

CIRCULAR

Reference No. 2012, 2005/06



Lifesaving Requirements 2005-06

Audience: Club Captain
Club Secretary
Patrol Captains

Actioned by: Club Captain

Date: September 2005

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Summary	Lifesaving Requirements for the 2005-06 season
Objective	Reference guide for patrols and lifesavers
Action	Information for Club Captains and relevant Club and Branch Officers

SUMMARY: This circular provides information for the management of our practical lifesaver, beach patrol operations, water safety and proficiencies for the upcoming season.

General Content

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

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

Additional Resources

Please do not hesitate to request further details from the contact listed.



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Section One PROFICIENCY OF LIFESAVERS

1.1 SUMMARY OF PROFICIENCY REQUIREMENTS

All Proficiencies shall be conducted as per the SLSNSW (Training Division) Standard Operating Procedures Proficiency Policy*.

*(Trainers, Assessors and Facilitators will **not** need to be endorsed by August 1 in 2005)

The requirements below detail the **minimum requirements set for all Clubs / Branches within NSW** by the State Director of Lifesaving and Education in accordance with the SLSA minimum guidelines.

In the past, some members have left it until the cut-off date of 31st December to do their proficiency, and were unable to do it because of some misfortune (injury, work, big surf, beach closed etc). It is advisable members complete their proficiency as early as possible to ensure they are eligible to patrol the beaches and compete, if so desired, in surf sports competitions.

Note: If you have a member who may have difficulty in completing their respective proficiency test by the 31st December 2005, it is advisable that you notify the Branch Director of Lifesaving (or equivalent) in writing, as early as possible so that alternate arrangements can be made.

It is the view of SLSNSW that the member has had from the first patrolling date (24th September) to complete their proficiency, and as a result may be refused a late proficiency check for competition purposes.

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

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

1.2 PROFICIENCY OF LIFESAVERS FOR 2005/06 SEASON

JUNIOR ACTIVITY WATER SAFETY OFFICERS

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

- Surf Rescue Certificate: or
- Bronze Medallion

DOCUMENTATION

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

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

A member who has not completed all parts of the proficiency check by 31st December 2005 and who only wishes to patrol shall be able to complete the proficiency check by arrangement with their Branch Director of Lifesaving (or similar).

COMPETITORS FOR ANY CARNIVAL, DISPLAY AND/OR STATE/AUSTRALIAN CHAMPIONSHIPS

- 1) All competitors (except March Past Competitors; refer to section 10.1 of the current Edition of the SLSA Competition Manual) who wish to compete at any surf carnival or display, etc. shall be required to complete the appropriate proficiency check before 31st December each year.
- 2) After 31st December, 2005, any member (except Junior Activities) who seeks to complete a proficiency check and be eligible to enter in any carnival including Branch, NSW Country, NSW Interbranch, NSW State and the Australian Championships (including IRB Championships), must apply in writing to their Branch Director of Lifesaving, clearly identifying the reasons why they did not complete the proficiency check by 31st December, 2005. The Branch Director of Lifesaving may consider the request and deny approval, or endorse and forward the details to the NSW Director of Surf Sports who will consult with the SLSNSW Director of Lifesaving when considering each request. **Only Surf Life Saving New South Wales may give permission to conduct a late proficiency for competition purposes.** For Junior Activities, this is endorsed automatically on a yearly basis. **Late proficiencies, with SLSNSW permission, may be completed up to the closing date of SLSNSW State Championships entries, after which no late proficiencies will be approved for the purpose of entry into any SLSA competition under any circumstances.**
- 3) Under 15, Under 17, Under 19, Under 21, Open, Senior, Masters and March Past competitors must be proficient as per the current SLSA Competition Manual for their category and complete the required patrol hours to compete at recognised carnivals.

JUNIOR ACTIVITIES

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

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

- **Junior Participation Skill Evaluation**

This is required to be completed **prior to** participation in any junior activity each season (1st July to 30th June) by all Junior Activities members (including participating in a run-swim-run and surf ed training).

- **Junior Competition Skill Evaluation - Timed Pool Swim & Run-Swim-Run**

The Run-Swim-Run and timed pool swim must be successfully completed before a junior activities member is eligible to compete at recognised carnivals.

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

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

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

*** NOTE: U/14 members who have successfully completed the SRC award or SRC proficiency after 1st July 2005 and prior to commencing Junior Activities for the 2005/06 season, are not required to complete the Junior Participation Skill Evaluation or the Junior Competition Skill Evaluation.**

BRONZE MEDALLION AND SURF RESCUE CERTIFICATE PROFICIENCIES

The proficiency test for the Bronze Medallion for the 2005/06 season will be:

- Run Swim Run
- Resuscitation (CPR – for BM and SRC 15 years and (13 year CPR endorsed) and over, EAR for SRC).
- Signals
- Rescue (1 of either Board or Tube)
- Spinal Board and Oxygen Therapy (**If not done last year**)
- **Certificate II in Public Safety (aquatic rescue) upgrade***

Run Swim Run

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

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

Distances

Surf Rescue Certificate	100m Run / 100m Swim / 100m Run
Bronze Medallion	200m Run / 200m Swim / 200m Run

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

Resuscitation

A patient assessment on a live patient and demonstration of lateral position.

EAR/CPR*, 1 and 2 person (adult or child or infant) on a manikin. To include resuscitation using a mask.

*CPR for BM and SRC holders 15 years and over, and those SRC members with CPR endorsement.

Certificate II in Public Safety (aquatic rescue) Upgrade

This section is **compulsory** for all active patrolling members wishing to be proficient. **Non Patrolling Life members, Long Service and Junior Activity Water Safety Officers will not be required to do this section.** All details regarding the inclusion of this requirement are available from your Branch Director of Lifesaving.

RESUSCITATION CERTIFICATES

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

Resuscitation:

- Under 15 years of age (unless CPR endorsed):
EAR, 1 person (adult or child or infant) on a manikin.
- Over 15 years of age:
EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin
To include Resuscitation methods using a mask.

A patient assessment on a live patient and demonstration of lateral position.

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required.

ADVANCED RESUSCITATION CERTIFICATE (ARC)

Award holders must successfully complete a proficiency check, showing their competence in resuscitation techniques, Oxy Viva operation, Cervical Collar application and the insertion of an Oropharyngeal Airway.

Resuscitation

EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin.

A patient assessment on a live patient and demonstration of lateral position.

Oxy Viva Operation

Use of air bag resuscitator on conscious/unconscious patient (s), e.g. therapy and resuscitation.

Cervical Collar

Measurement and application of a Spinal Collar on a live patient. (this will be moved into the spinal management course after this proficiency year)

Oropharyngeal Airways

Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible). Candidates must have an understanding of when and why an airway is introduced into resuscitation.

DEFIBRILLATION

Resuscitation* (If not done in ARC, BM, SRC etc)

EAR/CPR, 1 and 2 person (adult or child or infant) on a manikin.

A patient assessment on a live patient and demonstration of lateral position.

Defib Pre-operational Check

Defib Operation in a simulated scenario

*Defib Proficiencies can be conducted by a Defib Assessor

IRB/ RWC DRIVERS

The National Board of Lifesaving in its review of proficiency tests has agreed that not all drivers necessarily need to demonstrate skills in a "one off" proficiency test and that many may be seen as proficient via demonstration of competency during their operational activities. Again the Board feels that the proficiency of drivers of craft may be able to be assessed in numerous ways such as through the use of log books and club/service Powercraft officer recommendation.

In general IRB/RWC Drivers must successfully complete a proficiency check for Bronze Medallion holders as outlined, and successfully demonstrate their competence in current IRB/RWC driving techniques such as:

Knowledge on safety and the SLSA Powercraft Code of Conduct.

Demonstrated ability to apply safe driving practice and the ability including but not limited to:

- parallel running,
- figures eight,
- response to signals,
- negotiation of surf as required.

Other driving skills to be deemed as competent.

- Demonstrate ability to conduct a patient rescue.
- Demonstrate ability to carry out a patient lift, exit, carry, lay and assess.

For RWC operators they must also be able to reboard the craft from deep water.

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

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

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

ATV OPERATORS

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

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

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

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

Refer to SLSNSW circular no. 1048 for further information.

IRB CREW

IRB crew who completed the in-depth proficiency or obtained the IRB crew award (16yo) over the last two seasons will need to complete the following:

Questions on safety and the SLSA Powercraft Code of Conduct.

Demonstrate effective and safe crewing practice and ability including but not limited to:

- parallel running,
- figures eight,
- response to signals,
- negotiation of surf as required.

Other crewing skills to be deemed as competent;

Demonstrate patient rescue.

SILVER MEDALLION ADVANCED EMERGENCY CARE / PATROL CAPTAIN

No proficiency is required for these awards. Proficiency is required in the prerequisites for the awards to remain current. (eg You must remain current in first aid for the Silver Medallion Life Support).

SPECIALIST POWERCRAFT AWARDS (JRB/ORB)

Proficiencies for specialist groups shall be determined by the individual group and as approved by the relevant Branch/State Director of Lifesaving.

Gold Medallion

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

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

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

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

ASSESSORS

In order to remain proficient as an Assessor for the 2005/06 season all Assessors must complete the following:

- Be inducted on the SLSNSW (Training Division) Standard Operating Procedures Manual (or Assessors Handbook)
- Be inducted on the VET Logbook system for Assessors
- Be inducted on the refreshed SLSA Bronze Medallion Resources* (If a BM Assessor)
- Complete the SLSNSW Assessors Application Form
- Have completed the 'Assessors Upgrade' (PCR Assessment) Course (September 1 or October 23 for SNB)
- Be endorsed by the Branch and SLSNSW

TRAINING OFFICERS

In order to remain proficient as a Training Officer for the 2005/06 season all Training Officers must complete the following:

- Be inducted on the SLSNSW (Training Division) Standard Operating Procedures Manual /Trainers Handbook (including Student Handbook)
- Be inducted on the refreshed SLSA Bronze Medallion Resources* (If a BM Trainer)
- Be endorsed by the Branch

*Attendees at the State and National Conferences will have completed an induction into the refreshed Bronze Medallion resources

FACILITATORS

In order to remain proficient as a Facilitator for the 2005/06 season all Facilitators must complete the following:

- Be inducted on the SLSNSW (Training Division) Standard Operating Procedures Manual / Facilitators Handbook
- Be inducted on the VET Logbook system for Facilitators
- Complete the SLSNSW Facilitators Application Form
- Have completed the 'Assessors Upgrade' (PCS Assessment) Course (September 1 or October 23 for SNB)
- Be endorsed by SLSNSW

* First Aid Facilitators will be required to participate in a SLSNSW SFA Facilitators Course to continue with this course in the 2005/06 season.

Section Two BEACH PATROL REQUIREMENTS

2.1 MINIMUM EQUIPMENT AND SERVICE SUMMARY

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

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

Patrol Shelter (per traditional patrol)	1	✓			✓
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*Set = minimum of three Spinal Neck Braces (sizes regular, no neck and pediatric) or one variable size.

Clubs may keep complete set but not mandatory.

As per local governing authority requirements.

2.2 EQUIPMENT AND SERVICING REQUIREMENTS

GEAR INSPECTIONS

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

Contact your Branch for Gear Inspection information

FIRST AID KIT, FIRST AID ROOM AND SHOCK PACK REQUIREMENTS

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

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

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

FIRST AID KIT - PATROL AREA

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

First Aid Kit Contents List

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

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

FIRST AID ROOM

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

- Noticeboard showing:
 - Appropriate first aid charts
 - Four basic checks of the assembled air bag
- One set of spinal brace collars*
- Examination couch/bed
- Pillow/s - plastic covered, with pillow cover
- Spare Oxy-Viva Cylinders (minimum 2 "C" size spare cylinders)
- Blankets - clean cotton or woollen
- Stool or chair
- Sink, preferably with hot and cold water
- Hand cleaner/handwash
- Paper towel and dispenser
- Ventolin & Spacer
- Garbage bin
- Air bag oxygen resuscitator (including three sets of disposable gloves kept in a sealed plastic bag)
- Set of 2 largest sized OP airways**
- Spare oxygen cylinders (2)
- Notepad and two pencils or pens
- Contaminated waste disposal unit
- Sharps disposal unit
- Soap (pump pack type)
- Paper hand towels
- Ice packs/cold packs or equivalent
- Arm and leg splint (padded)
- Body Recovery Kit (recommended)
- Storage cabinet (as per below)

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

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

STORAGE CABINET

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

COMMUNICABLE DISEASES KIT (INCLUDES)

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

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

SHOCK PACK (not compulsory)

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

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

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

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

* Denotes items which have an expiry date.

AIR BAG/OXYGEN RESUSCITATOR REGULAR SERVICE AND HYGIENE

Requirements for Annual Service (recommended prior to season)

Service Personnel are to be one of the following -

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

Service Personnel should also have -

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

CLEANING

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

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

DHL PATROL UNIFORMS

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

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

RESCUE TUBES (As per Gear Inspection Guide)

RESCUE BOARDS (As per Gear Inspection Guide)

RADIOS

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

IRB (As per Gear Inspection Guide)

- These need to be checked before each patrol as per the IRB Log of Operations Book
- IRBs are to be maintained as per the SLSA scrutineering guidelines/policy

GENERAL GEAR

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

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

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

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

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

PATROL FLAGS (BEACH OPEN - IDENTIFIED BATHING AREAS)

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

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

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

BEACH CLOSED SIGN

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

- 1) Remove the red and yellow patrol flags from the beach. **Under no circumstances leave the flags erected on the beach or cross the flags as an indication of a closed beach.**
- 2) Erect a "Beach Closed - Surf Dangerous" sign and/or a Standards Australia "Swimming Prohibited" sign/s to advise the public of a closed beach. This sign is to be erected 2.1m off the ground.
- 3) **As per 32nd Edition SLSA Training Manual, page 139, Point 5, "When the beach is closed, at least two club members must be allocated to patrol the beach, to make sure swimmer's do not go into the water and be ready in case of an emergency during normal patrol hours."**

SURF CRAFT AREA DESIGNATION FLAGS AND SIGNS

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

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

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

POWER RESCUE BOAT TRAINING AREA SIGNS

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

SUPPLY OF SIGNS AND FLAGS

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

OTHER SAFETY SIGNS AND FLAGS

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

2.4 LIFESAVER DUTY STATEMENTS

(As per the SLSA Training Manual 32nd Edition pages 136 - 137.)

2.5 WATER SAFETY REQUIREMENTS

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

MINIMUM WATER SAFETY GUIDELINES

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

Equipment	IRB	Board	Tube	RWC
No. of participants covered	15	5	5	10

For example for a group of 21 participants you could have any combination of the above

- i.e. 1 IRB, 1 board & 1 tube = 25
- 1 IRB & 2 tubes = 25

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

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

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

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

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

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

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

SURF CARNIVALS

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

Section Three ANNUAL PATROL HOUR OBLIGATIONS

3.1 WHO MAY COMPETE?

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

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

3.2 WHO SHALL DO PATROLS?

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

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

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

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

3.3 PATROL HOURS OBLIGATIONS - STATE AND AUSTRALIAN CHAMPIONSHIPS

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

The minimum number of personal patrol hours must not be less than twenty-five (25) hours for the preceding calendar year, i.e., 1st January, 2005, to 31st December, 2005.

The minimum requirement for Active Reserve members must not be less than 12 hours for the preceding calendar year, i.e., 1st January, 2005, to 31st December, 2005.

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

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

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

All patrol hour verification will be from SLSA Patrol Log Books

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

New Members joining after 1st January, 2006, and prior to the closing date of entries must fulfil a minimum of four (4) hours patrolling.

Members joining or returning during the period 1st January, 2005, to 31st December, 2005, are required to complete patrol hours in accordance with the following table:

Joining/returning during 2005	Min. Patrol Hour Requirement (Active & Under 15)	Min. Patrol Hour Requirement (Active Reserve)
January, 2005	25	12
February, 2005	24	12
March, 2005	20	12
April - September, 2005	16	8
October, 2005	12	8
November, 2005	8	4
December, 2005	4	4

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

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

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

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

Important: It is advisable members complete their patrol hours as early as possible to ensure they are eligible to enter the NSW Championships.

3.4 WHO SHALL BE EXEMPT FROM PATROLS?

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

- Principle Club Office Bearers, e.g., President, Club Captain, Chief Instructor, Secretary, Junior Activities Officer.
- Life Members. *(Automatic full exemption - SLSA Rules and Regulations)*
- Long Service Members. *(Automatic full exemption - SLSA Rules and Regulations)*
- Active Reserve Members. *(Automatic partial exemption - SLSA Rules and Regulations)*
- Members carrying out duties in other areas such as instruction, offshore rescue boat, aerial services, support services and similar areas of active surf life saving.
- Members on special Association assignment, i.e., members of representative teams, instructional teams, etc.
- Members holding office in the Association at Branch, State or National level.

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

All exemptions must be applied for annually and submitted for approval by 31st December, 2005.

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

3.5 PATROL HOUR CHECKING

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

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

3.6 CLUBS ATTENDING CARNIVALS

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

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

3.7 TIMETABLE OF WHEN HOURS ARE TO BE CARRIED OUT

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

Clubs are expected to patrol on Saturdays, Sundays and Public Holidays from the first Saturday in the Spring School Holidays to the last day of the Autumn Holidays as per Club Patrol Service Agreement.

3.8 SPECIALIST SERVICES

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

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

3.9 MINIMUM PATROL STRENGTHS AND AWARDS TO BE HELD

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

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

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

Section Four DOCUMENTATION

4.1 FORMS, LOG BOOKS AND REPORTS

MEMBERSHIP FORMS

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

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

PROHIBITED EMPLOYMENT DECLARATION FORMS

All SLSNSW members, and volunteers, over the age of 18 and those members under the age 18 who work with children (e.g. 16yr olds who help train the U/8 Nippers, provide water safety for nippers etc) need to sign the Prohibited Employment Declaration.

All clubs are encouraged to attach the Prohibited Employment Declaration to the SLSA Membership Application and Declaration, and have members sign both forms when initially joining the club or renewing membership each season. SLSNSW require clubs to keep both signed documents in a secure location for 5 years.

For further information refer to Circular 2010.

PATROL LOG, INCIDENT REPORT LOG, IRB LOG AND RADIO LOG

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

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

Tips to remember:

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

AUDIT REQUIREMENTS OF PATROL LOG BOOKS

As our patrol log books may be used in Coroners Court there needs to be some rules for consistency of completion.

SLSNSW wishes to clarify the following as the required standard for "Audit requirements of Patrol Log Books"

1. Whenever a member is on patrol they are expected to sign the log book with their usual signature.
2. Each page needs to have the Club name printed at the top, where appropriate, so that copies submitted for audits can be identified when not attached to the club's logbook.

3. Tick “am” or “pm”, if on all day tick both boxes. As pages aren’t numbered we need to know the chronological order of the documentation.
4. Fill in the Patrol Number (or Water Safety for Juniors) where appropriate.
5. The patrol captain (or their delegated person) is to rule the page off using a “Z” under the last patrolling members name **at the end of patrol**, and sign off in the appropriate place.
6. The patrol captain (or their delegated person) is to write the number of persons attending during the patrol within the “Z” eg “eleven on patrol”, not “11 on patrol”.
7. If a member is doing their rostered patrol it is not a voluntary patrol and should not be noted as voluntary.
8. If there are too many names or patrolling members in attendance for one page, start another page and note it is a continuation of the previous page at the top. Do not add names below the box. This page is to be also ruled off and signed off by the Patrol Captain.
9. If patrolling from another club fill in the club name in the “Substitute” column and have your copy signed for your own personal hours.
10. Do not use pencil in the patrol logbook.
11. If members are claiming hours for “Water Safety for Juniors” complete a separate page and mark it with the date, time of day and “Water Safety for Juniors” at the top. Page to be ruled off and signed as above.
12. The Patrol Captain (or Club Delegated person) is to sign any alterations to logbook pages for verification purposes, e.g. names crossed out or number alterations in the “Z” section.
13. The club needs to have copies of Club decisions from relevant committees available for inclusion in any audit, e.g. permanent patrol swap granted by Executive, exemption from patrols due to position held (Captain, President, etc) as per annual Lifesaving Requirements Circular *Note: Such exemptions must be constituted by the club, and individuals who meet criteria should be noted in Club Minutes, and endorsed by the respective Branch.*
14. Copies of Proficiency pages showing when members achieved their Bronze Medallion should be available for inclusion in any audit.
15. Copies of Membership Application Forms showing when members joined or rejoined should be available for inclusion in any audit.
16. Members with Surf Rescue Certificates training for their Bronze Medallion are expected to patrol if they want to compete.

PROFICIENCY BOOKS

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

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

INCIDENT REPORT DATABASE

www.surfguard.slsa.asn.au

The Incident Report Database has been developed to record:

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

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

Reports

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

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

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

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

When is the IRD used?

The IRD is completed in the following circumstances:

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

Data

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

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

4.2 LIMITING AND PERMANENT DISABILITY AND EPILEPSY POLICY

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

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

Refer to the relevant SLSA policy – www.slsa.asn.au/doc_display.asp?document_id=121
Or by going to www.slsa.asn.au -then to resources, policies, policies and specifications

4.3 SURF LIFE SAVING AUSTRALIA POLICIES

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

Section Five LIFESAVING INCIDENTS

5.1 RECOMMENDED INCIDENT PROCEDURES

Summary

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

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

If an incident occurs, it is essential to:

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

5.2 WHAT TO DO IN MAJOR INCIDENTS

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

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

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

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

The initial report information should contain the following details:

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

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

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

(business hours)

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

Mobile phones (after hours)

Phil Vanny	0408 663 321 – Chief Executive Officer
Giselle Addison	0418 400 555 – Lifesaving Manager
Grant Joy	0418 887 334 – Southern Region
Belinda Camp	0438 204 479 – FNC/NC Region
Andrew Jones	0409 663 005 – LNC/MNC Region

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

PUBLIC LIABILITY INSURANCE

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

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

WHAT IS CLASSED AS A SERIOUS ACCIDENT?

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

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

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

AFTER THE INCIDENT, WHO TAKES CHARGE?

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

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

Remember, incorrect treatment or treatment of a dubious standard, can invite legal concern.

WHAT ACTION IS TO BE TAKEN?

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

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

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

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

WHAT IF THE POLICE ARE CALLED?

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

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

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

ADMISSION OF BLAME
UNDER NO CIRCUMSTANCES SHOULD A MEMBER OF A CLUB MAKE

AN ADMISSION OF BLAME FOLLOWING AN ACCIDENT.

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

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

It is vital for bystanders to refrain from public debate.

BRANCH ACCIDENT INVESTIGATION GROUPS

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

LOG BOOKS AS EVIDENCE

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

LETTERS FROM SOLICITORS

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

INSURANCE POLICIES

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

WHO IS THE SLSNSW ACCIDENT INVESTIGATION GROUP?

The accident investigation group consists of the following people:

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

5.3 LIFESAVER ASSISTANCE PROGRAMS

Surf Life Saving members may encounter situations during their lifesaving work that requires the assistance of a trained counsellor.

Surf Life Saving New South Wales recommends any member requiring assistance contact Lifeline or Salvation Army Care Line. The Salvation Army Care Line and Lifeline are totally confidential, and can be accessed by a simple phone call.

Their contact details are:

Name:	Lifeline	Salvation Army Care Line
Phone:	131 114	(02) 9331 6000
Services:	Traumatic Incident Peer Support	

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

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

SLSNSW will be implementing the "TIPS" program (Traumatic Incident Peer Support) during the 2005/06 season. More information about this service and contacts will be provide during the season.

5.4 IMAGE AND PUBLIC RELATIONS

MEDIA

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

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

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

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

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

Image

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

Public Relations

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

5.5 SAMPLE ACCIDENT INVESTIGATION REPORT

SURF LIFE SAVING NEW SOUTH WALES INC.

5.3 Sample: Accident Investigation Report

TO: Phil Vanny Chief Executive Officer
FROM: Robert Thomas, Accident Investigation Officer
SUBJECT Injury Report
DATE OF INCIDENT 1 November, 1999
LOCATION North Maroubra Beach
MEMBER INVOLVED: Steven Jones
35 Bear Park Avenue
Maroubra NSW 2036

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

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

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

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

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

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

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

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

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

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

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

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

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

