

TITLE: ROUTINE ACTIVITY RECORDING AND REPORTING	
Guideline Number: LS1470	Issue Date: 3 / October / 2007
Issue Status: 1.0	

PURPOSE:

To provide guidelines on the recording and reporting of routine activities by lifeguards.

SCOPE:

This Guideline applies to the following:

- All government authorities and agencies and those organisations responsible for the management and operation of coastal environments; and
- Those organisations experienced in public safety and responsible for the provision of public safety services.

For example:

- Coastal/marine park authorities and managers
- Lifesaving service providers
- Lifeguards and lifeguard supervisors

This Guideline applies to coastal environments, including ocean coastline and saltwater waterways that open to the oceans surrounding Australia.

GUIDELINE DESCRIPTION:

1.0 Responsibilities

1.1 It is the responsibility of the lifeguard to record all information appropriately for their shift.

1.2 Lifeguards should complete all forms and logbooks, as required by their service.

2.0 Records and logs

The following is a list of the logs lifeguards should be aware of having to complete:

- a. Lifeguard Gear and Equipment Audit Form (see Guideline LE1561)
- b. Marine Stinger Drag Net Results Form (see Guideline LS1440)
- c. Incident Report Log (see Guideline LS1471)
- d. Lifeguard Service Daily Report Form (see Guideline LS1470)

3.0 State and territory specific forms

There are a range of additional forms that may be required to be completed and submitted under local regulations. These may include:

- a. Marine Incident Report Form
- b. Compensation Form

DEFINITIONS:

Lifeguard means ‘an appropriately trained and qualified individual who volunteers or is employed at bathing beaches, pools, etc. to prevent drowning, provide injury prevention and response services, and to save people from drowning’.

Lifesaving service means ‘an organised and structured service comprised of lifeguards and appropriate rescue and first aid equipment supported by a coordinated backup team’.

Routine means ‘an unvarying or habitual method of procedure’.

REFERENCES:

Australian Coastal Public safety Guidelines:

- LE1561: Lifesaving equipment – external audit.
- LS1440: Marine stinger management.
- LS1471: Incident reporting, recording and investigation.
- LS1470: Routine activity recording and reporting.

Guidelines for safe recreational water environments. Volume 1 – Coastal and fresh waters. World Health Organization, Geneva, 2003.

Lifeguard Service Operating Procedures Version 1, Surf Life Saving Queensland, February 2005.

Surf Life Saving Australia, 2003. Surf lifesaving training manual, 32nd edition. Elsevier Australia Pty Ltd.

APPENDICES:

Appendix 1. Lifeguard Service Daily Report Form (sample) – See separate FILE: LS1471 App1

Lifeguard Service Daily Report Form

Beach: Lifeguard 1: Lifeguard 2:

Day: Date: Time On: Time Off:

WEATHER CONDITIONS

Weather (tick)	Wind Direction (tick)	Wave Type (tick)	Wave Height (m)	Number of Rips
Fine <input type="checkbox"/>	North <input type="checkbox"/>	South <input type="checkbox"/>	9.00am.....	9.00am.....
Overcast <input type="checkbox"/>	North East <input type="checkbox"/>	South West <input type="checkbox"/>	12.00pm.....	12.00pm.....
Raining <input type="checkbox"/>	East <input type="checkbox"/>	West <input type="checkbox"/>	2.00pm.....	2.00pm.....
Windy <input type="checkbox"/>	South East <input type="checkbox"/>	North West <input type="checkbox"/>	5.00pm.....	5.00pm.....
	Wind Strength (kts)			

Ocean Outfall

Sewage Pollution

Stormwater

Algae

Stingers

Seaweed

Nil

Tide (time)

High:

Low:

High:

Low:

Beach Closed

Number of Times:.....

Full Day (tick if Yes)

Part Day Number of Hours

From am/pm

To: am/pm

Reason

Dangerous Surf

Marine Stingers

Sharks

Crocodiles

Pollution

Other

BEACH USAGE

Crowd Attendance (specify number)

Time	No. Swimmers	On Beach	Outside Patrol Area in Water	Craft Users	Totals
Start of Patrol
10.00am
12.00noon
2.00pm
4.00pm
Close of Patrol
Total

FIRST AID

Marine Stings

Minor Cuts & Abrasions

Major Wounds

Fractures/Dislocation

Spinal

Shock

Heart Related

Other

Total First Aid Cases

FIRST AID ANALYSIS

Swimmer Injuries

Craft Rider Injuries

Beach Injuries

Advised Medical Attention

Released to Ambulance

Released to Helicopter

Police in Attendance

Oxygen Therapy

Resuscitation (EAR/CPR)

Defibrillator Used

Other

PREVENTATIVE ACTIONS (specify number)

Swimmers Advised/Warned

Craft Users Advised/Warned

Beach Users Advised/Warned

Warning Signs Erected

Total Preventative Actions

Type and Number of Rescue Performed (specify number)

Rescue/Time	Before 9.00am	9.00am-11.00am	11.00am-2.00pm	2.00pm-5.00pm	After 5.00pm
Rescue Board
Rescue Tube
No Gear
IRB
PWC
Other (please specify)
Total Residents (Local)	Total Non-Residents		Full Day Grand Total Rescues		
	(Visitors 50km>)				

LOCAL GOVERNMENT ORDINANCE CONTROL / MISCELLANEOUS DUTIES

	Advised	Impounded	Reported	Removed
Craft Riders
Dog/Animal Owners
Shark/Crocodile Alarms
Motor Vehicles/Bikes
PWC/Boats
Littering
Hazards/Glass
Stinger Net Interference
Inappropriate Behaviour
Public Relations

Private Property: Lost **Theft** **Found** **Returned**

Missing Children Lost Found **Missing Adults: Lost** **Found**

General Comments:

Incident Report Forms Attached: Yes No

Lifeguard's Signature: _____