

SLSWA Standard Operating Procedures

Version 1 - 2013



SURF LIFE SAVING
WESTERN AUSTRALIA

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IN Introduction

IN 1.01 Introduction

Date: 20 September 2012

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Purpose

To outline how the Standard Operations Manual will be managed.

Scope

All SLSWA Lifesaving services

Procedure

1. Document Register

This section catalogues any updates that are made and must be updated whenever a new SOP is sent out. This may be due to legislative changes or areas of improvement that are highlighted from incidents, accidents or operational modifications that are identified.

A new version will be circulated whenever an SOP is updated.

2. Improvement Log / request

This form must be used by members who identify a need to modify an existing procedure or the introduction of a new one. It should be forwarded to the Club Captain / Director of Lifesaving, who may be able to address any modifications on a local scale.

If it is a modification that will affect the entire Lifesaving Service, it must be sent to SLSWA for consideration, and if approved, for endorsement.

IN 1.04 Request for Changes

Date: 20 September 2012

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Purpose

To provide a process for members to provide feedback for changes on any procedure.

Scope

Members of any SLSWA Lifesaving service

Procedure

The views and needs of Surf Life Saving WA unpaid professional lifesavers, Lifeguards, State and Local Government stakeholders and emergency service personnel are valued when developing a Standard Operations Manual like this. Thus the content of this manual is constantly under review.

Changes to any of the procedures will normally be made part of an annual review or may be documented through an Improvement Request Form.

Request for changes by Lifesavers, Lifeguards Clubs and/or Branches Procedure

Individual / Club	– Discuss the review with your Club Captains
Club Captain	– Discuss the issue with your Director of Lifesaving
Lifeguards	– Discuss the issue with your Lifeguard Supervisor
Clubs	– Provide agenda items to the State Lifesaving Meetings

SLSWA update this manual or the procedures within, via a sequence of events

- Carry out Risk Assessment
- Identify Change
- Formulate draft
- Circulate draft copy to Directors of Lifesaving (and relevant personnel) with the deadline for comment/endorsement
- Comments received back
- Amendments made (if necessary)
- Endorsement by State Lifesaving Committee
- Communication, Awareness, Training and Implementation

IN 1.05 Australian Coastal Public Safety Standards

Date: 20 September 2012

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Purpose

The Australian Coastal Public Safety Guidelines (ACPSG) is designed to provide a national standard to which human safety is managed throughout the country within coastal areas.

Scope

All SLSWA Lifesaving Services

All external West Australian users of the Australian Coastal Public Safety Guidelines (ACPSG)

Procedure

Surf Life Saving within WA shall strive to maintain and uphold the contents of the ACPSG in order to provide best practice public safety, quality and standardisation throughout Australia.

As the peak body for lifesaving services, Surf Life Saving will always remain an innovative organisation which will continue to pro-actively look for ways to improve the community's safety while at the beach.

The contents of the Surf Life Saving WA Standard Operating Procedures are designed to be consistent with the ACPSG at all times.

Reference

Australian Coastal Public Safety Guidelines; 1st Edition. Consultation Version

IN 1.06 Lifesaving Code of Behaviour

Date: 20 September 2012

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Purpose

To provide an agreed upon code of behaviour for personnel to follow when representing SLSWA when participating in any SLSWA Lifesaving service.

Scope

All SLSWA Lifesaving services

Procedure

Patrol Captains are responsible for upholding the Lifesavers Code of Behaviour and should report any severe breaches to the Club Captain or Director of Lifesaving.

The following professional behaviour is expected of Lifesavers at all times.

3. Be punctual at the commencement of patrol duties including arriving with sufficient time to assist in the set-up of the beach patrol area
4. Advise Patrol Captain if unable to make rostered patrol and organise a proxy so that the patrol is not left one person short.
5. At all times when a person is representing SLSWA they will present themselves in an appropriately professional manner, i.e. be dressed appropriately for patrol activity, and be neat and tidy.
6. Lifesavers will not use language that may be offensive to other people based upon gender, race, sex, religion, ethnic group etc.
7. Demonstrations and practice sessions should be in public view and where possible be between the same gender. Where this is not possible consent should be sought to partner with someone of the opposite sex.
8. No Lifesaver shall touch another person during an assessment without their permission. Ask people before you touch them.
9. Lifesavers will use all resources at their disposal to ensure each coastal user is provided with material and assistance to ensure they are able recreate safely in a coastal environment.
10. Lifesavers will promptly notify Patrol Captains of any grievance received by a coastal user.

11. Lifesavers will undertake all patrol/water safety activity within the scope of their competency and experience.
12. As a professional courtesy, Lifesavers will, where possible, make eye contact with coastal users by removing their eye wear.
13. As a professional courtesy, Lifesavers when speaking with coastal user should advise them they need to maintain surveillance over the water but can continue talking.
14. Lifesavers will not undertake other activities that will diminish their ability to maintain the primary function of surveillance and rescue response (i.e. MP3 players, newspapers, sleeping, sunbathing)

Reference

SLSA policy 6.5c Members safety and wellbeing code of conduct

IN 1.07 SLSA Policies

Date: 20 September 2012

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Purpose

To provide a list of SLSA policies that are universal and apply to SLSWA.

Scope

All SLSWA Lifesaving services

Procedure

Below is a list of a few of the SLSA policies that can be viewed via the SLSA website www.sls.com.au.

1.1 JUNIOR ACTIVITIES AND WATER SAFETY

- 1.10 SHARK SAFETY
- 1.11 CROCODILE SAFETY
- 1.14 SHARPS POLICY
- 1.15 PEER GROUP SUPPORT
- 1.2 USE OF SLSA EQUIPMENT
- 1.3 BODY RETREIVAL
- 1.5 PATROL UNIFORMS
- 1.6 NEW & MODIFIED EQUIPMENT
- 1.7 DESIGN AND MANUFACTURE OF RESCUE TUBES
- 1.9 ASSESSMENT POLICY
- 2.1 SUN SAFETY
- 2.3 OCCUPATIONAL HEALTH & SAFETY
- 2.4 REHABILITATION AND RETURN TO DUTIES
- 3.10 SUPPLY AND USE OF OXYGEN EQUIPMENT
- 3.3 PREGNANCY & THE SURF LIFESAVER - COMPETITION & PATROLS
- 3.8 COMMUNICABLE DISEASES
- 3.9 ASTHMA

- 4.1 OUTBOARD MOTORS POLICY
- 4.3 PROPELLER SAFETY GUARDS FOR USE ON INFLATABLE RESCUE BOA
- 5.10 TRANSGENDER/ TRANSSEXUAL ATHLETE
- 5.5 SELECTION POLICY
- 5.5b AUSTRALIAN LIFE SAVING TEAM SELECTION POLICY
- 5.6 DESIGN & MANUFACTURE OF SURFCRAFT
- 5.8 COMPETITION SPONSORSHIP
- 5.9 MASTERS COMPETITION Revised June 2007
- 6.11 ECOSURF
- 6.15 YOUTH POLICY
- 6.16 DEALING WITH POLICE INVESTIGATIONS
- 6.17 CORONIAL INQUESTS POLICY
- 6.18 CHANGE MANAGEMENT POLICY
- 6.19 SLSA IT TERMS OF USE
- 6.2 PRIVACY
- 6.6 GRIEVANCE PROCEDURE

AD Administration

AD 1.04 SurfGuard

Date: 01 November 2012

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Purpose

To ensure that SurfGuard records are accurate and upto date, as to provide intelligence for clubs, SLSWA and SLSA that is continually used for reviewing and improving lifesaving services.

Scope

All SLSWA Lifesaving services

Procedure

SurfGuard website is available via link from the SLSA website (www.sls.com.au).

As per SurfGuard User Guide (can be found electronically via the "help" link on the SurfGuard website).

Policy

All SLSWA Lifesaving services shall be registered to the SLSA SurfGuard database (and IRD) and are responsible for maintaining the relevant data as outlined by SLSWA, which includes:

- Patrol hours, statistics and incident report forms are entered off the patrol/incident logs by 7 days following the last day of the month.
- All financial members are on SurfGuard with all their registered awards.
- All office bearing members are recorded on SurfGuard with their position and title(s).
- All drownings are recorded on SurfGuard (IRD) within 48 hours of occurrence.
- All club equipment is recorded and maintained in the Gear and Equipment Register.

AD 1.06 Annual Proficiency

Requalifications

Date: 01 November 2012

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Purpose

- To ensure all patrolling lifesavers are physically proficient and display a full knowledge and understanding of the patrol award criteria for which they are being examined.
- Maintain the standards of knowledge and expertise of lifesavers.
- Update lifesavers with new developments in their awards.
- Satisfy legal and statutory requirements.
- Reinforce and maintain our service commitment to the bathing and beach going public.

Scope

All SLSWA Lifesaving services

Procedure

1. All active patrol members are required to complete annual proficiency requalification examinations for Lifesaving Certificate, Lifesaving Bronze and other relevant awards.
2. Members present themselves on the day stipulated for their Club proficiency requalification.
3. Members should attend their Club proficiency requalification dates, but they can attend any other beach on the dates set aside provided permission has been granted by both clubs.
4. All patrolling members must have completed relevant proficiency requalification tests on or before 31st December each year.
5. Failure to requalify by this date may cancel the member's ability to partake in lifesaving events.
6. This proficiency requalification shall be valid until 31st December the following year when the same conditions shall apply.
7. Although valid until the 31st December, clubs should attempt to have as many members as possible proficient as early as possible in the season.
8. Proficiency Requalification testing will be conducted as per club organisation.
9. Individual SLSWA Officers shall decide in whether justification exists to warrant testing of members after 31st December.
10. A member may be requested at any time during the season to complete an additional proficiency check. A member who fails a proficiency check at any time during the season is deemed to be non-proficient until such time as another proficiency test is completed successfully. Further, this member cannot attend patrols or compete at carnivals until such test has been completed successfully.

AD 1.07 Patol Inspections

Date: 01 November 2012

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Purpose

To monitor and review the service's patrolling abilities in relation to a minimum standard and in turn identify gaps and areas of weakness.

Scope

All SLSWA Lifesaving services

Procedure

Introduction Patrol Inspection formats (areas reviewed, scoring system, number of inspections) may change on a seasonal basis as well as within a season (questions asked or simulated rescue) as determined by the Inspection Coordinator. The critical aspect is that the inspection is fair and reasonable within each round of service inspections and that the assessors are trained to provide a relatively impartial review. The patrol inspection, as defined each season, should be communicated to all services at the start of the season and covers:

Format

- Identification of assessor, date, club, environment conditions and patrol
- A scoring system
- Feedback method to the patrol and club of result and feedback method to Life Saving management if clubs fails to meet the minimum patrol requirements in any area

Patrol Review

- Number of members and if patrol meets minimum number of patrol persons as well as relevant awards
- Members attire in relation to uniform requirements
- General Knowledge of Members
- Location of members on patrol

Equipment

- If patrol meets minimum equipment requirements.
- If patrol has been organised as per the displayed emergency procedure plan
- That relevant log books are appropriately filled out.

OH Occupational Health & Safety

OH 1.06 Sun Safety

Date: 01 November 2012

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Purpose

To provide advice on sun safe practices. Lifesavers/Lifeguards, as part of overall beach safety management, should promote sun safety through their own behaviour, and advise beach users where appropriate.

Scope

All SLSWA lifesaving services

Procedure

Be aware of the time of day and the intensity of the sun associated with that time period (especially at midday)

- | | | |
|------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shade | - | Use natural or man made shade to shelter from the sun's rays
Suitable shelter should be made available for the patrol team. |
| Slip | - | Wear a shirt or rashie (rash shirt) when in the sun
Preferred: Long-sleeved shirts with high neck collars – made of UPF 50+ material. Shorts should be loose and long legged. |
| Slop | - | Apply sunscreen regularly
Use broad spectrum, water resistant SPF 30+ sunscreen (or stronger)
Apply at least 20 minutes before exposure to allow the skin to absorb the sunscreen and reapply regularly (every 2-3 hours or after swimming or heavy sweating) |
| Slap | - | Wear a broad brimmed hat |
| Sunglasses | - | 100% UV resistant conforming to Australian Standard 1067. |
| Hydration | - | Maintain adequate hydration when preparing for duty, during the duty shift, and following the shift. |

References

Refer to SLSA Policy 2.1 Sun Safety for further information.

OH 1.09 Manual Handling

Date: 01 November 2012

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Purpose

To provide general guidelines when manually lifting patrol equipment.

Scope

All SLSWA lifesaving services

Procedure

Never attempt to lift heavy objects alone, especially people.

Lifesaver Responsibilities

1. Promote a safe working environment
2. Follow the systems that are laid down for your safety
3. Make proper use of equipment provided for your safety
4. Cooperate on all health and safety matters
5. Consult your Patrol Captain and/or Club Director of Lifesaving if you identify dangerous handling activities
6. Take care and ensure that your activities do not put others at risk
7. Avoid manual handling where possible – i.e. can you take the treatment to the casualty, and not vice versa?

Reducing the Risk of Injury

1. Plan the lift; prepare people, environment, equipment to be moved
2. Reduce the amount of twisting and stooping
3. Avoid lifting from below knee height or above shoulder height
4. Where possible, reduce the carrying distance
5. Avoid repetitive handling
6. Vary the work, allowing one group of muscles to relax while another is used
7. Where possible, make the load lighter or less bulky
8. Check and adjust your grip before lifting, to ensure you have a more secure grasp, with a load that is more stable and presents less risk of harm to the handler
9. Check and remove obstructions to enable smooth and steady movement
10. Where possible, avoid steps and steep ramps

OH 1.12 Notification of Incidents

Date: 01 November 2012

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Purpose

To outline the procedures on the notifications of incidents and injuries to Commonwealth and State authorities.

Scope

All SLSWA lifesaving services

Procedure

Services have an obligation to notify certain incidents to SLSWA and/or the relevant WorkCover agency (or similar), to conduct appropriate investigations and to keep internal records of such incidents.

Timely notification of incidents allows the relevant agency to:

- Identify the cause of incidents
- Target appropriate prevention strategies
- Commence investigative actions where necessary

Notification of an incident is not equivalent to making a claim for Worker's Compensation, although some incident types may require lodgement of a Worker's Compensation claim form with the relevant insurer. There is a time limit for this to occur – so prompt reporting is essential.

SLSWA notification of an Incident

Result of Incident	Reporting Time	Report Supervising Body
Death	Immediately to SLSWA	SLSA Incident Report WA Police Service/Coroner's Office
Serious personal injury	Within 24 hours to SLSWA	SLSA Incident Report
Member incapacity of 10 or more successive working shifts	Within 24 hours of becoming aware of the duration of incapacity to SLSWA	SLSA Incident Report Form 1 Notification of Injury (WA OSH Act 1984, Section 23I; OSH Regulation 2.4 (2))
Any dangerous occurrence that could have caused any of the above	Within 2 hours to SLSWA	SLSA Incident Report
Injury involving any person and a marine craft	Within 48 hours to SLSWA	SLSA Incident Report, WA Maritime Vessel Incident Report

Note: Specific rules are found in occupational safety and health legislation. These must be followed as stated.

B0 Beach Operations

BO 1.05 Lightning Protection

Date: 06 November 2012

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Purpose

To provide procedures for when a beach should be closed due to lightning hazards.

Scope

All SLSWA Lifesaving services

Procedure

The 30/30 Rule

The 30/30 Rule is recommended for lightning safety in the Australian Standard on Lightning Protection. Flash to bang is the time elapse from the visual recognition of a lightning flash to the sound of thunder.

Close Beach

Where the flash to bang count is less than **30 seconds** – this indicates that the lightning is approximately 10km away. This is associated with significant risk that the strike could be at the patrol arena;

- With an approaching thunderstorm, all persons should be advised to leave the water and clear the beach immediately. The patrol should retire to the shelter of the clubhouse/patrol base, maintaining a surveillance lookout from there.
- Seek shelter in a 'hard top' vehicle or building – avoid small structures, patrol shelters, fabric tents and isolated or small groups of trees.
- 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.
- If swimming, surfing or in a boat leave the water immediately and seek shelter.
- In the event of a surf carnival or special event 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.
- Avoid the use of portable radios and mobile telephones during a thunderstorm. If emergency calls are required keep them brief.
- SurfCom should be advised of the action being taken.

Open Beach

Where **30 minutes** has passed since the last sighting of lightning. A typical storm travels at about 40km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away

Indoor Protection

- Avoid the use of telephones, radios, fax machines, computers and other electrical equipment. If emergency calls are required keep them brief.
- Before the storm arrives disconnect external aerials and power leads to radios and other appliances.

SEE ALSO: - SLSA Policy 2.2 July 2006 Lightning

BO 1.06 Marine Stinger

Date: 29 November 2012

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Purpose

To provide procedures for the management of incidents involving marine stingers.

Scope

All SLSWA Lifesaving services

Procedure

Health Risks:

The health risks associated with marine stingers can be quite significant. Effects from marine stings include:

- Death
- Near death (resuscitation required)
- Significant injury (including long-term scarring)
- Significant generalised pain/discomfort and general severe symptoms
- Skin pain/discomfort of varying degrees

- Monitoring of marine stingers can currently be achieved through four basic methods:
 1. Direct observation (visual)
 - a. Lifeguards need to maintain a high level of vigilance to monitor marine stingers through direct observation (visual). Most marine stingers are easily identifiable when washed up along the shoreline. More effort is required to identify them in the water.
 - b. Polarised sunglasses are essential for looking into the water.
 2. Conducting net drags
 - a. Drags with nets are conducted to 'sample' a section of water close to the shore to detect the presence of marine stingers. Where a stinger-resistant enclosure (net) is in place, drags should be conducted both inside and outside the enclosure.
 - b. All drags should be recorded.
 - i. Accurate recording of results of stinger drags and sightings is essential to monitor the presence of marine stingers and for accurate long-term data collection.
 3. Monitoring of marine stings
 - a. Monitoring marine stinger incidents (stings) is a clear indicator of the level of potential risk to the beach users.
 - b. Note: Once the presence of a marine stinger(s) (in particular, dangerous tropical jellyfish) has been determined, appropriate risk management procedures should apply.
 4. Remote monitoring

- a. Box jellyfish are attracted by light and some research has been conducted into the validity of monitoring for marine stingers through the use of light box traps. While still experimental, this technique appears to have some application in monitoring for Irukandji.
- Safety procedures for Lifesavers / Lifeguards and the public include:
 - Promote personal safety for swimmers
 - Always swim at a patrolled beach and between the red and yellow flags.
 - Look for, and observe, warning signs.
 - Where stinger-resistant swimming enclosures (nets) are in place, swim within the net.
 - Do not interfere with stinger-resistant enclosures (nets), or sit on the floating pontoon.
 - Be aware of the months of stinger seasons (high-risk periods) in tropical waters.
 - Wear protective swimwear.
 - Enter water slowly (box jellyfish will often swim away from people given the opportunity and time).
- If beach closure is required due to a high number of dangerous stingers in the area follow the below procedures:
 - 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 used);
 - Notify appropriate authorities that stingers are present and the beach is closed
 - Ensure that appropriate steps are taken to notify the public.

BO 1.07 Crocodile Monitoring and Management

Date: 29 November 2012

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Purpose

To provide procedures for lifesavers/lifeguards to likelihood of a crocodile attack and procedures for when a patient is attacked.

Scope

All SLSWA Lifesaving services

Procedure

- Lifesavers should advise the public of the following general safety procedures in crocodile-inhabited areas.
 - Do not swim where crocodiles live.
 - When fishing, stand at least a few metres back from the water's edge — do not stand on logs or branches overhanging deep pools.
 - Never clean or discard fish scraps near the water's edge or at boat ramps.
 - 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.
 - Stay well back from any crocodile or mud-slide mark. Crocodiles sometimes approach people and boats.
 - Never provoke or interfere with crocodiles, even small ones.
 - Do not feed crocodiles — it is illegal and dangerous.
 - Camp at least 2 m above and 50m back from the high water mark. Avoid places where native animals and domestic stock drink.
 - Do not leave food scraps at your campsite.
 - Do not prepare food, wash dishes, or pursue any other activities near the water's edge or adjacent sloping banks.
 - Be more aware during the breeding season of September to April.
- In the event of a crocodile sighting, Lifesavers/Lifeguards should follow the listed procedures:
 - Confirm sighting of crocodile.
 - Request all swimmers to leave the water.
 - Close the beach to all swimming and post appropriate signage (if specific signage is not available, standard 'no swimming' and 'danger' signs may be used).
 - Advise beach visitors to remain clear of the water's edge.
 - Do not attempt to kill, capture or injure the animal.
 - Record as much detail regarding the sighting as possible, i.e. time of sighting, location, crocodile's destination, approximate size.
 - Contact Parks and Wildlife authority as soon as possible.

- The beach should remain closed until such time as the Parks and Wildlife officers within the region have confirmed that the problem crocodile is no longer present or a risk to beach users.
- In the event of a crocodile attack Lifesavers/Lifeguards should follow these basic procedures (specific information is contained within the SLS Australia training manual):
 - Bring the patient to the beach as quickly as possible without putting yourself or anyone else in danger.
 - Apply immediate first aid.
 - Coordinate hospital transport and pre-hospital emergency care.
 - Follow precautions outlined in 'Actions on sightings'.
 - Advise appropriate authorities as soon as practicable.
 - Record as much detail about the incident as possible.

BO 1.08 Shark Incident Management

Date: 27 August 2013

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Purpose:

To provide procedures to reduce the likelihood of a shark encounter and manage shark sightings and shark bite incidents.

Scope:

Western Australian coastline.

Policy:

Beaches are aquatic ecosystems and numerous relatively large, yet generally harmless, shark species occur off the West Australian coast. When people enter the ocean, they must remain vigilant of all risks associated with the aquatic environment, including the risk from sharks. While it is impossible to guarantee that an individual participating in an aquatic event will not encounter a shark, the risk of a shark biting a person is extremely low, despite the number of attacks in Western Australia in recent years.

Event organisers should develop an event risk assessment plan that mitigates risk posed by sharks to competitors and support staff/volunteers.

People can reduce shark interactions by following some common sense tips. Any person that cannot accept the risk posed by sharks, albeit low, should not enter the water.

The following advice should be considered:

- Minimise time spent away from shore (ie < 400m) and avoid deep channels or areas with deep drop-offs nearby
- If looking after an event, plan the events so that groups enter the water and compete at the same time. When individuals drop away from the pack/field direct support staff to track their in-water progress.
- Consider the location of the designated bathing area to the proximity and presence of permanent, seasonal and temporary natural shark attractants such as schools of fish, whale carcasses, dolphins, seals or sea lions, bird rookeries.
- Avoid areas where animal, human or fish waste enter the water.
- Avoid, where practicable, entering the water around dawn and dusk or in turbid waters when the visibility and ability to sight sharks is reduced.
- Consider the availability, response time and accessibility for local emergency services.
- Do not remain in the water with bleeding wounds.
- Look carefully before jumping into the water from a boat or jetty.
- If schooling fish or other wildlife start to behave erratically or congregate in large numbers, leave the water and close bathing area.

- Within an hour before the commencement of water activities (events), it is advised to conduct a grid search for any hazards of the event area, plus an additional estimated 200 meters outside the perimeter of the area.

Procedures:

In the event of a shark sighting, the following precautions are recommended:

- **If the shark is larger than 2 metres in length:**
 - Advise all persons to leave the water (evacuation alarm)
 - Remove bathing area flags
 - Close the beach to all swimming and post appropriate shark 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.
 - Advise SurfCom (or Water Police on **9442 8600** if SurfCom not available).
 - **Do not** send out a vessel of any kind to drive the shark(s) away from the area. In the best case scenario the shark is scared out of the area, but more than likely it will simply force the animal to dive deeper (and hence not be visible anymore) and worst case scenario it frustrates or antagonizes the shark and this results in a negative interaction between the vessel (person on vessel) and the shark. Its recommend that the animal’s movements are simply monitored. A vessel may be used to confirm the sighting and then clear the water.
 - Record as much detail regarding the sighting as possible, including the shark size, features, number and behaviour of the shark(s), presence of other marine creatures (e.g. fish schools, dolphins, seals)
 - Keep water clear for 1 hour after last sighting during normal daylight hours.
 - If the sighting is at Dawn (first light), keep the water clear for 2 hours.
 - If the sighting is at Dusk (last light), keep the water clear for the remainder of the evening and let the Local Government Ranger/Land Owner take over beach clearance. The council can do this by placing relevant signage on the beaches.
 - If the sighting occurs on the high tide in areas experiencing a large tidal range, allow the tide to go out before reopening the area.
- **If the shark is less than 2 metres in length:**
 - Advise SurfCom (or Water Police on **9442 8600** if SurfCom not available).
 - Maintain normal operations
 - Advise public over PA system of the sighting and that beach is still open.
 - Do not attempt to kill, capture or injure the animal.
 - Do not send out a vessel of any kind **to drive** the shark(s) away from the area. In the best case scenario the shark is scared out of the area, but more than likely it will simply force the animal to dive deeper (and hence not be visible anymore) and worst case scenario, it frustrates or antagonizes the shark and this results in

a negative interaction between the vessel (person on vessel) and the shark. It is recommended that the animal's movements are simply monitored. A vessel may be used to confirm the sighting.

- Record as much detail regarding the sighting as possible, including the shark size, features, number and behaviour of the shark(s), presence of other marine creatures (e.g. fish schools, dolphins, seals)

ACTIONS IN EVENT OF SHARK BITE

Shark bite incidents can result in massive tissue damage and severe blood loss. The following general treatment applies (specific information is contained within the SLSA training manual):

- Bring the patient to the beach as quickly as possible. The best protective equipment for a rescuer attending a shark bite victim is a powered craft. While a rescue board may elevate the rescuer from the water, some sharks have bitten surfers. In areas where shark bites have occurred with higher than normal frequency, rescuers should consider stationing a powered craft in the vicinity that can allow a rapid and effective response to such incidents.
- If a shark bite is in progress, the lifeguards/lifesavers should immediately contact SurfCom for ambulance and police assistance. If SurfCom is not available, dial "000". Inform neighboring services of the incident.
- A blanket recommendation cannot be issued that a rescuer, without protective equipment, attempt to intervene during a shark bite incident, due to the undefined danger. International Shark Attack File statistics however, suggest that danger to the rescuer in an attempt to intervene is extremely limited. Moreover, in the vast majority of cases, the shark will affect a bite, and then leave the victim alone, allowing a rescuer to possibly intervene. Once injury has been inflicted to the victim, heavy bleeding is likely. Rescue from the water and immediate medical aid may be essential to preserve life.
- If a powered craft is not available and if the shark bite appears to be a single hit and run incident, and if the rescuer considers it safe and within guidelines to enter the water, the rescuer should perform a rescue and first aid of the victim.
- Once the victim has been evacuated, appropriate emergency first aid must be applied.
- Co-ordinate hospital transport and pre-hospital emergency care.
- Follow precautions outlined in 'Actions on Sightings'.
- Advise relevant Government Department as soon as possible and refer to any state/territory 'Shark Response Plan' where applicable.
- If the victim is retrieved, the beach shall be closed for 24hrs after last sighting.
- If the victim's body is not recovered, the beach shall be closed for 48hrs due to possible attraction of more sharks.
- SLSWA shall in advance, prepare media statements, allocate official spokespeople and assign a designated area for speaking to the media.

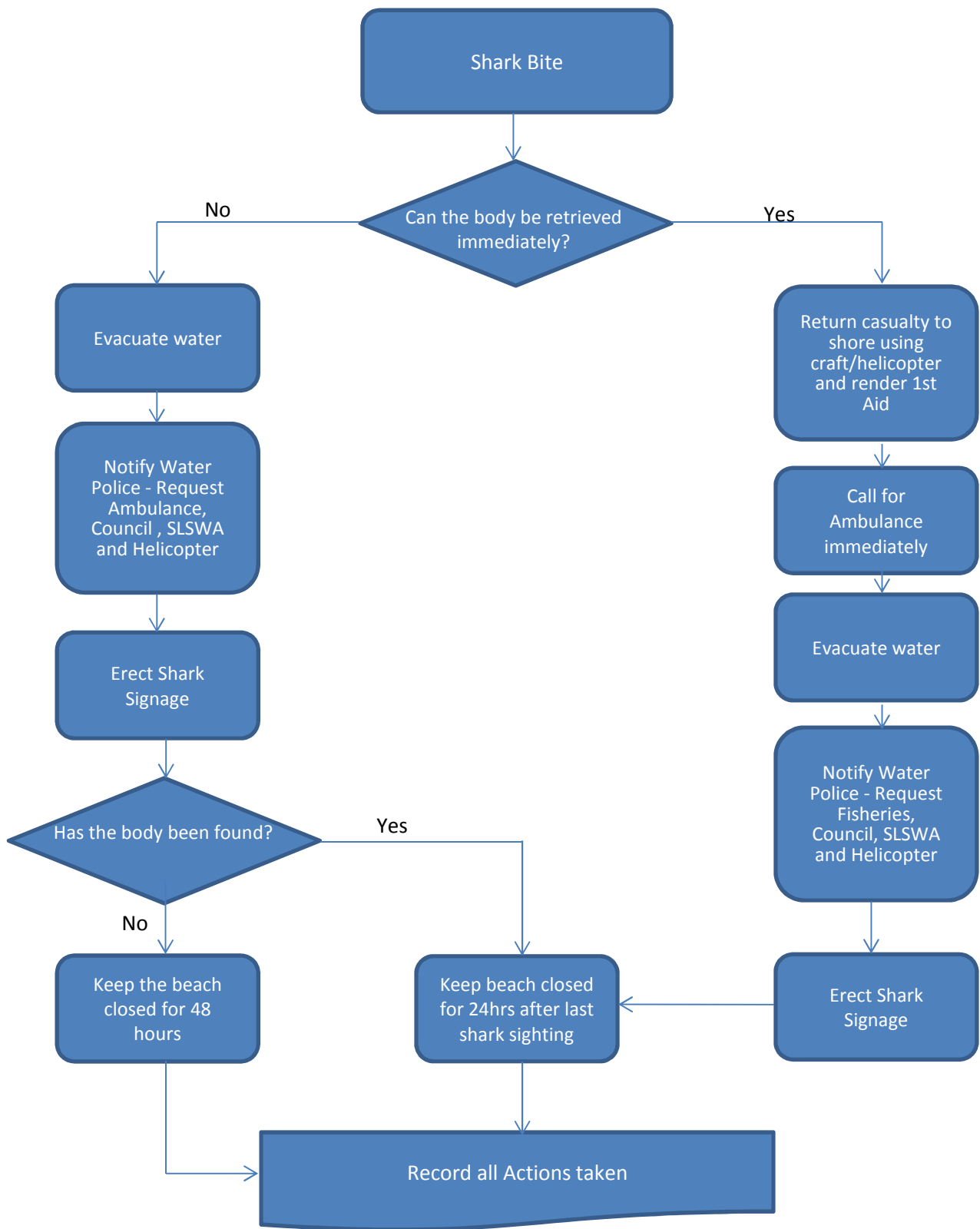
Additional Information:

- All persons are reminded that complete protection from sharks can never be guaranteed.
- Sharks are very mobile and are capable of travelling large distances in a short period of time
- For major events at the beach, one should acknowledge that the lead up to the event and practice sessions may result in a localised and significant increase in the number of water users in the area. This activity may increase the likelihood/probability of sighting or encountering a shark.
- Lifeguards/lifesavers should access credible information sources which provide advice pertaining to the relative risk posed by sharks.
- Resources and assets involved in operations such as IRB's, jet skis, helicopters and people increases the likelihood/probability of sighting a shark.
- Clearing people from the water and closing beaches is a strategy to mitigate the likelihood of shark human encounters.
- A sighting is generally confirmed if a lifeguard/lifesaver sights the shark themselves, Fisheries reports it as confirmed or a credible person (eg local experienced surfer or fisherman) reports it.

For latest shark sighting information, please go to the following:

Twitter: <http://twitter.com/SLSWA>

Facebook: www.facebook.com/surflifesavingwa



Do Not:

Launch Craft to find or chase shark
Place yourself in unnecessary danger
Give conflicting statements to Fisheries media



SURF LIFE SAVING
WESTERN AUSTRALIA

BO 1.09 Shark Incident Management - Events

Date: 27 August 2013

Page: 1 of 5

Purpose:

To provide procedures for event organisers to reduce the likelihood of a shark encounter and manage shark sightings and shark bite incidents.

Scope:

Western Australian coastline.

Policy:

Beaches are aquatic ecosystems and numerous relatively large, yet generally harmless, shark species occur off the West Australian coast. When people enter the ocean, they must remain vigilant of all risks associated with the aquatic environment, including the risk from sharks. While it is impossible to guarantee that an individual participating in an aquatic event will not encounter a shark, the risk of a shark biting a person is extremely low, despite the number of attacks in Western Australia in recent years.

Event organisers should develop an event risk assessment plan that mitigates risk posed by sharks to competitors and support staff/volunteers.

People can reduce shark interactions by following some common sense tips. Any competitor or participant that cannot accept the risk posed by sharks, albeit low, should not enter the water.

The following advice should be considered:

- Modify race route or event to maximise competitor's time spent close to shore and to avoid deep channels or areas with deep drop-offs nearby
- Plan events so that groups of competitors enter the water and compete at the same time. When individuals drop away from the pack/field direct support staff to track their in-water progress.
- Consider the location of the event to the proximity and presence of permanent, seasonal and temporary natural shark attractants such as schools of fish, whale carcasses, dolphins, seals or sea lions, bird rookeries.
- Avoid areas where animal, human or fish waste enter the water.
- Avoid, where practicable, conducting events around dawn and dusk or in turbid waters when the visibility and ability to sight sharks is reduced.
- Consider the availability, response time and accessibility for local emergency services.

- Do not remain in the water with bleeding wounds.
- Look carefully before jumping into the water from a boat or jetty.
- If spearing fish, don't carry dead or bleeding fish attached to you and remove all speared fish from the water as quickly as possible.
- If schooling fish or other wildlife start to behave erratically or congregate in large numbers, leave the water.
- Conduct a briefing session with competitors to make them aware of the shark sighting operational procedures and competitor's requirement to exit the water quickly and calmly as possible respecting the welfare of fellow competitors
- Within an hour before the commencement of water activities, it is advised to conduct a grid search for any hazards of the event area, plus an additional estimated 200 meters outside the perimeter of the area. The above advice should be taken into account whilst conducting the search

Procedures:

In the event of a shark sighting, the following precautions are recommended:

- **If the shark is larger than 2 metres in length:**
 - Advise all persons to leave the water
 - Advise competitors and beach users to remain clear of the water.
 - Do not attempt to kill, capture or injure the animal.
 - Report shark sighting to Water Police on **9442 8600**
 - Do not send out a vessel of any kind **to drive** the shark(s) away from the area. In the best case scenario the shark is scared out of the area, but more than likely it will simply force the animal to dive deeper (and hence not be visible anymore) and worst case scenario, it frustrates or antagonises the shark and this results in a negative interaction between the vessel (person on vessel) and the shark. Its recommend that the animal's movements are simply monitored. A vessel may be used to confirm the sighting and then clear the water.
 - Record as much detail regarding the sighting as possible, including the shark size, features, number and behaviour of the shark(s), presence of other marine creatures (e.g. fish schools, dolphins, seals)
 - Keep water clear for 1 hour after last sighting during normal daylight hours.
 - If the sighting is at Dawn (first light), keep the water clear for 2 hours.
 - If the sighting is at Dusk (last light), keep the water clear for the remainder of the evening and let the Local Government Ranger/Land Owner take over beach clearance. The council can do this by placing relevant signage on the beaches.
 - If the sighting occurs on the high tide in areas experiencing a large tidal range, allow the tide to go out before reopening the area.
 - In advance, prepare media statements, allocate official spokespeople and assign a designated area for speaking to the media
- **If the shark is less than 2 metres in length:**
 - Report shark sighting to Water Police on **9442 8600**

- Maintain normal operations
- Advise competitors/public over PA system of the sighting.
- Do not attempt to kill, capture or injure the animal.
- Do not send out a vessel of any kind **to drive** the shark(s) away from the area. In the best case scenario the shark is scared out of the area, but more than likely it will simply force the animal to dive deeper (and hence not be visible anymore) and worst case scenario, it frustrates or antagonizes the shark and this results in a negative interaction between the vessel (person on vessel) and the shark. It is recommended that the animal's movements are simply monitored. A vessel may be used to confirm the sighting.
- Record as much detail regarding the sighting as possible, including the shark size, features, number and behaviour of the shark(s), presence of other marine creatures (e.g. fish schools, dolphins, seals)

- **ACTIONS IN EVENT OF SHARK BITE**

Shark bite incidents can result in massive tissue damage and severe blood loss. The following general treatment applies:

- Initiate event evacuation procedures.
- Bring the patient to the beach as quickly as possible. The best protective equipment for attending a shark bite victim is a powered craft.
While a rescue board may elevate the rescuer from the water, some sharks have bitten surfers. In areas where shark bites have occurred with higher than normal frequency, rescuers should consider stationing a powered craft in the vicinity that can allow a rapid and effective response to such incidents.
- If a shark bite is in progress, the event organiser should immediately dial "000".
- A blanket recommendation cannot be issued that a rescuer, without protective equipment, attempt to intervene during a shark bite incident, due to the undefined danger. International Shark Attack File statistics however, suggest that danger to the rescuer in an attempt to intervene is extremely limited. Moreover, in the vast majority of cases, the shark will affect a bite, and then leave the victim alone, allowing a rescuer to possibly intervene. Once injury has been inflicted to the victim, heavy bleeding is likely. Rescue from the water and immediate medical aid may be essential to preserve life.
- If a powered craft is not available and if the shark bite appears to be a single hit and run incident, and if the rescuer considers it safe and within agency guidelines to enter the water, the rescuer should perform a rescue and first aid of the victim.
- Once the victim has been evacuated, appropriate emergency first aid must be applied.
- Co-ordinate hospital transport and pre-hospital emergency care.

- Follow precautions outlined in 'Actions on Sightings'.
- Advise relevant Government Department as soon as possible and refer to any state/territory 'Shark Response Plan' where applicable.
- If the victim is retrieved, the beach shall be closed for 24hrs after last sighting.
- Event organisers should assign an area and a pre-arranged process to keep the body or victim out of view of other competitors, viewing public (including children) and media.
- If the victim's body is not recovered, the beach shall be closed for 48hrs due to possible attraction of more sharks.
- In advance, prepare media statements, allocate official spokespeople and assign a designated area for speaking to the media.

Additional Information:

- All persons involved in the event are reminded that complete protection from sharks can never be guaranteed.
- Sharks are very mobile and are capable of travelling large distances in a short period of time
- Event organisers should acknowledge that the lead up to the event and practice sessions may result in a localised and significant increase in the number of water users in the area. This activity may increase the likelihood/probability of sighting or encountering a shark.
- During the lead up to the event and practice sessions, competitors are reminded to **report shark sightings promptly to Water Police on 9442 8600.**
- Event organisers should encourage competitors to access credible information sources which provide advice pertaining to the relative risk posed by sharks.
- Participants may request event organisers to allow the use of personal shark deterrent devices. In forming a decision, factors such as the type of event being conducted, potential harm to other participants through direct contact and the level of surveillance and mitigations strategies already implemented should be taken into consideration.
- Resources and assets involved in event such as boats, vessel, helicopters and people increases the likelihood/probability of sighting a shark.
- Clearing people from the water and closing beaches is a strategy to mitigate the likelihood of shark human encounters.
- Event organisers should develop contingency plans for a shark sighting or incident during the event and identify alternate event completion criteria.

For latest shark sighting information, please go to the following:

Twitter: <http://twitter.com/SLSWA>

Facebook: www.facebook.com/surflifesavingwa

REFERENCES

- Greg Thompson KwaZulu-Natal Sharks Board (South Africa): Operations Manager – www.shark.co.za
- Dr Sheldon Dudley *MSc, PhD* KwaZulu-Natal Sharks Board (South Africa): Chief Scientist – www.shark.co.za
- Leon Garbade Tower 13 Lifeguard Services South Africa and Ocean Lifeguard Solutions: Director and Aquatic Safety Consultant
- Steve Honneysett Beach Manager Kwa Dakuza Municipality (Dolphin Coast South Africa)
- Matt du Plessis Lifesaving Operations Coordinator, Surf Life Saving Western Australia
- Chris Peck Community Safety Manager, Surf Life Saving Western Australia
- Chris Inglis Sports and Events Coordinator, Surf Life Saving Western Australia
- Rory McAuley Senior Research Scientist, Shark and Ray Sustainability, Department of Fisheries, Government of Western Australia, WA Fisheries and Marine Research Laboratory
- Michael Burgess Manager, Shark Response Unit, Department of Fisheries, Government of Western Australia
- John West Manager, Life Sciences Operations, Taronga Conservation Society Australia, Taronga Zoo
- Alison Kock White Shark Project Leader: Save Our Seas Shark Centre www.saveourseas.com and Research Director: Shark Spotters www.sharkspotters.org.za
- Surf Life Saving Australia: Policy Statement – Shark Safety Policy Number 1.10 Feb 2009
- Australian Shark Attack File: <http://www.taronga.org.au/animals-conservation/conservation-science/australian-shark-attack-file/latest-figures>
- The International Shark Attack File: <http://www.flmnh.ufl.edu/fish/sharks/ISAF/ISAF.htm>
- The United States Lifesaving Association: Position Statement – Shark Bite Prevention and Response

BO 1.10 Animal Control

Date: 29 November 2012

Page 27 of 116

Purpose

The purpose of this guideline is to provide an overview of the issues involved managing animals on beaches.

Scope

All SLSWA Lifesaving services

Procedure

When dealing with animals, Lifesavers should remember:

- The danger that the animal may pose to beach users or itself.
- Health and hygiene problems associated with animals.
- 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 Lifesaver should:

- Ensure there is no immediate danger to the public.
- Report to appropriate authority / agency (Local Ranger).
- Control the animal (if possible to do so without causing excess danger).

BO 2.11 Surf Craft Management

Date: 29 November 2012

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Purpose

Management of surf craft (body boards included) and prevention of surf craft encroachment into designated swimming areas represents a major public safety issue on patrolled beaches. This document is to provide guidelines to assist lifesaving services to:

1. Improve safety and enjoyment of swimmers and surf craft riders.
2. Reduce the risk of injury.
3. Reduce the chances of litigation.

Scope

All SLSWA Lifesaving services

Procedure

Definitions

For the purpose of this document "surf craft" means:

- a) a surf ski; or
- b) a surf board; or
- c) a sail board; or
- d) a surf boat; or
- e) a kite surfer; or
- f) a body board; or
- g) 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 so as to suit local conditions.

- Education
- Signage/notification
- Application of regulation / warning procedures
- 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)
- 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.

Examples of Australian Standard best practice signage



Swimming – used in conjunction with red & yellow flags



Swimming Prohibited
–Can be used in conjunction with red flag. Closed beach



Surf craft riding – used in conjunction with blue flag to identify surf board riding area.



Surfcraft Riding Prohibited used in conjunction with red and yellow flags.

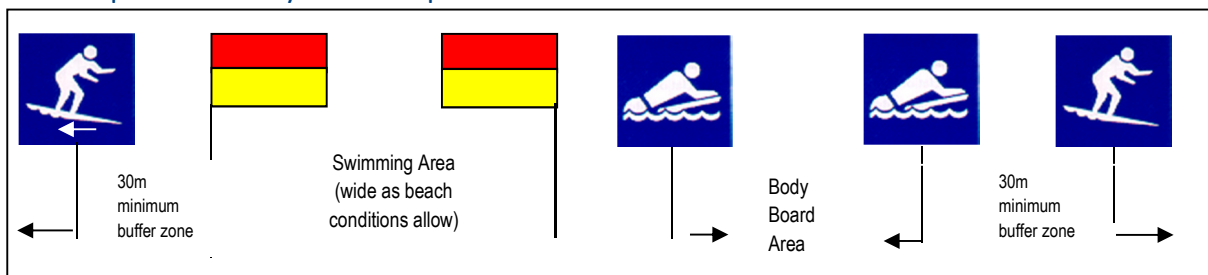


Body Board Signage where conditions warrant a separate

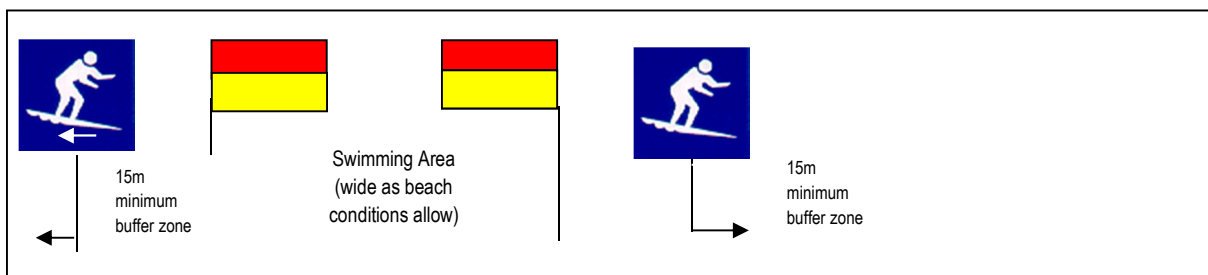


Body Board Prohibited

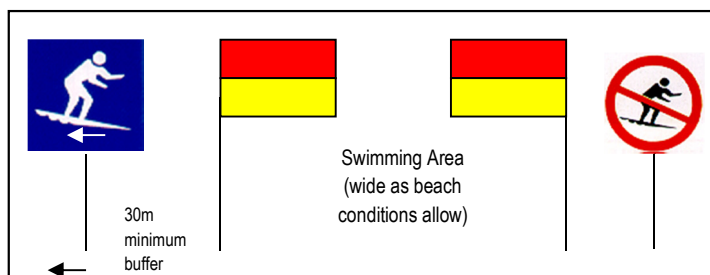
Model Option 1 – Body Board required:



Model Option 2 – Body Board not required:



Model Option 3 – Surf Craft Prohibited:



Establishment of distinct separate zones where a conflict between different beach users (including Body Board users) is identified as a significant hazard is essential.

All signage used shall be as per the current version of the Australian Signage Standard (3rd edition)

Application of Regulations / Warning Procedures

The application of Local Laws is the responsibility of a designated "authorised person" (as defined in relevant Local Law).

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, This may be 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
- Surf conditions

At all times it should be remembered that the primary aim of any action(s) taken by the Patrol Captain and/or Lifesaver 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 (normally the role of Local Authority employee i.e. Duty Ranger)

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 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 blue flags/signs and swimmers shall remain between the red and yellow flags. Thank you for your co-operation”.

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 blue flags/signs. Thank you for your co-operation”.

C. Infringement Warning i.e.

“May I have your attention please? The City/Shire Local Regulations only permits surfers to use their surfboards outside the blue flags/signs. Please remain outside the blue flags/signs. Thank you”.

D. Final Warning i.e.

“May I have your attention please? The City/Shire Local Regulations only permits surfers to use their surfboards outside the blue flags/signs. Any further infringement may cause your surf craft to be confiscated by authorities. 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 includes the following components (both parts may be given at the same time).

A. A general warning and explanation of rules and rationale.

B. 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. This step may only be performed by an authorised officer of Local Government. This can sometimes be the Patrol Captain. ***Know the limits of your authority before proceeding.***

Where a decision has been made to impound an item it is best conducted with another person on site i.e., Lifesaver, Council Officer, Police Officer. If this is not possible ensure the procedure is conducted in front of witnesses.

As a general rule the following procedures may be applied.

- a) Inform the individual that their surf craft is to be impounded.
- b) If in water ask the individual to return to the beach.
- c) If possible obtain the name of the individual(s)
- d) When taking personal property a receipt should be issued and should include such information as:
 - i. Day/Date/Time of impoundment.
 - ii. Location impounded from.
 - iii. Position, name and signature of the officer impounding the surf craft.
 - iv. Description of item (which should include the general condition and any damage).
 - v. The period for which the item is to be detained and the date/time and location item may be recovered from.
 - vi. 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, Duty Ranger, 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.

BO 2.01 Beach Traffic Management

Date: 29 November 2012

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Purpose

To provide procedures for the safety of beach users, vehicles and the beach when driving on the beach is permitted (for lifesavers and the public).

Scope

All SLSWA Lifesaving services

Procedure

General

Driving on beaches should only be permitted:

- Where the beach surface is able to support the weight of the vehicle
- Where there are no roads
- In an emergency
- As approved by the local regulating authority

Due to the impact vehicles have on beach erosion (compacting and rutting) lifesavers should keep driving to a minimum and follow tracks already made by the vehicle or another.

Beach Access

There should be no beach access for vehicles where driving on the beach is prohibited. As a result cross beach launching of boats may encourage driving on beaches and should be monitored. All vehicles should only enter and leave beaches via designated ramps and access points.

Vehicle beach access points should:

- Direct vehicles to driving areas on the beach.
- Have appropriate signage outlining relevant rules and regulations.

Precautions for Driving on Beaches

- Poor visibility (sand dunes, mounds and the sun's effect on the sand)
- Distractions caused by vehicles, people, water, wave conditions, wildlife, fish, beach users and swimmers etc.
- Light vehicles are the most affecting vehicles on sand.
- Sudden soft patches of sand can easily redirect vehicles.
- Know your tides and never drive along the wave line on an incoming tide.

- Follow already made tracks where possible.
- Be aware of fishers and their lines.
- Be aware of washouts especially after heavy rains.
- Tyre pressuers for driving on sand:
 - Recomendend tyre pressure – 136kpa (18-21psi)
 - Tyres deflated to half their normal pressure are only safe at speeds less then 40km/h and will not respond to breaking or steering as accuratly.
 - Finding the most appropriate pressure for each vehicle, load and beach combination, differs and can only be found through trial and error, but most have a lower limit of 16psi.
 - Never drive on roads at these pressures.
- Sand bogs:
 - Tow using a web snatch attached to tow points (refer to vehicle manual) – an elastic rope that whips the car out of the bog.
 - Shovel out smooth ramps infront of each tire before attempting to tow out.
 - “Road build” with the vehicle jack using rocks, timber, shrubbery or sand.
- Cars should not drive in water deeper then half the height of its wheels.
- Proceed as close to the water line as practicle and safe.
- Stay below the most recent high water mark.

Other Factors

All beach vehicle owners and operators should be aware of:

- Beach speed limits
- Vehicle ground clearance
- Consistency of the sand
- Other vehicles and degradation of the beach
- Pedestrians

Rules of the “Road”

The following road rules apply to driving on beaches:

- Vehicles must have a current and valid registration.
- Driver must have a current and valid:
 - Drivers licence for the vehicle type
 - In some cases require a permit to drive on the beach
- Pedestrians, swimmers and bathers have the right of way over all vehicles
- Wildlife has the right of way over all vehicles
- Vehicles should not be driven:
 - Above the high water mark
 - In dune systems

- Seat belts must be worn at all times
- Passengers are not to be carried on the outside of vehicles
- Keep left to oncoming vehicles

Lifesaver/Lifeguard Vehicles

Lifesaver/Lifeguard Vehicles should:

- Have a reversing beeper
- Have a rotating orange light on top (to be on when operating)
- Be appropriately signed
- Be highly visible.

BO 2.12 Inappropriate Behaviour

Date: 29 November 2012

Page 37 of 116

Purpose

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

- Suspect Paedophiles
- Indecent exposure
- Public Sexual Activities

Scope

All SLSWA Lifesaving services

Procedure

Policy

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 Lifesaver support or accuse an individual or suspect regardless of the reporting circumstances.

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

- Make note of the persons description
- Contact SurfCom for Police assistance (direct contact to Police if regional)
- Maintain surveillance of the water giving close supervision to any child that is at risk of inappropriate adult sexual behaviour.
- When Police arrive, the Lifesaver should offer their assistance. If they require no further help, the Lifesaver should return to their normal duties
- Where Police are not on-site Lifesavers should search for the suspect and observe them staying in contact with their patrol while the Police respond

The Lifesavers observation of the water should not be compromised in this situation.

BO 4.01 Local Law Advisory

Date: 29 November 2012

Page 38 of 116

Purpose

The purpose of this guideline is to provide advice in relation to the practical application of Local Laws.

Scope

All SLSWA Lifesaving services

Procedure

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 Patrol Captain can work through to enforce local regulations:

1. Advisory
2. Warning
3. Penalty/Infringement

Advisory Stage

The advisory stage can have three sub-stages:

1. Communicate – Establish communication
2. Inform / Educate – Provide information
3. Advise – Provide specific advice

Communicate:

- Introduce yourself
- Positive Body Language
- Smile
- 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
- Advise them of the preferred course of action

Advise:

- Advise the person that they would be/are in breach of these regulations

- Reinforce what you would like from them as a preferred course of action

Warning Stage

- Advise the person that they are in breach of the regulation and of the penalty if they continue their current activity
- Advise them of your course of action (Local Police or Ranger reporting)

Penalty (or Reporting of Offence)

- Report offence to appropriate authority
- Record details

NOTE:

BE AWARE OF YOUR LEVEL OF AUTHORITY BEFORE APPLYING ANY PENALTY.

LS Lifesaving Operations

LS 1.11 Dealing With Difficult Situations

Date: 29 November 2012

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Purpose

The purpose of this guideline is to provide advice in dealing with difficult situations whilst in the view of the public.

Scope

All SLSWA Lifesaving services

Procedure

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

- When asked a question to which a Lifesaver / Lifeguard cannot supply an answer, the Lifesaver / Lifeguard should politely direct the visitor to a source where the information is available.
- 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 & water temperatures, tide times, weather forecasts, the correct time, conditions and local bylaws.
- A beach report board should be kept current and neat with no unofficial remarks.
- *Only use Public Address systems for official matters: -*
- Announcements made using a Public Address system will be not only heard but also judged by all beach visitors who hear it,
- Courtesy is of particular importance when messages are heard by large numbers of people.
- *Never reprimand an individual who has been rescued: -*
- The casualty should have already learned a lesson and may have a 'bruised' ego.

- If saying anything to a casualty, try and direct comments towards the reason they got into trouble and be constructive to prevent them from getting into that situation again.
- 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 and position to any person requesting the information: –*
- A Lifesaver / Lifeguard who refuses such information may suggest a desire 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.
- 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 Lifesaver / Lifeguard is abused, threatened, or assaulted by a member of the public or colleague during the course of their duties.

Verbal abuse and threats is the most common form of violence encountered and physical attacks are rare.

Lifesavers / Lifeguards all have an interest in eliminating violence. For all Lifesavers / Lifeguards, violence can cause pain, suffering and even disability or death. Physical attacks can be dangerous, but serious or persistent verbal abuse can also damage a Lifesavers / Lifeguards health through stress.

A Lifesaver / Lifeguard subject to any physical or verbal abuse should follow the procedure listed below:-

In all situations, Lifesavers / Lifeguards should try to calm the situation and move away.

Lone Lifesavers / Lifeguards

The procedure for lone Lifesavers / Lifeguards to raise the alarm when a threatening or violent situation arises should be identified and stated in the Local Operating Procedures as. This may be the same as for Team Lifesavers.

Team Lifesavers / Lifeguards

- If possible Lifesavers / Lifeguards should call for back up prefacing the message with “Rescue, Rescue, Rescue” then state the location.

i.e. *“Rescue, Rescue, Rescue, Brighton Beach, Brighton Beach”*

- Each available Lifesaver / Lifeguard in the vicinity should then make every effort to move to the location and provide back up using safe and legal means of transport. If possible this form of transport may be fast moving manually operated water based craft or powercraft resources.

Post Incident:

- Inform the Club Director of Lifesaving Services or Beach Services Coordinator SLSWA immediately
- Complete an Incident Log (take particular care to complete the narrative as thoroughly as possible and state the nature of the incident)
- Where physical abuse has been suffered, contact the Police immediately
- Remain calm and follow other SLSWA procedures including, Incident Reporting, Media and Notification of Incidents

LS 1.15 Lifesaving Service Agreements

Date: 29 November 2012

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Purpose

Lifesaving Service Agreements have been developed in the understanding that the requirements of communities and abilities of surf lifesaving clubs can vary greatly across Western Australia. Lifesaving Service Agreements have been made flexible so that they allow clubs to plan and recommend the most appropriate lifesaving services for their area(s), with consideration to:

- History of incidents
- Beach visitation numbers
- Weather / climate conditions
- Surf conditions
- Existing hazards
- State and local government/council requirements
- Support Service Operations
- Signage (permanent and/or temporary)

Scope

All SLSWA Lifesaving services

Procedure

Club Directors of Lifesaving should liaise with SLSWA throughout the development of the Lifesaving Service Agreement as well as any other service groups in the area such as:

- Rangers
- Council Lifeguards
- NeighbouringNeighbouring surf lifesaving clubs
- Support Operations Groups

When completing the Lifesaving Service Agreement the Club Director of Lifesaving should consider:

- The level of service club is able to provide comfortably
- How to best manage the clubs assets to attend to the local community needs

All Lifesaving Service Agreements must be signed by all relevant parties and sent to SLSWA by the allocated date as per the annual circular.

LS 2.01 Opening of Patrol

Date: 29 November 2012

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Purpose

To provide minimum standard and requirements for the opening of a patrol by Lifesavers.

Scope

All SLSWA Lifesaving services

Procedure

General

Lifesavers 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 a location considered the most suitable for swimming. The patrol flags should be positioned as far apart as possible to provide the maximum swimming area and as conditions and resources allow.

Patrol flags and rescue equipment shall be positioned as close to the water's edge as possible with allowance for wave action and slope of the beach face. The flags and patrol equipment should be moved with the rise and fall of the tide to keep them as close to the water's edge as possible with allowance for wave action and slope of the beach face.

Patrol Deployment

To determine the location where patrols are to be deployed the following factors should be considered:

General:

- size/distance of location to be patrolled
- number of patrons
- skill level(s) of patrons
- type of activities
- recreational equipment in use (slides, toys, inflatable, etc.)
- potential hazards (i.e. rips, rocks, sudden drop off, etc.)
- the number of Lifesavers on duty and skill mix
- the type and amount of equipment available
- other tasks required of the Lifesavers
- facilities available to the Lifesavers

- safety and emergency support services
- communications systems (access to support/emergency services)

Beach:

- beach type
- prevailing conditions (weather, swell, tide, seas)
- ABSAMP safety rating., Refer Section A – Local Procedures

Equipment

It is the responsibility of the Patrol Captain to ensure that emergency equipment is in place and in working order.

Any damaged or missing equipment shall be reported in SLSA Daily Operations Log and to the relevant club officer.

Status Report/Sign On

Patrol Captains are required to sign on to SurfCom when they open or assume lifesaving control of their beach.

When signing on the following details must be provided at the start of patrol: -

- Patrol Type if Surveillance, Outpost, Roving or multiple locations
- IRB or RWC
- 4WD Vehicle or ATV
- Radio reception and strength
- Beach Status if Closed

This information should be provided to SurfCom at the commencement of patrol or patrol shift change.

LS 2.02 Patrol Briefings (start of)

Date: 29 November 2012

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Purpose

To provide guidelines for topics to be covered in a start of patrol briefing.

Scope

All SLSWA Lifesaving services

Procedure

Good beach and patrol management requires good communication. A start of patrol briefing provides an excellent tool for patrol planning and preparation and the identification of potential problems.

A start of patrol briefing should:

- Include all patrolling members
- Be delivered by the Patrol Captain
- Invite input and questions at any stage (open forum)
- Utilise visual aids such as whiteboards / maps etc
- Utilise/reference the clubs Beach Management Plan and SOP's
- Identify any new members that may require a full induction
- Pair up new/inexperienced members with experienced members

A start of patrol briefing should cover:

- Uniform check (current/meets policy, clean, practicable)
- Equipment check (as a team or task personnel)
- Allocate equipment as necessary (radios, call signs etc)
- Current and expected beach/water/weather conditions
- Expected patronage
- Identified high risk areas (areas of lateral drift, rips, holes etc)
- Identified high risk groups (rock fishermen, tourists etc)
- Beach Management Plan (surveillance positions, location of patrol flags, duties etc)
- Roles/Responsibilities and call signs
- Incident Contingency Plans (based on identified risks, who, what, where, when)
- Patrolling roster (rotation of lifesavers from "active" to on-break)
- Health and Safety Issues (Sun safety, fluid intake etc)
- Public Image / Professionalism expectations
- Radio Communications (SurfCom, Channels, call signs)

Briefing should always end with a Question and Answer session. It is not expected that the Patrol Captain is able to answer every question whilst on patrol.

LS 2.03 Patrol Briefings (change-over)

Date: 29 November 2012

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Purpose

To provide an outline of topics to be covered when briefing an incoming Patrol Captain / Patrol who may be taking over patrol duties on any given day.

Scope

All SLSWA Lifesaving services

Procedure

At the change of Patrol the outgoing and incoming Patrol Captains should liaise with each other to ensure relevant information is passed. This at a minimum should include:

- Any Patrol members continuing on
- History of incidents
- History of flags being moved (if applicable)
- History of conditions (applicable to situation)
- Current risks (people, rocks, environment etc)
- Equipment status/history

Clubs should have a procedure with their Lifeguard Service for the briefing of information pre and post their patrolling times as applicable. This should be through the documenting of information in a location or form available to both the Patrol and Lifeguard Service.

LS 3.01 Roving and Outpost Patrols

Date: 29 November 2012

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Purpose

To provide a minimum standard and requirements for the provision of roving and outpost patrols.

Scope

All SLSWA Lifesaving services

Procedure

Roving Patrols

Refer to the table below for the minimum requirements for different types of Roving Patrols.

Type of Roving Patrol	Minimum Number of Lifesavers	Minimum Equipment Provision
Foot	2 Lifesavers	Rescue Tube, Radio, Bum bag
Mobile (4WD Vehicle / ATV)	Driver and Lifesaver	Rescue Tube, Radio, Bum bag
IRB / RWC	Driver and Crew	Fully laden IRB / RWC, Radio

Outpost Patrols

An Outpost Patrol must have the following minimum equipment provision:

- Two Patrol Flags
- Rescue Tube
- Rescue Board
- Mobile First Aid Kit
- Radio
- Spinal Board
- Shade

An Outpost Patrol must have a minimum number of 2 Bronze Medallion holders.

LS 5.01 Logbooks

Date: 29 November 2012

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Purpose

To provide minimum requirements for the recording and reporting by Lifesavers / Lifeguards using the various SLSA Logs.

Scope

All SLSWA Lifesaving services

Procedure

It is the responsibility of the Lifesaver / Lifeguard to ensure they record all information appropriately during patrol. The Lifesaver / Lifeguard is responsible for the information in the Incident Log, the Patrol Captain / Lifeguard is to ensure all information is correct in the Daily Operations Log at the end of the patrol and the IRB Driver / Lifeguard is to ensure the IRB Log is correct.

All log books are legal documents and Lifesavers / Lifeguards need to ensure that all writing is correct and legible.

When completing a log:

1. Write only in ink
2. Sign and date the log and any attachments to it.
3. Cross out any mistakes and initial the correction. Do not use correction fluid.
4. Keep the information in the log confidential.
5. Store the log record appropriately.

Notes:

- Be careful with how you write a Log, as it could be used as a legal document in court. Logs should be clear and concise.
- Logs should be accurate and factual, reflecting observations only and not opinions or assumed medical diagnosis.
- Make sure that any additional notes (i.e. taken on a note pad at the time of the incident) that are taken at the time when the Log is completed are attached to the Log and submitted as well.

LS 5.02 Incident Logs

Date: 29 November 2012

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Purpose

To provide minimum requirements for the recording and reporting of incidents by Lifesavers / Lifeguards using the SLSA Incident Log.

Scope

All SLSWA Lifesaving services

Procedure

When to use the Incident Log:

- All Major incidents
 - Minor first aids (optional)
 - All Major rescues
 - All Search and Retrievals
 - All Member injuries (eg around club, at carnivals, on patrol)
 - All Drownings
 - All Near Drownings
 - All Complaints (eg from the public about a patrol)
 - All Resuscitations
-
- An Incident Log for all Minor incidents must be entered onto SurfGuard (IRD) within 30 days of the incident and sent to SLSWA (as per patrol log requirements).
 - An Incident Log for all Major incidents must be entered onto SurfGuard (IRD) and all documents relating to the incident (full report) must be submitted to SLSWA within 7 days of the incident.

LS 5.03 Routine Activity Recording and Reporting

Date: 29 November 2012

Page 52 of 116

Purpose

To provide instructions on the recording and reporting of routine activities by Lifesavers / Lifeguards.

Scope

All SLSWA Lifesaving services

Procedure

It is the responsibility of the Lifeguard or the Patrol Captain to ensure that the all log books are completed properly, including:

- Daily Operations Log book
- Incident Log book
- Powercraft Log book
- Any additional forms requested by the local agencies (as applicable)

The Patrol Captain or Lifeguard should periodically check the logs books (in the case of the Daily Operations Log book hourly) and then again at the close of patrol to ensure all fields are completed. The Patrol Captain or Lifeguard should sign the relevant log books at the end of the patrol after they have been completed.

LS 5.05 Marine Vessel Incident

Reporting

Date: 29 November 2012

Page 53 of 116

Purpose

To provide minimum requirements for the recording and reporting of marine incidents by Lifesavers / Lifeguards.

Scope

All SLSWA Lifesaving services

Procedure

Lifesaving Power Craft Related Marine Incidents

Lifesaving power craft are recognised by state and territory governments as marine vessels. Therefore state and territory regulations should be adhered to in the case of the following occurring:

- Damage to any Lifesaving power craft, e.g. collision
- Damage caused by any Lifesaving power craft, e.g. collision
- Any injury caused to a person by a Lifesaving power craft
- Any death by injury caused to a person by a Lifesaving power craft

A marine incident report must be completed for any of the above incidents within 7 days of the incident.

- Lifesavers and Lifeguards have a responsibility to operate within the relevant state and territory guidelines and regulations. Not to do so can jeopardise marine safety, cause injury or death and render the operator and club liable to criminal prosecution and civil litigation.
- Lifesavers and Lifeguards should know the government delegated authority for boating and small craft rules and regulations in their state or territory, Note that state and territory guidelines and regulations determine who has the power to videotape Lifesaving power craft and to issue infringements.
- As a licensed operator, the Lifesaver or Lifeguard should ensure they are abiding by the law. Any fines imposed will be the responsibility of the licensed operator.
- The Lifesaving service or club will not be held responsible for unsafe operations conducted by any Lifesavers or Lifeguards or cover any costs of any infringement fines received by a Lifesavers or Lifeguard.

Non Lifesaving Power Craft Related Marine Incidents

All states and territories in Australia have marine guidelines and regulations that require owners and operators of vessels to report marine incidents to the police and/or the relevant marine safety authority, in particular in the following instances:

- If, as a result of an incident involving a vessel, any person is injured or dies or any property is damaged or destroyed, the person in charge of the vessel must report, in person and without delay, full particulars of the incident to the nearest police station.
- The owner or master of a commercial vessel that is involved in an incident in which any person is injured or dies or any property is damaged or destroyed must report, in writing and without delay, to the marine safety authority full particulars of the incident.
- The owner or master of a commercial vessel that is involved in an incident in which any vessel or person is placed at risk of damage or injury must report, in writing and without delay, to the marine safety authority full particulars of the incident.

LS 5.06 First aid Recording and Reporting

Date: 29 November 2012

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Purpose

To provide minimum requirements for the recording and reporting of first aid incidents by Lifesavers / Lifeguards.

Scope

All SLSWA Lifesaving services

Procedure

When should first aid treatment be reported:

- For lifeguards, it is important that any incident that requires first aid is reported.
- All first aid reporting should be completed using an incident report log; see the sample in LS1471 Appendix 1.
- All first aid reporting should be recorded in Surf Life Saving Australia's National Incident Report Database (IRD).

How to complete a form:

- Write only in ink.
- Sign and date the record and any alterations to it.
- Do not use correction fluid to correct mistakes. Cross out any incorrect entry and initial the correction.
- 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.
- Records 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.

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LS 6.01 Closing of a Patrolled Location

Date: 29 November 2012

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Purpose

To outline best practice procedure for closing a patrolled location for the day.

Scope

All SLSWA Lifesaving services

Procedure

The closing of a patrolled area at the end of the day requires good communication between Lifesavers to ensure a safe transition from supervised swimming to unsupervised swimming.

Process

1. Identify whether extended patrolling is required due to patronage/conditions.
2. Inform SurfCom of closure or extension.
3. Utilise the Club Public Address system or similar to inform swimmers of closure and recommend they cease swimming for the day.
4. Utilise in water Lifesavers and IRBs to inform public of closure.
5. Consider a roving patrol to adjacent locations to inform public of closure.
6. Repeat communication of closure and warning of hazard to remaining swimmers as required.
7. Maintain surveillance of swimming area by Lifesaving personnel while patrol is packed up for the day.
8. Maintain an ATV (or similar) and IRB on standby while the patrol is packed up for the day.
9. Conduct final sweep of swimming area before packing up standby equipment.
10. Prepare After Hour / Callout Response Equipment.

Guidelines for After Hour / Callout Response Equipment

Equipment:

- Two rescue tubes and two sets of fins should be located in a known and easily accessible location at the Club.

- Two rescue boards should be located in a known and easily accessible location at the Club.
- At least one IRB should be fully assembled with a full tank of fuel and fuel storage container and should be located in a known and easily accessible location at the Club.
- The Club ATV (if applicable) should be fuelled and positioned “ready to go” and should be located in a known and easily accessible location at the club.
- The Oxygen/Resuscitation Kit and AED should be easily accessible either on the ATV (if applicable) or in the First Aid Room.

Radios:

- Two radios with aqua bags should be on charge and should be located in a known and easily accessible location at the club.
- One radio should always be turned on and located where it can be heard by Lifesavers/Lifeguards residing in the club (if applicable).

This is so that Lifesavers/ Lifeguards responding to an incident can quickly contact SurfCom and utilise radio communication for the management of the incident as well as be able to communicate with additional Lifesavers/Lifeguards/Emergency Services personnel that arrive subsequently).

EQ Equipment

EQ 2.01 SLSA Equipment Check

Date: 29 November 2012

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Purpose

To raise lifesaver awareness of the need to check equipment regularly to ensure that it is operational and ready for use.

Scope

All SLSWA Lifesaving services

Procedure

Due to the likeliness of damage and the importance of equipment to be fully operational, equipment checks need to be a routine task of Lifesavers / Lifeguards and along with requests for repairs or replacements, need to be documented.

The following equipment checks should be completed (and documented in the Daily Operations Log) at the beginning of each patrol.

Radios

1. Radio is available
2. Radio is fully charged
3. Radio check has been completed
4. Radio bag does not have any wholes, tears or moisture inside the bag.

Oxygen Equipment

1. Oxygen Equipment is available
2. Oxygen Equipment has been fully checked and is in working order
3. Oxygen cylinder is over 50% full, preferably 100% full

First Aid Kit

1. First Aid Kit is available
2. All equipment has been checked and restocked if required

Defibrillator

1. Defibrillator is available
2. Defibrillator is packed with required equipment and is operational

Uniform

1. All Lifesaver / Lifeguard uniforms are clean and tidy
2. Bum bags are packed with all required equipment
3. All Lifesavers / Lifeguards have minimum uniform requirements (Lifesaver / Lifeguard Shirt , Lifesaver / Lifeguard Shorts, Lifesaver Patrol Cap / Lifeguard Hat and Sun Protection)

Beach

1. Beach is clean and tidy
2. There are no hazards or dangerous items on the beach

All Terrain Vehicle

1. All Terrain Vehicle is available
2. All Terrain Vehicle has been fully checked and is in working order
3. Fuel tank has been checked and is full

Rescue Board

1. Rescue Board is available
2. Rescue Board has been fully checked and is in working order

Rescue Tube

1. Rescue Tube is available
2. Rescue Tube has been fully checked and is in working order

Spinal Board

1. Spinal Board is available
2. Spinal Board has been fully checked and is in working order

Patrol Flags and Signage

1. Patrol Flags and Signage is available
2. Patrol Flags and Signage have been fully checked and are in working order
3. Patrol Flags and Signage have been correctly positioned and filled in where required

Sharps Container

1. Sharps Container is available

EQ 2.03 Minimum Patrol Equipment

Date: 30 August 2013

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Purpose

To outline the minimum required lifesaving equipment on all SLSWA patrols.

Scope

All SLSWA Lifesaving services

Procedure

At all times during patrol the club must have at least the minimum patrol equipment as stated by the current lifesaving agreement.

Clubs may have additional requirements and will need to ensure their patrol captains are aware of these.

See the table below to see the minimum requirements for the 2012/2013 season, please refer to the lifesaving agreement for the most up to date list:

Following equipment is to be present at all times whilst on patrol	Minimum for Traditional Patrol	Minimum for Surveillance Patrol
Patrol Members	2 Bronze Medallion	2 Bronze Medallion
Patrol Flags/feathers (on poles with stands)	1 Set (of 2)	Available
Surf craft area signs and flags (Black and white quartered) on poles	1 Set (of 2)	Available
Beach Information Board	1	1
Rescue Boards	2/Beach + 1/Vehicle	2/Beach + 1/Vehicle
Rescue Tubes	2	2
Pair of Swim Fins	2	1 (with 2 nd available)
Patrol Shelter on Beach	1	x
Binoculars	1	1
Radios (in waterproof bags)	2	2
Signal Flags	1 Set	Available
Whistles	2	2
Loud Hailer	1	1
Set of Power Craft Operating Signs and 8 witches hats	1	Available
Operational IRB	1	Available
IRB Includes: Tube, Whistle, Fuel Cell, Tow Rope, Motor With Propeller Guard, Knife and Small Tool Kit Immediately Available to IRB Team: PFD1 Orange Flair (in a watertight container) Bailer Anchor and rope	1 of each	1 of each
	2	2
	2	2
	1	1
	1	1
Operational ATV or 4WD fitted and properly secured with: 1 Rescue Board, 2 Rescue Tubes, Flippers, Radio Communications,	1	Available



SURF LIFE SAVING
WESTERN AUSTRALIA

First aid, Oxygen Equipment, Defibrillator, Loudhailer, Spinal Board, Amber Flashing Light and Reversing Beeper		
Portable First Aid Kit	1	Available
Personal Patrol Packs	2	Available
Includes: Gloves Mask Paper/Pencil Pocket Procedures Guidebook	1 Pair 1 1/1 1	Available
Semi - Automatic Defibrillator	1	Available
Spinal Board	1	Available
Oxygen Resuscitator	1	Available
Following items are to be immediately available to the patrol team (club rooms if less than 1 minute away from primary patrol)	Minimum for Traditional Patrol	Minimum for Surveillance Patrol
Patrol Log Book	✓	✓
IRB log Book	✓	✓
First Aid Log Book	✓	✓
S.O.P Manual	✓	✓
Open, Clean and Equipped First Aid Area (accessible and open)	✓	✓
1 Set of Cervical Support Collars or 2 Adjustable Collars	✓	✓
Blanket (space blanket appropriate)	✓	✓
Emergency Telephone or Mobile (With emergency contacts listed)	✓	✓
"Beach Closed" and "Warning" Signs	✓	✓
Swimming prohibited sign on pole with red flag	✓	✓
Hazard signs suitable for beach (e.g. no swimming, strong currents)	✓	✓
Emergency Evacuation Alarm	✓	✓
Emergency Evacuation Flag	✓	✓
Trauma Kit	✓	✓
Cold Packs in Freezer or Ice in Esky or Chemical Based Packs	✓	✓



EQ 2.04 Placement of Rescue Equipment

Date: 29 November 2012

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Purpose

To provide guidance on the placement of rescue equipment during patrol duties.

Scope

All SLSWA Lifesaving services

Procedure

Patrol / Rescue Equipment

Patrol equipment should be functional, meet operational requirements, be available for immediate use and in position at the scheduled commencement time of the patrol and remain available and in position throughout the entire patrol.

Patrol equipment should be placed as follows:

- Patrol flags should be no further than 30m from the water's edge.
- Rescues tubes and boards should be at water's edge in a rescue ready position. Any lifesaver on roving patrol or actively patrolling the water's edge should be holding a rescue tube.
- IRB to be placed a minimum of 20m away from flagged area.
- Spinal board to be kept in patrol shelter and be easily accessible at all times.
- First aid kits, oxygen resuscitation kit and AED kit are to be kept in patrol shelter and be easily accessible at all times.
- Patrol Captains and Club Director of Lifesaving should make daily and annual assessments of where extra equipment is required to best suit their local conditions, hazards and beach users.

Inflatable Rescue Boat

The IRB should be left on the beach near to the patrol area on the water's edge in such a position that it can be launched & recovered quickly without posing a risk to beach users and/or lifesavers.

When on the beach, the IRB should be left with the bow facing up the beach and in a raised position so that water can drain out of the drainage channels in the transom.

Where possible, a section of the beach should be marked with Power Craft Operating Signs to separate the public from the launching and recovering of Power Craft.

Note: All equipment is to be used as per relevant SLISA training manual and should only be used if it meets operational requirements. No Lifesaver / Lifeguard are to use equipment they are not qualified or proficient to use.

EQ 2.05 First Aid Equipment

Date: 29 November 2012

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Purpose

To provide a minimum list of first aid equipment for surf lifesaving clubs, to be available for patrolling duties.

Scope

All SLSWA Lifesaving services

Procedure

First Aid Room

- First Aid Rooms must be well ventilated and well lit
- Access must be suitable for a patient on a stretcher to be moved in and out of the First Aid Room easily and quickly.
- The First Aid Rooms must be accessible by all patrol members

First Aid Room Minimum Equipment

The following equipment should be available for use by patrol members who have had the required training:

- | | |
|----------------------------------------------------------------------------|---------------------------------------------------|
| • Size C oxygen cylinder (at least 50% full) with flow regulator connected | • Notice Board |
| • Spare oxygen cylinders | • Equipment Check List (To be signed every month) |
| • Adult resuscitator bag and mask (assembled) | • Pillow with plastic cover |
| • Child Resuscitation Mask | • Blankets – clean cotton or woollen |
| • Oropharyngeal Airways (2 of largest size) | • Stool or chair |
| • Oxygen supply tubing (2 spare) | • Sink, with both hot and cold water |
| • Pen and paper | • Hand cleaner |
| • Clothing sheers /Scissors | • Paper towel and dispenser |
| • Adult and child non-rebreather masks | • Garbage bin |
| • Protective gloves | • Contaminated waste disposal unit |
| • Space Blanket | • Sharps disposal unit |
| • Spare oxygen masks | • Ice packs |
| • Spinal collar (select collar or full kit) | • Arm and leg splint |
| • Ventolin and Spacer (non-essential) | • Body recovery kit (recommended) |
| | • Lockable storage cabinet |
| | • Kidney shaped dishes |

First Aid Kit

The following equipment should be available in all first aid kits used on patrol and those in operational vehicles:

1	First Aid Pamphlet	1	Adhesive Tape 2.5cm×5m
1	Gloves Disposable in bag × 10	1	Paper Tape (Micropore)
10	Antiseptic Swabs	1	Emergency Blanket
4	Triangular Bandages	8	Saline Ampoules 10ml
1	Adhesive strips (pkt50)	1	Scissors Stainless Steel
2	Crepe Bandages 10cm	1	Splinter Forceps Stainless Steel
1	5cm Conforming Bandages	5	Splinter Probe Disposable
1	10cm Conforming Bandages	1	Safety Pins in Bag Pack of 12
3	Wound Dressings No. 14 / 15	2	Sealable Plastic Bags (S, M, L)
10	Gauze swabs 7.5cm × 7.5cm	1	SLS Incident Log and Pen
2	No Adherent Dressings 7.5×10cm	1	Notepad and Pencil
2	Eye Pad	1	Sharps Disposal Unit
2	Combine Dressing 9×20cm	2	Adult Face Mask

Storage Cabinet

A storage cabinet should hold extra supplies for the first aid room and patrol first aid kits. Clubs will need to assess their own situation and requirements to determine what equipment they need to hold in this cabinet. The storage cabinet should be lockable so that it is only accessible by key personnel in the club (to protect the club from theft). Some general equipment clubs could look at holding in these cabinets includes:

1	First Aid Book	4	Emergency Blanket
100	Disposable Gloves	12	Saline Ampoules 10ml
100	Antiseptic Swabs	1	Scissors Stainless Steel
8	Triangular Bandages	1	Splinter Forceps Stainless Steel
2	Adhesive strips (pkt50)	10	Splinter Probe Disposable
6	Crepe Bandages 10cm	2	Sealable Plastic Bags (S, M, L)
4	5cm Conforming Bandages	1	SLS Incident Log and Pen
4	10cm Conforming Bandages	1	Notepad and Pencil
8	Wound Dressings No. 14 / 15	2	Sharps Disposal Unit
5	No Adherent Dressings 7.5×10cm	4	Adult Face Mask
5	No Adherent Dressings 7.5×20cm	10	Drinking Vessels (disposable)
5	Eye Pads	2	Gauze Swabs 7.5cm 100's
5	Combine Dressings 9×20cm	2	Universal/multi-trauma Dressings
2	Adhesive Tape 2.5cm×5m	1	Burn Sheet (Small & Large)
2	Paper tape (Micropore)	1	Kidney Shaped Dishes

EQ 2.06 Oxygen Equipment

Date: 29 November 2012

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Purpose

To establish standard requirements for the provision of oxygen equipment.

Scope

All SLSWA Lifesaving services

Procedure

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

All Oxygen Resuscitation Equipment should meet SLISA standards.

Start of Day Check

- Check all Oxygen Equipment has been cleaned and is fully operational

End of Day Check

- Repeat above checks and replace Oxygen Cylinder if less than half full

Oxygen Equipment Requirements

An Oxygen Equipment kit should contain the following items as a minimum:

- Size C oxygen/resuscitation cylinder (at least 50% full) with flow regulator connected
- Laerdal Adult bag/mask resuscitator (assembled)
- Oxygen supply tubing (2 spare)
- Adult and child non-rebreather mask
- Adult and child acute mask
- Oropharyngeal airways (sizes 0,1,2,3)

Additional equipment that may (but not limited to) be included in the Oxygen Equipment kit:

- Child bag/mask resuscitator (assembled)
- Pen and paper
- Clothing shears
- Emergency blanket
- Spare stocks of oxygen masks and tubing
- Penlight torch

Servicing

A qualified operator should closely check the equipment. The equipment should be serviced annually, preferably during non-peak times (off season months).

Service Personnel should have:

- Adequate insurance to cover any claim made against them or their company in the event of negligence.
- Be capable of obtaining correct replacement parts for the unit.
- Be prepared to label and date such units as being serviced by the person
- Be able to maintain a service register of the equipment

Cleaning

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

1. Oxygen therapy masks, regurgitation valves and resuscitation tubing should be discarded and replaced after use.
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 soapy water to remove all solids, rinse in fresh running water and 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 in a solution of 10% bleach for at least 2 minutes.
7. They should then be rinsed and dried (not in direct sunlight).
8. Operate all features after drying and before placing into storage.

EQ 2.07 Defibrillation Equipment

Date: 29 November 2012

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Purpose

To establish standard requirements for the provision of defibrillators.

Scope

All SLSWA Lifesaving services

Procedure

Start and End of day checks:

- Check all Semi-Automatic External Defibrillation (SAED) equipment is fully operational.
- This includes the SAED self check and check of miscellaneous equipment

Deployment

All SLSWA Lifesaving and Lifeguard services are required to maintain an operational SAED. Due to the importance of “time to shock” after cardiac arrest it is a requirement that this equipment is located with other first response equipment at a common accessible location.

Equipment

A SAED kit should contain the following minimum equipment:

- SAED (SLSA Endorsed)
- Pen and paper
- Clothing shears
- Spare SAED pads
- Razor
- Gloves
- Resuscitation Pocket Mask (optional)
- It is advisable that a SAED kit should be kept in a waterproof red pelican case.

Training

To use defibrillation equipment, the operator should hold the minimum qualification of PUAOPE010A Operate semi automatic defibrillator in an emergency or a relevant nationally recognised Defibrillation certificate.

For SLSWA Lifesaving and Lifeguard services 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. Similarly an untrained member or bystander may obtain access to and use a SLSWA Lifesaving and Lifeguard services SAED where no qualified members are present.

EQ 4.01 Vehicles

Date: 29 November 2012

Page 4 of 116

Purpose

To provide a minimum standard for use of Operational Vehicles.

Scope

All SLSWA Lifesaving services

Procedure

Drivers

For a Lifesaver / Lifeguard to be permitted to drive an Operational Vehicle they must hold the following qualifications:

- Current valid Driver's License (Provisional or Open)
- Current proficient SLSA Bronze Medallion
- Any requirements set by the Club and or local council.

It is desirable for Lifesavers / Lifeguards to also:

- Hold a current proficient Senior First Aid Certificate
- Hold a current proficient Advanced Resuscitation Certificate
- Have completed a Four Wheel Drive Induction (appropriate to the vehicle)

Vehicles

Lifesavers / Lifeguards should ensure that the Operational Vehicles are thoroughly and regularly cleaned inside and out. This includes but is not limited to removal of sand from back trays & floors and 'Armour', oiling of the dash and instrument panel, door panels and other upholstery.

Rescue Equipment

All Operational Vehicles shall carry the following lifesaving equipment at all times:

- First Aid Kit
- Oxygen Equipment
- Rescue Tube
- Communications equipment applicable to the location. Hand held radio (UHF/VHF) in waterproof pouch. (Mounted units do not replace hand held units.)

Additional Equipment to be considered depending on vehicle and local requirements:

- Rescue Board
- Stretcher
- Flippers
- Defibrillator
- Blanket

- Loud Hailer / PA System
- Stinger Kit
- Snatch Strap
- Jumper Leads
- Shovel
- Sand Ladders
- 'D' Shackles

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 or dealer.

Pre-Operational Checks

Weekly of before use:

- Check brakes function prior to driving on public roads
- Clean vehicle with freshwater/detergent mix, including under body
- Test all lights and indicators function correctly
- Check all fluid levels – coolant, engine oil, fuel brake fluid (without engine running)
- Check condition of tyres and that they are inflated to the correct pressures
- Check engine for oil leaks and check for brake fluid leaks.
- Check fuel leaks from tank & pipes.
- Run engine and check exhaust system for leaks
- Spray engine electrical cables and connections with a suitable de-watering agent

Monthly:

- Check condition of battery terminals and apply petroleum jelly if required
- Check body work for damages and/or rust.

Service Schedules

Services should be arranged immediately after the close of season and as per manufactures' recommendations and/or lease agreement.

General Tips:

- Wide shelving beaches indicate firm packed sand and good driving conditions
- Steep short beaches indicate soft sand and hard going driving conditions
- Avoid driving in wet beach sand as the water can conceal unexpected soft patches
- Avoid excessive use of engine power and wheel spinning
- Avoid engaging 4WD in hard packed sand
- Follow well defined wheel marks as much as possible
- Speed limit on the beach is 20km/hr unless other wised signed and the beach is not heavily populated.
- In heavily populated areas or between the flags the speed limit is 5km/hr
- Headlights and mounted flashing orange lights should be on during operations.

Stopping and Turning:

- When stopping on the beach, always stop above the high water mark with the vehicle facing down hill (breaking will rarely be required due to the nature of sand but if so required only use soft breaking)

- Never fight the steering wheel when driving in sand, allow the vehicle to find its own way along tracks and use only gentle guidance.
- Always try to make the largest turn and on a downhill slope.

Driving in salt water:

- Should be avoided as much as possible no matter how good the vehicle's rust proofing is.

Creek Crossings:

- Never drive blindly into fresh water creeks.
- Note approach and departure points of other vehicles that have crossed before you
- The closer to the surf the wider, shallower and safer the crossing is likely to be.
- Always walk deep crossings first to find the safest path.
- Select a gear that ensures mid range revs can be held safely at low speed and move slowly through the water as water splash may cause engine stall.

Bogged:

Step1:

- Ensure the vehicle is in 4WD and that the freewheeling hubs are in the locked position.
- Rock the vehicle backward and forward by alternating between forward and reverse at an idle and low range
- Do not over rev the engine or allow wheel spin.

Step 2:

- Dig away from behind the wheel and anywhere it is caught under the body
- Drive the vehicle out being careful not to over rev and spin the wheels, the vehicle should come free on the first attempt

Note: The way you came in to the bog is normally the best way out as the further you go forward the boggier it will often be. If this way is unsuitable try an alternative path or method.

Finally

- Remember Operational Vehicles are high profile and always be conservative and considerate when driving on the beach.
- Always hose down the Operational Vehicle after use to ensure that all salt and sand deposits are washed away and the Operational Vehicle is ready for use.

Vehicle Branding

- Surf Lifesaving logo
- Red/yellow safety band (3 levels chequered in red and yellow colours)
- Surf Rescue branding on doors
- Surf Rescue signage (on bonnet only)
- Sponsors Logo's on rear wheel arch or back door
- No signage is to be placed on the front and rear windows

Example 1.



Example 2.



EQ 4.02 All Terrain Vehicle (ATV)

Date: 29 November 2012

Page 8 of 116

Purpose

To provide a minimum standard for the use of an All Terrain Vehicle (ATV).

Scope

All SLSWA Lifesaving services

Procedure

All ATV Operators must at least be a minimum of 17 years of age and hold::

- A current valid Driver's Licence (Provisional or Open)
- A current proficient SLSA Bronze Medallion
- ATV Induction Certificate
- Any other requirements set by the club and local council.

It is desirable for ATV Operators to also hold:

- Senior First Aid Certificate
- Advanced Resuscitation Certificate
- Four wheel drive vehicle driving course (appropriate to the vehicle being operated)

EQ 4.03 Inflatable Rescue Boat (IRB)

Date: 29 November 2012

Page 9 of 116

Purpose

To provide minimum standard for use of an Inflatable Rescue Boat.

Scope

All SLSWA Lifesaving services

Procedure

Qualifications

An IRB Driver must:

- Hold a current Bronze Medallion
- Hold a current Silver Medallion IRB Drivers Award

IRB

IRB Drivers should ensure that IRBs are thoroughly and regularly cleaned inside and out. This includes but is not limited to washing out the sand from between the pontoons and the deck (and other areas where sand build up is likely) and ensuring the motor is run in fresh water and cleaned from salt build up.

Rescue / Safety Equipment

To be in/on the craft at all times during operation:

- Tow Rope (as per SLSA specifications)
- Knife
- Rescue Tube
- Motor propeller guard
- Whistle
- Paddles
- Fuel bladder/cell

To be available within short notice (5 mins) if the craft is to travel further than 400m out to sea:

- PFD1 (for each of the occupants)
- 2 Orange Safety Flares (in a water tight container)
- Rope and anchor
- Bailer

Responsibilities

IRB Drivers shall make themselves aware of the following resources

- SLSA Powercraft training manual
- SLSWA Standard Operating Procedures
- Western Australian boating regulations

- SLSA / SLSWA Training and Assessment Information

All IRB Drivers shall:

- Promote awareness of the Code of Conduct to all other powercraft operators
- Promote compliance with the Code of Conduct amongst all other powercraft operators
- Treat all breaches of the Code of Conduct as serious and take follow up and necessary action with their Club Director of Lifesaving Services or Lifeguard Supervisor.

SLSA Powercraft Code of Conduct

Act responsibly and with care

The powercraft operator has a responsibility to the crew, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the powercraft. Accepting the fact that powercraft have to be driven with reasonable aggression, the driver should not allow this aggression to replace skill in the operation of the powercraft. Drivers and crew are placed in an important position and should at all times act with responsibility and care.

Promote a culture of safety

The powercraft operator must maintain the safe operation of the powercraft, safety towards the crew, the public and themselves. The powercraft operator must understand their role in assessing risk while operating the powercraft, and promote safety at any opportunity.

Your powercraft is high profile

Powercraft operators must understand that powercraft are “high profile”, added to the fact that they are bigger and quicker than most craft in the water a near miss for a board rider, body surfer or any other person in the water can be a traumatic experience. The speed, noise, power and smell of the powercraft can be both annoying and frightening. Respect the right of swimmers and the public to enjoy their time at the beach.

Understanding your limitations and that of your crew

Powercraft operators shall respect and understand their and the crews limitations to perform in varying conditions. Experience, skills and knowledge of the powercraft differ from person to person. Drivers and crew should maintain level of competency and adopt a culture of continuous improvement in relations to skill development.

Follow operating procedures

Powercraft operators shall follow the normal operating procedures as laid down by SLSA training manuals and policy. They shall read and understand standard operating procedures and keep up to date with current issues. They shall also accept personal responsibility to ensure the continued successful operation of this rescue service to the community.

IRB Branding



POWERCRAFT
Inflatable Rescue Boat (IRB)

- A** Boat sponsor/manufacturer logo
- B** Rego number (state authority)
- C** Club name
- D** Surf Rescue branding/SLS roundel
- E** SLSA inspection approval plate



SURF LIFE SAVING
WESTERN AUSTRALIA

EQ 4.04 Accidents Involving Life Saving Vehicles

Date: 29 November 2012

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Purpose

To detail procedures following an accident and to identify areas of concern in regard to the integrity and safe operating practices of Life Saving Vehicles.

Scope

All SLSWA Lifesaving services

Procedure

Who to Notify:

- The President of the Life Saving Club.
- The Rescue Vehicle Officer of the Club (if exists).
- In the event of a serious accident the Beach Services Coordinator must be notified.

Compliance with Road Traffic Regulations

- The Life Saving Club member(s) concerned will ensure that the requirements of the Road Traffic Regulations are complied with, e.g. exchange names and addresses, and advise those listed above.
- The driver of the vehicle is required to notify the police of the accident if any person is injured, or there are any other circumstances requiring such notification.
- The President of the Club will ensure that the police are notified as required.

Major Accidents

In the event of a major accident, where possible, the President or Rescue Vehicle Officer should attend the accident scene and ensure that:

- Photographs and a plan of the accident scene are obtained.
- A record of all relevant information pertaining to the accident such as driver names and addresses, vehicle type and registration, etc is collected.
- All information is forwarded to the Beach Services Coordinator.

Removal of Vehicle

The President or Rescue Vehicle Officer will take the required steps to arrange for a reputable towing firm to have the vehicle removed from the scene to a secure location.

Insurance

The normal procedure to obtain insurance approvals applies. The insurance claim must be completed by the relevant Club Officer and all relevant details included.

EQ 4.05 Powercraft Operations – RWCs and IRBs

Date: 29 November 2012

Page 13 of 116

Purpose

To provide guidelines on the safe operations of powercraft, including rescue watercraft (RWC) and inflatable rescue boats (IRBs).

Scope

All SLSWA Lifesaving services

Procedure

- All powercraft are to be registered in accordance with local regulations and provided with exemptions of operation, if any, under the relevant marine safety regulations.
- Lifesavers and Lifeguards should be constantly vigilant to those operators who may wish to operate powercraft outside the scope of normal operations, thereby putting others at risk as a result of foolishness, immaturity and non-compliance with marine safety and organisation training and operation regulations and manuals.
- The operation of powercraft will require compliance with local legislation and regulations, as amended and exempted.
- IRB drivers must:
 - Hold a current Bronze Medallion, Certificate II or equivalent
 - Hold a current Silver Medallion IRB Drivers Award
- RWC operators must:
 - Hold a current Bronze Medallion
 - Hold a current valid motor vehicle licence to operate a tow vehicle
 - Hold a current RWC Operators certificate
 - Be a current member of a Support Operations Group
- Powercraft operators should make themselves aware of the following resources:
 - Relevant training manuals for the powercraft they are operating
 - Service Operations Manual
 - Commercial and Fishing Ships Safety handbooks
- All powercraft operators should be fully aware of the Powercraft Code of Conduct.

Please turn over

RWC Safety

- Operators should at all times whilst operating the RWC wear the following personal protective equipment:
 - Approved Type 2 personal flotation device (PFD)
 - Approved protective head gear
- The following items are strongly recommended:
 - Wetsuits
 - Water shoes
 - Gloves
 - Swim fins (attached to operator, ready to wear)

IRB Safety

- The following items are strongly recommended:
 - PFD Type 1 personal flotation device (PFD)
 - Swim fins (available for crew person)

CO Communications

CO 1.01 Radio Communications

Date: 29 November 2012

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Purpose

To provide best practice based on the state call sign strategy and Radio Operators Certificate training package.

Scope

All SLSWA Lifesaving services

Procedure

- Radios must be turned on at all times whilst on patrol.
- If a radio is not working satisfactorily or there is damage to the set or aerial, it must be reported to the Patrol Captain, Club Captain or Club radio officer for replacement and/or repair.
- A radio check should be undertaken at the commencement of each patrol.
- Radios are for operational information only
- Do not use personal names unless absolutely necessary
- Difficult text must be spelt using the Phonetic alphabet using the pro words 'I SPELL'
- All efforts should be made to minimise radio traffic with the use of alternative means of communication such as telephones, signal flags, air horns and whistles.
- Never refer to anyone as dead. Always refer to them as "The Casualty" – you never know who can hear the channel

Surf Life Saving Call Signs

To ensure a consistent and standardised form of communication across WA the following call signs are to be used by and for all Radio Communications

Units	Call-sign
VN6SA	SurfCom
Patrol Captain or Patrol Base	[Club Name] Patrol
Patrol or Radio Tower	[Club Name] Tower
Roving Foot Patrol	[Club Name] Roving Patrol
Patrol IRB	[Club Name] IRB
Roving Patrol by vehicle	[Club Name] Mobile

Note

If you are unsure what to say at any time, revert to plain English and help will get to you.

CO 1.02 SurfCom

Date: 29 November 2012

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Purpose

To standardise the radio, telephone, facsimile and other media forms for incoming contact to the SLSWA SurfCom.

Scope

All SLSWA Lifesaving services

Procedure

The role of SurfCom is to support and assist Lifesaving rescue personnel on the beach. SurfCom receives and delivers a wide variety of data and information throughout the busy summer period as well as maintaining close links with Emergency Service Organisations throughout the State.

Radio Call sign: SurfCom

Telephone: 9285 2140

Facsimile:

E-mail: surfcom@iinet.net.au

CO 2.01 Radio Network Maintenance

Date: 29 November 2012

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Purpose

To provide procedures that will enable reporting of radio network faults so that they can be resolved in a coordinated manner, to achieve the most time efficient and effective outcome.

Scope

All SLSWA Lifesaving services

Procedure

Radio Network Responsibilities

- Clubs / Lifeguards / Lifesaving Services are responsible for the Day to day operations of the radios assigned to their service
- SLSWA is responsible for Surfcom, the network (i.e. repeaters) and must provide a suitable service option for all radios
- Radio Network SOP's / Procedures for those that they look after, are the responsibility of SLSA, SLSWA, Clubs and Lifesaving services that use the radios.

Radio Transmission Quality Checks – For use by Clubs / Surfcom

READABILITY / SIGNAL STRENGTH
Loud / Clear – 5
Good / Readable – 4
Weak / Unreadable – 3
Very Weak / Distorted – 2
Fading / With Interference – 1

Example:

“Reading you 4, over”

SLSWA Radio Network Maintenance Procedure

1. Club identifies a problem with their radios.
 - 1.1. Club undertakes radio checks within its own patrol, on at least 2 handhelds and its base set.
 - 1.2. Club undertakes radio checks with SurfCom and a club to the North and South
 - 1.3. Club records the results of these radio checks on a Radio Network Maintenance Request Form and contacts SLSWA.
2. SLSWA contacts radio network service provider with information from club.
3. Service Provider completes work, notifying SLSWA of any changes made.
4. SLSWA notifies clubs involved when repairs are made and notifies of any changes to the system.

Radio Network Maintenance Request Form

Request Number : (SLSWA use only)		Date Raised :	
Requested By :		Site Effectuated :	
Clubs Effectuated :			
Contact Details	Tel :	Email :	
Urgency :	Extreme	High	Medium Low
Description Of Fault :			
Simplex	Main repeater channel	Alternative repeater channel	
Insert Diagram Where Needed :			
Action Requested :			
SLSWA USE ONLY			
Request Received By :		Date :	
Contact Details	Tel :	Email :	
Anticipated Response Time :			

CO 2.03 Emergency Response Points

Date: 29 November 2012

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Purpose

To provide procedures that give direction as to the pre and post operations and positioning of mobile public Emergency Response Points.

Scope

All SLSWA Lifesaving services

Procedure

SLSWA lifesaving operations deploy mobile Emergency Response Points to enhance the identification and acknowledgement of emergencies at locations that are not under the direct surveill of lifesaving services.

1. Pre-Operation

- a. Assess the beach useage patterns at the opening of patrol, and periodically throughout the day, to detemine the most approrpatie location to place the ERP.
- b. Consideration should be given to beach numbers, activity type, weather (including swell and sea size, currents and rips, marine life etc)
- c. Insert legs of unit into sand at depth that will prevent tilting or falling over from wind and or knocking by plant or people
- d. When positioning ERP give due consideration to incoming tide so the ERP is not likely to be the swash zone
- e. Position ERP so that the speaker and microphone are facing away from the prevailing wind
- f. Using key switch key mechanism to on and wait for signalling tone; complete radio check with Surfcom (metropolitan only) or local programmed radio (rural only). Complete transmit and recieve radio check.
- g. Remove key from lock and take back to patrol area to store securely, so it is not removed without authorisaton or allows the unit to be tampered.

2. During Operation

- a. If in simplex radio location (rural only) unit should be observable through binoculars and checked on a periodic times throughout the day for security and vandalism
- b. At all times during operation the local programmed radio must be monitored for communication traffic from ERP
- c. Respond to communications or emergencies based on information supplied by informant (or via SurfCom if metropolitan). Documenting information from informant in note form is recommended.

3. Post Operation

- a. Retrieve operating key from patrol area and take to ERP location
- b. Turn ERP to off mode and retrieve from location and return to Club operational area.
- c. Wipe unit down with damp cloth removing any salt or sand.
- d. Place unit on charge overnight in readiness for next operation.
- e. Place unit back in yellow cover and carry bag.

4. Re-charging Units

- a. Plug recharge transformer unit into 240v power source
- b. Connect recharge end of charger into outlet on front of ERP (visually the same as a 12v power point in motor vehicle)
- c. **On ERP, switch the key position to “Charge”**
- d. Press red mode button once so that red indicator light switches to motorbike mode; the unit will now be charging.
- e. When fully charged this will be indicated by a light on the transformer unit

Note – ERP's **MUST** be charged after each use. The battery has the capacity for only 1 day complete operation. This was necessary to keep the weight to a minimum. Failure to charge daily **MAY** result in an inability to charge the ERP, particularly if the battery volts drop below 10V.

5. Manual Handling

- a.** As the units are designed to be remote from the main patrol site and service as an outpost emergency response point it is recommended they are taken to the selected location via a 4WD or ATV
- b.** If carrying the ERP two people should be involved in the task

EM Emergency

EM 1.01 Aquatic Spinal Injuries

Date: 15 October 2012

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Purpose

To reduce the opportunity for a “suspected spinal” injury to occur.

Scope

All SLSWA Lifesaving Services

Procedure

Lifesavers are trained with the mind set that prevention is better then cure, and learn how to reduce the chances and the severity of a suspected spinal injury. Some of these procedures that Lifesavers should be aware of during their training include but are not limited to:

- Erecting warning signs where banks are and submerged rocks
- Erecting warning signs near drainage pipes
- Restricting activities that may cause a hazzard (i.e. diving)
- Advise swimmers of dangers (through PA system and/or one on one)
- Ensure members are trained and perficient in Spinal Management Techniques
- Ensure Spinal Board and supporting equipment is available

EM 1.02 Requesting an Ambulance

Date: 15 October 2012

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Purpose

To outline the minimum information required for the Ambulance Service, from Lifesavers/SurfCom regarding a patient's condition.

Scope

All SLSWA Lifesaving Services

Procedure

Ambulances primarily should be requested via SurfCom (via 000 only if SurfCom not available).

Patient Reporting

Lifesavers should provide the following information to SurfCom regarding a patient's condition.

SurfCom should provide this information to Ambulance Communications.

- **Patient Sex**
- **Patient Age**
- **Mechanism of Injury (what happened)**
- **Chief Complaint (what is the injury)**
- **Breathing Present?**
- **Level of Consciousness**
- **Chest Pains?**

- **Patient location / access point**
- **What action/treatment Lifesavers are administering**
- **The phone number from which you are calling** (SurfCom → Ambulance only)
- **Update if patient condition deteriorates** (loss of consciousness, difficulty breathing etc)

Secondary Information

- Is the patient changing colour?
- Is the patient clammy?
- Does the patient have a history of heart problems?
- Did the patient take any drugs or medication in the past 12 hours?

INCIDENT REPORTING MATRIX – PATIENT INJURY

Remember the P P P P rule – Problem People Position Progress

ACTION	EXPLANATION	EXAMPLE
INFORM SURFCOM (via radio) <i>Rescue Rescue Rescue (if an emergency)+ Call sign / patrol name</i>	Identifies your call as an emergency and prioritises it above non-emergency transmissions	<i>“Rescue Rescue Rescue this is City Beach, SurfCom do you copy, over?”</i>
PROBLEM	Outline what has happened – mechanism of injury	<i>“SurfCom we have 1 patient who has been run over by a surfboard and has severe laceration to their head”</i>
PEOPLE Patient Sex Patient Age Chief Complaint (what is the injury) Breathing Present? Level of Consciousness Chest Pains?	Outline details of the patient and their condition	<i>“Patient is Male, aged 36yrs old.</i> <i>Patient is breathing.</i> <i>Patient is conscious</i> <i>Patient is bleeding severely from the head”</i> <i>Patient has no chest pains, over”</i>
POSITION On beach/rocks/water? Address of Surfclub? Closest access point / road (if not at surf club?	Where is the patient located? How can emergency services best access them?	<i>“Patient has been transported to the Surf Club, at the corner of Old Bar Rd and Ungala Rd. A lifesaver will be positioned on the side of the road to direct the ambulance, over”</i>
PROGRESS	SurfCom should be updated if the patient’s condition deteriorates	<i>“SurfCom this is City Beach, be advised that our patient has lost consciousness, over”</i>

Reference

SLSA Training Manual (32nd edition)
Pg 98 – 102

EM 1.03 Applications of Pain

Management Gases

Date: 15 October 2012

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Purpose

To outline the minimum procedures and protocols in the application of pain management analgesic gases used by Lifesavers.

Scope

All SLSWA Lifesaving Services

Procedure

1. Only SLSWA is permitted to purchase pain management gases under permit from the Department of Health WA.
2. Clubs must be authorised by SLSWA to store analgesic gases.
3. Only SLSWA authorised Lifesavers are permitted to apply pain management gases.
4. Authorised Lifesavers must have completed the SLISA Pain Management gases course.

Application of Gas

- MUST only be applied by a competent and authorised member of patrol
- MUST NOT be removed from secure storage area unless for patient application
- Methoxyflurane MUST NOT be given to these patients
 - i. cannot understand or follow instructions for use
 - ii. head injury with altered level of consciousness
 - iii. decreased level of consciousness for any reason
 - iv. intoxicated with alcohol or any other substance
 - v. immersion with or without the need for resuscitation
 - vi. patient has a history of kidney disease
- Ask patient to repeat some or all of the instructions given to make sure they understand
- ONLY the patient may administer the drug after instructions have been given
- Patient must be Supervised when self-administering and continually assess level of consciousness
- Ensure that appropriate documentation relating to use and replacement of stock has been recorded and maintained
- Discard unused content of any open Methoxyflurane bottles
- If in doubt; contact local emergency service department for advice

Records

1. Records relating to the application of the restricted drug Methoxyflurane must be maintained diligently at all times the drug is used
2. All records relating to the use of the drug must be recorded on the SLSA Medical Response Form
3. The Medical Response Form must be completed in FULL each time the drug is applied
4. Completed Medical Response Forms must be returned to SLSWA within two working days after application with the form signed and dated

Replacement

1. Upon return of the completed SLSA Medical Response Form to SLSWA the Club Lifesaving Director or First Aid Officer will be issued with a replacement unit
2. Storage
3. Methoxyflurane is distributed as Pentrox
4. Clubs are issued with three (3) individual packs initially and will always maintain this amount
5. Pentrox must be stored in the First Aid area of the Club operations and in a lockable area
6. Pentrox packs must not be removed from secure area until application

Lost or Stolen Packs

1. Any lost or stolen packs of Pentrox must be reported to SLSWA Operations Manager immediately it is known
- Club Directors of Lifesaving shall undertake an incident investigation and report the results to SLSWA Operations Manager

EM 1.05 Emergency Closure of Beaches

Date: 15 October 2012

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Purpose

The aim of this guideline is to assist SLSWA personnel by providing guidelines to determining their options and acting upon their decisions in a safe and efficient manner when closing a beach.

Scope

All SLSWA Lifesaving Services

Procedure

Lifesavers 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 Debris
Marine Life:	Marine Stingers Sharks Crocodiles
Human Hazard:	Uncontrolled surf craft infringements Power craft hazards Civil disturbance (public unrest, criminal activity) Equipment in surf/swimming area (lines, netting, buoys, etc.)
Weather:	Lightning Hail Cyclonic conditions Tsunami Warning

Chemical Hazard:	High Pollution Levels Chemical Spill Oil/Petrol Spills Biological Agent(s)
Other:	Dangerous Objects such as munitions 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 most senior person 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.

Emergency Closing of Beach Procedure

1. Determine if water area is to be evacuated
2. Inform SurfCom that you about to close the beach
3. Activate the Emergency Evacuation Alarm
4. Inform every one of the following: -
 - a. Water area is being closed
 - b. Reason for closure
5. Lower and remove the Red and Yellow flags
6. Raise Emergency Evacuation Flag (Red and White Quartered)
7. Remove all other flags
8. Post 'Swimming Prohibited' signs at identified beach access points
9. Continually monitor all areas
10. Maintain Lifesaver presence on-beach to advise/warn public.
11. An appropriate record should be made giving an outline of the incident.

Closure Periods

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 - 72 hours from last confirmed sighting.
- Shark - Minimum 60 minutes from last confirmed sighting (or completion of search).
- Chemical Hazards - After confirmation from appropriate authorities that the area is safe.
- Dangerous Tropical Jellyfish – Until the following day and following a clear drag.

Reopening Procedure

Once it is determined that it is safe to reopen the beach then 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.

EM 1.09 Lost/Missing Persons

Date: 22 November 2012

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Purpose

To ensure Lifesavers use correct procedures when a missing person is reported, this guideline provides some principles on which to base a response.

Scope

All SLSWA Lifesaving Services

Definitions

A lost person; is where a family member, friend or guardian approaches and reports a person missing.

A found person; is where the Lifesaver 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 Lifesaver.
- Has a confirmed report by a third party that a lost person has been found

Procedure

The Lifesaver should prioritise information gathering before declaring the type of response follow a series of escalating procedures to handle lost and found persons.

Serial	Action	Details
1	Information Gathering	0 – 2 Minutes
2	Type of Search Declared	In-Water or Land Based
3	Assistance Requested / Incident Reported	Via SurfCom
4	Initial Search Conducted	With on-site assets
5	Coordinated Search: Under External Agency	With other emergency services

Information Gathering

In all search incidents, it is imperative that the following information is collected and recorded.

Name	<ul style="list-style-type: none">• Location last seen• Activity being undertaken• Floatation devices?• Likelihood of being in the water
Age	
Sex	
Clothing	

General Description (size/weight/ethnicity)	<ul style="list-style-type: none"> • Swimming ability • Missing persons site on the beach (where their clothes/possessions are) • Any medical conditions • Name and details of any companions • Car rego
------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- It is imperative that the informant is retained with the Patrol Captain or accompanied by a Lifesaver for the duration of the search.

Declaring an In-Water Search

Incidents where persons are missing in the water or believed to be missing in the water require an immediate, coordinated and methodical response by lifesavers.

An In-Water Search should be declared by the Patrol Captain under the following circumstances:

- Lifesaver/Lifeguard witnessed submersion – while under surveillance or in the process of rescuing
- Public communicated missing person – last seen in water
- Public communicated missing person – believed to be in the water
- Public communicated missing infant/child (<8) – last seen near the water
- Lifesaver missing (dangerous conditions) – last seen in water
- Public communicated missing person dangerous conditions) – last seen near water

In-Water Search Response

1. Details collected
2. Informant retained
3. Lifesavers dispatched
 - a. Radio communications
 - b. Observers from tower
 - c. Shoreline search
 - d. Water based search with IRB's (grid pattern)
 - e. In water swimmer positioned at last known location

4. SurfCom informed
 - a. Support Operations / other services requested
5. Additional lifesavers/lifeguards/support services requested (if required)

In-Water Search Considerations:

- Consider current/drift direction
- Remember to maintain lifesaver management of patrolled area or close patrolled area if it cannot be adequately maintained
- Send a Lifesaver to where the missing persons towel etc are positioned on the beach and to their car (land based search)
- Ensure all responding units have radio communications (excl swimmers)
- Reassure parents or carer and where possible obtain addition details such as other possible search areas i.e. location of car, residence, etc.

EM 1.10 In-Water Search Patterns

Date: 29 November 2012

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Purpose

To provide best procedures for selecting and undertaking search patterns.

Scope

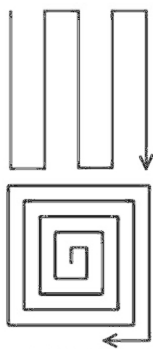
All SLSWA Lifesaving Services

Procedure

In order to select the best search pattern the following information is required:

1. Last known position of search target and time
2. Description of search target (person or craft)
3. Current, tides and surf conditions
4. Wind strength, duration and direction (not necessary if search target is believed to be in the water as wind will have minimal effect on the target)

From this information one of the following search patterns should be selected:



1. Creeping Line Search Pattern - Used when the direction of the current is known.

2. Square Search Pattern- Used if there is a weak current or if the last known position of the search target is known to be quite accurate.

The distance each leg in either search pattern is effected by the points below:

- The size / number of the search target(s)
- The size of the seas and swell
- The direction of the swell
- Geographical points
- Underwater topography such as reefs

The distance between each leg of the search pattern should be just short of the distance that the search could be reasonably expected to see the search target from.

EM 1.19 Body Retrieval

Date: 29 November 2012

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Purpose

To ensure personnel can perform tasks associated with body retrieval operations in a safe and expedient manner.

Scope

All SLSWA Lifesaving Services

Procedure

The retrieval of a deceased person is an unfortunate but often necessary part of search and rescue operation. Lifesavers through their patrol duties may become involved as first responders.

Lifesavers may locate bodies either on dry land or in the 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 that can influence this include water temperature and depth. Cold water will slow down degeneration and deeper water will compress the gases.

Policy Statement - It is not appropriate to risk life, injury or equipment damage in body retrieval operations.

General Principles

The following general principles apply to body recovery operations:

1. The body should be disturbed as little as possible
2. SurfCom should be notified immediately and the Police + SLSWA Beach Services Coordinator informed via them
3. Isolate the area
4. Protect the health of members with face masks, gloves, eye protection
5. Consider:
 6. Young / inexperienced Lifesavers (minimise exposure)
 7. Members of the public
 8. Relatives / friends

9. The deceased person
10. Note important details: times, location, etc
11. Keep any witnesses close to scene or take contact details

Recovery of Deceased

On Land

1. Assess the situation
2. Utilise protective clothing
3. If necessary ensure the body is retrieved above waterline
4. If body must be moved note any details and keep as close as possible to the original site
5. Disturb the site as little as possible; critical evidence can be destroyed and this must be avoided

In Water

1. Assess the situation
2. Utilise protective clothing (body recovery kit)
3. Recover the body if possible
4. Minimise direct contact with the body
5. If no recovery is possible then mark or note location and, if possible, maintain contact / sight of the body

Safety

All normal hazards associated with search and rescue operations are present in a body recovery. It is not appropriate to risk life, injury or equipment damage in body retrieval operations.

The risk of infection is high and the use of gloves is highly necessary.

Personnel involved in operational activities should be aware of the available counselling services that aid in maintaining psychological health. Contact the SLSWA Beach Services Coordinator for access to post trauma counselling.

Transport Arrangements

The arrangements for transporting for the deceased person will normally be the responsibility of the Police Service. Lifesaver resources may be requested to assist in this task (especially in remote areas). This should not interfere with the safety and rescue tasks of the Lifesaving Service.

EM 1.20 Major Incident Debriefing

Date: 29 November 2012

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Purpose

Outline reasons for and best practice methods of debriefing members following a “Major Incident”.

Scope

All SLSWA Lifesaving Services

Procedure

Many important tasks must be completed following a major incident. These tasks are collectively referred to as ‘debriefing’.

Debriefing is undertaken to gain closure from both an operational and personal standpoint. Operational relating to the processes and systems undertaken and the review of such from a development and educational standpoint and Personal relating to the welfare of our members and the identification and management of emotional trauma suffered.

Major Incident examples:

- Fatality
- Body recovery
- Mass Rescue
- Serious Injury (public)
- Injury (Any level – member)
- Serious Assault

Note: It is advisable that patrols conduct a formal patrol debrief at the conclusion of every patrol to identify areas/issues of concern and areas of excellence.

Who takes charge of the debrief?

The most senior officer onsite should take charge of the debrief, whether it be:

Patrol Captain, Club Captain, or State Officer. It is important that in the case of an incident which requires a debrief, that all levels of the organisation are informed (Club/State) as soon as possible.

Debrief Requirements

A Major Incident Debrief should ensure:

- A suitable media spokesperson has been nominated
- All members involved are present
- The relevant State Officers are informed via SurfCom ASAP and should be in attendance if available
- The aims of the debrief are outlined (not a finger pointing exercise)
- The most senior attendee is tasked as the Chair

Debrief Aims / Objectives: -

- Assess the reactions and welfare of the lifesavers and all others involved
- Identify the need and role of Peer Support and direct as needed
- Review the effectiveness of all the procedures carried out and make recommendations where appropriate, on the lessons learned.
- Review the use of special and routine equipment that was used, whether it was appropriate, whether it was in a proper state of repair and whether different equipment could or should have been made available.
- Review all aspects of the call for instance and the help given by outside organisations, such as the police or ambulance service etc.
- Provide a base level of information for any possible follow up reports that may be required at a State/National level or in conjunction with other emergency services (Police etc)
- In some cases appoint a person or persons to liaise with the media
- Ensure SLSA paperwork is completed in full and submitted as these documents may be called into courts as documentary evidence
- Identify whether the incident merits consideration of an meritorious award or commendation

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Peer Support - Member Welfare

Post trauma reactions are normal. Lifesavers/lifeguards exposed to trauma can experience difficulties in the days and weeks afterwards. They develop in people facing stress, threat or loss and are responses that help the person to cope. They can be unpleasant and distressing at the time; however these reactions usually start to settle down after a few days or weeks. Post trauma reactions can include the following:

Withdrawal Reactions	Re-experiencing	Other
Numbness, depression	Fear of returning to patrol	Difficulty in handling patrol
Withdrawal from family and friends	Intrusive thoughts of event	Patrol-related accidents
Avoidance of incident site	Flashbacks and nightmares	Sleep difficulties
Hyperalertness	Irritability and outbursts	Memory loss
Concentration lapses	Physical problems	Alcohol/Substance abuse
Change in appetite		

Peer Support Officers should be contacted via SurfCom regarding any “Major Incident” and ideally should be in attendance at the debrief. For more information on the Peer Support Program contact your State Office.

EM 1.22 Media

Date: 29 November 2012

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Purpose

To provide guidelines for consideration when dealing with the media in relation to lifesaving incidents during the volunteer surf patrol season.

Scope

All SLSWA Lifesaving Services

Procedure

Positive interaction with media is important for the organisation. It is imperative however that those media enquiries are directed and handled by appropriate Club and State Officers depending on the type of enquiry. This section refers to handling media approaches/opportunities in relation to lifesaving incidents. All other approaches should be referred directly to and dealt with by Club and Media Officers.

Policy Guidelines

Any media enquiry to a surf club member in relation to lifesaving-related events during the volunteer surf patrol season should be referred directly to the on-duty Patrol Captain. After-patrol hour's enquiries and out-of-season should be referred to the Beach Services Coordinator at SLSWA.

If the enquiry is of a general nature (e.g. patrol hours, surf conditions, bluebottles, etc), the Patrol Captain is able to handle this.

If the enquiry is more serious (e.g. serious injury, mass rescue, drowning, etc), the Patrol Captain should direct the media to the Clubs nominated Media Officer or the Beach Services Coordinator at SLSWA.

At this point, the Club media officer will collect as much information as possible about the event, and contact the Beach Services Coordinator to inform him/her about the event. If the Beach Services Coordinator cannot be contacted, the Operations Manager should be notified directly.

Rule of thumb: If you are unsure as to whether or not you should answer a question or comment on to the media, always refer it to the next level.