmosphere, creating a shockwave that we hear as thunder.

PROTECTION AGAINST LIGHTNING STRIKES

Outdoor Protection

The 30/30 Rule:

The 30/30 Rule is recommended for lightning safety in the *AS/NZS 1768:2007 Lightning protection*. The rule is designed to provide guidance on the suspension and resumption of activities in an outdoor environment.

The 30/30 Rule sets out the following principals:

Close the beach

- When the 'flash to bang count' (i.e. the time between seeing the lightning and hearing the thunder) is 30 seconds or less. This indicates that the lightning is less than 10km away and is associated with significant risk that the strike could be at the patrol arena.

Open the beach

- When 30 minutes has passed since the last sighting of any lightning. A typical storm travels at about 40 km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away.

- i. With an approaching thunderstorm, and where the 30/30 Rule applies, all persons should be advised to leave the water and clear the beach immediately. The Patrol Captain should remove the patrol flags, close the beach and then the patrol should retire to the shelter of the clubhouse, maintaining a surveillance lookout from there.
- ii. Seek shelter in a 'hard top' vehicle or building - avoid small structures, patrol shelters, fabric tents and isolated or small groups of trees as you may still be at risk from lightning strikes.
- iii. If in the open, away from shelter, crouch down (singly), preferably in a hollow, with feet together and remove metal objects from head and body. You do not need to lie down, but you do need to avoid being the highest object in the vicinity.
- iv. If swimming, surfing or in a boat leave the water immediately and seek shelter.
- v. In the event of a surf carnival or special event, all effort should be made to ensure the safety of all personnel. All effort should be made by the carnival referee and/or organisers to delay the event until the danger has passed or cancel/postpone events completely.
- vi. Avoid the use of portable radios and mobile telephones during a thunderstorm. If emergency calls are required keep them brief.

**Indoor Protection**

- i. Avoid the use of telephones, radios, fax machines, computers and other electrical equipment. If emergency calls are required keep them brief.
- ii. Before the storm arrives disconnect external aerials and power leads to radios and other appliances.

FIRST AID

The normal emergency care procedures apply to any patients affected by lightning strikes. Ensure that the rescuer is in no danger of being struck by lightning. If the patient is not breathing commence resuscitation immediately.

Queensland Tsunami Notification

Manual – M.1.183



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AMENDMENTS

Proposals for amendment or addition to the content of this Manual are to be forwarded to:

Queensland Fire and Emergency Services (QFES) Knowledge Hub

Email: DMGU@qfes.qld.gov.au

Postal Address: GPO Box 1425
BRISBANE QLD 4001

Physical Address: Emergency Services Complex
125 Kedron Park Rd KEDRON
QLD 4031

REVIEW DATE

The Commissioner or authorised representative, QFES is to ensure this Manual and its associated procedures are reviewed annually or as required.





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CHAPTER 1: INTRODUCTION

Queensland is vulnerable to natural disasters, particularly cyclones, floods, severe weather events and bushfires. Effective community warnings and alert systems are a key component in managing disasters or emergencies and can assist in preventing the loss of life. Community warnings and alerts provide the community with appropriate information, advice and steps to be taken in responding to a disaster or emergency situation. It is important any warning issued is timely, tailored and relevant to the community.

The Queensland Tsunami Notification Manual (the Manual) provides guidance to all persons and roles involved in the use of tsunami warning products at local, district and state government levels as a community warning messaging tool within Queensland and operating under the *Disaster Management Act 2003*, *Fire and Emergency Services Act 1990* and the *Public Safety Preservation Act 1986*.

1.1. Community Warnings, Alerts and Information

Community warnings, alerts and information support community resilience. When combined with the community's understanding of environmental risks, strong community education and engagement and effective disaster or emergency preparedness, warnings, alerts and information can have the potential to reduce the impacts of disasters or emergencies on communities and protect lives, properties and the environment.¹

The National Emergency Warning Framework² endorsed by States and Territories covers the following stages of community warnings and alerts for disasters or emergencies:

1. Community and jurisdictional preparedness;
2. Situational awareness and analysis;
3. Decision to warn;
4. Message construction, authorisation and dissemination;
5. Management of warning consequences; and
6. Monitoring, closure and review.

Community warnings provide the community with appropriate advice on disaster and emergency situations to enable the community to make informed decisions about preparedness and safety and/or the steps to be taken in responding to a disaster or emergency situation³.

Alerts are a method of community warning, however in the context of the Manual, it is defined as local and state agency level notification methods and arrangements which are applied concurrently with the use of community warning systems such as tsunami notifications.

Community information is one of five elements of community engagement and its goal is sharing information with and between communities and agencies to come to a mutual understanding. The underpinning principle that everyone is informed and able to take responsibility for decisions and actions.⁴

A transparent and consistent approach is required when determining what is the most appropriate community warning or alert delivery method to use, then managing the consequences of the community warning and/or alert.

¹ [Best Practice Guide for Warning Originators, page 1](#)

² [Attorney-General's Department, Australian Emergency Warning Arrangements](#)

³ [Best Practice Guide for Warning Originators, page 4](#)

⁴ [AIDR Handbook 6 National Strategy for Disaster Resilience](#)





Community warnings, alerts and information can be issued or sourced by a number of methods depending on the type of disaster or emergency situation and/or agency. Queensland's primary community warning, alert and information methods are:

- Information through local government or agency websites and disaster information boards, local events and activities.
- Opt-in alerts from local government which provide SMS, landline, email and social media community messaging.
- Agency specific warnings and/or alerts, for example SunWater, Seqwater, Energex.
- Alerts and information from media outlet broadcasts.
- Bureau of Meteorology weather warnings for tropical cyclones, severe thunderstorms, severe weather, tsunami and bushfires.
- QFES fire ban alerts and/or warnings under the *Fire and Emergency Services Act 1990* (Qld).
- QFES bushfire warnings (Advice: monitor conditions, Watch and Act: conditions are changing and Emergency Warning: you are in danger).
- Emergency Alert (EA) (Warning, Watch and Act or Advice).

Community warnings should be timely and to the greatest extent possible, be issued as soon as the appropriate recommendation for protective action can be made. It is important to know when to use a community warning, alert or information.

1.2. Australian Tsunami Warning Authority

The Joint Australian Tsunami Warning Centre (JATWC), operated by the Bureau of Meteorology (BoM) and GeoScience Australia, is the issuing authority for tsunami warning products for Australia. All warning information is publicly accessible through the BoM website (<http://www.bom.gov.au/tsunami/>).

Note: information and warnings released by other International Tsunami Warning Centres such as the Pacific Tsunami Warning Centre and Japan Meteorological Agency should not be relied upon or referenced as the information is not applicable to the Australian coastline.

1.3. Warning Products

A description of the JATWC warning product suite issued is listed below:

- **National No Threat Bulletin:** To advise people that the earthquake has been assessed and that no tsunami threat exists to Australia or its Territories.
- **National or State/Territory Watch:** To advise people that a tsunami threat to Australia or its Territories may exist and that they should look out for further updates.
- **State/Territory Warning:** To advise people that a tsunami threat to their State/Territory does exist and to advise them of the level of threat (marine or land) and action they should take.
- **Tsunami Watch or Warning Cancellation:** to advise when the main threat to Australia and its Territories has passed or a tsunami fails to eventuate.
- **National Warning Summary:** To provide the public, media and emergency authorities with the status of tsunami warnings nationally.
- **Event Summary:** To provide the public, media, emergency authorities and government with summary information that can be used in post-event analysis.





JATWC will make these available:

- through the BoM website (www.bom.gov.au/tsunami) and through the 1300 TSUNAMI automated recording number; and
- directly by email and/or fax through the BoM to media outlets (for broadcast), state government departments, local government, other Australian Government agencies and other key recipients (including Queensland Fire and Emergency Services (QFES) and Queensland Police Service (QPS)).

In addition, the JATWC will notify the BoM's Queensland Regional Office by telephone before issuing a tsunami warning. The BoM's Queensland Regional Office will in turn contact the State Disaster Coordination Centre (SDCC) Watch Desk by telephone call to confirm receipt of warning products.

While not responsible for passing warning products to the public, QFES, through the SDCC Watch Desk is responsible for ensuring that warning products are passed on to specified entities (see Appendix 1) and that those entities are aware of the arrangements and meaning of the warning products and the accompanying safety messages. Local and District Disaster Management Groups should have arrangements in place to ensure the community are aware of the meaning of these warning products and accompanying safety messages.

1.4. Principles

Redundancy of communication channels. Redundancy in communication channels for passing tsunami warning products to organisations and the community is highly desirable and underpins the Manual. Broadcast media provides one element of this redundancy. Government agencies at state, district and local levels provide the other.

Timeliness for action and communication. The Manual is based on the assumption of a minimum of 90 minutes warning of a tsunami's arrival in accordance with JATWC protocols. Activities during this period, therefore, may occur concurrently and warnings must be passed on rapidly.

Staged approach to information dissemination. Some warning products can include detailed information regarding locations and the level of threat. Due to technological constraints, it may not be possible to immediately disseminate complete warning products containing all information.

Sources of reliable information. Reliable information regarding any tsunami threat is essential for organisations and members of the community. Reliable sources of information in Queensland regarding tsunami warning products are:

JATWC website: <http://www.bom.gov.au/tsunami/>

1300 TSUNAMI (1300 878 6264)

Facility plans for action. It is recommended that tsunami warning communication and response plans be integrated with other site/facility emergency response and evacuation protocols. Agencies should consider recording their arrangements in site/facility emergency response and evacuation plans or disaster management plans (as applicable) and share them with other stakeholders at the relevant level.





Shared responsibility, clear arrangements and mutual understanding. All agencies shown in this Manual share responsibility for passing on warning products to their communities of interest. They should familiarise themselves with what actions others covered by this Manual are taking to avoid repetition and confusion during the transmission of warning products. This requires individual agencies to identify, within their area of responsibility, those facilities, organisations or hubs where provision of warning products is in the public interest and how such warning products will be provided. Those agencies should inform others at local, district and state coordination centres of what will be done and when.

CHAPTER 2: ROLES AND RESPONSIBILITIES

2.1. Australian Government

This Manual is based on Australian Government authorities undertaking the following:

- issuing tsunami warning products from the JATWC;
- ensuring signage and other aspects of the warning system are common across Australia;
- being responsible for the transmission of warning products from JATWC to Australian Maritime Safety Authority (AMSA) for onward passage to larger ships;
- being responsible for the transmission of warning products from JATWC to the Australian Government's Crisis Coordination Centre;
- being responsible for the transmission of warning products from JATWC to Airservices Australia for onward passage to commercial aircraft approaching affected airports; and
- being responsible for the transmission of warning products to any other Australian Government agencies in at-risk areas within Queensland, including Defence establishments.

2.2. State Government

Notifications distributed by the SDCC Watch Desk will be disseminated using the Emergency Management System (EMS) in accordance with the SDCC Watch Desk Weather Notifications Matrix and Appendix 1 Queensland government agencies have particular responsibilities for passing on warning products to those within their areas of responsibility.

The ability to send large numbers of messages in a state-wide or national event such as a tsunami warning is constrained by the EA system's capacity limits. EAs should not be relied on by local government as the sole method of passing tsunami warnings. Further information is contained in the Queensland Emergency Alert Manual, available at www.disaster.qld.gov.au.

2.3. District Disaster Management Groups

The planning phase includes close cooperation between the District Disaster Management Group (DDMG) and local government agencies through formal arrangements, including routine DDMG meetings and informal networks.

The District Disaster Coordinator (DDC) is responsible for contacting vulnerable Local Disaster Management Groups (LDMGs) within the district in accordance with the district protocols to ensure the LDMG have received disseminated warnings.

It is recommended that DDMGs detail district notification processes in disaster management plans.





2.4. Local Government

Local governments, where appropriate, should ensure they are registered to receive tsunami warning products from the BoM and the SDCC. Local governments should identify vulnerable areas within their boundaries. In consultation with the SDCC and DDMG, local governments should consider passing warning products to:

- local government outlets;
- LDMGs;
- local government managed facilities and camp sites; and
- other vulnerable land and marine based elements of the community.

It is recommended that local plans contain a communications strategy with pre-scripted messages based on established JATWC messages to be delivered by identified local leaders, usually the Mayor or other designated LDMG representative.

2.5. Training

Section 16A of the DM Act provides a legislative requirement for the Commissioner, QFES to ensure that persons involved in disaster operations are appropriately trained to maintain or enhance capability under Queensland's disaster management arrangements. Training in Queensland is undertaken by disaster management stakeholders in accordance with the Queensland Disaster Management Training Framework (QDMTF) and includes training relating to community messaging through Module 1 "Introduction to Warning and Alert Systems" and Module 2 "Working with Warning and Alert Systems".

In accordance with the Queensland Disaster Management Training Handbook, it is the responsibility of all disaster management stakeholders to undertake the training relevant to their role. The competency gained through the completion of training has been designed to ensure situational awareness and intelligence inform all relevant decision making associated with warning and alert systems.

For further information around tsunami notifications, contact your local Emergency Management Coordinator, QFES.





CHAPTER 3: TSUNAMI NOTIFICATIONS

The use of tsunami notifications in Queensland can be categorised in six stages, which align with the National Emergency Warning Framework:

1. Community and jurisdictional preparedness;
2. Situational awareness and analysis;
3. Decision to warn;
4. Message construction, authorisation and dissemination;
5. Monitoring and closure; and
6. Review.

However, Stage 5 of the National Emergency Warning Framework “Management of Warning Consequence” has been reflected and is described across Stages 3-4 (refer to Figure 1: Stages of tsunami notifications).

The stages of tsunami notifications are also underpinned by the four key components of systematic people-centred early warning systems⁵:

1. Risk knowledge;
2. Monitoring and warning service;
3. Dissemination and communication; and
4. Response capability.

⁵ [UNESCO Plans and Procedures for Tsunami Warning and Emergency Management](#)



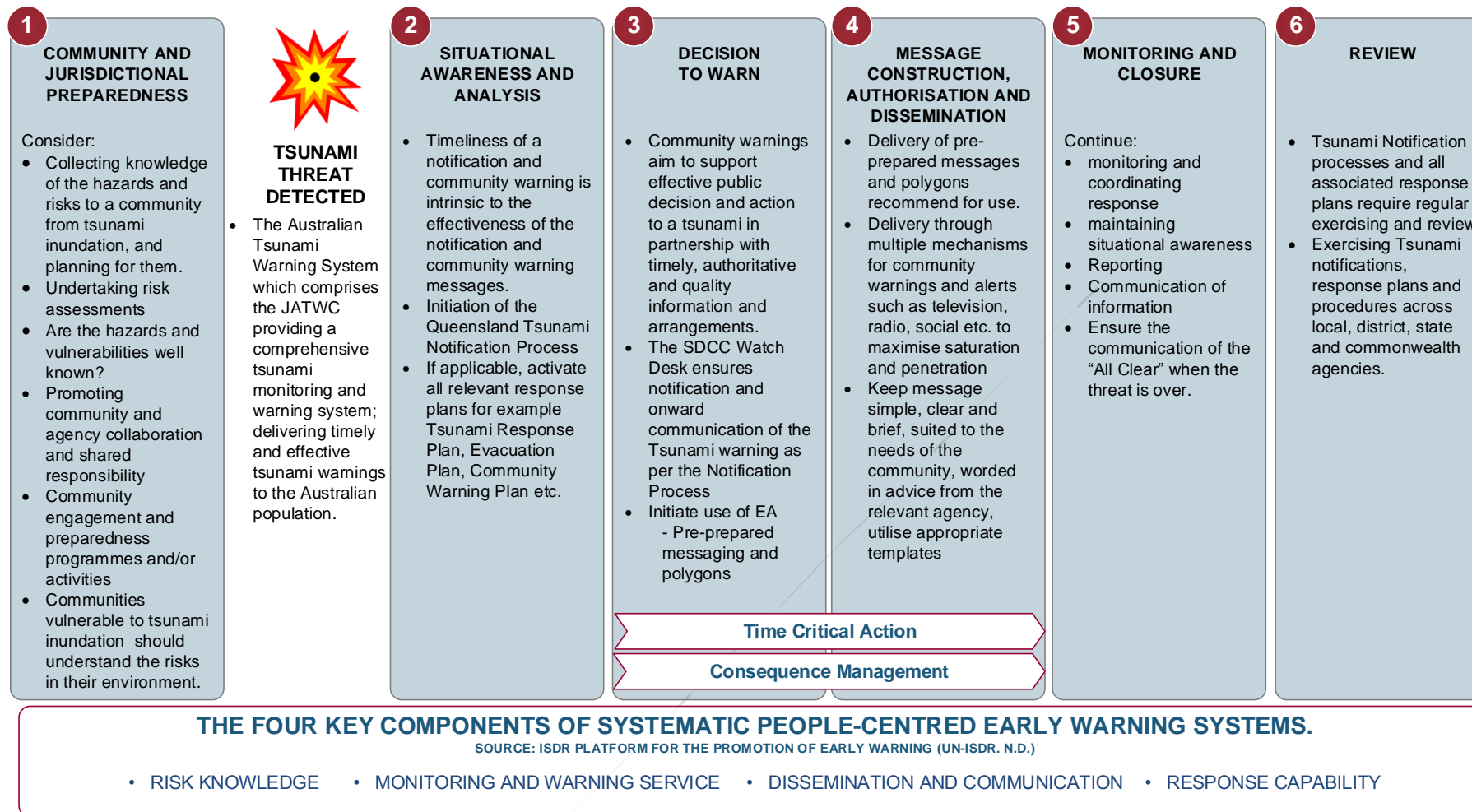


Figure 1 Stages of Tsunami Notifications



3.1. Management of Warning Consequences

The management of consequences for community warnings, particularly tsunami notifications, needs to be specifically considered across Stages 3 and 4, refer Figure 1 above.

Consequence management considerations for: Stage 3: Decision to Warn and Stage 4: Message Construction, Authorisation and Dissemination are discussed in Sections 3.4 and 3.5 of this Chapter and describe the considerations which need to be taken into account around the impacts of the decision to issue tsunami notifications.

When determining the most appropriate community warning to use, consideration must be given to the management of warning consequences. Under the [National Emergency Warning Framework](#), the [Best Practice Guide](#) focuses on the following considerations:

- why warn;
- what to warn about;
- when to warn;
- who to warn;
- how to warn; and
- monitoring and closure.

3.2. Community and Jurisdictional Preparedness

Prior to and during likely or actual disaster or emergency situations, preparation of communities, particularly around community warning messaging is key in helping to anticipate and manage risks and potentially reduce panic and uninformed decision making. In collaboration with relevant agencies, disaster management groups should ensure community warning preparedness arrangements are considered in relevant plans (e.g. disaster management plans or community engagement plans).

Refer to the [Best Practice Guide for Warning Originators](#) for further guidance and considerations on why warn and what to warn about.

Key considerations:

- ☐ Do you have arrangements to ensure vulnerable groups in the community and/or transitory members understand tsunami notifications?
- ☐ Have you developed pre-prepared tsunami notifications based on risk assessments?
- ☐ Have pre-prepared EA Message and Polygons been tested by the SDCC Watch Desk?
- ☐ Do documents describe community warnings and tsunami notifications processes and triggers?
- ☐ Are agencies exercised in community warnings and processes?
- ☐ Is there effective and ongoing community engagement and preparedness programs on community warnings?
- ☐ Do arrangements and programs promote shared responsibility and resilience?
- ☐ Does the community understand risks in their environment?





3.3. Situational Awareness and Analysis

The intent of the community warning is to ensure timely and accurate information on a disaster or emergency situation is provided, enabling the community to make an informed decision about preparedness and safety. The timeliness of preparing to issue a tsunami notification as a community warning method is intrinsic to the success of the process. Triggers and pre-prepared warning messages need to be considered when undertaking disaster or emergency situation risk based planning.

Ongoing situational awareness and analysis is required to ensure information about an event informs timely decision-making to issue a tsunami notification. The outcome of situational awareness and analysis ensures the person making the decision has the necessary and relevant information about an event.

Queensland agencies can obtain information about disaster or emergency situations through various methods, including but not limited to:

- situation briefings;
- monitoring systems;
- forecasts and predictions;
- community;
- media;
- social media; and
- other agencies.

When analysing the situation and information being received, consideration needs to be given in the decision to issue tsunami notifications, about how those affected should be most effectively warned.

Further information and guidance on who and how to warn is detailed in the [Best Practice Guide for Warning Originators](#).

Key considerations:

- ☐ What communities are at risk?
- ☐ Have other delivery methods of community warning, alert or information been initiated?
- ☐ Is it likely community warnings will be required?
- ☐ Are there any actions or directions for the community to follow, are there any language barriers?
- ☐ Consider how will the community respond to the tsunami notification?
- ☐ Will the tsunami notification cause flow on impacts, such as congestion to the traffic or telephone network?
- ☐ Can websites support an increase in their user load, will there be an impact upon emergency numbers such as triple zero?
- ☐ Is there sufficient time to warn the community?

3.4. Decision to Warn

LDMGs considering issuing tsunami notifications should also continue to use a range of other community warnings, alerts and/or information to inform the community, such as social media, local disaster dashboards, radio, etc.

Broadcast media will carry messages distributed directly by the JATWC. Radio and television broadcasts may be preceded by the SEWS if authorised by the BoM. Local broadcast media may be used to carry messages tailored by LDMGs to their local communities.





Telephone is the most appropriate alert, particularly at night. The use of local or agency mass phone dialling message systems for alerting such as EA should be used, commensurate with the risk.

Use of radio, public address systems, sirens, variable messaging signs, social media and door knocking should be used, as appropriate.

Tsunami notification consequence management considerations:

- ☐ Have other agencies (LDMG, DDMG, QPS, SDCC etc.) been informed?
- ☐ Will the decision to issue a tsunami notification activate our evacuation plans or processes?
- ☐ Are evacuation routes impacted by the situation?
- ☐ Have call centres been briefed?
- ☐ Have you considered the delivery of community warnings which cross jurisdictional borders?
- ☐ Are there neighbouring boundary/s also issuing tsunami notifications? Is there the potential for communities within neighbouring boundary/s receiving duplicated or conflicting community warnings?

3.5. Message Construction and Dissemination

The BoM's Queensland Regional Office will arrange transmission of warning products pertaining to Queensland to other agencies. The BoM will directly transmit warning products free of charge via email or fax to:

- broadcast Media;
- the SDCC Watch Desk;
- State Government departments/authorities/agencies, local governments and other Australian Government;
- agencies, including port and airport authorities, on request; and
- any other public interest agencies, on request.

On request, the BoM will make warning products available to other private or commercial bodies or agencies, under cost recovery arrangements.

In order to avoid any possible misunderstandings arising from paraphrasing, when passing on messages, agencies with dissemination responsibilities are to use the following abbreviated message format:

**SDCC Advises: The Bureau of Meteorology has issued a no threat bulletin / watch / updated watch / warning / updated warning / cancellation / summary*
Tsunami Warning for ***Coastal Warning Area*** Please call 1300 Tsunami, that is 1300 8786 264, or log on to www.bom.gov.au/tsunami for the full text of the message.**

3.6. Monitoring, Closure and Review

3.6.1. Monitoring and Testing

The BoM, the SDCC and other agencies with responsibilities for the transmission of warning products will review and update details of recipients of the warning service quarterly.

The tsunami notification process is tested annually at the National level. Agencies can be involved through the promulgation of 'No Threat' warnings as part of testing the standard dissemination system to all stakeholders.





3.6.2. Closure

The agency responsible for notification may issue a final communication of “All Clear” when the threat is over e.g. Tsunami No Threat Bulletin or cancellation of Tsunami Watch or Warning.

3.6.3. Review: Evidence Based Improvements

At the end of each emergency or disaster situation where a tsunami notification was issued, it is the responsibility of all agencies to conduct debriefs and capture feedback and improvements on their respective experiences of the process and the community response. These findings are to be shared with the relevant federal and state agencies, local and regional staff so lessons identified can be reported and implemented through the improvement of this Manual and relevant agency plans, process and training. Additionally, reviews and learnings from other states can also provide opportunities to improve Queensland’s use tsunami notifications and associated processes.

The Manual and relevant documentation and training is to be reviewed annually.

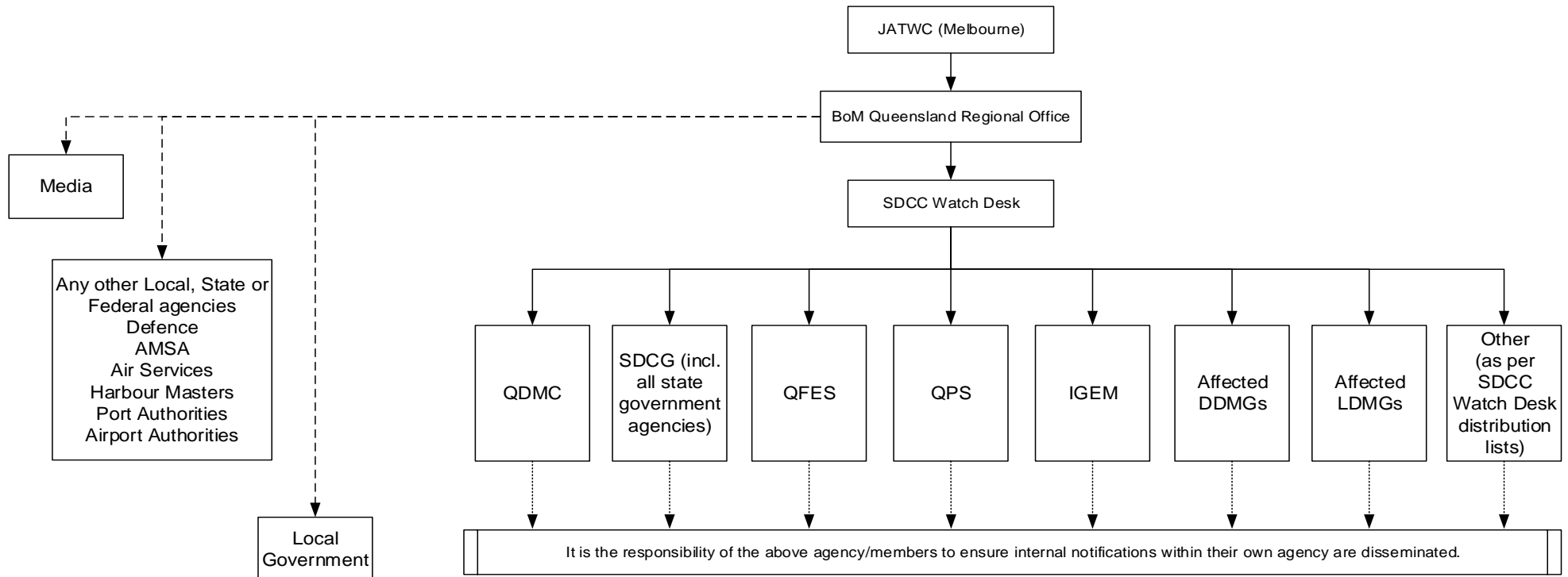
Key considerations:

- ☐ What improvements can be made to the process of issuing tsunami notifications?





APPENDIX 1: QUEENSLAND TSUNAMI NOTIFICATION RESPONSIBILITIES



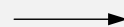
Notifications based on

A risk-based collaborative approach

Complementary & existing plans

Encouraging community resilience

Defining own responsibilities



Active link. Systems(s) used to transmit messages must create an auditable trail that confirms receipt of the messages.



Message Confirmation: Follow-up message to confirm organisation has received warning.



Passive link. No requirement for confirmation of receipt.

SECTION NO: POM 0022	SUBJECT: WORKHEALTH AND SAFETY	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 66

GENERAL

Surf Life Saving is an organisation dedicated to the safety, health and well being of its members, employees and the community in general. In meeting its statutory obligations with respect to workplace health and safety, Surf Life Saving sets and maintains the highest possible standards consistent with the importance of its role of saving lives.

Following is a number of relevant policies to assist lifesaving personnel to ensure a safe environment for participating in surf lifesaving activities.

Following are a number of policies and general guidelines for your attention which are available on the Members Portal:

- SLSA Member Protection Policy;
- SLSQ Blue Card Screening Policy;
- SLSA Occupational Health and Safety Policy;
- SLSA Limiting and Permanent Disability Policy;
- Preventing Heat Related Illness Guidelines;
- Smoking Guidelines;
- Alcohol and Drug Guidelines;
- SLSA Body Retrieval Policy;
- Communicable Diseases Guideline; and
- SLSA Sun Safety Policy.

PREVENTING HEAT RELATED ILLNESS GUIDELINES

July 2016

This information has been supplied courtesy of the Queensland Government – Department of Emergency Services and the Queensland Ambulance Service.

ENGAGING IN PHYSICAL ACTIVITY

Exercising in the heat creates competitive demands on the cardiovascular system, which is required to increase the blood supply to exercising muscles. In extreme heat and high humidity, evaporation is slowed and the body must work harder to maintain a normal temperature. Most heat illnesses occur because a person has been over- exposed to heat and/or over-exercised.

HOT WEATHER – Heat related injury risk level

Ambient temperature is the most easily understood guide available, and is most useful on hot, dry days.

Ambient Temperature	Relative Humidity	Risk of thermal injury
15 -20	<80%	Low
21- 25	<60%	Low – Moderate
26 – 30	<50%	Moderate
31 - 35	<30%	High – Very High
36 and above	<25%	Extreme

DRINK UP – Dehydration and heat stress = poor performance

- Avoid heat stress and poor performance by adequate fluid replacement during your sport or activity;
- Exercise in hot or humid weather will result in additional fluid loss and increase the risk of dehydration;
- Even small degrees of dehydration will cause a decrease in exercise performance;
- Dehydration contributes to fatigue and may make you susceptible to cramps, heat stress and heat stroke;
- Players, umpires, coaches, officials and spectators can be affected by heat; and
- Children are at much greater risk of heat stress.

Drink up using the following measures

- Drink plenty of fluids;
- Don't wait to feel thirsty, thirst is a poor indicator of fluid needs;
- Although water replaces fluids, sports drinks (containing 4-8% carbohydrate and small amounts of electrolytes) provide: additional energy from carbohydrate which can delay fatigue and enhance performance, especially during prolonged events.

- Salts (electrolytes) which aid the rehydration process;
- Flavoured drinks such as sports drinks and low concentration cordial, as a result of their taste, may encourage fluid consumption more than plain water; and
- Cool fluids may be absorbed more rapidly than warmer fluids.

Your drink up routine

- Avoid starting exercise dehydrated. Drink plenty of fluids for several hours prior to exercise;
- If you are well hydrated you should be able to pass a good volume of clear urine in the hour before exercise;
- Drink at least 500ml (two cups) one hour before exercise;
- Drink at least 150ml every 15 minutes during exercise;
- During exercise take advantage of all breaks in play to drink up; and
- After exercise drink liberally to ensure you are fully rehydrated.

How much fluid do I need?

You can assess your fluid requirements by weighing yourself before and after exercise.

- 1kg lost = 1 litre of fluid deficit;
- 2kg lost = 2 litres of fluid deficit;
- Aim to keep these fluid losses to a minimum by drinking before, regularly during and then after exercise; and
- Sweating and fluid losses continue after exercise. After exercise aim to replace at least 1.5 times the amount of fluid deficit, measured at the end of exercise.

OTHER WAYS TO BEAT THE HEAT AND UV

While heat and ultraviolet (UV) radiation are two different hazards, there are some simple measures to help reduce heat stress, skin cancer and sun damage.

- Slip on long sleeved, light clothing - light in colour, light in weight;
- Slap on a hat;
- Slap on a SPF 30+ broad spectrum sunscreen;
- Slide on some sunglasses to protect your eyes; and
- Seek shade.

Ref: Sports Medicine Australia

In an emergency – call triple zero (000)

<p>NOTE: For further information, refer to the SLSA Training Manual – 34th Edition.</p>

SMOKING GUIDELINES

July 2016

Surf Life Saving Queensland is committed to raising the awareness of the health and safety issues associated with smoking. The aim of this guideline is to ensure the provision of a smoke free environment and to ensure the use of cigarettes and other tobacco products does not compromise the safety or health of lifesaving personnel or others.

Apart from the known risks to member health, smoking while on active lifesaving duties including beach patrols does not present an appropriate image.

PATROL MEMBERS SHALL NOT SMOKE WHILE IN UNIFORM, IN THE PUBLIC'S VIEW AND WHILE REPRESENTING THE ORGANISATION.

Smoking brings with it additional hazards in terms of fire safety.

PERSONNEL MUST NOT SMOKE NEAR OXYGEN EQUIPMENT, FUEL OR OTHER CIRCUMSTANCES WHERE THERE IS AN INCREASED RISK OF FIRE OR EXPLOSION.

Where appropriate, information explaining the health risks associated with smoking will be provided.

Tobacco and other Smoking Products Act 1998 and Tobacco and Other Smoking Products Regulation 2010

The following are extracts from the Tobacco and other Smoking Products Act 1998 and Tobacco and Other Smoking Products Regulation 2010.

26ZH person must not smoke at a patrolled beach.

1. A person must not smoke in a patrolled beach area of a patrolled beach. Maximum penalty – 20 penalty units.
2. In this section –
Line means an imaginary line.

Patrolled beach is a beach on which red and yellow flags mark the boundaries for safe swimming at the beach.

Patrolled beach area, of a patrolled beach, is the area within –

- a) A line, at right angles to 1 end of a straight line between the flags, extending seawards for 50 m and landwards to the extent of any registered land;
- b) Another straight line, at right angles to the other end of the line between the flags extending seawards for 50 m and landwards to the extent of any registered land;
- c) A line joining the landwards ends of the lines mentioned in paragraphs (a) and (b) that follow the boundary of any registered land; and
- d) A straight line joining the seaward ends of the lines mentioned in paragraphs (a) and (b).

Registered land means –

- a) Freehold land on the free hold land register under the Land Title Act 1994; or
- b) Leasehold land, road, reserve, trust land, license, permit or state Hosing lease, recorded on a register under the Land Act 1994.

Seawards means in the direction of the water to which the flags.

Relate 26ZI person must not smoke at a prescribed outdoor.

Swimming area -

1. A person must not smoke at a prescribed outdoor swimming area between sunrise and sunset. Maximum penalty – 20 penalty units.

2. In this section –

Outdoor swimming area means an area in, or adjacent to, a pool or other body of water used by the public for swimming. Example – an artificial beach.

Prescribed outdoor swimming area means an outdoor swimming area, or part of an outdoor swimming area, prescribed under a regulation.

1. Both the state and local governments have a role in administering this division.
2. However, nothing in this division imposes a duty on a local government to enforce this division.

26ZN role of local government

In exercising its jurisdiction of local government in enforcing this division, the local government has its executive role –

- a) To administer and enforce this division in the local government's area; and
- b) For a patrolled beach area of a patrolled beach or a prescribed outdoor swimming area whether it is adjacent to or within the local government's area.

ALCOHOL AND DRUG GUIDELINES

July 2016

Surf Life Saving Queensland is committed to raising the awareness of the health and safety issues associated with the consumption of alcohol and use of drugs (including medical drugs). The aim of this guideline is to ensure the provision of a healthy environment and to ensure the use of drugs or alcohol does not compromise the safety or health of lifesaving personnel or others.

ALCOHOL

- It is recommended that lifesavers abstain from consuming alcohol 12-24 hours prior to patrol to ensure 0% balance at the commencement of their duty;
- Members are not permitted to have a blood alcohol content exceeding 0.05 at the commencement of any patrol;
- Alcohol is not to be consumed whilst wearing any SLSA patrol uniform apparel; and
- Members are not permitted to enter a licensed area whilst on duty or dressed in a SLSA patrol uniform.

DRUGS

- The use of non-prescribed drugs is completely and utterly abhorred by SLSQ, and will not be condoned to any degree;
- Personnel shall not present themselves for duty whilst under the influence of any illegal drug;
- The use of drugs properly prescribed by a doctor for medicinal or recuperative purposes may be taken however the patrol captain must be advised as to the type of medication and all possible side effects; and
- If these prescribed drugs impair or disrupt your senses (i.e. anti-histamine), you must advise the patrol captain immediately and stand down from your duties until the cessation of the prescription.

OPERATING PLANT AND EQUIPMENT

Operators need to be aware that operating plant and equipment, including vehicles and power craft, under the influence of drugs and/or alcohol can be dangerous. Operators must also be aware of the legal requirements covering the operation of different classes of vehicles and power craft, which require a maximum blood alcohol reading of 0.05 and may in some cases, require zero tolerance for operating certain types of equipment.

EDUCATION AND AWARENESS

Where appropriate, information explaining the dangers of drugs and alcohol abuse, particularly as it relates to health and safety, may be provided. In addition, where it is considered appropriate, advice on counselling and appropriate treatment may be made available.

PENALTIES

Personnel presenting themselves for duty whilst under the influence of alcohol and/or drugs shall be immediately suspended from duties and may be referred for disciplinary action. Cases that indicate evidence of illegal drug use will be referred to the appropriate authorities for investigation.

SLSQ Policy

Title: Blue Card Screening Policy	Division: Member Services
Policy No: MS06	Version: 1.1
Effective Date: 1 July 2017	Approved Date: 23 June 2017
Revision Date: May 2020	Approved by: SLSQ Board

1. Introduction

This policy supports Surf Life Saving Queensland's (SLSQ) commitment to the safety and welfare of members and others who engage with SLS. It has been created to protect all SLSQ individual members who are under 18 years of age from all forms of physical or mental violence, injury, exploitation and abuse (including sexual abuse) while under the care and conduct of any SLS leader, instructor/trainer, manager or coach.

2. Policy

This policy provides direction to all SLS Clubs, Branches and SLSQ regarding the legislative and compliance requirements of the Blue Card System administered under the *Working with Children (Risk Management and Screening) Act 2000* (Act). This policy is also a mandatory component of the SLSQ Child and Youth Risk Management Strategy.

3. Purpose

The purpose of this policy is ultimately to maintain the safety and wellbeing of children and adults engaged with Surf Lifesaving in Queensland, through the provision of robust organisational practices and procedures in line with the legislative requirements for Blue Card Screening.

The most important consideration when making an employment screening decision is the safety and wellbeing of children, and in particular a child's entitlement to be cared for in a way that protects them from harm and that promotes their wellbeing.

3.1. What is Blue Card Screening?

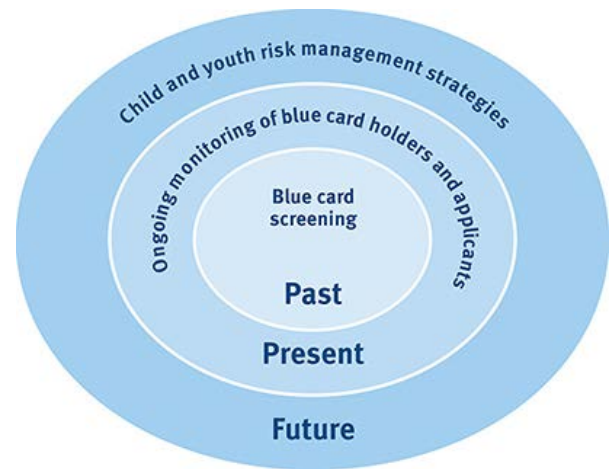
The blue card system contributes to the creation of safe and supportive environments for children and young people when receiving services and participating in activities which are essential to their development and wellbeing, such as child care, education, sport and cultural activities.

The initial blue card screening is only the first component of a three part system which considers past, present and future risks. This system comprises:

- Blue card screening to determine a person's eligibility to work with children and young people based on their known **past behaviour**
- **Ongoing monitoring** of all blue card holders and applicants which enables action to be taken to protect children and young people if the person is charged with a concerning offence, and
- Mitigating **future** risk through the requirement for organisations providing child related services to develop and implement child and youth risk management strategies.

Key benefits:

- the **past** is risk managed through the initial assessment, which determines a person's eligibility to work with children, based on known police or disciplinary information
- the **present** is risk managed through police information of all blue card or exemption card holders, which is continuously monitored so any changes are actioned appropriately, and
- the **future** is risk managed by service providers (SLSQ and its affiliated or recognised entities), who are required to implement **child and youth risk management strategies** and review them annually.



3.2. Outcomes

The process for deciding whether or not a person is eligible to hold a blue card is governed by Chapter 8 of *the Act*. Generally the test to be applied to the assessment process is determined by the type of assessable information provided to the *Blue Card Services* in relation to the applicant. The following table outlines the different tests which apply.

Type of information	Assessment process
Assessable information of the following nature: <ul style="list-style-type: none"> - conviction for a serious offence; - the person was previously a relevant disqualified person but is no longer (other than a person who was a relevant disqualified person by reason of a conviction, sentence or order that was set aside on appeal). 	A negative notice must be issued unless the decision maker is satisfied that there is an exceptional case in which it would not harm the best interests of children to issue a positive notice and blue card.
Assessable information of the following nature: <ul style="list-style-type: none"> - Investigative information; - Disciplinary information; - Charge (other than a current charge for a disqualifying offence where the application will be withdrawn); - Conviction for an offence other than a serious offence. 	A positive notice and blue card must be issued unless the decision maker is satisfied that there is an exceptional case in which it would not be in the best interests of children to issue a positive notice and blue card.
No police information or disciplinary information	A positive notice and blue card must be issued.

A person, whose blue card application is approved, is issued with a **positive notice and a blue card**. This will allow them to provide regulated services. A positive notice and blue card remains current for three years (unless cancelled earlier), after which time they must be renewed to remain valid.

Persons who already hold a valid blue card or exemption notice with another organisation, **must link their card to SLSQ** by submitting a *Link an applicant/cardholder to this organisation form*. This allows SLSQ to receive any important updates about an applicant or card holder's status.

If a person's blue card application is refused, they are issued with a **negative notice** which prohibits them from providing regulated services. A negative notice remains current until it is cancelled. Where a negative notice is issued, the applicant must be provided with written reasons as to why the notice was issued. Additionally, where the person has a right to apply to the Queensland Civil and Administrative Tribunal for a review of the decision the applicant must be provided with information about how to apply to have the decision reviewed.

Should a card **expire, be withdrawn, discontinued, suspended or cancelled** there may be ramifications regarding continuing employment / volunteering with a surf life saving activity/ organisation, such as being placed on leave restricted duties, suspension, or expulsion of membership. SLSQ and its affiliated or recognised entities must take steps to ensure that the person is no longer engaged in regulated employment by following procedures outlined in Appendix A – Blue Card Policy Procedures.

4. Application

This policy applies to all members, volunteers, and staff of SLSQ and its affiliated or recognised entities during the conduct of surf lifesaving activities within Queensland.

This policy outlines the application of *the Act* for the purposes of conducting screening for members, volunteers and staff involved in surf lifesaving activities throughout Queensland. This includes: who must hold a card; who doesn't require a card; who is prohibited from applying or renewing; what positions SLSQ deem a valid card as mandatory; and when people can begin work in regulated employment.

4.1. Who must hold a Blue Card?

4.1.1. Volunteers:

Volunteers over the age of 18 years who work with children and young people must hold a blue card if their work falls into a category of regulated employment, regardless of how often they will come into contact with children and young people, unless an exemption applies.

Due to Surf Lifesaving's unique nature and large, varying scope of activities, SLSQ has recognised and accepted that parent members who are actively involved in working with and/or supervising children are not, or are very unlikely to be, involved in the same or similar activities as their children from week to week. Therefore, parent members who are not involved in roles or functions listed in section 4.2 below are not required to complete the blue card screening requirements.

A person can apply for a blue card at the age of 17.5 years in readiness to begin/ continue volunteering at the age of 18.

4.1.2. Paid employees:

Regardless of age, paid employees of SLSQ and its affiliated or recognised entities who work with children and young people must hold a blue card or an exemption card if their work falls into a category of regulated employment and they work, or are likely to work, for at least:

- eight consecutive days, or
- once a week for each week during a period of four weeks, or
- once a fortnight for each fortnight during a period of eight weeks, or
- once a month for each month during a period of six months unless an exemption applies.

4.2. What positions in SLS must apply for a Blue Card?

The following is a list of positions in Surf Lifesaving where the people in those positions, if over 18 years of age, must complete the screening procedures:

- Committee Members
- Junior Activities Chairperson and Committee Members
- Junior Activities Team Managers
- Junior Activities Assistant Team Managers
- Junior Activities Chaperones
- Age Managers and Assistant Age Managers
- Junior Activities Coaches
- Junior Activities Assistant Coaches
- Cadet / Youth Officers
- Chief Training Officer and Training Officers
- Assessors
- Patrol Captains
- Patrol Members
- Coaches
- Assistant Coaches
- Chaperones
- Senior Team Managers
- Officials
- Water Safety Personnel (including IRB Crew)
- Photographers
- Peer Support Officers
- All leaders, instructors and chaperones involved in a “live-in” situation
- Administrators
- Caretakers (including Live-in)
- All Surf Lifesaving Paid Employees (including under 18’s)
- Grievance Officers.

SLSQ’s affiliated or recognised entities including Branches, Clubs and Supporters Clubs shall not add any further positions to this list without the prior written approval of SLSQ.

4.3. Who doesn't need a Blue Card?

Volunteers under 18 years of age are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.

A blue card is not required if the person is a volunteer at a national or state event organised by SLSQ or affiliated entities (for example: Australian Titles when held in Queensland):

- for a sporting, cultural or skill based activity, and
- the event is attended by more than 100 people, and
- the work is for ten (10) days or less on no more than two occasions per year, and
- the person is unlikely to be alone with a child without another adult present.

4.4. Which people are prohibited from applying for, or renewing a blue card?

Disqualified persons are prohibited from applying for or renewing a blue card. A **disqualified person** must not:

- sign a blue card application, or
- make an application to run a regulated child-related business, or
- work in child-related employment or carry on a child-related business that is regulated by *the Act*.

The above offences may attract a penalty that could include imprisonment and a fine as determined by the current legislation.

Find the current list of penalties here: <https://www.bluecard.qld.gov.au/offences-and-penalties.html>

4.5. When can a person begin work?

Under the Act a **volunteer** or **trainee student must not commence** regulated child-related work until they hold a valid blue card that is linked to SLSQ

This valid linked blue card must be verified and recorded in SurfGuard **before** work can begin.

A **paid employee** of SLSQ's affiliated or recognised entities including Branches, Clubs and Supporters Clubs can commence regulated child-related work **once** their application is **lodged** with Blue Card Services.

Once the positive notice is received it must be verified and recorded on the employee files/ register by the respective entity.

4.6. Renewals:

Volunteer and paid blue cards have an expiry date of three (3) years if not cancelled or suspended during this time. The card holder is responsible for renewing their card under the following conditions.

Volunteers and trainee students must submit their renewal form **at least 30 days before their blue card expires** in order to continue working in regulated work after the expiry of their blue card. Their current blue card must not have been suspended or cancelled.

If a volunteer or trainee student does not renew their blue card and it expires, they cannot continue to work or volunteer in child-related employment, or carry on a child-related business.

If a volunteer or trainee students blue card expires and has not been submitted for renewal application at least 30 days before the expiry date, once the card expires they cannot continue in regulated employment until after they have been issued a new blue card.

Paid employees may continue to work in child-related employment after the expiry of their blue

card, but *only if* they have lodged a renewal application form.

Blue Card Services should send a reminder to renew volunteer and paid blue cards 10 weeks prior to the expiry of the current card.

Exemption cards have no expiry date and remain valid as long as the person is a registered teacher or police officer.

5. Obligations

The Act places obligations on applicants and card holders. Failure to comply with these obligations may attract penalties (<https://www.bluecard.qld.gov.au/offences-and-penalties.html>). The following section outlines the responsibilities of cardholders, clubs, branches and SLSQ.

5.1. Responsibilities of blue card / exemption card holders:

- a. Once you have applied for or hold a positive notice and card, you must notify Blue Card Services of any of the following changes:
 - change of address;
 - change of employment circumstances (such as starting a new job);
 - change of name (including name changes due to marriage/divorce);
 - if your notice or card is lost or stolen;
 - if you stop working in child-related employment;
 - if there is a change in your police information.
- b. Card holders must monitor their expiry dates and act accordingly to ensure they can continue to work or volunteer in regulated employment. Should a card expire, be withdrawn, discontinued, suspended or cancelled there may be ramifications regarding continuing employment / volunteering with a surf life saving activity/ organisation such as being placed on leave restricted duties, suspension, or expulsion of membership which are outlined in Appendix A – Blue Card Policy Procedures.
- c. If your blue card or exemption card is suspended:
 - you must not:
 - apply for or start in regulated employment; or
 - continue work that is regulated employment; or
 - start or continue to carry on a regulated business.
 - you must return your positive notice letter and blue card to Blue Card Services within 7 days.
 - once the charge is finalised in court and your eligibility to hold a card is re-assessed, you and your employer/volunteer organisation/education provider (if applicable) will be notified of the outcome of the re-assessment (i.e. whether your card is continued or the suspended card is cancelled and a negative notice is issued).
- d. If your blue card or exemption card is cancelled you:
 - must not:
 - apply for or start in regulated employment, or
 - continue work that is regulated employment, or
 - start or continue to carry on a regulated business.
 - must return your positive notice letter and blue card to Blue Card Services immediately.

5.2. Responsibilities of Clubs (both surf life saving clubs and SLS supporters clubs)

- a) Required to implement child and youth risk management strategies which address the eight minimum legislative requirements.
- b) Maintain an employee register of all staff and volunteers.
- c) Audit Club position holders, officials, volunteers and staff required to hold a card.
- d) Advise Blue Card Services immediately if a paid employee, volunteer or student proposes to commence child-related work with the club by lodging the appropriate form with SLSQ.
- e) Advise Blue Card Services if the employee/ volunteer ceases employment with the club.
- f) Advise Blue Card Services and SLSQ if receive notification that there is a change in the person's police information.
- g) Clubs must not employ a person whose card has been suspended, a disqualified person or negative notice holder in regulated child-related employment within your organisation.

5.3. Responsibilities of Branches

- a) Required to implement child and youth risk management strategies which address the eight minimum legislative requirements.
- b) Maintain an employee register of all staff and volunteers.
- c) Audit Branch position holders, officials, volunteers and staff required to hold a card.
- d) Advise Blue Card Services immediately if a paid employee, volunteer or student proposes to commence child-related work with your organisation by lodging the appropriate form with SLSQ.
- e) Advise Blue Card Services if an employee ceases employment with the Branch.
- f) Advise Blue Card Services if you receive notification that there is a change in the person's police information.
- g) Branches must not employ a person whose card has been suspended, a disqualified person or negative notice holder in regulated child-related employment within your organisation.

5.4. Responsibilities of SLSQ

- a) Required to update (annually or as required) and implement child and youth risk management strategies which address the eight minimum legislative requirements.
- b) Audit State Position holders and key volunteers and staff engaged in the delivery of regulated services.
- c) Maintain an employee register of all staff and volunteers.
- d) Advise Blue Card Services immediately if a paid employee, volunteer or student proposes to commence child-related work with your organisation by lodging the appropriate form.
- e) Advise Blue Card Services if the employee ceases employment with SLSQ.
- f) Advise Blue Card Services if you receive notification that there is a change in the person's police information.
- g) SLSQ must not employ a person whose card has been suspended, a disqualified person or negative notice holder in regulated child-related employment within your organisation.

6. Definitions

Blue card screening – This assesses a person’s eligibility to hold a blue card or exemption card based on their known past police and disciplinary information. This process also disqualifies certain people upfront and prevents people from working with children whose past behaviour indicates they are not eligible to enter regulated child-related employment.

Cancellation – There are two types of cancellation that may occur: self request; or via Blue Card Services.

A person can request cancellation of their blue card at any time. For example, the person is no longer intending to work with children, they’re moving to another state or country or they’re retiring. In other cases, it may be because the person has had a change in their police information and they do not want to go through a re-assessment and they are not proposing to continue in child-related employment.

Blue Card Services can also cancel a card when a person’s eligibility to continue holding a blue card following a change in their police information has been reassessed and it has been determined that they are no longer able to work with children. In these cases, the person’s blue card is cancelled and they are issued with a negative notice.

Discontinuance – this means that an application for a blue card has been discontinued due to an applicant not responding to a request for further information from Blue Card Services.

Disqualified person – The Act states that a person is disqualified if they:

- have been convicted of a disqualifying offence. This may include having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred), or
- are the subject of:
 - reporting obligations under the Child Protection (Offender Reporting) Act 2004, or
 - an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008, or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card, or
 - a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003.

Disqualifying offence – A list of disqualifying offences can be found on the BCS website:

<https://www.bluecard.qld.gov.au/disqualifying-offences.html>

Employment - A person employs another person if there is an agreement with the other person to carry out work, irrespective of the nature of that work and regardless of the following:

- whether the agreement is written or unwritten, and
- whether the work is carried out voluntarily or for financial reward, and
- what a person’s motivation is for carrying out the work, and
- the time for which the person is engaged to carry out the work, and
- whether the agreement provides for the person to carry out work on 1 (one) occasion or on an ongoing basis, whether regularly or irregularly.

Exemption Card – Registered teachers and police officers in Queensland, do not need to apply for a blue card and should instead apply for an exemption card when providing regulated services to children which are outside of their professional duties.

Negative Notice – If a person’s application is refused, they are issued with a negative notice which prohibits them from carrying on a business or providing regulated child-related activities. Negative Notices remain current until cancelled.

Ongoing monitoring – The police information of all card holders and applicants is monitored. If the information changes, immediate steps can be taken to protect children from harm. Service providers and card holders are also monitored to ensure they are meeting their blue card system obligations and providing safe environments for children.

Police Check – Is only current on the day of issue and is a list of offences from a person's criminal history which can be disclosed. It does not involve an assessment by a government agency.

Positive Notice/Blue Card – A person whose application is approved is issued with a positive notice letter and a blue card. These are valid for three (3) years, unless cancelled earlier.

Regulated services – Also referred to as “Regulated Employment” - refers to work where the usual functions of the employment (including volunteer work) include or are likely to include:

- Providing services at a Club or Association (i.e. Surf Life Saving) that are directed mainly towards children; or,
- Conducting activities at a Club or Association that mainly involve children; and,
- The services are provided, or the activities are conducted, by or within a Club, Association or similar entity.

Restricted activities – means either part or full restriction to participate or engage in surf lifesaving activities. The scope and conditions of such restricted activities will be determined in accordance with this Policy.

Volunteer - A volunteer is a person who is employed by another person not for financial reward but who may receive reimbursement for out of pocket expenses.

Withdrawal – A withdrawal notice may be issued for any of the following reasons:

- if the blue card applicant does not provide the information requested by Blue Card Services by the stated time (for example, documents to establish the identity of the applicant, if the employer has not sighted the employee's proof of identity documents, or if the applicant has not declared that he or she is not a disqualified person), or
- if the applicant is charged with a disqualifying offence, or
- if the applicant withdraws their consent to employment screening, or
- if the applicant is no longer employed by the employer stated in the application, or
- if the applicant is not engaged in employment or carrying on a business that falls within the scope of the blue card system.

Working with Children Check – The Working with Children Check (also known as the blue card check) is a check that assesses:

- any national charge or conviction (including spent convictions and pending and non-conviction charges) for an offence (even if no conviction was recorded)
- child protection prohibition orders (whether a person is a respondent or subject to an application)
- disqualification orders
- if a person is subject to reporting obligations under the Child Protection (Offender Reporting) Act 2004 or Dangerous Prisoners (Sexual Offenders) Act 2003
- disciplinary information held by certain professional organisations including teachers, child care licensees and foster carers, and
- information that the Police Commissioner may provide in relation to police investigations into allegations of serious child-related sexual offences, even if no charges were laid.

7. Legislative Framework

The Blue Card Screening process is regulated under Chapter 8 of the *Working with Children (Risk Management and Screening) Act 2000* (Act). Surf Lifesaving is a complex organisation and therefore fits under the following categories of regulated employment (defined in Schedule 1, Part 1 of the Act):

- Churches, clubs and associations involving children;
- Health, counselling and support services.

8. Related Policy Instruments

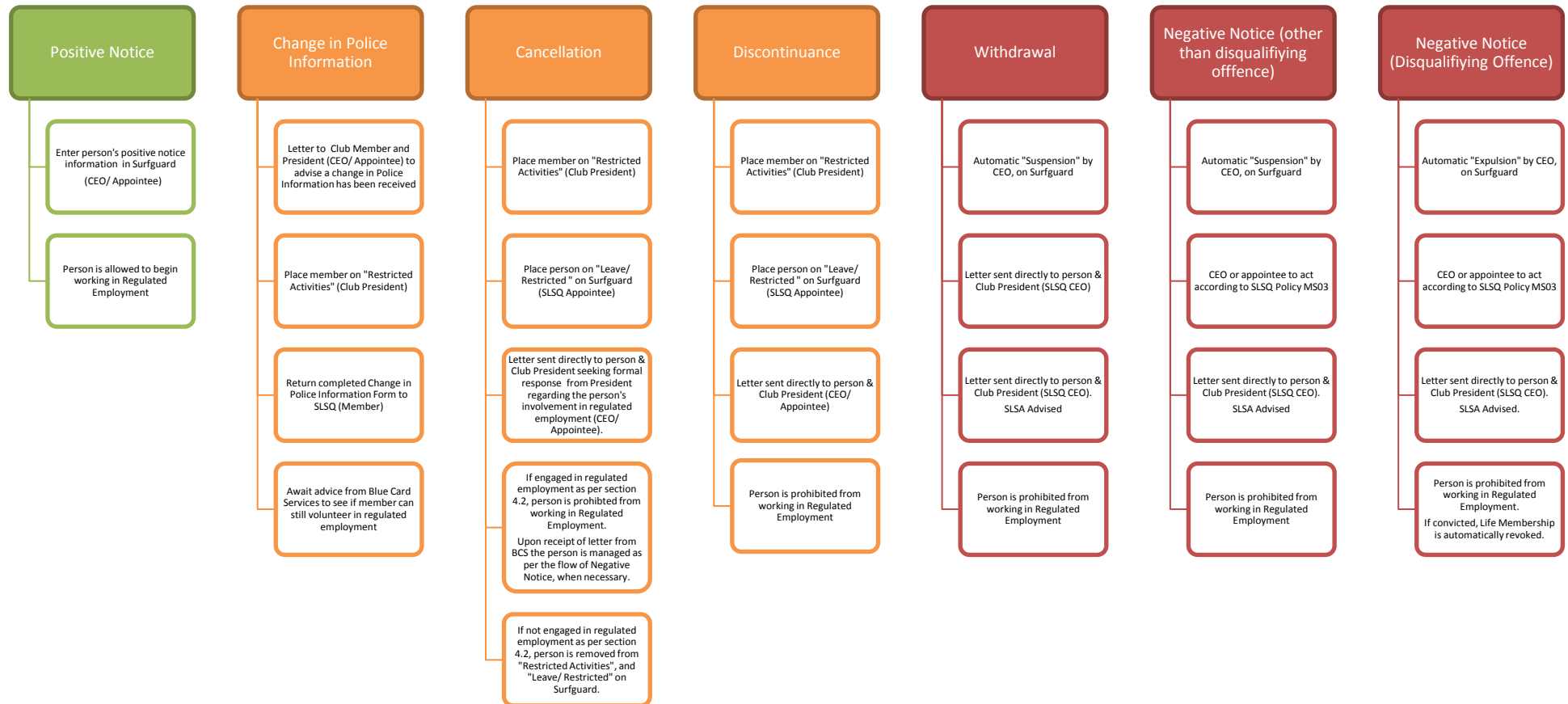
The following documents can be found on the Members Portal (<https://portal.sls.com.au>):

- SLSQ Child Youth Risk Management Strategy and supporting resources
- SLSQ Policy MS03 – Dealing with Police Investigations, Criminal Charges, Guilty Pleas and/or Convictions
- SLQA Member Protection Policy 6.05

Further information regarding Blue Card Services:

- Blue Card Services Website: <http://www.bluecard.qld.gov.au/>

APPENDIX A – Blue Card Policy Procedures



Surf Life Saving Australia Policy

Policy Name:	Limiting and Permanent Disability Policy
Policy Number:	6.03
Issued:	31/3/2014

DEFINITION

For the purpose of this policy a disability shall refer to an individual who suffers or has suffered from any disease or any physical or mental disability (eg, epilepsy, diabetes or any permanent disability to a limb, eye or ear) likely to affect their efficiency as a club member, it may affect their safety and the safety of the public.

BACKGROUND

In the Public Safety Industry there is, due to the nature of work performed, a requirement for the majority of people to be able-bodied. However, to encourage participation in the organisation by all members of the community, special needs may be addressed in relation to those units which can accommodate special needs.

This will see all non-discriminatory association criteria fulfilled along with further aquatic safety evaluation, deemed necessary by the association and upon the advice of specialist interest groups.

It cannot be over stressed, as an aquatic based community rescue service, the importance placed upon water safety, rescue and survival, in all activities conducted under the auspices of the association.

The association considers all members should have an ability to survive in the aquatic environment.

This is not more clearly brought into focus than in the fact that members wish to compete from seven (7) years of age to death must have a basic survival/proficiency pre-requisite for all competition.

AWARDS

3.1 General

The association has developed an award program that meets the challenges of modern day rescue in an often hazardous environment.

The award syllabus reflects what can reasonably be expected, in the way of knowledge, skill and application of a Surf Lifesaver holding that award.

The SLSA award structure has perimeters in place to utilise the skills of applicants whom may not be suited to or have their strengths within the hazardous environment of surf rescue. Specialisations such as First Aid Officer and Radio Operator are active roles within the club membership that provide members an opportunity to participate in surf rescue outside of the traditional roles.

No individual or group of individuals has the authority in instruction or examination to deviate from the examinable syllabus, stated in manuals of the association.

3.2 Procedure

Should any person with a known or obvious limiting and permanent disability seek an award, which requires skills, and abilities, which may be doubtful due to that disability, the following procedure will apply:

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- i. The club will forward to State/Territory centre a copy of the Association Membership Form (Form No. 76) and details of the proposed award to be attempted and the applicant's doctor's address.
- ii. Upon receipt of the application, the State/Territory Centre will supply, to the applicant's doctor, details of the award (requirements etc) and a declaration for completion.
- iii. The completed declaration will be returned to the State Medical Officer (State Officer will copy same to the National Medical Officer).
- iv. The State/Territory Centre Medical Officer in council with the State Director of Lifesaving, will make decision as to:
 - a) The "bona fide" of the application
 - b) Whether training should proceed
 - c) Whether the application should be processed through "The State Tribunal for the Evaluation of Limiting and Permanent Disabilities".

Note:

As stated not all persons with limiting and permanent disability will need to provide a declaration. A judgement must be made as to whether the person can safely fulfil the complete award syllabus, ie. A person confined to a wheelchair wishing to obtain the Radio Operator's Certificate would not need a Doctor's Certificate.

However, an amputee, may have problems fulfilling the requirements of the Bronze Medallion, with safety.

- v. Should iv(c) be the decision made by the State Director of Lifesaving, the Tribunal for Evaluation of Limiting and Permanent Disabilities will make recommendation as to:
 - a) The safety aspects of the candidate attempting the award.
 - b) Further testing that the candidate may need to be subject to.
 - c) Recommend activities individuals may not be able to participate in.

Note:

Candidates must fulfil all patrol hour requirements etc and successfully complete any other test prescribed by "The Tribunal for the Evaluation of Limiting and Permanent Disabilities" before approval to participate may be given.

PATROL

4.1 General

The association has identified the need for specialist Officers within the patrolling structure.

However, every effort must be made to ensure the "Award" patrol person is not compromised by having demands placed on them that are outside their specialist training.

That is, the award member should not wear the patrol-swimming cap and should have clothing that designates their specialty.

4.2 Procedure

Members who gain lifesaver support awards, should be rostered to patrols and services as required and identified as the specialty requires.

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COMPETITION

5.1 General

Award holders who have a limiting and permanent disability which may deny them the opportunity of gaining the Surf Rescue Certificate, Surf Life Saving Bronze Medallion or remaining proficient and who fulfil the non-discriminatory requirements, required by the Association Constitution By-Laws, Rules and Manuals, may apply for entry into Association Competition through the following procedure.

5.2 Procedure

- i. Clubs shall supply to State/Territory Centre, a copy of the applicant's Membership Form (Form No. 76), details of the awards held, copies of the relevant patrol information, name address of the applicant's doctor and any further information that may be of assistance.
- ii. The State/Territory Centre shall forward to the applicant's doctor a description of the association's competitive events along with a minimum competitive qualification test for those with limiting and permanent disabilities and a declaration (National Form No. 76) for completion by the applicant's doctor.
- iii. The State/Territory Centre Medical Officer in council with the State Director of Life Saving will make decision as to:
 - a) The "bona fide" of the application
 - b) Whether training should proceed
 - c) Whether the applicant should be processed through "The State Tribunal for the Evaluation of Limiting and Permanent Disabilities".
- iv. The tribunal for the Evaluation of Limiting and Permanent Disabilities will make recommendations as to:
 - a) The safety aspects of the candidate attempting the competitive qualification test.
 - b) Further testing the candidate may need to be subject to.
 - c) Recommend activities individuals may not be able to participate in.

Note:

Candidates must fulfil all patrol hour requirements etc, and successfully complete the Competitive Qualification and any other test prescribed by the "Tribunal for the Evaluation of Limiting and Permanent Disabilities" before approval to participate may be given.

Further, the Competitive Qualification Test and other requirements will be re-tested annually or more often if recommended by the Tribunal by the State/Branch Director of Lifesaving/Superintendent or his nominee.

The Tribunal For the Evaluation of Limiting and Permanent Disabilities

The Tribunal will consist of the following personnel:

- i. The State Director of Competition
- ii. The State Director of Life Saving
- iii. The State Medical Adviser
- iv. A representative of the Special Interest Group to be the Authority on the particular limiting and permanent disability in question.
- v. One other who is deemed appropriate ie. Anti-Discrimination Board, Australian Sports Commission, etc.

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Tribunal “Terms of Reference”

- i. To assess the capability of the applicant to fulfil the requirements of the award/test.
- ii. To consider safety aspects of the applicant’s participation ensuring that the applicant will not be placed in a situation of unacceptable risk or place other people at risk.
- iii. Recommend any further evaluation the applicant should undertake.
- iv. Identify any activity in which the applicant should not be permitted to participate.
- v. Further recommendations with regard to capability and safety as required

THE COMPETITIVE QUALIFICATION TEST

The Competitive Qualification Test, along with other requirements recommended by the Tribunal for the evaluation of limiting and permanent disabilities, is to be re-tested annually.

7.1 Junior Activities Member

This membership category is required to maintain age group proficiency. However, in the cases where a limiting and permanent disability stops the member from doing the run sections, the swimming component and other requirements will only need to be satisfactorily completed.

7.2 Award Members

Award members, with a limiting and permanent disability, whom are fulfilling all non-discriminatory requirements for entry into Association competition ie patrols etc, must complete the following Competition Qualification Test to be eligible to compete:

- i. **Pool or enclosed water swim** (prior to open water test), swim 200m in 5 minutes or less in a pool no less than 25m in length, or a measured enclosed water course.
- ii. **Open Water Survival test**
 - Swim 100m to sea from waist depth water, in a continuous effort of a recognised swimming stroke.
 - Tread water/float for one minute without an aid.
 - Support a supposedly injured person for one minute.
 - Return to shore using a continuous effort of a recognised swimming stroke, taking advantage of surf conditions.

Note:
This is to be done without resting, touching the bottom, swimming aids etc, once having started the swimming to sea and until the candidate has returned to shore.
- iii. **Knowledge Test**
 - Surf Survival
 - Surf Awareness
 - Signals and Signs
- iv. Demonstrate assessment of patient and basic EAR/First Aid Skills.
- v. Any additional test requirements identified by the State Tribunal for the Evaluation of Limiting and Permanent Disabilities.

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Dear Doctor,

Reference: _____
Name

The person whose name appears on this form has asked to be given the opportunity to participate in Association rescue award training or in competition.

As the Association is an aquatic based rescue and open water competition group, we have an overriding concern for the safety of both our members and the public within our care.

Further, it is an Association requirement that all members fulfil the basic open water survival testing and/or rescue awards, should they wish to participate in rescue or competition activity.

It is with this background that Surf Life Saving Australia looks to your expert opinion in declaring that the person, nominated on this form, has no limiting disability that would see them at an unacceptable risk during open water rescue training or competition.

Note:

Should a limiting and permanent disability place an individual at a greater risk than that which can reasonably be expected for a person without that disability, then the risk is unacceptable.

I have attached a synopsis of the Relevant Surf Life Saving Award and the Competitive Qualification Test, for your information and guidance. Further, could you please complete the attached declaration and return it to the State Centre marked **CONFIDENTIAL** and for the attention of the Medical Officer.

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The Competitive Qualification Test

The Competitive Qualification Test, along with other requirements recommended by the Tribunal for the evaluation of limiting and permanent disabilities, is to be re-tested annually.

Junior Activities Member

This membership category is required to fulfil the age category “s” badge. However, in the cases where a limiting and permanent disability stops the member from doing the run sections, the swimming component and other requirements will only need to be satisfactorily completed.

Award Members

Award members, with a limiting and permanent disability, whom are fulfilling all non-discriminatory requirements for entry into Association competition ie patrols etc, must complete the following Competition Qualification Test to be eligible to compete:

1. **Pool or enclosed water swim** (prior to open water test), swim 200m in 5 minutes or less in a pool no less than 25m in length, or a measured enclosed watercourse.

2. **Open Water Survival test**

- Swim 100m to sea from waist depth water, in a continuous effort of a recognised swimming stroke.
- Tread water/float for one minute without an aid.
- Support a supposedly injured person for one minute.
- Return to shore using a continuous effort of a recognised swimming stroke, taking advantage of surf conditions.

Note:

This is to be done without resting, touching the bottom, swimming aids etc, once having started the swimming to sea and until the candidate has returned to shore.

3. **Knowledge Test**

- Surf Survival
- Surf Awareness
- Signals and Signs

4. Demonstrate assessment of patient and basic EAR/First Aid Skills.

5. Any additional test requirements identified by the State Tribunal for the Evaluation of Limiting and Permanent Disabilities.

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Bronze Medallion

1. Pre-Requisites

Candidates shall:

- a) Be a minimum of 15 years of age on the date of the examination.
- b) Have completed a 400m swim in nine (9) minutes or less, in a swimming pool of not less than 25m or over a measured open water course.

2. Practical and Theoretical Examination

Candidates for this award will display a sound knowledge of Surf Awareness, Survival, Patrol and Rescue Procedures.

The examination will encompass the demonstration of:

- a) Run (200m), Swim (200m), Run (200m) within a time of eight (8) minutes
- b) Simulated rescue using:
 - Rescue Board
 - Rescue Tube
 - IRB (as Crew)
- c) Patient approach/escape/support
- d) Team carries
- e) Radio maintenance and procedures
- f) Expired Air Resuscitation (EAR), Cardiopulmonary Resuscitation (CPR), and Oxygen enriched EAR
- g) Knowledge of operation of the IRB as Crew
- h) SLSA Signals

Candidates will have a sound knowledge of Emergency Care, Physiology, Local Emergency Service and Patrolling Systems.

Candidates do a written or oral test encompassing the above topics.

3. Candidates must satisfy the majority of the Examiners in respect of their competence in all aspects of the examination.

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Declaration

I declare that I have examined, _____
Name

and, having familiarised myself with the requirements of the relevant Surf Life Saving Australia Award _____ and Competitive Qualifications Test and have no reservation in suggesting _____ will quite ably cope with the activities required for the relevant award and / or Competitive Qualification Test of the:

1. Relevant SLSA Award _____ (initial if YES)
(Name of award)

2. Competitive Qualification Test _____ (Initial if YES)

Name _____

Address _____

_____ State _____ Postcode _____

I acknowledge and agree that I have the consent of the applicant to provide this information to SLSA. The applicant and I acknowledge that SLSA may collect, store and handle the information I have provided on this form in accordance with the SLSA Privacy Policy. SLSA may store this information for statistical purposes, and may disclose it as necessary to the applicant's club, state or national level branch for the purposes of determining the applicant's suitability of participation, or as required by law. The information I have provided on this form is true and correct to the best of my knowledge. I may correct or edit any details via the SLSA website: www.sls.com.au

Signature _____

Date _____

Please return this Declaration to the Association Medical Officer in the State.

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Emergency Management Guideline

Surf Life Saving Australia

July 2018



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1 BODY RETRIVIAL

1.1 BACKGROUND

The retrieval of deceased persons is an unfortunate but often necessary part of Search and Rescue (SAR) operations. Surf Life Saving Australia (SLSA) Members through their patrol duties may become involved as first responders.

Deceased persons may be located either on land or in water. A body in the water will under normal circumstances initially sink and then (over 36-72 hours) as the bodies' cells degenerate, gas will be released and the body will float. Variables include water temperature and depth. Cold water will slow down degeneration and deeper water will compress the gases.

1.2 AIM

The aim of this protocol is to ensure SLSA Members can perform the task associated with body retrieval operations in a safe and expedient manner.

1.3 GUIDELINE

The following general principles apply to body recovery operations:

- a. The body should be disturbed as little as possible;
- b. The Police Service should be notified as soon as practicable;
- c. Isolate the area;
- d. Consider:
 - i. Members of the public;
 - ii. Relatives/friends;
 - iii. The deceased person;
- e. Note locations, times and other relevant details;
- f. Keep any witnesses close to scene or take contact details;
- g. At no time should the media be advised of any details.

1.4 RECOVERY

1.4.1 On land

- a. Assess Situation;
- b. If necessary ensure body is retrieved above waterline;
- c. If body must be moved, note any details and keep as close as possible to the original site.

1.4.2 In Water

- a. Assess Situation;
- b. Recover body if possible;
- c. Minimise direct contact with body;
- d. If recovery is not possible mark or note location and if possible, maintain contact/sight of the body;
- e. Deceased should be removed on seaward side of rescue craft.

1.5 SAFETY

All normal hazards associated with SAR operations apply. It is not appropriate to risk life, injury or equipment damage in body recovery operations.

The risk of infection is increased and the use of gloves is highly recommended. Personnel involved in operational activities should be aware of the available counseling services that aid in maintaining psychological health (please refer to Trauma Counseling protocols).

1.6 RECOVERY KITS

Lifesaving operation facilities should consider maintaining a body recovery kit. This kit should include:

- a. Body bag;
- b. Arm length gloves (2 pairs);
- c. Blanket/Sheet;
- d. Plastic bags;
- e. Face masks (cloth);
- f. Disinfectant;
- g. Small anchor/buoy system.

1.7 TRANSPORT ARRANGEMENTS

The arranging of transport for the deceased person will normally be the responsibility of the Police Service. Surf Lifesaving resources may be requested to assist in this task (especially in remote areas).

2 OFF-DUTY AMBULANCE OFFICERS ON SLSA RESCUE CRAFT

This advice is in regards to Ambulance Officers, including paramedics performing duties on SLSA craft particularly Offshore and Jet Rescue Boats and Rescue Helicopters in their own time.

This guideline should not discourage ambulance officers who desire to offer their services to SLSA but it does offer guidelines to ensure that the duty of care and liability of SLSA and the individual is protected.

Should a person who is employed as an ambulance officer wish to perform volunteer ambulance duties on an SLSA craft that person is required to have written approval from one of the following:

- a. the Medical Director of the State Ambulance Service; or
- b. the State Superintendent of the State Ambulance Service; or
- c. SLSA's National Medical Officer.

That person may then undertake the Specialist Crew Certificate applicable to the craft; may carry and utilise equipment and drugs according to their Ambulance Service protocols and may perform advanced life support and emergency care skills according to their training.

If the person does not receive permission from one of the above officers, that person is not permitted to crew an SLSA craft, unless they become a member of a Surf Lifesaving Club, complete the Bronze Medallion and the appropriate SLSA crew awards. They are not permitted to carry additional equipment or drugs that are used in the line of performing their Ambulance protocols.

Breach of this Guideline is likely to negate SLSA insurances.

This guideline has been written in consultation with the Medical Directors of State Ambulance Services, the National Medical Officer and the Australian Institute of Ambulance Officers.

3 SHARPS

3.1 PURPOSE

The purpose of this guideline is to raise the awareness of sharps as an important aspect of beach safety management.

3.2 BACKGROUND

The issue of sharps on beaches has from time to time created major media and public concern. The management of this potential hazard should have an education component and a prevention and response component.

3.3 MANAGEMENT

There are two aspects to sharps management:

- a. education; and
- b. prevention and response.

3.3.1 Education

Education should be provided to the community to contain the problem and for staff to respond appropriately.

- a. Community education on the safe use and disposal of syringes in addition to education based on general drug awareness issues.
- b. Staff training on the handling and disposal of sharps.

3.3.2 Prevention and Response

- a. Provision of sharps disposal containers.
- b. Beach cleaning services (identification and removal of sharps).
- c. Access to portable sharps containers and safe handling equipment.
- d. First aid training in general hygiene requirements and treatment of needle stick injuries.

3.4 NEEDLESTICK INJURY

If a needlestick injury occurs the appropriate response is to:

- a. take action to prevent any further injury;
- b. apply first aid;
- c. seek medical aid;
- d. report the injury; and
- e. consider the need for counselling of the injured person.

3.5 THE LAW

In Australia it is not an offence to possess sterile needles and syringes. However it is an offence to dispose of injecting equipment in an unsafe manner.

3.5.1 Safe Disposal

All used needles and syringes should be placed immediately after use in a properly sealed, rigid walled, puncture proof container and disposed of in your nearest public sharps disposal bin.

3.5.2 Unsafe Disposal and Community Concerns

Most needles and syringes are disposed of safely and appropriately. However there are some occasions when they are not and these occasions continue to cause public concern. To date there have been no documented accounts, worldwide, of any person acquiring Hepatitis B, Hepatitis C or HIV from a needle stick injury sustained in a communal or public setting.

3.5.3 What to do if you Find an Unsafely Discarded Needle and Syringe

If you find a needle and syringe:

- a. Do not put your hands in any hidden or hard to access places (eg. Drain pipes, toilets or thick bushes)
- b. Do NOT attempt to recap the needle
- c. Use a sharps container or find a rigid walled, puncture resistant, sealable container (plastic bottles are good if no disposal containers are immediately available)
- d. Find and put on latex/rubber gloves if possible
- e. Bring the container and place on ground beside to the needle/syringe.
- f. Do not hold the container upright in your hands as you are disposing of the needle/syringe
- g. Pick up the needle/syringe by the middle of the barrel keeping the sharp end facing away from you at all times.
- h. Place the needle/syringe in the container sharp end first; and securely close the lid, holding the container at the top.
- i. Remove gloves (if appropriate and wash hands with running water and soap
- j. Place the sealed container into your nearest Needle and Syringe Program (NSP) for disposal as medical waste.
- k. Other items that have come into contact with blood should be disposed of in the same container as the used needle/syringe, or placed into double plastic bags and then into rubbish, or taken to a NSP for disposal.
- l. Advise children to inform an adult if they find unsafely disposed of needles/syringes
- m. Call your appropriate state authority to report any incidence of unsafely discarded needles and syringes.

3.6 NEEDLE STICK INJURY

If you sustain a needle stick injury:

- a. stay calm and encourage the wound to bleed (gently squeeze);
- b. wash the area with cold running water and soap (if available);
- c. apply an antiseptic and band-aid;
- d. as soon as possible contact one of the following for advice on the need for HIV or Hepatitis B/C testing, counselling and possible hepatitis and tetanus inoculation:
 - i. Local doctor;
 - ii. Hospital;
 - iii. Sexual Health Clinic; and/or
 - iv. Community Health Centre.

3.7 Further Information on Disposal

Call your respective State authority for more information.

4 DEFIBRILLATION

4.1 DEFINITIONS

Defibrillation - Ventricular fibrillation is the rapid irregular and uncoordinated contraction of the heart. Defibrillation involves delivering an electrical shock to revert the heart to its normal (sinus) rhythm.

Automated External Defibrillator (AED) - An automated external defibrillator is a portable device able to recognise shockable rhythms in a casualty in cardiac arrest and deliver a shock to revert the heart back to its normal rhythm.

4.2 PUBLIC ACCESS DEFIBRILLATION (PAD)

Defibrillation technology and training has reached a level in society where it is making an extremely positive impact in the survival chain. AEDs are simple for members of the public to use and are widely available through PAD programs in public places such as airports, train stations, stadiums and shopping malls.

The types of AEDs endorsed for use in lifesaving clubs are appropriate for use in PAD programs and due to the significant opportunity to further contribute to the community, SLSA endorses the use of AEDs for public access. Public access to lifesaving club AEDs is supported by Australian Resuscitation Council (ARC) Guideline 10.1.3 Public Access Defibrillation:

“The evidence to date supports the premise that early defibrillation delivered within a PAD mode may improve survival following cardiac arrest which occurs outside of hospital and in public places. Accordingly it is acceptable that PAD programs be implemented wherever feasible adopting the following principles:

- a. Public Access Defibrillation represents an important link in the Chain of Survival for a person experiencing a sudden cardiac arrest. Any initiative in this area should promote the other links in that chain.
- b. Defibrillation should preferably be undertaken by trained lay people or health professionals. As trained personnel may not be available immediately, untrained bystanders should also have access to the use of public access defibrillators.
- c. Programs are needed to support the broader education of the Australian community in emergency response and cardiopulmonary resuscitation (CPR).
- d. Implementation of Public Access Defibrillation should be developed in partnership with local emergency medical services and provide for data collection and audit of events. “

Clubs wishing to make their AEDs available for public access should:

- a. ensure the AED is in a readily accessible location and continuously maintained;
- b. clearly identify the AED using the ARC approved AED sign (available from the ARC website www.resus.org.au);
- c. ensure any use of the AED is recorded and reported through the Incident Reporting Database.

4.3 SLSA TRAINING REQUIREMENTS

SLSA provides awareness and training of AED use to its Members through the SLSA Bronze Medallion and more advanced courses including the SLSA Defibrillation Certificate and the SLSA Advanced Resuscitation Techniques Certificate, which are aligned to appropriate units of competency.

This training ensures that SLSA:

- a. is aligned with the ARC Guidelines by providing trained members to utilise AEDs;
- b. meets the test under common law where a reasonable person would assume the care given by an emergency care provider such as a lifesaver will be of a higher standard than that provided by an untrained lay person using an AED available through a PAD program;
- c. meets its obligation as an emergency service to ensure members are trained in the safety precautions and use of equipment supplied for duties.

4.4 USE OF SLSA DEFIBRILLATORS

ARC Guideline 10.1.3 recommends that an AED should preferably be applied by a trained person. SLSA recommends that a Member trained in one of the qualifications listed above should operate the AED.

If a qualified Member is not present or preoccupied carrying out other duties, an alternative Member may use an AED as per the device's operating instructions.

An untrained Member or bystander may obtain access to and use a lifesaving club AED where no qualified Members are present.

For a list of AED models used by SLSA please refer to the SLSA Approved Gear and Equipment List.

4.5 FURTHER ADVICE & INFORMATION

Please contact the SLSA Lifesaving Department on (02) 9215 8000 or info@slsa.asn.au. Alternatively, Surf Life Saving state centres can be contacted via:

New South Wales	(02) 9471 8000
Queensland	(07) 3846 8000
Victoria	(03) 9676 6900
South Australia	(08) 8354 6900
Western Australia	(08) 9207 6666
Tasmania	(03) 6223 5555
Northern Territory	(08) 8985 6588

5 CORONIAL INQUESTS

Due to the activities and environments in which Surf Life Saving Australia (SLSA) operates, Individual Members or SLSA entities (Club, Branch, State, National) may be called on to provide expert opinion to a Coroner, legal counsel or a court of law. It is also possible that from time to time SLSA will provide evidence to Coronial Inquiries or provide services to defend the actions of the organisation or its Members.

It is important that any Member/entity providing expert opinion on any matter relating to Surf Lifesaving has appropriate technical skill and competence as well as an appropriate level of knowledge and understanding of the courts and of expert witnessing.

Should a member or officer be contacted for involvement any legal/coronial inquiry the State CEO should be informed and the relevant guidelines followed.

SLSA holds a register of expert witness within the organisation.



Surf Life Saving Australia Policy

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PART 1—MEMBER PROTECTION POLICY

1.1 INTRODUCTION

Surf Life Saving Australia (SLSA) including its subsidiary companies, State Centres, Branches and Clubs (collectively referred to in this document as SLS Entities), is committed to the health, safety and wellbeing of all its members and is dedicated to providing a safe environment for those participating in Surf Life Saving activities and events. SLSA wants Surf Life Saving (SLS) to be fun, enjoyable and safe for all.

Surf lifesavers are nurtured in an environment that values safety, trust, respect, caring and responsibility. This environment encourages acceptance, confidence and risk taking. For surf lifesavers to venture into challenging waters in times of distress, they need to have faith and trust in themselves and in the people around them. The motivation for surf lifesavers to give freely of their time is to be found in SLS environments that value:

- safety and support
- caring and camaraderie
- trust and teamwork
- respect and responsibility.

As part of the SLS community, each individual makes a commitment to actively encourage behaviours that promote a supportive and nurturing environment and contribute to our core purpose: 'To save lives, create great Australians and build better communities'.

1.2 POLICY RATIONALE

This Policy aims to assist SLSA to uphold its core values and create a safe, fair and inclusive environment for everyone associated with SLS. It sets out SLS' commitment to ensure that every person involved in SLS is treated with respect and dignity and protected from discrimination, Harassment and Abuse. It also seeks to ensure that everyone involved in SLS is aware of their legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them. All SLS Entities are committed to the health, safety and general wellbeing of everyone involved in SLS. That is the rationale for this Policy.

This Policy has a number of key appendices which can be accessed here:

[SLSA MPP 6.05 - Appendices](https://portal.sls.com.au/wps/PA_ContentManagement/content/6.05%20Member%20Protection%20-%20Appendices.pdf?documentId=f3f1cf7b-aa79-4c14-8a50-807f9f1ea79f)

https://portal.sls.com.au/wps/PA_ContentManagement/content/6.05%20Member%20Protection%20-%20Appendices.pdf?documentId=f3f1cf7b-aa79-4c14-8a50-807f9f1ea79f

Although appendices these documents are part of the Policy and are binding on Members.

All SLSA Entities will promote and monitor this Policy and its procedures to the fullest extent possible and with the assistance of their Members. All SLS Entities recognise that the responsibility for safeguarding Members including Children or Young People in SLS lies with all those involved in SLS and is not the sole responsibility of any one person at Club, Branch, state or national level.

This Policy has been endorsed by SLSA's board of directors (Board) on 22 October 2016, and is effective immediately. It has been incorporated into SLSA's regulations in accordance with clause 39 of SLSA's Constitution. The Policy starts on the date it is adopted by the Board and will operate until replaced. Copies of the current Policy and its attachments are available on the SLSA website at www.sls.com.au.

1.3 WHO IS BOUND BY THIS POLICY?

This Policy (including its appendices) binds everyone who is involved in SLS including but not only:

- a) persons appointed or elected to boards, committees and sub-committees
- b) volunteers
- c) support personnel
- d) all Members, including State Centres, Clubs, individual members, life members and members of Members (including Branches)
- e) any other person involved in SLS including but not limited to participants, parents, guardians, spectators, sponsors and licensees and other contracted parties to the full extent possible.

This Policy will continue to apply to a person, even after they have stopped their association or employment (subject to this Policy's terms) with an SLS Entity, if disciplinary action against that person has commenced.

1.4 COMMITMENT

All SLS Entities will strive to:

- provide a safe environment for everyone involved in SLS
- take an inclusive approach in its activities
- ensure the safety and wellbeing of their Members and Children or Young People in particular.

In delivering on this commitment to the health, safety and wellbeing of all their Members, each SLS Entity takes seriously its positive obligation to educate and inform everyone involved in SLS of each person's responsibilities to:

- protect each other, and particularly Children or Young People, from all Abuse and Child Abuse including Grooming
- create and maintain a Member and child-safe culture and a culture of inclusion and safety that is understood, endorsed and put into action by all.

Subject to their respective legislative, rules and human resources (employment) frameworks, all SLS Entities must:

- adopt, implement and comply with this Policy (including its appendices)
- ensure that the constitution, by-laws or other rules and policies include the necessary clauses for this Policy to be enforceable
- publish, distribute and promote this Policy and the consequences of breaches
- promote and model appropriate standards of behaviour at all times
- deal with any breaches, reports or Formal complaints made under this Policy in a sensitive, fair, timely and confidential manner
- apply this Policy consistently
- recognise and enforce any penalty imposed under this Policy
- ensure that a copy of this Policy is available or accessible to the persons and associations to whom this Policy applies
- use appropriately trained people to receive and manage any report, complaint or allegation
- monitor and review this Policy regularly.

1.5 BREACHES OF POLICY

All SLS Entities encourage everyone in the SLS community to comply with this Policy. Failure to comply with this Policy may be considered a breach and result in disciplinary action in accordance with this Policy and/or other SLA regulations.



Surf Life Saving Australia Policy

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APPENDIX A - CHILD PROTECTION COMMITMENT STATEMENT (CPCS)

An integral part of this Policy is the CPCS. The CPCS consists of a set of principles and procedural benchmarks in relation to the protection of Children or Young People (CYP) that all SLS Entities should have in place for everyone involved in SLS.

2.1 WHAT IS SLS' COMMITMENT TO PROTECTING CHILDREN OR YOUNG PEOPLE (CYP)?

a) SLS' commitment to CYP

All SLS Entities:

- are committed to the safety and wellbeing of Members and all CYP who access any SLS activities, programs, events or services
- are committed to providing CYP with positive and nurturing experiences
- will use their best endeavours to support families and communities to promote CYP's healthy development and wellbeing
- will strive to ensure that CYP are protected and not exploited, abused or harmed during their involvement with any SLS activities, programs, events or services
- will listen to CYP and address any concerns that they raise
- may ask for consent from CYP and their parents/carers before seeking out or providing information about them to any other individuals or organisation. SLS Entities may not however, ask for consent to disclose information to police, regulatory authorities or relevant statutory child protection agencies if they have concerns about the safety and wellbeing of a specific CYP
- are committed to supporting parents and carers to protect their CYP
- are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their CYP
- will promote and distribute information about this CPCS to CYP and parents/carers as part of an introduction to SLS activities, services and programs
- aim to be transparent in decision-making with parents and carers as long as doing so does not compromise the safety of CYP or breach any confidentiality obligations.

b) SLS' commitment to ensuring a child-safe organisation

All SLS Entities:

- are committed to complying with relevant standards in the recruitment, screening and employment of any Persons in Positions of Authority (PPA)
- will work to create an environment in which CYP are safe and feel safe in any SLS programs, activities or events
- will strive to ensure that PPA do not harm, abuse or exploit CYP who are involved with SLS activities, programs or services.

2.2 HOW DOES THE CPCS APPLY TO PERSONS IN POSITIONS OF AUTHORITY (PPA)?

All PPA must:

- a) adhere to the CPCS
- b) follow and adhere to the reporting and complaints procedures with respect to any breaches of this Policy.

In addition, all SLS Entities will endeavour to become and remain compliant at all times with the seven standards of the Safeguarding Children Program of the Australian Childhood Foundation. These standards will support all SLS Entities to develop and maintain an effective child-safe culture across all of their activities, programs and services. Information on these standards is available at <http://www.safeguardingchildren.com.au/the-program/the-seven-key-strategies.aspx>

2.3 WHAT ARE THE REQUIREMENTS OF AND COMMITMENT TO PPA IN RELATION TO PROTECTING CYP?

- a) SLS Entities' Commitment to PPA

For PPA SLS Entities will:

- provide the necessary support to enable them to fulfil their roles
- put in place an appropriate structure that supports and develops them, as applicable, in their roles
- provide appropriate guidance and development
- ensure that there is access to a Senior Person to make decisions in relation to any action required to protect CYP from Child Abuse
- work to ensure that there are safeguards in place to protect CYP.

- b) Requirements of PPA

PPA are expected to:

- i. understand the rights of CYP, as appropriate to their role

A working knowledge of CYP's rights should inform decisions about how to behave with and act on behalf of CYP. It enables recognition of when CYP's needs and entitlements are compromised and when they require support.

- ii. respect the cultural and religious practices of families who access SLS services, programs or events

While the importance of culture and religion in the lives of CYP and families is recognised, the right of CYP to protection from Harm should take precedence over any cultural or religious belief.

- iii. understand and appropriately respond to the special needs of CYP with developmental delays or disabilities including working alongside primary carers of such CYP. This includes:

- acting in ways that communicate effectively with and are supportive of CYP with developmental delays or disabilities
- recognising the additional vulnerability to exploitation and Harm that CYP with developmental delays or disabilities experience.

- iv. be respectful of CYP by:

- facilitating opportunities for CYP to provide their views and feedback



- treating children as individuals and respecting their unique abilities and vulnerabilities
- expressing attitudes and engaging in behaviour that respect and support CYP.

v. appropriately act on any concerns raised by CYP and/or their parents/carers

Any Report, Formal complaints or allegations made against any PPA will be fully considered and investigated. Any alleged crimes against CYP or other family members will be reported to the police in accordance with the policies and procedures of the relevant SLS Entity. PPA are expected to follow the Reporting and Formal complaints procedure in response to concerns raised by CYP and/or their parents.

vi. strive to understand the definitions, indicators and impact of Child Abuse, including Grooming

Experiences of Child Abuse and Family Violence are significant sources of trauma for CYP and intensify the risk of CYP developing a range of emotional, psychological, social and behavioural problems. Through relevant Safeguarding Children training, PPA are expected to be able to define Child Abuse, be aware of its indicators and understand its consequences.

PPA should, wherever possible:

- identify and prevent Child Abuse from occurring
- take action to protect children from further Child Abuse.

vii. know and follow regulations relating to the care of CYP

Rules and regulations governing safeguarding CYP engaged in SLS services, events, programs and activities may vary across Australian jurisdictions. PPA should know and follow (and have access to) laws and regulations in place in the jurisdiction in which they operate. All reasonable steps should be taken to ensure that such regulations are followed by all PPA in the relevant jurisdiction(s).

viii. know and follow the relevant law(s) in relation to reporting Child Abuse and Grooming.

ix. cooperate with police and/or other formal investigations to the best of their ability to safeguard CYP.

x. always follow any Codes of Conduct implemented by SLS Entities that set out the rules for behaviour acting with each other and around CYP

Where possible, PPA should be asked to personally accept and/or endorse such Codes of Conduct to formalise their acknowledgment of and adherence to their content.

xi. not harm or exploit CYP who access SLS services, activities programs or events, nor contravene any laws or regulations regarding the safety and wellbeing of CYP.

It is a serious breach of the CPCS and possibly the law, if any PPA—whether participating in a program, event, service or activity, or working in a paid or volunteer capacity—Harm or exploit CYP who are involved in any SLS activities, services, events or programs. Breaches of this include, but are not limited to, any PPA who:

- sexually assault CYP
- physically assault CYP
- verbally abuse, denigrate or bully CYP
- sexually harass CYP
- engage in grooming behaviour of CYP
- take, reproduce and/or distribute photos of CYP without their consent or the consent of their guardians

- publish any material containing images of CYP
- access, download, store or distribute any form of child pornography
- support CYP and their families as directed by Senior Persons if a CYP is, or is suspected of, being abused, bullied or exploited.

The impact of Child Abuse on CYP is traumatic. Formal debriefing and/or counselling will be made available and/or provided to CYP and their families who have experienced Child Abuse and any other CYP and family in the community who may indirectly be affected by the incident(s).

The listed expectations are requirements of this CPCS and should be included (preferably directly but may be incorporated by reference) in the policies, Codes of Conduct and operational procedures developed and implemented by all SLS Entities.

2.4 WHAT SUPPORT WILL BE PROVIDED TO PERSONS IN POSITIONS OF AUTHORITY (PPA)?

All relevant PPA should:

- receive training to keep CYP safe from Child Abuse. All SLS Entities will aim to provide training opportunities regularly and as appropriate to the various roles of PPA
- be clear about what is expected of them regarding the welfare and safety of CYP through clarifying applicable procedures at regular opportunities and, where possible, encouraging standing agenda items at regular forums to discuss best practice procedures
- be aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in working, coaching or volunteering with CYP and families

As applicable, and subject to particular state or territory statutory requirements, and any particular SLS Entity rules or human resources management requirements PPA will be informed during their recruitment that their appointment will be subject to clearance under the Working with Children Check (WWCC) system and/or a national criminal record history check. It is a serious breach of this Policy if an individual who has convictions that would make him/her ineligible to be granted a WWCC (or equivalent) clearance is permitted to work or volunteer with CYP who access SLS services, programs, events or activities. It is also a serious breach if an individual continues in his/her role with an SLS Entity if he/she has been charged with or convicted of a crime that would make him/her ineligible to be granted a WWCC (or equivalent) clearance.

- receive guidance and supervision in relation to their role with CYP and families

To assist with some of the complexity and challenges of working with CYP and their families, regular guidance should be provided for all relevant PPA in relation to their specific roles with CYP and families (for example, the circulation and notification of changes to legislation involving the safety and welfare of CYP).

- make joint decisions with Senior Persons about initiating action to protect CYP from Child Abuse
- receive appropriate and timely debriefing and/or counselling opportunities if required following stressful or challenging situations involving CYP and/or their families. This should be conducted at State Centre level.

2.5 WHO IS RESPONSIBLE FOR IMPLEMENTING THE SLSA CPCS?

The SLSA Member Welfare Committee is responsible for the development and endorsement of the CPCS. It delegates the implementation of the Commitment to State Centres, Branches and Clubs. The role of each SLS Entity in relation to the CPCS is summarised below.

Entity	Role/responsibility
SLSA	<ul style="list-style-type: none"> • Promote the CPCS and its expectations.

Entity	Role/responsibility
	<ul style="list-style-type: none"> • Support policy review annually or at such times as are governed by legislation, regulations, Australian Sports Commission (ASC) directions or organisational learnings that promote a change to the CPCS and relevant policy or procedural guidelines. • Strive to ensure that adequate resources are allocated to allow for the development of the CPCS, and all relevant policy and procedure creation and review, inclusive of effective implementation. • Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and member welfare. • Advocate and promote child rights, empowering and engaging CYP in support of the CPCS and its expectations.
State Centres	<ul style="list-style-type: none"> • Strive to ensure that all PPA understand their obligations in accordance with the CPCS and any relevant policy and procedural documentation. • Strive to ensure that the CPCS is implemented and adhered to among Clubs and their Members, staff and officials. • Strive to ensure that the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice in accordance with the expectations of the CPCS. • Strive to ensure that adequate resources are allocated to allow effective implementation of the CPCS. • Advocate and promote child rights, empowering and engaging CYP in support of the CPCS. • Proactively share resources and experience in the development of child-safe initiatives in SLS as they are identified. • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and Member welfare. For example, in team meetings or regular forums, include member welfare as a regular agenda item.
Branches and Clubs	<ul style="list-style-type: none"> • Strive to ensure that all PPA understand their obligations in accordance with the CPCS and any relevant policy and procedural documentation. • Strive to ensure that the CPCS is implemented and adhered to amongst its Members, staff and support personnel. • Strive to ensure that the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice in accordance with the expectations of the CPCS. • Strive to ensure that adequate resources are allocated to allow effective implementation of the CPCS. • Advocate and promote child rights, empowering and engaging CYP in support of the CPCS. • Proactively share resources and experience in the development of child-safe initiatives in SLS as they are identified. • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and member welfare. For example, in team meetings or regular forums—include as a regular agenda item.

2.6 RECRUITMENT AND SCREENING PROCEDURES FOR ROLES WITH DIRECT CONTACT WITH OR PERMITTING ACCESS TO CYP

a) Introduction

Best practice recruitment and screening for all persons involved in SLS services who have direct contact with or access to CYP requires implementation of the processes outlined in clauses 2.6(b)–2.6(j). The practices below as they apply to SLS Entity employees are subject to relevant legislation and relevant rules, human resources and/or employment processes adopted and implemented by a particular SLS Entity. If an SLS Entity (for example a Club) does not have particular human resources and/or employment processes, it should follow the processes in this clause 2.6.

b) Application of procedures in section 2.6

Subject to clause 2.6(a) above (as it relates to SLS Entity employees), all SLS Entities should apply the practices and procedures in this clause 2.6 in relation to all prospective employees. Unless otherwise stated, all SLS Entities should, where feasible and to the greatest extent practicable, apply the practices and procedures in this clause 2.6 in relation to all volunteers in SLS. In this clause 2.6:

- volunteer includes any individuals volunteering their time and/or services free of charge, or receiving reimbursement expenses only
- employee includes any individuals, whether full time, part time or casual, being employed by any SLS Entity and being remunerated for their time and/or services.

Where an SLS Entity is determining whether it is practical to apply the practice and procedures in this clause 2.6, the following may be considered:

- the size of the organisation
- the number of prospective applications
- the nature of the positions for which volunteers are being sought.

c) Purpose

These recruitment and screening procedures seek to ensure that all SLS Entities recruit people who are suitably qualified and committed to providing professional, safe and enjoyable activities and services to CYP. There are specific recruitment and screening procedures that must be consistently followed by all SLS Entities when recruiting roles that have direct contact with or permit access to CYP in SLS.

As noted above in clause 2.6(a) recruitment of employees is governed by relevant legislation and the relevant rules, human resources and/or employment processes of the relevant SLS Entity. It is expected, however, that those practices should recognise the CPCS and other principles in the Policy, for example clauses 2.6(d) and (e) below.

d) Advertising

All SLS Entity advertised positions and internal position descriptions for positions that require direct contact with or permit access to CYP should contain the following statement (or similar):

‘We will carry out screening and undertake a background check process on all applicants prior to appointment.’

e) CPCS

The CPCS will be referenced in all position descriptions and applications documentation, and otherwise should be communicated and/or made available to applicants at least prior to an interview.

Subject to relevant legislation and the relevant rules, human resources and/or employment processes adopted and implemented by a particular SLS Entity all applicants for employment roles with SLS Entities that require direct contact with, or that permit access to CYP, should attend or participate in at least one interview or program of induction. SLS Entities should endeavour to interview applicants for volunteer roles with SLS entities that require direct contact with, or that permit access to CYP. As part of the interview, the CPCS should be highlighted. Any screening requirements and their purpose should also be explained.

f) Proof of identity and qualifications check

The identity and qualifications of each shortlisted applicant for any position requiring direct contact with or access to CYP may be confirmed by the relevant SLS Entity requesting proof of identity and proof of qualifications documents from the applicant that are relevant to their role and their suitability to work with CYP. On completion of the recruitment process and if requested, copies of the successful applicant's proof of identity and proof of qualifications documents should be added to the applicant's file.

If an applicant is unable to provide specific documentation, an appropriate Senior Person will be advised and an approval for a variation sought. The Senior Person or the relevant SLS Entity may withhold approval for any variation requested at their absolute discretion.

g) Background and screening checks

Subject to relevant legislation and the relevant rules, human resources and/or employment processes of the relevant SLS Entity or unless the law provides otherwise, all SLS Entity boards and employees must have a satisfactory WWCC in the appropriate jurisdiction in which they spend the majority of their working time.

In addition, at the discretion of the relevant SLS Entity, applicants may be required to satisfy a number of background checks, at the commencement of, and in some cases during, the term of their role. These may include (but are not limited to) the following:

- a national criminal history record check
- a signed declaration
- a reference check
- any other relevant background checks to assess a person's suitability to work with Children or Young People.

If the applicant has already commenced in a role with an SLS Entity and the results of any background or screening checks are unsatisfactory, the SLS Entity may terminate the individual's position (whether employed or voluntary) without notice. SLS Entities should only recruit persons with appropriate qualifications and experience. If at any stage (including before or after commencement in the relevant position) it is discovered that any aspect of the applicant's curriculum vitae or the references or background checks that are provided in support of the application are dishonest or misleading, the SLS Entity will be entitled to terminate the position immediately without notice.

h) Record keeping and sharing of information—WWCC and/or national criminal history record checks

All SLS Entities must comply with relevant laws in relation to record keeping. Subject to those laws all SLS Entities should maintain:

- records of all employees and volunteers



- a register of WWCC and/or national criminal history record check for all persons for whom checks have been obtained. This register must detail application and approval or rejection details (including WWCC or equivalent identifiers), expiry dates and any other identifying and useful information.

All SLS Entities will work together in the best interests of their Members and PPA. As such, SLS Entities must share information from relevant employment records and/or its register of WWCC and/or national criminal history record check in order to resolve any recruitment or screening issues and/or in the interests of resolving any observation, disclosure or incident relating to CYP. Branches and Clubs must also share employment records and/or proof of identity or qualifications information when requested by the relevant State Centre for the same purposes. For the avoidance of any doubt, all applicants must provide their consent to SLSA, State Centres, Branches and Clubs disclosing their personal information as set out above.

i) Guidelines for volunteers, short-term appointees and minors

Prospective parent/carers volunteers will be informed that, in the light of the above, every precaution will be taken to protect the CYP in the care of an SLS Entity. Accordingly, the policy for parent/carers volunteers:

- requires all SLS Entities to comply with any WWCC legislation that applies across the jurisdiction(s) in which they operate
- otherwise requires all prospective parent/carers volunteers to complete and sign a Member Protection Declaration (Attachment 1 of this Policy).



APPENDIX B-CODES OF CONDUCT

3.1 INTRODUCTION TO THE CODES OF CONDUCT

The following Codes of Conduct outline the expected behavioural guidelines for Members and persons involved in, and interactions between, all such persons in the Australian SLS community as well as safeguarding CYP.

There are two key elements to the Codes of Conduct:

- a) the General Code of Conduct, which relates to interactions between Members, Participants and Persons in Positions of Authority (clause 3.5.1)
- b) the Code of Conduct for interactions with CYP who take part in SLS programs, activities, services or events (clause 3.5.2). This Code of Conduct has been developed to help safeguard CYP.

As part of a Member's commitment to observing the General Code of Conduct and the Code of Conduct for engagement with Children or Young People (Codes), each Member will formally acknowledge their commitment to the Codes of Conduct, wherever practicable.

3.2 COMMITMENT TO THE CODES OF CONDUCT

The Codes should be read in conjunction with:

- the specific requirements of any role as defined in any position description statement, if applicable
- relevant policy and procedure documents, including the CPCS
- the reporting or complaint procedures
- other SLSA policies and guidelines available on the SLSA website including, but not only, the Privacy Policy, Social Media Guidelines, Risk Management Policy, Anti-Doping Policy, Illicit Drugs in Sport Policy and the Gambling, Betting and Match Fixing Policy
- all applicable laws in the relevant jurisdiction
- general community expectations in relation to appropriate behaviour between adults and CYP.

All SLS Entities may consider a failure to observe the Codes as misconduct, and may take appropriate disciplinary action in accordance with relevant rules and regulations including this Policy.

3.3 EXCEPTIONS

There may be exceptional situations where the Codes do not apply, for example, in an emergency situation. It is crucial however that, where possible, authorisation is sought from a Senior Person prior to taking action that contravenes the Code(s) or a Senior Person is advised as soon possible of any incident which breaches the Code(s).

3.4 SLS VALUES

It is critical within SLS in Australia that values drive behaviours and conduct. While the wording of stated values and behaviours may change depending on the relevant SLS Entity with which the Member is associated, there are some key principles that drive conduct and behaviour that are common across SLS. These are:

INTEGRITY and RESPECT

Recognising the contribution that people make to SLS, treating them with dignity and consideration, as well as caring for the property and equipment they use. Fairness should be employed in decision-making out of respect to all.

TEAMWORK

Collaboration and working together to achieve outcomes and resolve issues. Supporting one another on and off the beach is essential.

FUN AND ENJOYMENT

SLS should be enjoyable for all those participating in it. Efforts should be recognised and rewarded so as to fuel the passion for everyone in SLS and have fun along the way.



EXCELLENCE

Surf Lifesavers strive for best practice in everything they do—seeking the highest of standards in order to achieve the best possible outcomes for themselves, their Club and SLS.

3.5 CODES OF CONDUCT

The Codes should be followed at all times and by all Members and all people involved in any way with SLS.

3.5.1 General Code of Conduct

Members and all people involved in any way with SLS will:

- a) respect the rights, dignity and worth of others—treat others as you would like to be treated yourself
- b) be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations
- c) be professional in, and accept responsibility for your actions
- d) be aware of and follow—at all times—SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others
- e) operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS
- f) understand the possible consequences of breaching the Codes and/or this Policy
- g) report any breaches of the Codes or this Policy to the appropriate PPA
- h) refrain from any form of Abuse, Harassment, Discrimination and Victimisation towards others
- i) raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner
- j) provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy
- k) show concern, empathy and caution towards others that may be sick or injured
- l) be a positive role model to all
- m) respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information
- n) maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
- o) ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- p) refrain from intimate relations with persons over whom you have a position of authority
- q) agree to abide by the Codes
- r) maintain a duty of care towards others
- s) be impartial and accept the responsibility for all actions taken.

3.5.2 Code of Conduct for PPA in dealing with CYP

For clarity and emphasis regarding this Code of Conduct, PPA includes:

- any adult in SLS
- any CYP in SLS who is in a position of providing guidance and advice (authority) to other CYP or adults.

3.5.2.1 Positive guidance

CYP participating in SLS events, services, programs and activities should be made aware of the acceptable limits of their behaviour so that a positive experience can be provided for all Participants. There are times, however, when PPA may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment
- the safety and/or wellbeing of CYP or other SLS personnel.



PPA should use strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved. CYP need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

3.5.2.2 Adhering to role boundaries

PPA should act within the confines of their duties at all times, subject to a direction by a relevant Senior Person.

With the exception of parents/carers of their own CYP and/or PPA who are expressly authorised by the relevant parents/carers of CYP to engage in specific activities with their CYP, PPA should not:

- provide unauthorised transportation
- engage in activities with CYP who are Members outside of authorised SLS services, programs, events or activities
- seek contact with CYP who are Members outside authorised SLS services, programs, events or activities
- accept an invitation to attend any private social function at the request of a CYP who has participated, or is participating, in authorised SLS services, programs, events or activities.

For the purpose of this provision, express authority should be specific authority for particular activities.

If any PPA become aware of a situation in which a CYP requires assistance that is beyond the confines of that person's role, or beyond the scope of the SLS Entity's usual service, they should at the earliest opportunity:

- refer the matter to an appropriate support agency, as well as to the relevant SLS Entity
- refer the CYP to an appropriate support agency
- contact the CYP's parent or guardian as appropriate (which may be undertaken in consultation with the relevant SLS Entity)
- seek advice from a Senior Person.

3.5.2.3. Uniform and identity card/pass/badge/WWCC

PPA other than parents/carers of CYP or Participants should have available their uniform or identification tag/badge/pass (where issued and/or available) only while involved in delivering services, programs, events or activities or as required by their role, such as when representing an SLS Entity at designated events and functions, or to and from that work.

3.5.2.4 Use of language and tone of voice

Language and tone of voice used in the presence of CYP should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful—therefore, avoid language that is intended to be, or is received or likely to be received by the individual it is directed at or any other person as:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a CYP a 'loser' or telling them they are 'too fat'
 - threatening or frightening
 - profane or sexual.

Similar language and tone of voice should be used in all Member-to-Member transactions.

3.5.2.5 Supervision of CYP

PPA responsible for supervising CYP in relation to whom SLS Entities have a direct role in providing activities, events, programs and services must strive to ensure that those Participants:

- engage positively within the delivery of the service, program, event or facility
- behave appropriately towards one another

- are in a safe environment and are protected from external threats.

Except for the parents/carers of CYP, PPA are required to avoid unsupervised situations with CYP to whom we provide services, events, programs and/or activities and (where possible) to conduct all activities and/or discussions with service and program Participants in view of other PPA.

3.5.2.6 Use of electronic communications

Other than between CYP, wherever possible, social media messages (such as text, email, Facebook or Instagram) sent to a CYP by a PPA should be copied to their parent or carer.

Where a parent is not included in a communication that communication should:

- be restricted to issues directly associated with delivering services, activities or programs, such as advising that a scheduled SLS event (such as training) is cancelled
- limit personal or social content to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature
- not promote unauthorised social activity or arrange unauthorised contact
- not request a CYP to keep a communication a secret from their parents or carers
- not be delivered with CYP using internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

All PPA who deliver services, programs, events and activities are required to follow the 'acceptable use' policy in relation to browsing websites on SLS Entities' computers.

PPA are also required to ensure appropriate monitoring of CYP when they use relevant SLS Entities' electronic communication equipment to ensure that they do not inadvertently place themselves at risk of Abuse or exploitation via social networking sites, gaming sites or web searches, or through inappropriate email communication.

3.5.2.7 Giving gifts to CYP

Other than parents/carers of CYP giving gifts to their own child or children, the giving of gifts by PPA to CYP to whom services are provided is subject to:

- obtaining prior authorisation from a Senior Person permitted to authorise gift-giving from an SLS Entity
- parents or other responsible adults being made aware of any gift given.

3.5.2.8 Photographs of CYP

Subject to all relevant SLISA policies (including this Policy):

- CYP to whom a service is delivered are to be photographed while involved in a relevant SLS service, activity, event or facility only if:
 - prior approval has been granted by the relevant CYP or the parents/guardian of the relevant CYP and by the relevant SLS Entity
 - the context is directly related to participation in SLS
 - the CYP is appropriately dressed and posed
 - the image is taken in the presence of other PPA
- except in the case of CYP and/or their parents/carers distributing photos of themselves or their own children to each other or to others, images are not to be distributed (including an attachment to an email) to anyone outside PPA other than the child photographed or their parent/carer, without knowledge and approval of a Senior Person
- images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - if in hard copy form, in a locked drawer or cabinet

- if in electronic form, in a password-protected folder
- images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required
- images are not to be exhibited on SLS Entities' websites without parental/carer knowledge and approval, or such images must be presented in a manner that de-identifies the CYP. Any caption or accompanying text may need to be checked so that it does not identify a CYP if such identification is potentially detrimental.

3.5.2.9 Physical contact with CYP

Any physical contact with CYP must be appropriate to the delivery of SLS services, events, programs or activities, such as when fitting sporting equipment like goggles, and appropriately correcting technique and based on the needs of the CYP (such as to assist or comfort a distressed young person) rather than on the needs of PPA.

Under no circumstances should any PPA have contact with CYP participating in a SLS service, program, activity or event that:

- involves touching:
 - of genitals
 - of buttocks
 - of the breast area
- unless that is part of delivering medical or allied health services to which:
- the relevant PPA are qualified to deliver
 - the relevant medical intervention has the express prior consent of the relevant CYP and the parents/guardians of the relevant CYP involved
 - would appear to a reasonable observer to have a sexual connotation
 - is intended to cause pain or distress to the CYP—for example corporal punishment
 - is overly physical—as is, for example, wrestling, horseplay, tickling or other roughhousing
 - is unnecessary—as is, for example, assisting with toileting when a CYP does not require assistance
 - is initiated against the wishes of the CYP, except if such contact may be necessary to prevent injury to the CYP or to others, in which case:
 - physical restraint should be a last resort
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the CYP to prevent harm to themselves or others
 - the incident must be reported to a Senior Person as soon as possible
 - PPA are required to report to a Senior Person any physical contact initiated by a CYP that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the CYP, PPA and any other Participants.

3.5.2.10 Sexual misconduct and relationships

Under no circumstances is any form of sexual behaviour to occur between, with, or in the presence of, CYP participating in any SLS environment. Engaging in sexual behaviour while participating in SLS services, events, programs or activities is prohibited even if the CYP involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting between adults and CYP, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.



Consensual intimate relationships (whether or not of a sexual nature) between a PPA and an adult Participant should where possible be avoided as they can have harmful effects on the Participant involved and on other Members and on our organisation's public image.

These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the PPA and the Participant.

The PPA may wish to seek advice or support from the Member Protection Information Officer or equivalent if they feel harassed. The Reporting and Formal complaints procedure is outlined in APPENDIX C of this Policy.

3.5.2.11 Overnight stays and sleeping arrangements for CYP

Overnight stays are to occur only with the authorisation of appropriate SLS Entity Senior Persons and of the parents/carers of the CYP involved.

Practices and behaviour by PPA during an overnight stay must be consistent with the practices and behaviour expected during delivery of SLS services, programs, events and activities at other times.

Standards of conduct that must be observed by PPA during an overnight stay include but are not limited to:

- providing CYP with privacy when bathing and dressing
- observing appropriate dress standards when CYP are present—such as no exposure to adult nudity
- not allowing CYP to be exposed to pornographic material, for example, through movies, television, the internet or magazines
- not leaving CYP under the supervision or protection of unauthorised persons, such as hotel staff or friends
- not involving sleeping arrangements that may compromise the safety of CYP, such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a CYP unless authorised to do so by a relevant SLS Entity, as appropriate
- the right of CYP to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay
- parents expecting that their CYP can, if they wish, make contact.

3.5.2.12 Change room arrangements

Other than in the case of parents/carers of their CYP, PPA are required to supervise CYP in change rooms while balancing that requirement with a CYP'S right to privacy. In addition, PPA:

- should avoid one-on-one situations with CYP in a change room area
- are not permitted to use the change room area to, for example, undress, while CYP are present unless they are also competing in a SLS event or are participating in a SLS training environment
- need to ensure adequate supervision in public change rooms when they are used
- need to provide the level of supervision required for preventing Child Abuse by members of the public, adult service users, peer service users or general misbehaviour, while also respecting a child's privacy.

In addition, females should avoid entering male change rooms and males should avoid entering female change rooms in any circumstance (other than an emergency). If a female has to enter a male change room or a male has to enter a female change room, adequate supervision is required.

3.5.3 Other Member welfare matters and expectations

3.5.3.1 Use, possession or supply of alcohol or drugs

While on duty or carrying out their roles, a Member including but not only PPA must not:

- use, possess or be under the influence of an illegal or illicit drug
- use or be under the influence of alcohol
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs



- supply alcohol or drugs (including tobacco) to CYP participating in any SLS service, program, event or activity.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with PPA's ability to care for CYP involved in SLS services, programs, events or activities.

Responsible service and consumption of alcohol should apply to any alcohol consumed. Responsible services might include ensuring that light alcohol and soft drinks always being available. Wherever possible, food might be made available to be consumed when alcohol is available, or transport policies may be adopted.

All SLS Entities must adhere to strict guidelines regarding the responsible service and consumption of alcohol and act in accordance with relevant liquor licence laws and regulations.

3.5.3.2 Transporting children

CYP are to be transported by PPA [other than by their parent(s)/carer(s)] only in circumstances that are directly related to the delivery of SLS services, events, programs or activities. For example, CYP should not be given casual lifts unrelated to SLS services, events or activities by PPA.

CYP are to be transported by PPA only with prior authorisation from a relevant SLS Entity Senior Person and from the CYP's parent/carers. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat
- the reason for the journey
- the route to be followed, including any stops or side trips
- details of anyone who will be present during the journey other than PPA.

3.5.3.3 Pregnancy

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in SLS should be removed. Any Discrimination or Harassment against pregnant women in SLS will not be tolerated.

All SLS Entities will take reasonable care to ensure the safety, health and wellbeing of pregnant women and their unborn children. Pregnant women are advised that there may be risks involved and are encouraged to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, are of utmost importance in their decision-making about the extent to which they choose to participate in SLS activities.

All pregnant women are encouraged to talk with their medical advisers and make themselves aware of the facts about pregnancy and participating in SLS activities and ensure that they make informed decisions about their participation. Pregnant women will be required to sign a disclaimer only if all other participants are required to sign one in similar circumstances. Women will not be required to undertake a pregnancy test.

If a pregnant woman feels she has been harassed or discriminated against on the basis of her pregnancy by another person or organisation bound by this Policy, she may make a formal complaint.

3.5.3.4 Gender identity

SLS Entities are committed to providing a safe, fair and inclusive environment where people of all backgrounds can contribute and participate. People who identify as Transgender or transsexual should be treated fairly and with dignity and respect at all times. This includes acting with sensitivity when a person is undergoing gender transition.

Any unlawful discrimination or harassment of a person who identifies as Transgender or transsexual or who is thought to be Transgender or transsexual will not be tolerated. If a Transgender or transsexual person feels he or she has been harassed or discriminated against on the basis of their gender identity by another person or organisation bound by this Policy, they may make a formal complaint.

Excluding Transgender and transsexual people from participating in events and activities has significant implications for their health, wellbeing and involvement in community life. In general, their participation in SLS on the basis of the gender with which they identify is supported.

It is recognised that there is debate over whether a male-to-female Transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the



country. If issues of performance advantage arise, advice will be sought on the application of those laws in the particular circumstances.

Drug testing procedures and prohibitions also apply to people who identify as Transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

3.5.3.5 Smoking

Smoking is now banned in many public spaces including parks and beaches in some states. SLS Entities do not allow Members to smoke while undertaking SLS duties and asks that Members refrain from the practice when engaged in official lifesaving events such as club meetings, carnivals, presentations and patrols.

All SLS Entities must adhere to relevant legislation and local government regulations in relation to smoking requirements.

3.5.3.6 Cyber Bullying

All SLS Entities regard Bullying and Harassment in all forms as unacceptable. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. No SLS Entity will tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, Bullying is a punishable criminal offence.

Frustration with a surf lifesaving member, person of authority or a SLS Entity should never be communicated on social networking websites. These issues should instead be addressed—in a written or verbal statement or a formal complaint—to the relevant SLS Entity.

3.5.3.7 Social networking websites

SLS Entities acknowledge the enormous value of social networking websites, such as Facebook and Twitter, to promote SLS and celebrate the achievements and success of the people involved in SLS. All people bound by this Policy must conduct themselves appropriately when using social networking sites to share information related to SLS.

Social media postings, blogs, status updates and tweets by Members:

- must not use offensive, provocative or hateful language or photographs/images
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of others
- should promote SLS in a positive way.

APPENDIX C—REPORTING AND FORMAL COMPLAINTS PROCEDURE

4.1 INDEPENDENT INVESTIGATION PROCEDURE

Any grievance relating to Child Abuse must be lodged as a report not a formal complaint. All other grievances must be lodged under the formal complaints procedure. For Formal complaints lodged under this Policy, the Involved Organisation may conduct its own internal investigation (Refer 4.1.1) into the circumstances surrounding the allegation(s). For any grievance involving a report of child abuse, the Police or external agency must be notified within 24 hours if the child is at risk of harm or an incident of serious or criminal nature. The Police or other external agency should be contacted for advice if there is any doubt about whether the report should be reported. It is not necessary for the person reporting the child abuse to know for sure if the child abuse is happening. Following an internal investigation into a formal complaint or report to establish the facts and the position of the parties to a formal complaint or report, the Involved Organisation may determine that it is appropriate to appoint an Investigator to review the circumstances of the formal complaint or report and conduct an independent investigation. Where an Investigator is appointed, the steps set out below should be followed.

Any internal or independent investigation process conducted must occur concurrently with any external organisation process, as long as the internal or independent investigation process is placed on hold should an external organisation request the Involved Organisation to do so. In conducting an independent investigation, the steps below should be followed.

4.1.1 Investigation

- a) The Involved Organisation will provide a written brief to the Investigator to ensure that the terms of engagement and scope of the Investigator's role and responsibilities are clear.
- b) The Complainant should be interviewed by the Investigator and the report or formal complaint and any key information arising from the interview(s) documented in writing by the Investigator. The Complainant is entitled to have a support person present during any interview that takes place, subject to the support person never being admitted as a lawyer or barrister.
- c) The key details of the report or formal complaint should be conveyed to the Respondent(s). The Respondent(s) must be given sufficient information to enable them to properly respond to the report or formal complaint.
- d) The Respondent(s) should be interviewed by the Investigator and given the opportunity to respond to the allegations. The Respondent's response to the report or formal complaint should be documented in writing by the Investigator. The Respondent is entitled to have a support person present during any interview, subject to the support person never having been admitted as a lawyer or barrister.
- e) If, in the process of the independent investigation, there continues to be a dispute regarding the facts, then statements from witnesses and other relevant evidence should be obtained (if possible) by the Investigator to assist in reaching conclusions and preparation of a report and recommendations.
- f) The Investigator must make a finding, on the balance of probabilities, as to whether the report or formal complaint, or each of the allegations in the report or formal complaint (as appropriate) is:
 - (i) substantiated (there is sufficient evidence to support the report or formal complaint)
 - (ii) inconclusive (there is insufficient evidence either way)
 - (iii) unsubstantiated (there is sufficient evidence to show that the report or formal complaint is unfounded or not enough evidence to substantiate the report or formal complaint)
 - (iv) mischievous, vexatious or knowingly untrue.



- g) A report documenting the formal complaint, the investigation process, evidence, finding(s) and, if requested, recommendations, should be given to the Involved Organisation which may, in consideration of the report of the Investigator, either:
- (i) take disciplinary action against either the Respondent, Complainant or any other person/persons involved in the formal complaint in accordance with 'Sanction' below
 - (ii) refer the formal complaint to a Hearing Tribunal (which will take place in accordance with the Hearing Tribunal procedure (item 4.2 below)) to determine what, if any, further action to take
 - (iii) take no further action and close the formal complaint under this Policy.
- h) Within 14 days of the Involved Organisation receiving a report of an Investigator, a report (Report) must be provided to the Complainant(s) and the Respondent(s) that summarises the investigation process and documents key points that were found to be substantiated, inconclusive, unsubstantiated or mischievous. Where the Report relates to one or more Children or Young Persons, as either the Complainant or a witness, the Report may be redacted to the extent required to protect the identity of the Children or Young Persons. Each party to the formal complaint must be provided an opportunity to provide a written response to the Report, should they wish.
- i) All parties to the report or formal complaint receiving a copy of the Report of the Investigator must maintain strict confidentiality of the Report, other than where necessary to disclose the contents of the Report in order to obtain legal advice or as required by law. Any disclosure of the Report other than in accordance with this item (i) is a breach of this Policy and may result in disciplinary action being taken against the party making the disclosure.
- j) Subject to items 4.1.1(b) and (d), both the Complainant and the Respondent(s) are entitled to support throughout this process from their chosen support person/adviser.

4.1.2 Sanction

Where the Involved Organisation deems disciplinary action is required as a result of the independent investigation under item 4.1.1(g) (i), the steps detailed below must be followed.

The Involved Organisation must refer the report it receives under item 4.1.1(g) (i) to a disciplinary committee of the relevant Involved Organisation (Committee).

Prior to holding a meeting to consider the Report and any sanctions to be imposed as a result of the Report, the Committee must:

- a) provide the Complainant and Respondent(s) an opportunity to respond in writing to the Report
- b) notify each of the parties to the formal complaint or report that the Committee will be meeting to consider the formal complaint or report, and any disciplinary measures to be imposed as a result of the report or formal complaint being proved
- c) inform the Complainant and Respondent:
 - 1. that they are entitled to provide submissions and evidence to the Committee, either in writing, in person at the meeting or both
 - 2. that the Committee will make a decision based on all of the information before it

3. that any disciplinary measures imposed by the Committee may only be appealed in accordance with the appeal procedure in item 4.3 below
4. that they are not entitled to be represented by a lawyer or barrister at the meeting
5. of the date, time and location of the Committee meeting at which the Report will be considered.

Once the Committee holds a meeting to consider the Report, and any evidence provided by the parties, it may impose any disciplinary measures available under this Policy.

4.2 HEARING TRIBUNAL PROCEDURE

Where an Involved Organisation refers a formal complaint or report under this Policy to a Hearing Tribunal under 4.1.1(g)(ii), the process set out in Section 5 of the SLSA regulations should be followed.

4.3 APPEAL PROCEDURE

The appeals process to be followed is set out in Section 5 of the SLSA regulations as varied by this procedure.

An appellant may appeal a decision arising from:

- a) an Independent Investigation that results in the imposition of a sanction
- b) a Hearing Tribunal
- c) an Involved Organisation's decision conducted or imposed under item 4.1.2.

An appeal is permitted only on one or more of the following grounds:

- a) the decision was affected by actual bias
- b) there was no material on which the decision could reasonably be based.

The Notice of Appeal must set out the ground(s) of appeal relied upon by the appellant and an outline of the appellant's submissions in relation to the appeal.

4.4 GRIEVANCE RESOLUTION PROCEDURE

Mediation is a process that allows the people involved in a grievance or more formal complaint to talk through the issues with an impartial person—the mediator—and work out a mutually agreeable solution. Mediations should be applied in the first instance to resolve any matter or grievance that does not involve a breach of rules or other matter attracting investigation or disciplinary action.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned.

Mediation may occur either before or after an investigation of the formal complaint or report. Serious allegations should not be mediated, even if both parties would like to attempt mediation. Mediation may be recommended only if:

- a) both parties have had a chance to tell their version of events
- b) the Involved Organisation dealing with the grievance or formal complaint does not believe that any of the allegations warrant any form of disciplinary action
- c) mediation looks like it may work.

There are some situations where mediation will not be appropriate, including:

- a) when the people involved have completely different versions of the incident when one or both parties are unwilling to attempt mediation



- b) when the issues raised are sensitive in nature
- c) when there is a real or perceived power imbalance between the people involved
- d) matters that involve serious, proven allegations.

The Involved Organisation should, in consultation with the Complainant and the Respondent(s), appoint a mediator to help resolve the grievance or formal complaint. The Involved Organisation's choice of mediator will be final.

The mediator will talk with the Complainant and Respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed. The mediator may require the parties to sign a formal mediation agreement setting out the parties' agreement to the rules and process for the mediation. The parties involved must respect and comply with the terms of the agreement.

All issues raised during mediation will be treated confidentially. All SLS Entities respect the rights of the Complainant and the Respondent(s) to pursue an alternative process outside the SLS rules framework if the grievance or Formal complaint is not resolved.

For the avoidance of doubt, neither party is entitled to be represented by a legal practitioner at mediation.

At the end of a successful mediation the mediator will prepare a further document that sets out the agreement reached between the Complainant and Respondent(s) and they should sign it as their agreement. The parties involved must respect and comply with the terms of the agreement.

If the grievance or formal complaint is not resolved by mediation, the Complainant may:

- a) write to the Involved Organisation to request reconsideration of the grievance or formal complaint via either an independent investigation or a Hearing Tribunal. The Involved Organisation is not obliged to reconsider the grievance or Formal complaint. There is no right of appeal where the Involved Organisation determines not to reconsider the grievance or Formal complaint
- b) approach an external agency such as an anti-discrimination commission or equal opportunity commission to resolve the matter.

If a grievance or Formal complaint has not been resolved through the mediation procedure outlined above it shall be deemed concluded unless the grievance or Formal complaint is also a potential disciplinary or judiciary matter.

If a person lodges a grievance or Formal complaint under a State Centre Member Protection and/or Complaints Handling Policy they are not permitted to lodge the same grievance or Formal complaint or related grievance or complaint under these procedures in this SLSA Member Protection Policy. For the avoidance of doubt a grievance can be raised only under one policy or the other.

There is no right of appeal arising from this grievance procedure under this Policy or any State Centre policy.

APPENDIX D—DEFINITIONS

These definitions set out the meaning of words used in, or referenced by, this Policy (including all related Guidelines) without limiting the ordinary and natural meaning of the words.

Term	Definition
Abuse	Abuse means Physical Abuse, Emotional Abuse (including psychological abuse), Sexual Abuse and abuse of power that has caused, is causing or is likely to cause harm to a person's wellbeing or development. Examples of Abuse include but are not limited to, Bullying, humiliation, verbal abuse and insults, Grooming, Harassment (including Sexual Harassment), Discrimination, Neglect and Sexual Exploitation.
Appeals Tribunal	Appeals Tribunal means the panel created under the SLSA Regulations to handle an appeal under this Policy.
Appellant	Appellant means the person or organisation that initiates an Appeals Tribunal process.
Attachment or Appendix	Attachment means an attachment or Appendix to this Policy.
Branch(es)	A Branch means a Surf Life Saving body that is a Member of Surf Life Saving Queensland and Surf Life Saving New South Wales. Branches have agreed to adopt and abide by this Policy.
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying may take many forms that are often interrelated and can include:</p> <ul style="list-style-type: none"> • verbal (name calling, put-downs, threats) • physical (hitting, punching, kicking, scratching, tripping, spitting) • social (ignoring, excluding, ostracising, alienating) • psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions). <p>For the avoidance of doubt, Bullying includes Cyber Bullying, which can also have lasting and damaging consequences.</p>
Case 1 Report	<p>A Case 1 Report is an incidents, disclosure or observation that should be immediately escalated to SLSA. Case 1 Reports include:</p> <ul style="list-style-type: none"> • Child Abuse • Sexual Misconduct • Serious Criminal Conduct.
CEO	CEO means the chief executive officer of SLSA or an SLS Entity, and includes the executive officer, general manager or other similar title. If the SLS Entity has no executive officer (for example, for Clubs or Branches) the CEO means the President of the organisation.
Child Abuse	Child Abuse is the mistreatment by an adult of a CYP that has harmed, is harming or is likely to harm or endanger or put at risk that CYP's physical or emotional health, development or wellbeing. For the avoidance of doubt, this includes but is not limited to emotional or psychological Abuse, Bullying, Grooming, Sexual Exploitation, Neglect and Child Harassment.
Child Harassment	Child Harassment is defined as any detrimental effect of a significant nature on the CYP's physical, psychological or emotional wellbeing. For Harassment to be significant, the detrimental effect on a CYP's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the CYP's presentation, functioning or behaviour.

Term	Definition
Child or Young Person/Children or Young People (CYP)	A Child or Young Person (CYP) is a person under the age of eighteen years.
Child Protection Concern	<p>A Child Protection Concern includes:</p> <ul style="list-style-type: none"> disclosures of actual harm, Abuse or exploitation of a CYP the potential risk of harm, Abuse or exploitation of a CYP breaches of the protection policies or Code of Conduct by staff or volunteers.
Club(s)	A Club means a Surf Life Saving club within Australia that is currently a Member of a Branch and/or a State Centre and therefore a Member of SLSA. Clubs have agreed to adopt and abide by this Policy.
Code(s) of Conduct (Codes)	The Code(s) of Conduct aim to identify and prevent behaviour that may be harmful to Members, Participants, CYP in SLS communities. The Code(s) of Conduct outline what is, and what is not, acceptable behaviour or practice when working with others (including other Members) or engaging with CYP.
Complainant	A Complainant is the person or persons making a Report or Formal complaint and includes a parent, guardian or adult representative of the CYP.
Delegated Organisation	Delegated Organisation means an organisation, such as a State Centre or a Branch, delegated by SLSA to handle a serious complaint.
Direct role in providing services, programs, events or activities to CYP	A direct role is considered one that has contact with CYP that is not incidental, but normally part of providing a service, program, event or activity for CYP. This direct delivery may require regular physical contact and forms of ongoing communication. For example, coaching.
Discrimination	<p>Discrimination means treating, proposing to treat or requesting, assisting, instructing or encouraging another person to treat a person less favourably than someone else on the basis of an attribute or personal characteristic they have. The relevant attributes or characteristics include but are not limited to the following:</p> <ul style="list-style-type: none"> age disability marital status parental or carer status physical features irrelevant medical record irrelevant criminal record political belief or activity pregnancy breastfeeding race religious belief or activity sex or gender sexual orientation trade union membership or activity Transgender orientation. <p>Discrimination also includes any other behaviour recognised by commonwealth, state or</p>

Term	Definition
	<p>territory law as discrimination. Examples of Discrimination are available on the <i>Play by the Rules</i> website. Some exceptions to state and federal anti-discrimination law apply, including (but not limited to):</p> <ul style="list-style-type: none"> • holding a competitive sporting activity for girls and boys who are under the age of 12 or of any age where strength, stamina or physique is relevant • not selecting a Participant if the person's disability means that he or she is not reasonably capable of performing the actions reasonably required for that particular activity.
Domestic Violence	Domestic Violence is Physical, Emotional or Psychological Abuse occurring in the home of a CYP, Member or Participant.
Emotional or Psychological Abuse	Emotional or Psychological Abuse occurs when a CYP does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse can also apply to an adult. Such abuse may involve repeated rejection or threats to a CYP. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. Specific to sport, overtraining can constitute Emotional or Psychological Abuse. These behaviours continue to an extent that results or has the potential to result in significant damage to the CYP's physical, intellectual or emotional wellbeing and development.
Family Violence	Family Violence is conduct, whether actual or threatened, by a person towards a member of the person's family (or towards the property of a member of the person's family) that causes any other member of the person's family to fear for, or to be apprehensive about, his or her personal wellbeing or safety.
Formal complaint	<p>A Formal complaint is a complaint made to a PPA in writing. Where possible, it should set out:</p> <ul style="list-style-type: none"> • the details or particulars of the complaint, including dates, times, persons, Clubs and PPA involved • the Complainant(s)' wishes as to how they would like the Formal complaint resolved • what outcome the Complainant is seeking.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the Grooming of CYP. For some perpetrators, there will be a lengthy period of time before the abuse begins. The CYP may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a CYP in and abuse them relatively quickly. Some abusers do not groom CYP but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chat rooms, in social media or by other technological channels.
Harassment	Harassment means any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening and that is reasonably likely to cause psychological harm to the person who is the subject of the Harassment. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated. Harassment

Term	Definition
	<p>includes Bullying.</p> <p>Unlawful Harassment includes the above but is either sexual or targets a person because of their race, gender, pregnancy, marital status, sexual orientation or other characteristic (see characteristic list under Discrimination).</p> <p>It does not matter whether the Harassment was intended: the focus is on the impact of the behaviour. As a guide, if someone finds behaviour or actions harassing, then it could be considered as Harassment. Harassment may be a single incident or repeated. It may be explicit, implicit, verbal or non-verbal and includes public acts of hatred.</p>
Harm	<p>Harm to a CYP or other person, is any detrimental effect of a significant nature to the CYP's or other person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:</p> <ul style="list-style-type: none"> • physical, psychological or emotional abuse or neglect • sexual abuse or exploitation • a single act, omission or circumstance • a series or combination of acts, omissions or circumstances.
Hearing Tribunal	Hearing Tribunal means the panel created to hear a Report or Formal complaint under this Policy.
Individual Member	Individual Member means any person who is an individual member of a Club, Branch or State Centre and therefore a member of SLSA.
Investigation Officer	Investigation Officer refers to a PPA that has been appointed by an SLS Entity to conduct initial investigations into a Report or Formal complaint.
Investigator	Investigator means the person appointed by an Involved Organisation to conduct an independent investigation.
Involved Organisation	Involved Organisation means the relevant organisation to receive a Report Formal complaint and may be any SLS Entity.
Mediator	Mediator means a person appointed to mediate a Report or Formal complaint made under this Policy, preferably with relevant skills, qualifications or training in mediation.
Member	A Member is an entity or individual who is recognised and/or registered as a member of an SLS Entity including SLSA and the State Centres.
Member Protection Information Officer or MPIO	Member Protection Information Officer or MPIO means a person appointed by an SLS Entity as a contact for a person seeking assistance with a Report or Formal complaint of a possible breach of this Policy. The MPIO provides impartial information about policy, process and procedures to the person with the concern or the person who is alleging a breach of this Policy.
Natural Justice (or	Natural Justice (or procedural fairness) is the principle that, when resolving a Report or

Term	Definition
procedural fairness)	<p>Formal complaint:</p> <ul style="list-style-type: none"> • both the Complainant and the Respondent must know the full details of what is being said against them • both the Complainant and the Respondent must be given full opportunity to respond to the allegations and raise any matters in their own defence • all parties need to be heard and all relevant submissions considered • irrelevant matters should not be taken into account • no person may judge their own case • the decision-maker(s) must be unbiased, fair and just • the penalties imposed must not outweigh the breach of this Policy or offending behaviour.
Neglect	<p>Neglect is the persistent failure or deliberate failure or denial to provide the child with the basic necessities of life. Such Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the CYP's health and development is, or is likely to be, significantly harmed. Categories of Neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of Neglect must be considered within the context of resources reasonably available.</p>
Panel Member	<p>Panel Member refers to a member of either a Hearing Tribunal panel or an Appeals Tribunal panel.</p>
Participant	<p>A Participant includes anyone who participates in an SLS service, event, activity or program, including people who may not be a Member. A Participant may be provided the service or program for free, yet is still under the care of PPA while participating.</p>
Persons in Positions of Authority (PPA)	<p>PPA include everyone who holds a position of authority in SLS, whether paid or unpaid, and includes, but is not limited to, all SLS Entity Individual Members. For the avoidance of doubt, PPA also includes CYP who may hold a position of authority in SLS over other CYP.</p>
Physical Abuse	<p>Physical Abuse occurs when a person subjects a CYP to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a CYP. Physically abusive behaviour includes, but is not limited to, shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful overtraining, and kicking. It also includes giving CYP harmful substances such as drugs, alcohol or poison. Certain types of punishment, while not causing injury, can also be considered Physical Abuse if they place a CYP at risk of Harm.</p>
Police Check	<p>Police Check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.</p>
Policy	<p>Policy means the SLSA Member Protection Policy and includes the Attachments and Appendices to it.</p>
Provisional Action	<p>Provisional Action is action that may be taken by SLSA, a State Centre or a Delegated Organisation in relation to Report or Formal complaints. Provisional Action is action taken against an alleged perpetrator of an incident where the alleged incident is serious enough to warrant such action being taken until the outcome(s) of the internal investigation, independent investigation or Hearing Tribunal is known. Provisional Action may include, but is not limited to, suspension, restriction of duties or temporary redeployment.</p>
Report	<p>A Report is an observation, incident or disclosure made to a PPA that may involve Child</p>

Term	Definition
	<p>Abuse. Where possible, it should set out:</p> <ul style="list-style-type: none"> the details or particulars of the incident / disclosure or observation, including dates, times, persons, Clubs and PPA involved the Complainant(s)' wishes as to how they would like the report resolved what outcome the Complainant is seeking.
Respondent	Respondent means the person or organisation responding to the Report Formal complaint up to the point of a Hearing Tribunal. During an Appeals Tribunal process, the Respondent means the person responding to the appeal being initiated.
Senior Person	Senior Person means the President, CEO, Secretary or designated delegate of an SLS Entity, as applicable.
Serious Criminal Conduct	<p>Serious Criminal Conduct means any of the following:</p> <ul style="list-style-type: none"> Sexual Offences drug possession, use, sale or any other drug-related conduct assault causing serious injury any criminal conduct deemed serious enough to warrant escalation to SLSA by the Involved Organisation.
Sexual Abuse	Sexual Abuse occurs when an adult or a person of authority involves a CYP in any sexual activity. Perpetrators of Sexual Abuse take advantage of their power, authority or position over the CYP for their own benefit. It can include making sexual comments to a child, engaging CYP to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also Sexual Abuse. Engaging CYP to participate in sexual conversations over the internet is also considered Sexual Abuse.
Sexual Exploitation	Sexual Exploitation occurs when CYP are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet.
Sexual Harassment	Sexual Harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature and which could reasonably be anticipated to make a person feel humiliated, intimidated or offended. Sexual Harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions and displays of pornographic or offensive material or other behaviour that creates a sexually hostile environment.
Sexual Misconduct	<p>Sexual Misconduct means any of the following:</p> <ul style="list-style-type: none"> Sexual Offences Sexual Harassment the use of technology or social media platforms with sexual connotation.
Sexual Offence	<p>Sexual Offence means a criminal offence involving sexual activity or actions of indecency. Because of differences under state and territory laws, this can include but is not limited to:</p> <ul style="list-style-type: none"> rape indecent assault sexual assault assault with intent to have sexual intercourse incest

Term	Definition
	<ul style="list-style-type: none"> • sexual penetration of a Child under the age of 16 • indecent act with a Child under the age of 16 • sexual relationship with a Child under the age of 16 • sexual offences against people with impaired mental functioning • abduction and detention • procuring sexual penetration by threats of fraud • procuring sexual penetration of a Child under the age of 16 • bestiality • soliciting acts of sexual penetration or indecent acts • promoting or engaging in acts of Child prostitution • obtaining benefits from Child prostitution • possession of Child pornography • publishing Child pornography and indecent articles.
SLSA	The national governing body for Surf Life Saving in Australia.
SLSA Child Protection Commitment Statement (CPCS)	The Commitment Statement in Appendix A to this Policy that defines the principles and procedures that are implemented to ensure that CYP who access an SLS program, service or facility are protected.
SLSA Constitution	SLSA Constitution means the constitution of SLSA as in force and amended from time to time.
State Centre(s)	State Centres are the Australian state and territory Surf Life Saving Entities. State Centres have agreed to adopt and abide by this Policy.
Surf Life Saving (SLS)	Surf Life Saving, whether educational, recreational or competitive.
Transgender	<p>Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation. See www.humanrights.com.au www.commission.vic.gov.au</p> <p>(Guideline: Transgender people and sport Complying with the Equal Opportunity Act 2010)</p>
Victimisation	Victimisation means subjecting a person or threatening to subject a person to any detrimental or unfair treatment because that person has or intends to pursue their rights to make a Report or Formal complaint under law or under this Policy, or for supporting another person to make a Report or Formal complaint.



APPENDIX E—WORKING WITH CHILDREN CHECKS

All SLS Entities operate in and sometimes across a number of Australian jurisdictions. Each Australian jurisdiction has its own legislated screening schemes for undertaking checks to assess a person's suitability to work or interact with Children or Young People. Examples of this include WWCC or Blue Card checks.

Accordingly, but subject to relevant legislation and the relevant rules, human resources and/or employment processes adopted and implemented by a particular SLS Entity, recruitment procedures require that such checks be obtained for all applicants (including all applicants who are CYP) who are to be offered or have accepted a position with an SLS Entity that involves direct contact with or permits access to CYP. The relevant SLS Entity will direct the applicant to the relevant check that is required and in doing so will make clear which jurisdiction(s) the relevant check(s) is or are to be obtained.

The PPA that is responsible for recruiting must either verify with the appropriate WWCC or Blue Card authority or sight a copy of the applicable WWCC or Blue Card check documentation and record relevant details.

An SLS Entity will not employ a person who is deemed a prohibited person or returns a negative check based on WWCC or Blue Card check legislation in our jurisdictions. Further information regarding the operation of WWCC checks can be obtained from:

ACT Contact the Office of Regulatory Services Website: http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp Phone: 02 6207 3000	South Australia Contact the Department for Education and Child Development Website: www.families.sa.gov.au/childsafes Phone: 08 8463 6468. National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check DCSI Child Related Work Screening: http://www.dcsi.sa.gov.au/services/screening
New South Wales Contact the Office of the Children's Guardian Website: www.kidsguardian.nsw.gov.au/check Phone: 02 9286 7276	Victoria Contact the Department of Justice Website: www.workingwithchildren.vic.gov.au Phone: 1300 652 879
Northern Territory Contact the Northern Territory Screening Authority Website: www.workingwithchildren.nt.gov.au Phone: 1800 SAFE NT (1800 723 368)	Western Australia Contact the Department for Child Protection Website: www.checkwwc.wa.gov.au Phone: 1800 883 979
Queensland Contact the Public Safety Business Agency about the Blue Card system Website: www.cypcg.qld.gov.au Phone: 1800 113 611	



APPENDIX F—NATIONAL CRIMINAL HISTORY RECORD CHECKS

An SLS Entity may at any time require a national criminal history record check. This might be required, for example, where a person may be exempt from a WWCC requirement, but it can also be an additional requirement imposed by an SLS Entity. Note that such checks are point in time only on the day the check is completed. If such record check is required, application forms are obtained from police in the relevant state or territory, or download forms from their website, as detailed below:

Australian Capital Territory Australian Federal Police Phone: 02 6202 3333 Web: www.afp.gov.au/business/criminal_police_checks.html	South Australia South Australia Police Phone: 08 8204 2455 Web: www.sapolice.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp
New South Wales New South Wales Police Phone: 02 8835 7888 Web: www.police.nsw.gov.au	Tasmania Tasmania Police Phone: 03 6230 2928, 02 6230 2929 or 03 6230 2243 Web: www.police.tas.gov.au/permits/criminal-history
Northern Territory Northern Territory Police Phone: 08 8922 3257 Web: www.pfes.nt.gov.au/	Victoria Victoria Police Phone: 03 9247 5907 Web: www.police.vic.gov.au/content.asp?DocumentID=274
Queensland Queensland Police Service Phone: 07 3364 6854 Web: www.police.qld.gov.au	Western Australia Western Australia Police Phone: 08 9268 7754 Web: www.police.wa.gov.au/OurServices/PoliceChecks

The date and certificate number of the police check must be recorded in the applicant's file. Subject to an SLS Entity's document and record keeping practices, a copy of the police check may be retained by an SLS Entity and kept on the applicant's file.

Whenever possible, no applicant is to be offered a position within an SLS Entity until after completion of their WWCC or national criminal history record check. When this is not possible, the person may be appointed contingent upon them receiving a satisfactory check. The person is to be subject to additional supervision until the check procedures are completed.



ATTACHMENT 1: MEMBER PROTECTION DECLARATION

An SLS Entity has a duty of care to all those associated with that Entity and to the individuals in that organisation to whom SLSA's Member Protection Policy applies. As a requirement of the Member Protection Policy, I acknowledge and agree that an SLS Entity must enquire into my background given I have undertaken, or will undertake, regular, unsupervised contact with Children or Young People.

I (name) of

.....

..... (address)

born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to Children or Young People or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that may be considered as constituting a risk to any SLS Entity's members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the state/territory of

.....

on/...../.....(date) Signature

Parent/guardian consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:



SLSA Guideline

Title: Communicable Diseases
Document Number: 1.3
Last Review Date: May 2013
Next Review Date: May 2014

INTRODUCTION

A communicable disease is one which can be transferred from one person to another through transfer of body fluids or through close personal contacts.

Surf Lifesavers/Lifeguards as health care workers may be exposed to and potentially catch a communicable disease whilst performing training, rescue or first aid duties. They may also transmit their own communicable disease to patients or other lifesaving colleagues.

Some of these diseases are preventable through immunisation programs.

Correct disinfection of equipment and the use of barrier protective gear will minimize the risks of disease transmission.

Exclusion of Surf Lifesavers/Lifeguards from high risk activities at times when they are potentially infective will reduce transmission risk.

RESPONSIBILITIES OF ADMINISTRATORS

- i. At national, state, branch and club level, there needs to be a high level of awareness of the potential problems of cross infection but also a strong sense of realism and perspective.
- ii. Immunisation, in particular, hepatitis B and tetanus must be emphasised. The aim is to have all active lifesavers/lifeguards immunised.
- iii. Officials must set a good example by their actions, their knowledge and in the conduct of classes and examinations.
- iv. First aid officers must be appointed wherever first aid facilities are provided – for example, clubs, pools, carnivals, special events etc. This officer must be a suitably qualified person, able to assume responsibility for all aspects of first aid, including all facets of cross-infection.

PREVENTION OF CONTRACTING AN INFECTIOUS DISEASE

General

- i. All practical Surf Life Saving awards must include instruction on cross-infection risks relevant to that award.
- ii. Universal precautions require that lifesavers/lifeguards assume that every patient is potentially infectious. Infection control efforts must focus on preventing exposure to blood. Prevention should extend to taking precautions against contact with other body substances such as vomit, saliva, urine, etc.
- iii. Intimate sexual contact is another mode of disease transmission of disease, preventable through use of barrier prophylactics eg condoms.
- iv. Women lifesavers/lifeguards who are, or think that they might be pregnant, should take care in administering first aid and be aware of any possible risk to their foetus. This is especially important where body substances are involved. The onus is on the lifesaver concerned to act in a responsible manner.
- v. All clubs providing first aid should appoint a First Aid Officer whose duties include ensuring that proper body substance precautions are taken at all times and that full records are kept.

Immunisation

Lifesavers/Lifeguards may be exposed to and transmit vaccine preventable diseases. Maintenance of immunity against these diseases helps prevent spread to and from patients and colleagues.

Lifesavers/Lifeguards should be encouraged to visit their family doctor for appropriate vaccines before or shortly after starting any lifesaving duties that would put them at risk of disease transmission.



Surf Life Saving Australia's recommendations:

i. Diphtheria/tetanus:

- All lifesavers/lifeguards should have received at least three vaccine doses (usually given in childhood).
- Booster dose recommended for those aged 50+.

ii. Hepatitis B

- This vaccine is strongly recommended for all lifesavers/lifeguards performing first aid or patrolling duties.
- Vaccinated lifesavers/lifeguards should have their immune status checked (blood test) if not done previously.
- Those not immunized should attend their family doctor to arrange injection schedule.
- A small number of people do not develop an immune response to the vaccine (discovered with the follow up blood test). These people should see their family doctor and be given a hepatitis B immunoglobulin injection within 72 hours of any potential blood or body fluid exposure.

iii. Hepatitis C

- No vaccine available.
- Universal barrier precautions essential for personal protection

iv. HIV/AIDS

- No vaccine available
- Universal barrier precautions essential for personal protection

v. Hepatitis A

- Transmitted through faecal-oral route (eg poor hand washing then food contact)
- Could be considered by lifesavers/lifeguards staying in close communal bunkroom accommodation.

vi. Meningococcal

- Transmitted through saliva and close personal contact.
- Could be considered by lifesavers/lifeguards staying in close communal bunkroom accommodation.

First Aid

- Lifesavers/lifeguards 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/lifeguards, 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.
- Lifesavers/lifeguards 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.

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/lifeguards 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/lifeguards 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/lifeguards 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.

- vi. Lifesavers/lifeguards 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.
- vii. All resuscitation equipment should be maintained, accessible and readily available.
- viii. All active lifesavers/lifeguards should be competent in the performance of mouth to mask resuscitation.

OCCUPATIONAL EXPOSURE TO BLOOD/BODY FLUIDS

Types of incidents which may pose a risk to surf lifesavers/lifeguards:

- Contamination of cuts/abrasions with blood and /or body fluids.
- Contamination of mucous membranes (eyes or mouth) with blood and/or body fluids.
- Needle sticks or cuts with contaminated sharp objects.

Action to be taken:

- i. Skin – clean the area with warm soapy water and antiseptic e.g. betadine. Avoid squeezing.
- ii. Mucous membranes (eye, mouth) – wash/irrigate with water or saline
- iii. Report the incident to appropriate club officials and record in an Incident Log Book. If possible, note name and contact details of the source person.
- iv. Exposed person should go within 24 – 36 hours to their doctor or local hospital for treatment and counselling.
- v. Dispose of needles as per the SLSA Sharps Policy

SURF LIFESAVERS/LIFEGUARDS WITH INFECTIOUS DISEASES

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

- i. The 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.
- ii. 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

- i. Persons with serious communicable diseases such as HIV or hepatitis C or carrier status may be or wish to be members of lifesaving organisations.
- ii. 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.
- iii. Lifesavers/lifeguards have an ethical responsibility to notify the SLSA if their infection status poses a risk to patients or lifesaving colleagues.
- iv. Those who choose NOT to notify a person in authority within the SLSA of their infective or potentially infective status must bear full responsibility for their actions as defined by law.
- vi. 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.
- vii. 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.
- viii. 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 the SLSA.

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 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

- i. 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.
- ii. It will often be possible for them to delay their training to a later date or to rearrange 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.
- iii. 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

- i. 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.
- ii. 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.
- iii. Mouth to mouth and mouth to mask techniques of resuscitation should be practised on the manikin and not on other members of the class.
- iv. 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

- i. 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.
- ii. 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.
- iii. 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.
- iv. When practising on a student partner, clearing the airway of foreign material should be simulated rather than actually putting fingers into the mouth.
- v. 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 is described in the SLISA Disinfection of Equipment

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GENERAL

Surf Life Saving is an organisation dedicated to the safety, health and well being of its members, employees and the community in general. In meeting its statutory obligations with respect to workplace health and safety, Surf Life Saving sets and maintains the highest possible standards consistent with the importance of its role of saving lives.

Following is a number of relevant policies to assist lifesaving personnel to ensure a safe environment for participating in surf lifesaving activities.

Following are a number of policies and general guidelines for your attention:

- SLSA Sun Safety Policy;
- SLSA Disinfection of Equipment Guidelines;
- Cleaning of Beach and Water Area Guidelines;
- Marine Pollution Guidelines;
- Manual Handling Guidelines;
- Safety Data Sheet Guidelines;
- SLSA Risk Management Policy;
- Heat Management Policy; and
- Wheelchair Access Guidelines.

CLEANING OF BEACH AND WATER AREA GUIDELINES

July 2016

Some Clubs may include a contract for cleaning services, which includes some responsibilities for maintaining the water area. However, all lifesavers are to ensure that the beach and adjoining areas are kept clean and tidy.

PROCEDURES:

Observation of the general public is the lifesaver's primary responsibility and should not be neglected in order to conduct beach or water area cleaning duties.

If cleaning of the beach and water area is in need of immediate attendance (i.e. dangerous litter such as a smashed bottle), the lifesaver is to ensure the area is made as safe as reasonably practicable. If the area cannot be handled by the lifesaver, the hazard should be clearly sectioned off and referred to the land manager and/or other appropriate personnel.

MARINE POLLUTION GUIDELINES

July 2016

This guideline provides information relating to the responsibilities of reporting marine pollution.

Patrol members can provide a valuable service by identifying and reporting marine pollution. In addition to the environmental risks associated with marine pollution, there is a potential for risk to the community that includes:

- The health risks associated with potentially poisonous substances; and
- The potential threat of fire or explosion.

ACTIONS ON IDENTIFYING MARINE POLLUTION:

If marine pollution is identified, patrol members should firstly ascertain if there is any risk to the community. If so, separate the public from the hazard. Once safety of the public has been assured, the incident should be reported to the appropriate authority, agency or land manager.

CLOSING THE BEACH DUE TO MARINE POLLUTION:

Refer to POM 0008 – Lifesaving Activities at closed beaches for more information.

HAZARDOUS MANUAL TASKS GUIDELINES

May 2018

Hazardous manual tasks means more than just lifting or carrying something. The term “hazardous manual tasks” is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. It also covers activities which require the use of force or effort such as pulling an IRB start cord.

Up to one third of all work injuries in Australia occur during hazardous manual tasks. Most of the reported accidents involving manual handling tasks cause back injury although hands, arms and feet are also vulnerable. Sometimes the person injured never fully recovers or requires a long period of rehabilitation before they are able to work again.

Many hazardous manual task injuries build up over a period rather than being caused by a single handling incident. These injuries occur wherever people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, while making deliveries and on beaches!

HOW CAN HAZARDOUS MANUAL TASK INJURIES OCCUR:

Risk of hazardous manual task injuries can arise when tasks are poorly designed or where handling involves awkward or constrained postures. These conditions can make it difficult for you to use good handling techniques.

Some examples of actions that may cause hazardous manual task injuries are:

- Carrying a patient out of the water on soft sand or uneven and slippery rocks;
- Sitting with a poor posture for a long period of time in a surveillance chair; and
- Moving and carrying IRB's and motors, often up steep slopes;

RISK MANAGEMENT:

The national standard for hazardous manual tasks requires that all tasks in your workplace which involve manual handling are identified and that the risk or likelihood of injury is assessed. Where there is a risk of injury, suitable "control measures" must be introduced. Control measures need to be suitable and practical.

They might include:

- Redesigning the task where something needs moving;
- Providing mechanical handling devices such as hoists or trolleys;
- Safe work procedures such as team lifting; or
- Specific training for particular handling tasks.

WHO IS RESPONSIBLE FOR CONTROLLING THE RISKS

We all have a responsibility for promoting a safe working environment. You should discuss anything which could be a manual handling risk in your club/working environment with your supervisor/club captain/club safety officer and/or chief instructor to determine the best way of eliminating or reducing the risk of injury.

NOTE: These guidelines are to be followed as best practice measures. It should be highlighted that there is no such thing as a completely “safe” hazardous manual task operation.

GENERAL:

This procedure sets out general guidelines to be followed by all members. Wherever you are exposed to the possibility of risks from the manual handling of loads you should ensure that, if that risk cannot be avoided, a competent person carries out a suitable and sufficient assessment of all such manual handling operations to be undertaken by them. Never attempt to lift or carry any heavy loads alone, especially patients or survivors. You should also co-operate when assessments are undertaken and attend any training that is arranged.

YOUR RESPONSIBILITIES:

- i. Promote a safe working environment;
- ii. Follow the systems of work listed below that are laid down for your safety;
- iii. Make proper use of equipment provided for your safety;
- iv. Co-operate on all health and safety matters;
- v. Consult your Club Captain if you identify dangerous handling activities;
- vi. Take care to ensure that your activities do not put others at risk; and
- vii. Avoid manual handling where possible i.e. can you take the treatment to the casualty and not vice versa.

WAYS OF REDUCING THE RISK OF INJURY:

- i. Reduce the amount of twisting and stooping;
- ii. Avoid lifting from floor level or above shoulder height;
- iii. Where possible, reduce the carrying distances;
- iv. Avoid repetitive handling;
- v. Vary the work allowing one group of muscles to relax while another is used;
- vi. Where possible, make the load lighter or less bulky;
- vii. Adjust your grip to find the load easier to grasp, more stable and less damaging to hold;
- viii. Remove obstructions to free your movement; and
- ix. Where possible, avoid steps and steep ramps.

GOOD HANDLING TECHNIQUES:

1. Stop and think
Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials or debris on the beach. For a long lift such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

2. Position your feet
Feet apart, giving a balanced and stable base for lifting (unsuitable footwear might make this difficult). Leading leg as far forward as comfortable and if possible, pointing in the direction you intend to go.
3. Adopt a good posture
When lifting from a low level, bend the knees. Do NOT kneel or overflex the knees. Keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.
4. Get a firm grip
Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.
5. Keep close to the load
Keep the load as close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.
6. Don't jerk
Lift smoothly, raising the chin as the lift begins, keeping control of the head.
7. Move the feet
Don't twist the trunk when turning to the side

TABLE 1. PATROL EQUIPMENT WHICH PRESENTS A HAZARDOUS MANUAL TASK HAZARD

EQUIPMENT	WEIGHT	DIMENSIONS OR OTHER ASPECTS	MANUAL HANDLING RISK	METHOD/OPTIONS FOR LIFT
First aid kit	Up to 10kg	Size of medium suitcase	Low-moderate	1 person lift
Signs (e.g. strong currents, blue bottles, patrol flag stands)	Up to 15kg	1.5m poles (wooden/metal pipe) Metal frame & panel base	Moderate	1-2 person lift and carry (< 50m on soft sand)
Patrol & Surf Craft Area Flags	Up to 80kg+	3.6m poles	Moderate	1-2 person lift and carry (< 50m on soft sand)
Patrol Tent	Up to 15kg	Usually large bulky object	Mod-high	Team lift – number of persons dependant upon weight/size
Airbag Oxygen Resuscitator	Up to 15kg	Oxygen cylinder with metal casing	Moderate	1 person lift (short distance < 10m on soft sand) or trolley
Rescue Boards	Up to 15kg	Length approx 2.5m	Moderate	1-2 person lift and carry (< 50m on soft sand)
Fuel Bladder	Up to 20kg	Triangular & flexible	Moderate	1 person lift
Patrol Stands	Up to 15 kg	Awkward shape, metal construction	Moderate	1 person lift using carrying handles
IRB (Unladen)	80-90kg	Approximate dimensions: 1.8m (L) × 0.725 (W) – Internal 3.75m (L) × 1.83m (W) - External	High	4 person team lift/drag (short distance (<2.5m) to launch/recover
IRB (Laden with motor)	Up to 150kg without crew		High	4 person drag (short distance <5m) Min 4 person team lift 4WD/ATV to tow
IRB (Gemini – laden with motor)	Up to 180kg without crew		High	5 person team push (short distance <5m) 4WD/ATV to tow
IRB Motor	50-60kg	Long awkward shape	High	2-3 person lift (short distance <5m) or preferably a trolley
RWC	Up to 320kg	Awkward shape, some sharp fixings evident on gunwales, very heavy	High	3- 5 person team push (short distance <5m) 4WD/ATV to tow
Surveillance Chair/Tower	Variable	Wooden or metal construction, min of 2m high	High	4 person drag 4WD/ATV to tow

SAFETY DATA SHEETS (SDS)

INTRODUCTION

It is a requirement under the Work Health and Safety Act 2011 that Safety Data Sheets (SDS) must be compiled and displayed where hazardous substances are used or located in clubhouses, gear sheds, first aid training rooms, etc.

Part 7.1 (Hazardous Chemicals) of the Work Health and Safety Regulation 2011 sets the requirement of an Employer to:

- Obtain a SDS of a hazardous substance from the supplier;
- Keep a register containing a list of all hazardous substances used at the workplace and put a copy of any SDS obtained in the register;
- Take reasonable steps to ensure the SDS is not changed other than by the manufacturer or importer; and
- Keep the SDS close to where the substance is being used.

What is a SDS? A SDS is a document prepared by the manufacturer of a hazardous substance. A SDS describes the properties and uses of a particular hazardous substance. There are details in the SDS on the identity of the substance, chemical and physical properties, health hazard information, and precautions for use and safe handling information.

Why do we need a SDS? There are tens of thousands of chemicals used in workplaces, ranging from hazardous fumes to cleaning agents. To assess the risks to health that these chemicals may pose we need information on the hazardous nature of the chemical substance. A SDS is designed to provide this information. Without a SDS the user could remain ignorant of the hazardous nature of the substance, how it could affect their health or safety and what to do in case of an emergency.

There is a legal obligation to obtain a SDS on or before the first supply of the hazardous chemical. This SDS must be made readily available to all persons that use the substance or have reasonable need for requesting the information.

What SDS signage is required? Surf Life Saving Clubs are required to display the following Safety Data Sheets as a minimum:

- Regular unleaded petrol;
- Medical air (oxygen);
- Outboard oil;
- Automotive diesel fuel (where applicable);
- Formaldehyde (where applicable);
- Microshield hand rub (where applicable);
- Liquid bleach;
- Sunscreen; and
- Any other chemical defined as Hazardous by the NOHSC Standards

To gain access to the ChemAlert System (SDS forms and chemical information) contact your Lifesaving Services Coordinator/Regional Manager.



Environmental Factors Guideline

Surf Life Saving Australia

July 2018



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1 TSUNAMI

1.1 DEFINITIONS

Tsunami - a series of waves travelling across the ocean due to a sudden displacement of a large body of water. This displacement can be caused by events such as undersea earthquakes, landslides, volcanic eruptions or even asteroid impacts.

Emergency Management Australia (EMA) - represents is charged with assisting States and Territories to develop their emergency management capabilities to protect all Australian citizens and their property. It provides national leadership in the development of measures to reduce risk to communities and manage the consequences of disasters. EMA is part of the Federal Attorney-General's Department.

State Emergency Authority (SEA) - Has the overall responsibility of coordinating and managing wide-scale emergencies and disasters.

Bureau of Meteorology (BOM) - provides overall national strategic planning, management and coordination of the Bureau's integrated observations, telecommunications and computing infrastructure and its weather, climate and hydrological services. It also includes the National Climate Centre, the Bureau of Meteorology Training Centre and the Bureau of Meteorology Research Centre.

1.2 EXECUTIVE SUMMARY

- Surf Life Saving Australia has developed a tsunami response plan including pre-impact, impact and post-impact guidelines.
- Surf Life Saving, and other lifesaving services, will be the first point for warning, closing and evacuating beaches.
- This would be done only if it is safe to do so, and as directed by the state/territory Surf Life Saving centre or service supervisor.
- The appropriate authority will instruct Surf Life Saving when to begin rescue and recovery following the impact of tsunami.
- During a tsunami event, personal safety remains the priority and action should only be taken when it is safe to do so.

1.3 SLSA & TSUNAMI EMERGENCY RESPONSE

SLS works closely with council lifeguard services in managing Australia's beaches. SLS is the primary responder on beach management should a tsunami occur on the Australian coastline. SLS has the capacity to assist by:

- warning the beach-going public through its communication points around the coastline, including the public address system and;
- providing adequate rescue and emergency care, through the active membership volunteer and professional surf lifesaving clubs, and support operation services.

The SEA in each state/territory will have the overall responsibility of coordinating and managing of a tsunami warning. The SEA may also delegate particular responsibilities to SLS, such as warning the community or assisting in rescue and recovery. It is important that SLS should act upon its Tsunami Response Plan only after it has been asked to do so by the relevant SEA. It is not SLS's responsibility to determine if a Tsunami Warning should be issued or not, with subsequent plans put in place.

The Bureau of Meteorology (the Bureau) is the delegated authority to issue a tsunami warning. The SEA then determines what level of response should be taken by relevant authorities, such as SLS.

1.4 SLS RESPONSE GUIDELINES

Surf Life Saving Australia has developed a response guideline for a tsunami event. This guideline explains the processes that are to be considered by Surf Life Saving State/Territory centres, and associated bodies, when developing a Tsunami Response Plan. All lifesaving services, including lifesaving clubs, council lifeguards, support operations etc, must contact their respective state/territory centre to confirm their state/territory specific operational procedures.

There are three distinct components of a tsunami response plan:

- **Pre-impact.** Activities carried out during this period are precautionary and are focused on protecting life.
- **Impact.** This phase is likely to last several hours, within which the impact of a series of separate waves will occur.
- **Post-impact.** This phase can be associated with the time directly after the first wave and/or after a series of waves. It begins after the damaging effects of the tsunami have been experienced.

For regional and distant tsunami, there may be a period before impact of several hours to almost a day. This depends on where the tsunami has been generated.

It is critical that this time is used effectively to:

- ensure sufficient warning time is given
- evacuate people at risk
- implement measures to reduce property damage
- minimise disruption to essential services and;
- reduce the requirement for post impact functions.

Lifesaving services will use the appropriate response plan according to the level of warning issued by the Bureau of Meteorology (BOM).

There are three levels of warning:

- No action required.
- Marine based threat.
- Marine and land based threat.

1.5 IMPORTANT NOTES

Always confirm with your direct supervisor before initiating, or finalising any component of a response plan.

The Australian Tsunami Warning System has been implemented to track any possibility of tsunami affecting the Australian coastline. However, there is still the possibility one may impact on Australia without any warning at all. It is important to know what natural signs could come before a tsunami.

If a tsunami wave is about to impact on the coastline you are responsible for, and there is no time to confirm with your direct Lifesaving Supervisor (ie. Surfcom or area Director of Lifesaving) you could:

- evacuate people immediately from the water and off the beach area using emergency evacuation flash and alarm, and public address systems
- notify Surfcom or area Director of Lifesaving or;
- monitor situation if possible.

1.5.1 No threat

If this warning is issued, you will receive the following notification: 'An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories'. A Level 1 warning to the Australian public is a warning that lifesaving services need to be aware of. There may not be

an immediate major threat to the community, however, normal wave patterns and tidal currents may be affected enough to cause unusual conditions at the coastline that could impact on your lifesaving services area. These conditions can last up to ten days after a tsunami event.

There may not be any obvious features that a tsunami has impacted your area and the three components of a tsunami response plan, being pre-impact, impact and post-impact, may not be directly evident. It is important to keep in mind the following actions:

Monitor surf conditions for unusual rip and tidal currents - up to six days after.

Advise Surfcoms of any change in conditions - up to ten days after.

Increase surveillance of the people using the coastline, especially through deployment of Support Operations at unpatrolled locations - up to ten days after.

1.5.2 Marine based threat

If this warning is issued, you will receive the following notification: 'Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore'.

1.5.2.1 Pre-impact

Below are examples of what a tsunami response plan for Level 2 may include:

- confirmation that the tsunami warning is official with your direct lifesaving service supervisor i.e. Director of Lifesaving
- coordination of your local lifesaving service according to your direct supervisor's instructions
- warning any communities in the direct vicinity of the beach using public address systems and/or lifesaving craft (only if directed and is safe to do so)
- evacuation of any public from the immediate sand/beach according to the level of warning using PA system and/or evacuation flag
- pre-deployment of resources to staging areas outside the likely impact area (at Level 2 the staging area may be the back of the beach)
- restriction of access to the likely impact areas by establishing signs i.e. Beach Closed signs and red flag or other as directed (at Level 2 lifesaving services may remain at the back of the beach to continue evacuation)
- support operations vessels on standby
- support operation vessels/craft positioned according to Lifesaving Supervisor
- monitoring of likely impact areas
- coastal watch cameras and/or support operation craft i.e. offshore boats or;
- management of the media - direct all media enquiries to State/Territory centre.

1.5.2.2 Impact

Below are examples of what a tsunami response plan for Level 2 may include:

- monitoring of likely impact areas (at Level 2 this can be from the back of the beach)
- detection of tsunami impact
- continued warning and evacuation of threatened communities to safe areas. At Level 2 this can be conducted from the beach or;
- rescue of persons only if safe to do so and/or have been instructed to do so.

1.5.2.3 Post-impact

Post impact can be seen for several hours after initial impact.

Below are examples of what a tsunami response plan for Level 2 may include:

- confirm ability to proceed with Post-impact procedures with direct Lifesaving Services Supervisor
- reconnaissance of areas likely to have been impacted
- search and rescue of people in the immediate coastal environment
- treatment of sick or injured people
- re-open beach only when direct lifesaving service supervisor has informed you and you have the capacity to do so (do not take instructions from media) or;
- debrief.

1.5.3 Land and marine based threat

If this warning is issued, you will receive the following notification: 'Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents'.

1.5.3.1 Pre-impact

Below are examples of what a tsunami response plan for Level 3 may include:

- confirmation that the tsunami warning is official with your direct lifesaving service supervisor i.e. Director of Lifesaving
- coordination of your local lifesaving service according to your direct supervisor's instructions
- warning any communities in the direct vicinity of the beach using public address systems and/or lifesaving craft (only if directed and is safe to do so)
- evacuation of any public from the immediate sand/beach according to the level of warning using PA system and/or evacuation flag
- pre-deployment of resources to staging areas outside the likely impact area (at Level 3, staging area may be a few kilometres inland to be pre-determined)
- restriction of access to the likely impact areas by establishing signs i.e. Beach Closed signs and red flag or other as directed (at Level 3, communicate to the public via PA system and signage and evaluate all lifesaving service personnel and equipment where possible to a 'staging area' inland)
- support operations vessels on standby (at Level 3, all mobile support operation vessels evacuated to staging area)
- monitoring of likely impact areas
- Level 3 coastal watch cameras and/or aerial surveillance i.e. helicopters only or;
- management of the media (direct all media enquiries to State/Territory centres).

1.5.3.2 Impact

Below are examples of what a tsunami response plan for level 3 may include:

- monitoring of likely impact areas (at Level 3, from 'staging area' and using technology such as Coastal Watch)
- detection of tsunami impact
- continued warning and evacuation of threatened communities to safe areas (at Level 3, only to be conducted by aerial capabilities) or;
- rescue of persons (at Level 3, it is highly recommended not to perform a rescue during Impact phase unless via aerial capabilities).

1.5.3.3 Post-impact

Post impact can be seen for several hours or even days after initial impact.

Below are examples of what a tsunami response plan for Level 3 may include:

- confirm ability to proceed with post impact procedures with direct Lifesaving Services Supervisor
- reconnaissance of areas likely to have been impacted
- search and rescue of people in the aquatic environment (at Level 3, primarily the immediate coastal environment. However, it may be tasked as a secondary priority to inland search and rescue)
- treatment of sick or injured people
- re-open beach only when a direct lifesaving service supervisor has informed you and you have the capacity (do not take instructions from media) or;
- debrief

1.5.4 Procedures to be followed after the impact of tsunami

Actions may include:

- reconnaissance of areas likely to have been impacted
- search and rescue of people trapped and injured
- response to collapsed structures, fires and hazmat incidents
- treatment of sick and injured people
- provision of accommodation and welfare services for displaced people or;
- management of pets and companion animals belonging to displaced persons.

1.6 FURTHER INFORMATION

For further information regarding your specific state based operational procedure, Surf Life Saving state/territory contacts are:

- New South Wales (02) 9471 8000
- Queensland (07) 3846 8000
- Victoria (03) 9676 6900
- South Australia (08) 8354 6900
- Western Australia (08) 9207 6666
- Tasmania (03) 6223 5555
- Northern Territory (08) 8985 6588

State Emergency Authorities (SEA) in each state/territory are:

- Queensland - Emergency Management Queensland (EMQ)
- New South Wales - State Emergency Service (SES)
- Victoria - State Emergency Service (SES)
- Tasmania - Police
- South Australia - State Emergency Service (SES)
- Western Australia - Fire and Emergency Services Authority (FESA)
- Northern Territory - Police Fire and Emergency Services (PFES)

2 SUN SAFETY

2.1 INTRODUCTION

Surf Life Saving Australia (SLSA) will ensure that all members who participate in SLSA activities are both informed and protected against the harmful effects of the sun's ultraviolet radiation (UVR) whenever they are outdoors. SLSA will promote to all parties a knowledge of the great importance of the need for protection from skin and eye damage caused by UVR. All Members must participate in and promote all sun safe guideline suggestions.

The sun safety guideline is one of the most important policies developed, as it may directly affect the health of SLSA Members. This Guideline is acknowledged as the minimum standard for a SLS lifesavers and ALS lifeguards. They now closely correspond to the recommendations of Workcover and Cancer Councils in each State for skin protection for outside workers.

2.2 THE FACTS

- a. Australia has the highest rate of skin cancer in the world. Over two-thirds of Australians will develop some form of skin cancer during their lives.
- b. About 1000 people in Australia die each year from skin cancer.
- c. Too much exposure to UVR or repeated sunburn, especially in childhood, damages the skin increasing the risk of skin cancer in later life.
Note: both cumulative exposure (without actual 'sunburn') and repeated sunburn (not necessarily 'severe') contribute to increasing the risk.
- d. Severe sunburn, particularly in the young increases the later risk of skin damage and skin cancers.
- e. If we can protect people from birth to 17 years of age they have 75% less risk of developing skin cancer in later life.
- f. A suntan is a sign of damaged and weakened skin.
- g. School, recreation and sport may expose people to the sun for long periods.
- h. The style, type and amount of clothing we wear often does not suit our intense sunshine with its high levels of UVR.
- i. Lifelong participation in outdoor sport and recreation mean many Australians are exposed to dangerously high levels of UVR.
- j. 95% of skin cancer can be cured if detected and treated early.
- k. UVR has been shown to cause eye damage, which includes cataracts and pterygium. This damage may start in childhood.
- l. Reflected UVR may cause sunburn even under shelter, and other methods of sun protection are essential.
- m. UVR is present in high levels on cloudy days also, and all sun protection methods should be used on cloudy, as well as sunny days.
- n. There is no such thing as "windburn" – this is solar damage (the same as "sunburn") from UVR, usually in cloudy weather as UVR easily penetrates clouds.

2.3 SUN SAFETY FOR SLSA ACTIVITIES

The health of participants in surf lifesaving activities is of a primary concern to SLSA.

It is far better to prevent skin cancer by regularly practising simple protective measures. Skin cancer is preventable, and like any other medical condition is best dealt with by simple protective measures. It is also acknowledged that cataracts and other eye diseases are related to UVR and that correct sunglasses will prevent or reduce these eye problems.

SLSA strongly recommends sun protection during all SLSA activities. It is the responsibility of all SLSA Members to use all protective equipment provided (hats, uniforms, sunscreen, shade structures, sunglasses etc), adopt sun safe practices (re-applying sunscreen, minimising time outdoors during peak UV times etc). As well as their own personal

protection, SLSA Members should set an example and be a good role model for younger Members and the community in general.

The following standards outlined in this Guideline are acknowledged as minimum standards for the volunteer lifesaver and SLSA professional lifeguards.

2.4 DEFINITIONS OF SUN SENSE PROTECTION

2.4.1 Shelter

- a. Materials used to provide shade should cast a dark shadow (i.e. block out UVR to a minimum of 50%).
- b. Provision of either natural or artificial shade over the patrol arena or other patrolled areas, to give adequate shade for those on patrol.
- c. Protective covering over all patrol or observations towers.
- d. Specific shaded areas in carnivals to provide shade for both competitors and officials.

NOTE: It is possible to get sunburn under shelter due to reflection of UVR from sand and water. Other precautions listed must still be used.

2.4.2 “Protective clothing”

In this Guideline means the use of:

- a. hats - wide-brimmed (minimum brim width of 8cm.) with dark (non-reflecting) underside of the brim, or “legionnaire style” hats - those having side pieces protecting the ears and neck;
- b. long-sleeved shirts with high neck collars – made of UPF 50+ material (close-weave material that blocks UVR);
- c. shorts - loose and long-legged.

2.4.3 Sunscreen

- a. use broad spectrum, water resistant SPF 30+ sunscreen;
- b. apply at least 20 minutes before exposure so that cream can be “absorbed” into the skin, for effective protection;
- c. reapply every 2-3 hours, or more often after swimming, or sweating heavily.

Note: With higher SPF sunscreens a small number of people may be sensitive to some types of sunscreens. If skin rashes occur, choose a brand designed for sensitive skin. (It is important for people who spend as much time outdoors as lifesavers to maintain the highest SPF).

Sunglasses – 100% UV resistant conforming to Australian Standard 1067 (as labelled on the swing tag) - having side protection from the sun’s rays, but which do NOT obscure peripheral vision.

2.5 RESPONSIBILITIES

2.5.1 Section 1 - All levels of SLSA

Taking into consideration the harmful effects from the ineffective protection of open weave clothing, when choosing uniforms SLSA and affiliates will conform to guidelines for sun safe clothing with tightly woven material with a UVR protection factor (UPF) of 50 or 50+.

SLSA and affiliates will strongly encourage the use of:

- a. sufficient shelter for patrols using either natural, or artificial shelters;

- b. patrol hats, shirts and shorts to conform with the standards above;
- c. broad-spectrum water-resistant SPF 30+ sunscreen and sunglasses for all activities.

On patrol, maximum use will be made of existing natural shade – Patrol and Club Captains must enforce this. Where natural shade is not adequate SLSA and affiliates will ensure suitable structures or provide portable shade structures for Members wherever.

In accordance with SLSA's Patrol Uniform Guideline, it is mandatory that patrol Members wear the patrol uniforms provided at all times, except in a rescue situation or where conditions do not permit.

SLSA and affiliates will endeavor to schedule outdoor activities outside the hours of 10.00 am to 2.00pm (11.00 am and 3.00 pm Daylight Saving Time). This is especially important with junior carnivals or combined events.

Carnival Referees and Sectional Referees will promote officials' use of broad-spectrum water-resistant SPF 30+ sunscreen (with zinc cream on specific areas, if necessary), at all times during SLSA surf carnivals.

Note: Given the nature of surf lifesaving carnivals, which may run all day, SLSA strongly promotes its officials and competitors and observers to maintain high standards of sun safe including protective clothing, sunscreen and shelter.

Whilst participating in SLSA activities on the beach, or waiting for water events, members will be strongly encouraged to wear a wide brim hat or similar (see above) that protects the face, ears, neck, shoulders and crown of the head.

SLSA will promote sun safety in a positive way, through a variety of public relation tools, including written literature and education programs.

SLSA will strongly encourage trainers, coaches, officials and members in prominent positions to act as strong role models, to promote and use all sun protection available.

SLSA officials and carers will revise sun protection measures on a yearly basis.

Competitors are encouraged to wear sun protective clothing up to the start line of their event.

On completion of the race/event hats and T-shirts should be replaced.

March Past teams are encouraged to wear hats, T-shirts and shorts while competing. These should be wide-brimmed hats and long sleeved shirts with high collars and a UPF rating of 50 or higher, and shorts.

2.5.2 Section 2 - Parents and Guardians - Junior Activities

Club officials, parents and carers must apply the above standards wherever possible.

The following sun sense rules are strongly recommended:

- a. Literature on prevention of skin and eye damage should be given to all parents/guardians when their child/children are signed on each season.
- b. Parents/guardians of children participating in surf lifesaving activities should be provided with the SLSA sun safety guideline and encouraged to comply with it.
- c. All Junior Activities Officials parents/guardians are to promote the use of these protective measures by example.
- d. Parents/guardians should be strongly encouraged to purchase sun safe hats and protective uniforms for their child's/children's use and provide SPF 30+ broad-spectrum water-resistant sunscreen for their child/children during SLSA activities.
- e. Parents/guardians should promote sun protective behaviour to their child/children by personal example.

- f. Parents should provide Australian Standard (labeled as AS1067) sunglasses that filter 100% of UV rays for their child/children.
- g. For more information, please contact Cancer Council Australia.

2.6 IMPORTANT SAFETY TIPS TO REMEMBER

The six Ss'

- a. SHADE – natural or man-made
- b. SLIP! – on a T-shirt
- c. SLOP! – on a Sunscreen
- d. SLAP! – on a Hat
- e. SUNGLASSES – to Australian Standards
- f. SUNSHINE - awareness of times of the day especially around midday

2.7 REFERENCE MATERIALS

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2.8 FURTHER READING

For training and information on skin protection for outdoor workers

- WorkCover - State Departments
- Cancer Council – States

3 LIGHTNING

3.1 INTRODUCTION

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. These figures are likely to increase in line with the growing proportion of people who are engaging in outdoor recreational activities.

Of the many lightning strike injuries each year, about 80 are due to people using normal telephones during thunderstorms when the phone system may suddenly become part of a highly charged electrical circuit. Related injuries may include hearing damage, burns and electrocution.

3.2 WHAT IS LIGHTNING?

Lightning is the discharge produced when differences between ground and atmospheric electrical charge are large enough (several hundred million volts) to overcome the insulating effects of air.

Lightning strikes can occur within the cloud, between clouds or between clouds and the ground. An average thunderstorm can release several hundred megawatts of electrical power.

Thunder is the sound produced by the explosive action of air heated by the lightning strike to temperatures as high as 20,000 degrees Celsius.

3.3 PROTECTION AGAINST LIGHTNING STRIKES

3.3.1 Outdoor Protection

The 30/30 Rule

The 30/30 Rule is recommended for lightning safety in the Australian Standard on Lightning Protection. The rule is designed to provide guidance on the suspension and resumption of activities in an outdoor environment.

It sets out the following principles:

- | | |
|---------------|---|
| Close Beach – | Where the flash to bang count is 30 seconds, indicating that the lightning is 10km away. This is associated with significant risk that the strike could be at the patrol arena. |
| Open Beach – | Where 30 minutes has passed since the last sighting of Lightning. A typical storm travels at about 40 km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away. |
- i. With an approaching thunderstorm, and where the 30/30 Rule applies, all persons should be advised to leave the water and clear the beach immediately. The Patrol Captain should remove the patrol flags, close the beach and then the patrol should retire to the shelter of the clubhouse, maintaining a surveillance lookout from there.
 - ii. Seek shelter in a 'hard top' vehicle or building - avoid small structures, patrol shelters, fabric tents and isolated or small groups of trees.
 - iii. If in the open, away from shelter, crouch down (singly), preferably in a hollow, with feet together and remove metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity.
 - iv. If swimming, surfing or in a boat leave the water immediately and seek shelter.

- v. In the event of a surf carnival or special event, all effort should be made to ensure the safety of all personnel. All effort should be made by the carnival referee and/or organisers to delay the event until the danger has passed or cancel/postpone events completely.
- vi. Avoid the use of portable radios and mobile telephones during a thunderstorm. If emergency calls are required keep them brief.

3.3.2 Indoor Protection

- i. Avoid the use of telephones, radios, fax machines, computers and other electrical equipment. If emergency calls are required keep them brief.
- ii. Before the storm arrives disconnect external aerials and power leads to radios and other appliances.

3.4 FIRST AID

The normal emergency care procedures apply to any patients effected by lightning strikes. Ensure that the rescuer is in no danger of being struck by lightning. If the patient is not breathing commence resuscitation immediately.

3.5 DEFINITIONS

Lightning, 'means the discharge produced when differences between ground and atmospheric electrical charge are large enough (several hundred million volts) to overcome the insulating effects of air.'

Thunder, 'means the sound produced by the explosive action of air heated by the lightning strike to temperatures as high as 20,000 degrees Celsius.

3.6 REFERENCES

- Lightning Web Sites: www.noaa.gov/lightning and www.lightningsafety.noaa.gov/
- Makdissi M., Brukner, P, "Recommendations for lightning protection in sport", MJA 2002 177 (1): pp35-37
- Available at: http://www.mja.com.au/public/issues/177_01_010702/mak10009_fm.html SLSA (2003)



SLSA Guideline

Title: Disinfection of Equipment
Document Number: 3.1
Last Review Date: May 2013
Next Review Date: May 2014

INTRODUCTION

All reusable equipment used during SLS activities for the provision of first aid treatment or training should be disinfected appropriately after use to minimize the risk of transmission of diseases to both SLS personnel and members of the public.

BACKGROUND

The Australian Resuscitation Council has advised that standard household bleach is acceptable for use as a means of disinfecting non-disposable equipment after use. This would include pocket masks used for resuscitation (Note: one-valve valves should be replaced after patient use), resuscitation training manikins and removable faces, and any other products not designed for single use.

Bleach is a hazardous substance that can cause burns to the skin and eyes on direct contact and may also have noxious fumes that can act as an irritant. It should always be stored correctly (particularly out of the reach of children), not mixed with other chemicals, and only used in accordance with the instructions provided. Suitable protective equipment should be worn when handling bleach.

CREATING A BLEACH SOLUTION

- Household bleach contains the active chemical ingredient sodium hypochlorite and may be purchased as a solution, granules or tablets.
- Check that the bleach product you are using yields between 1% and 10% available chlorine when used in accordance with the manufacturer's instructions. This will be clearly marked on the label.
- If using granular or tablet forms, ensure they are completely dissolved according to manufacturer's instructions.
- Liquid bleach and granular or tablet created solutions should not be used undiluted for disinfection. Add 1 part of your bleach product to 9 parts water to create a disinfectant solution that can be used safely.
- Bleach solutions for disinfection must be freshly prepared and cannot be stored for later use.
- Bleach solutions may irritate the skin, corrode metal and bleach fabric. Always use gloves and eye protection when creating a bleach solution and take care not to spill bleach.
- Ensure you are in a well-ventilated area when creating a bleach solution.
- Always rinse objects and surfaces with water after disinfection to ensure that all sodium hypochlorite has been removed.

GUIDELINE

The risks of disease transmission during CPR training are extremely low. The Australian Resuscitation Council has produced Guidelines on 'Cross Infection Risks and Manikin Disinfection' that should be followed by SLS personnel. This includes practicing good hygiene (e.g. handwashing or use of antibacterial gel) and excluding anyone from using the manikins who has an obvious infection (cold or flu-like symptoms, fever, cough, sore throat, chicken pox, cold sore, impetigo) or wounds.

Cleaning and disinfection of Re-Usable Resuscitation Equipment after Patient Use

- Remove replaceable one-way valves and dispose in hazardous waste bag
- Wash in warm soapy water
- Rinse in water to remove soap residue
- Soak in bleach solution created as above for 2 minutes
- Wash carefully in running water to remove bleach residue
- Dry carefully
- Replace one-way valves and store equipment ready for use

Cleaning and disinfection of Training Manikins and Accessories

During a Training Class



- i. When individual face or mouth nose pieces have been used, they should be scrubbed with a nailbrush using a detergent solution or soap and water.
- ii. They should then be rinsed in clean water and dried before disinfection procedures are carried out (soaking in bleach solution for 2 minutes, washed and dried).
- iii. Resuscitation face masks should be cleaned and disinfected in the same way as manikin face pieces. One-way valves do not have to be replaced as the masks have not been used on a patient.
- iv. The lung bag should be discarded after use into an appropriate container provided near the manikins. Instructors must ensure that trainees assume responsibility for removal of their individual face pieces and lung bags, and for disinfection of interchangeable parts.

At the End of Training Classes

- i. Each manikin must be carefully decontaminated
- ii. Disassemble the manikin as recommended by the manufacturer
- iii. Wash and scrub all accessible parts with warm soapy water. This includes face pieces
- iv. Then rinse with fresh running water
- v. Then soak in a bleach solution created as above for at least two (2) minutes. Masks used in mouth-to-mask resuscitation must be disinfected in the same solution.
- vi. Rinse again to ensure that all bleach solution has been removed
- vii. Last step is to dry all parts, powder where necessary and replace for use by the next class

Cleaning and disinfection of Surfaces

For general surface disinfection of blood or body substances the following general procedures can be used:

- i. Remove any excess bodily products and dispose of contaminants appropriately. For blood or other large amounts of bodily fluid this may involve soaking-up large spills with materials to hand. Such materials must then be disposed of as biohazardous waste.
- ii. Clean the surface with warm soapy water.
- iii. After cleaning has been completed with warm soapy water, use a bleach solution as created above to disinfect the area.
- iv. Wet the area thoroughly with your bleach solution and leave for at least 2 minutes.
- v. Rinse clean to remove any bleach solution and let the surface dry.

Cleaning and disinfection of Linen

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

- i. Linen contaminated with body substances must be stored in bags which prevent leakage
- ii. This linen must be washed with detergent in hot water (at least 71 degrees C) for 25 minutes
- iii. Linen which is not contaminated can be cleaned in the same way as domestic lines
- iv. First aid rooms must be kept spotlessly clean at all times. In addition to simple cleanliness and hygiene, disinfection of instruments, floors, bed rails, switches and doorknobs, will be required frequently
- v. 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.

BODY SURFACES

Do not use bleach solution on your skin. Surfaces of the body exposed to blood, saliva, urine or faeces should be washed thoroughly with soap and water at the earliest opportunity. If you are considered about the transmission of disease through skin contact you should speak to your healthcare provider as soon as possible.

For further information, contact the Medical Advisor, through the SLISA national office on (02) 9215 8000.



Surf Life Saving Australia Policy

Policy Name:	Risk Management
Policy Number:	6.09
Primary Policy Holder:	GM Corporate Services, SLSA
Applies to:	SLSA, State Centres, Branches, Surf Clubs and all Members of SLSA
Issued:	January 2016
Version:	
Review Date:	(12 months after new update)
Approved by:	SLSA Board

1.0 Purpose

The purpose of this Risk Management Policy is to:

- communicate Surf Life Saving Australia's (SLSA) commitment to managing enterprise-wide risks and to establish clear responsibilities for itself and;
- Provide a high level statement relating to risk management for use throughout the whole of Surf Life Saving.

2.0 Scope and Context

This policy includes Directors, Management, Staff and volunteer members of SLSA Committees. This Policy also includes Member's, Officers and Staff at all levels of the Organisation such as State, Branch, Club, Subsidiaries amongst others.

Risk is inherent in all aspects of SLSA and the Organisation's activities and whilst many of these risks cannot be eliminated they can, however, be identified, controlled and managed. Risks that impact on the objectives of SLS can offer both opportunity and threat.

The risk management practices and procedures are contained in relevant manuals, guidelines, reference texts and training resources relating to the Organisational audience.

3.0 Key Objectives

The Australian / New Zealand Risk Management Standard (AS/NZS ISO 31000:2009) defines risk management as the "coordinated activities to direct and control an organisation with regard to risk".

This policy confirms that SLSA is committed to implementing a strategic, consistent and structured enterprise-wide approach to risk management in order to effectively manage opportunities for gain and minimise the impact of threats causing losses.

This policy is aligned to reflect AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines which provides the framework used to develop the SLSA Enterprise-Wide Risk Management Framework.

Risk will manifest itself in many forms and has the potential to impact the health and safety, environment, community, reputation, regulatory, operational, and financial performance of SLSA and, thereby, the achievement of the Organisation's objectives.

By understanding and managing risk SLSA will provide greater certainty and confidence for our members, employees, sponsors and suppliers, and for the communities in which we operate.

Surf Life Saving Australia

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SLSA will use our risk management capabilities to maximise the value from our assets, projects and other business opportunities and to assist us in encouraging innovation.

Risk management will be embedded into our business activities, functions and processes. Risk understanding and our tolerance for risk will be key considerations in our decision making. Other entities within the Organisation will also embed Risk Management into their operations.

Risk issues will be identified, analysed and ranked in a consistent manner. Common systems and methodologies will be used. Risk controls will be designed and implemented to reasonably assure the achievement of Organisational objectives. The effectiveness of these controls will be systematically reviewed and, where necessary, improved.

Risk management performance will be monitored, reviewed and reported. Oversight of the effectiveness of our risk management processes will provide assurance to executive management, the Board and members.

The effective management of risk is vital to the continued growth and success of Surf Life Saving.

4.0 Related Documents

6.09a - Risk Management Procedures, February 2014

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**SURF LIFE SAVING
QUEENSLAND****ADM17
Surf Life Saving Queensland
Administration**

DATE 6 January 2014
SUBJECT Heat Management
Approved by SLSQ Board

The following policy statement was adopted by flying minute dated 23 December 2013 and adopted as Surf Life Saving Queensland Policy:

Introduction:

Human thermal comfort depends on environmental and personal factors. The four environmental factors are airflow (wind), air temperature, air humidity, and radiation from the sun and nearby hot surfaces. The personal factors are the clothing being worn and the person's level of physical activity. Thermal sensation is also significantly affected by acclimatisation/adaptation: people living in hot climates have been shown to be comfortable at higher temperatures than those living in cooler climates.

In hotter conditions the body must shed heat to maintain thermal equilibrium. The cooling effect of evaporation of sweat from the skin becomes an important factor. The efficiency of this cooling depends on the humidity of the air. A high humidity reduces the effectiveness of evaporative cooling significantly. The amount of clothing will also affect this cooling efficiency due to its restriction of the air flow over the skin. Fabrics with low vapour permeability (those that don't "breathe") will increase the humidity of air near the skin.

Purpose:

Surf Life Saving Queensland (herein after "SLSQ") recognizes that heat stress and other adverse effects may result from physical activity in high temperatures.

The purpose of this policy is to provide a framework for the effective management of activities where because of high temperatures, members may be at an elevated risk of heat illness.

The objective is to modify the format of the activity so it may continue on a basis which minimizes the risk of heat stress to participants.

Ultimately the primary responsibility for the safety and wellbeing of each individual lies with that individual and in the case of minors, with the responsible supervisor, coach or guardian.

Application:

This policy applies to any and all activities conducted by SLSQ, affiliated clubs and branches.

Definitions:

- **Heat Illness** includes but is not limited to Heat Exhaustion, Heat Stroke and Dehydration
- **Participant(s)** includes employees, members and volunteers who are individuals if they involved in the activity being undertaken.

- **Responsible Person(s)** includes any person who makes, or participates in making decisions that affect the whole or a substantial part of the activity
- **Ambient Temperature** is the air temperature measured by a dry bulb thermometer not taking into account humidity or wind.
- **Wet Bulb Globe Temperature (WBGT)** is a composite temperature used to estimate the effect of temperature, humidity, wind speed and radiation (sunlight). The approximation used by the Bureau of Meteorology is derived from the following formula: $WBGT = 0.567 \times Ta + 0.393 \times e + 3.94$ where: Ta = Dry bulb temperature (°C) and e = Water vapour pressure (hPa) [humidity]

Legislative Framework:

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

POLICY

This policy provides a framework of prescribed actions in relation to a range of conditions that may lead to heat illness for SLSQ, Branch and Club personnel.

Heat illness can occur when a participant exercises vigorously in hot conditions. It may also occur with prolonged exposure to hot weather, even if activity is low intensity.

Heat illness occurs when the body cannot sufficiently cool itself. Factors that contribute to this include;

- temperature
- humidity
- amount of air movement
- clothing
- physical activity (metabolic heat load).

Control measures may include suspension, cancellation, rescheduling and/or the imposition of restrictions on activities where it is believed temperatures on the day warrant such measures. Modification or cancellation or withdrawal from participation may be appropriate even in circumstances that fall outside the nominated thresholds and conditions.

SLSQ expects all participants in all activities conducted by SLSQ and affiliated Branches and Clubs to abide this policy.

Awareness

SLSQ will publish this policy and make it available to all members for electronic download.

In preparation for any activity, a risk assessment is to be completed in accordance with SLSQ guidelines. If prior to or during any activity, it becomes apparent that any heat factors that may impact on participants are likely to be

experienced, including but not limited to high temperatures and/or humidity, the responsible persons associated with the activity must exercise due diligence and;

- Ensure adequate shade and water is available
- Be prepared to implement heat management measures in line with this policy
- Have an effective mechanism to monitor temperature and humidity (available from the Bureau of Meteorology at <http://www.bom.gov.au/products/IDQ65214.shtml>)
- Alert participants of the following;
 - The potential for adverse heat effects
 - How they can protect themselves from the effects of heat
 - The mechanism for input/feedback regarding concerns/impact of the heat being experienced

An appropriate record for the activity must include all actions undertaken in relation to heat management.

Factors to consider before cancelling or modifying an activity

The following are modified from recommendations provided by Sports Medicine Australia in their “Hot Weather Guidelines” for sporting clubs and associations conducting sporting events in hot environments (Sports Medicine Australia, 2007).

Environmental

1. Temperature

Ambient temperature is most useful reference on hot dry days.

Ambient Temp °C	Relative humidity	Risk	Required action for vigorous sustained activity
15-20		Low	
21-25	<60%	Low-Moderate	Increase vigilance
26-30	<50%	Moderate	Reduce intensity and duration of activity, take more breaks
31-35	<30%	High-Very High	Limit duration of activity to less than 60 minutes
36+	<25%	Extreme	Consider postponement to cooler part of the day or cancelation

WBGT is the most suitable reference for hot humid days

WBGT	Risk	Required action for vigorous sustained activity
<20	Low	
21-25	Moderate – High	Reduce intensity and duration of activity, take more breaks
26-29	High – Very High	Limit duration of activity to less than 60 minutes
30+	Extreme	Consider postponement to cooler part of the day or cancelation (allow swimming)

The Bureau of Meteorology (BOM) produces ambient and WBGT readings for many locations in Australia (<http://www.bom.gov.au/products/IDQ65214.shtml>).

2. Duration and intensity

- The greater the intensity of the exercise, the greater the risk of heat related symptoms
- Rotating participation (including Trainers, Assessors, Managers and Officials)
- Reducing activity time for any continuous and strenuous activity
- Extending rest periods

3. Time of day

- Where possible, avoid the hottest part of the day (usually 11 am – 3 pm)

4. Local Environment

- Reduce exposure to direct sunlight
- Avoid radiant heat which can exacerbate hot conditions
- Consider airflow

Personal Factors

1. Clothing

- Light weight, light coloured, loose fitting clothes, with high wicking (absorption) properties, that provide for adequate ventilation are recommended as the most appropriate clothing in the heat. This clothing should complement the existing sun safe policy.
- If protective clothing such as wetsuits are worn, ensure that it is worn only while undertaking the activity. Remove non-breathable clothing as soon as possible if the participants or officials are feeling unwell. Start cooling the body immediately; cool water immersion (including in the ocean so long as not exposing to other risks) is the best way to reduce core temperature, alternatively ventilation and/or a cool spray such as a soaker hose or a hand-held spray and a fan.

2. Acclimatisation of the participant

- Preparation for exercise under hot conditions should include a period of acclimatisation to those conditions, especially if the participant is travelling from a cool/temperate climate to hot/humid conditions.
- It has been reported that children will acclimatise slower than adults.

3. Fitness levels/athletic ability of participant

- A number of physical/physiological characteristics of the participants will influence their capacity to tolerate exercise in the heat, including body size and endurance fitness.
- Overweight and unconditioned participants, officials and volunteers will generally be more susceptible to heat illness

4. Age and gender of participant

- Female participants may suffer more during exercise in the heat
- Young children are especially at risk in the heat
Special attention must be paid to children as they have reduced capacity to cope with variations in temperature and are poor at hydrating.

5. Predisposed medical conditions

- Medical conditions or medication may predispose some participants to heat illness. Examples of illnesses that will put the participant at a high risk of heat illness include asthma, diabetes, pregnancy, heart conditions and epilepsy.
- Participants who present with an illness such as a virus, flu or gastro or who are feeling unwell are at an extreme risk of heat illness if exercising in moderate to hot weather.
- Participants or officials who may be affected by drugs or alcohol may be at an extreme risk of heat illness if exercising in moderate to hot weather.

Heat Management Measures

Hydration

- In the 2 hours prior to exercise participants should drink approximately 500mls
- During exercise longer than 60 minutes consumption of 500-700mls of cool water or sports drink is usually sufficient
- After exercise participants need to replenish fluid deficit to ensure full hydration

Modification, postponement and cancelation of the activity

Responsible persons must consider modification, postponement or cancelation of the activity whenever heat can impact on the safety and wellbeing of the participants. In determining the action to be taken the factors outlined above must be taken into account and used to determine reasonable and practical measures to limit the risk of heat illness.

Management measures may include but are not limited to;

- Reducing the intensity of the activity
- Providing for increased rest breaks
- Providing for interchange and hydration opportunities
- Facilitating cool down through increasing shade areas; increasing air flow e.g. use of fans; provision of cooling showers, cold water, ice vests, etc.
- Scheduling activities for cooler times of the day
- Relocation to reduce direct sun, reduce radiant heat, increase airflow, etc.
- Exclusion, delay or cancelation of activity for at risk participants
- Postponement and/or cancelation of activities involving increased risk
- Total postponement and/or cancelation of activity

Preventative measures can be undertaken to minimise heat injuries. Examples include the provision of shade, hats, appropriate sunscreen, spraybottles and drinking water.

It is important to have trained personnel available to manage heat injuries and designated recovery areas for patients.

In situations where heat problems may be expected, an experienced medical practitioner should be present.

Resources

Sports Medicine Australia (2007). Hot weather guidelines. Retrieved from <http://sma.org.au/wp-content/uploads/2009/05/hot-weather-guidelines-web-download-doc-2007.pdf>

Proposed Revision Date: 6 January 2017

SLSA Circular

NEW SLSA GUIDELINES: BEACH ACCESS WHEELCHAIRS

No: 50/2012-13

To: SLS state/territory offices
SLS branch offices
SLS surf clubs

From: SLSA

Date: 19 November 2012

Subject: New SLSA Guidelines: Beach Access Wheelchairs

SLSA has developed new good practice guidelines for those SLS clubs and services that operate (or intend to operate) beach access wheelchairs (BAWC). The guidelines have been developed with support of WA Lottery West and the Disability Services Commission of Western Australia.

The guidelines ensure that clubs and services are aware of the safe operational requirements for BAWC, including:

- Storage requirements
- Access requirements
- Risk management
- Location information (in water and on beach use)
- Specific product information
- Service/maintenance requirements

Clubs/services are advised to follow these guidelines to ensure users of BAWC can enjoy the beach safely.

The guidelines can be found attached with this circular and are also located on the SLSA

website: www.sls.com.au – Members – Admin and Resources – SLSA Policies and Award Criteria – SLSA

Policies

Beach Access Wheelchairs

Guidelines

These guidelines have been developed to assist Surf Life Saving Clubs and their members to assist members of the public and/or surf life saving members who wish to use a beach access wheelchair where the Surf Life Saving Club has taken the responsibility to either store, maintain or assist the public in the use of a beach access wheel chair whether or not the Club owns, leases or assists with the storage of the beach access wheelchair.



Version 1.3

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SLSA acknowledges the support from
WA Lottery West and the Disability
Services Commission of WA in the
formation of these guidelines

GUIDELINES

BEACH ACCESS WHEELCHAIRS

Things to consider

Before obtaining a beach access wheelchair (BAWC) it is important to consider:

- who will be the likely users and how often
- where will equipment be stored and available to be accessed from
- can the equipment be accessed without service provider assistance
- maintenance needs and frequencies
- risk mitigation strategies based on storage location and environment
- consider what resources are already currently available within the community, both internal and external to surf life saving

Location

Choose a location that:

- is likely to be popular with most beach goers and where practical has regular Lifesaving Services
- have accessible parking, pathways and toilets/change rooms available
- allows the equipment to be stored nearby
- minimises the need for a person to be nearby or on-site to manage the loaning and retrieval of the equipment
- the location may be in the Surf Life Saving Club, a Branch, Council premises (Lifeguard facilities) etc.

Keep in mind that continuous rough ocean conditions and the prevalence of reef, rocks and submerged objects may be hazardous for many beach users with disabilities.

Access options

BAWC's are currently being made available in a variety of ways and for a variety of terrains and beach conditions. It is important to consider what will work best in your situation and to ensure that potential users can readily access the equipment at times that suit their individual preferences.

Storage requirements

This will depend on the type and numbers of BAWC that has been obtained. The storage should be easily accessible with appropriate space nearby to allow transfer to and from the BAWC.

Storage location should also minimise the opportunity for vandalism or theft of the BAWC and ancillary equipment stored within.

Services that are responsible for storage of BAWC's would need to ensure that they are covered under the relevant property policy taken out by the service and that the BAWC is recorded on their asset register..

Risk management

As with most activities in life issues of liability need to be considered and managed. These guidelines can assist alleviate some of those concerns in conjunction with a locally developed user guide and training for the specific BAWC in use. It is important to take any action you deem necessary to ensure your beach access equipment is maintained and utilised in a safe manner.

The appendices may be useful when developing a process for the loaning, retrieving and maintenance of the equipment.

It is also recommended that the appropriate SLISA forms be utilised including:

1. The SLISA Patrol Log (or equivalent), to record when users accessed the BAWC, and,
2. The SLISA Incident Log, to record any incidents that may occur when the BAWC has been utilised.

APPENDIX 1

Risk Management Checklist (Generic)

The following checklist will assist in locating and providing appropriate and safe access to the beach.

If any box receives an 'X' then this would indicate further controls may need to be considered and implemented prior to commencing the beach access service.

Risk/Hazard	
Pre-use	
Is easy access parking provided for Disabled Parking Permit Holders?	
Are there pathways with appropriate surface and gradients to the sand or water?	
Are accessible changing rooms located at the site?	
Is there a pathway to accessible toilets/change rooms?	
Is the location free of hazardous beach conditions, i.e. steep drop offs, submerged rocks, large swell/surf, prone to rips?	
Is a patrolled swimming area located close to beach access?	
Can users be pre-advised of correct and safe use procedures by an appropriately trained member of staff or volunteer? Training of members in the use of the BAWC should be delivered by manufacturer of the BAWC in the first instance.	
Have users been advised of carer and assistance requirements?	
If staff/volunteers are involved, have they been informed and educated on the hazards of manual handling and correct equipment handling procedures? Training of members in the use of the BAWC should be delivered by manufacturer of the BAWC in the first instance.	
Is fresh water available to allow post use equipment care?	
Is beach equipment stored safely and securely?	
Have necessary insurance policies been obtained? (i.e. public liability, personal accident, equipment damage/theft)	
Has a maintenance schedule been established for beach equipment and has it been appropriately maintained since last use?	
Has responsibility for equipment maintenance been assigned and any issues encountered during last use been resolved?	
Post-use	
Has the user completed all relevant paperwork upon return of the BAWC?	
Has the use of the BAWC been recorded in the appropriate operational log?	
Have any incidents arising from the use of the BAWC been recorded?	
Have any problems encountered by the user during the period of use been recorded and actioned for resolution?	
Have appropriate post-operational procedures for the BAWC been completed including completion of the maintenance checklist (or similar) and appropriately stored?	

LOAN OF BEACH ACCESS WHEELCHAIR (BAWC)

DATE:	DATES REQUIRED: from / / to / /		
TIME	TIMES REQUIRED		
NAME OF PERSON ACCEPTING BAWC:			
PHONE:		MOBILE:	
<p><i>Record details of Driver's Licence here: (including current address)</i></p>			
NAME & ADDRESS OF ACCOMMODATION HOUSE: <i>(if applicable)</i>			
Conditions for loan of BAWC (tick to confirm you understand and will comply as required)			<input checked="" type="checkbox"/>
I agree to use the BAWC in accordance with the written instructions provided.			
I acknowledge Surf Life Saving Australia (SLSA) makes no warranties as to the BAWC and its fitness for purpose.			
I understand the BAWC should not be taken into water to a depth greater than 15cm, and understand that if the chair is placed in water greater than that depth, the risk of personal injury to the user of the chair may increase.			
Before using I agree to check that all lynch pins and washers in the BAWC are in place.			
After each use I agree to rinse the BAWC in fresh water.			
I understand the user assumes all risk of injury due to use of the BAWC. SLSA accepts no liability to the extent permitted by law. I indemnify and will keep indemnified SLSA in respect to any claims that may be made by any person arising from use of the BAWC.			
I will return the BAWC to the location from where it was taken by the due date set out above.			
I agree to borrow the BAWC under the conditions listed above.			
<p>..... <i>Signature of person accepting the beach access wheelchair and agreeing to the above conditions</i></p> <p>..... <i>Signature of SLSA authorised person loaning the beach access wheelchair and distributing the above conditions & written instructions</i></p> <p>Date:</p>			
DATE RETURNED:			
SLSA AUTHORISED PERSON SIGNATURE:		HIRER'S SIGNATURE:	

APPENDIX 3 – Safety Information Cards

IMPORTANT INFORMATION: These Safety Information Cards have been developed for known brands and models of available Beach Access Wheelchairs (BAWCs) at the time of the development of this guideline. They have been developed in conjunction with the manufacturer's specifications. SLISA has not specifically tested or endorsed any of the brands and models listed. Further, SLISA recognises that other brands and models of BAWC may exist and recommends that a similar Safety Information Card and Maintenance Schedule/Procedure be produced prior to a service utilising the BAWC.

– READ BEFORE USE – - Important Safety Information – Freewheeler

All participants and carers are responsible for their own safety and must be aware of the following:

- ☐ All universal beach rules must be followed at all times. These include:
 - Swim between the red and yellow flags
 - Sun safe message, “slip slop slap seek slide”
 - The beach is a public place and therefore all other patron's rights must be respected
- ☐ Care must be taken when using the BAWC over uneven or unsteady ground
- ☐ Care should be taken in hot weather as metal frame and armrests can heat up and lead to burns
- ☐ It is recommended to transfer on flat ground, for increased stability
- ☐ The BAWC is not designed to move up and down stairs whilst loaded
- ☐ If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- ☐ Follow all surf life saving instructions such as swimming in patrolled swimming area
- ☐ Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- ☐ The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- ☐ As a Duty of Care responsibility the user and BAWC **MUST NOT** be left unattended in the water



Out of the water:

- ☐ Max safe weight loading for this product is **100kgs**
- ☐ Users **MUST NOT** attempt to use this equipment on their own. It is designed to be pushed by someone other than the person sitting in it
- ☐ The front castors rotate 360 degrees and make turning easy to manoeuvre
- To apply the park break – steady the BAWC, release the parking break/ anti-tip bar assembly manually from the nylon clip and swing down towards the rear wheels. Lifting the locking bar upwards releases the park break
- ☐ Front foot rest is adjustable for angle and height using the locking handles that are fitted on either side of the front pivot frame. This is done by turning the locking handles on either side in an anti-clockwise motion and then lock in position by moving handles in clock-wise direction. The front footrest can be taken off by removing the two spring loaded drop latch pins
- ☐ Arm rests can be raised to a position of 90degrees from the horizontal and this allows for easier transfers

In the water:

- ☐ FreeWheeler is stable with water levels at around the centre height of the wheels
- ☐ The FreeWheeler has balloon tyres which become buoyant depending on the weight being carried
- ☐ In deeper water, it will float, become unstable and require considerable effort in controlling its stability

Be safe and enjoy the beach!

– READ BEFORE USE –
- Important Safety Information –
Beach Trekker

All participants and carers are responsible for their own safety and must be aware of the following:

- ☐ All universal beach rules must be followed at all times. These include:
 - ☐ Swim between the red and yellow flags
 - Sun safe message, “slip slop slap seek slide”
 - The beach is a public place and therefore all other patron’s rights must be respected
- ☐ Care must be taken when using the BAWC over uneven or unsteady ground
- ☐ Be careful in hot weather as metal frame and armrests can become hot and may burn
- ☐ It is recommended to transfer on flat ground, for increased stability
- ☐ The BAWC is not designed to move up and down stairs whilst loaded
- ☐ If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- ☐ Follow all surf life saving instructions such as swimming in patrolled swimming area
- ☐ Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- ☐ The user and BAWC should not be left unattended in the water
- ☐ The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions



Out of the water:

- ☐ Max safe weight loading for this product is **120kgs**
- ☐ Both arm rests are retractable and the footrest is removable, however care should be taken when transferring onto BAWC due to the wheels being higher than the seat. Users should not attempt to transfer without assistance
- ☐ This product does not have brakes therefore transfers must be completed on a flat surface for increased stability
- ☐ This product does not have a safety belt
- ☐ This is not a self propelling option. It is designed to be used with the assistance of a carer
- ☐ The Beach Trekker navigates easily across all terrains from soft loose beach sand, to hard surfaces
- ☐ The BAWC folds and the back and foot rests are removable making it easier to transport
- ☐ Care must be taken by both user and carer during use due to the sharp nature of the metal spokes

In the water:

- ☐ The Beach Trekker is designed for use both in and out of the water
- ☐ Please check surf and slope conditions at any location (gradients steeper than 1:3 are not recommended)

Be safe and enjoy the beach!

– READ BEFORE USE –
- Important Safety Information –
Hippocampe

All participants and carers are responsible for their own safety and must be aware of the following:

- ☐ All universal beach rules must be followed at all times. These include:
 - ☐ Swim between the red and yellow flags
 - Sun safe message, “slip slop slap seek slide”
 - The beach is a public place and therefore all other patron’s rights must be respected
- ☐ Care must be taken when using the BAWC over uneven or unsteady ground
- ☐ Care should be taken in hot weather as metal frame and armrests can heat up and lead to burns
- ☐ It is recommended to transfer on flat ground, for increased stability
- ☐ The BAWC is not designed to move up and down stairs whilst loaded
- ☐ If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- ☐ Follow all surf life saving instructions such as swimming in patrolled swimming area
- ☐ Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- ☐ The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- ☐ As a Duty of Care responsibility the user and BAWC should not be left unattended in the water



Out of the water:

- ☐ Maximum safe weight loading for the product is **130kg**
- ☐ The Harness must be worn at all times, except when entering the water
- ☐ Can be used independently or with another person
- ☐ You may be able to propel yourself by pushing the exterior rim or can be pushed or pulled by a person with competent ability
- ☐ You must not be pulled by an animal or an object (e.g. Kite, bicycle or motorbike)
- ☐ The front wheel is non directional and therefore you must be on the 2 rear wheels to turn
- ☐ If push bar is removed the BAWC can tip backwards

In the water:

- ☐ Front wheel is buoyant and you need to lean forward (when entering the water), otherwise the Hippocampe could tip backwards if you go too far into the water
- ☐ When Hippocampe is in the water up to seat level you can get out of the BAWC if you can swim or have a life jacket on
- ☐ The Hippocampe floats when not sat in, BUT is not a flotation device
- ☐ When getting out, the less the Hippocampe is in the water the easier it is to get out of the seat

Be safe and enjoy the beach!

– READ BEFORE USE –
- Important Safety Information –
Beach Wheels (All Terrain)

All participants and carers are responsible for their own safety and must be aware of the following:

- ☐ All universal beach rules must be followed at all times.
These include:
 - ☐ Swim between the red and yellow flags
 - Sun safe message, “slip slop slap seek slide”
 - The beach is a public place and therefore all other patron’s rights must be respected
- ☐ Care must be taken when using the BAWC over uneven or unsteady ground
- ☐ Care should be taken in hot weather as metal in the frame and armrests can heat up and lead to burns
- ☐ It is recommended to transfer on flat ground, for increased stability
- ☐ The BAWC is not designed to move up and down stairs whilst loaded
- ☐ If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- ☐ Follow all surf life saving instructions such as swimming in patrolled swimming area
- ☐ Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- ☐ The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- ☐ As a Duty of Care responsibility the user and BAWC *MUST NOT* be left unattended in the water



Out of the water:

- ☐ Maximum safe weight loading for this product is **110kg**
- ☐ Beach Wheels is designed to be pushed by someone other than the user. It cannot be moved by the person using it
- ☐ Do not leave BAWC unattended especially near aquatic environment or sloping ground
- ☐ Engage brakes by aligning the pins to both sides of the wheel hub wall, and releasing the cord handle behind the seat
- ☐ To disengage brakes pull cord up and place cord on the lug provided
- ☐ **DO NOT FORGET TO DISENGAGE BRAKES BEFORE BAWC USE!!!** Failure to do so could result in damage to wheel
- ☐ Retractable arm rest to aid in transfers only possible from the right hand side
- ☐ Included with the All Terrain Beach Wheelchair are three safety restraints, footrest, waist & chest restraints which are Velcro adjustable to individual requirements

In the water:

- ☐ BAWC is recommended NOT for water use

Be safe and enjoy the beach!

**– READ BEFORE USE –
Important Safety Information –
The Wanderer**

All participants and carers are responsible for their own safety and must be aware of the following:

- ☐ All universal beach rules must be followed at all times. These include:
 - ☐ Swim between the red and yellow flags
 - Sun safe message, “slip slop slap seek slide”
 - The beach is a public place and therefore all other patron’s rights must be respected
- ☐ Care must be taken when using the BAWC over uneven or unsteady ground
- ☐ Care should be taken in hot weather as metal in frame and armrests can heat up and lead to burns
- ☐ It is recommended to transfer on flat ground, for increased stability
- ☐ The BAWC is not designed to move up and down stairs whilst loaded
- ☐ If you are unable to swim it is advisable to wear a life jacket and you must be accompanied at all times
- ☐ Follow all surf life saving instructions such as swimming in patrolled swimming area
- ☐ Wave patterns, wind strength, type of beach and underwater formations can all affect the use of the BAWC, unexpected movement of the BAWC is a risk factor for users
- ☐ The BAWC may become unstable if the user has a disability which creates excessive movement or rocking motions
- ☐ As a Duty of Care responsibility the user and BAWC should not be left unattended in the water



Out of the water:

- ☐ Maximum safe weight loading for this product is **120kg**
- ☐ Wanderer is designed to be pushed by someone other than the user
- ☐ The left arm rest can be lifted to aid transfers, however care should be taken when transferring onto BAWC due to larger distance over wheel to chair. Users should not attempt to transfer without assistance
- ☐ This product does not have brakes therefore transfers must be completed on a flat surface for increased stability
- ☐ This product does not have a safety belt

In the water:

- ☐ The Wanderer should not be used in water deeper than 15cm

Be safe and enjoy the beach!

APPENDIX 4

Maintenance Checklist (Generic)

Please initial in box once maintenance steps have been completed.

Name: Position:

Date:

Frame Clean	Tyres (condition/psi)	Lubrication of Wheels and Axles	Pins	Brake
Faults:				
Actions:				
Responsible Person:				

Name: Position:

Date:

Frame Clean	Tyres (condition/psi)	Lubrication of Wheels and Axles	Pins	Brake
Faults:				
Actions:				
Responsible Person:				

Freewheeler

Manufacturer Maintenance Procedures

Daily Procedures

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs, axles and locking handles.

Fortnightly Procedures

1. Clean the frame with the stainless steel cleaning product provided
2. Tyre pressure should be checked using the extra low pressure tyre gauge. If required, pump tyres using bike pump provided. The ideal pressure is 2.5 PSI. The range can be 2-4 PSI. DO NOT OVERINFLATE.
3. Lubricate wheels and axles using the silicone-based products.
4. Check that all R clips are present.
 - Two (2) on rear wheels
 - Two (2) on the front wheels (in front castor assembly housing).
5. Check that all pins have been secured properly (see instructions for care/use).
 - Two (2) locking handles fitted to either side of the front frame (these adjust the height of the foot rest)
 - Two (2) spring loaded drop latch pins that connect front foot rest to seat frame
 - Two (2) spring loaded latch pins which retain the axle tube into the clevis at the base of the backrest frame
 - Four (4) spring loaded latch pins which secure the backrest to the main seat frame
6. Check that the park brake works properly and latches into the release jaw clip.
7. Seating to be removed and washed with fresh water and dried before re-attaching.

Note:

Always check the manufacturer manuals and recommendations for specific information

Beach Trekker

Manufacturer Maintenance Procedures

Daily Procedures

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs, axles and locking points

Fortnightly Procedures

Frame

- ☐ If used in salt water it is recommended to be washed in fresh water after usage
- Spray with a silicon based lubricant such as marine CRC – especially focusing around the axle and folding pivot points

Tyres

- ☐ Use a high pressure air or water hose to clean the build up of sand in the wheels

Note:

Always check the manufacturer manuals and recommendations for specific information

Hippocampe

Manufacturer Maintenance Procedures

Daily Procedures

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

Fortnightly Procedures

1. Rinse thoroughly after each usage in the ocean
2. After rinsing brush the parts with screws to remove excess salt
3. Tyre inflation – Check the tyre pressure regularly

- ☐ Rear tyres:
 - Soft sand 0.7 PSI
 - Hard surfaces 3.5 PSI

- ☐ Front tyre 0.7 PSI

Note:

Always check the manufacturer manuals and recommendations for specific information

Beachwheels (All Terrain)

Manufacturer Maintenance Procedures

Daily Procedures

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

Fortnightly Procedures

Cushions

- Detach Velcro from under the seat and lift the cushion up and hose it off. Allow seat to dry before re-attaching

Roleez Balloon Wheels Maintenance

Every 3rd use complete balloon wheels maintenance

1. Remove wheel from axle by releasing stainless steel locking pin
2. Rinse wheel thoroughly with fresh water to flush away sand grit and salt residue
3. Rinse all parts including bearings and bushings
4. Lubricate moving parts with a silicone lubricant periodically (every 3 months)

DO NOT USE WD40 OR GRIT ATTRACTING PETROLEUM BASED OILS

5. Tyre pressure range – 2-4 PSI. Can use bike pump. Need gauge to measure pressure. Puncture repair kit required

Axles

- Regularly detach from frame and rinsed with fresh water to flush away sand grit and salt residue

Frame

- To prolong life of frame, regularly rinse the frame

Note:

Always check the manufacturer manuals and recommendations for specific information

Manufacturer Maintenance Procedures

Daily Procedures

Rinse thoroughly with fresh water after use paying particular attention to wheel hubs and axles

Fortnightly Procedures

Frame

- If used in salt water it is recommended to be washed in fresh water after

usage Tyre Pressure

- Tyre pressure maybe adjusted for optimal performance on different surfaces (min – 5 PSI max m- 15 PSI)

Note:

Always check the manufacturer manuals and recommendations for specific information

APPENDIX 5

Beach Access Wheel Chair Maintenance Log

Beach Access Wheel Chair Maintenance Log			
<i>Scheduled Maintenance</i>	<i>Details of Service</i>	<i>Date Completed</i>	<i>Completed by</i>
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Notes: The above template is intended as a guide only. The frequency of maintenance will be determined by the frequency of use, the location of use and the manufacturer's recommendations.			

SECTION NO: POM 0024	SUBJECT: SKILLS MAINTENANCE 2018/2019	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
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INTRODUCTION

The requirements in this section detail the minimum SLSQ requirements as ratified by the Lifesaving Committee. Additional requirements may be included by the State Lifesaving Officer.

Introduction

Skills maintenance checks are necessary to:

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

Members must complete skills maintenance annually as awards are deemed proficient until 31 December, unless indicated otherwise in Surfguard.

As stated in SLSA Policy 5.4:

Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency.

Therefore, any member who has not completed annual skills maintenance **cannot perform patrols or operate rescue craft or compete in surf lifesaving competitions. Note: A member cannot attend a Bronze Medallion skills maintenance unless they hold the Certificate II in Public Safety (Aquatic Rescue).**

Members who complete their skills maintenance after 31 December are eligible to participate in patrol activities through club or ops support, but are not permitted to participate in any SLSA championship competition until 1 July, (see SLSA Policy 5.4 for further details on competitor proficiency/patrol requirements).

When skills maintenance is successfully completed or a member gains an award after 30 June in a particular year, the award is deemed proficient until 31 December in the following year.

Completion of the skills maintenance does not result in the renewal of units of competency. To maintain units of competency for awards the award must be redone in full (as per ARC guidelines, i.e. resuscitation every year and first aid every three years). Skills maintenance does not fulfill this requirement.

Skills maintenance checks may be conducted after 31 December subject to the requirements and approval of the Branch Director of Lifesaving.

Each component of a required skills maintenance check need only be demonstrated once in any one (12 month) season. For example, a member who has successfully completed the CPR skills maintenance component of their Advanced Resuscitation Techniques [AID] does not need to repeat the CPR skills maintenance for the Bronze Medallion.

A fitness test for a higher award such as the Gold Medallion is accepted as evidence that a member has passed the fitness component of the Bronze Medallion (run/swim/run) proficiency.

It is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete additional skills maintenance check by their club, or authorised SLSQ official. A member who fails skills maintenance at any time during the season has their awards deemed non-proficient until such time as another skills

maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance has been completed successfully.

AUTHORITY TO CONDUCT SKILLS MAINTENANCE

Skills maintenance can be conducted and recorded as completed for the following awards: Surf Rescue Certificate, Bronze Medallion, Radio, Resuscitation [AID], Advanced Resuscitation Techniques [AID] by

Assessor for awards in which they are endorsed SLSQ assessors

Training Officer for awards in which they are endorsed SLSQ training officers

Endorsed Person for awards in which they have been endorsed

For **all other awards**, an assessor must conduct the skills maintenance. (e.g. IRB crew and driver awards can only be completed in the presence of a proficient IRB assessor).

Endorsed person must:

- Hold the award for which they seek endorsement;
- Have completed the current season's skills maintenance conducted by the club CTO, or delegate and therefore be deemed as proficient in the SLS award in which they are to conduct the skills maintenance;
- Have undertaken a skills maintenance induction conducted by the CTO, covering how to conduct the skills maintenance and skills maintenance documentation and administration procedures;
- Be proposed by the club CTO;
- Be approved by club management;
- Have endorsement recorded in relevant club minutes prior to undertaking duties;
- Be re-endorsed annually; and
- Clubs to submit list of endorsed delegates to branch or regional office before skills maintenance is conducted.

SKILLS MAINTENANCE RECORD KEEPING

Clubs are required to submit to the branch/regional office:

- A **master attendance sheet**, all candidates **must** have signed the master attendance sheet as proof of attending on the specific date; and
- Award proficiency assessment **Form 14**, signed by the club CTO with the names of endorsed delegates/assessors from that date listed in the comments box.

All master attendance sheets and signed Form 14's **must** be submitted to branch/regional office within seven working days after completion of the proficiency.

The following documents must be kept by the club for a minimum of 18 months from the date of skills maintenance completed or until that proficiency date expires:

- Pool swim document (where required); and
- Skills maintenance record sheets.

COMPLETING SKILLS MAINTENANCE OUTSIDE OF OWN CLUB

Queensland members undertaking skills maintenance outside of their own club but within their own branch must advise their club captain/CTO/administrator and nominate which club they will be doing skills maintenance with.

Club members wishing to do skills maintenance outside of their own branch or interstate will need prior approval from the Branch Director of Lifesaving and must also advise their club captain/CTO/administrator and nominate which club they will be doing skills maintenance with.

Queensland members who **undertake skills maintenance outside of Queensland** will still be required to complete any additional Queensland requirements before patrolling in Queensland.

ANNUAL AND IN-DEPTH SKILLS MAINTENANCE

If a member has completed skills maintenance in an award within the previous two seasons an **annual skills maintenance** is able to be undertaken.

If a member has not completed skills maintenance requirements in any award for a period of **three or more consecutive years** they are required to complete an **in-depth skills maintenance**. **These members must also complete any update or introduction of new or changed units of competency or qualifications.**

- For a period of **three or four consecutive years**: they must complete an **in depth skills maintenance**, a **full assessment**, or **be retrained** in order to complete their skills maintenance and be considered proficient in the award. A **gap analysis** must be conducted to determine what differences there are between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis identifies a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example – a member having obtained their Bronze Medallion when use of an automated external defibrillator was not included in the Bronze Medallion, the member would have to be trained and assessed in this knowledge and skill; and
- For a period of **five or more consecutive years**: they must undergo the **full course assessment**. As per recognition of prior learning (RPL) guidelines, members are only required to complete training deemed necessary by an assessor, they are not necessarily required to complete all course training. A gap analysis must still be conducted for each individual candidate as per above.

For members who are deployed overseas for SLS, they can apply to their state education manager to have their skills maintenance recorded as complete. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards.

SKILLS MAINTENANCE GUIDE SUMMARY TABLE

The below table summarises the skills maintenance guides that have been made available to assist with the conducting of the skills maintenance.

Skills Maintenance Guide	Surf Rescue Certificate	Bronze Medallion	Radio Operator Certificate	Resuscitation [AID]	Advanced Resuscitation Techniques [AID]	IRB Crew and IRB Driver
Run Swim Run	✓	✓				
Signals	✓	✓				
Tube Rescue	✓	✓				
Board Rescue and Carry	✓	✓				
Resuscitation – Infant	✓	✓		✓	✓	
Resuscitation – Adult	✓	✓		✓	✓	
Defibrillation and Oxy (only for BM members who are not also ART)		✓				
Radio		✓	✓			
Spinal – Water Extraction		✓				
Spinal – Land Based		✓				
ARTC					✓	
IRB						✓

SKILLS MAINTENANCE THEORY REQUIREMENTS

2018/2019 skills maintenance theory paper is to be answered by **all patrolling members** regardless of awards held. The knowledge required to complete the questions is contained in the skills maintenance bulletin which must be read prior to completing the assessment.

Members must complete skills maintenance theory either on-line **OR** as printed paper.

On-line Skills Maintenance Theory

Members wishing to complete the skill maintenance theory online can access the skills maintenance bulletin and questions via their SLSA members' area account in the courses section. A member must achieve 100% and is required to either print the completion certificate or produce the email with the certificate attached and provide this evidence of completion to their CTO/administrator.

Printed Paper Skills Maintenance Theory

Members wishing to complete the skills maintenance theory in a printed format will need to obtain a theory paper and skills maintenance bulletin from their club. A member must achieve 100% and is required to provide the completed theory paper as evidence of completion to their CTO or administrator.

Answers for the theory are available to CTOs to assist in marking. Clubs are not to distribute the answers to members.

REASONABLE ADJUSTMENT

Reasonable adjustment for Skills Maintenance

The principle of reasonable adjustment means 'to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task'.

Basically the assessment process may be modified so individuals are not disadvantaged. For example, a learner with issues relating to language, literacy or numeracy may be asked to demonstrate a process rather than explain it in writing. As an inclusive organisation it is important that SLS employ reasonable adjustment where appropriate.

To make a reasonable adjustment, read the assessment carefully and give consideration to the following:

- The requirements of the task. What is this particular task actually assessing?
- The conditions under which the task is to be performed. If the conditions at the time are different, will this make the task harder?
- The ability to replicate the skill being demonstrated. Would the member be able to do the assessment again at another time without the adjustment?

The conditions may be altered so long as the requirements remain the same. For example, the requirements of the run-swim-run are to demonstrate an individual's ability to:

- Run a medium distance on the sand;
- Swim a medium distance in the surf; and
- Perform both of these at a reasonable pace.

If the surf conditions are moderate-to-rough on the day you are conducting the activity, you may make a reasonable adjustment along the following lines:

- Adjustment Option 1: allow extra time for your members to complete the activity. How much time you allow is up to your discretion and judgement– you must feel confident that the members are able to demonstrate the skills in the time you allow. Too much time will not meet the criteria of 'reasonable pace';
- Adjustment Option 2: reduce the distance members are required to swim. Again, you will need to use your discretion and judgement – is the distance you have determined sufficient to demonstrate competence in surf swimming?

Reasonable adjustment in the run-swim-run **cannot** be made for people who are not able to run on sand.

Surf lifesaving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of walking and running on sand when required and swimming in the surf with confidence.

If you are unsure about whether a reasonable adjustment can be made, you should seek a second opinion from another assessor.

Be sure to make a note of any reasonable adjustments you have made on your final paperwork and in the comments box of the Surfguard Assessment Request.

AQUATIC AWARD SKILL MAINTENANCE REQUIREMENTS

Surf Rescue Certificate requires completion of:

- Theory;
- Pool swim; required only if member **did not** complete skills maintenance in the previous season or completing after 31st December:
 - appropriate pool swim must be completed prior to attempting the surf components of the skills maintenance;
 - conducted in a pool of no less than 25 metres;
 - time requirement of 200m in five minutes or less; and
 - swim fins or swimming aids are NOT permitted under any circumstances.
- Signals; demonstrate all signals correctly;
- Run; timed, 100m run/100m swim/100m run unaided in five minutes or less:
 - run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water;
 - aquatic course must be around two swim buoys; and
 - reasonable adjustment may be made for ocean conditions on the day and make note on Form 14.
- Resuscitation [AID]:
 - a casualty assessment on a live casualty and demonstration of lateral position; and
 - DRSABCD, CPR 1 and 2 persons (adult **and** infant) on a manikin – to include resuscitation methods using a mask.
- Rescue; 1 board **and** 1 tube:
 - demonstrate a rescue, using a rescue tube and a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue training. The rescue must include the following:
 - negotiating the surf zone;
 - securing the casualty;
 - returning to shore with the casualty;
 - calling for assistance; and
 - swim fins should be used during the tube rescue if available.

Bronze Medallion: Note: must hold the Certificate II Public Safety (Aquatic Rescue) to complete the skills maintenance and requires completion of:

- Theory;
- Pool swim; required only if member **did not** complete skills maintenance in the previous season or completing after 31st December:
 - appropriate pool swim must be completed prior to attempting the surf components of the skills maintenance;
 - conducted in a pool of no less than 25 metres;
 - time requirement of 400m in 9 minutes or less; and
 - swim fins or swimming aids are NOT permitted under any circumstances.
- Signals; demonstrate all signals correctly;
- Run; timed, 200m run/200m swim/200m run unaided in eight minutes or less:
 - run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water;
 - aquatic course must be around two swim buoys; and

- reasonable adjustment may be made for ocean conditions on the day.
- Resuscitation [AID]:
 - a casualty assessment on a live casualty and demonstration of lateral position;
 - DRSABCD, CPR 1 and 2 persons (adult **and** infant) on a manikin – to include resuscitation methods using a mask; and
 - team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.
- Rescue; 1 board **and** 1 tube:
 - demonstrate a rescue, using a rescue tube **and** a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training. The rescue must include the following:
 - negotiating the surf zone;
 - securing the casualty;
 - returning to shore with the casualty;
 - calling for assistance;
 - carry and casualty assessment; and
 - swim fins should be used during the tube rescue if available.
- Spinal: land and water based;
 - Demonstrate working as a team member to provide manual stabilisation of a casualty with suspected spinal injuries both:
 - land based; and
 - water extraction.
- Radio; a practical demonstration:
 - a scenario involving equipment (without transmitting) that requires at least three of the following situations must be conducted for each candidate:
 - pre-operation checks;
 - knowledge of local operating channels and uses;
 - inter-patrol communications;
 - sign on/sign off; and
 - rescue procedures and requests for assistance.

Gold Medallion (Advanced Lifesaving) requires:

- A member must have completed skills maintenance in **all** of the following awards:
 - Bronze Medallion (and hold the Cert II in Public Safety [Aquatic Rescue]);
 - Advanced Resuscitation Techniques [AID];
 - First aid [AID]; and
 - Silver Medallion Beach Management.

If any of these awards become non-proficient during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion.

- Pool swim:
 - the member must complete an 800 metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of a Gold Medallion proficiency.
- Mission test:
 - the distance will be 400m swim, 800m run, 400m board paddle, and 800m run;
 - the time will be 25 minutes or less;
 - the run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water; and
 - aquatic course must be around two swim buoys.
- Rescue:
 - demonstrate a board and tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual;
 - tube Rescue: complete a tube rescue of a casualty 100 metres out to sea and return. Members should use swim fins during this rescue
 - board rescue: complete a board rescue of a casualty 200 metres out to sea and return.
- Complex Rescue Scenario (may include one of the rescues above):
 - Demonstrate a complex rescue scenario as set by the delegated Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must assess the following events:

- negotiating the surf zone;
- securing the casualty/ies;
- returning to shore without losing the casualty/ies;
- calling for assistance; and
- performing emergency care as required by the casualty/ies.

EMERGENCY CARE AWARD SKILL MAINTENANCE REQUIREMENTS

Completion of the skills maintenance does not result in renewal/reissuing of units of competency.

Resuscitation [AID] requires completion of:

- Theory;
- A casualty assessment on a live casualty and demonstration of lateral position; and
- DRSABCD, CPR 1 and 2 persons (adult **and** infant) on a manikin – to include resuscitation methods using a mask.

Advanced Resuscitation Techniques [AID] requires completion of:

- Theory;
- Resuscitation:
 - a casualty assessment on a live casualty and demonstration of lateral position;
 - DRSABCD, CPR 1 person (adult **AND** infant) on a manikin – to include resuscitation methods using a mask; and
 - team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.
- Oxygen Equipment Operation:
 - use of bag valve mask (BVM) resuscitator on conscious/unconscious casualty) during resuscitation scenario.
- Oropharyngeal Airways:
 - correct measurement and insertion of an oropharyngeal airway; and
 - demonstrate an understanding of when and why an airway is introduced into resuscitation.
- Suction:
 - the use of hand held suction apparatus for the removal of fluids from the mouth.

First aid [AID] – note clubs must not raise proficiency assessments for this award.

First aid [AID] award holders must complete an annual skills maintenance on their resuscitation [AID] award and every three years must resit the full one day first aid [AID] course to remain proficient.

OTHER AWARD SKILL MAINTENANCE REQUIREMENTS

Radio Operators Certificate

For those who hold the stand alone Radio Operators Certificate (i.e. who do not have their BM), a practical demonstration is necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre-operation checks;
- Knowledge of local operating channels and uses;
- Inter-patrol communications;
- Sign on/sign off; and
- Rescue procedures and requests for assistance.

For those who use this award as part of their operation within SurfCom, additional assessment may be included at a local level.

ATV, Tractor and 4WD Inductions

These awards do not have an annual skills maintenance requirement but to hold these awards a member's driver license must be current. A member's driver license must be sighted annually for currency.

A member who does not hold a current driver license cannot operate an ATV, tractor or 4WD. This includes a suspended or cancelled license.

With the SSV Operator Induction Award replacing the ATV Operator Induction, a F14 for an RPL award type should be raised for existing ATV Operator Induction Award holders only once they have completed another award skills maintenance. This will ensure the only members who are currently active receive the award and help clubs gain a more accurate view of their current capacity in regards to vehicle operations.

Silver Medallion Beach Management

All members must have completed skills maintenance in one of the following awards:

- Bronze Medallion/Cert II in Public Safety (Aquatic Rescue);
- First aid;
- Radio operator; and
- Advanced resuscitation techniques.

POWERCRAFT AWARD SKILL MAINTENANCE REQUIREMENTS

All members must have completed skills maintenance in the pre-requisite awards as follows:

IRB Crew:

- Certificate II Public Safety (Aquatic Rescue); and
- Proficient Bronze Medallion.

Silver Medallion IRB Driver:

- Certificate II Public Safety (Aquatic Rescue);
- Proficient Bronze Medallion;
- Proficient IRB Crew; and
- Hold a current marine license.

RWC Operator:

- Certificate II Public Safety (Aquatic Rescue);
- Proficient Bronze Medallion; and
- Hold a current marine license.

IRB Crew Certificate requires completion of:

- Participation in IRB Discussion conducted by IRB Assessors regarding IRB Operational requirements; and
- Demonstrating effective and safe crewing practice and ability including:
 - parallel running;
 - figure of eight;
 - giving and responding to signals;
 - negotiation of surf as required;
 - demonstrate casualty rescue; and
 - demonstrate ability to carry out a casualty lift, exit, carry and lay.

Skills maintenance in IRB crew award can only be assessed by an IRB Assessor.

Silver Medallion IRB Driver requires completion of:

- Demonstrating effective and safe driving practice and ability including:
 - parallel running;
 - figure of eight;
 - giving and responding to signals;
 - negotiation of surf as required;
 - demonstrate casualty rescue; and
 - demonstrate ability to carry out a casualty lift, exit, carry and lay.

Specialist Powercraft Awards ORB and RWC Operator

Skills maintenance for specialist groups shall be determined by the individual group and as approved by the State Lifesaving Officer.

TRAINER AND ASSESSOR AWARD PROFICIENCY REQUIREMENTS

Training Officer

Ongoing endorsement is dependent on the trainer meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the standards for RTOs; and
- Attendance and active participation in the annual SLSQ TAF proficiency.

Assessor

Ongoing endorsement is dependent on the Assessor meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- Attendance and active participation in the annual SLSQ TAF proficiency.

Facilitator

Ongoing endorsement is dependent on the assessor meeting all the following criteria:

- Remaining currently proficient in the SLSA award and the holding the current unit/s or qualification aligned to that award;
- Hold the current Certificate IV in Training and Assessment (note this is a change from previous seasons – holders of only the five units from the training officer and assessors clusters are no longer eligible);
- Remaining proficient in contemporary training and assessment practices and holding the relevant units of competency or qualification required in the Standards for RTOs; and
- Attendance and active participation in the annual SLSQ TAF proficiency.

All trainers, assessors and facilitators must attend a TAF Proficiency annually prior to 31 December.

SECTION NO: POM 0025	SUBJECT: PEER SUPPORT	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 8

INTRODUCTION

Surf Life Saving Queensland operates in an environment which is prone to the occurrence of traumatic events. These can include many types of incidents both on the beach and within the surf club surroundings. Members may experience many different reactions to these events, and members need to be supported by ensuring they are looked after in a fair and reasonable manner.

Peer support officers within Surf Life Saving Queensland are able to offer support to members at any stage.

Refer to the SLSQ Peer Support procedure for further information.

SLSQ Peer Support Procedure

Purpose

Surf Life Saving Queensland operates in an environment which is prone to the occurrence of traumatic events. These can include many types of incidents both on the beach and within the Surf Club surroundings. Members may experience many different reactions to these events, and Clubs need to offer support to members by ensuring they are looked after in a fair and reasonable manner. Peer Support Officers are able to offer individual support to members at any stage and the following steps outline this Support Process.

Scope

Peer Support Officers with Surf Life Saving Queensland are able to offer support to members at any stage should they have experienced a traumatic event.

Definitions

Peer Support

Peer Support is part of the Workplace Health and Safety Program in which people within Surf Life Saving Queensland are trained to assist members who are affected by highly stressful events or have been subjected to stressors that are having adverse effects on their daily coping and operational functioning.

The Peer Support program is a confidential process, which means not disclosing personal or identifying information, except in very rare circumstances where it is thought a person may cause harm to themselves or others. In this instance, immediate support from an appropriate source should be obtained. In all other situations before any information is disclosed, permission must be obtained from the individual concerned. The Peer Support process assists people to set realistic expectations and develop effective coping strategies to manage the impact of exposure to stressful events. The goal is to return members to pre-incident levels of wellness and performance as soon as possible and without long term detrimental effect. This is achieved by providing knowledge and a series of strategies to prevent and alleviate the impact of stress associated with traumatic events.

Peer Support Officer

A Peer Support Officer is a person who shares the same or similar work environment and provides first contact support to members, referring on anyone who requires more specialised assistance. These people will have received specialised training in stress management.

Psychological First Aid

This is comfort and support offered immediately to people who have been exposed to a traumatic event. Because personal reactions to trauma differ widely the supporter should be able to adapt responses to the needs of the traumatised person.

Trauma

A traumatic event, by definition, is physically and emotionally overwhelming e.g. where emotion overwhelms rational or logical thought processes. This disrupts the basic personal belief systems of the survivor – including trust, security, predictability and controllability.

People may experience a range of differing reactions to traumatic events including **shock, fear, anger, helplessness, sadness and shame**. These are all completely natural reactions to an event that may be considered extraordinary.

Other effects may include tension, sleep disturbances, dreams and nightmares, fearfulness, intrusive memories and feelings, numbing, irritability, depression, social withdrawal, physical sensations, mental reactions and self medication. Usually these reactions are only experienced for a few weeks, and by utilising the support offered by Peer Support Officers members can rapidly decrease the time taken in coming to terms with their experience.

Key Personnel Available

Mental Health Professional

- Should be accessed via the members General Practitioner (G.P.)

Peer Support Officer

- A Peer Support Officer must have received appropriate training, organised by Surf Life Saving Queensland if necessary, and have these skills updated by attending a refresher course at least once every three (3) years.
- Peer Support Officers shall have an integral role in the education of members on the Peer Support Services that SLSQ offers.
- This should be done through Bronze medallion training or proficiencies each season, educating members regarding stress reactions and coping strategies that are available, and may be employed.
- Peer Support Officers are to be the first point of call in the event of an incident. Larger incidents shall require the Membership Development Manager or State Peer Support Advisor to be notified via 07 3846 8000 or (peersupport@lifesaving.com.au).

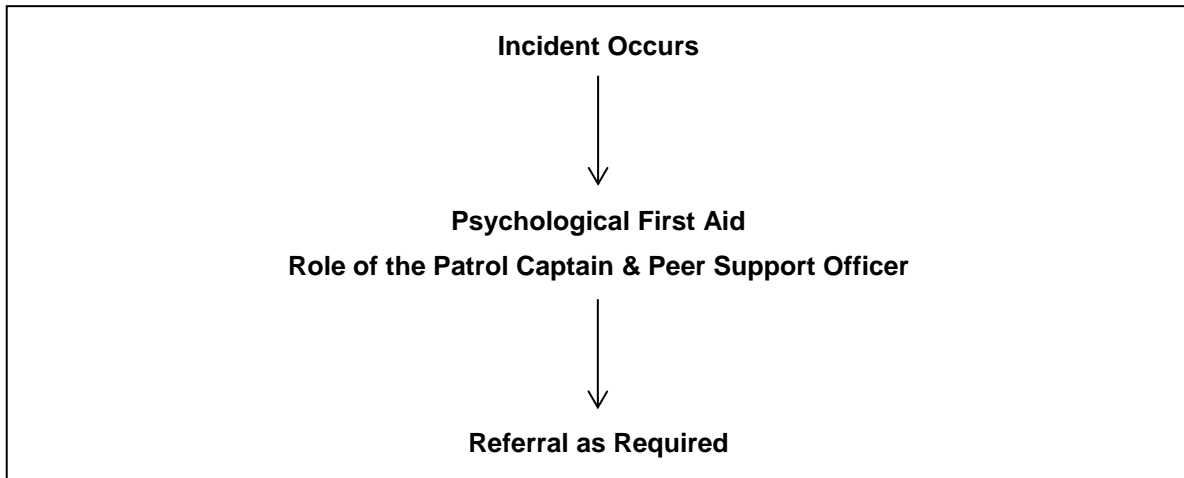
SLSQ Membership Staff

- SLSQ Staff are assigned to assist coordinate and support the State Peer Support Advisor and other Peer Support Officers
- Manage the rostering of SEQ Peer Support Officers during patrolling season
- Will administrate the process of referral through the State Peer Support Advisor and CEO

State Peer Support Advisor

- Provides leadership and advice within the Peer Support area
- Is qualified in psychology, social work, or work in welfare or health related field
- Coordinates recruitment and training of Peer Support personnel as and when required
- Assists to coordinate assignment and availability of Peer Support personnel when necessary.

Procedure



STEP 1 – Incident Occurs

Peer Support may be needed

Within the Surf Life Saving environment there are many types of extraordinary incidents that can occur. The following situations may be times that the support of a Peer Support Officer can be of assistance to members:

- When the event is extraordinary
- Occurrence of a serious incident
 - Death/Drowning
 - Failed resuscitation
 - Injury to Patrol Member
 - Rescued person known to Patrol Member
 - Rescued patient with extensive injuries
 - Shark attack rescue
 - Patrol Member in danger (surf etc.).
- Strong media involvement and interest
- A large number of members are involved
- Members appear distressed by the event
- There is evidence of distress or adverse behavior
- On request
- Coronial
- Police Investigation
- Workcover Investigation

Note – An incident that may be considered small or minor may trigger a large reaction in some members due to a previous incident they may have experienced, or an accumulation of smaller incidents and life pressures that cause a build up effect. Therefore different people will have differing levels of reactivity to the same event. Members who seek guidance or counselling from a Peer Support Officer must feel free to express their emotions and feelings in a safe and supportive environment. This environment has to be confidential and non-critical.

How this is accomplished

By being able to provide:

- Education about crisis events and stress management

- Psychological First Aid
- Practical assistance
- One on one support
- Telephone support
- Facilitating a Defusing
- Referring on
- By being available

Role of the Patrol Captain / Club Captain

Carry out a Primary Review and Assessment of Patrol Members e.g.:

- Change in personality
- Withdrawn behaviour (most dangerous)
- Excessive talking of incident
- Avoidance behaviour after incident
- Members numbed by experience
- Members aggravated/agitated

Refer to Peer Support Officer

- A list of names and contact details of Peer Support Officers can be found on the assigned club iPad or by contacting the SLSQ Membership Development Department at SLSQ (07 3846 8000).

Role of a Duty Officer (DO)

- During Patrolling season, the DO will be supplied with a weekly brief, which includes the rostered Peer Support Officers on duty, following an incident the DO will work with the Patrol Captain/ Club Captain/ or those involved to provide incident particulars and the requirement for Peer Support to the Peer Support Officers on duty.

Role of a Peer Support Officer

Following exposure to stressful events the Peer Support Officer may:

- Provide initial support to Club members and their 'Significant Others' to alleviate symptoms and encourage a prompt return to independent functioning and coping in their lives.
- Assist members to understand the impact of a stressful event and to educate members on stress reactions and natural coping mechanisms and strategies they possess.
- Assist in the referral process to mental health professionals for further counselling when required via SLSQ.
- Provide educational material to members

The types of interventions employed by the Peer Support Officers may include, but are not restricted to:

- Psychological First Aid
- Family/Significant Other support
- Follow up/ Referral

Clubs need to ensure that they know how to access Peer Support Officers and that Club members are aware of how to contact them.

STEP 2 – Psychological First Aid

Role of the Peer Support Officer Post-Incident

Psychological First Aid needs to be implemented as soon as possible after the incident has occurred to ensure that members' needs are well looked after. The end of patrol is the ideal time to conduct this session.

Psychological support is extremely important for traumatised people in the aftermath of a traumatic event. The Peer Support Officer can aid in this process by providing human comfort and support. It is important to convey recognition of their suffering in a compassionate and respectful manner – this is one of primary stages in their recovery process.

STEP 3 - Referral

Members may need to be referred to a trained counsellor for follow up assistance in dealing with the incident. The Peer Support Officer will need to support the member to contact their G.P. to nominate a counsellor for them. Surf Life Saving Queensland will pay for a maximum of three (3) sessions.

The Peer Support Officer will ensure that a confidential, undisclosed report is produced for distribution to the Membership Development Manager and State Peer Support Advisor for future reference.

Surf Life Saving Queensland is to keep all documentation and files pertaining to the incident and the support offered, including follow-up actions, counsellor's names and contact details in case a claim be filed.

Steps after the session has taken place

After the psychological first aid session has taken place, appropriate documentation needs to be fulfilled and an assessment of members' state assessed. This includes their immediate safety - ensuring they are in a suitable state to drive home etc. This is the responsibility primarily of the Peer Support Officer or the Patrol Captain.

Members who were involved in any stage of the psychological first aid process ideally will be contacted approximately two weeks after the initial session for a follow up assessment.

The Patrol Captain or Club Captain needs to alert and contact the Peer Support Officer if any similar events occur to the same individuals. This is to ensure that retriggering and accumulation of traumatic events does not occur.

PEER SUPPORT FORM

Name of Peer Support Officer.....

Phone Number

Number of members in attendance

Incident

Location Date

Time

General Weather Description

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Brief description of incident

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Members involvement in incident (de-identified descriptions only – no recording of names)

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Actions taken (referrals / follow ups required) - (de-identified descriptions only – no recording of names)

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Signature of person completing this form:

Printed Name of Person completing this form:

Today's Date:

Please note that this form is to contain de-identified information only. There should not be a record of any members' name or specific personal details due to the confidentiality and nature of the recording process. This form should also only contain observations and specific factual information.

Once this form is completed, please mark envelope **PRIVATE AND CONFIDENTIAL** and return this form to:
Surf Life Saving Queensland
PO Box 3747
South Brisbane QLD 4101
Attention: Membership Development Officer

SECTION NO: POM 0026	SUBJECT: MEDIA PROCEDURES	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 6

ISSUES MANAGEMENT – WHEN IS IT APPROPRIATE FOR SLSQ MEMBERS TO COMMENT TO THE MEDIA

In line with Surf Life Saving Queensland's strategic direction it is an absolute priority for all surf lifesaving personnel to fully appreciate the magnitude of their responses to media enquiries. An appropriate chain of communication has been established to deal with issues as they arise and through SLSQ's Media and Public Affairs arm, a more efficient and proactive filter of internal communication will take place. When required, regional coordinators and their associated teams will be made fully aware of any ongoing issues that may impact on the organisation. The media protocols provide appropriate responses and chain of command.

While general guidelines for media activity have been set out below in order for clubs and branches to continually enhance the reputation of our valuable community service, there are a number of important guidelines that should dictate when and where it is appropriate for comment from any representative of Surf Life Saving Queensland.

As a guiding principle all surf lifesavers should be aware that there is never an obligation to speak to the media and there are certain protocols relative to any dealings with the media that need to be followed and are listed below. **Always remember that any comment made by an individual surf lifesaver in uniform can be assumed as the overall position of SLSQ. Never say anything to a journalist or media representative that you wouldn't want to read on the front page of the newspaper the following morning.**

Some of the guiding principles which operational heads of SLSQ should use as a checklist when dealing with the media include:

- **Only comment on issues that specifically relate to surf lifesaving.** As representatives of SLSQ, individuals should always be mindful that there will continue to be underlying issues relative to the beach and because of our strong association with it, we will nearly always be asked for comment. The main priority for surf lifesavers remains - we save lives and continue to strive towards our ultimate goal of "zero preventable deaths in Queensland public waters." If questioning is not in line with this, then we have no responsibility to comment;
- **In any circumstances where a perceived unlawful situation arises on the beach during patrols, it is only our position to monitor and then call the relevant authorities (i.e. local police).** These authorities have greater powers with respect to the law and again our priority remains to ensure beach-goers remain safe and swimming between the red and yellow flags;
- **If questions relate to anything outside normal patrol duties, please refer any media queries** to your regional Lifesaving Services Coordinator or the SLSQ media unit, but we are not obliged to comment. **We are clear about our safety messages** such as not swimming at unpatrolled beaches or outside patrol hours and, as such, should not comment "that did not happen on our watch."

However, at the discretion of the Lifesaving Services Coordinator or the SLSQ media unit, it may sometimes be appropriate to give a general comment on our surf safety reminders. In almost all situations relating to beach activity, SLSQ is prepared to offer input into discussions with other agencies, with a clear directive of suggesting improvements that may assist our own capabilities in saving lives on the beach;

- **Are my comments likely to impact on any other organisation or agency?** As a charity, SLSQ aligns itself closely with its corporate partners and similarly is always looking to establish close ties with fellow emergency service providers and associated local, State and Federal Government agencies. Through association, when we make comment to media relative to the various issues we are faced with each day, surf lifesavers must ask themselves: Is there any potential ramifications for our associated bodies from what I say? SLSQ boasts harmonious relationships with many and varied partners and agencies;
- **SLSQ is an emergency service provider, a charity organisation, a community service provider, an educational institution and a high level sporting organisation.** All these variables contribute to our overriding reputation as the peak beach safety and rescue authority. Boasting such diversity means surf lifesavers must always be mindful of how comments to the media will affect the organisation as a whole, including our own strategic partnerships with corporate and government agencies;
- **Be mindful of comments made on social media, which can also have wide-reaching impacts on the organisation.** Be aware that comments made on social media channels can also reflect back upon the organisation, and even potentially picked up and reported by media. As a general rule of thumb, you should not post any comments online that you wouldn't want reported and attributed to you and this organisation in the news. It's a good idea to familiarise yourself with SLSQ's Social Media and Online Communication Policy, which outlines appropriate standards of online behaviour and conduct for members and staff alike; and
- **If in doubt contact the appropriate people.** If you have a concern or query please relay these through to the SLSQ media unit via SurfCom. SLSQ's media team is on-call on weekends to assist with any issues or enquiries.

APPOINTED MEDIA SPOKESPERSON AND DEALING WITH THE MEDIA

The chain of communication for dealing with the media remains uniform across Queensland and is designed for the staff of SLSQ to support the actions of volunteers on the beach. Clubs are encouraged to promote local activities, rescues, action of their members, etc. Serious issues will be given to Duty Officer or Lifesaving Services Coordinator to respond to.

Abbreviations:	COO	Chief Operating Officer
	RM	Regional Manager
	MU	Media Unit
	DO	Duty Officer
	LSSC	Lifesaving Services Coordinator

COMMUNICATION CHAIN – RESPONDING TO MEDIA INQUIRIES

The chain of communication will remain the same for all reactive responses to media inquiries about incidents on the beach or in the region (rescues, first aid treatments, safety warnings, beach visitations, etc.).

Gold Coast and Sunshine Coast

1. Incident occurs
2. Patrol Captain is informed
3. Patrol Captain advises SurfCom
SurfCom advises Duty Officer
DO advises LSSC, & MU
LSSC advises others (e.g. council)
4. Duty Officer or Lifesaving Services Coordinator makes media comment (or MU if necessary).

(Note – COO or MCU will appoint appropriate spokesperson if the issue is serious – such as a drowning. The Club Captain or Patrol Captain may comment if the issue relates specifically to their beach – such as a rescue, first aid, shark sighting, etc. – and the Duty Officer/Lifesaving Services Coordinator has approved).

North Queensland, North Barrier and Wide Bay Capricorn

Due to the SurfCom infrastructure in south-east Queensland we have slightly different procedures for central and North Queensland.

1. Incident occurs
2. Patrol Captain is informed
3. Patrol Captain advises Lifesaving Services. LSSC advises RM, MU Coordinator or Regional Managers (e.g. council)
4. Lifesaving Services Coordinator or Regional Managers makes media comment

(Note – MCE will appoint appropriate spokesperson if the issue is serious – such as a drowning. The Club Captain or Patrol Captain may comment if the issue relates specifically to their beach – such as a rescue, first aid, shark sighting, marine sting, etc. – and the Lifesaving Services Coordinator/Regional Manager has approved).

COMMUNICATION CHAIN – INCIDENT EXAMPLES

Example: Rescue on patrol

1. Incident
2. Lifesaver informs Patrol Captain
3. Patrol Captain in NQ/NB/WBC informs Lifesaving Services Coordinator or Regional Managers
Patrol Captain on GC/SC informs Surf Com (SurfCom notifies Duty Officer)
4. Patrol Captain or Duty Officer speaks to media

Example: Media contacts patrol about safety warnings (eg large number of marine stingers present, or sharks feeding close to shore)

1. Media calls
2. Query referred to Patrol Captain or Club Captain
3. Patrol Captain/Club Captain in NQ/NB/WBC informs Lifesaving Services Coordinator or Regional Managers
Patrol Captain/Club Captain on GC/SC informs Duty Officer
4. Patrol Captain or Duty Officer speaks to media

Example: Drowning

1. Patrol Captain informed
2. Patrol Captain in NQ/NB/WBC informs Lifesaving Services Coordinator
Patrol Captain on GC/SC informs SurfCom/Duty Officer
3. NQ/NB/WBC LSSC informs MU & LSSM and others as necessary GC/SC SurfCom informs Duty Officer (who informs COO, LSSC's, MU and others as necessary)
4. COO or MU appoints spokesperson and liaises with this person before interviews undertaken.

5. Lifesaving Services Coordinator, Duty Officer or other approved and appointed person (MU if necessary) makes comment to media.

COMMUNICATION CHAIN – PROMOTING POSITIVE STORIES THROUGH THE MEDIA

This chain will remain the same for clubs and branches who want to promote their local activities, initiatives, etc. to the community through the media and social media. SLSQ Lifesaving Services Coordinators, Regional Managers and the SLSQ media unit can all assist with promotion. Clubs and branches are encouraged to be mindful of any state-wide sponsorship relationships which exist through SLSQ when doing any cross promotion with other corporate identities. For further information contact SLSQ's Media and Public Affairs Department on 3846 8035.

It is important we promote positive stories that happen on the beaches including member awards, newsworthy rescues, first aid treatments (on or off the beach), safety warnings (e.g. marine stingers, rips, big surf) – be proactive!

Gold Coast and Sunshine Coast

1. Positive story idea
2. Club informs Lifesaving Services Coordinator and/or SLSQ media unit
3. Lifesaving Services Coordinator and/or SLSQ media unit provides support if necessary and possible
4. SLSQ media unit distributes story to the media and/or posts to SLSQ social media
5. Club or Lifesaving Services Coordinator spokesperson speaks to the media about the story

(Note – the LSSC will speak if it relates to the entire region; while club person will speak if it relates specifically to their Club – such as a fundraiser.)

APPROPRIATE CLUB/BRANCH SPOKESPEOPLE

1. Patrol Captain or Club Captain – Speaks on rescues, beach activity, safety warnings on patrol, general patrol activity. Patrol Captains and Club Captains can also refer media to their Lifesaving Services Coordinator (or Duty Officer on the Gold and Sunshine Coasts).
2. Club President – Speaks on fundraisers, club issues and initiatives, etc. Club Presidents can also contact their Lifesaving Services Coordinator or Regional Manager for advice or refer the media to these representatives.
3. Branch President – Speaks on branch issues. Branch Presidents can also refer media queries to the Lifesaving Services Coordinator or Regional Manager to handle.
4. Lifesaving Services Coordinator/Duty Officer – Speaks on major incidents such as drownings, mass rescues, critical first aid and similar circumstances that affect either a specific club or an entire region. With approval from SLSQ's media unit, these spokespersons may also be called upon to speak on behalf of SLSQ on state-wide issues.
5. SLSQ Representatives (SLSQ media unit, Chief Operations Officer, CEO, Surf Sports Manager) – SLSQ spokespersons will be appointed to speak publicly on specific state-wide issues. The SLSQ media unit can also appoint an appropriate regional spokesperson on serious issues as required.

GENERAL MEDIA GUIDELINES

1. With specific reference to issues management please refer to item one of this document and if there is any doubt please contact the MCE.
2. SLSQ encourages clubs and branches to obtain media support for their local activities and events.
3. Clubs and branches may speak on local issues, such as a rescue at their beach, local fundraiser, etc. It is important that our volunteer lifesavers are recognised for their achievements, so publicising these actions is vital.

4. SLSQ asks clubs, branches and members to keep their media content to local issues only, and ask that they do not comment on any issue that relates to SLSQ policy or procedures or that which impacts on the entire State. This should be referred to the Lifesaving Services Coordinator or Regional Manager.
5. NQ/NB/WBC – Please contact your relevant Lifesaving Services Coordinator/Regional Manager immediately when a major incident occurs in your region – regardless of time or day – e.g. a drowning; mass rescue; major marine sting, etc.
6. GC/SC – Please contact SurfCom when a major incident occurs in your region. If it is outside SurfCom hours, contact your Lifesaving Services Coordinator or Regional Manager – regardless of time or day.
7. The Lifesaving Services Coordinator/Regional Manager will inform all necessary people (Media and Public Affairs Manager, councils, Operations Manager, Lifeguard Supervisors, etc.).
8. The media is a powerful tool. Clubs and their members should never use the media to argue a position with SLSQ or their branch. If there is an issue that you want to resolve, please discuss with the appropriate personnel.
9. Be aware that issues are not only generated by media. When an incident occurs in your area (e.g. drowning; IRB injury; etc.) contact SurfCom or your Lifesaving Services Coordinator before the media contacts you – this way we can be proactive in our dealings with them.
10. Always contact your Lifesaving Services Coordinator or Regional Manager when “critical issues” (e.g. member protection, insurances, legal issues, etc.) emerge. That way we can prepare before the media is aware of the situation.
11. The SLSQ media unit may appoint specific spokespeople on some issues. Lifesaving Services Coordinators and Regional Managers may be used in regional areas to provide comment on specific issues that affect clubs or branches.
12. While it can be difficult to assess a situation (particularly sensitive issues) and media can be quite demanding, please try to be considerate and polite to all who contact you. They are unaware of what constraints you are under and it is likewise when you are talking to them.
13. When dealing with persistent media, please be considerate and polite – even if they are pushing you for comment. Patrolling members - direct them to your Patrol Captain. Patrol Captains – direct them to the Lifesaving Services Coordinator/Duty Officer if necessary.
14. Never say “no comment”. This only makes the media more interested in finding information. Instead, use the phrase “I am unable to comment on this issue, but I will introduce you to our Patrol Captain who will be able to assist you”.
15. Do not, under any circumstances, criticise any media if they do not wish to pursue proactive stories.
16. It is really important to promote the positives of our service – remember to also report any incidents that are good news (e.g. rescues). We can positively promote this and recognise your achievements.
17. We must also be proactive with media when we can demonstrate our authority in aquatic safety by providing surf/beach reports, safety warnings, etc. to beach goers through the media. This is encouraged!
18. At all times, please observe the following guidelines:
 - Don’t give names of patients;
 - Don’t exaggerate the incident;
 - Don’t give your opinion; and
 - Don’t criticise Surf Life Saving Queensland or any other clubs/branches/members, any council or local authority, members or staff of other organisations, or other services.
19. If completing a media release, always print it on club letterhead.
20. The media unit is always willing to assist with the promotion of your club activities. SLSQ can offer advice and point you in the right direction to optimise club-specific good news stories. In some circumstances the story may very well have state-wide significance in which case media personnel can provide total support of the initiative.

RESOURCES AND CONTACTS

Surf Life Saving Queensland

Media and Public Affairs Manager	Kym Richardson	(07) 3846 8043/0437 220 743
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Surf Life Saving Queensland

Senior Media Officer	Faith Jarvis	(07) 3846 8036/0417 387 158
Media Officer	Cameron Ward	(07) 3846 8035/0419 201 246
Chief Operating Officer	George Hill	(07) 3846 8020/0419 780 730

North Queensland

Regional Manager	Rob Davidson	0403 577 649
Lifeguard Supervisor	Jay March	0407 316 145

North Barrier

Regional Manager	Jenny Neal	0439 749 118
Lifeguard Supervisor (Townsville)	Russell Blanchard	0403 577 642

Wide Bay Capricorn

Regional Operations Manager	Craig Holden	0403 577 646
Lifesaving Development Officer	Jamie Findlay	0437 184 507
Lifesaving Services Coordinator	Julie Davis	0408 531 145

Sunshine Coast

Regional Manager	Aaron Purchase	0410 621 568
Lifesaving Services Coordinator	Jacob Thomson	0403 577 650
SurfCom		07 5444 8804
Weekend Duty Officer	(rostered)	0408 709 409

Gold Coast

Regional Manager	Lachlan Sherrington	0437 258 615
Lifesaving Services Coordinator	Nathan Fife	0403 577 643
SOCC		07 5631 7400
Weekend Duty Officer	(rostered)	0403 577 647

Internet

(Media releases posted by SLSQ)	www.lifesaving.com.au
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“News centre” shows the latest media releases posted by SLSQ.

NOTE – If you cannot access anyone, please ring SLSQ on (07) 3846 8000 – an afterhours recording will provide the name of the SLSQ person who is “on call” and can assist.

SECTION NO: POM 0027	SUBJECT: OPERATIONS SUPPORT	
AUTHORISED BY: STATE LIFESAVING COMMITTEE		
ISSUE DATE: 1 July 2018	VERSION: 1	PAGES: 14

OVERVIEW OF OPERATIONS SUPPORT

Across Queensland, lifesavers and lifeguards on the beach are supported by Surf Life Saving Queensland Operations Support. These services are critical to our operation, patrolling dangerous and unpatrolled areas. Operations support focuses on known blackspots across the Queensland coastline that are not patrolled. Operations support craft are there to monitor and encourage the bathing public to swim at safe areas.

Importantly, Surf Life Saving Operations Support services have become a crucial development in surf rescue. The specialist skills set and rapid motorised response units, which are on call 24 hours a day, provide another layer of support in keeping our beaches and aquatic environment safe.

On the water, the offshore rescue boat (ORB) and rescue water craft (RWC) are an invaluable part of our operation, patrolling long stretches of coastline and a backup service for clubs. They operate in a white water environment and are fast, manoeuvrable and a vital part of the complete lifesaving service.

The Surf Life Saving Operations Support also includes the Westpac Lifesaver Rescue Helicopter Service. Its role is to patrol the beaches with aerial surveillance, alerting lifesavers on the beach to hazards and conditions, as well as rescuing people in trouble. The Westpac Lifesaver Rescue Helicopter Service is also used for emergency response, searches and winches away from the beach and is regularly tasked by other emergency services including the police, ambulance and fire services.

On the land, Surf Life Saving Queensland duty officers assist in the coordination of major incidents. They liaise with external agencies such as police, water police, QFES and QAS. Duty officers may also provide the media with key information in relation to SLS events.

Tying our network together are the state-of the-art Radio Communication Centres (known as SurfCom). The SurfCom centres on the Gold Coast and Sunshine Coast are the central intelligence of our patrols. Lifesavers at SurfCom provide lifesaving services with up to date information and track lifesaving services, task emergency services, and track what is happening on our expansive coastline using cutting edge technology including GPS tracking systems for all lifesaving craft, UHF and VHF radio frequencies, voice recognition data recording and operate a surf safety camera surveillance system.

OPERATIONS SUPPORT ROLES

WESTPAC LIFESAVER RESCUE HELICOPTER SERVICE

The Westpac Lifesaver Rescue Helicopter Service provides extended patrol activities from the air with rescues often undertaken in difficult and dangerous conditions. Crews have high levels of commitment, skills and fitness to help us provide our service in South East Queensland.

WLRHS purpose:

- Provide aerial surveillance to the bathing public;
- Work with all emergency services as tasked by the duty officer;
- Perform rescue from the helicopter;
- Operate within the endorsed SLSQ SOP's for this service; and
- Provide aerial back up to clubs and services.

Crew Prerequisites:

- Be a minimum of 21 years old on the date of final assessment;
- Hold a current SLSA Bronze Medallion;
- Hold a current SLSA Radio Operators certificate;
- Hold a current SLSA Senior First Aid certificate;
- Advanced Resuscitation Techniques (ART);
- Hold a current SLSA Inflatable Rescue Boat Drivers certificate;
- Hold a current open driver's licence; and
- Provide an initial medical certificate of fitness similar to the criteria of the certificate required by the Civil Aviation Safety Authority for a student.

RESCUE WATER CRAFT

The RWC (waverunner) is primarily responsible for patrolling outside the flagged areas in South East Queensland. The RWC is a fast response piece of equipment within the operations support fleet. It is light and manoeuvrable and can get in to close proximity of the beach to perform rescues and advise swimmers and the bathing public of potential issues.

Rescue Water Craft Purpose:

- Provide aquatic surveillance to the bathing public;
- Assist external agencies when tasked by SLSQ duty officer and water police;
- Complete preventive actions to ensure bathing public are appropriately warned about potential dangers;
- Completing roving patrols within a designated area during the patrol season;
- Responsible to the duty officer or lifeguard supervisor (depending on location);
- Operate within the endorse SLSQ SOP's for this service; and
- Provide back up to clubs and services.

Operator Prerequisites:

- Be a minimum of 18 years old on the date on the final assessment;
- Hold a current SLSA Bronze Medallion; and
- Hold a marine drivers licence.

SURFCOM – COMMUNICATIONS

As a SurfCom operator you are responsible for the operations of the radio communications and camera network. SurfCom is the heart of SLSQ; it allows effective coordination of all our resources, facilitate club sign on and assign off and assist our resources by sourcing external agencies to assist when requested.

SurfCom Purpose:

- Assist the duty officer in efficient coordination of SLS Operations Support Services;
- Be the key liaison between clubs and other emergency services (where practicable);
- Operate the SurfCom system efficiently and to the SOP standard;
- Provide a high level of radio communications;
- Ensure cameras are monitored for swimmers in trouble and task the most appropriate asset to investigate or assist;
- Manage club sign on and sign off; and
- Manage club incident reporting through the radio network.

Crew Prerequisites:

- Be a minimum of 16 years old;
- Hold a SLSQ Observers Qualification (non-water based components of the Bronze Medallion); and
- Hold a SLISA Radio Operators certificate.

6M OFFSHORE RESCUE BOAT

The 6m ORB, used in Moreton Bay has a patrolling role providing back up to patrolled and unpatrolled beaches throughout the patrolling season. They are involved with special events, community awareness programs and multi agency search and rescue operations with other marine rescue agencies.

Offshore Rescue Boat Purpose:

- Provide aquatic supervision to the bathing public;
- Assist external agencies when tasked by SLSQ duty officer and water police;
- Complete preventive actions to ensure bathing public are appropriately warned about potential dangers;
- Complete roving patrols within a designated area during the allocated patrol season;
- Responsible to the duty officer or lifeguard supervisor (depending on location); and
- Operate within the endorse SLSQ SOP's for this service.

Crew Prerequisites:

- Be a minimum of 16 years old on the date of final assessment; and
- Hold a current SLISA Bronze Medallion; and
- Advanced Resuscitation Techniques (ART).

Driver Prerequisites:

- Be a minimum of 18 years old on the final date of assessment;
- Hold a current SLISA ORB Crew Certificate; and
- Have a vehicle licence to operate a tow vehicle.

Skipper Perquisites:

- Be a minimum of 18 years old on the final date of assessment;
- Hold a current SLSA ORB driver certificate;
- Hold current VHF marine licence; and
- Hold current state endorsed training units of competency.

DUTY OFFICER

The lifesaving duty officer is a volunteer position and will primarily take on the role of the tasking officer of Surf Life Saving patrols, within the designated patrol season. The position is designed to utilise suitably qualified lifesavers to enhance lifesaving service delivery. Duty officers make up the remainder of the operations support network; duty officers are responsible for the coordination and deployment of club and operations support units.

Duty Officer's purpose is:

- To assist with the integration and coordination of club lifesaving services and SLSQ operations support;
- To liaise with the SurfCom centre in relation to deployment of lifesaving services;
- To liaise with club patrol captains and patrol members on lifesaving matters pertaining to service delivery;
- To liaise with external stakeholders as required i.e. council lifeguards, media, SLSQ officers; and
- To minimise potential risk to the bathing public and Surf Life Saving personnel.

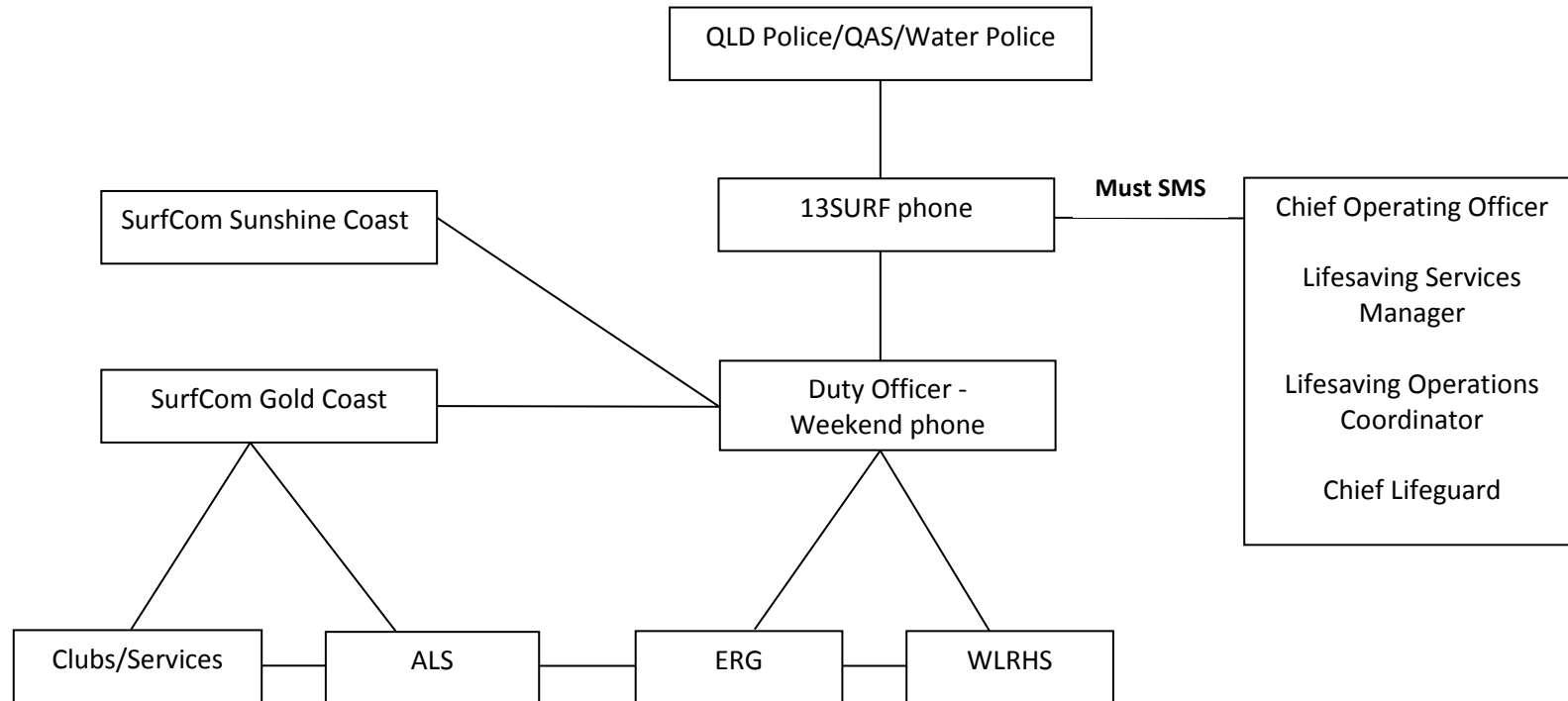
Duty Officer Prerequisites:

- Hold a current SLSA Bronze Medallion (or higher);
- Hold a current SLSA radio operators certificate;
- Hold a current Advanced Resuscitation Techniques certificate;
- Hold a current SLSA Apply First Aid certificate;
- Hold a SLSA Silver Medallion Beach Management Award;
- Hold a current open drivers licence;
- Have completed a minimum of three years beach patrol service; and
- The following qualifications are desirable:
 - Phase 1 Search and Rescue
 - Queensland Disaster Management Arrangements Award (QDMA)

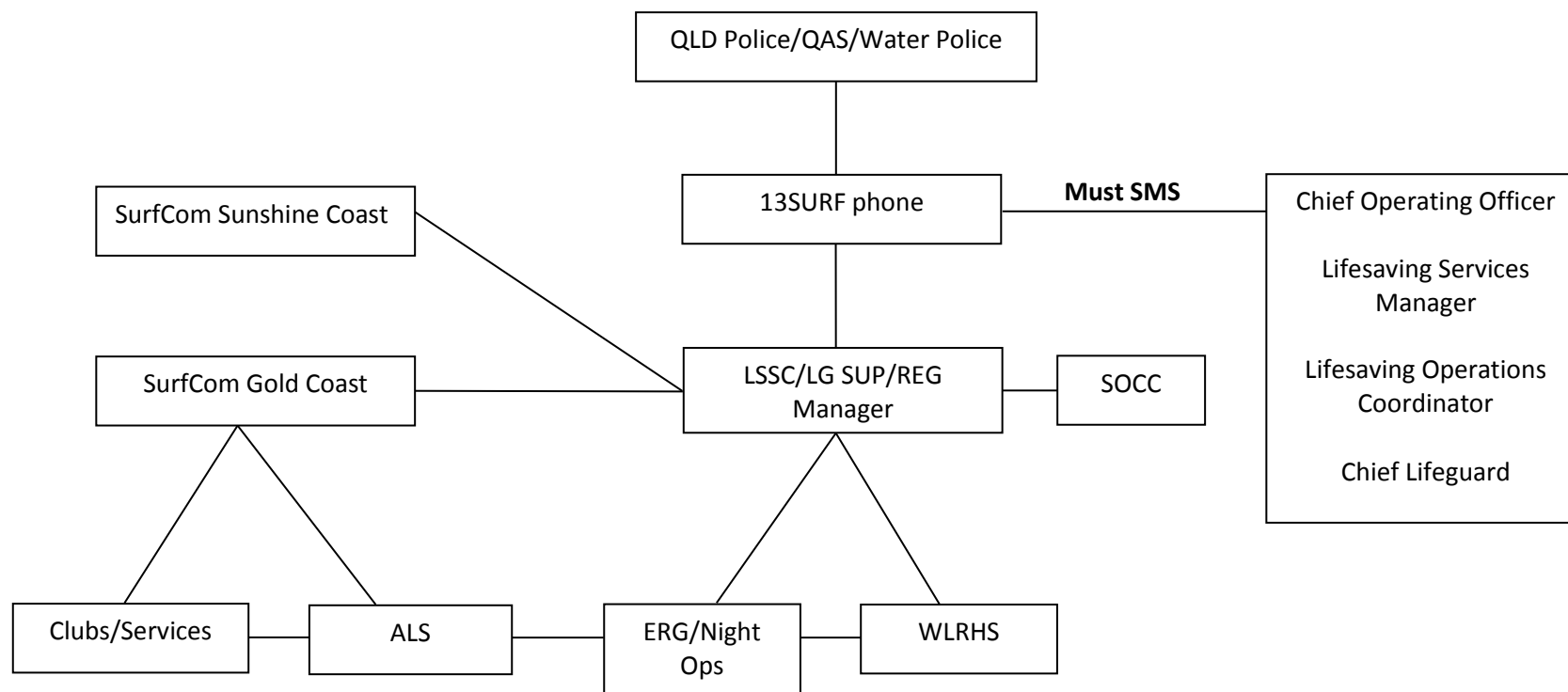
NOTE: All Surf Life Saving Queensland operations support craft and crew must operate within the policies and procedures set by Surf Life Saving Queensland and their service standard operations manual.

If you want to expand your lifesaving skills and you are interested in joining the operations support team, please complete the Operations Support Renewals and New Applications form online at www.form.jotform.co/opssupport/application including your club endorsement. For further information call (07) 3846 8041, email opssupport@lifesaving.com.au or visit www.lifesaving.com.au

SLSQ EMERGENCY RESPONSE AND TASKING PROCESS DURING PATROL SEASON AND TIMES



SLSQ EMERGENCY RESPONSE AND TASKING PROCESS AFTER HOURS



HELICOPTER SAFETY ARENA

Under Civil Aviation Safety Authority (CASA) regulations, it is a requirement that each club must have a “safety arena” roped off prior to the helicopter approaching to land.

This safety arena must comprise of:

- Seven (7) sturdy poles and rope to cover a diameter of 40 metres square;
- This area must be set up as close to the waters edge as possible with an orange signal flag at either end of the approach path from the sea (flags to assist pilot with wind direction);
- A fully uniformed surf lifesaver must be on guard duty at the front, back and sides of the designated safety arena using minimum four (4) members, one on each corner of the square;
- One of these lifesavers must have a radio in their possession. It must be continuously monitored, in case the helicopter crew requires special arrangements or assistance;
- It is important that as the helicopter approaches, there are no people walking across the front of the arena, and no surfers in the water of the approach path;
- Warn everyone within 500 metres of the safety arena about the power of the downwash, which will cause sand to blow into their eyes temporarily blinding them, and beach umbrellas could blow away and stab nearby beach-goers (duty of care); and
- Rescue boards, skis and even surfboats must not be in the vicinity as the power of the downwash may blow these items around causing serious injury.

As the helicopter approaches the safety arena, the lifesavers on guard duty must face away from the landing zone to keep a vigilant watch on any approaching excited children/adults who may dart past them and be blinded by sand and stagger towards the rotors causing serious injury to themselves.

Any loose items including baseball caps must not be worn near the turning rotors.

Never approach the helicopter unless instructed by the pilot, by way of a “thumbs up” and usually eye to eye contact and a nod of the head.

Never approach from the back of the helicopter (tail rotor spinning at 2090 RPM) as you cannot be sighted.

Always approach from the downhill side and within 10 o'clock to 2 o'clock range of vision of the pilot (never walk down a slope towards the helicopter).

SAFETY AROUND HELICOPTERS



SAFETY IS YOUR NUMBER ONE PRIORITY

APPROACHING THE AIRCRAFT

Approach only from front in pilot's field of vision.
Do not enter under rotor disc until pilot returns thumbs up signal.
Stay clear of tail rotor.
Do not touch glass or moving parts.



Proceed in a crouching manner for extra clearance from main rotor. Do not run.
Carry stretcher/objects horizontally below waist level. Keep a firm hold.
Do not wear hats. Never reach up or chase after articles that blow away.



On sloping ground always approach or leave on the down-slope for maximum rotor clearance.

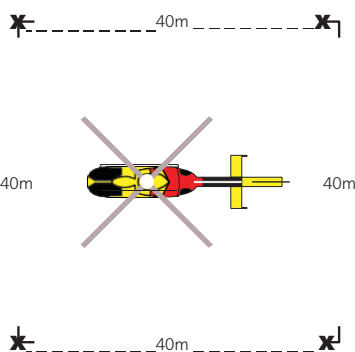


If blinded by swirling dust or grit – stop. Sit down and await assistance

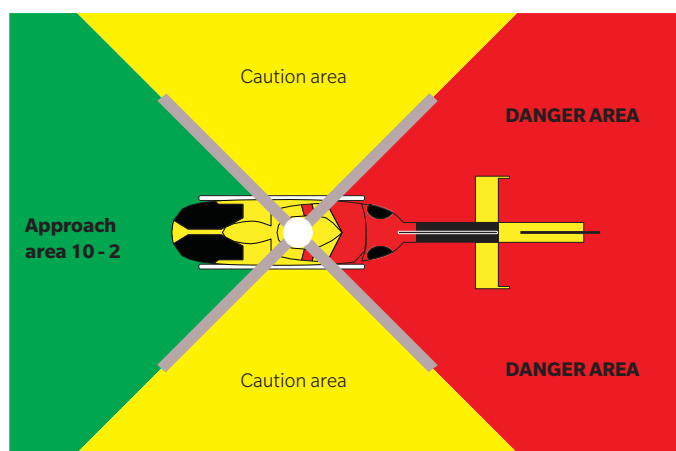
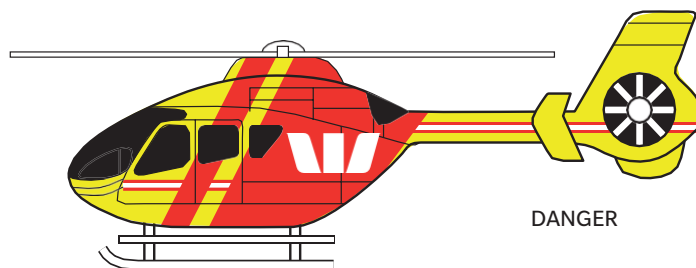
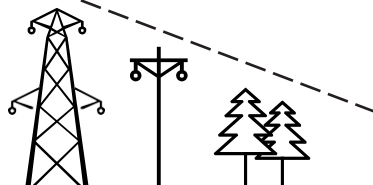


LANDING AREAS

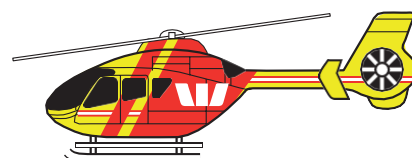
Landing areas should be 40 metres square and clear of loose articles. Secure a clear approach path (on beaches/waters edge to form one side of landing area). Deploy responsible people to keep landing area clear until rotor has stopped. Where available, use radio to warn pilot of obstacles, power lines, etc on approaches.



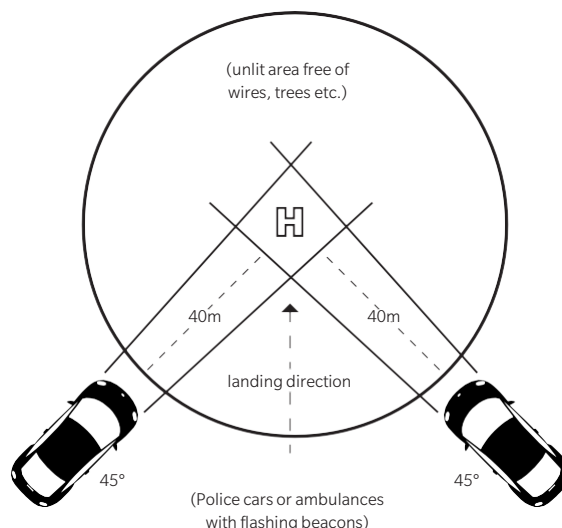
Be aware of all ground obstacles e.g. posts, signs, small trees, overhead obstructions such as power lines, telephone poles etc.



When helicopter engine is running down, winds may cause the rotor to dip below head height. Do not approach until rotor blade has stopped.



NIGHT LANDINGS



HELICOPTER OPERATIONS OVER WATER

This section is to advise all lifesaving personnel of the safety requirements and procedures whilst the helicopter is performing rescue operations, particularly in the case where a helicopter is performing a rescue in an emergency situation, performing a rescue demonstration or training over water.

General

During rescue, training or public relations operations, the focus of a helicopter crew is on the safe operation of the aircraft and the execution of the task. While every effort is made by the crew to monitor the whole environment, it is vital for other surf lifesaving personnel to operate in a safe manner around the aircraft, and not introduce any unexpected issues. In order to establish a safe operational environment, please note the following points:

- When the helicopter is hovering above the water, the pilot's total concentration is focused on the patient in the water, and maintaining a relative position. The helicopter air crewman will be directing the pilot as required and preparing for deployment of the rescue crew. This means that other rescue craft or personnel entering under the helicopter cannot be easily detected and may present a danger to the operation, or the rescue crew stepping off the aircraft.
- Due to this type of flying operation, the rotor wash over water creates a spray or mist that can become disorientating to any persons entering under the helicopter. Also depending on wave (swell) conditions, the height of the aircraft over the water, particularly the tail rotor, can vary substantially.
- The static line or hoist cable deployed from the aircraft may create a further hazard as there is a possibility that this line may become entangled with any craft or personnel, particularly if the pilot needs to manoeuvre the helicopter unexpectedly.

Therefore, for the safety of all lifesaving personnel, helicopter crew and the general public, at no time are any craft or persons permitted to enter underneath the helicopter.

Water Safety During Helicopter Training Operations

General

Water safety support during training operations is a requirement of our safety management and risk mitigation systems. In order to realise the full potential of any water safety support, and establish a safe operational environment, please note the following points.

General Locations

The helicopter service has areas identified on the Gold and Sunshine Coasts to conduct training operations away from busy populated areas. The service is not restricted to these areas but chooses to use them to minimise impact on the bathing and beach going public during training operations.

4.1.1 Gold Coast

On the Gold Coast the primary aquatic training area is approximately 1.2 kilometres north, of the Southport Seaway, on South Stradbroke Island.

4.1.2 Sunshine Coast

On the Sunshine Coast the primary aquatic training area is 1.5 kilometres south of Kings Beach on the northern end of Bribie Island. Should you be requested to assist with water safety, the duty crew will attempt to update you with any location requirements prior to the flight or while airborne. If the aircraft commences operations away from where you believe training is to take place, proceed at best possible safe speed to the area the aircraft is operating in, and take up the standby location as detailed below.



Gold Coast Training Area



Sunshine Coast Training Area

Water Safety Considerations

As part of normal operations the helicopter crew attempts to identify a suitable location to undertake training or demonstrations. Due to the nature of our environment there are a number of hazards that may pose an issue for the helicopter crew, patients, and general public.

4.1.3 Water Depth

One of the major issues associated with the helicopter rescue procedure is the depth of water that the crewperson jumps into from the aircraft. Although the crew continually assess the depth during the sequence, it can be difficult to judge.

Water safety personnel are asked to:

- If dropping a patient in the water, assess the depth at the training area, aiming for a depth in excess of three meters; and
- Continually assess the depth of the water in the training area and if you have a concern contact the aircraft via radio, or use the standard distress signal to invoke a stop to the training sequence.

4.1.4 Debris/Marine Life

Please conduct a survey of the training area prior to commencement of the activity to determine if there are any objects or marine life that may pose a threat to the crew or patients. The helicopter crew will also assess an area to identify any risks.

Water safety personnel are asked to:

- Assess the area and advise the helicopter crew of any concerns via radio prior to commencing the activity; and
- Continually assess the training area and if you have a concern contact the aircraft via radio, or use the standard distress signal to invoke a stop to the training sequence.

4.1.5 General Public

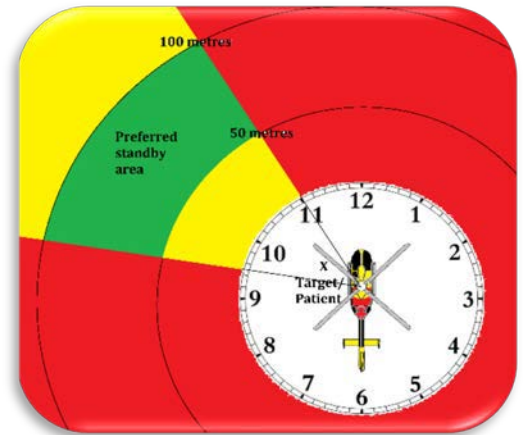
Safety personnel are requested to:

- Advise members of the public to stand clear of the training area; and
- Where appropriate identify and clear a path from the initial training location to the beach and emergency arena if used.

Standby Location

Water safety craft or personnel providing support to the helicopter operation are requested, after deployment of the patient by water craft or aircraft, to re-locate to an area 50-100 metres away from the aircraft and in a position between the 9:30 and 11:00 o'clock position relative to the aircraft's nose (12 o'clock).

This location affords the water safety provider a safe distance from the operation, but close enough to render assistance if it is requested. Additionally, it provides the pilot and aircrew with visual reference to the water safety craft, so that all aircraft manoeuvring can be conducted safely.



Should the aircraft move towards the water safety personnel:

- Initially, hold your position and allow the aircraft crew time to correct the situation; and
- If the aircraft moves to within a distance you consider unsafe, move away from the aircraft in a direction 90 degrees different to the direction of travel of the aircraft (note the aircraft may not be travelling forward), aiming for a location in the view of the air crewman and pilot.

Visual Monitoring

Water safety personnel are requested to maintain visual contact with the aircraft and the patient/rescuer at all times. This allows the water safety personnel to respond to situations in a timely manner or take evasive action should the aircraft suffer a major malfunction or manoeuvre to close.

Assistance Required

If assistance is required:

- Direct communication will be initiated by the aircraft via radio;
- In the event that radio communication is ineffective, the aircrew or crew in the water will use the standard distress signal; and
- The helicopter will move away from the scene, and establish a hover or orbit the area. Only after the aircraft has moved to a safe distance, may craft or personnel enter the scene to render assistance.

Conclusion

The helicopter service requests that area captains, club captains and lifeguard supervisors advise all personnel of the above safety requirements and include these procedures in their respective standard operating procedures and training inductions.

Operations Support

Renewals and New Applications

Online Process

New Applications

All new applications are now received and managed through online platforms called JotForm and Google sheets. These two systems work in conjunction with each other and dramatically reduce administration process and time.

Form Management - JotForm

The application form is designed and edited through JotForm. New applications are to be submitted using this link www.form.jotform.co/opssupport/application

Notifications

For every application submitted notifications are sent to the selected emails. Notifications are also managed via JotForm and the content of each notification can be changed at any time. Currently for every new application submitted a notification is sent to:

- SLSQ (opssupport@lifesaving.com.au);
- The regional Officer/Lifesaving Services Coordinator (scoperations@lifesaving.com.au, gcoperations@lifesaving.com.au, jdavis@lifesaving.com.au);
- Applicants Club; and
- Applicant.

Endorsement Process

All new applications are required to be endorsed by the applicants surf life saving club. The endorsement is to be completed within 14 days of the application being submitted and can be done by clicking the link in the notification email originally received. If the club chooses to not endorse the application they are required to still click the link and choose 'Not Endorsed'.

Once endorsed by the applicants club, the application will be submitted to the Operations Support Panel for endorsement. In the original email notification received by SLSQ there is a link that is to be clicked which will redirect to a web page asking if the member has been endorsed by the panel or not.

Managing Applications

Currently, Google sheets is linked to the JotForm application form meaning that each time an application is submitted the information will automatically populate a spreadsheet stored online on Google Sheets. Each submission will continue to update automatically when an endorsement is received by either the Club or SLSQ. It is important to remember that application information cannot be updated in the spreadsheet because after time it will revert to the original information as it continually syncs with JotForm who holds the raw data. If information is requiring updating or an application needs to be deleted, it can be done in the back end management of JotForm under 'Submissions'.

New Application Process Flowchart

Step 1

- Member follows this link www.form.jotform.co/opssupport/application and completes the application



Step 2

- Once an application is completed a notification will be sent to: the applicants club, SLSQ, Regional Lifesaving Services Coordinator, the applicant. The application information is also automatically entered into a Google excel spreadsheet where it can be managed.



Step 3

- The members Surf Life Saving Club is required to endorse the application within 14 days by following the link in the notification email received.



Step 4

- Once club endorsement is received, the application will be forwarded to the Operation Support Panel for endorsement.



Step 5

- Once endorsed by the panel, Lifesaving Services Coordinators are required to make contact with the applicants and organise training and inductions as required.

Renewal Applications

All renewal applications are now received and managed through online platforms called JotForm and Google sheets. These two systems work in conjunction with each and dramatically reduce administration process and time.

Form Management - JotForm

The renewal application form is designed and edited through JotForm. Renewal applications are to be submitted using this link www.form.jotform.co/opssupport/renewal

Notifications

For every application submitted notifications are sent to the selected emails. Notifications are also managed via JotForm and the content of each notification can be changed at any time. Currently for every renewal application submitted a notification is sent to;

- SLSQ (opssupport@lifesaving.com.au);
- The regional Officer/Lifesaving Services Coordinator (scoperations@lifesaving.com.au, gcoperations@lifesaving.com.au, jdavis@lifesaving.com.au); and
- Applicant.

Endorsement Process

All renewal applications are required to be endorsed by the Operations Support Panel only. Renewal applications are not required to be endorsed by the applicants club. Once endorsed by the panel the application is to be endorsed in JotForm by clicking the link in the original email notification received by SLSQ. The link will redirect to a web page asking if the member has been endorsed by the panel or not.

Managing Applications

Currently, Google sheets is linked to the JotForm renewal application form meaning that each time an application is submitted the information will automatically populate a spreadsheet stored online on Google Sheets. Each submission will continue to update automatically when an endorsement is received by SLSQ. It is important to remember that application information cannot be updated in the spreadsheet because after time it will revert to the original information as it continually syncs with JotForm who holds the raw data. If information is requiring updating or an application needs to be deleted, it can be done in the back end management of JotForm under 'Submissions'.

Login information

JOTFORM

www.jotform.com

Username: opssupport

Password: opssupport

GOOGLE SHEETS

www.google.com

Username: opssupport@lifesaving.com.au

Password: slsq7873

PAGES: 4

LOCAL LAW ENFORCEMENT

The purpose of this guideline is to provide advice in relation to the practical enforcement of Local Laws. The application of regulations, local laws (by-laws) will generally follow a systematic progression or escalation of information and warnings.

The following outlines a series of stages a lifesaver can work through to enforce local regulations:

1. Advisory;
2. Warning; and
3. Penalty.

The advisory stage can have three sub-stages:

1. Communicate – establish communication;
2. Inform/educate – provide information; and
3. Advise – provide specific advice.

Communicate:

- Greet the person;
- Introduce yourself;
- Positive body language;
- Smile; and
- Establish a rapport.

Inform/educate:

- Explain that the area is subject to certain rules and regulations;
- Explain that these rules are for the safety/health of all;
- Identify the authority of the regulation – i.e. local authority; and
- Advise them of the preferred course of action.

Advise:

- Advise the person that they would be/are in breach of these regulations; and
- Reinforce what you would like from them as a preferred course of action.

Warning:

- Advise the person that they are in breach of the regulation and of the penalty if they continue their current activity; and
- Advise them of your course of action.

Penalty:

- Enforce penalty (and/or);
- Report offence to appropriate authority; and
- Record details.

Note: Be aware of your level of authority before applying any penalty.

LOCAL COUNCIL BY-LAWS

Please attach the local council by-laws relevant to patrolled areas to this section.

EMERGENCY CONTACT PHONE INDEX

DIAL 000 (emergency) for Police, Ambulance and Fire

Club Name: _____

Club's Own Telephone Number: () _____

Club's Street Address: _____

Emergency Contacts

Organisation	Contact Name	Contact Phone Number
Local Police		
Local Water Police		
Local Ambulance		
Local Fire		
Poisons Information Centre		13 11 26
SLSQ Marine Stinger Advisor		Pls contact SLSQ 3846 8000
Shark Hotline		1800 806 891
Qld Clean Needle 'Sharps' Hotline		1800 633 353
Hospitals		
Medical Centre		
Chemist		
DES		
SES		13 25 00
Customs		
Local Shire/Council		
Council Laws Officer		
Parks and Wildlife		1300 130 372
Other Search and Rescue Groups		
Child Safety After Hours Service Centre		1800 177 137 or 3235 9999
Other		
Regional Manager		
Lifesaving Services Coordinator		