Guidelines for Safer Surf Clubs

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Introduction

SLSA recommends you and all members undertake WHS training and frequently review WHS related matters applicable to yourself as a volunteer/worker and your surf club.

This guide is designed to help you honour both your legal and ethical duties to health and safety within surf clubs and while participating in any surf club activities. It is also designed to provide you with some of the tools you may need to manage the club or service safely.

Some chapters may be referred to more often than others and you can revisit this guide as often as you like, at any time, to achieve a greater understanding of its topics.

Chapter 1—An Introduction to Health and Safety
This chapter is a guide to assist you to:
- contribute to the WHS responsibilities of your club safety officer, WHS representative and each SLSA member
- locate the applicable legislation from your state/territory WHS regulator and relevant sources of information relating to WHS
- provide advice to members about what safety training they must complete.

Chapter 2—Risk Management Process and Club Safety Inspections
This chapter is a guide to assist you to:
- identify hazards
- assess and prioritise risks
- implement measures to control risks
- monitor and review control measures
- document the risk management process and report hazards
- consult effectively with SLSA members and relevant stakeholders
- follow workplace procedure for injury management
- follow the steps to conduct a club health and safety inspection.

Chapter 3—Common Hazards in the Surf Club Environment
This chapter is a guide to assist you to:
- develop, implement and revise emergency management plans relevant to your surf club
- recognise and manage common hazards within the surf club environment.

Chapter 4—Special Events and Event Safety
This chapter is a guide to assist you to:
- recognise the different categories of SLS special events that require SLS state/territory centre endorsement
- recognise key considerations to make before deciding to hold or be involved in a special event
- follow the SLS special event application process to complete and submit all relevant special event application documents within recommended time frames
- monitor and promote event safety prior, during and after a special event
- recognise the different safety criteria between land- and water-based events.

Depending on your role within your surf club, you may find yourself referring to some chapters more often than others. For example, members in the role of club officers, patrol captains and training officers may often refer to chapters one and two to help them provide safety training and advice to members or gain a better understanding of the risk management process. Club safety officers may often refer to chapters two and three to assist them to identify more hazards and risks that are common in the surf club environment before completing a club safety inspection. Club members considering holding or being involved in a special event may often refer to Chapter 4 before seeking advice from their SLS state/territory centre (or SLS branch) and local government council.

Some chapters will refer you to the SLSA Members Area Library, your SLS state/territory centre, your state/territory WHS regulator or the SLSA IT Helpdesk website (via hyperlinks) for more information on certain topics so that you receive guidance based on the most up-to-date information that is applicable to your club's state/territory. It is important to note that the information contained within this guide was accurate at the time of publishing and is subject to regular review. It is the responsibility of a person who possesses a printed copy of this guide to ensure it is the most current version on a regular basis. The latest version of this guide, and all SLSA support resources it refers to, can be accessed from the SLSA Members Area Library.

Examples of support resources include:
- Club Health and Safety Inspection form
- Club member and contractor induction checklists
- Club register samples and templates—hazards and risks, chemical substances
- Critical Incident Information brochure
- Emergency evacuation and bomb threat checklists
- Example special event risk matrix.
- Fire Extinguisher Selection Chart
- Gymnasium forms
- Health and Safety Inspection form
- Incident Report Log and investigation report forms
- Member Safety Information brochure
- *Safer Surf Clubs* online course
- Safety First!—awareness posters and stickers
- Self-audit checks—WHS, policies and guidelines
- *SLSA Surf Sports Manual*—Chapter 1
- Special event sanctioning forms
- Surf Club Responsibility Matrix.

You should always refer to the following references for the latest information relating to WHS within your surf club/workplace:
- your relevant state/territory WHS regulator
- SLSA policies and guidelines in the SLSA Members Area Library
- your SLS state/territory centre's standard operating procedures (SOPs)
- your local government council authority
- Safe Work Australia.

Chapter 1—An Introduction to Health and Safety

1.1 Culture of Safety—Safety First!

All SLSA members have a shared duty of care under Australia's Work Health and Safety (WHS) legislation to ensure the health and safety of themselves and others within their surf clubs, so far is reasonably practicable. Australia's WHS legislation also sets out requirements for all SLSA members to create a positive culture towards the health and safety of volunteers, staff and the public.

How does the WHS Act 2011 relate to me?

Under the WHS Act 2011, it is **your responsibility** to honour both your **legal and ethical duties** to health and safety within surf clubs and while participating in any surf club activities. This includes contributing to a culture of **SAFETY FIRST!**

You should apply the knowledge and skills relating to safety and wellbeing that you have learnt when completing SLSA awards and your club induction, and adhere to the policies, guidelines and procedures produced by SLSA and your SLS state/territory centre.

More information on how the WHS Act 2011 relates to you as a volunteer can be found in the Safe Work Australia's *The Essential Guide to Work Health and Safety for Volunteers*.

How do I contribute to a culture of SAFETY FIRST?

You should lead by example to set a high safety standard for others as well as promote a culture where everyone understands that SAFETY COMES FIRST! Ultimately your attitude and behaviour will determine if EVERYONE returns home safely EACH DAY.

To set a good example and be a positive role model for health and safety you should:
- adhere to SLSA policies and abide by SLSA codes of conduct
- always report hazards and all types of incidents
- consult widely regarding health and safety at the club
- create, maintain and promote a positive attitude towards health and safety
- follow all standard operating procedures
- never smoke or be under the influence of alcohol or drugs when on duty
- show zero tolerance for harassment, discrimination or bullying
- use the safety tools available to support you, e.g., SLSA mobile applications for water safety and event risk assessments.

Remember many injuries and illnesses are the results of poor health and safety attitudes and behaviours. You do not want to be the cause of someone else's injury or illness.

How does the WHS Act 2011 relate to SLSA?

SLSA also has a responsibility to ensure the physical and mental health and safety of all its workers, including volunteers, so far as is reasonably practicable within the workplace, i.e., surf lifesaving clubs, SLS branches, SLS state/territory centres and the SLSA head office.

Leaders at every level of the organisation must:
- consult widely on WHS issues and resolve them promptly
- ensure the safe behaviour of those completing the tasks under their supervision
- ensure members are competent to deal with any risks they may encounter
- ensure that members understand their role in risk management and maintaining workplace health and safety
- provide effective management systems that include information provision, awareness training as well as task specific training and/or supervision.

1.2 Work, Health and Safety Legislation

There are many forms of WHS legislation with supporting documents relevant to WHS in surf clubs.

What is legislation?

Legislation consists of acts of Parliament and subordinate (or delegated) legislation made under acts of Parliament. The term legislation can refer to a single law (also known as a statute) or a collection of laws e.g., liquor, gaming and lotteries legislation.

Refer to the Australian Government website for more information on legislation in Australia.

Acts

Acts are statutes or laws passed by both houses of Parliament and that have received **Royal Assent.**
For example: federal and state laws governing working with children; anti-discrimination; work, health and safety; dangerous goods and maritime safety.

The Australian WHS Act 2011 sets the requirements to ensure the health and safety of everyone in Australia. You need to be familiar with it in order to understand your obligations and safety requirements.

The objective of the WHS Act 2011 is to:
• protect the health and safety of workers
• improve safety outcomes in workplaces
• reduce compliance costs for business
• improve efficiency for regulatory agencies.
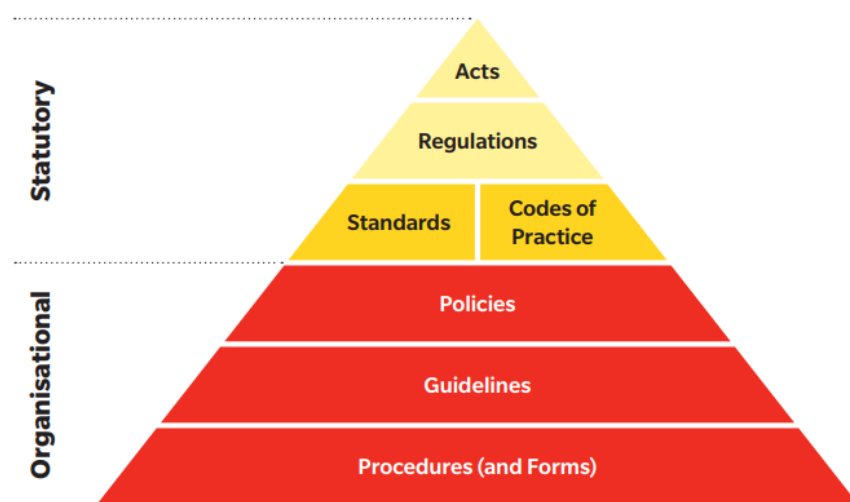
Diagram 1.1—Hierarchy of legislation

Regulations

Acts have supporting rules, the most important of which are regulations that specify in more detail how to comply. Regulations are legally binding documents that set out duties in regards to health and safety in the workplace. Regulations must be complied with. For example, first aid kits, manual handling, accident reporting are all covered in more detail in regulations that support legislation.

Refer to your state/territory WHS regulator for more information on regulations.

Standards

Standards are documents setting out specifications and actions, procedures and guidelines that support formal policies. They are accepted as authoritative guides to good practice and are designed to ensure that equipment, services and systems are safe, reliable and consistent. They become mandatory and legally binding when a government references them in legislation (e.g., water safety signs and flags, risk management and equipment specifications, food safety).

Under legislation, a variety of systems, equipment, products and materials must meet regional, Australian or international standards. Each standard is designated by a number (for example, *AS/NZS ISO 31000: 2009—Risk Management*) and can be obtained from the SAI Global website.

Codes of practice

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

- do what the code says
- implement a different control measure if it better suits and show how your alternative system meets the act or regulation.

Safe Work Australia model codes of practice help guide states/territories to achieve the standards of health, safety and welfare required under the WHS Act and the WHS regulations. To determine if a model code of practice has been approved in your state/territory, check with your state/territory WHS regulator.

How can I help my club create an awareness of WHS legislation?

Legislation requires that SLSA members and workers meet their duty of care to ensure the health, safety and welfare of other members and workers.

Some examples of how you can help the club make all members aware of the relevant legislation include:

- ensuring that members receive induction training that includes awareness of the health and safety legislation and their individual duties to health and safety
- spending some time in your management committee meetings going over the acts, regulations and codes of practice relevant to your club. This could be as simple as distributing a copy of the legislation in a meeting and using a highlighter to emphasise the key points
- displaying a summary of the legislation in the club where it may be seen by all members
- making WHS resources known to members and available in clubs.

1.3 Policies, Guidelines and Procedures

To meet organisational requirements, SLSA has a range of policies, guidelines and procedures for members, contractors and employees involved in surf lifesaving activities that are supported by national and international standards.

Policies

Policies are official documents adopted by SLSA that outline the rules that MUST be followed within a specific area of the organisation. SLSA members, employees and contractors should be made aware of, and trained in, all SLSA policies that relate to safety as they must comply with them (e.g., member protection, water safety, inclusive organisation).

> **Note:**
> These are available in the SLSA Members Area Library.
> Updates to SLSA policies and guidelines are communicated via circulars in the SLSA Members Area News page.

Guidelines

Guidelines are recommendations to members when specific policies or standards do not apply. They are designed to streamline certain processes according to what is best practice. Guidelines are not enforced and are open to interpretation (e.g., water safety for surf education activities, consultation, communicable diseases).

Procedures

Procedures are step-by-step instructions on how to complete tasks to enact policies, standards and guidelines. These are what you will see in your day-to-day operations at your surf club (e.g., your state/territory's SLS standard operating procedures for patrol activities).

> **Note:**
> Situations may arise that are not covered by your standard operating procedures. Get into the habit of pausing and planning what your course of action will be when making a decision, and write down any steps you executed as they may be needed later for creating or improving procedures.

Where do I find SLSA policies and guidelines that relate to safety?

You should know which SLSA policies and guidelines cover health and safety issues, where to find them, as well as follow the rules and recommendations contained within them. SLSA policies and guidelines are updated from time to time so you should always refer to the SLSA Members Area Library for their most recent version. For more information on how to enact an SLSA policy, refer to your relevant state/territory or national procedures and forms.

Note the following list of SLSA policies and guidelines and do a quick audit of your knowledge in each of the categories. It is important to remember that this is not an exhaustive list and policies are always being updated. These policies and more are available in the SLSA Members Area Library.

SLSA policies

1. Policy 1.01a Water Safety Procedure
2. Policy 1.02 Use of SLS Equipment
3. Policy 1.03 Body Retrieval Protocol
4. Policy 1.05 Patrol Uniform
5. Policy 1.10 Shark Safety
6. Policy 1.11 Crocodile Safety
7. Policy 1.14 Sharps Policy
8. Policy 1.15 Peer Group Support
9. Policy 1.16 Tsunami Policy
10. Policy 2.01 Sun Safety
11. Policy 2.03 Occupational Health and Safety
12. Policy 2.04 Rehabilitation and Return to Duty
13. Policy 3.03 Pregnancy and the Surf Lifesaver
14. Policy 3.06 Seizures and Epilepsy
15. Policy 3.09 Asthma
16. Policy 3.12 Pain Management
17. Policy 6.05 Member Protection Policy
18. Policy 6.05 Member Protection—Appendices
19. Policy 6.05 Member Protection—Report and Complaints Guideline
20. Policy 6.09a Risk Management—Procedures

SLSA guidelines

1. Consultation
2. Communicable Diseases
3. Disinfection of Equipment
4. Lightning
5. Limiting and Permanent Disability
6. Water Safety—Surf Education Activities

> **Note**
> Refer to the SLSA Members Area Library for a self-audit checklist of health and safety policies and guidelines that you can use during WHS awareness training.

What are the Australian Coastal Public Safety Guidelines?

SLSA have also developed *The Australian Coastal Public Safety Guidelines*, which provide useful resources for club management on safety and wellbeing in a coastal and beach environment.

To view the *Australian Coastal Public Safety Guidelines*, access the Australian CoastSafe website. Relevant guidelines that could be of assistance include:

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

1.4 Surf Club WHS Responsibilities and Duties

The WHS laws require organisations such as SLSA and its entities (surf clubs, SLS branches, SLS state/territory centres) to ensure, so far as is reasonably practicable, the physical and mental health and safety of all of its workers, including volunteers. This means that volunteers are owed the same duty of care as all other workers and you should expect to get a reasonable level of protection wherever you volunteer.

Under the WHS Act, volunteers are regarded as workers. This means that you also have health and safety duties under WHS Act when volunteering. If you break the law by failing to meet your workplace health and safety obligations, penalties can be imposed, and/or the club can face prosecution.

What are my WHS responsibilities as a volunteer member of my surf club?

While your club must make sure you are as safe as possible while you are volunteering, you as a worker/volunteer must:
- take reasonable care for your own health and safety
- take reasonable care to ensure you don't affect the health and safety of others
- carry out your tasks in a safe way
- follow the reasonable WHS instructions given to you by the organisation you volunteer for
- cooperate with the reasonable policies and procedures of the organisation you volunteer for that relate to work health and safety
- carry out activities that you have the skills to undertake and are within the role you have been assigned.

Some examples of the things you can do to meet your work health and safety duty include:
- adhering to the *SSV (ATV) Code of Conduct*
- not volunteering to drive if you are tired
- keeping walkways and gym areas clear by picking up items left on the floor
- not wilfully or recklessly interfering or misusing anything provided for workplace health and safety
- providing SLSA with feedback about the policies, guidelines and procedures within the SLSA Members Area Library
- providing appropriate assistance to a sick or injured worker
- reading, understanding and taking the appropriate health and safety measures outlined in policies, guidelines and procedures provided by SLSA, your SLS state/territory centre and club.
- reporting all types of incidents as soon as possible.

As per the WHS Act 2011, if you breach your health and safety duty, you may be liable for penalties. Remember that Safe Work Australia has developed *The Essential Guide to Work Health and Safety for Volunteers* that you can refer to for more information, in addition to guides provided by your state/territory WHS regulator.

What are my surf club's WHS responsibilities?

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

Below are a few examples of your club's responsibilities:

- consulting with workers, volunteers and other relevant bodies
- exercising due diligence by keeping up to date on WHS matters
- having a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers, including volunteers, and all other third parties at the workplace
- maintaining places of work under their control in a safe condition and ensuring safe entrances and exits
- making arrangements for ensuring the safe use, handling, storage and transport of equipment and substances
- notifying serious WHS incidents to their state/territory WHS regulator within required time frames
- providing adequate facilities for the welfare of workers/volunteers
- providing and maintaining systems of work and working environments that are safe and without risks to health
- providing information, instruction, training and supervision necessary to ensure the health and safety of everyone
- recording all incidents in the SLSA report logbook as well as on the incident reporting database (IRD)
- resolving WHS issues promptly.

Refer to Safe Work Australia and/or your state/territory WHS regulator for published guidance on what you can expect from your surf club.

> **Remember:**
> You have the right to stop or refuse unsafe work and can expect no negative repercussions for raising health and safety concerns with a surf club.

What are some of the additional WHS responsibilities within my club?

Table 1.1 below shows an overview of SLSC stakeholder WHS responsibilities.

Also refer to *SLSA Policy 6.09a—Risk Management Procedures* for more information.

Stakeholder	Responsibilities
All employees and club members	• Ensuring the health and safety of themselves, other fellow members and visitors to the premises. • Cooperating with SLSA and the appropriate state or territory health and safety policies and procedures.
Contractors and subcontractors	• Complying with the SLSA and the appropriate state or territory health and safety policies and procedures. • Complying with directions on health and safety from designated officers of SLS state/territory centres, branches and clubs. • Providing Certificate of Currency for workers compensation, public liability insurance and WHS policy when starting/tendering for work.
Surf lifesaving management (state, branch, club level)	• Consulting with members during the development, implementation, promotion and re-evaluation of the health and safety programs and procedures. • Overseeing the coordinated development, implementation, promotion and re-evaluation of the health and safety programs and procedures.
Club safety officer	• Performing quarterly and annual club health and safety inspections. • Providing details/reports on health and safety issues in the club to the club management committee. • Monitoring the chemical substances register and material safety data sheets. • Monitoring the hazard, injury reporting and incident investigation systems. • Monitoring rehabilitation and injury management procedures for injured members. • Providing information sessions and assistance to committee members on their responsibilities towards WHS as well as general members. • Completing the *SLSA Safer Surf Clubs* online course.
Club management committee	• Implementing and overseeing risk management procedures. • Implementing and monitoring safety education and training systems for volunteer members and employees. • Implementing and monitoring the SLSA injury reporting system and procedures. • Investigating club workplace incidents or accidents. • Implementing systems to manage critical incidents. • Implementing rehabilitation and injury management procedures for injured members. • Each committee member is accountable for their area of responsibility, and so assists the club management committee in meeting the above responsibilities.

Table 1.1—Overview of SLSC stakeholder WHS responsibilities

What is a work health and safety management plan?

A work health and safety management plan (WHSMP) is a high-level document that provides guidance for club members, particularly at club management level. It provides sufficient information to direct members to the most recent and reliable sources of more information. Clubs commonly use their website, noticeboards and/or easily accessible information folders for this, e.g., in the patrol office or first aid room/area.

Typical contents of a club's WHSMP might include:

- communications arrangements—club hierarchy, decision-making authority, consultation process
- emergency management arrangements—key contacts, list and location of emergency response equipment, emergency response plans, e.g., evacuation plan (floor plan)
- hazard and risk register including action plan to mitigate risks
- health promotion opportunities
- induction and training requirements—content and responsibility
- injury management procedures
- list of links to latest versions of key documents—name, purpose, location e.g., policies, standard operating procedures in SLSA Members Area, club guides on your club website
- list of key personnel—role and responsibilities, e.g., job descriptions if available, reference to SLSA Member Pathways website, contacts at your SLS branch and state/territory centre
- management details of contractors and other groups doing work at the club
- overview of club including its location and activities.

Your club should review and update its WHSMP annually by performing a surf club WHS self-audit. The Australian Sport Commission (ASC)'s *Online Club Health Check* is a self-assessment tool aimed at helping clubs examine their WHS strengths and weaknesses. Two or more people from the club management committee can take 30 minutes to perform the self-assessment to obtain a detailed report that identifies improvements and growth areas for your surf club.

There is also the *SLS Club WHS Self-audit Checklist* available in the SLSA Members Area Library to assist them in performing a WHS self-audit of your club.

What are the potential penalties for breaching my health and safety duties?

As per the WHS Act 2011, if you breach your **health and safety duty**, you may be liable for penalties that come under one of the following three categories of offence:

- **Category 1 offence**

    Breach of a health and safety duty involving recklessness as to the risk of death or serious injury or illness without reasonable excuse.

- **Category 2 offence**

    Breach of a health and safety duty that exposes an individual to death or serious injury or illness (without recklessness).

- **Category 3 offence**

    Other breaches of health and safety duties.

> **Note:**
> At the time this resource was released, Western Australia's *Occupational Health and Safety Act 1984* outlined four categories of penalties and Victoria's *Occupational Health and Safety Act 2004* outlined different fines and potential terms of imprisonment.

1.5 Club Induction and Training

All club personnel delivering training should be briefed on how to conduct safety awareness training at the start of any training session, how to complete risk assessments for any club activities (including training), as well as how to conduct a club induction. Meetings are a great time to make members aware of any WHS updates that relate to them and the club, e.g., outcomes of recent health and safety inspections.

What safety training must members complete?

As 'workers' under the WHS Act 2011, there are two types of safety training that you, club contractors and all members must receive from your club.

Awareness training

Awareness training is general, broad-based training aimed at increasing health and safety awareness and promoting familiarity with health and safety issues. For example, SLSA needs to create a high level of awareness of the potential problems of cross infection (*see Chapter 3 of these guidelines and SLSA Guideline 3.08 Communicable Diseases*).

All new members and contractors (as workers) must be provided with awareness training by completing a club induction using an appropriate induction checklist. The checklist should be signed by both parties involved once the induction is completed. Refer to the *SLS Club Member Induction Checklist* or the SLSA Public Safety and Aquatic Rescue training manual for an example template of an induction checklist.

Existing members can be reminded of safety practices and reporting requirements at such times as skills maintenance, commencing new award courses, club conference/seminars or annual general meetings, etc. Other awareness training, such as scheduled emergency response procedure training, should be made available to members on an ongoing basis.

You should refer to the *Administration and I.T.* folder within the SLSA Members Area Library to access WHS resources for use during your club inductions and awareness training (for both members and contractors).

Task-specific training

Task-specific training is specialist training given only to individuals who need it to perform specific work/duties.

All SLSA members must start any training with an overview of health and safety information, such as the hazards, risks and control measures involved in carrying out task-specific course activities, and the relevant policies and task procedures to be followed when performing certain tasks. Some course activities require health and safety information to be covered at the start of EVERY session due to their high level of risk, e.g., powercraft and water-based activities or those with a high risk of cross infection.

Some examples of task-specific training include:

- briefing on the use of equipment in the surf while the public are near the vicinity of the training
- cross infection information prior to CPR training using manikins
- dry-land safety briefings for powercraft awards prior to entering the water
- manual handling training prior to lifting equipment
- safety briefings before any surf water components
- signals to communicate 'assistance required' if issues arise
- sun safety information for outdoor training
- warm up and cool down time for training that involves physical activity.

You should refer to the SLSA Members Area Library to access resources that contain more information for use during task specific training, e.g., resources within the *Education/Training* folder.

1.6 Critical Incident Stress and Mental Health

While carrying out their duties, surf lifesaving members may be exposed to or involved in a critical incident that can lead them to feel distress. This can result in a decline in their performance and overall levels of wellbeing.

What is critical incident stress management?

Critical incident stress management aims to help people deal with the normal physical and emotional reactions that may result from involvement in, or exposure to, a critical incident (or an accumulation of smaller incidents). Reactions can happen straight away or after a period of time.

SLSA Policy 1.15 Peer Group Support contains practical steps for peer group officers to assist members with stress management. All members should be made aware of how to contact their club's peer group support officer and implement their club's strategies to minimise any distress experienced by members who have been exposed to traumatic events. For more information on critical incident stress management strategies, refer to your state/territory WHS regulator.

What do I do after I follow the SLSA peer group support process?

The club safety officer and all club members in leadership positions should make sure that they and all SLSA members are familiar with the club procedures for responding to critical incident stress.

As per the peer group support process outlined in *SLSA Policy 1.15 Peer Group Support*, your patrol captain and/or peer group support officer should take immediate action (usually within 24 hours) to arrange for psychological first aid and an operational debrief for those involved in any incident that may cause critical incident stress.

After a debrief session has taken place, the following procedure applies:
1. Where the local SLS branch and/or state/territory centre has a critical incident response team, the club is advised to also follow the local procedure and/or contact them if the team has not already been mobilised.
2. Report the incident in the *SLSA Incident Report Log* and *Incident Reporting Database*.
3. Report the names of the surf lifesaving members who were involved.
4. Each exposed member must be provided with the contact details of the club safety officer and peer group support officer in case of difficulties or concern.
5. It is also recommended that the club captain and club safety officer follow up each surf lifesaving member who was exposed during the critical incident approximately 2 weeks after the initial debriefings session for a follow-up assessment.
6. If the club member has concerns, it is recommended they discuss them with their medical practitioner for possible referral to a clinical psychologist AND complete a relevant workers compensation form if ongoing treatment is required.
7. The club member is then required to complete the *SLS Return to Surf Duties* form with their medical practitioner prior to returning to active surf lifesaving duty.
8. If any member has any concerns about a club member who has been exposed to a critical incident, they should report the concerns to the club safety officer immediately.

What mental health first aid training can I provide at my surf club?

Almost half of Australians will experience mental illness in their lifetime and many workers are affected by conditions such as anxiety disorders, depression, bipolar disorder and schizophrenia. Understanding and supporting those affected by mental illness can make a positive difference and create a safer surf club environment.

It is recommended that as many SLSA members as possible receive awareness training in mental health first aid. There are many courses available based on Mental Health First Aid Australia's Guidelines in which participants learn about the signs and symptoms of common and disabling mental health problems, how to provide initial help, where and how to get professional help, what sort of help has been shown by research to be effective and how to provide first aid in a crisis situation.

You can also refer to the free information and resources developed by Mental Health First Aid Australia to assist you to take supportive action and help someone you are concerned about.

1.7 Member Protection—Discrimination, Bullying and Harassment

SLSA is dedicated to providing a safe and nurturing environment for all participating in surf lifesaving activities by actively promoting the principles of equal opportunity, social justice and cultural safety so that all individuals are treated with respect and dignity. Moreover, SLSA is committed to being an inclusive organisation open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background or sexual orientation.

There are legal and moral obligations to consider all health and safety risks in surf clubs as per Australia's national workplace anti-bullying and discrimination laws. Workplace bullying, harassment and discrimination are a risk to health and safety because they may affect the mental and physical health of workers. You need to take steps to prevent them from occurring and respond quickly if they do.

What are discrimination, bullying and harassment?

Discrimination happens when there's **adverse action** because of a person's characteristics, such as their age, race, religion or sex.

Bullying is repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health and safety.

Anti-discrimination law defines **harassment** as any form of behaviour that: you do not want; offends, humiliates or intimidates you; or creates a hostile environment.

> **Note:**
> Not all behaviour that makes a volunteer or worker feel upset or undervalued is bullying or harassment.

What are my responsibilities?

All SLS entities regard discrimination, bullying and harassment in all forms as unacceptable and SLSA takes all reasonable steps to make sure that there is no harassment in surf lifesaving clubs.

You need to take steps such as those referenced in SLSA policies, guidelines and procedures relating to member protection to manage the risk of workplace discrimination, bullying and harassment in surf clubs that can result in a breach of WHS legislation as well as policy.

Where can I go for more information on discrimination, bullying and harassment?

If you would like to know more about what is and what is not discrimination, bullying and harassment, as well as what your rights are and the rights of other SLSA members, refer to the Australian Government's Fair Work Ombudsman (fairwork.gov.au), Safe Work Australia, the Australian Human Rights Council or the relevant laws that operate at a state and territory level.

You should also refer to and familiarise yourself with the following SLSA policies:

- SLSA Policy 6.03 Limiting and Permanent Disability Policy
- SLSA Policy 6.05 Member Protection
- SLSA Policy 6.05 Member Protection—Appendices
- SLSA Policy 5.10 Transgender Transsexual Athlete
- SLSA Policy 6.22 Inclusive Organisation Policy

1.8 Member Protection—Safeguarding Children and Young People

Surf lifesaving is an amazing activity for growing a child's confidence, knowledge and skills in the beach environment. This is evident by the number of Nippers making up 35 per cent of SLSA's membership (as of 2017). Given the large number of children participating in volunteer movements such as surf lifesaving, the abuse of children and young people by employees and participants of organisations has been an increasing concern in Australia.

Children and young people are often at a greater risk of harm due to their lack of experience and maturity, and their limited awareness of WHS risks and responsibilities. SLSA and its entities recognises that the identification and management of risks of harm to children and young people is essential to the creation of a safe and supportive surf club environment.

What is child abuse?
There are four broad types of child abuse:
1. Physical abuse
2. Emotional/psychological abuse
3. Sexual abuse
4. Neglect

Witnessing violence, bullying, sibling abuse and peer abuse are generally included within these types but are sometimes considered as distinct types.

What are my responsibilities in protecting children and young people from abuse?
- SLS has a zero tolerance for any form of child abuse.
- You are responsible for and must be aware of your own actions and behaviour and use the SLSA codes of conduct to guide your interactions with children.
- The protection of children is everybody's responsibility.
- It is critical to believe children when they tell you about their experiences of abuse or exploitation.
- Reporting child abuse can be the first step in protecting a child from abuse. Failing to act can have devastating consequences for the child or young person.
- Proof is not required to make a report to statutory authorities about child abuse.
- It takes a lot of courage for a child or young person to disclose an incident of child abuse. Children rarely make up stories of abuse.
- Children or young people who disclose abuse need to be treated in a sensitive and respectful manner.

What happens if there is a breach of the SLSA Member Protection Policy?
SLSA Policy 6.05, clause 3.5 'Codes of Conduct' contains the SLSA codes of conduct that apply to everyone and it covers various moral behaviours and guidelines for dealing with children and young people (CYP).

Breaches of the SLSA codes of conduct may result in disciplinary action and they should be reported via the online *Child Protection Report Form* or *Complaint and Grievance Form* available at sls.com.au/safeguarding.

Where can I go to for more information to help me safeguard children and young people?
Refer to *SLSA Policy 6.05, clause 3.5 'Codes of Conduct'* in the SLSA Members Area Library or sls.com.au/safeguarding.

> **Note:**
> SLSA has also developed an online course and support resources that all members are encouraged to participate in to help safeguard CYP and promote a child-safe culture.

Chapter 2—Risk Management Process and Club Safety Inspections

Managing risk helps prevent and reduce the number and severity of injuries, illnesses and their associated costs. It also promotes worker health, wellbeing and capacity to perform their duties, and fosters innovation, quality and efficiency through continuous improvement.

This chapter outlines the risk management process that is used to identify and control a variety of hazards in a club, eliminate, if not reduce, their associated risks so far as is reasonably practicable, as well as promote effective consultation and thorough documentation of WHS related matters. It also details the risk management process as part of regular club health and safety inspections and various reporting procedures that all SLSA members and contractors need to be aware of.

Safe Work Australia's Safety by Topics website includes videos, seminars, podcasts, reports and case studies on managing risks to health and safety at the workplace. SLSA recommends that you also refer to this website and your state/territory WHS regulator for more information.

2.1 Hazard Identification and Reporting

To understand risk management, it is necessary to understand the relation between hazards and risks. Hazards are anything with the potential to harm life, health or property. A risk is the possibility that harm might occur when exposed to a hazard. One hazard may have several risks associated with it; and the consequences may be different.

Both you and the members need to know how to identify and report hazards as well as the best way to control them or eliminate their associated risks. You can refer to Chapter 3 of these guidelines for a comprehensive overview on common hazards within the surf club environment and how to manage their associated risks through various control measures.

How do I identify a hazard?
Identifying hazards involves finding things and situations that could potentially cause harm to people either immediately or over time.

Hazards are often referred to as:
- obvious—hazards that are obvious to a reasonable person in the position of that person
- hidden—hazards that are not obvious risks
- developing—hazards that are cumulative and present over a long period of time
- acute—hazards that appear suddenly, have an obvious and severe immediate impact
- chronic—hazards that have a more hidden, cumulative and long-term impact.

They generally arise from the following aspects of work and their interaction, including:
- physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management.

Some hazards are part of a process such as noise, toxic properties of substances, or mechanical hazards. Others may result from equipment failures and misuse, spills and structural failures, e.g., property damage.

A piece of equipment, substance or a process may have many different hazards requiring identification. For example, an IRB has dangerous moving parts on the motor, noise, hazards associated with manual lifting and psychological hazards due to the pace of work.

You can identify hazards by regularly walking around your club, observing how things are done and predicting what could or might go wrong. Look at how volunteer members and contractors actually work, how equipment is used, what chemicals are around and what they are used for, what safe or unsafe work practices exist as well as the general state of housekeeping.

How do I report a hazard?

As a workplace, your club has systems for reporting hazards such as:

- reporting hazards to a patrol captain, trainer, club WHS committee member, club's nominated WHS representative, most senior officer available at the time, or club safety officer.
- completing an *SLSA Incident Report Log.*
  - write 'Near Miss' next to 'Other' for type of incident if near-miss incident.
  - complete information that is not injury-related for near-miss incidents, (e.g., location of incident) then provide details on the second page, such as control recommendations if more than one person is required to control the hazard
  - select 'Complaint' for type of incident to report a WHS complaint
- referencing the hazard at a WHS committee meeting or club management meeting.

The speed of reporting a hazard will often depend on the level of risk involved (see **Table 2.5**).

> **Note:**
> Your club's health and safety inspections are a great opportunity to get all SLSA members involved in identifying and reporting hazards, as well as improving their risk assessment knowledge and skills.

Where do I find a record of all reported hazards?

Your club's hazard and risk register is a collated list of all hazards that have been reported. The club safety officer ensures that it is accurate and well maintained for club leaders and members to refer to when performing risk assessments.

2.2 Hazard Categories

Hazards cause accidents, injuries and illness in the workplace that often result in personal suffering, loss of income, loss of property and loss of productivity.

What are the categories of hazards?

Hazards can be broadly categorised based on their nature. **Table 2.2** outlines some common hazard categories with examples of each type within a surf club environment. This can be used as a guide to help you identify different hazards within your club and include in your club's hazard and risk register.

Hazards that are included in this category	Examples that can be included in the club's hazard and risk register
Behavioural	
Actions taken as a result of an individual's poor attitude and decisions regarding their own safety and that of their fellow workers/volunteers. This includes you not following organisational policies and procedures nor taking steps to lead by example and/or promote a culture of safety first.	• You say to others and/or yourself 'someone else can do it' or 'I won't report it as it's too much effort'. • You do not apply sunscreen every 2 hours or wear your long-sleeved patrol shirt and UV protective sunglasses while on duty. • You breach the SLSA member protection codes of conduct. • You do not wear a seatbelt when driving the club's SSV and drive too fast.
Biological	
Organic substances that present a threat to living organisms, especially humans. Includes food, body fluid, microorganisms, toxins and viruses.	• Microorganisms, e.g., SLSA members not washing their hands before passing pizza to another member; inadequate cleaning of shower, gym and toilet facilities; members with active infections • Viruses, e.g., cold, flu, blood-borne viruses such as hepatitis (all strains) • Toxins, e.g., marine envenomation, snakebites • Body fluids, e.g., blood when providing first aid treatment, vomit when performing CPR, saliva when performing and training in CPR • Food, e.g., inadequately stored food, inadequate cleaning of areas used for food preparation, storage and/or service
Chemical	
Any product with the potential to cause harm. Includes dusts, fumes, liquids and solids.	• Cleaning products, e.g., detergents and disinfectants • Dusts generated from grinding or cutting • Engine exhausts
Environmental	
A substance, state or event that has the potential to threaten the surrounding natural environment and/or adversely affect people's health, including pollution and natural disasters such as storms and earthquakes.	• Ventilation of contaminated air • Some office plants • Natural disasters • Pollution
Ergonomic	
A physical factor in the environment that causes harm to the musculoskeletal system. Includes bones and any soft tissues such as muscles, ligaments and tendons.	• Manual handling (lifting/lowering, pushing/pulling, holding/carrying, restraining) • Position taken/used to do something; range of movements and postures • Equipment layout/set-up and organisation

Hazards that are included in this category	Examples that can be included in the club's hazard and risk register
Psychological	

Relates to the emotional and mental health of a person and the factors that can negatively affect their ability to work and relax.
 	
Often compounded by fatigue, ill health and external stressors relating to family/relationships and other life pressures.
	• Bullying and harassment
	  - May be physical or emotional such as intimidation—from within or external to your club's membership
	• Discrimination
	  - Excluding a member from club social gatherings because of their sexual orientation
	  - Denying females opportunities to join surf sport teams
	  - Having only one way to enter the surf club that cannot be used by members with limited abilities
	• Fatigue
	  - Inadequate rest/sleep or work breaks
	  - Taking on too much as no other volunteers offer their time for tasks that could be delegated
	  - Workload, e.g., one member taking on several roles within a club
	• Stress
	  - Critical incident stress
	  - Inadequate resources/personnel
	  - Interpersonal relationships
	  - Level of responsibility
	  - Work pressures

Physical	
Things in the environment that can cause harm, with or without direct contact.	• Air quality, including ventilation/air flow and dust • Broken/damaged items or structures • Items lying in walkways • Noise from equipment, machinery and/or communications devices • Products that can cause physical harm through skin irritation or absorption • Sharp edges • Thermal exposure (heat or cold) • Vibration from poorly installed/maintained equipment and/or tools
Radiation	
Energy emitted (radiated) in the form of waves or particles.	• Computer monitors • Drinking water • Microwave ovens • Mobile phones • Sun/outdoor exposure • Television sets

Table 2.1—Hazard Categories

What are some examples of hazards commonly found within surf clubs?

There are many differences between surf clubs across Australia that present unique hazards within each surf club, e.g., size, function areas, service of alcohol and gaming.

There are also many hazards that are common across surf clubs throughout Australia.

Refer to Chapter 3 and the *SLSA Sample Surf Club Hazard and Risk Register* available in the SLSA Members Area for examples of hazards and risks that you may identify when performing risk assessments at your club.

2.3 Incident Reporting and Investigation

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

What is an incident?

An **incident** is an event where a club member or member of the public has been put at risk or injured from surf lifesaving activities. It must be reported to your club as it requires investigation by your club safety officer. It may also require investigation by your state/territory WHS regulator.

Regardless of whether the incident is notifiable to your state/territory WHS regulator or not, surf clubs are still required to follow internal reporting and investigation procedures. This should include the use of the *SLSA Incident Report Log* and the *SLSA Incident Investigation Report* form.

> **Note:**
> A critical incident is any event or series of events that is sudden, overwhelming, threatening or protracted, e.g., an assault, threats, severe injury, death and a fire or bomb threat.

What types of incidents must I notify my state/territory WHS regulator of?

The WHS Act 2011 requires the most serious safety incidents known as 'notifiable incidents' to be reported to your state/territory regulator as soon as possible as they trigger requirements to preserve the incident site pending further direction.

Under the WHS Act 2011, an incident is notifiable if it relates to lifesaving activities and results in the death, serious injury or illness of a person or involves a dangerous incident.

Notifiable incidents are divided into two categories:

1. **A serious injury or illness**
This is any injury or illness that requires the person to have immediate treatment as an inpatient in a hospital, or medical treatment within 48 hours of exposure to a substance.
For example, a surf sports competitor who suffers a concussion after being hit in the head by a board in the surf or a lifesaver suffers a serious spinal injury as a result of slipping down stairs.

2. **A dangerous incident**
This is any incident that exposes a person to a serious risk to their health and safety. This includes some near-miss incidents.
For example, if there was a surf club function being held and an oil fire breaks out in the kitchen causing the building to be evacuated.

Another example of a notifiable incident would include an IRB seriously injuring a member of the public or member of the club. If a physical fight occurred on the beach between members of the public and a serious head injury resulted from the fight, this would not be notifiable as the incident does not relate to the business (undertaking) of lifesaving.

What is a near-miss incident and how do I report it?

A **near-miss incident** is an unplanned event that did not result in injury, illness, or damage—but had the potential to do so. A faulty process or management system invariably is the root cause for the increased risk that leads to the near-miss incident and should be the focus of improvement. Other familiar terms for these events are a 'close call', a 'narrow escape', or in the case of moving objects, a 'near collision' or a 'near hit'.

Near-miss incidents must still be reported to the club safety officer as a proactive measure to prevent a recurrence and improve a faulty process or management system. Simply select 'Other' as the type of incident and enter details on the second page of the *SLSA Incident Report Log* so that it will be made available for them to see in the *Incident Reporting Database* (IRD). The club safety officer will then investigate near-miss incidents to identify their root cause and any weaknesses in the system that led to the near miss. Following this they will take the appropriate corrective action and inform club members of the outcome.

Near-miss incident reporting should follow your club's organisational structure and members can follow up with their club management committee at any time to learn what action is taking place.

For example, a patrol member who witnesses a near-miss incident reports it to their patrol captain. The patrol captain controls any associated hazards and records the incident in their patrol log to bring to the attention of the club safety officer at the end of patrol. The club safety officer ensures that it is noted in the club hazard and risk register to be reviewed by management as per the reporting process outlined in *SLSA Policy 6.09a Risk Management—Procedures*.

Some examples of near-miss incidents include:

- a member ate food stored in a refrigerator that was uncovered and had no expiry label for disposal in accordance with Australian food safety standards
- a member knocked over items poorly placed on storage shelving that were not damaged when they fell
- a side-by-side vehicle was driven fast around a corner and pedestrians jumping out of the way
- storage shelving becomes no longer adequately secured/braced after placing an item on it
- a member slips but does not fall or become injured when walking through water on the floor of a boat shed that does not display a slippery when wet floor sign.

Some dangerous near-miss incidents are required to be reported to your state/territory regulator e.g., when a defibrillator is used, the collapse or partial collapse of a structure, shock due to static electricity, things that fall or release from a height. Refer to your state/territory WHS regulator for more information on the types of work-related dangerous incidents that they must be notified of even if no-one is injured, as well as their formal reporting process.

Incident notification decision flowchart

The flowchart shown in **Diagram 2.1** can be followed after an incident occurs, the safety of members has been confirmed, treatment has been provided for injured members, any hazards have been controlled and the scene preserved if required.

> **Note:**
> If your SLS state/territory duty officer is not available, contact your state/territory WHS regulator directly and communicate their instructions to the appropriate SLS personnel.

Diagram 2.1—Incident notification decision flowchart

Refer to Safe Work Australia's Incident Notification Information Sheet for more examples of near-miss incidents and general guidance on mandatory reporting requirements for 'notifiable incidents' under WHS legislation.

Investigating incidents

After a club official enters incident information from the *SLSA Incident Report Log* into the IRD, an incident investigation must be completed as soon as possible by the club safety officer (or a club official) for all incidents, injuries and near misses.

The investigation is aimed at identifying causes and taking remedial action to ensure the incident (or potential incident) does not occur again. It should be stressed to surf lifesaving personnel and eyewitnesses who are questioned that the main objective of an investigation, from a club's perspective, is to prevent future accidents and not to assign blame.

The *SLSA Incident Investigation Report* form should be used as the appropriate club officer performs a survey of the incident location and a chronology of the incident events. The completed form should be forwarded by paper or electronically to your SLS state/territory centre as soon as practicable. Any incident investigation report should be considered a draft until signed off by the SLSA insurance broker.

2.4 Injury Management

At times, a variety of injuries occur when participating in SLS activities and surf sports. Injuries that are not managed appropriately can cause further pain and discomfort in the short term, and often lead to more serious and complicated injuries that have long-term or lifelong implications on the injured person's health and wellbeing.

You and your club have a duty of care to ensure that it is safe for both yourself and other members to return to volunteer/work duties and participate in surf sport again. Overseeing the SLSA injury management process is the responsibility of the club safety officer. They must ensure that records are kept, privacy is maintained as per *SLSA Policy 6.2 Privacy*, and that the injured person is performing only those duties as approved by their medical practitioner.

What happens if someone gets injured?

SLSA members, contractors and visitors must be made aware of their personal injury reporting requirements and their entitlement to make a claim under workers compensation (or equivalent insurance) in the event of sustaining a personal injury while performing their duties or participating in surf sports.

If an SLSA member (or contractor) gets injured while carrying out surf lifesaving duties, or participating in surf sports, the club safety officer (or elected health and safety representative) is required to follow the injury management process:

1. Ensure the injured member/contractor receives appropriate treatment (first aid, monitoring of consciousness, referral to doctor or sent to hospital).
2. Refuse the injured member/contractor permission to return to duties or participate in surf sports if there is concern of further injury (e.g., another concussion from a second impact).
3. Complete the appropriate incident report form.
4. Immediately contact your SLS state/territory centre who will contact their relevant state/territory WHS regulator if the injury is a notifiable incident.
5. Get the injured member/contractor to complete their relevant state/territory's worker's compensation form located on their SLS state/territory centre's website if the injured member/contractor:

   - has their paid working life or school/tertiary education studies interrupted
   - requires admission to hospital
   - requires ongoing medical treatment.

Note on concussions:

Any head injury that results in signs or symptoms of brain trauma (no matter how brief or minor) must be treated as a serious injury (a notifiable incident) until proven otherwise. Members/contractors with suspected head injuries should not resume activity for at least 48 hours to eliminate any potential of 'second hit syndrome' and because the signs and symptoms of brain trauma may emerge up to 48 hours after the impact. The possibility of spinal injury must be considered with any head injury (e.g., concussion, structural head injury).

When can a member/contractor be allowed to return to duties and participate in surf sports?

Any member/contractor recovering from an injury or significant illness may not be able to return to duties or participate in surf sports activities until the club safety officer receives a final certificate of capacity from their treating medical practitioner.

This certificate of capacity is obtained upon successful completion of the injury management process outlined below:

1. Your club safety officer consults with the injured member/contractor and requests that they both complete and sign the appropriate state/territory regulator's workers compensation form. This provides permission for the club safety officer to continue assisting with their return to duties.

2. After the appropriate compensation form has been obtained, the injured member/contractor is then provided with:

    a. a letter to their treating medical practitioner

    b. the *SLS Return to Surf Duties* form for both them and the medical practitioner to complete. The club safety officer will note the appropriate the incident report database (IRD) number on the form. This is obtained when the incident is entered into SurfGuard.

3. The injured member/contractor follows all directions and completes the forms within the time frames required by their SLS state/territory centre.

4. The club safety officer forwards all completed documents to their SLS state/territory safety officer for review.

5. The SLS state/territory safety officer forwards them to their relevant SLS state/territory regulator within their required time frame.

6. When the completed *SLS Return to Surf Duties* form is returned to the club safety officer, they will create a 'Return to Surf Duties Plan' that restricts the member/contractor to perform limited duties as indicated by their medical practitioner.

7. The process of assessment by the treating medical practitioner and subsequent revisions to the Return to Surf Duties Plan continues until a final certificate of capacity is provided by the treating medical practitioner to the club. This certificate permits the injured member/contractor to return to full duties. The certificate of capacity to return to full duties is at the discretion of the treating medical practitioner and must be provided to the club safety officer.

2.5 The Risk Management Process

Clubs and their members have a shared duty of care under the WHS Act 2011 to ensure that all members and others in the surf club environment are not exposed to hazards.

The risk management process is a logical and systematic method of consulting with others to identify hazards, assess their risks, apply control measures as well as monitor and review those control measures over time to minimise losses and maximise opportunities.

A risk assessment is the process of identifying and analysing the potential risk of injury or illness from exposure to hazards. Risk assessments are to be conducted on all new activities, ventures and projects prior to commencement to ensure alignment with the SLSA risk tolerance and organisational objectives.

Documentation

Thoroughly document your club's risk management process and the basis of decisions to create a comprehensive audit trail of decisions, maintenance, inspection, training or supervision needs, periodic issues (such as peak periods that impact on the use of a control measure) and management. These retained records will also assist with future risk assessments and verification of the effectiveness of implemented controls.

It is important that this process is flexible, as it may be necessary at times to go back to previous steps in the process to ensure risk assessments are thorough. The risk control process should be fully documented, and these records retained to assist with future risk assessments and verification of the control's effectiveness.

Documents used to record, manage and prioritise risks in your club include the club hazard and risk register, work health and safety management plan (WHSMP) and chemical substances register. These are reviewed regularly by club management as per *SLSA Policy 6.09a Risk Management—Procedures.*

Communication and consultation

By drawing on the knowledge and experience of each other, more informed decisions can be made about how work can be carried out safely.

The WHS legislation requires clubs to consult more directly and widely with workers/volunteers, contractors and other duty holders (e.g., local council representatives) about potential problems as well as work together with them to implement the best solutions to control hazards.

When is consultation required?

The WHS Act 2011 indicates consultation is required when:

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

How do I comply with legislation?

To comply with legislation, surf life saving clubs need to ensure that they are consulting so far as is reasonably practicable on health and safety matters. They can choose to consult and discuss WHS issues via agendas and committee meetings, club newsletters, WHS training or task specific training. They can also form a WHS workgroup of members who share similar WHS concerns that regularly consults with club management on relevant WHS matters via the methods provided above.

The WHS workgroup can choose to elect and appoint a Health and Safety Representative (HSR) to represent the health and safety interests of all members in the club. The official role of an HSR is to facilitate the flow of information about health and safety between club management, the WHS workgroup, local councils, local committees and club members. The person taking on this role must undertake the WHS representative course prescribed by their state/territory WHS regulator.

The HSR and WHS workgroup can choose to come together and form a work health and safety committee to be responsible for ensuring communication and consultation between club management and members as well as external bodies, e.g., local government council. The WHS Act 2011 states that a work health and safety committee is required only if requested by an HSR or by a WHS workgroup of five or more members.

If your club does not have an HSR, WHS workgroup or WHS committee, your club management will still communicate and consult widely with members and external bodies on WHS related matters.

> **Note:**
> An SLSC must elect an HSR to represent the club's members if requested by their WHS workgroup, however surf life saving clubs in general are not required to have an HSR to comply with legislation. As a minimum, your club should have a club safety officer as part of its management structure.

The *SLSA Consultation Guidelines* available in the SLSA Members Area Library outline how SLSA and stakeholders can consult effectively. Safe Work Australia has also developed a Model Code of Practice that provides guidance to duty holders who share responsibility for the same work health and safety matter on how to consult, co-operate and co-ordinate activities with each other. SLSA recommends referring to these documents for guidance on how to consult effectively and referring to your state/territory WHS regulator to determine if the model code of practice has been approved in your jurisdiction.

What do SLSA members need to know about WHS issue resolution?

Everyone has the right to bring an issue regarding work health and safety to the attention of club management according to health and safety legislation. All matters raised must be taken seriously and dealt with in a professional manner.

If a member has a health and safety issue, they should start by discussing the matter with the club safety officer. If the issue is unable to be resolved or the parties are not satisfied with the solution, they should follow their club's issue resolution procedure (if applicable), located within their state/territory centre's standard operating procedures manual, or default to the issue resolution procedure, which is outlined in Part 2.2 of the WHS Act 2011.

Risk management process (Including risk assessments)

The risk management process involves five key stages that all require you to report findings and consult with others. A risk assessment is the identification and assessment portion of the overall risk management process.
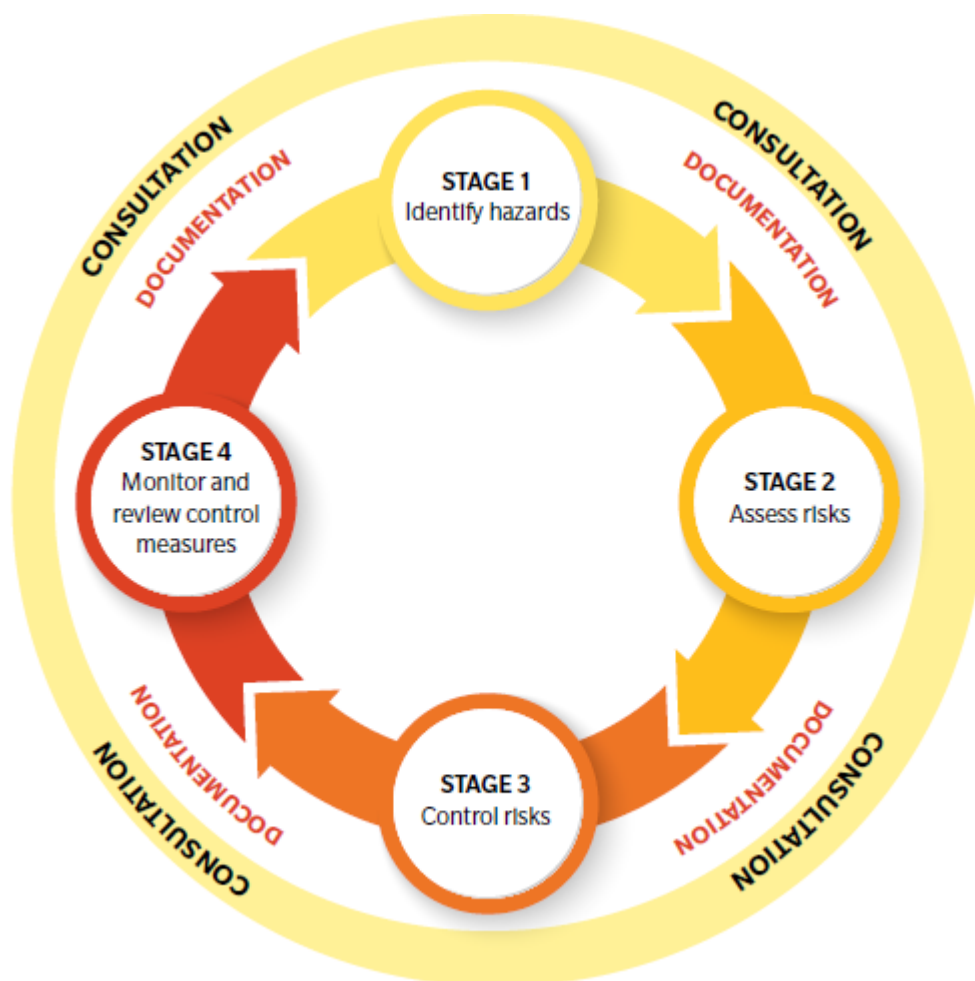

Diagram 2.2—The risk management process

Stage 1. Establish the context and location

Start by establishing the context and location of your risk assessment by forming a risk management plan. The plan will act as a reference point to make sure you are doing the things that need to be done to ensure a safe club environment within that context (e.g., across the whole club during annual club health and safety Inspection, or within the club gym during a gym inspection). When forming the risk management plan, start by thinking about the overall goal of the plan.

What questions should I ask myself at this stage?

- What is going to be covered in the risk management plan (types of hazards, locations, etc.)?
- Who do I need to consult with in the risk management process?
- How am I going to document the risk management process?
- What health and safety information relevant to our club do we need to know (legislation, policies, acts, procedures, forms, etc.)?
- What are the acceptable safety standards in and around the surf club?
- When is the most appropriate time to conduct a risk assessment to be able to identify all hazards? For example, Sunday morning patrol during Nipper season when there are more members to help identify more existing and potential hazards.
- How will I assess the effectiveness of the risk management process?
- What were the outcomes of the previous risk assessment?

Stage 2. Identify hazards

Identifying the hazards and risks in the surf lifesaving operational environment is the first part of performing a risk assessment.

Hazards, and their associated risks, can be identified through:

- consultation with club members—getting more members involved, referring to minutes from consultative meetings and feedback from members
- first aid records
- formal club health and safety inspections
- formal job or task safety analysis for specific surf lifesaving operations, e.g., use of the IRB
- your club hazard and risk register, which prioritises recorded hazards
- equipment instruction booklets
- incident investigation reports
- safety data sheets (SDS)
- injury/accident statistics
- visual detection by yourself and other stakeholders involved in the risk assessment.

What are some questions I should be asking myself at this stage?

- What things might cause injury or harm to our members?
- Which hazards are acute, and which are chronic?
- When are hazards most likely to be identified, e.g., during the weekend, weekday, BBQ fundraiser?
- What hazards are not already recorded on my club's hazard and risk register?
- What accidents and injuries are being recorded?
- What factors are contributing to the danger, e.g., inadequate controls or no controls at all, training, procedures, supervision or information available?
- Who can I consult with to find out more about hazards commonly identified in different areas of my club that may not have been recorded, e.g., gear stewards, junior activities coordinators, patrol captains, chief training officers, powercraft operators?

Stage 3. Assess the risks

Once the hazards in the club have been identified, the next part of the risk management process is to assess the risks the hazards pose. This is done by:

- estimating the probability or likelihood of an accident occurring
- estimating or calculating the severity of the potential consequences
- assigning priority to the risks to control based on these two factors.

This part of the process is also known as a risk assessment.

3.1 Review information gathered during the hazard identification stage of the risk management process.

3.2 Use the *Likelihood Table* (**Table 2. 2**) to rate the probability of a hazard occurring from 'Rare' to 'Almost certain'. Factors that influence likelihood include:

- the number of times the situation occurs
- the number of people exposed to the hazard
- duration of exposure
- competence of people involved
- condition of equipment
- environment, e.g., size of swell/surf.

Likelihood table		
	Descriptor	**Description**
A	Almost certain	• Will probably occur more than once • A 100% chance of occurrence • Common or frequent occurrence • Is expected to occur in most circumstances
B	Likely	• High probability that will occur at least once • A 1 in 10 chance of occurrence (10%) • Likely to occur or 'has happened to us a number of times in the past' • Might occur in a 2–3 year time frame
C	Possible	• Reasonable likelihood that could occur more than once • A 1 in 100 chance of occurrence (1%) • Could occur or 'I've heard of it happening elsewhere' • Might occur in a 5 year time frame
D	Unlikely	• May occur once or less • A 1 in 1,000 chance of occurrence (0.1%) • Not likely to occur • Might occur in a 10 year time frame
E	Rare	• May occur in exceptional circumstances • Practically impossible • A 1 in 10,000 chance of occurrence (0.01%) • Could happen but probably never will

Table 2.2—Likelihood table

3.3 Use the *Impact Table* (**Table 2.3**) on the next page to rate the severity of a hazard's impact in various categories from extreme to insignificant.

Factors that influence severity include:

- number of people who may be affected in one incident
- environmental factors, such as the level of pollution
- physical factors, such as distance, height and weight
- level of financial hardship due to lost revenue, increased expenses or repairing damage to property
- treatment costs and recovery times associated with different levels of injury and types of illness
- level of media coverage and potential damage to the reputation of an individual or the organisation
- special characteristics of people, such as lack of experience or medical conditions
- speeds of moving parts.

3.4 Use the *Risk Score Matrix* (**Table 2.4**) to prioritise identified risks on a scale of low to extreme.

Likelihood		Impact				
		Insignificant	Major	Medium	High	Extreme
		1	2	3	4	5
Almost certain	A	M11	H16	H20	E23	E25
Likely	B	L7	M12	H17	E21	E24
Possible	C	L4	M8	H13	H18	E22
Unlikely	D	L2	L5	M9	H14	H19
Rare	E	L1	L3	L6	M10	M15

Table 2.4—Risk score matrix

3.5 Use the *Risk Level and Appropriate Action Table* (**Table 2.5**) to determine the appropriate action to take and calculate minimum time frames to take appropriate action that your club is to adhere to. When more than one risk has the same risk ranking and not all can be dealt with at once, the risks may need to be reassessed to determine which is the most important to deal with first.

Risk level and appropriate action	
Risk level	**Appropriate action**
EXTREME	**Intolerable level of risk** Activity should be discontinued until level of risk is able to be reduced. Executive committee/board to be informed and provide urgent attention.
HIGH	**Tolerable level of risk** Action should be taken to ensure risk level is as low as reasonably practicable (ALARP). If level of risk is ALARP, continue to manage using SLSA WHS risk management framework.
MODERATE	**Tolerable level of risk** Ensure risk level is as low as reasonably practicable (ALARP). If level of risk is ALARP continue to manage using standard operating procedures, WHS codes of practice, intuitive risk management.
LOW	**Tolerable level of risk** No change required. Monitor and review control measures.

Table 2.5—Risk level and appropriate action table

	Impact		Financial	Operational	Brand/Reputational	Physical/Safety	Regulatory/Legal	People/Member
5	Extreme	A risk that can prove detrimental for the whole organisation.	More than $1,000,000	Unable to deliver lifesaving services in a region. Widespread migration of members to competitor organisations. Prohibited from delivery competition at any level.	Collapse of federation. Major inquiry into systemic misconduct. Wholesale resignation of board members or senior management.	Death or total permanent disability of member due to compromised safety standards. Preventable death of a member of the public.	Criminal prosecution of SLSA and/or board due to failure to comply with the law.	Net active membership declines by more than 25%.
4	High	Risks that can significantly jeopardise some aspects of the organisation, but which will not result in organisational failure.	More than $100,001, but less than $1,000,000	Widespread failure or loss of service agreements and standards. Increasing migration of members to competitor organisations.	Withdrawal from federation (club/branch). Investigation of serious individual misconduct. Loss of significant skills from board or senior management.	Serious injury of member due to compromised safety standards. Preventable serious injury of member of the public.	Civil action against SLSA and/or board due to negligence. New regulations that impede operations.	Net active membership declines by more than 20%, but less than 25%.
3	Medium	Risks that will cause some problems, but nothing too significant.	More than $25,001, but less than $100,000	Repetitive patrol breaches at regional or state level. Unable to deliver state and/or regional competitors. Widespread discontent among members.	Threats of withdrawal from federation (club/branch). Failure of prominent branded project or product. Failure of a club or service. Individual or group misconduct. Sustained public criticism of the organisation.	Systemic injuries of members and/or public. Increased frequency of near misses.	Regulatory/police investigation with adverse finding against SLSA and/or board.	Net active membership declines by more than 10%, but less than 20%.
2	Minor	Any risks that will have just a mild impact but should be addressed in time.	More than $10,001, but less than $25,000	Repetitive patrol breaches at club level. Competitive threats to membership. Constrained capacity to meet the demands of existing or new members.	Localised negative media coverage.	Minor injuries of members and/or public.	Regulatory/police investigation of SLSA and/or board without adverse findings.	Stable net active membership.
1	Insignificant	Risks that do not pose any significant threat, and which can be left unmediated without any fear.	Less than $10,000	Occasional patrol breaches at club level.	Media interest in local issue.	Insignificant injuries of members and/or public.	Persistent complaints against SLSA and/or board.	Net growth in membership.

Table 2.3—Impact table

3.6 Document the calculated time frames for appropriate action to be taken, e.g., in your work health and safety management plan (WHSMP), club hazard and risk register or on the *SLS Health and Safety Inspection Form*, and note the order in which these risks should be addressed.

What are some of the questions I should be asking myself at this stage?
- What are the risks associated with the identified hazards?
- What is the likelihood of injury or harm to our members resulting from an identified hazard?
- What are the potential consequences/impacts of the risk occurring?
- What is the level of impact associated with the risks?
- What risks are the most important to eliminate first?
- How urgently should I act?

Stage 4. Control the risks

Once the risks have been identified and prioritised, the hierarchy of controls is used to identify the most appropriate way to control the risks. The controls at the top of the hierarchy are more effective as they address the hazard (the thing that could cause harm) rather than just reduce the risk (the harm that the hazard could cause).

- Elimination—remove the hazard completely from the work area/surf club to eliminate the risk.
- Substitution—replace the equipment or process with a less hazardous alternative.
- Isolation—isolate the hazard by controlling or guarding it to prevent exposure or access.
- Engineering controls—design or redesign the environment, structures or equipment to reduce or eliminate risk.
- Administrative controls—promote and manage safe practice through policies, processes, training, competent supervision and signage.
- Personal protective equipment (PPE)—use personal protective equipment to minimise risk.
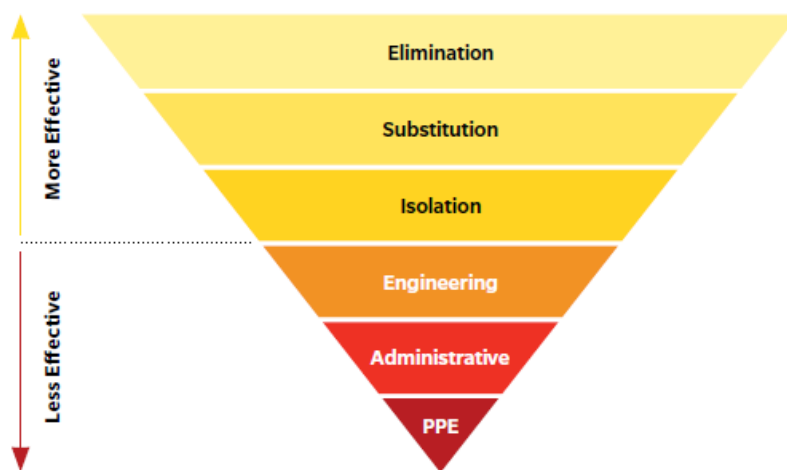
Diagram 2.2—Hierarchy of controls

Hazards and risks must be controlled/minimised using these control measures in the appropriate order. Although elimination is the preferred control, this will not always be practical. In most cases a combination of all controls are chosen to effectively control the risks.

What are some questions I should be asking myself at this stage?
- What are the risks associated with the identified hazards?
- How can we best eliminate the risk of an identified hazard, e.g., remove, switch off?
- Are there any policies or guidelines that relate to minimising the risks associated with the hazard?
- Are there any existing controls in place?
- How adequate are the controls in place, e.g., do procedures need to be updated?
- Can I substitute it with something else, e.g., safer materials?
- Can I separate the hazard from people or something else, e.g., create a barrier or exclusion zone?
- Can the risk be minimised through repairing an item or changing its specifications?

Stage 5. Monitor and review control measures

Regular checking and ongoing monitoring is essential to guarantee continuous improvement.

The person in charge of the risk management process must regularly review the control measures in place to maintain a safe environment for all members and anyone visiting the club. This may be through regular inspections (i.e., the club health and safety inspection), or by regularly using injury/accident statistics to ensure that no new hazards have been introduced. If any hazard has not been effectively controlled, then alternative control measures will need to be implemented.

The effectiveness of control measures need to be reviewed whenever and wherever changes are made to club work processes or working environment.

What are some questions I should be asking myself at this stage?

* Did the implementation of the controls take place?
* Did the implementation of controls take place within the calculated minimum time frame and in the order of priority as determined by the risk assessment?
* Are the implemented controls effective in eliminating or reducing the risks associated with the hazard or have they created a new hazard (e.g., are the rescue boards being stored correctly after use or are they now stored at an unsafe height)?
* Is there a need for more information, instruction and member training at the time of implementing the control measures?
* Are there other controls or a combination of controls that also need to be considered?
* Is any other follow-up action required?

Please refer to SLSA Policy 6.09 Risk Management Procedures, Safe Work Australia, *SAI Global-International Standard ISO 3100:2009: Risk Management—Principles and guidelines*, and your state/territory's WHS regulator for more information on risk management and assessment.

What online tools are available to assist me?

SLSA has various online templates and support tools within the WHS folder in the SLSA Members Area Library in addition to the following mobile applications available for both IOS and Android devices:

Water safety application

This application is designed for:

* junior preliminary evaluations
* other junior/Nipper activities)
* member training.

Event risk application

This application is designed for:

* surf sports events such as surf carnivals
* commercially run events such as ocean swims, fun runs or biathlons
* conferences or seminars.

Each application will take you through a predetermined process, based on SLSA policy and regulations, which leads to the creation of a report that can be emailed to the appropriate club management personnel.

These mobile applications are not intended to be a substitute for risk management training, risk procedures and risk management coordination. This is one reason why they are distributed on request through the SLSA IT Helpdesk, which is also the location of the user guide for each application.

2.6 Club Health and Safety Inspections

Your surf club health and safety inspection is a comprehensive check of all objects and processes within the surf club/lifesaving environment that may present a risk or hazard.

Why do we have to do a health and safety inspection?

Under the WHS Act 2011, clubs have a duty of care to ensure members and others in the surf club environment are not exposed to hazards. Health and safety inspections must be carried out on a regular basis to establish what work has to be done to keep surf clubs without risk or hazard to SLSA members and non-SLSA members.

The extent to which the risk of exposure to hazards must be controlled is to a level that is '**reasonably practicable**'. Hazards of all kinds are often identified, and their risks mitigated, during an inspection process that can prevent an accident or incident occurring.

What are the different types of inspections at a surf club?

There are several different types of inspections:
- Routine inspection of the surf lifesaving club to identify workplace hazards
    - plant equipment
    - club inductions
    - club health and safety inspection
- Specific inspections for particular work areas or procedures
    - annual gear inspection
    - patrol audit every 6 months
- Investigations of accidents/incidents
    - near-miss incidents
    - serious incidents
    - dangerous incidents
- Investigations of complaints
    - breaches of the SLSA codes of conduct
    - bullying and harassment
- External/third-party inspections
    - SLS branch-led inspections
    - SLS state/territory centre-led inspections
    - local liquor and gaming authority-led inspections
    - local council-led inspections
    - state/territory WHS regulator-led inspections
    - air conditioning unit contractor-led inspections
- Follow-up inspections after changes to plant, work activities or procedures

Always check with your SLS state/territory centre and local council to see if there are any additional requirements for your SLSC.

When should we do a health and safety inspection?

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

Regular club health and safety inspections are best to occur prior to the start of and after the conclusion of your club's patrol season. A good time to conduct an inspection is also before a club management committee meeting so that current and ongoing WHS issues can be addressed. The procedure would be as per the annual inspection and conducted by your surf lifesaving club.

In addition to the day-to-day hazard identification and the quarterly health and safety assessments, surf lifesaving clubs MUST perform an annual club health and safety inspection. This is a full inspection that covers all aspects of your surf lifesaving club, for example, areas that serve food and alcohol, all facilities, storage, accessibility, training, ergonomics and mental health. This inspection should occur approximately at the time of the annual gear inspection, using the *SLS Health and Safety Inspection Form.*

Note:
It is best to plan for random as well as scheduled inspections to get a true reflection of your club's risk profile.

Who can assist with the annual health and safety inspection?

Various other individuals may assist you to conduct the annual health and safety inspection as part of the consultation process. For example, a branch safety officer, a club official (e.g., club president, club captain or gear steward), external safety advisers, technical experts, club WHS representative, club safety committee member, your relevant state/territory regulator or an SLSA member with WHS experience.

Note:
External stakeholders must be inducted into the club as well as have appropriate levels of insurance cover.
You can use the *SLS Contractor Induction Checklist* available in the SLSA Members Area Library.

How long do club health and safety inspections take?

The inspection itself should normally take an hour to perform, depending on the size of your club. The appropriate action and/or maintenance should be taken to mitigate risks from hazards within the shortest time frame possible.

A final report and follow-up by the club safety officer and/or SLS branch safety officer should occur 30 days after the inspection.

2.7 Conducting a Health and Safety Inspection

How do I conduct a club health and safety inspection?

The following steps should be followed to objectively conduct both regular and annual health and safety inspections.

1. Plan

- Notify the relevant club committee of intention to conduct a random or annual inspection.
- Identify all areas, objects, tasks, processes within the club that need to be inspected.
- Contact those who will assist in the inspection to organise a time and date to conduct the club health and safety inspection, e.g., independent safety adviser, SLS branch safety officer, your state/territory WHS regulator, relevant technical experts.
- Contact your local government council if you have any designated areas of your club that they maintain—they will perform their own health and safety inspection on these areas in certain circumstances.
- Determine when is the best time to conduct the inspection.
- Ensure that all club areas and the beach will be accessible at the time of the inspection.
- Familiarise yourself with the inspection checklist within the *SLS Health and Safety Inspection Form.*

2. Conduct the inspection

- Follow SLSA's *Consultation Guidelines* to effectively consult with SLSA members and relevant stakeholders to gain insight into WHS issues within your club, e.g., acute and chronic hazards, near-miss incidents, bullying and harassment, consultation and/or issue resolution processes.
- Check that technical experts and external stakeholders meet their WHS responsibilities before commencing work.
- Induct technical experts and external stakeholders who will assist in the club health and safety inspection before permitting them to assist at your club.
- Check all areas, objects, tasks, processes within the club as per the club health and safety inspection plan.
- Complete the latest version of the *SLS Health and Safety Inspection Form* available in the SLSA Members Area Library. This includes a risk assessment.
- File completed form in a secure location for future reference.

> **Note:**
> Your club's custom health and safety inspection form or state/territory WHS regulator's inspection form may be used. Some state/territory WHS regulators also have endorsed WHS mobile inspection applications. SLSA recommends using the SLS health and safety inspection form available on the SLSA Members Area Library as it contains surf club specific information.

3. Take appropriate action

- Prioritise identified hazards in consultation with relevant stakeholders, e.g., club management.
- Check out industry publications, alerts and guidance to see if there's a documented solution to any problem, e.g., mental health first aid training, guides on Australian food safety standards.
- Take remedial action to control risks posed by the hazards using the hierarchy of controls, starting with elimination where possible.
- Notify club management of any immediate action and/or maintenance required.

> **Note:**
> If your club requires support in solving difficult problems, an SLS branch or SLS state/territory centre safety officer may be available to assist and act as an advocate where necessary.

4. Record evidence

- Evidence of remedial actions taken to control identified hazards should be recorded in the *SLS Health and Safety Inspection Form*.
- Provide a copy of the inspection results to club management immediately so that high priority hazards may be addressed ASAP.
- Complete a formal club health and safety report for submission to your club management. This report should include:
  - photographs, recordings and measurements of hazards and potential hazards
  - advice on how to fix any safety breaches they came across that could not be addressed immediately
  - practical and constructive advice about how to comply with WHS legislation, e.g., recommendations from external safety advisers
  - provisional improvement notices (if applicable)—written directions requiring the club to fix an issue within a specified time
  - prohibition notices (if applicable)—written directions prohibiting any activity that will, or is likely to, involve an immediate risk to the health and safety of any individual.

Note:

Improvement notices and prohibition notices may be issued by your club's qualified WHS representative or a state/territory WHS regulator representative.

5. Report evidence to your club management

Submit the *SLS Health and Safety Inspection Form* and report to your club management no later than 30 days after the inspection. This is important to ensure that your surf club can continue to meet legislative compliance requirements, avoid potential penalties and follow the reporting process outlined in *SLSA Policy 6.09a Risk Management—Procedures*.

6. Club management organises any further action and/or maintenance required

Club management organises any further appropriate action and/or maintenance to take place while liaising with the relevant stakeholders. They do this to meet their legal and ethical responsibility to provide a work environment free from hazards as well as ensure the health and safety of themselves, SLSA members and other people affected by the workplace (surf club).

7. Update evidence reports

- Update the inspection form used to show what further action was taken and in what order as per the results of the club health and safety inspection.
- Update your club hazard and risk register, chemical substances register and work health and safety management plan (WHSMP) to include any hazards and risks that were not previously documented.

8. Communicate the outcomes of inspections

Communicate hazard controls taken during and following the club health and safety inspection to your club members. This will include any prohibition notices as well as notification of scheduled work/repairs.

When communicating the outcomes of the inspection, it is a good idea to remind members of their responsibilities and to promote a culture of SAFETY FIRST.

For more information on how to conduct a workplace safety inspection, you can refer to Safe Work Australia. For example, their *Top tips for doing a safety inspection in your workplace* seminar that contains a video provided by safety inspectors from WorkSafe Victoria.

Chapter 3—Common Hazards in the Surf Club Environment

This chapter outlines the most common hazards and notable risks to health and wellbeing in Australian surf clubs. It also stresses the importance of a safety culture, where health and safety issues are taken seriously and followed into club practices. Use this chapter as a reference tool to assist in implementing safe practices within your club and the services your club provides.

Safe Work Australia also covers many of these common hazards (in addition to other notable safety issues across Australian workplaces) on their Safety by Topics website, which includes videos, seminars, podcasts, reports and case studies for each hazard. SLSA recommends that you also refer to their website for more information on each hazard covered in this chapter.

You should always refer to your state/territory WHS regulator for information that is relevant to your state/territory.

3.1 Emergency Management Plan and Response Procedures

Your club management committee should develop an emergency management plan (EMP) to inform club members and visitors of what to do in the case of an emergency requiring evacuation.

For the procedures of this plan to be followed in an orderly manner during an emergency, it is very important that all members are familiar with what is expected of them. To assist with this, member training may include practising evacuations, identifying assembly points and the location of emergency equipment, first aid arrangements and how to safely shut down machinery. A summary of the key elements of your emergency management plan should be readily accessible by members and visitors, for example an emergency evacuation plan on a noticeboard.

How do I create an emergency management plan?
An EMP that includes a guide to the evacuation of your surf club should be drawn up according to the club's needs and revised each time there are alterations to the premises.

If your surf club building is owned by your local council, you can ask them to create one for you. If not, business.gov.au has templates available to assist you as well as a useful guide to emergency management planning.

The Australian Government's *Emergency links states and territories* website also provides useful shortcuts to your state/territory's rural fire service, state emergency service (SES), police, ambulance and alert services that should be noted in your EMP.

Emergency response procedures
The most senior club officer present at the time of an emergency is responsible for the evacuation of the club and should follow the club's EMP to provide members and visitors with instructions to evacuate the club safely to the nominated assembly area.

Emergency evacuation procedure (example):

- Remain calm and don't panic. Take the time to pause and plan.
- Raise the alarm for your club to alert everyone in the building.
- Contact triple zero (000) and ask for fire, police or ambulance.
- Comply with directions from emergency service workers.
- Tell people to evacuate using the safest route possible and which assembly areas are to be used.
- Contain any fire if it is safe and you are trained to do so.
- Evacuate people through emergency exits in the following order:
  - out of immediate danger (e.g., out of room)
  - out of nearby area (e.g., through the fire doors or smoke doors, to a lower level of the building)
  - out of the building.
- Stay low to the ground if there is smoke.
- Check all rooms (especially change rooms, toilets, behind doors, storage areas) and close (not lock) all doors as you leave them.
- Save as many records as possible and only if it is safe to do so.
- Advise members to stay in the assembly area until instructed to leave by emergency services personnel.
- Do a headcount of all staff, contractors, members and visitors.
- Notify emergency services of any people unaccounted for.
- Report to the most senior club officer present as soon as possible and once clear of danger as per your club's emergency response plan. They will report to the club management committee.

What do I do if I receive a bomb threat?

The assessment and decision to evacuate should be conducted in consultation with the police.

In the event of any bomb threat:

- Remain calm.
- Take the threat seriously.
- Get answers to the following if possible:
  - Where is the bomb?
  - What time will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - Why are you doing this?
- Report the incident to the police.
- Notify your most senior club officer present (as per your surf club's emergency management plan).

Bomb threat by phone

- DO NOT HANG UP—it might be possible to trace the call.
- Use a telephone bomb threat checklist (by SLSA or the Australian Federal Police), which includes a guide as to what questions to ask as well as how to assess the caller (e.g., gender, speech, distractions, background noise).
- Write down the information accurately—don't rely on memory.
- Try to attract another person to listen in—it may help to recall or confirm key information later on.

Written bomb threat

- DO NOT PHOTOCOPY ORIGINAL—this process could destroy useful information.
- Place any physical threat document in a paper envelope or folder to preserve the condition and prevent contamination.
- Restrict access—the document is physical evidence.
- Save and print the threat if it is received electronically (e.g., email, text message, social media post).
- Surrender the original and/or printed document to police.

For more information on bomb threats, refer to the Australian Federal Police and the Australian Bomb Data Centre.

What do I do if there is a civil disturbance?

Although rare, it is possible to experience incidents where members of the public have become angry and, in some cases, violent. It is important to stay professional by keeping an even temperament and a helpful approach, regardless of how you are treated by others.

The following procedure sets out an action plan to minimise the danger to people and property as soon as a club member is aware of a civil disturbance:

1. Try to calm the situation and move away.
2. If a person becomes violent or very angry, notify a club official and request assistance.
3. Beach closure may be considered if there is an unacceptable risk to the public or a patrol is unable to effectively perform water safety tasks.
4. If in doubt or where physical abuse has happened, phone triple zero (000) and ask for the police.
5. Complete an incident report.

What do I do when the police arrive?

When the police arrive on the scene, they will take over control of the incident. The most senior club officer present then becomes the 'incident commander' and the police officer in charge will become the 'incident controller'.

The incident controller (i.e., the police) will develop a SMEAC plan (or use a similar tool) and provide a briefing on the plan. A SMEAC plan is essentially a checklist used for preparing for emergency management operations.

A typical SMEAC plan includes:

- Situation—what has happened?
- Mission—objectives of the operation
- Execution—action plan
- Administration and logistics—sourcing and preparing personnel and logistics
- Command and communications—reporting hierarchy and communication methods.

How do I review an emergency management plan?

For emergency management plans to remain current and effective they must be reviewed and revised (if necessary) on a regular basis. For example:

- after the emergency evacuation plan has been tested
- when new activities and/or equipment have been introduced
- when there are changes to your surf club such as refurbishments
- when there are changes in the number or composition of staff including an increase in the use of temporary contractors.

3.2 Adverse Weather Conditions and Natural Disasters

Australia is a continent that experiences a variety of climates due to its size. The Australian Government indicates that Australia's tropics are affected by the extremes of at least six cyclones each wet season, and there is an increasing trend of disastrous floods.

Dangerous storms are the most common natural hazard in Australia. Storms may bring heavy rain, damaging winds, lightning, hail, floods and tornados. In statistical terms, lightning poses a greater threat to people than almost any other natural hazard in Australia, especially those using their mobile phones during a storm.

Most storm damage to homes and surf clubs occurs from:
- loose and broken roof materials
- fallen trees and branches
- flooding from blocked gutters and downpipes.

How do I keep up to date with storm warnings?
You can keep up to date with latest storm warnings and advice on the Bureau of Meteorology's website or by calling their *Land Weather Warnings and Flood Warnings Advice Line* on 1300 659 213.

What do I do when faced with adverse weather conditions and natural disasters?
Refer to **Table 3.1** over the next few pages for guidance on what you can do during the most common hazards associated with adverse weather conditions and natural disasters. It includes information based on your proximity to shelter and useful links to further information and video references that you can also refer members to during safety awareness and task-specific training sessions.

High wind/cyclone/tornado		
Inside surf club	Outside surf club	In a vehicle
DO		
- Stay inside with doors and windows shut. - Stay away from windows, doors and exterior walls. - If building begins to break up, go to a small, interior room or stairwell on the lowest floor of the building (bathrooms are often best choice). - If possible, crouch under heavy furniture. - Protect your head with a cushion or mattress.	- Consider closing the beach at any time there is an unacceptable risk of injury to the public or the patrol. - If a tornado approaches, seek shelter in a building, not a car or caravan. - If no shelter is available, lie flat in a low dry spot (ravine or ditch) or under a low bridge. - Beware of downed power lines. Keep alert for flash floods. - Stay away from trees and other tall objects that may fall over. - Protect your head. - As a last resort, hang on tightly to the base of a shrub or small tree.	If possible, run to a nearby solid structure.
DON'T		
		- Stay in a vehicle if a tornado approaches. - Try to outrun the tornado by driving.

Hail		
Inside surf club	Outside surf club	In a vehicle
DO		
- Stay away from windows and glass doors. - Be alert for signs of high winds, thunderstorms, or tornado (especially if hail is large) and follow tornado precautions if necessary.	- Consider closing the beach in conditions where hail is consistent and large. - Be alert for signs of high winds, thunderstorms, or tornado and follow precautions as necessary. - Seek cover, face away from the wind and protect your head.	- Keep head and face away from windows. - Put vehicle under cover if possible.

Lightning (thunderstorm)

Inside surf club	Outside surf club	In a vehicle

DO

Inside surf club	Outside surf club	In a vehicle
• Close windows and doors and keep away from windows, doors and fireplaces. • Unplug appliances including radio, television and computers before the storm hits. • Notify SurfCom prior to switching off radio and closing beach.	• Advise everyone to leave the water and clear the beach immediately. • Retire the patrol to the shelter of the clubhouse for them to maintain a surveillance lookout from there. • Remove the flags and close the beach. • If no shelter is available crouch down, feet close together with head tucked down. If in a group spread out, keeping people several metres apart. • During a surf carnival or special event, all effort should be made to ensure the safety of all personnel. The carnival referee and/or organisers should delay the event until the danger has passed or cancel/postpone events completely. • Get inside a building or vehicle if possible. • Open the beach when 30 minutes has passed since the last sighting of lightning.	• Keep the vehicle stationary. • Stay in the vehicle with windows closed. • Avoid touching metal parts of vehicle. • If you use a mobile or cordless phone, ensure that the vehicle is stationary, that there are no electrical connections (charger, external aerial, etc.) between the hand-held phone and the car. • Remove any electrical hands-free attachments from the body. • Be wary of downed power lines that may be touching your car. You should be safe in the car but may receive a shock if you step outside.

DON'T

Inside surf club	Outside surf club	In a vehicle
• Go outside unless it is absolutely necessary. • Touch electrical items or fixed telephones during the storm. • Take a shower or bath (both water and metal are electrical conductors).	• Lie down, but avoid being the highest object in the vicinity. • Use mobile or cordless phones. Keep emergency calls brief. • Stay in open space or under tall objects (trees, poles). Pergolas and picnic shelters are unsafe. • Touch the water and objects that conduct electricity (e.g., umbrellas, metal fences).	

MORE INFORMATION

- SLSA Guideline 2.2 lightning
- Bureau of Meteorology
- Your local state/territory emergency services, e.g., DFES in WA

Flood

Inside surf club	Outside surf club	In a vehicle

DO

Inside surf club	Outside surf club	In a vehicle
• Pay attention to forecasts including flood warnings. • Find out about the levels of food warnings and the actions required for each. • Check that you have water/food, medication/personal items ready to go. • Make sure your list of emergency contacts is up to date. • Make sure you have an emergency kit including torch, charged mobile phone.	• Ensure you are prepared for flooding if this is a risk for the club—including raising items, relocating fuels and chemicals, etc. • Find out about best routes to safe places. • Ensure you have transport and it is fuelled and ready. • Ensure you leave with time to spare. • Tell people where you are going, and the route you plan to take.	• Drive to conditions, e.g., at a speed that does not create a wave or spray of water. • Remember that any vehicle that has been driven through any water is likely to have wet, unreliable brakes.

DON'T

Inside surf club	Outside surf club	In a vehicle
• Ignore warnings. • Delay actions required to protect people and property.	• Enter drains and gutters. • Drive/walk through flooded rivers/creeks/water course crossings.	• Drive through deep water, especially if it is flowing.

Earthquake		
Inside surf club	Outside surf club	In a vehicle
DO		
• Find out about the risk in your area. • Develop a plan to follow in the event of an earthquake. • Gather an emergency kit. • Design/organise the building and its contents to minimise risk of injury. • Identify safe place/s of refuge, e.g., doorway, under heavy furniture, in a corner of a room. • Turn off gas.	• Identify safe places outside (away from structures and vegetation).	• Park up in a safe place. • Stay within the vehicle unless another danger is evident.
DON'T		
• Stand in open areas or near glass. • Use lifts/elevators. • Walk about.	• Stand near structures, e.g., buildings, powerlines or trees. • Return to the building until advised by authorities.	• Keep driving. • Park near anything that can fall onto the vehicle.
Tsunami		
Inside surf club	Outside surf club	In a vehicle
DO		
• Find out about the level of exposure risk for the club. • Have an emergency kit ready. • Pay attention to warning broadcasts. • Inform someone where you are going and your planned route if you evacuate. • Go to the highest place within the building if evacuation is not possible.	• Identify safe places and safe routes to get there. • Make sure loose items are secured or relocated to high ground in good time.	
DON'T		
• Ignore warnings. • Leave it to the last minute to go.	• Go towards the water. • Enter the water. • Return to coastal/low-lying areas until advised it is safe. • Use drinking water until it has been declared safe. • Eat food that may have been immersed in water. • Use electrical/gas appliances until declared safe.	• Drive through water that is rising, is of unknown depth or currents.

MORE INFORMATION

• *SLSA Policy 1.16 Tsunami*

• Your state/territory emergency service provider or governing disaster management department, e.g., The QLD Government's Disaster Management Department.

Table 3.1—Hazards associated with adverse weather conditions and natural disasters

> **Note:**
> **Table 3.1** does not include information on heatwaves as defined by the Australian Bureau of Meteorology (BOM)—three or more days of high maximum and minimum temperatures that are unusual for that location. Refer to BOM's Heatwave Service, which usually operates between the start of November and the end of March, for heatwave assessments as well as the latest information on heatwaves. Also refer to the topic of 'Club Activities in Extreme Temperatures' within this guide for guidance on what you can do to minimise the risks of heat-related illnesses.

3.3 Sun Safety

Why is sun safety so very important in Australia?

Australia has one of the highest rates of skin cancer in the world and skin cancers account for around 80 per cent of all newly diagnosed cancers each year within Australia. Skin cancer mostly occurs when skin cells are damaged by overexposure to ultraviolet radiation (UVR) from the sun or a solarium. Risk of developing skin cancer increases as you get older and as you spend more time exposed to UVR outside on hot, cool or even overcast days (think UVR, not heat).

Sunburn causes 95 per cent of melanomas, the most aggressive and deadly form of skin cancer. Unless you take appropriate self-care measures, you can get sunburnt while taking part in outdoor water sports and beach activities, such as patrolling on the beach as a lifesaver. Exposure to UVR that doesn't result in burning can still cause damage to skin cells and increase your risk of developing skin cancer and an accelerated aged appearance.

Tanning is a sign that you have been exposed to enough UVR to damage your skin cells, and will eventually cause your skin to wrinkle, sag and have a yellow or brown 'patchy' appearance. Many Australians like the idea of a 'healthy tan' yet there is no such thing.

Short-term sun exposure can also cause burns to the eye similar to sunburn of the skin. Long-term exposure can lead to several unpleasant eye conditions such as cataracts (clouding of the lens) and pterygium (tissue covering the cornea).

How can I be sun safe?

As part of your duty of care to yourself, you should take all measures to protect yourself against deadly and dangerous UVR from the sun. As indicated in the *SLSA Policy 2.01 Sun Safety*, the sun safety measures can be remembered by the six S's outlined in the following **Table 3.2**.

Sun safety measure	Notes and additional references
1. Shade	
Use a shade canopy/tent made of materials that cast a dark shadow (i.e., block out UV radiation to a minimum of 50%) and take breaks in the shade.	• You should remind yourself and other SLSA members to make the maximum use of existing natural shade. • SunSmart's Shade Audit Tool allows you to assess the quality and need for shade at various sites within your location. • Refer to the Cancer Council Australia for more information on shade measures.
2. Slip	
Slip on protective clothing to cover as much skin as possible. For example: • long-sleeved lifesaving patrol shirts with a high neck collar that are made up of 50+ close-weave material that blocks UVR • long-sleeved rash shirts • loose and long-legged shorts • shoes. In accordance with SLSA Policy 1.05 Patrol Uniforms, it is mandatory that patrol members wear the patrol uniforms provided at all times, except in a rescue situation or where conditions do not permit.	• The SLSA Surf Sports Manual Section 2 provides more detailed information on protective clothing for competitors to wear during surf sports competitions. • Refer to the Cancer Council Australia for more information on sun protective clothing.

Sun safety measure	Notes and additional references

3. Slop

In agreement with the Cancer Council Australia, SLSA recommends you:

- apply sunscreen at least 20 minutes before going outside when your skin is clean and dry, slop on SPF30+ (or higher) broad spectrum and water-resistant sunscreen to the exposed parts of your body

- apply at least one teaspoon for each limb, the front and back of the body as well as half a teaspoon for your face, neck and ears

- re-apply sunscreen every 2 hours and after you go swimming, exercise or towel dry yourself

- never use sunscreen to extend the time you spend in the sun or as your only form of protection against the sun's UVR.

- Chemical sunscreens absorb UV rays as they reach your skin, while physical sunscreens (e.g., 'zinc') reflect UV rays before they reach your skin. It is recommended to use a different type for your skin and face, and to avoid sunscreen on your face that will run with perspiration and cause potential eye irritation.

- With higher SPF sunscreens, a small number of people may be sensitive to some types of sunscreens. If skin rashes occur, choose a brand designed for sensitive skin. Consider what type of sunscreen is best for you.

- For more information on sunscreen and how to apply it, refer to the Cancer Council Australia.

- The following videos are good to watch and share during awareness training:

  - TedEx talk by Mary Poffenroth: Which sunscreen should you choose? - Mary Poffenroth 1st Aug 2016 (4:39).

  - TedEx talk by Kevin P. Boyd: Why do we have to wear sunscreen? - Kevin P. Boyd (5:01).

  - Australian Broadcasting Corporation's science documentary program Catalyst: How does Sunscreen Work 1 Nov 2017 (5:55).

4. Slap

Slap on a broad-brimmed hat that:

- covers your face, head, neck and ears

- has a dark (non-reflecting) underside of the brim

- is ideally made of a close-weave material.

Alternatively slap on a 'legionnaire style' hat that has side pieces protecting your ears and neck.

SLSA Policy 2.01 Sun Safety notes a broad-brimmed hat with a minimum brim width of 8 cm. SLSA patrol uniform hats can be purchased through the SLSA Members Store, which is accessed via the SLSA Members Area.

- Refer to the Cancer Council Australia for more information on hat protection.

5. Sunglasses

Wear 100% UV resistant sunglasses that:

- conform to Australian Standard AS/NZS 1067.1:2016 Eye and face protection (as labelled on the swing tag)

- have side protection from the sun's rays and do NOT obscure peripheral vision

- have an eye protection factor (EPF) of 10 at least.

- Polarised lenses reduce glare and make it easier to see on sunny days.

- For more information on sunglasses, refer to the Cancer Council Australia.

6. Sunshine

Have awareness of the amount of sunshine. UV radiation levels are highest during the middle of the day. Take care to avoid sunshine when the UV index is 3 or above (as indicated by the Bureau of Meteorology website)

Surf Life Saving Australia and affiliates (states, branches, clubs) will endeavour to schedule outdoor activities outside the UV peak hour times. This is especially important with junior carnivals or combined events.

- Be mindful to protect yourself from reflective sunlight from the water.

- Refer to the Cancer Council Australia for more information on UVR.

Table 3.2—The six S's of sun safety

Sun safety considerations for children

Children learn from copying what they see adults doing and often need constant reminders to protect themselves against deadly and dangerous UVR from the sun. Therefore, it is important to help children develop good sun protection habits through positive role modelling and to encourage independent sun protection behaviours.

Below are some tips for parents, guardians and carers to help children be sun safe:

- Dress children in sun safe clothing.
- Wear hats and sunglasses—children are more likely to wear their hat and sunglasses if adults do, too.
- Choose a sunscreen that the child feels comfortable wearing and is easy for them to apply.
- When trying a new sunscreen on children, test it on a small patch of skin first to make sure it is suitable.
- Let children practise applying sunscreen so they can develop this skill ready for Nipper and junior activities (and school).
- Apply sunscreen on a child using gloves or a tissue if you or the child has a cold/virus, open skin wound or a visible skin disease, e.g., eczema.
- Keep babies under 12 months out of direct sunlight as they have very sensitive skin.

Remember:
The more sun exposure during childhood, the greater the risk of skin cancer in later life.

What is the UV index?

The UV index describes the amount of UVR from the sun that reaches the Earth's surface. When the UV index is at three and above, the level of UVR in sunlight is strong enough to damage the skin.
UV levels and sun protection times are included in your local Bureau of Meteorology (BOM) weather forecast, and via maps and tables in BOM's forecast viewer MetEye. SLSA recommends you use the Cancer Council Victoria's SunSmart mobile application to view sun protection times, current UV levels and receive their SunSmart UV alerts whenever the UV index is forecast to reach three and above.

Refer to the BOM's Ultraviolet (UV)/Ozone Frequently Asked Questions website for more information on UVR.

How do I check if I have skin cancer?

Early detection of skin cancer is important as it can be cured if treated early. It is recommended that everyone visit specialist skin clinics and check all their skin regularly for new spots and changes to increase their chances of avoiding surgery, potential disfigurement or even death.

As Australia's peak national non-government cancer control organisation, the Cancer Council Australia has a useful guide outlining how to check for signs of skin cancer, which includes the ABCD of melanoma detection for various skin types.

You can also download the Cancer Council Australia's skin cancer identification poster to help you identify potential skin cancers

3.4 Club Activities in Extreme Temperatures

Many club activities expose club members to hot or cold environments. Working in intense heat or cold, whether indoors or outdoors, can change your normal body temperature and lead to heat-related illnesses or hypothermia; both of which can be fatal and increase your risk of injury as they can also impair your thinking and reaction times. By understanding the factors that increase the risk of heat- and cold-related illnesses you, along with event organisers, coaches, officials, competitors and other members, can take steps to safely participate in events and club activities.

What are some examples of temperature-related illnesses and how do I manage them?
It is important to distinguish between an illness/condition that threatens health and safety, and a feeling of discomfort. Below is a list of heat- and cold-related illnesses.

Heat-related illness	Cold-related illness
• Heat stress	• Hypothermia
• Heat exhaustion	• Frostbite
• Heat stroke	• Trench/immersion foot
• Febrile convulsions	• Snow blindness

Table 3.3—Heat- and cold-related illnesses

SLSA members who hold a Provide First Aid (HLTAID003) Certificate, Bronze Medallion, Surf Rescue Certificate or Silver Medallion Advanced First Aid will have received some training on how to recognise and manage the most common temperature related illnesses in Australia.

You can refer to the ARC guidelines, your state/territory WHS regulator, or the latest edition of the following SLSA training resources for more information on how to recognise and manage temperature-related illnesses:

- First Aid Manual (available in Members Area Store)
- Public Safety and Aquatic Rescue training manual
- Silver Medallion Advanced First Aid Learner Guide (available in Members Area Library)
- Online courses for the Bronze Medallion, Surf Rescue Certificate and Silver Medallion Advanced First Aid (SMAFA).

You may also wish to refer to the Sports Medicine Australia fact sheet *Beat the Heat - playing and exercising safely in hot weather* and their brochure *Drink up - Beat the heat* explain how to use the thermal comfort observations to stay safe.

Heat-related illnesses

What factors can increase the risk of heat illness?
- Age—the very young and very old are more prone to heat-induced illness.
- Body type and personal limitations.
- Current or past medical conditions, e.g., diabetes and thyroid conditions.
- Drugs and alcohol that affect heat regulation.
- Exposure to hot temperatures and thermal radiation.
- Excessive physical exertion.
- High intensity training and activity.
- Hot climatic conditions with high humidity and/or no wind, e.g., heatwaves.
- Inadequate fluid intake before and during activity.
- Infection (particularly a viral illness).
- Inappropriate environments, e.g., unventilated hot buildings.
- Wearing unsuitably heavy, dark clothing on hot days.

What should I do to minimise the risk of heat-related illnesses?

- Acquire adequate fitness and acclimatisation—regular training, and acclimatisation to heat from regular training in warm conditions, markedly increase heat tolerance.
- Adjust training and competition intensity to match conditions.
- Aim to drink about 500 ml (two glasses) of water in the 2 hours before exercising.
- Allow children to exercise at their preferred intensity in hot weather.
- Avoid surf activities during heatwaves or unusually hot weather.
- Do not participate in strenuous club activities if you have recently experienced a high temperature, infection, diarrhoea or vomiting.
- During any physical activity lasting 60 minutes or longer, 500–700 ml (two–three cups) of cool water per hour are sufficient.
- Pay special attention to children and members who are over 65, pregnant or taking medication in hot temperatures.
- Provide opportunities to rest in shade for an appropriate amount of time.
- Reduce the duration and intensity of warm-ups in hot conditions.
- Schedule training and competition involving moderate to high intensity exercise to avoid the hottest part of the day.
- Wear clothing that allows for easy evaporation of sweat from the skin while performing strenuous exercise/sport.

Cold-related illnesses

What factors increase the risk of cold-related illnesses?

- Age—the very young and very old are more prone to cold-induced illness.
- Certain medical conditions such as diabetes.
- Drugs and alcohol, which affect heat regulation.
- Immersion or submersion in cold water.
- No access to a warm, dry location.
- Prolonged exposure to cold, wet, or windy conditions (especially in winter).
- Some thyroid conditions.
- Some medications.
- Severe trauma.
- Stroke and altered consciousness.
- Wearing clothes that aren't warm or dry enough for weather conditions.

What can I do to minimise the risk of cold-related illnesses?

- A waterproof outer layer will provide protection from the rain.
- A hat will significantly reduce heat loss, as will ear protection.
- Clothing should be worn in light, loose-fitting layers.
- Provide protection from wind and rain—a shelter.
- Rest periods to reduce risk.
- Wear warm clothing.
- Wear appropriate wetsuits, gloves and wet boots that will protect the body from cold and windy weather.
- Choose a wetsuit thickness and style suitable for conditions.

Extreme temperature considerations for children

Special attention must be paid to children as they have reduced capacity to cope with variations in temperature and are poor at hydrating. It has been also reported that children acclimatise more slowly than adults.

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

When temperatures drop, children need extra attention to stay warm, safe and healthy when outside. Parents, guardians and carers should assist them to wear several layers of clothing, stay hydrated with warm drinks and watch them for signs of cold-related illnesses.

How can I measure the heat and cold stress?

The Australian Bureau of Meteorology provides thermal comfort observations for each state/territory that detail temperature conditions, wind speed and relative humidity for many regions in Australia. Their approximation to the Wet Bulb Globe Temperature (WBGT) index is a useful guide to heat and cold stress measurements because it accounts for levels of humidity, radiation, wind movement and ambient temperature.

3.5 Satellite Patrols

Sometimes your club may be required to provide temporary satellite patrol services that require you and other SLSA members to be posted at isolated beaches instead of your club's main beach.

What are some additional safety considerations with satellite patrols?

Provision of drinking water

Adequate supply of clean drinking water must be provided to all remote patrol members. They should have their own individual drinking bottles as a reduced fluid intake can lead to heat stress and dehydration in hot conditions.

Communications

Radio (or mobile phone) communication with the satellite patrol is imperative so that back-up support from the base club can be provided swiftly in the case of injury or illness.

Rest areas

Requirements for rest for a short period of time may be required as a result of illness, injury or fatigue. If it is not practicable to provide an appropriate rest area, then other arrangements may be adequate—including transport to the base club, nearby medical clinic or home.

Shelter from the weather

All outdoor patrol members should be provided with reasonable access to shelter if weather conditions, such as high winds or lightning, make the patrolling duties unsafe or difficult. For example:

- a nearby vehicle for short-term shelter
- portable shade canopies and umbrellas for shelter against the heat
- nearby public shelters, such as awnings under nearby buildings, which may be suitable during inclement weather as long as the beach can still be seen.

Toilet facilities

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

Washing facilities

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

Your club management committee must ensure that you and all members involved are aware of the standard of radio contact, the size and location of the beach, the number of satellite patrol personnel and how to access the amenities provided by your club for your safety and wellbeing.

Refer to Safe Work Australia for more information on remote or isolated working conditions.

3.6 Food, Alcohol and Gaming

Many surf lifesaving clubs within Australia take part in activities that incorporate food handling and preparation, such as fundraising barbeques and social dinners, as well as the service of alcohol, such as weekend social gatherings at a surf club's bar. Some clubs also gain financial support for their club by doubling as beachfront dining, bar and special functions locations for both SLSA and local community members.

What do I need to know about food safety?

Australia has 5 food safety standards that cover health and hygiene obligations for the handling and sale of any food. Three of these standards are mandatory. Any SLSA member or contractor that handles or sells food as part of SLS related activities must uphold these.

Food Standards Australia New Zealand is the national guide to Australia's five food safety standards. The table below outlines some of their resources you can refer to for more information. You can also refer to Safe Food Australia which is a guide to Australia's three mandatory food safety standards.

Resource	What does this resource cover?
Sausage sizzles and barbecues	The simple food safety precautions that everyone must follow to sell freshly cooked food straight from the barbecue, such as use of utensils, water and handwashing facilities.
Preparing and cooking food	How to safely buy and prepare food to avoid contamination, steps to follow to effectively clean and sanitise utensils.
Temperature control	The two main food transportation safety issues: keeping the food protected from contamination and, if the food is potentially hazardous, keeping it cold (5 °C or colder) or hot (60 °C or hotter).
Transporting food	What foods are potentially hazardous, how to keep food hot or cold, how long food is safe at certain temperatures.

Table 3.4—Food safety standard resources

> **Note:**
> Charities and businesses operating at temporary events are exempt from some of the requirements in the food safety standards. Refer to your local government council for further information.

What do I need to know about using kitchen equipment at surf clubs?

Food preparation, cooking and service equipment must be fit for purpose, well maintained and used in accordance with manufacturer recommendations.

Training of personnel in the safe use of these items should be in place. Clubs could utilise the services of members/others with relevant qualifications to assist in training volunteers to a suitable level.

Handling, cleaning and storage of kitchen equipment needs to minimise the potential for harm. Examples of hazards commonly found within the kitchen include knives thrown in a sink filled with water, unguarded/unsheathed knives stored with other utensils and equipment cords poorly positioned near water.

Your club's health and safety inspection and regular risk assessments will help guide the selection of appropriate hazard controls within the kitchen environment. As a minimum, appropriate PPE should be worn; including purpose-designed gloves (metallic) for cutting/slicing tasks, a head covering, an apron, enclosed shoes, long-sleeved shirts and long pants.

Refer to Food Standards Australia New Zealand for more guidance relating to the use of equipment to meet the Australian food safety standards.

What do I need to know about alcohol and gaming at surf clubs?

Each state and territory within Australia has different liquor, gaming and lotteries legislation that requires venues, paid and volunteer staff to promote and support a safe environment when selling, supplying or serving alcohol, as well as providing suitable areas for gaming.

If your club provides alcohol and gaming services, you must ensure it complies with its relevant state/territory regulator in all applicable compliance areas. This includes licensing, service of alcohol, control of under 18 patrons, provision of suitable areas for gaming and providing information for people with gambling or alcohol addictions.

For example, your club's WHSMP should include strategies to prevent people becoming intoxicated, and to avoid serving anyone who is intoxicated or under the age of 18. It should provide awareness training on alcohol and gambling addiction, and it should ensure that people working in their surf club bar are qualified to provide responsible service of alcohol and gaming.

As per Safe Work Australia's recommendation, refer to Work Health and Safety Queensland, SafeWork NSW and Western Australia's Department of Commerce for more information on how to reduce work-related risks associated with alcohol and drugs, including prescribed or over-the-counter drugs.

Gambling Help Online is funded as part of an agreement between all state and territory governments and the Australian Government. SLSA recommends you refer to their website to access 24/7 counselling and information services relating to gambling as well as your state/territory gaming (gambling) authority for more gaming specific information relevant to your surf club.

3.7 Manual Handling

Under the Work Health and Safety legislation, surf clubs have a duty to manage all hazardous manual handling tasks that relate to or may result in or aggravate a pre-existing musculoskeletal disorder**.**

What is a hazardous manual task?

A hazardous manual task is any task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- *Repetitive force*—using force repeatedly over a period of time to move or support an object, e.g., writing or typing, clicking a mouse, lifting training or first aid equipment, walking on soft or uneven ground, cooking sausages and washing dishes.
- *Sustained force*—occurs when force is applied continually over a period of time, e.g., carrying equipment over long distances; supporting, positioning or stabilising a victim.
- *High force*—occurs in any tasks that:
  - a worker describes as very demanding physically, e.g., performing CPR
  - a worker needs help to do because of the effort it requires, e.g., setting up a patrol tent and the patrol flags, setting up training equipment
  - require a stronger person or two persons to do the task e.g., lifting, lowering and carrying a victim from the IRB or a rescue board onto the dry sand to perform CPR, pushing and pulling when launching powercraft into the water, operating hand tools.
- *Sudden force*—force that is applied suddenly and with speed and that also generates high force, e.g., an IRB landing suddenly on the beach, handling victims who suddenly resist or no longer assist when transporting them.
- *Repetitive movement*—using the same parts of the body to repeat similar movements over a period of time.
- *Sustained posture*—where part of or the whole body is kept in the same position for a prolonged period, e.g., sitting or standing on the beach for extended periods of time during patrol, continually standing with weight mainly on one leg.
- *Awkward posture*—where any part of the body is in an uncomfortable or unnatural position, e.g., when using a spinal board to manage a victim with a spinal injury, bending over a desk or table, bending the neck or back to the side to see around items.
- *Vibration*—exposure to vibration (whole or partial body vibration), e.g., driving an IRB or SSV, using vibrating drills for repair work.

What contributes to manual handling injuries?

Many manual handling injuries that result from hazardous manual tasks build up over a period of time rather than being caused by a single handling accident. Age, posture, level of fitness, body strength, medical history, workplace environment, poor ergonomic design, as well as attitude to self and safety are all factors that will contribute over time to a person's risk of injury (especially to their back, hands, arms and feet).

How do I include manual handling in my risk assessments?

When performing a risk assessment, you should determine which forces, movements and postures related to surf club tasks pose a risk, at what stage during a task they pose a risk, why they are occurring and what needs to be done to control them. At every stage of the risk management process, you should consult with SLSA members about any discomfort, muscular aches and pains they experience while performing tasks as these can signal potential manual handling hazards.

For example, you could ask workers to identify tasks that:

- are difficult to do (or appear harder than they should be)
- are very tiring (muscle fatigue reduces work capacity)
- are awkward or dangerous (for example, difficulty controlling loads)
- cause discomfort
- they think could be done better
- have solutions to eliminate or reduce the hazard and its associated risks.

Questions to ask yourself:

- What body position and movement are people demonstrating when lifting a load?
- How often are they performing the task and for how long?
- Is the person performing the task the most appropriate person e.g., are they pregnant, are they strong enough, have they received appropriate training?
- Are the members following standard operating procedures that support manual handling codes of practice?
- Are they using appropriate equipment?
- Are there already controls in place and are they adequate?
- Does the work area design and layout increase the risk of hazardous manual tasks?
- Does the environment contribute to a task becoming hazardous (such as wind, slippery surfaces, lighting, obstructions)?
- Are there any lifting devices that could be used to accommodate the weight and shape of the load as well as the distance or height it has to travel (such as a spinal board, boat trailer)?
- Have members received enough training in the risks associated with manual handling?

Safe Work Australia has developed a Model Code of Practice that explains how to identify hazardous manual tasks, assess the risks of musculoskeletal disorders and eliminate or minimise those risks. Refer to your state/territory WHS regulator to determine if it has been approved as a code of practice in your jurisdiction and for further guidance on managing hazardous manual tasks.

What manual handling training must my club provide?

Under the health and safety legislation information, training and instruction of correct manual handling techniques is required for any surf lifesaving personnel who might have to lift or transfer equipment. This should be organised by the club captain and the club safety officer for both new and existing members at the onset of each season, as well as by trainers at the start of each training session that includes hazardous manual tasks.

Members must be made aware of the risks involved with each task, and trained in the way of performing that task with the least risk. Training in the proper use of equipment where mechanical aids are used must be provided and each manual handling activity must be reviewed prior to undertaking the task to confirm the risk and take situation-specific risk control action.

Many SLSA learning resources also contain detailed information on manual handling considerations for general and specific tasks. For example, the Advanced Resuscitation Techniques Certificate (ARTC) and Bronze Medallion resources have information relevant to handling victims, and the SLSA powercraft training manual contains information specific to IRB equipment such as motors.

You should also refer to your club's hazard and risk register for examples of lifesaving equipment that present manual handling hazards to surf lifesaving members.

3.8 Slips, Trips and Falls

Slips, trips and falls result in thousands of preventable injuries every year. The most common injuries that result from slips, trips and falls are musculoskeletal injuries, fractures, dislocations, cuts and bruises, yet more serious long-term injuries can also happen that can result in members taking long periods of time off work, out of school and off the beach.

There are various ways to control the risk of slips, trips and falls, and using more than one control measure may be needed so that club activities can be undertaken in a safe and healthy manner. Refer to **Table 3.5** on the following page to see examples of control measures you can take, which are ordered according to their effectiveness.

Also refer to Safe Work Australia's Slips and trips fact sheet for a checklist to assist you with the identification of slip and trip hazards and the selection of appropriate control measures. For more guidance on falls from height, you can refer to their *Code of Practice: Managing the Risk of Falls at Workplaces.*

Hierarchy of control	Examples for slip, trip and fall hazards
Elimination	Remove slip and trip hazards at the design stage, such as eliminating changes in floor levels and installing more power outlets to avoid trailing cords.
Substitution	Replace flooring with a more slip-resistant surface to avoid slippery floor surfaces from wet feet/spills or spilt substances.
Isolation	Restricting access to areas that are potentially hazardous. For example, cordon off wet floor areas while cleaning is in progress and display warning wet floor signs.
Engineering controls	• Apply floor treatments to increase slip resistance such as anti-slip mats. • Provide adequate lighting. • Stop leaks from equipment or pipes. • Provide adequate drainage. • Clearly mark edges of steps and any changes in floor height—marking should be done with a highly visible colour such as yellow. The marking paint/substance should also be textured, to avoid introducing another potential for slipping. • Provide ramps instead of steps where the height of the floor level changes. • Provide rails and hand grips/hand holds.
Administrative controls	• Implement good housekeeping practices including keeping access ways clear and cleaning up spills immediately. • Ensure procedures for cleaning up spilled substances are adhered to. • Use signage to warn of wet or slippery areas. • Provide training and supervision. • Report damage to floors and surfaces.
Personal protective	Wear slip-resistant footwear suitable to the task and surface.

Table 3.5—Hierarchy of controls for slip, trip and fall hazards

3.9 Club Office Layout and Design

As well as increasing the risk of sprain and strain injuries and occupational overuse injuries, poor workstation layout and design increases the risk of collisions, trips and falls. Some factors to consider when assessing the layout and design of your club office include:

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

Air and temperature

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

Noise

- Noisy equipment should be kept away from where people are working. It can affect concentration and cause permanent hearing loss.
- Noise also includes conversations (especially in open-plan offices), telephone conversations and meetings that can affect concentration.

> **Tip:**
> A quick test you can do to assess the noise in your workplace is the '1-m rule'. If you need to raise your voice to talk to someone about 1 m away, you can assume the sound level is likely to be hazardous to hearing.

Lighting

- Ensure there are no lighting problems, such as flickering lights.
- Keep in mind that glare and a lack of natural light can cause eyestrain and vision problems.

General club office considerations

- Position your computer so that it does not cause glare from reflected lights and is at the correct height for the user.
- Use appropriately placed keyboards and well-designed mouses to prevent strain associated with constant keyboard use.
- Use devices such as document holders, wrist rests, angle boards and footrests to assist keyboard work.
- Regular breaks should be taken to reduce the incidence of neck strain.
- Heavily used photocopiers may require isolation and adequate ventilation as they have parts that heat and produce potentially toxic fumes.
- Safety data sheets (SDS) for photocopier chemicals should be made available.
- Disposable gloves should be provided for handling photocopier toner.
- Members should avoid awkward postures such as bending, twisting, reaching; moving office equipment about or carrying boxes.
- Avoid working alone or in isolation—a common occurrence in a surf club environment where there may be only one person in the office. This occurs at irregular hours including evenings, so personal safety and security is also a concern.
- Provide options for food and fluids such as tea and coffee facilities and food storage facilities (e.g., refrigerator).

> **Memo:**
> Design and layout of your office needs ongoing attention to deal with inadequacies that become evident during work. Check with your state/territory WHS regulator for more information of workplace compliance requirements, e.g., noise compliance.

3.10 Storage of SLS Equipment

Safety training must be provided for all members with regard to use, handling and proper storage of equipment at the onset of each season for new and existing members. Many clubs have limited storage space and have difficulty accommodating all gear and equipment in their premises. For this reason, it is imperative that equipment be stored in a manner that is safe and functional, and that takes into consideration varying constraints.

What are some constraints that impact safe storage?

- Lack of storage space
- Frequency of use
- Position of walkways and emergency exits
- Lighting and visibility
- Personnel that are authorised to use the equipment
- Ventilation, including air quality
- Weight and size of the equipment

What are the recommended ways to store equipment?

General tips to store equipment include:

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

Following are some tips to store equipment common across all surf clubs in Australia.

Signage

Signs should be well situated, and some should explain that children are not allowed to access any gear shed and/or that young people should be supervised. For example, 'restricted to authorised personnel only'.

IRB storage

- A large storage racking that is fit for purpose and the size of an IRB is a good option for the storage of up to three IRB craft while inflated or partially deflated. The rack should be built by a qualified builder/carpenter to ensure strong joinery. If the rack is on wheels, a brake system should also be installed.
- If IRBs are slung from the ceiling, the fixtures, such as pulleys and fastening points, need to be adequately designed, constructed and installed by an appropriately qualified person (engineer). Testing needs to be done on an annual basis, or other suitable interval as determined by an engineer, giving consideration to the age and condition of all components.
- Clubs are urged to consider other options to overhead storage.
- The stacking of IRBs on top of each other while on a trailer (other than on a multi-level trailer designed for this purpose) should also be avoided to prevent the possibility of tipping or falling and to prevent damage to the IRBs.

IRB motor storage

- Motors may be stored on a counter-levered trolley with large pneumatic wheels, which then allows relatively easy manual handling on/off the beach.
- Some clubs clamp their outboard motors to a large beam attached to the wall at hip-waist height and this is a useful storage option provided proper manual handling technique is applied.
- All motors may be securely clamped for storage and maintenance.
- Care must be taken to not overload the weight limit of the storage beam and its attachment devices and attachment points.

Boards/surf skis/oars

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

Surf boats

- Care must always be taken while lifting surfboats.
- Wherever possible, surfboats are obviously best left on their trailers while being stored. However, if it is necessary to store a surfboat on the concrete, a sturdy padded wooden stand, which elevates the bow up off the floor, has been demonstrated to be a secure form of storage.

This, and chocking along both sides, is needed to prevent movement to either side and the craft from falling. Again, if it is necessary to sling a surfboat from the ceiling, the fixtures, such as pulleys and fastening points, need to be adequately secured by a qualified tradesman/technician and checked regularly.

Tables and chairs

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

> **Memo:**
> Always be on the lookout for obvious and hidden hazards, and ensure they are controlled if they cannot be eliminated!

3.11 Storage and Handling of Hazardous Chemicals

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

The Work Health and Safety Regulation 2011 specifies the requirements of storing dangerous goods and hazardous chemicals in Australia. **Dangerous goods** are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk. **Hazardous chemicals** are defined in terms of the chronic or acute harm caused to the health of people exposed to the substance.

While it might be obvious that some substances, such as acids or poisons, can cause harm, some health effects may not be so readily apparent, e.g., some dusts or vapours can be hazardous substances. Fibreglass reparation kits and materials are good examples of hazardous substances commonly found at clubs, and members must be aware that asbestos may be present in older clubs. If you are uncertain, isolate the substance and get further assistance from the club safety officer or an appropriately qualified technical adviser.

The club safety officer must be notified of the presence of any hazardous substances in the surf club.

What information should be readily available to club members?

- Appropriate labels on containers
- Chemical substances register
- Manufacturer's safety data sheets (SDS) that are less than 5 years old
- Reports prepared as a result of workplace risk assessments
- The results of monitoring
- The results of health surveillance programs, provided that medical confidentiality is maintained
- Any other relevant information

What information should substance labels include?
Labelling of substances is mandatory. The label must be in English and include the following information:

- a statement that the SDS is available
- description of the main hazards of the substance
- first aid and emergency procedures relevant to the substance
- for each ingredient of the chemical—the identity and proportion disclosed in accordance with Schedule 8 in the Work Health and Safety Regulation 2011
- hazard symbol (the pictures of the classification)
- instructions on how to work safely with the substance
- the appropriate signal word, for example, DANGER means the product is highly toxic. WARNING means the product is moderately toxic. CAUTION means the product is slightly toxic
- the expiry date of the chemical (if applicable)
- the name of the chemical or substance
- the name, Australian business address and telephone number of the manufacturer and the importer
- any other information that does not contradict or cast doubt on the points above.

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

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

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

What should be included in the club chemical substances register?

All chemicals that are stored and/or in regular use at the club need to be recorded on the club's chemical substances register (some clubs also record them in the general hazard and risk register so that all information is in one document). This includes cleaning products and chemicals used in the gear/boat sheds.

Dangerous goods could also be listed on the register. If a substance is both a dangerous good and a hazardous substance, this should be indicated as well. Make sure the current SDS is listed and ensure that as new hazardous substances are introduced to the club, they are listed, and the use of existing substances is discontinued. This register should then be kept in a secure but readily accessible and known location in the club.

What safety data sheets are required at my club?

A safety data sheet (SDS) details relevant health and safety information on a substance. In accordance with WHS regulation clubs are required to obtain a SDS from the supplier of the hazardous substance either before, or on the first occasion, on which the substance is supplied.
An SDS provides valuable information about such aspects as:
- ingredients
- health hazard information (ingestion, eyes, skin, inhalation)
- first aid procedures
- precautions for use (flammability, PPE)
- safe handling procedures (storage, transport, spills, disposal and fire explosion).

It is the responsibility of the club to keep an up-to-date SDS for each chemical used and/or stored on the club's premises. Safety data sheets expire after 5 years, so check that they are up to date. A copy of the SDS should be kept near the product and a master file kept in a secure place in the club. It is also useful to have a copy of each chemical/product SDS in the first aid room for ease of reference in an emergency or when providing treatment after exposure.

Safe Work Australia provides comprehensive information on the requirement to have safety data sheets and the occasions/situations where they are not mandatory.

How do I adequately store hazardous chemicals at my club?

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

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

- storage conditions, e.g., temperature
- secure storage including restricted access:
  - segregation to ensure incompatible chemicals are not mixed
  - potential sources of heat or ignition, e.g., BBQs, electrical equipment, pumps or generators, heaters or exhausts from vehicles, plant or equipment
  - adequate ventilation, e.g., when storing gas cylinders (leaking valves)
  - fire prevention and protection, ensure extinguishers are nearby
- clear and compliant signage displayed
- spill and leak management, e.g., drip trays, spill kits.
- necessary information is readily available, e.g., storage and handling signs, compatibility signs, SDSs, emergency phone numbers
- maximum quantities of hazardous goods allowed for storage, as outlined in the Work Health and Safety Regulations 2011
- required PPE and first aid equipment
- storage areas must be fit for purpose and take into account the wide range of members (including junior club members and children).

> **Note:**
> 'Fit-for-purpose containers' only are to be used. Under no circumstances should drink bottles, cups or other food utensils be used (even temporarily).

Fuel storage and handling

Petrol is a 'Dangerous Good Class 3'. Any clubs that store fuel must use an appropriate hazardous material storage cabinet that has inbuilt spillage containment and prevents fuel leaking from the cabinet, thus reducing the chance of ignition of the contents. This cabinet must be kept locked at all times, particularly while the gear/IRB shed is open to provide security against theft, vandalism and potential health and safety issues.

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

- list of all the dangerous goods in each storage area
- assessing risks by reviewing the SDS for each of the dangerous goods
- minimising quantities kept at any one time
- substituting dangerous goods with other goods of a lower risk
- method of storage—fuel cabinet, fuel storage containers
- labelling of fuel storage containers
- volume of fuel being stored
- storage area location within gear shed (fire escapes, distance from ignition sources)
- decanting for re-fuelling (ventilation and PPE)
- ventilation of storage area
- safety signage
- approved fire extinguisher appropriate for Class B fires
- safety data sheet on the product (e.g., petrol)
- chance of spillage and risk emergence procedures
- first aid training.

For further information about the use, handling and storage of petrol, please refer to your SLS state/territory centre's standard operating procedures (SOPs) as well as the Work Health and Safety Regulations 2011.

What should I include in the club's chemical substance emergency planning?

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

- fires and explosions
- spillages of dangerous goods
- release of gas, fumes or vapour
- uncontrolled reactions
- risks external to the actual dangerous goods (such as fire on adjacent premises or vehicle collision).

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

- raising the alarm
- notifying emergency services (fire/ambulance), including specific contact details
- immediate actions to be taken by the worker.

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

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

Personal protective equipment (PPE)

Surf clubs will ensure suitable PPE is available for members' use and must be used when handling dangerous goods or hazardous chemicals. Clothing and other PPE must be periodically checked and maintained in sound operating condition. It is each member's responsibility to inform club management if PPE is damaged or missing.

Fire prevention and protection

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

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

How do I apply the risk management process to hazardous substances and dangerous goods?

Risk management should be applied with regard to hazardous substances and dangerous goods. The following risk assessment for hazardous substances has been developed to assist clubs and must be completed annually, at the time of the annual club inspection. All chemicals used or stored on premises must be recorded in the club hazard and risk register and the club chemical substances register.

1. **Establish the context**

Decide on those who will be involved and consulted in the risk management process and begin looking into the WHS requirements of the club.

2. **Identify hazards**

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

3. **Assess risks**

Assess how likely a fuel spillage is and the likely consequences if the hazards identified above do occur. Fuel should be stored in fuel cabinets to reduce the risks.

Examples of questions to ask:

- Are there any other controls in place?
- What is the likelihood and what are the consequences if a member uses incorrect chemicals or children access fuel containers?
- Are there provisions in place to ensure smokers remain within a safe distance of stored fuel?

4. **Control risks**

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

Examples of the hierarchy of control include:

- **Elimination**—adopting an alternative product or purchasing supplies of a material in a ready-cut form rather than carrying out dust-producing processes.
- **Substitution**—substituting a hazardous chemical with a less dangerous chemical such as water-based paint in place of an organic solvent-based paint.
- **Isolation**—removing people from the process by use of a barrier, such as storing fuel in a locked cabinet.
- **Engineering**—using exhaust ventilation or spillage controls, such as drip trays or raised edges around work benches. Using dispensing systems such as plumbing/piping to carry product from its storage to its point of use, e.g., fuel hose coming from a drum to a refuelling point for vehicles/engines.
- **Administration**—excluding any access that is not essential by using warning signs.
- **Personal protective equipment**—using gloves, aprons, face masks, goggles and other equipment designed to create a physical barrier from the hazard.
- **Monitor and review**—regular review of dangerous goods policies and feedback received from members to ensure no other risks have arisen. Incident reports must also be reviewed regularly and ensure SDS are kept up to date.

What information on chemical substances should be included in inductions and training?

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

- information about relevant hazardous chemicals including:
  - nature of the hazard
  - risks to health from exposure
  - degree of exposure
  - routes of entry into the body (inhalation, skin or eye contact, swallowing)
- information on each part of the label of a hazardous chemical and why the information is provided
- where to find the relevant SDS and the information that it provides
- risk management process
- procedures to follow (use, handling, storage, transportation, cleaning up and disposal)
- measures used to control exposure
- personal protective equipment required
- procedures to follow in case of an emergency involving hazardous chemicals
- first aid
- monitoring required (reasons for and access to results)
- reasons for health surveillance required to detect the effects of exposure.

This training should be provided to surf lifesaving personnel prior to their commencement of duties. The club safety officer or delegate will provide this training.

3.12 Club Gymnasium

Some surf lifesaving clubs provide members an opportunity to exercise to improve their health by use of a gym. All exercise carries with it some inherent risk and there are many gym-associated hazards that have the potential to cause harm.

All SLSA members have a shared responsibility to identify and control the hazards associated with gym areas and activities, and your club has a responsibility to develop safe gym procedures to eliminate if not minimise their corresponding risks.

What are some common hazards at the gym and how do I control them?

Injuries often occur at gyms as a result of people using gym equipment incorrectly, damaged or poorly maintained equipment, over-exertion, individuals leaving equipment and belongings on the floor, a poor layout of fitness equipment and/or an individual's general lack of attention to safety.

There are many injuries commonly associated with gym activities, such as muscle strains to the back or limbs, sprains, crush and spinal injuries, as well as cuts and lacerations. Illness from cross infection is also common when there is poor equipment hygiene and poorly maintained share facilities, such as showers, saunas and change rooms.

SLSA recommends you refer to Fitness Australia's Work Health and Safety Guide for Fitness Businesses for a sample risk assessment and familiarise yourself with the common hazards they highlight as associated with gym areas and activities. Their guide also includes example risk ratings and control measures for these hazards that you can take to meet your health and safety duties.

You may also wish to refer to Fitness Australia's publication titled The Australian Fitness Industry Risk Management Manual for more information on identifying and managing risks within the fitness environment (your club's gym).

What is my club's responsibility?

The club safety officer should conduct regular health and safety inspections of your club gym, review control measures used (such as pre-exercise screening of members using the gym), as well as keep accurate records of gym-related incidents and near misses.

Clubs must conduct pre-exercise screening to identify members who may have medical conditions that put them at a higher risk of an adverse event during physical activity/exercise. The club official responsible for supervising the gym will provide members with the *SLS Pre-activity Questionnaire* upon request to use the club gym.

What is the gym supervisor responsible for?

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

- acquiring gym equipment in good working order and ensuring its maintenance
- arranging for the repair or replacement of gym equipment as required
- ensuring the gym and surroundings are regularly inspected
- ensuring the gym users are receiving advice and information on appropriate exercise techniques
- managing gym application forms
- monitoring gym use to check it is being used as per the *SLS Gymnasium Code of Conduct* (either on site or remotely with the use of a closed-circuit television camera)
- pre-exercise screening.

What do members need to do to join their club's gym?

All members must do the following to join their club's gym and before being permitted to use it:

1. Complete the *SLS Pre-activity Questionnaire*.
2. Complete the *SLS Gymnasium Membership* form.
3. Complete the *SLS Terms and Conditions for the use of the Club Gymnasium* form.
4. Inform the gym supervisor if they may be at risk by participating in a particular activity
5. If the gym supervisor determines that they are at a high risk of an adverse event during physical activity/exercise, obtain clearance from a medical practitioner or qualified fitness instructor, e.g., written clearance, fitness program or assessment.
6. Complete a gym induction led by an instructor with a minimum qualification level of Certificate III in Fitness (or equivalent). This requires the completion of the *SLSA Gymnasium Induction* form.
7. Read and agree to abide by the *SLS Gymnasium Code of Conduct*.

All club gym forms mentioned in this process are available within the one document in the SLSA Members Area Library. This document also includes the *SLS Gymnasium sign-in/sign-out sheet* that members must sign when entering and leaving their club gym.

What should my club's gym induction include?

The *SLS Gymnasium Induction* form (which must be completed) is available within the SLSA Members Area Library. It contains a checklist of what to include in your club's gym inductions. Inductions must be led by an instructor with a minimum qualification level of Certificate III in Fitness (or equivalent).

The induction confirms the receipt of required documentation and includes a safety orientation to the gym as well as an introduction to exercise fundamentals.

Gym safety orientation should cover:

- location of fire extinguishers, first aid and resuscitation equipment, exits
- information on emergency procedures
- location of changing rooms, lockers, showers, water coolers and other facilities
- essential gym etiquette, e.g., hygiene, cleaning equipment, appropriate clothing
- safe use of gym equipment
- paperwork, e.g., sign-in/sign-out sheets.

Exercise fundamentals include:

- start with a warm-up
- end with a cool-down.

For each piece of equipment, the person leading the induction must:

- explain what the equipment is for
- explain how to use it (including a demonstration)
- provide feedback to the member after observing them use it
- make a written note of optimum settings, such as seat positions (where applicable)
- explain how to clean the equipment for safe use by the next person
- explain how to store the equipment to avoid trip hazards (where applicable).

3.13 Fit-for-purpose Personal Protective Equipment

Personal protective equipment (PPE) should be used by members to further reduce risk during SLS operational activities.

All PPE should be compliant with the standards set by international and Australian standards, with their trademark stamped on it, to ensure the validity of its safety features. It is the responsibility of the purchaser to check the suitability and compliance of items before purchasing. PPE should be kept in clean and hygienic condition and made available to visitors or other personnel if required.

Common PPE in surf operations may include, but is not limited to:

- lifejackets and helmets for IRB, RWC and ORB operators
- gloves and resuscitation masks for use during first aid/resuscitation procedures
- personal protective clothing such as:
  - sunglasses
  - helmets
  - wind jackets
  - tracksuit pants
  - jumpers
  - long-sleeved patrol shirts and rash vests
  - wide-brim hats
  - sunscreen
  - enclosed shoes with a hard sole (especially for SSV/ATV operators).

It is the responsibility of the club management committee to:

- ensure that appropriate PPE is used by members where:
  - hazards have not been controlled by a higher level on the hierarchy of controls
  - complete protection is essential, such as during pesticide handling/application
  - confined space activity is being carried out
  - it is required by legislation
- provide adequate training in correct use, storage, maintenance and disposal
- ensure that members follow the manufacturer's instructions
- ensure that the appropriate signs have been erected to warn when and what type of PPE is required throughout the premises.

Under WHS legislation it is also the member's responsibility to:

- use or wear the PPE in accordance with any information, training or reasonable, instruction provided by club management
- notify club management when specific PPE is found to be damaged, not working or missing
- not intentionally misuse or damage PPE.

All 'others' in and around the surf club also have a duty under the WHS legislation to wear PPE in accordance with any information, training or reasonable instruction provided by their SLS state/territory centre.

3.14 Infection Control

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

Standard precautions are recommended for the care and treatment of all victims, regardless of their perceived or confirmed infectious status. Standard precautions are work practices that are required for a basic level of infection control. Members may be exposed to or transmit communicable and infectious diseases while performing training, rescue or first aid duties.

Many communicable and infectious diseases are preventable through immunisation and can be managed by taking both universal and transmission-based precautions. It is the responsibility of all levels of the SLS organisation to raise awareness of the potential problems of cross infection, the benefits of single-use first aid and resuscitation equipment, as well as aim to have all active lifesavers/lifeguards immunised, especially against hepatitis B and tetanus.

Your club should appoint a suitably qualified first aid officer (wherever first aid facilities are provided) whose duties include ensuring that the proper precautions against cross infection are taken at all times and that full records of incidents are kept.

What is the difference between a communicable and an infectious disease?
An infectious disease is a disease caused by a microorganism and may or may not be communicable. An example of a non-communicable disease is one caused by toxins from food poisoning or infection caused by toxins in the environment, such as tetanus.

A communicable disease is an infectious disease that is contagious, and which can be transmitted from one source to another by infectious bacteria or viral organisms. Examples are hepatitis B which affects your liver and the human Immunodeficiency virus (HIV).

What precautions can I take against cross infection?
Universal precautions
- Appropriate handling of linen
- Aseptic non-touch technique
- Cleaning and disinfection of reusable medical equipment and instruments
- Personal hygiene such as hand hygiene, before and after every episode of victim contact
- Respiratory hygiene and cough etiquette
- Routine environmental cleaning
- Safe use and disposal of sharps
- Single-use resuscitation and first aid equipment
- Use of personal protective equipment (single-use gloves and masks, and goggles as a minimum)
- Appropriate waste management

Transmission-based precautions
These should be applied in circumstances where victims are known or suspected to be infected with a communicable disease that cannot be contained with universal precautions alone.

Refer to *SLSA Guideline 3.08—Communicable Diseases* for more information.

What should I do to manage the risks associated with cross infection?

As part of your duty to WHS within your club, you should refer to and follow SLSA policies and guidelines that contain more information and best practice guides in relation to preventing and managing the risks associated with cross infection within your surf club environment.

- *SLSA Guideline 3.08—Communicable diseases*
    - How to prevent the contraction of infectious diseases
    - What immunisations to recommend to members
    - Avoiding cross infection during the provision or training of first aid and resuscitation
    - Actions to be taken following an incident involving occupational exposure to blood or body fluids
    - Immune status—the rights and responsibilities of SLSA, its members, victims and yourself regarding a person or SLSA member with, or carrying, a serious communicable disease such as HIV or hepatitis C or an infection of a short duration

- *SLSA Policy 1.14—Sharps policy*
    - Education
    - Prevention and response
    - How to raise the awareness of sharps
    - What to do if you find an unsafely discarded needle and syringe
    - How to manage a needlestick injury
    - How to dispose of sharps safely

> **Note:**
>
> The *SLSA First Aid Manual* and education resources for awards within the SLSA emergency care pathway can also be accessed for information.

- *SLSA Guideline 3.1—Disinfection of equipment*
    - How to create a bleach solution to clean e.g., to clean the first aid room
    - How to clean and disinfect training manikins and accessories (during and after class)
    - How to clean and disinfect surfaces of blood and body fluid
    - How to dispose of as well as clean and disinfect linen
    - How to clean exposed body surfaces and who to report to following exposure

You should also refer to the following policies that identify circumstances that present an increased risk of cross infection.

- *SLSA Policy 3.03—Pregnancy and the surf lifesaver—competition and patrols*
    - Four legal issues to be considered
    - Patrol obligations
    - Competition events regarded as causing an unacceptable chance of injury to the mother and foetus after the twelfth week of pregnancy
    - Recommendations for further reading
    - Medical conditions and diseases that preclude sporting participation in pregnancy (as certain infections can pose higher risks to pregnant women and foetuses if acquired during pregnancy)

When referring to this policy it is also a good idea to refer to *SLSA Policy 6.02—Privacy Policy* as all information regarding the immune status and pregnancy of the surf lifesaver must remain confidential.

- *SLSA Policy 1.03—Body retrieval*
  - Personal protective equipment (PPE) required
  - Contents of a recovery kit for safety
  - Reporting requirements
  - Trauma counselling protocols
  - Transportation arrangements

When referring to this policy, it's a good idea to also refer to SLSA policies on dealing with police investigations (6.16), coronial inquests (6.17) and peer group support (1.15).

What should all members know about cleaning the first aid room?

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

Gloves and protective attire must be worn during disinfection procedures. Hands should be washed before and following use of gloves; showering may be required if there is a risk of chemicals splashing/being splashed.

For surface disinfection of blood or body substances after cleaning has been completed, the recommended solution is household bleach. Bleach can easily cause burns to the skin, hence its use must be accompanied by careful guidelines to prevent burning and inhalation of its vapour when diluted in warm water.

Members should refer to the manufacturer's instructions and safety data sheets for more information about the risks and control measures relating to use of the bleach product supplied at the club. They should also refer to *SLSA Guideline 3.1—Disinfection of Equipment* and *SLSA Guideline 3.08—Communicable Diseases* for more information.

What do I do if I am exposed to body substances?

Any accidental exposure to body substances during the course of duty must be reported immediately to your club's first aid officer so that the incident may be recorded in the SLSA incident report log as well as to your state/territory regulator if it is a notifiable incident.

- Remove contaminated clothing.
- Wash the affected area well with soap and water or a saline solution instead of a potentially irritant antiseptic solution.
- Flush any affected mucous membranes with large amounts of water.
- If eyes are contaminated, keep them open as you gently rinse them with water or normal saline for approximately 20 minutes.
- Examination of the exposed person should follow to confirm the nature of exposure.
- Have a medical evaluation (a vaccination may need to be considered).

Where can I find more general information on preventing cross infection?

Your state/territory WHS regulator and the following websites can provide you with more general guidance on how to prevent the spread of communicable and infectious diseases within the club/workplace.

- Safe Work Australia: Safety Considerations with First Aid
- Safe Work Australia: Personal Protective Equipment

3.15 Electrical Safety

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

What are some electrical safety considerations?

Residual current device (RCD)—safety switches

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

Fixed wiring and equipment

Fixed equipment is equipment that is fastened to a support, secured in position or otherwise due to its size and mass located in a specific location. All fixed wiring and equipment is to be supervised by a registered electrician. This includes testing of protection devices as required and any alteration to fixed wiring. Refer to your state/territory WHS regulations for the minimum requirements with regard to testing and tagging of electrical equipment.

Not every item of electrical equipment used in the club must be tested and tagged as not all electrical equipment presents a risk to the operator. Electrical equipment used in lower-risk operating environments (dry, clean, well-organised and free of conditions that are likely to result in damage to electrical equipment) do not need to be tested and tagged, e.g., a club office.

Electrical equipment commonly used in these types of lower-risk workplaces include computers, photocopiers, stationery or fixed electrical equipment.

A risk assessment should be carried out by the club on all other electrical equipment annually with the club health and safety inspection. In addition to regular testing, electrical equipment should also be tested:

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

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

Fuses

Australian Standard *AS/NZS 3000:2007 Electrical installations (*known as the 'Australian/New Zealand Wiring Rules') prohibits the installation of semi-enclosed re-wirable fuses. If a fuse blows, switch off and check the electrical equipment being used before replacing the fuse wire. If the fuse blows again, call an electrical contractor, as there is a fault with the wiring or the appliance or tool.

Earth wires

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

Power tools

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

What are some general electrical safety tips?

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

3.16 Hot Work and Welding

Cutting, grinding, welding (all forms) and other friction-generating processes (also known as hot work) may occasionally take place within lifesaving clubs. This may occur when repairs are being made to propeller guards, trailers, etc. If the hot work is being carried out by a club member, that member must have the appropriate qualifications.

Welding hazards can include electric shock, burns, fire and explosions, radiation, heat, fumes and gases, noise and numerous other physical hazards. Exposure to any of these hazards can be minimised by using an effective combination of control measures.

What are some safety considerations to note?

Electrical safety

- An approved leakage device should be used on mobile welding units.
- Electrodes or welding wire should never be touched with bare hands.
- Hot work should be performed only on dry insulated floors and in a well-ventilated area.
- Using welding voltage reducers that maintain an output no greater than 12 V until the arc is struck.

Burns fire and explosion

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

Flashback arresters

Flashback arresters are essential and should be used in conjunction with safe work procedures, including safe transporting and storage, regular checks and maintenance, instruction, information, training and supervision for operators, or for following the manufacturer's safety guidelines.

Flashback occurs when the flame moves back from the welding tip and into the blowpipe. Flashback can cause the flame to travel up gas supply hoses or possibly into the gas cylinder itself, causing it to explode. Some causes of flashback include:

- wrong gas sequence during start-up
- insufficient purging to clean hoses
- kinked hoses
- hose run over by a vehicle during welding
- faulty equipment
- inappropriate use of equipment.

If a flashback occurs do not re-light as it is a sign that the work procedure is incorrect, or the equipment is faulty. After a flashback incident, either discard arrester, gas hoses and fittings or have them inspected by a competent person and repaired. Refer to your state/territory WHS regulations more detailed requirements.

Fumes and gases

During the welding process certain health and safety hazards may be present in the form of metal fumes and gases, however welding is not a particularly hazardous occupation if the welder is using appropriate personal protective equipment.

The following guidelines should be followed:

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

General guidelines

- Ensure adequate lighting.
- Fire equipment is to be made available within 10 m of work area.
- Servicing and installation must be performed by a qualified licensed electrician and equipment is to be maintained and checked regularly.
- Properly mount cylinders.
- Use correct cylinder regulators.
- Use correct personal protective equipment including—welding helmets and lenses (Australian Standards), gloves, overalls, safety footwear, aprons and head covering.
- Maintain a radius of 15 m from hot work area free from all hazards, including the space above and below that area. Extra precautions should include:
  - combustibles that cannot be removed should be protected with fire-resistant covering
  - combustibles removed from opposite side of walls
  - explosive atmospheres eliminated, or hot work not performed
  - good housekeeping
  - monitor area during work
  - monitor for at least 1 hour after hot work has been finished, as ignition may be delayed, especially in the presence of light combustible material and gentle air movement
  - remove flammable liquids from work area
  - wall and floor openings are covered.

3.17 Fire Safety

Fires are seen as a significant potential risk in and around surf clubs. You should familiarise yourself with the type and location of the fire equipment around your club.

How does a fire occur?

Three essential elements are needed for fire to occur: FUEL–OXYGEN–HEAT. Remove any one of these elements and the fire will be extinguished. Good housekeeping will reduce the risk of a fire occurring and help ensure a clear access to your fire equipment.
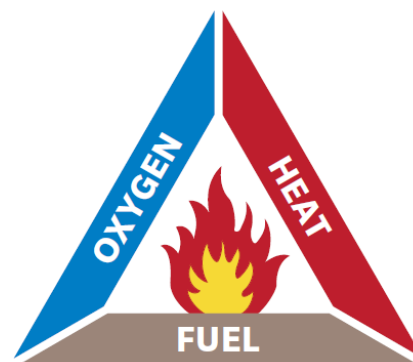
Diagram 3.1 Fuel–oxygen–heat

Fire prevention and control

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

- an evacuation plan
- attention to 'housekeeping' to reduce the chances of fire occurring
- fire drills at regular intervals
- observance of legislation
- provision of fire controls or warning devices, such as smoke detectors and alarm systems
- provision of firefighting devices, including sprinkler systems, hydrants and hose reels
- special attention to high density storage areas and electronic equipment
- sources of information on technical aspects that affect fire safety at the club, such as controlled use of flammable or combustible materials
- training of appropriate members in the use of firefighting equipment and operation of an evacuation plan.

Australia's National Council for Fire and Emergency Services, known as AFAC, has developed The Basic Home Fire Safety Training Materials in collaboration and consultation with emergency services from across Australia. These free resources are designed to support the development of skills and competencies for those involved in community service work, and AFAC recommends that they be used as part of induction of new workers and skills maintenance of existing workers.

You can also contact your state/territory emergency fire services for more information and refer to their YouTube channels to access their video training.

> **Note:**
>
> Clubs located in areas prone to bushfires should also consider contacting their state/territory emergency fire services to help develop a bush fire management plan.

How should my club conduct a fire protection appraisal?

Quarterly risk management inspections should include a re-appraisal of existing fixed fire protection systems, procedures, training and equipment to ensure their adequacy. In certain circumstances these inspections could be carried out via your local government authority.

What fire training should I provide at my surf club?

All members should be aware of their club's emergency evacuation procedure, how to raise an alarm, as well as any important fire safety considerations relevant to their role, e.g., the flammable nature of powercraft fuel, BBQ gas and medical oxygen cylinders, as well as hazardous chemicals.

Club management, employees, members and contractors must be trained regularly in the use of your club's firefighting equipment. This training can be provided by an officer at your local fire brigade station and/or your club's fire equipment supply and maintenance contractor. Fire emergency and evacuation drills should also be held regularly.

What fire equipment should be available at my surf club?

- Fire blankets
- Fire doors
- Fire exits
- Fire extinguishers

- Fire hose reels
- Fire hydrants
- Smoke detectors

What should I do in the event of a fire?

- Only attempt to contain the fire where there is no danger to yourself or others, and when you have had appropriate training provided in the use of firefighting equipment.
- Follow your club's emergency response procedure.
- Keep a safe line of retreat open at all times so that you have an exit plan.
- Keep low where there is less chance of smoke to reduce inhalation exposure.
- Feel doors for heat before opening them to be sure there is no fire danger on the other side.
- Never turn your back on a fire because it appears to be extinguished. Class A fires often have hot spots that can reignite.

When following your club's emergency response procedure due to a fire, stay calm and remember the acronym RACE:

R—Rescue

- Rescue people in immediate danger only if safe to do so.

A—Alarm

- Raise your club's alarm if you see fire or smoke and call out 'fire, fire, fire'.
- Contact triple zero (000) for the fire brigade and comply with their directions. Then notify your most senior club official when safe to do so.

C—Contain

- Contain the fire if safe to do so by closing doors and windows and extinguishing the fire with the fire safety equipment you are trained in, e.g., use a fire blanket over an oil fire in a kitchen pot or pan; use special techniques for liquid fires.
  The *SLSA Fire Extinguisher Selection Chart* provides some useful information on the different types of fire extinguishers.

E—Evacuate

- Evacuate to the designated assembly area and act as directed by your most senior club official.
- You must evacuate the immediate area after one fire extinguisher has been depleted.
- Stay low to the ground if there is smoke.
- Save records if possible and safe to do so.

> **Remember:**
> RACE does not mean you should race to the exit. Evacuations should be done in a calm manner to permit time to pause and plan as well as avoid further injury to people as they exit the building.

When using a fire extinguisher, stay calm and remember the acronym PASS:

P—Pull the pin to break the seal and test the extinguisher.

A—Aim at the base of the fire from a safe distance and ensure you have a means of escape.

S—Squeeze the operating handles to discharge the extinguishing agent.

S—Sweep from side to side to completely extinguish the fire.

Chapter 4—Special Events and Event Safety

Surf Life Saving (SLS) is involved in many events and activities, and event safety is an ever-increasing aspect of SLS event management. Some events and activities involve only SLSA members while others involve public participation.

You and all SLSA members should be aware that there is an official process that must be followed to determine if your surf lifesaving club (SLSC) can, or should, host or be involved in a special event.

This section is a general guide to help you decide if you should/can hold or be involved in an SLS special event. It provides you with insights into the considerations that need to be made, how to submit an SLS *Application for Involvement in a Special Event* form, what additional forms are required for endorsement, as well as what safety considerations must be made in the lead-up to, during and after your special event.

With regards to competitions, a Safety Operations Manual (SOM) relevant to the scope of the competition being conducted is essential to the sound planning process. The plan should ensure appropriate procedures are in place if an emergency occurs during a competition. Refer to the *SLSA Surf Sports Manual* within the SLSA Members Area Library or the SLSA IT Helpdesk website for more information on the contents of an SOM.

The *SLSA Event Risk Application* is recommended to be used for managing risk at an SLS event as a tool to assist with the process of risk management. It is not intended to automate the process, as good risk management strategies, processes and practices are required to ensure the safety of participants, officials and spectators. This mobile application is distributed on request through the SLSA IT Helpdesk, which is also the location of the applications user guide.

4.1 Special Events

Surf Life Saving is involved in many events and activities that involve our core activities of public safety, water safety and surf sports. SLS is also frequently involved in social activities, such as club barbecues. Most special events involve members of the public participating in an activity run by a surf lifesaving club or a third party, and many involve SLSA members engaged in non-routine activities that require endorsement by their SLS state/territory centre or local government council.

What is a special event?
A **special event** is any event that involves some aspect of surf lifesaving involvement (advice, safety or organisation) that is outside the parameters of normal surf lifesaving, SLSA or SLS branch activity, as well as some events not covered in the *SLSA Surf Sports Manual*. Normal activity can be considered as patrols, training of SLSA awards, social BBQs, club surf races, coaching, etc. Special events must be endorsed by your SLS state/territory centre before they can be held. Some examples of special events include:

- aquatic safety supervision away from the surf club's patrol area
- community education programs involving aquatic water safety or instruction
- events conducted outside of the *SLSA Surf Sports Manual*
- first aid posts at external concerts sporting events, or community events
- non-organisational approved surf carnivals, boat events or events using SLSA brand, gear, personnel, etc.
- ocean swims (see www.oceanswims.com)
- community events, such as public street markets, festivals, fetes, carnivals and exhibitions
- sports events, such as marathons, duathlons, triathlons or beach volleyball.

What is a special event of national significance?

A **special event of national significance** is a special event that may include television coverage, overseas competitors and interstate competitors. SLSA must be consulted with prior to endorsement by your SLS state/territory centre for special events of national significance to be held, e.g., the Australian Surf Rowers League (ASRL) Open.

A **special event of international significance** includes events of international significance that must also be endorsed by SLSA, e.g., national team sports competitions, the International Life Saving Federation (ILS) Lifesaving World Championships.

4.2 Special Event Considerations

There is the community expectation that any special event lead by SLS is safe, reputable and well organised to protect the organisation and its members.

Before deciding to hold or be involved in a special event, you should consider what is required relating to event safety and management. You should start by going through criteria outlined in the *SLS Application for Involvement in a Special Event* form, which needs to be endorsed by your SLS state/territory centre and sometimes SLSA.

Example considerations:
- **Levels of risk with involvement**
  - Feedback from prior events (especially if the event has been held before)
  - Risk assessment (including environmental risks and the service of food and/or alcohol)
  - Category level of involvement
  - Commercial nature, e.g., in competition with an SLS state/territory centre contracted service
  - Factors to be considered before cancelling or modifying an event
- **Insurance required**
  - Public liability insurance if members of the public are participating
  - Advice from SLSA insurance broker
- **Personnel required**
  - Event manager and/or coordinator
  - Water safety
  - Medical/first aid
  - Number of SLS club officials
  - Race referee
  - Safety director
  - Instructor/personnel in charge (category E special event)
  - Other non-SLSA persons, e.g., school, community or special needs groups
  - Other groups involved covered by voluntary personal accident insurance, e.g., event management organisations
- **Equipment required**
  - Safety and rescue equipment involved (type and minimum levels as per risk assessment)
  - Number of stations (first aid, drink, other)
- **Attendees**
  - Number of attendees (SLSA members and general public)
  - Age restrictions of attendees
- **Local requirements**
  - Notifying and obtaining permission/permits from appropriate bodies, e.g., local government council, police, transport department, local hospital and emergency services (ambulance, fire and rescue)
  - Traffic management, e.g., use of public roads

SLSA recommends you check to see if your local government council website provides an event guide that contains useful information about the previously mentioned considerations as well as other local considerations such as:

- access needs of people with a disability
- potential weather impact
- permissions to sell food/alcohol
- permission to erect structure, e.g., marquees
- hazardous chemicals, e.g., fuel
- communication plans, including temporary signage
- amenities
- power requirements
- local noise restrictions
- waste management
- community notification requirements.

Safe Work Australia recommends referring to these resources regarding WHS considerations for events when considering holding or being involved in an event:

- The Gascoyne Development Commission—Event Management Plan Checklist and Guide
- SafeWork SA—Event safety
- Safe Work Australia—Traffic Management Guide—Events
- Australian Centre for Event Management—Crowd Management, Crowd Safety
- Australian Centre for Event Management—Risk management, Safety and Security

What are some examples of hazards and risks associated with a special event?

There are many hazards and risks associated with special events that need to be considered when deciding to host or be involved in a special event.

Refer to the *SLSA Example Special Event Risk Matrix,* which identifies some of the many hazards and risks associated with a special event, and some possible control and risk mitigation strategies that you could include in your own risk assessment in the lead-up to a special event.

Does a special event need public liability insurance?

You MUST obtain public liability insurance for special events where SLSA members and members of the public are participating (e.g., an ocean swim or market stalls organised by an SLSC that is open to members of the public). The cost of insurance may be a premium or calculated based upon the number of participants/competitors.

Insurance coverage is not automatically granted. Get advice from the SLSA insurance broker, Jardine Lloyd Thompson (JLT), before completing your *SLS Application for Involvement in a Special Event* form. Some surf clubs should also be able to obtain this advice through their SLS state/territory centre.

> **Note:**
> Clubs hosting or involved in special events that include sports competitions with members of the public competing should also ensure their competition entry forms include an up-to-date declaration and waiver that competitors must sign prior to competing.

How do I contact the SLSA insurance broker?

Website: https://www.jlta.com.au/slsa/index.aspx

Phone: (07) 3246 7514 (Monday to Friday 8.30 am–5.00 pm AEST)

Email: surflifesaving@jlta.com.au

When can I confirm that a special event will occur?

No commitment, without reservation, shall be given by SLSA members until final approval is given by the appropriate SLS authority.

4.3 Special Event Involvement Categories

What are the special event involvement categories?

Each of the special event categories refer to a level of involvement that you determine when completing the *SLS Application for Involvement in a Special Event* form.

Refer to **Table 4.1** for an outline of each category's level of involvement and the SLS special event sanctioning forms that are required to be completed for each category.

* Depending on the scope, scale and formality of your involvement you may not need to complete all of the *SLS Application for Involvement in a Special Event* form. If you consider your A or B event category to be informal and not of a significant nature, contact your SLS state/territory centre to confirm what information is required before completing the application.

Category	Level of involvement	Involvement details	Example	SLS special event sanctioning forms
A	Advisory role only	Acting as an official adviser to another person or organisation other than SLSA in the safety aspects of an event, but not including any actual participation by club members, equipment, etc.	You provide water safety advice to the Water Polo Australia group organising their 2017 Water Polo by the Sea event.	1. Application for Involvement in a Special Event 2. Contract for Services*
B	Assisting an event	Assisting as an official adviser to another person or organisation other than SLSA (e.g., assisting in the safety supervision of a swim leg or triathlon, or providing first aid services at an event). This may include participation by club members, equipment, etc.	You provide advice, sit on the organising group and/or provide support on the day for the Australian Corporate Triathlon Series water safety team with regards to their event's swim leg.	1. Application for Involvement in a Special Event 2. Post-Event Report 3. Contract for Services* 4. External Event Organiser*
C	Conducting an event (for another organisation)	Being responsible for the organisation of an event in its entirety, but on behalf of a person or organisation other than SLSA (i.e., assuming full organisation control for a fee for services, etc.).	You organise an ocean swim, triathlon, fun run, corporate challenge or endurance event.	1. Application for Involvement in a Special Event 2. Activity Safety (Risk) Plan 3. Contract for Services 4. Event Organiser Details 5. Post-Event Report
D	SLSA event	A surf lifesaving club, group, SLS branch or SLS state/territory centre acting as a promoter and organiser of the full event, either with or without sponsor involvement.	The 2018 Mooloolaba Beach Festival Ocean Swim held in QLD's Sunshine Coast.	1. Application for Involvement in a Special Event 2. Activity Safety (Risk) Plan 3. Post-Event Report
E	Aquatic safety supervision/ community education program	A surf lifesaving club, group, SLS branch, SLS state/territory centre, professional lifeguard or appropriately qualified SLSA member acting as an official adviser and/or assisting in the safety or supervision of an aquatic safety program.	School or community group supervision at a beach.	1. Application for Involvement in a Special Event
F	External entity conducting SLS events	An event that is not conducted by an SLS club/branch, SLS state/territory centre or SLSA and involves SLSA events/members/equipment and/or IP. Category F events that operate interstate will require advising the respective state/territory sports manager and approval by the SLSA sports manager. A deed of sanction will be required.	Surfboat, ironman series or high-performance camp, etc., conducted by a private entity or a group of members not attached to a management entity as the organiser, e.g., Ocean6 events.	1. Application for Involvement in a Special Event 2. Activity Safety (Risk) Plan 3. Contract for Services 4. Event Organiser Details 5. Post-Event Report

Table 4.1—SLS Special event category levels of involvement and their relevant event sanctioning forms

4.4 Application Process and Time Frames

How do I apply to hold a special event?

If you have decided to make an application to host or be involved in a special event after considering many event safety and management factors, you need to follow the SLS special event application process to have the event endorsed. This process can help you ensure the correct insurance cover is in place to protect yourself and your surf lifesaving club against any potential legal action following a special event.

Step	Details	Tick once done
1	Choose the category of special event that you are going to hold from categories A–F.	
2	Confirm who will be responsible for organising the special event and the personnel in charge of the event, e.g., water safety, medical/first aid, club officers, race referee/safety director, non-SLSA persons.	
3	Contact the SLSA insurance broker Jardine Lloyd Thompson (JLT) to obtain insurance advice (and to obtain copy of the insurance policy for the special event if applicable). Advice may also come from your SLS state/territory centre.	
4	Confirm that external stakeholders have the appropriate level of insurance (noting the SLS entities' interests).	
5	Contact your local government council to notify them of the event you are wanting to apply for and obtain their advice.*	
6	Contact your government departments relating to transport and marine safety to notify them of the event you are wanting to apply for and obtain their advice.*	
7	Contact your local emergency services to notify them of the event you are wanting to apply for and obtain their advice, e.g., police, hospital, fire services. *	
8	Address other key criteria of chosen event category required to complete the *SLS Application for Involvement in a Special Event* form.	
9	Contact your SLS state/territory centre to confirm what information is required before completing the application if you consider your A or B event category to be informal and not of a significant nature.	
10	Fill in the *SLS Application for Involvement in a Special Event* form within required time frames. This application form is available in the SLSA Members Area Library or electronically at forms.sls.com.au.	
11	Make a copy of the completed *SLS Application for Involvement in a Special Event* form and relevant SLS special event sanctioning forms to be retained by your SLSC for 7 years.	
12	Send the initial *SLS Application for Involvement in a Special Event* form and relevant SLS special event sanctioning forms to your SLS branch (NSW, QLD) or state/territory centre (VIC, TAS, SA, WA, NT) to be endorsed within the recommended time frames. The minimum time frames for each document suggest that you do not need to send all documents to your SLS state/territory centre at the same time.	
13	Follow up with any additional forms or information as required by your SLS state/territory centre. For example, an event Safety Operations Manual (SOM) for surf sport competition events as per Chapter 1 of the *SLSA Surf Sports Manual*.	
14	Obtain endorsement to host or be involved in the special event.	

Table 4.2—Special event application process

*The advice from your local government council, government departments relating to transport and marine safety, and your local emergency services often relates to permits that are required, potential hazards to include in your activity safety (risk) plan, as well as potential clashes with other local events.

What are the SLS special event sanctioning forms that should be completed as part of this application process?

There are five SLS special event sanctioning forms that will support you when applying to hold or get involved in a special event. Refer to **Table 4.3** for an outline of the SLS special event sanctioning forms that relate to each special event category.

Table 4.3 refers to recommended time frames for each form to permit time for the collection of additional information required by your SLS state/territory centre as well as any additional documentation time frames that may be imposed by your local government council. Contact your SLS state/territory centre regarding their minimum time frames as some differ to the SLSA recommended time frames.

At the time these guidelines were published, forms may be submitted by fax, mail or email. In future, these and many other SLSA forms will be available to submit electronically at forms.sls.com.au.

SLS special event sanctioning forms	Category	Recommended time frame	Notes
Activity Safety (Risk) Plan			
An Activity Safety (Risk) Plan prepared by the club/service covering the scope of the involvement and service the club has been asked to supply.	C, D, F	1 month prior	This should also be included in the safety operations manual (plan) for SLS sports competitions.
Application for Involvement in a Special Event			
This is the main document used when making an application for a special event.	A, B, C, D, E, F	A, B 1 month prior C, D, F 3 months prior E 2 weeks prior	To be submitted to your SLS state/territory centre (VIC, TAS, SA, WA, NT) or SLS branch (NSW and QLD).
Contract for Services			
This is a draft contract for use when engaged by a third party. The third party and club must co-sign a contract for services, which outlines the roles of the parties in the conduct of the event.	A*, B*, C, F	1 month prior	Category F events will need to enter a deed of sanction a minimum of 1 month prior to the event.
Post-Event Report			
This is a final report at the completion of the event.	B, C, D, F	2–4 weeks after the event	The club should ideally provide this report within 14 days of the conclusion of the event.
Event Organiser Details			
This should be filled out when an external provider is organising the event. It allows the club/state to explore its due diligence responsibilities prior to committing either entity into a contract for services.	B*, C, F	1 month prior	A copy of Currency for Public Liability, Professional Indemnity and Personal Accident insurance held by the event organiser must be submitted with the declaration form.

Table 4.3—SLS special event sanctioning forms

When planning to hold an SLS sports competition, it is essential to the planning process that you also create a Safety Operations Manual (SOM) relevant to the scope of the competition being conducted.

Refer to Chapter 1 of the *SLSA Surf Sports Manual*, which contains more information on the contents of an SOM, as well as sample templates, which you can include in your SOM to help you satisfy your SLS state/territory centre's requirements.

4.5 Safety at a Special Event

This information has been prepared and is provided as a guide only that may be generally relevant to you or to your event. It is in no way to be regarded as a complete or comprehensive guide. Seek your own specific advice if in doubt.

What do I need to do in the days leading up to a special event?

It is recommended you collate all important and relevant information into one event-specific document and brief the key stakeholders of its contents several days before the event. During this briefing, allow stakeholders to ask questions and encourage them to familiarise themselves with the document's contents so that they can be as clear as possible about what to do and expect on the day.

It is recommended that the event-specific document and special event briefing should cover the following key pieces of information as a minimum:

- chain of command (including areas of responsibility and levels of authority to suspend or cancel the event)
- key contact information
- run sheet outlining the timing of the event
- communication plan
- site plan
- maps of course layouts
- risk matrix summary
- emergency response plan
- contingency plan
- incident report log
- setting up and closing down
- industry guidelines and compliance standards referred to in its compilation.

Take reasonable steps to ensure a clean and safe environment on the day of the event and set up any structures (e.g., marquees) so that they are in safe working order and comply with any state/territory legislation and/or Australian standards on the day.

What do I need to do on the day of the special event?

Although WHS is everyone's responsibility and members should remember this when exercising their duty of care to themselves and others, event organisers and the personnel nominated in charge of the event (as per the application form) have a higher level of responsibility. They need to oversee and manage the risks on the day of the event.

Event organisers and personnel in charge should work together as a team and also delegate tasks among themselves to increase the safety of attendees who may not always remember to think SAFETY FIRST when they are overwhelmed by the excitement of the day's activities.

Here are some tips for event organisers:

- Arrive early.
- Conduct a risk assessment to determine if contingency plans should be followed.
- Inform volunteers involved in running the event of risk assessment outcomes and the confirmed plan of action.
- Set up the site as per site plan (original or contingency) if not done already and provide this information to attendees (either prior to or on the day of the event).
- Have clearly identifiable and designated volunteers at the access points to help inform attendees of where to go (e.g., for facilities, amenities, equipment) and what to do (e.g., in the case of a lost child). They can also remind them upon entry to the beach to think SAFETY FIRST.
- Meet any conditions of approval as per your special event endorsement by your SLS state/territory centre or SLSA.
- Brief competitors/participants outlining safety strategies, changes to the course, any rule changes, safety plan, etc.
- Ensure the competence of participants to undertake their tasks safely, e.g., do not permit anyone you suspect is under the influence of alcohol or drugs to participate.
- Follow your communication plan when communicating with members, other emergency services and other attendees who need to know essential information.
- Frequently check that the health and safety arrangements are in place to control risks.
- Keep a copy of your event-specific document containing the key information.
- Keep emergency vehicle access to beaches clear at all times.
- Monitor health and safety compliance.

For more information and ideas about what to do on the day of your special event, refer to the section on land- and water-based event guidelines within this guide.

What do I need to do upon completion of the special event?

Upon completion of the special event and while your memory is fresh, participate in a debrief with other event stakeholders to review the *SLS Activity Safety (Risk) Plan* against any unplanned occurrences that will require further mitigation of risk to prevent their recurrence. You will need to complete the *SLS Post-Event Report* to summarise all reported incidents and near misses, as well as document suggestions for the planning of future special events.

Also remember to thank and communicate the event outcomes to the membership and community.

> **Note:**
> For information on competition safety, refer to Chapter 1 of the *SLSA Surf Sports Manual*.

4.6 General Guidelines for Water-based Events

When planning a special event that involves people participating in water-based activities, e.g., ocean swims, there are several additional safety considerations that need to be made to address key issues.

Below are a few examples that relate to SLS special events that should be considered in addition to your local council requirements and the competition safety requirements outlined in Chapter 1 of the *SLSA Surf Sports Manual*.

Course layout for swim races or swim legs of multi-sport events

Course layouts for swim races or swim legs of multi-sport events must suit the local environment, be friendly to spectators and allow a safe environment for competitors.

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

The tide
- The race may be dictated by the tide.
- If the location suffers from a large tidal range, there may be a significant change in race distance between high and low tide.
- For all-day races, you may need to alter the race buoys to maintain an even race distance as the tide changes.
- Tidal predictions up to 12 months in advance can be found on the Bureau of Meteorology website.

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

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

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

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

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

Geographical local

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

Race course distance

A race distance is entirely up to the discretion of the organising committee.

It is extremely important to accurately measure the course to ensure the advertised distance is true. Race courses can be measured using a handheld GPS unit and/or range finder. Most GPS units are accurate to 10 m and therefore offer a reliable source of distance. Alternatively, mapping software (e.g., OziExplorer™) can be used to mark swim can/buoy waypoints that can then be uploaded to a handheld GPS for accurate laying of buoys.

Refer to **Table 4.4** and **Table 4.5**, which outline the recommended guidelines for water safety ratios and support at multi-discipline and endurance events such as triathlons, biathlons, long distance swims and board/ski paddles and marathon boat rows. Please note that these ratios are a guide only, and the organisation's special events committee should have the final decision on water safety numbers.

Water safety ratio guides

		0.5 km swim					
Course shape		U	■	▬	▼	◆	T
Numbers*	Craft						
0–50	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
51–150	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
151–250	IRB	2	2	2	2	2	2
	Boards	5	6	6	5	5	5
251–400	IRB	2	2	3	2	2	2
	Boards	5	6	6	5	5	5
401–600	IRB	3	3	4	3	3	3
	Boards	6	6	7	6	6	5
601–800	IRB	4	4	5	4	4	4
	Boards	6	6	7	6	6	6
801–1,000	IRB	5	5	6	5	5	5
	Boards	7	7	8	7	7	7

Table 4.4—Water safety for 0.5 km swim distances *Numbers of swimmers in the water at any one time.*

Course shape		U	■	▬	▼	◆	T
Numbers*	**Craft**						
0–50	IRB	2	2	3	2	2	2
	Boards	3	3	4	3	3	3
51–150	IRB	3	3	5	3	3	3
	Boards	4	4	5	4	4	4
151–250	IRB	5	5	7	5	5	5
	Boards	5	6	6	5	5	5
251–400	IRB	6	6	8	6	6	6
	Boards	5	6	6	5	5	5
401–600	IRB	7	7	8	7	7	7
	Boards	8	8	10	8	8	8
601–800	IRB	8	8	8	8	8	8
	Boards	10	10	10	10	10	10
801–1,000	IRB	8	8	8	8	8	8
	Boards	12	12	12	12	12	12

Table 4.5—Water safety for 1.2 km swim distances *Numbers of swimmers in the water at any one time.*

Straight Line Course ▬

Inverted 'U' Course U

Box Course ■

'T' Shaped Course T

Diamond Course ◆
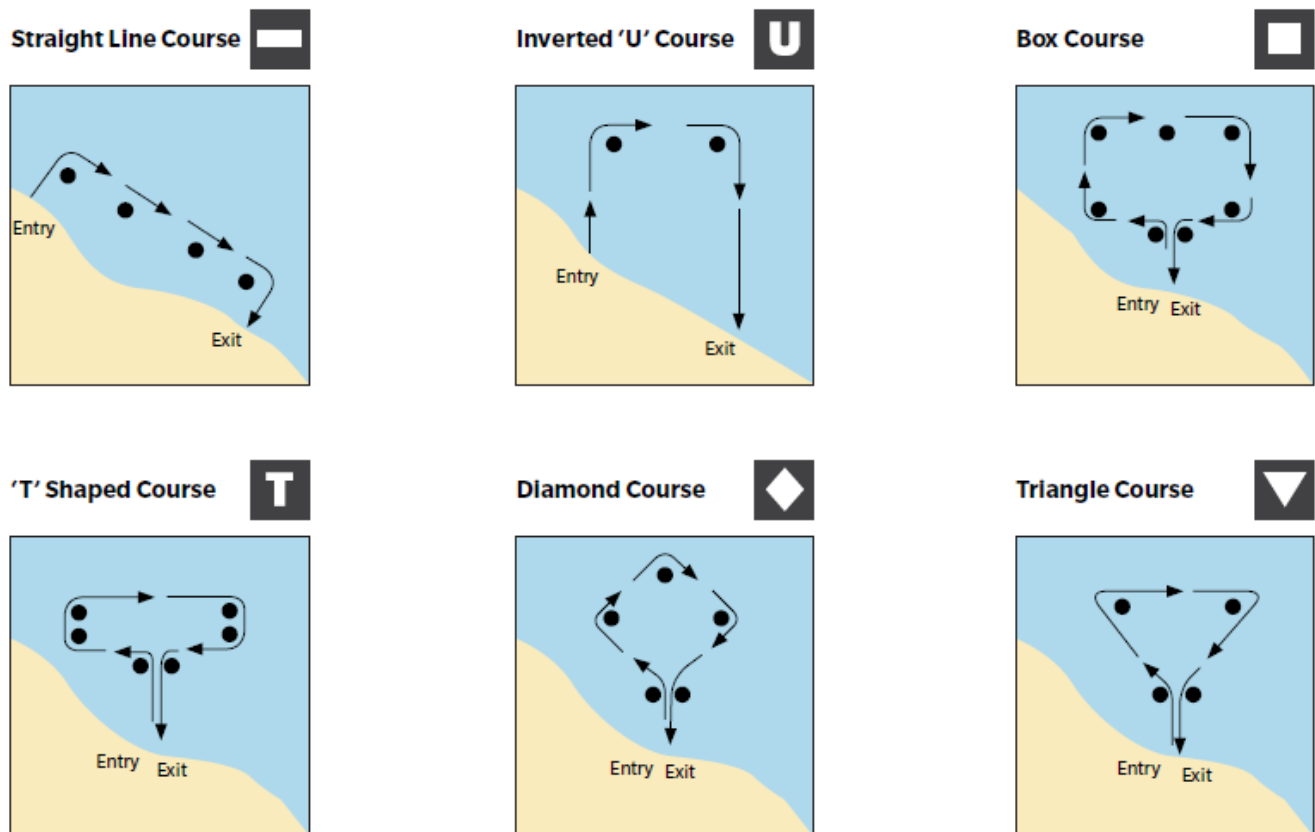
Triangle Course ▼

Diagram 4.6—Common course shapes

4.7 General Guidelines for Land-based Events

Many SLS events occur during Australia's hot summer season and attract large numbers of people who may or may not participate in land-based activities, e.g., fun runs.

When planning an event, there are some considerations that need to be made that relate to health and safety on the beach and the area surrounding your surf club. Below are a few examples that relate to SLS special events that should be considered in addition to your local council requirements and the competition safety requirements outlined in Chapter 1 of the *SLSA Surf Sports Manual*.

Traffic management

Managing vehicle and pedestrian traffic at organised events is an important part of minimising risks to health and safety. The risks and control measures for each stage of an event (bump in, event staging, bump out) should be actively considered and documented in a traffic management plan.

Special event organisers should contact their local road authorities and council to find out their requirements where an event interacts with a public road, park and/or pathway (e.g., increased traffic, parking, loading areas, food stalls).

Refer to the following Safe Work Australia resources for more information on how to manage the risks associated with both vehicle and pedestrian traffic at events:

- *General Guide for Workplace Traffic Management*
- *Traffic Hazards Checklist*
- *Traffic Control Measures Checklist.*

Hot and cold weather

Participating in sports or exercising in hot or humid conditions can lead to dehydration, heat illness and sometimes the more serious consequence of heat stroke. Sports heat illness can also occur with high intensity exercise in cool conditions and with well-hydrated participants. The highest incidence of sports heat illness occurs in fun runs of 10 km and longer.

Although most SLS events occur in the warmer months, it is important to remember that events occurring in cold and windy conditions have a higher risk of temperature-related injuries and illnesses such as hypothermia, frostbite and the common 'cold', e.g., the SLSA IRB Championships.

You should refer to the Australian Bureau of Meteorology's Thermal Comfort Observations as a guide to heat and cold stress measurements because it accounts for levels of humidity, radiation, wind movement and ambient temperature.

Sports Medicine Australia (SMA) has developed hot weather policies and guidelines for conducting events in hot weather that both SLSA and the Australian Bureau of Meteorology recommends you follow.

Refer to SMA's hot weather policies and guidelines for further advice on:
- educating event organisers and participants on methods of minimising the risk of heat-related illness
- participant risk of heat illness from physical activity in hot weather conditions
- providing a clear cancellation policy for sporting bodies conducting events in hot weather conditions.

Sun safety

Ultraviolet radiation needs to be considered as part of safety and risk management planning and during the event.

SunSmart has developed its SunSmart Festivals and Outdoor Events Checklist to help with the planning and smooth running of a sun-safe event, as well as a Shade Audit Tool to help you assess the quality of shade at your proposed event location.

SLSA recommends that you refer to the SunSmart website for some simple strategies to help you and the club meet legally mandated sun safety requirements in the lead-up to, as well as on the day of, a special event.

Glossary

Term	Definition
Accident	An unexpected event that results in an injury or damage to property or creates the possibility of injury or damage.
Act	A statute or law passed by both Houses of Parliament, which has received Royal Assent.
Adverse action	An action taken by an employer, employee, contractor or industrial association, which may be unlawful depending on the reason for the action. For example, dismissing an employee or taking industrial action.
Australian Coastal Public Safety Guidelines	Comprehensive guidelines encompassing knowledge from a range of guidelines around the world to guide coast and beach managers, and operators, in providing a safe aquatic environment for all users.
Branch safety officer	The person at an SLS branch who is assigned to oversee WHS of surf clubs that report to the branch.
Bullying	An ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).
Chocking	Preventing the movement of (a wheel or vehicle) with a chock.
Club safety officer	The person assigned or appointed by the club management committee to oversee WHS at a surf club.
Codes of practice	These are written to assist workplaces by providing practical guidance about one or more ways of achieving legal requirements under WHS Act and regulations. Codes of practice are not legislation, however to ensure we are compliant with meeting our duty-of-care requirements, you must either: • do what the code says, or • implement a different control measure if it better suits and show how your alternative system meets the Act or regulations.
Competent person	A person who has acquired through training, qualification or experience, or a combination of them, the knowledge and skills to carry out that task.
Contract of service	• A contract under which one person is employed by another. • A contract of apprenticeship. • A contract, arrangement or understanding under which a person receives on-the-job training in a trade or vocation from another.
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
Dangerous incident	An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to: a. an uncontrolled escape, spillage or leakage of a substance b. an uncontrolled implosion, explosion or fire c. an uncontrolled escape of gas or steam d. an uncontrolled escape of a pressurised substance e. electric shock f. the fall or release from a height of any plant, substance or thing g. the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations h. the collapse or partial collapse of a structure i. the collapse or failure of an excavation or of any shoring supporting an excavation j. the inrush of water, mud or gas in workings, in an underground excavation or tunnel k. the interruption of the main system of ventilation in an underground excavation or tunnel l. any other event prescribed by the regulations, but does not include an incident of a prescribed kind.
Discrimination	An adverse action because of a person's characteristics, such as their age, race, religion or sex.
Emergency	Any event, which initially arises internally or from external sources, and which may adversely affect persons or the community generally and requires immediate response.

Term	Definition
Emergency response plan	A documented scheme of assigned responsibilities, actions and procedures required in the event of an emergency.
Guidelines	Recommendations when specific policies or standards do not apply. They are designed to streamline certain processes according to what is best practice. Guidelines are not enforced and are open to interpretation
Harassment	Any form of behaviour that you do not want; offends, humiliates or intimidates you; or creates a hostile environment.
Hazard	A source of potential harm or a situation with a potential to cause loss. Namely, any item of equipment or process, situation or source with the potential to cause: • harm to a person including injury, death or disease • harm to property, equipment or the environment. Hazards are often referred to as: • obvious—hazards that are obvious to a reasonable person in the position of that person • hidden—hazards that are not obvious risks • developing—hazards that are cumulative and present over a long period of time. • acute—hazards that appear suddenly, have an obvious and severe immediate impact • chronic—hazards that have a more hidden, cumulative and long-term impact.
Hazard identification	The process of identifying potential causes of injury or illness; sometimes referred to as 'risk identification'.
Hazardous substance	A material classified as hazardous under hazardous substances legislation or other WHS legislation.
Health and Safety Committee (HSC)	A PCBU must establish an HSC where requested to do so by the HSR, or a minimum of five or more workers at the workplace or at the PCBU's own initiative. The HSR can be a member of the HSC if they consent. The key functions of the HSC are to: • facilitate cooperation between the PCBU and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work • to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace • other functions under the regulation or agreed to between the PCBU and the HSC.
Health and safety duty	A duty relating to health and safety imposed in Part 2 of the WHS Act 2011.
Health and Safety Representative (HSR)	The person elected by members of a work group within the PCBU, or across a number of businesses (e.g., multiple workplaces) to represent that work group during consultation on work health and safety issues. HSRs also monitor measures taken by the PCBU to comply with the WHS Act and investigate complaints about WHS from the work group.
Hierarchy of control	The descending order of effectiveness of different types of control measures. For example, elimination, substitution, isolation, engineering control, administrative control and personal protective equipment.
Incident	An event where a club member or member of the public has been put at risk or injured from surf lifesaving activities. An incident must be reported to your club as it requires investigation by the person responsible for WHS at the club and/or your state/territory WHS regulator.
Legislation	Acts of Parliament and subordinate (or delegated) legislation made under acts of Parliament. The term legislation can refer to a single law (also known as a statute) or a collection of laws (e.g., liquor, gaming and lotteries legislation).
May	Indicates the existence of an option.
Near-miss incident	An unplanned event that did not result in injury, illness, or damage—but had the potential to do so.
Notifiable incident	An event that involves: • the death of a person • a serious injury or illness of a person • a dangerous incident.

Term	Definition
Officer of a PCBU	A person within the PCBU who makes or participates in making decisions that affect the whole or a significant part of the organisation. Examples include a director or secretary of a company. The full definition of an 'officer' can be found in Section 9 of the *Corporations Act 2001*. People within the Crown or a public authority who make decisions that affect the whole or a significant part of the Crown or public authority are also considered officers.
Person Conducting a Business or Undertaking (PCBU)	The main duty holder under the WHS Act. They are usually the employer and may be a partnership, company, unincorporated body or association, a sole trader, a government department or statutory authority. A volunteer organisation is a PCBU if it employs one or more paid workers.
Personal Protective Equipment (PPE)	Equipment worn by workers to reduce risk from WHS hazards.
Plant	Plant includes: • any machinery, equipment, appliance, container, implement and tool • any component of any of those things • anything fitted or connected to any of those things.
Policy	An official document adopted by SLSA that outlines the rules that MUST be followed within a specific area of the organisation.
Procedure	Step-by-step instructions on how to complete tasks to enact policies, standards and guidelines.
Provisional Improvement Notice (PIN)	A written notice from a trained health and safety representative (HSR) to a person or the PCBU, advising there has either been a breach of the Act that is likely to be repeated, or there is a current breach of the Act. Only an HSR who has completed the required training is permitted to issue a PIN. Before issuing the PIN, the HSR must consult with the person or PCBU to whom the PIN is being issued. The HSR can also include directions on how to remedy the breach, and the person or PCBU must meet the requirements of the improvement within the specified time frame. The HSR can also request that an inspector review the PIN.
Reasonable care	The standard of care that workers, including volunteers, must meet. It means doing what a reasonable person would do in the circumstance having regard to things like: • your knowledge • your role • your skills and the resources available to you • your qualifications • the information you have • the consequences to health and safety of a failure to act in the circumstances.
Reasonably practicable	That which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including: • the likelihood of the hazard or the risk concerned occurring • the degree of harm that might result from the hazard or the risk • what the person concerned knows, or ought reasonably to know, about the hazard or risk and ways of eliminating or minimising the risk • the availability and suitability of ways to eliminate or minimise the risk • after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Regulations	Legally binding documents that set out duties with regard to health and safety in the workplace. Regulations must be complied with.
Risk	The chance that a hazard will cause loss. Namely: • harm to a person including injury, death or disease • harm to property, equipment or the environment.
Risk assessment	The overall process of identifying and analysing the potential risk of injury or illness from exposure to hazards.

Term	Definition
Risk control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.
Risk management	The act of selecting and implementing the most appropriate steps for controlling risks, either by eliminating the hazard entirely or by minimising the risk to an acceptable level; and reviewing and monitoring this process in order to identify changes as required.
Royal Assent	A Bill passed by the Australian Parliament does not become an Act until it is formally accepted by the Governor-General. This particular process for making laws is referred to as Royal Assent.
Safety Data Sheet (SDS)	A summary of relevant properties of a hazardous substance that includes information on safety, health, storage, handling and emergency information.
Serious injury or illness	An injury or illness requiring the person to have: • immediate treatment as an in-patient in a hospital • immediate treatment for: - the amputation of any part of his or her body - a serious head injury; or a serious eye injury - a serious burn - the separation of his or her skin from an underlying tissue (such as degloving or scalping) - a spinal injury - the loss of a bodily function - serious lacerations - medical treatment within 48 hours of exposure to a substance. It includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.
Shall	Indicates that a statement is mandatory.
Should	Indicates a recommendation.
Special event	Any event outside the parameters of normal surf lifesaving, SLSA or SLS branch activity, as well as some events not covered in the *SLSA Surf Sports Manual*, that involve some aspect of surf lifesaving involvement (advice, safety or organisation). Special events must be endorsed by your SLS state/territory centre before they can be held.
Special event of national significance	A special event of national significance is a special event at a national level that may include television coverage, overseas competitors and interstate competitors. SLSA must be consulted with prior to endorsement by your SLS state/territory centre for special events of national significance to be held, e.g., the Australian Surf Rowers League (ASRL) Open.
Special event of international significance	A special event of international significance is a special event at an international level that may include television coverage, overseas competitors and interstate competitors. These events must be endorsed by SLSA, e.g., national team sports competitions, the International Life Saving Federation (ILS) Lifesaving World Championships.
Stakeholder	Means the person or organisation that can affect, be affected, or perceive themselves to be affected by a decision or activity.
Standards	Standards are documents setting out specifications and actions, procedures and guidelines that support formal policies. They are accepted as authoritative guides to good practice and are designed to ensure that equipment, services and systems are safe, reliable and consistent. They become mandatory and legally binding when a government references them in legislation.
Statute	A written law passed by a legislative body.
Structure	Anything that is constructed, whether fixed or movable, temporary or permanent, and includes: • buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels) • any component or part of a structure.
Substance	Any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.
Volunteer	A person working without payment or reward for a PCBU.

Term	Definition
Volunteer association	A group of people working together for one or more community purposes that do not employ any paid workers. Volunteer associations are not covered by the WHS Act.
WHS duties	Work health and safety duties as outlined in Part 2 of the WHS Act 2011.
Work group	The group of people represented by the HSR. This may be a specific department, shift (e.g., day/night shift), location or type of worker. Work groups are determined by negotiation between the PCBU and workers (and their representative if required).
Worker	Under the WHS Act 2011, anyone carrying out work, in any capacity, for a PCBU. This includes: • direct employees • contractors and subcontractors, and their employees • labour hire employees engaged to work in the business or undertaking • outworkers • apprentices • apprentices, trainees and students on work experience • volunteers.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.