

TITLE: OCCUPATIONAL HEALTH AND SAFETY POLICY	
Guideline Number: LS1460	Issue Date: 3 / October / 2007
Issue Status: 1.0	

PURPOSE:

To provide guidelines on the minimum requirements of an occupational health and safety policy for lifesaving services.

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 Occupational health and safety policy

1.1 All lifesaving service providers should have an occupational health and safety policy that covers all lifesavers and lifeguards operating within their service.

1.2 The policy should:

- provide a framework for action;
- set the occupational health and safety objectives and targets; and
- be signed, dated and authorised by the organisation's top management.

1.3 Occupational health and safety policies should be developed after obtaining management commitment and involving employees in the process.

1.4 The policy should include:

- a general statement of intent including management's commitment;
- a list of goals and objectives;
- responsibilities and accountabilities for achieving those goals and objectives, including those of management, supervisors and workers;
- an outline of the safety program and procedures; and
- the method of review.

Appendix 1 provides a sample occupational health and safety policy.

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'.

Occupational health and safety (OHS) means 'the health and safety considerations of or relating to the activity or business for which one is trained'.

Occupational health and safety policy means 'a statement by an organisation of its intentions and principles in relation to its overall occupational health and safety performance'.

Policy means 'a governing principle, plan or course of action'.

REFERENCES:

Australian Coastal Public Safety Guidelines

- LS1461: Lifeguard occupational health and safety
- LS1462: Zero tolerance on alcohol and drugs
- LS1463: Sun safe practices
- LS1464: Selection and use of personal protective equipment (PPE)
- LS1465: Hazards and banning of smoking
- LS1466: Manual handling safety
- LS1467: Managing workplace stress
- LS1468: Rehabilitation from illness or injury

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.

Safety management – developing a safety policy – Bulletin WH14.01.03, NT WorkSafe, Northern Territory Department of Employment, Education and Training, 2003, 4pp.

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

APPENDICES:

Appendix 1. Sample occupational health and safety policy

APPENDIX 1. – Sample occupational health and safety policy

<p><u>SAMPLE POLICY</u></p> <p>WORKPLACE HEALTH AND SAFETY</p> <p>The <<ORGANISATION>> is an organisation dedicated to the safety, health and wellbeing of its members, employees and the community in general. In meeting its statutory obligations with respect to workplace health and safety, <<ORGANISATION>> will set and maintain the highest possible standards consistent with the importance of its role of saving lives.</p> <p>THE OBJECTIVES OF THIS POLICY ARE:</p> <ol style="list-style-type: none">1. To prevent injury or illness to members and employees;2. To provide for the safety of the community in connection with <<ORGANISATION'S>> operations and when using its facilities; and3. To protect property, equipment and facilities from loss or damage. <p>THESE OBJECTIVES WILL BE ACHIEVED through the commitment of all employees and members and by:</p> <ul style="list-style-type: none">- Management at all levels initiating and supporting measures taken to minimise risks to health, safety or persons and damage of property.- Workplace health and safety management systems that adopt risk management principles and integrate workplace health and safety responsibilities into the day to day operations of every manager, employee and member.- Every manager, employee and member demonstrating concern about their safety, that of their fellow members, work mates, the public and also for the property, equipment and facilities they use or for which they are responsible.- Supervisors (both volunteer and professional) meeting their responsibilities for the safety of the operation under their control and making every effort to identify hazards and minimise any associated risks.- Management at all levels ensuring that prompt preventive and corrective action is taken on health and safety matters. <p>Implementation of this policy devolves to all levels of authority in accordance with the established management structure of <<ORGANISATION>>. A Workplace Health and Safety Guide is provided to support the effective implementation of this policy.</p> <p>Signed: Position:</p> <p>Date: / /</p>	<p><u>LOGO</u></p>
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