



# Guidelines for Safer Surf Clubs

## Key Information Manual



Published by:

**Surf Life Saving Australia**

Level 1, 1 Notts Avenue  
Bondi Beach, NSW 2026  
AUSTRALIA  
Tel: + 61 2 9300 4000  
Fax: + 61 2 9130 8312

**Guidelines for Safer Surf Clubs – Version 2 (2008/09)**

**Copyright** © 2008 Surf Life Saving Australia Limited (SLSA)

This publication is copyright. Apart from any fair dealing for the purposes implementation of Surf Life Saving Club / Service use in managing risk or for private study, research, criticism or review as permitted under the Copyright Act, no part may be reproduced by any processes without the written permission of SLSA. Requests for written permission should be addressed the Chief Executive, Surf Life Saving Australia Ltd, Locked Bag 2, Bondi Beach, NSW 2026, or by email [info@slsa.asn.au](mailto:info@slsa.asn.au).

The reproduction or copying of this resource is strictly limited to surf life saving clubs/ services and their respective members for the purposes of surf life saving health and safety activities.

# Guidelines for Safer Surf Clubs

## Volume 1: Key Information Manual

### In this manual:

---

Introduction . . . . .	2
Policies . . . . .	4
Legislation . . . . .	5
Surf Club OH&S Responsibilities and Duties . . . . .	7
Education and Training . . . . .	8
Risk Management and Assessment. . . . .	9
Injury Management . . . . .	10
Incident Reporting and Investigation . . . . .	11
Critical Incident Management . . . . .	12
Event Safety . . . . .	13
Appendices . . . . .	14

*Safety First!*



# Introduction

---

## Welcome to the SLSA Health and Safety Guides.

The four guides in this series are designed to provide you with the tools you need to manage your club or service safely.

The four guides include:

- **Volume 1 – Overview of Health and Safety**
- **Volume 2 – Risk Assessment and Management**
- **Volume 3 – Safe Surf Club Practices and supplementary information**
- **Volume 4 – Event Sanctioning and Management**

Volume 1 will get you started with an overview of health and safety issues within Surf Lifesaving. It will provide you with a snapshot of what you need to do across the many areas of practice and legislation. This guide is aimed at club officers, patrol captains and training officers.

Volume 2 has the theory and tools you need to conduct a risk assessment of your club or service. The guide is designed for the club/service risk assessor.

Volume 3 provides supplementary information such as building evacuation plans, manual handling, hazardous substances etc. along with other information that will assist the safety officer.

Volume 4 provides information on Special Event Sanctioning and Management. It provides the application forms and templates required to gain approval for a special event.

## Several other resources also accompany this series including:

- Member information brochure – providing a brief guide on safety and wellbeing for all members
- Safety First! - Awareness posters
- Safety First! – Awareness stickers
- Training Course for Club Safety Officers
- Club Self Audit check list to check if you have complied with organisational requirements.

## This Guide covers the following information:

- Policies – what SLSA policies cover health and safety?
- Legislation – how does it affect me?
- Responsibilities – what are the different health and safety responsibilities within our club?
- Education and Training – What safety information do I need to cover in training programs?
- Risk Assessment – what is it and what is my role?
- Injury Management – what do I need to do if someone gets injured?
- Incident reporting and investigation – what is an incident and when do we need to conduct an investigation?
- Critical Incident Management – how do I look after members if they have experienced operational stress
- Event Safety – what do I need to consider if we are planning to conduct an event

## Attachments include:

- Sample Club Safety Officer job description
- Member induction checklist
- Responsibility matrix
- SLSA Incident Investigation Report
- Return to surf duties form
- Self audit checklist

## A Culture of Safety – Safety First!

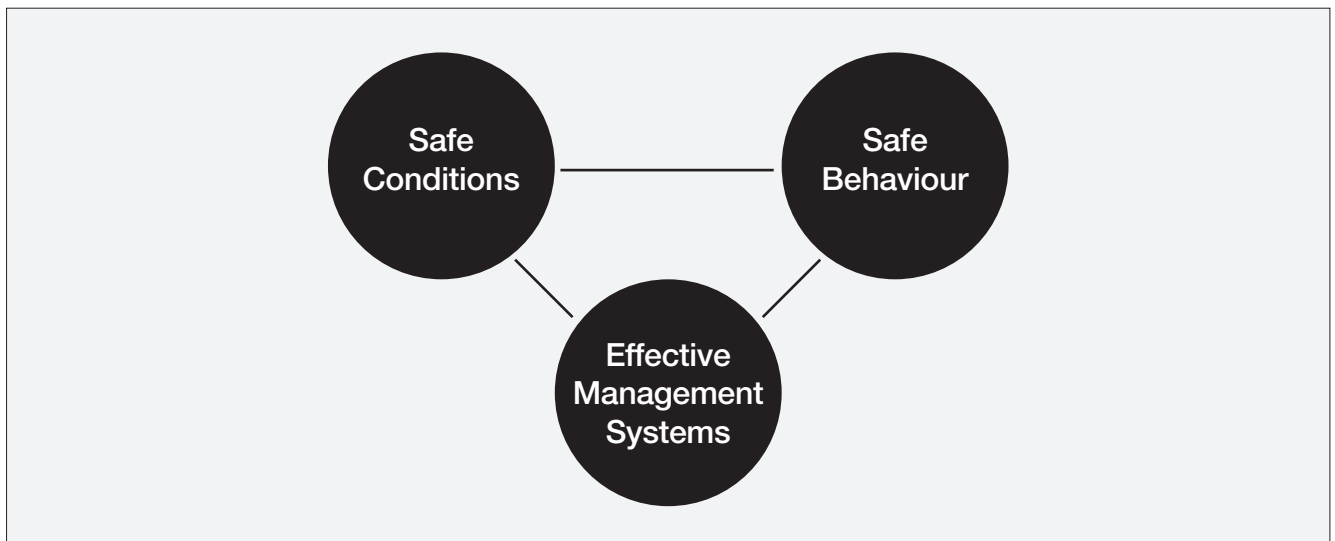
---

Creating a culture change is not always easy, it involves a clear commitment by management at all levels. Creating a positive culture towards health and safety of volunteers, staff and the public is not only a legal requirement (as set out in the Health and Safety legislation), but also a moral duty on those in charge and within leadership positions. It is of the utmost operational importance to SLSA. SLSA exists as a life saving organisation and therefore endeavours to assure the very highest standards of health and safety for all volunteers and staff, as well as anyone else that may be affected by what we do.

Health and safety has to be managed and everyone has a role. While we look for guidance from our management teams it is the Patrol Captain, Chief Training Officer and Club Health and Safety Officer, to name a few, that are in the true leadership roles as they implement safety arrangements during the day to day conduct of SLSA activities.

Health and safety is also not a separate issue to be managed, but is an integral part of all SLSA activities. Any decision or action taken will affect the health and safety of volunteers, staff and third parties. All SLSA Operational Procedures will have health and safety implications when employed.

Health and safety in the real world of the SLSA is centered on the actions taken by our members day to day to ensure ongoing safety. The ultimate goal is to have *a culture of safety* in any decision, that all members have front of mind that **SAFETY COMES FIRST!**



Leaders at all levels of the organisation must ensure safe behaviour of those completing the tasks under their control by ensuring that members are competent to deal with any risks they may encounter. They must also set an appropriate example through their own safe behaviour and by discouraging unsafe behaviour.

Leaders must also ensure that members understand their role in risk control through the provision of effective management systems that include information provision, awareness raising, training and supervision within the tasks that they lead.



## Policies

### Policies – Which SLSA policies cover health and safety?

A policy is an official document adopted by the organisation and provides the rules to be followed within a specific area. This page lets you know which policies cover health and safety, where to find policy information and what to look for.

### What do you need to do?

As a Safety Officer you are not expected to know the content of every policy. You should however know which policies cover health and safety issues.

You should print off and read

- Policy 2.3 Occupational Health and Safety and;
- Policy 2.4 Rehabilitation and Return to Duty.

Have a scan of the policies below and do a quick audit of your knowledge in each of the categories. If in doubt open the policy and have a read.

### What other resources are available?

The SLSA website provides all policies in a PDF format for you to download. Visit [www.slsa.com.au](http://www.slsa.com.au) and click on “Members” “Admin and Resources” find “SLSA Policies” in the list. Keep an eye out as policies change and new ones are posted from time to time.

Also visit your state website for additional policy information.

The Australian Coastal Public Safety Guidelines also provide information that may be of assistance. Purchase the guidelines via Creata if you cannot find your club copy.

### Details

SLSA has a range of policies and procedures for members and employees involved in surf lifesaving activities. These policies are updated from time to time and the most recent version can be found on the SLSA website. They include:

Policy 1.14	Sharps Policy	Policy 3.3	Pregnancy and the Surf Lifesaver
Policy 1.15	Peer Group Support	Policy 3.6	Epilepsy
Policy 1.3	Body Retrieval Protocol	Policy 3.8	Communicable Diseases
Policy 2.1	Sun Safety	Policy 3.9	Asthma
Policy 2.2	Lightning	Policy 6.5	Member Safety and Wellbeing
Policy 2.3	Occupational Health and Safety	Policy 6.6	Grievance Procedure
Policy 2.4	Rehabilitation and Return to Duty	Policy 6.9	Risk Management
Policy 3.1	Disinfection of Equipment		

In addition to these SLSA Policies, States and Territories have developed a number of policies to assist with implementation of health and safety procedures in their jurisdictions. Also check with your Branch and Club for equivalent policies which have been developed especially for your Club's benefit.

Although SLSA has developed policies which provide us with the rules to be followed, we have also developed **The Australian Coastal Public Safety Guidelines** which provides a useful resource for Club Management on safety and wellbeing in a coastal and beach environment. Relevant guidelines which could be of assistance include:

GO1303	Lightning Protection	LS1475	Notification of OHS incidents & injuries
GO1304	Disabled persons – access and facilities	LE1521	Sterilisation of equipment
GO1320–1322	Groups and Events	LE1560-1561	Equipment Audits
LS1410	Sharps Management	EM1640-1641	Debriefing
LS1460-1468	Occupational health, safety & environment	DG1900-1913	Storage and handling of dangerous goods
LS1470-1473	Recording and reporting		

## Legislation

There are various **forms of OHS legislation** relevant to occupational health and safety.

### Acts

Each state and territory government is responsible for the law and its administration in the area of occupational health and safety. Each state and territory also has its own health and safety Act. These Acts set requirements to ensure the health and safety of everyone at Australian workplaces. You need to be familiar with the relevant Act for your state or territory in order to understand your obligations and safety requirements. The full text of relevant legislation is available from the websites of OHS Authorities, or from the Australian Legal Information Institute ([www.austlii.edu.au](http://www.austlii.edu.au)).

Below are the relevant state and territory OHS legislations and the administering agencies.

Jurisdiction	Principal Act	Administering agency
ACT	Occupational Health and Safety Act 1989 (ACT)	ACT WorkCover <a href="http://www.workcover.act.gov.au">www.workcover.act.gov.au</a>
Northern Territory	Work Health Act 1996 (NT)	NT WorkSafe <a href="http://www.nt.gov.au/deet/worksafe">www.nt.gov.au/deet/worksafe</a>
NSW	Occupational Health and Safety Act 2000 (NSW)	NSW WorkCover Authority <a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a>
Queensland	Workplace Health and Safety Act 1995 (Qld)	Workplace Health and Safety Queensland <a href="http://www.whs.qld.gov.au">www.whs.qld.gov.au</a>
South Australia	Occupational Health Safety and Welfare Act 1986 (SA)	WorkCover Corporation of South Australia <a href="http://www.workcover.com">www.workcover.com</a>
Tasmania	Workplace Health and Safety Act 1995 (Tas)	Workplace Standards Tasmania <a href="http://www.wst.tas.gov.au">www.wst.tas.gov.au</a>
Victoria	Occupational Health & Safety (OHS) Act 2004 (Vic)	WorkSafe Victoria <a href="http://www.workcover.vic.gov.au">www.workcover.vic.gov.au</a>
Western Australia	Occupational Safety and Health Act 1984 (WA)	WorkSafe Western Australia <a href="http://www.safetyline.wa.gov.au">www.safetyline.wa.gov.au</a>

### 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 which set out duties in regards to health and safety in the workplace. Regulations must be complied with.

### Codes of Practice

Codes of Practice are written to assist workplaces by providing practical guidance about one or more ways of achieving legal requirements. 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, but it is up to you to show how an alternative system meets the Act or regulation.

### Australian Standards

Standards are not legislation, only becoming legally binding when they are incorporated into legislation. Under legislation, a variety of systems, equipment, products and materials must meet Australian Standards. They are published by Standards Australia (a non governmental body) and are accepted as authoritative guides to good practice. Standards tend to deal with specific pieces of equipment or processes. Each standard is designated by a number (for example, AS/NZS 4360: 1999 – Risk Management). Standards can be obtained from the Standards Australia website at [www.standard.com.au](http://www.standard.com.au).

## Legislation (*continued*)

---

### Why is complying with health and safety legislation so important?

All our members have the right to enjoy a safe and healthy workplace. Health and safety legislation is a tool used for reducing risk and protecting people from injuries and fatalities, illnesses and diseases, physical and psychological. If you fail to meet your workplace health and safety obligations, you are breaking the law. Penalties can be imposed and/or your club can face prosecution.

As your club belongs to an incorporated body, you have responsibilities when complying with Occupational Health and Safety legislation. These include but are not limited to:

- Having a **duty of care** which covers not only employees, volunteers but also 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 plant and substances
- Providing and maintaining systems of work and working environments that are safe and without risks to health
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of employees
- Providing adequate facilities for the welfare of employees
- Having a duty to consult with employees such as use of OHS Committees and OHS Representatives

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.

Your club/service has an obligation to the surf lifesavers to ensure the workplace health and safety of all who perform work for the club – whether they are paid or not. Volunteers have the same workplace health and safety obligations as a worker and must:

- Comply with instructions given for workplace health and safety by management.
- Not wilfully or recklessly interfere or misuse anything provided for workplace health and safety
- Not place anyone else at risk, injury or illness at the workplace
- Provide appropriate assistance to a sick or injured worker

### How do you create an awareness of the Occupational and Health and Safety legislation?

Legislation requires that members meet their duty of care to ensure health, safety and welfare of members. To do this we all need to be aware of the relevant legislation. You can do this by:

- Ensuring that members receive **induction** training that includes awareness of the Health and Safety legislation
- Spending some time in your management committee meetings going over the Acts, Regulations, and Codes of Practice relevant to your state or territory. 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.

### Examples of other relevant legislation

- Food Act 2003 (NSW)
- Public Health Act 1991 (NSW)
- Food Act 2006 (QLD)
- Public Health Act 2005 (QLD)
- Food Act 1984 (VIC)
- Building Regulations 2006 (VIC) – provides for building standards
- Health Act 1958 (VIC) – Regulations made under the Act cover fire prevention, harmful gases among other things



## Surf Club OH&S Responsibilities and Duties

### Responsibilities – what are the different health and safety responsibilities within our club?

Basically – health and safety is everyone's responsibility, however this page provides you with a list of responsibilities for various roles within and around clubs/services.

### What do you need to do?

Committees and individuals within your club/service need to know that they have a role to play in health and safety. Your role can help them understand their responsibilities. Add to your club management agenda the role of the committee from time to time – discuss how you are performing. Provide members with an induction and highlight members roles to ensure a safe environment.

### What resources are available?

- Surf Life Saving Club responsibility matrix (located in the back of this guide)
- Club Safety Officer job description (located in the back of this guide)
- Branch and State Safety Officer job description (located on the SLSA website)
- Member health and safety brochure (available from your State/Territory office)
- Club Induction checklist (Induction checklist located in the back of this guide)

### Details

The table below reflects the responsibilities of all stakeholders in a Surf Life Saving Club.

<b>All employees and Club members</b>	<ul style="list-style-type: none"><li>• Ensuring the health and safety of themselves, other fellow members and visitors to the premises</li><li>• Cooperating with SLSA and the appropriate State or Territory Health and Safety Policy and Procedures.</li></ul>
<b>Contractors and sub-contractors</b>	<ul style="list-style-type: none"><li>• Complying with the SLSA and appropriate State or Territory Health and Safety Policy and Procedures</li><li>• Complying with directions on health and safety from designated officers of State, Branches and Clubs</li><li>• Providing Certificate of Currency for Workers Compensation, Public Liability and OHS Policy when starting/tendering for work</li></ul>
<b>Surf Life Saving Management (State, Branch, Club level)</b>	<ul style="list-style-type: none"><li>• Consulting with members during the development, implementation, promotion and re-evaluation of the Health and Safety Programs and Procedures.</li><li>• The coordinated development, implementation, promotion, and re-evaluation of the Health and Safety Program and Procedures</li></ul>
<b>Club Safety Officer</b>	<ul style="list-style-type: none"><li>• Performing quarterly and annual Club Health and Safety Inspections</li><li>• Providing details/reports on health and safety issues in the club to the Management Committee</li><li>• Monitor the Chemical Substances Register and Material Safety Data Sheets</li><li>• Monitor the Hazard, Injury Reporting and Incident Investigation systems</li><li>• Monitor rehabilitation and "Return to Surf Duty" procedures for injured members</li><li>• Provide information sessions and assistance to committee members on their responsibilities towards OH&amp;S as well as general members</li><li>• Undergo a Safety Officer Training Course</li></ul>
<b>Club Management Committee</b>	<ul style="list-style-type: none"><li>• Implementing and overseeing risk management procedures</li><li>• Implementing and monitoring safety education and training systems for volunteer members and employees</li><li>• Implementing and monitoring the SLSA injury reporting system and procedures</li><li>• Investigating Club workplace incidents or accidents</li><li>• Implementing systems to manage critical incidents</li><li>• Implementing rehabilitation and "Return to Surf Duty" procedures for injured members</li><li>• Each Committee member is accountable for their area of responsibility, and so assists the Club Management Committee in meeting the above responsibilities</li></ul>

## Education and Training

---

### Education and Training – What safety information do I need to cover in training programs?

Did you know that training for lifesaving activity is the leading cause of injury to our members? Members using a piece of equipment for the first time, lifting equipment or hurting themselves in the operating environment such as surf activity or sun exposure etc are common causes of injury.

### What do you need to do?

All training officers should be briefed on how to conduct safety awareness training at the start of any training session. This includes age managers and community education officers.

You should ensure that ALL new members have completed an induction and any new training course starts with health and safety information. Courses such as powercraft and surf training activities should have safety information at the start of EVERY session.

### What other resources are available?

- SLISA Member Induction Checklist (located in back of this guide)
- Chapter 1 of the 32nd Edition of the SLS Training Manual – Safety and Wellbeing
- Powercraft Training Manual 6th Edition – (Code of Conduct)
- Your relevant state or territory SOPS

### Details

Member safety training can fit into two categories:

- Awareness Training
- Task-specific Training

### Awareness Training

General broad-based training aimed at increasing health and safety awareness and promoting familiarity with health and safety issues.

All new members should be provided awareness training via an **induction** using the **SLISA Member Induction Checklist**. The checklist should be signed by both parties once the induction is completed. Existing members can be reminded of safety practices if you hold a club conference/ seminar or AGM etc.

*Other awareness training should be made available to members on an ongoing basis such as emergency procedure training etc.*

### Task-specific Training

Task-specific training is specialist training given only to individuals who need it to perform specific work / duties e.g. specialist awards. This is especially important for tasks that have an identified element of risk.

Some examples of task-specific training include:

- Cross infection information prior to manikin training
- Dry land safety briefings for powercraft awards prior to entering the water etc.
- Manual handling training prior to lifting gear
- Safety briefings before any surf water components (asking candidates to evaluate their own competency before they enter the water on days when the surf is large). Discuss the use of the “assistance required” signal if they are in trouble
- Briefing on use of equipment in the surf while the public are near the vicinity of the training
- Warm up and cool down time for training that involves physical activity
- Sun safety information for outdoor training

# Risk Management and Assessment

---

## Risk Assessment – what is it and what is my role?

Risk Assessment is the term given to the systematic identification of hazards, the assessment of risks posed by the hazards and the control of those risks. Your role should include setting informal and formal risk assessment inspections.

## What do you need to do?

Informal risk assessment should be a proactive, day to day process to prevent injuries from happening before they can do harm. It is the responsibility of the management committees and officers to follow a system for addressing Health & Safety issues in your Club.

You should carry out a formal risk assessment at the very least annually. It is preferred if you carry out a quarterly formal risk assessment. The annual gear inspection is considered a formal risk inspection for equipment etc.

## What other resources are available?

A complete guide to Risk Assessment and Management is available in Volume 2 of these guidelines. Other resources available include:

- Club health and safety inspection form (Volume 2)
- Club hazard register (Volume 2)
- Club chemical substances register (Volume 2)
- SLSA fuel handling and storage policy (Volume 2 and SLSA website)
- SLSA risk management policy 6.9 (SLSA website)
- Gear inspection report (SLSA website)
- IRD (Incident Reporting Database) – print a report of your club injuries

## Details

The Risk Management and Assessment process involves seven steps as set out in Australian Standard 4360:

### 1. Communication and consultation

- Communication and consultation with members, club management and team leaders on each of the following steps is essential to find the safest way of undertaking the club's activities
- This step not only gives members a say on matters that affect their own lives, but often these are the people who are in the best position to understand the risks posed by their own work practices

### 2. Establishing the context

- A risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule

### 3. Identify hazards

- Observation by all members
- Monitoring injury records
- Information gathered via the health and safety inspections

### 4. Assess the risk (analyse and evaluate)

- Use the **Hazard Priority Grid** to evaluate the probability or likelihood of an injury occurring and then the severity or consequences of the injury
- Then use the **Club Hazard Register** to develop a **Safety Action Plan**

### 5. Control the risk

- Use the **Hierarchy of Controls** to identify the most practical option to control a risk
- Eliminate where practical, the use of Personal Protective Equipment as a last resort

### 6. Review

- Were the controls effective?
- Is there any follow up action required?

### 7. Monitor and document the process

- Regularly check to guarantee continuous improvement

An independent audit is also useful to identify hazards that might not normally be obvious. This should be performed annually by an independent person such as a Branch Safety Officer, possibly at the same time as the Gear Inspection at the onset of the season.

# Injury Management

---

## Injury Management – what do I need to do if someone gets injured?

If a member gets injured while carrying out Surf Lifesaving duties (including sport/administration etc) you are required to follow the below procedures.

### What do you need to do?

1. Ensure the member receives appropriate treatment
2. Fill out an Incident Report Form and enter it into SurfGuard
3. Notify the Club Safety Officer (investigate if required/serious)
4. If the member requires additional treatment or time off work (e.g. *paid occupation, secondary or tertiary studies*) you will need to fill out your State Worker's Compensation Form
5. Complete and submit a "Return to Surf Duties" form before returning to Surf Patrol or Competition etc

### What other resources are available?

- Return to Surf Duties Form – includes Letter to Treating Medical Practitioner, Letter to Injured Member's Employer/Educational Facility and Club Member Authorisation Form (located on SLSA website and in this volume)
- State or territory appropriate **WorkCover/Safe Compensation Form** (located on state/territory website)
- SLSA Policy 2.4 – Rehabilitation and Return to Duty policy (located on SLSA website)
- SLSA Policy 6.2 – Privacy policy (located on SLSA website)

### Details

The injury management process is the responsibility of the Club Safety Officer, Director of Competition, Director of Lifesaving, Club Captain and Patrol Captain. These officials ensure that records are kept and that the injured member is only performing the duties as recommended by their medical practitioner.

### What to do before returning a member to active surf duty following a personal injury:

1. The Club Safety Officer consults with the injured member and requests him/her to complete and sign a **Club Member Authorisation Form**, so that the Club Safety Officer may continue to assist.
2. When this permission has been obtained, the injured member is then provided with:
  - a. **Return to Surf Duty Form**
    - i. sections 1-3 completed by the injured member, section 4 completed by medical practitioner
  - b. **Letter to Treating Medical Practitioner**
  - c. an appropriate state or territory **WorkCover/Safe Compensation Form**
    - i. The injured member follows all directions (including adding the IRD number given when entering the incident on SurfGuard) and completes the form ASAP. They then forward it to their State Safety Officer for review. The State Safety Officer then forwards it to the relevant state authority within 72 hours. Timeframes should be confirmed with relevant State or Territory authorities. *NB: If the claim is not submitted within this time frame it may be compromised*
3. When the Return to Surf Duty Form is returned to the Club Safety Officer, the duties the doctor has stated the injured member may perform will be reviewed and a **Return to Surf Duties Plan** will then be drafted
4. The process of assessment by the Treating Medical Practitioner continues until the injured member provides a clearance certificate, which allows them to return to full pre-injury duties.

# Incident Reporting and Investigation

---

## Incident reporting and investigation – what is an incident and when do we need to conduct an investigation?

An essential part of managing health and safety in any organisation is to report and investigate accidents and near-miss 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. All serious incidents and near misses require investigation.

## What do you need to do?

Serious incidents require investigation where a member or the public has been put at risk or injured from Surf Lifesaving activities. Clubs/services are encouraged to conduct a swift investigation of the incident. For more serious incidents the State Investigation Officer should be contacted.

## What other resources are available?

Resources available for incident reporting and investigation include:

- SLSA Incident Report Logbook
- Incident Investigation Form/procedures (available in this guide and SLSA website)
- State or Territory OHS Authority websites
- The Australian Coastal Public Safety Guidelines LS1475 Notification of OHS incidents and injuries

## Details

How to report and investigate a club incident

1. All incidents including:
  - a. Major responses by SLSA services
  - b. Moderate/major personal injuries to club members, employees, contractors, public
  - c. Members exposed to critical incident
  - d. Fatalities in non patrolled locations after hours
  - e. Incidents such as deaths of those fishing, diving, or riding surf craft in or near the surf zone
  - f. Deaths where immersion may not be the primary cause of death
  - g. Complaint (e.g.; from the public regarding a patrol)must be recorded in the **SLSA Incident Report Logbook** immediately
2. A club official enters this information from the Logbook onto the **IRD (Incident Reporting Database)** All incidents that have involved a major injury to a member or to a member of the public from SLS operations must be notified to your state safety officer within 24 hours.
3. An Incident Investigation must then be completed as soon as possible by the Club Safety Officer or club official for all incidents, injuries or near misses:
  - a. An **Incident/Accident Investigation Form** should be used
  - b. Perform a survey of the accident location and a chronology of the accident events
  - c. Eyewitnesses should be questioned (if possible)
  - d. It should be stressed to surf lifesaving personnel that are questioned that the main objective of an accident investigation, from the club's perspective, is to prevent future accidents, not to assign blame
  - e. The completed form should then be forwarded by paper or electronically to your State Centre as soon as practicable.
  - f. Any Incident Investigation Report should be considered as draft until signed off by our Insurance Brokers – Jardine Lloyd Thompson Pty Ltd (John Provan)
4. Certain types of accidents, usually those involving death or absence from work beyond a certain number of days, must be reported to the agency that administers health and safety in your particular state or territory (listed on page 5 of this volume).
  - a. The appropriate reporting time frame to be adhered to for reporting an incident will vary from state to state
  - b. Specific forms are available by the various OHS authorities which must be filled out in the event of an accident or incident.
  - c. This requirement is separate to the reporting of injuries to state authorities for workers compensation purposes and the in-house SLSA Incident Report Logbook system.



# Critical Incident Management

---

## Critical Incident Management – how do I look after members if they have experienced operational stress?

During the course of their duties, surf lifesaving members may be exposed to or involved in a critical incident. In some instances, people might then experience a stress reaction as a result of this exposure. Such incidents may involve our members dealing with a deceased person, a dangerous rescue or a resuscitation etc.

### What do you need to do?

You should take immediate action to follow your local procedures and to arrange a operational debrief following an incident that may have caused operational stress.

### What other resources are available?

- Member safety brochure (available from your State Safety Officer)
- Lifeline and the Salvation Army for 24 hours emergency support (contact numbers vary from state to state)
- Critical incident information brochure (available on SLSA website)
- The Australian Coastal Public Safety Guidelines EM 1640 Critical Incident Debriefing
- Surf Life Saving Training Manual, 32nd Edition

### Details

It is normal to experience reactions to stressful events and reactions can happen straight away or after a period of shock and numbness.

An “operational debrief” would be done to address various operational aspects regarding the critical incident by the patrol or club captain.

Following a debrief the following procedure applies:

1. Where the local Branch and/or State 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 Logbook** 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 in case of difficulties or concerns
5. It is also recommended that the Club Captain and Club Safety Officer also follow up each surf lifesaving member who was exposed during the Critical Incident **within the week and one month following the event**
6. If the Club member has concerns, it is recommended they attend their **General 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 a **Return to Surf Duties Form** with their General Practitioner prior to returning to active surf lifesaving duty
8. If the Club Captain and Club Safety Officer have any concerns about any Club members that have been exposed to a critical incident, they should report the concerns to the State Safety Officer

## Event Safety

---

### Event Safety – What do I need to consider if we are planning to conduct an event?

Events can include a multitude of activities such as running a carnival, ocean swim, fun run, sporting event, fete etc. Some events involve only SLSA members while others involve public participation. Event safety is an ever increasing aspect of event management.

### What do you need to do?

You will need to follow *Volume 4 – Event Sanctioning and Management* if you are considering being involved in, or are hosting a special event. A special event is any event that is not “normal” activity.

*Normal activity can be considered as patrols, club surf races, coaching, training SLSA Awards etc.*

*Activities that are considered as special events include: ocean swims; sports events such as triathlons, beach volleyball etc; fates or fun carnivals; aquatic safety supervision away from the patrol area; community education involving water safety; first aid service away from patrol areas).*

### What resources are available?

- Volume 4 of this series – Event Sanctioning and Management
- Activity safety plan (found in Volume 4 and on the SLSA website)
- Current competition manual
- The Australian Coastal Public Safety Guidelines GO1321 Aquatic Event Management Safety

### Details

Procedure to follow *prior* to a surf lifesaving carnival or event:

- Check to see if you are covered by insurance to run the event. Most events such as carnivals and sports events are covered by SLSA insurance – however some events are quite creative and require advice from your state centre. It may be necessary to contact the SLSA Insurance Brokers-Jardine Lloyd Thompson Pty Ltd (John Provan 07 3246 7555) if your state centre considers the event beyond our cover. So get in early and get advice before you spend time completing the special event forms
- The Event Sanctioning and Management Guide (Volume 4) requires you to nominate your involvement in one of the following categories:
  - Category A – Advisory role only
  - Category B – Assisting an event
  - Category C – Conducting an event (for another organisation)
  - Category D – SLSA event
  - Category E – Aquatic safety supervision/community education program
  - Category F – External entity conducted SLSA events
- The Guide (Volume 4) then defines the additional documentation that is required to be filled out relating to your chosen category.
- Check the guide well in advance of your proposed event as the application process has a number of application timeframes, some of them 1 month prior to the event
- Events which are to be held of *National Significance* must be endorsed by the Australian Council, i.e. major television coverage, overseas competitors, interstate competitors, international significance etc.
- Events that are not run by an SLSA Entity but involve SLSA events/members/equipment/Intellectual Property (IP) (Category F), should follow the guidelines in Volume 4 and also contact their State Surf Sports Manager or SLSA General Manager to obtain a Deed of Sanction as part of the application process.

# Guidelines for Safer Surf Clubs

## Volume 1: Key Information Manual

### Appendices:

---

Appendix 1: Surf Club Safety Officer Job Description . . . . .	15
Appendix 2: Member Induction Checklist. . . . .	16
Appendix 3: Surf Club Responsibility Matrix. . . . .	17
Appendix 4: SLSA Incident Investigation Report . . . . .	18
Appendix 5: Return to Duties Forms . . . . .	20
Appendix 6: Surf Club OH&S Self Audit Checklist . . . . .	25
Appendix 7: Your notes . . . . .	27

*Safety First!*



## Appendix 1: Surf Club Safety Officer Job Description

---

<b>Accountable To:</b>	Surf Club Management Committee
<b>Reports To:</b>	State/Branch Safety Officer
<b>Educational Qualifications:</b>	Safety Officer Training Course Level 1
<b>Minimum Recommended Term:</b>	2 years

### **Objective:**

To ensure the Surf Club Health and Safety & Rehabilitation systems are up to date, implemented and monitored in all areas within surf lifesaving.

### **Authority and Responsibility:**

The Surf Club Safety Officer's responsibilities with regards to Health, Safety and Rehabilitation include but are not limited to the following:

1. Implement and oversee risk management procedures
2. Set up, implement and monitor injury reporting system
3. Carry out investigations of surf club workplace incidents
4. Set up, implement and monitor OHS education and training systems
5. Implement systems to review workplace stress and critical incidents
6. Implement rehabilitation and "return to surf club duties" procedures

Please refer to **Guidelines for Safer Surf Clubs** for further procedures and details on how to implement this job description.

## Appendix 2: Member Induction Checklist

Administration		New	Existing
1	Welcome / Brief Club History	<input type="checkbox"/>	
2	SLSA Organisational Structure	<input type="checkbox"/>	
3	Member Safety Brochure	<input type="checkbox"/>	
4	Membership Fees Paid	<input type="checkbox"/>	<input type="checkbox"/>
5	Parking and Security Procedures	<input type="checkbox"/>	
6	Club Communication System	<input type="checkbox"/>	
7	Code of Conduct – Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
8	Incident Reporting Procedures	<input type="checkbox"/>	
9	Working with Children Check	<input type="checkbox"/>	<input type="checkbox"/>
10	Relevant SLSA Policies (see website)	<input type="checkbox"/>	<input type="checkbox"/>
11	Relevant State/Branch/Surf Club Policies	<input type="checkbox"/>	<input type="checkbox"/>
12	Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health & Safety		New	Existing
1	OH&S legislation, SLSA Policies e.g. Health & Safety, Return to Duty	<input type="checkbox"/>	<input type="checkbox"/>
2	Outline of OH&S responsibilities of all members	<input type="checkbox"/>	
3	Outline of OH&S responsibilities of supervisors	<input type="checkbox"/>	
4	Reporting of OH&S issues-unsafe conditions, accidents, incidents	<input type="checkbox"/>	<input type="checkbox"/>
5	Health & Safety information at the club	<input type="checkbox"/>	<input type="checkbox"/>
6	Personal Injury Reporting and workers compensation	<input type="checkbox"/>	<input type="checkbox"/>
7	Emergencies and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>
8	Overview of common Surf Club Hazards · Manual Handling · Hazardous Substances · Infection Control	<input type="checkbox"/>	<input type="checkbox"/>
9	Orientation of Surf Club including: · Safety signs and exits · Emergency access for ambulance	<input type="checkbox"/>	<input type="checkbox"/>
10	Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
11	Emergency Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
12	Fire safety training and location of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Training		New	Existing
1	Training Manual Issued	<input type="checkbox"/>	
2	Awards and Qualifications Structure	<input type="checkbox"/>	
3	Allocation to a Trainer and/or Training Group	<input type="checkbox"/>	
4	Training facilities and resources explained	<input type="checkbox"/>	
Orientation to Club House		New	Existing
1	First Aid Room	<input type="checkbox"/>	
2	Amenities, Kitchen, Bar	<input type="checkbox"/>	
3	Gymnasium orientation	<input type="checkbox"/>	
4	Gear Shed and location of equipment	<input type="checkbox"/>	
5	Location of phone and emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
6	Specific problem areas/issues relevant to Club	<input type="checkbox"/>	<input type="checkbox"/>

### Declaration

I certify that all the items noted above, including all policies and other rules, regulations and conditions in force in the Club, have been explained to me by ..... of the Club and that I understand the information given to me. I also hereby agree to abide by all Club rules, regulations and instructions.

Name (please print):		
Member being inducted or Parent/Guardian (if under 18)	Signed	Date
Name (please print):		
Induction Officer	Signed	Date



## Appendix 3: Surf Club Responsibility Matrix

Responsibility Matrix ☉ = Awareness ✓ = Responsible	Club Executive (President, Treasurer, Secretary, Registrar, etc)	Surf Club Safety Officer	Club Captain	Patrol Captains	Chief Instructor	First Aid Officer	Competition Captain and Coaches	IRB, Surf Boat, Ski Captains	Gear Steward or Manager	Junior Activities Supervisor	Age Managers	All Members	Parents of Junior Members
Member Injury Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hazard Identification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	☉
Return to Surf Duty Procedures following injury	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	☉
Training & qualifications	✓	✓	✓	✓	✓	✓	✓	✓	☉	✓	✓	☉	☉
Equipment Storage and Maintenance	✓	✓	✓	✓	✓	✓	✓	✓	✓	☉	☉	☉	☉
Rehabilitation Management of injured members	✓	✓	✓	✓	✓	✓	✓	☉	☉	✓	☉	☉	☉
Club Member Induction	✓	✓	✓	✓	✓	☉	☉	☉	☉	✓	✓	☉	☉
Maintenance, safety and security of Club Premises	✓	✓	✓	✓	☉	☉	☉	✓	✓	✓	☉	☉	☉
Health and Safety Audit of Premises	✓	✓	✓	☉	☉	☉	☉	✓	✓	☉	☉	☉	☉

## Appendix 4: SLSA Incident Investigation Report

Surf Life Saving Australia Ltd  
Locked Bag 2 / Level 1, 1 Notts Avenue  
BONDI BEACH NSW 2026  
Phone: (02) 9130-7370

ACN 003 147 180  
ABN 67 449 738 159  
www.slsa.asn.au



### SLSA Incident Investigation Report

- ✓ An investigation should occur when any moderate/major injury, damage to equipment or potentially moderate/major near miss occurs in the surf lifesaving operational environment.
- ✓ This investigation is aimed at identifying causes and taking remedial action to ensure the incident (or potential incident) does not occur again. It is not about attributing blame.
- ✓ The completed form is placed with the related SLSA Incident Report Log Form (where required) and given to the Surf Club Safety Officer.
- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.

#### Description of Incident

☐ Injury

☐ Property Damage

☐ Near Miss

What was the person or persons doing at the time?

---

---

How exactly was the injury, disease or damage sustained?

---

---

What happened unexpectedly? (Undesired event)

---

---

Contributing Factors (Include any particular chemical, product, process, equipment involved)

---

---

#### Investigating Officers Sign-Off

Investigating Officer	_____ Name	_____ Signature	Date _____
	_____ Position		



### Corrective/Action Taken

<hr/>			
<hr/>			
Estimated Cost of Incident:	\$	Estimated Cost of Correction:	\$

### Surf Club Management's Comments (*Club President or Club Captain*)

<hr/>			
<hr/>			
<hr/>			
Club name _____	Name, position and signature of club management contact	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Position</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Signature</div>	Date _____

### Surf Club Safety Officer's Comments

<hr/>			
<hr/>			
<hr/>			
Club name _____	Name, position and signature of club management contact	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Position</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Signature</div>	Date _____

### Proposed Remedial Action

<hr/>
<hr/>
<hr/>



## Appendix 5: Return to Duties Forms

Surf Life Saving Australia Ltd  
Locked Bag 2 / Level 1, 1 Notts Avenue  
BONDI BEACH NSW 2026  
Phone: (02) 9130-7370

ACN 003 147 180  
ABN 67 449 738 159  
www.slsa.asn.au



### Return to Surf Duties Form

Claim Number (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

#### Privacy

These personal details are being collected by Surf Life Saving Australia for the purpose of assessing whether a member is fit to return to surf lifesaving duties following injury. The personal information will be disclosed to the members' general practitioner and/or the clubs safety officer for the purpose of determining whether the member should return to duties. You have the right to access the information held about you by Surf Life Saving Australia.

#### Club Members Details

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of birth \_\_\_\_\_ Male / Female (please circle)

Club Details \_\_\_\_\_  
Club Name Branch State

Members Occupation or Job Title \_\_\_\_\_

Has the Surf Club Member returned to their pre-injury paid occupation? (Please circle) Yes No

If Yes, have you attached a Work Cover authority to return to Work Form? Yes No

#### Surf Lifesaving Details

Please tick the duties below that the injured member is involved in:

- ☐ Administrative / Surf Club Management Committee
- ☐ Fundraising / Social / Carnival volunteer
- ☐ Surf Club building maintenance and extensions
- ☐ Surf Patrol Duties (including Water Safety for Carnivals and Junior Activities)
- ☐ Surf Sports Competitor
- ☐ Surf Sports Official
- ☐ Instructional (including Junior Activities Age Manager, Cadets Instructor, Chief Instructor)
- ☐ Surf Sports Coach
- ☐ Other



**Surf lifesaving duties summary (to be completed by a general practitioner)**

Please identify the date on which each of these tasks was completed

<b>Date of Satisfactory Completion</b>	<b>General Physical Restrictions</b> (For other restrictions refer to WorkCover Return to Work Form and Medical Certificates)
	Manual Handling < 5kg / < 10kg / < 15kg / < 20kg (Write the appropriate weight in space provided)
	Reassess Proficiency Test: Run 200m / Swim 400m / Run 200m
<b>Surf Patrolling Members including Water Safety</b>	
	Length of Surf Patrol (average patrol length is 4 hours), (Write time in space provided) Please take into account the lifesaver's paid work commitments.
	Surveillance duty (walking/sitting on beach or tower or equivalent)
	Use of Radio
	Light First Aid duties (for example bluebottles, stings, dressings, ice packs)
	Drive quad bike (Could be fully laden with trailer and equipment)
	Emergency Care / First Aid / Resuscitation
	Rescue Board / Tube rescues - paddle rescue board or swim with tube for 400m out surf break, pick up patient and return to shore
	Inflatable Rescue Boat (IRB) Driver – drive and steer an inflatable boat (weight 200kg+) using out board motor in/out surf break ~400m, assist crewperson with lifting persons (up to 110kg+) into craft
	IRB Crewperson – crew inflatable boat whilst crouching in bow of craft going in/out surf break, adjust weight back and forth and keep balance while negotiating waves, lift/assist persons into craft (up to 110kg+) from surf by kneeling/wedging knees into pontoon, and bending over pontoon
	IRB Maintenance – deflate and dismantle craft by removing floor boards, etc and hose down, re-inflate and make the craft ready for use
	Other
<b>Surf Sports / Carnivals / Competition</b>	
	Beach Sprint – run 50m on soft sand
	Beach Flags – jump up, turn and run 20m on soft sand and dive for baton
	March Past – march in squad/ carry reel while marching in squad
	Competitor in Resuscitation / First Aid
	Surf Swim 400m in/out surf break, catch a wave/s on way in to shore
	Rescue Board - Paddle 400m in/out surf break, catch a wave/s on way in to shore
	Wave / Surf Ski Paddler – paddle wave/surf ski (weight ~18kg) for 350m
	Surf Boat Rower – carry, jump into surfboat at shore and row surfboat (weight ~250kg) with three other crew for 400m in/out surf break and varying surf, wind and weather conditions
	Surf Boat Sweep – steer surfboat using large wooden oar (weight 20kg+) for 400m in/out surf break
	IRB Driver - See above
	IRB Crewperson – See above
	IRB Patient – swim 400m out to sea and tread water for approx 10 minutes wearing wetsuit, be pulled into IRB by crew and travel back to shore in IRB
	Other





## Appendix 5: Return to Duties Forms *(continued)*

Surf Life Saving Australia Ltd  
Locked Bag 2 / Level 1, 1 Notts Avenue  
BONDI BEACH NSW 2026  
Phone: (02) 9130-7370

ACN 003 147 180  
ABN 67 449 738 159  
www.slsa.asn.au



### Letter to Treating Medical Practitioner: Return to Surf Duties

Dear Doctor \_\_\_\_\_

**RE: Return to Surf Duties**

Members Name	_____
Members Club	_____
Club Position(s) <i>(if applicable)</i>	_____
Members Paid Employer	_____
Members Paid Occupation	_____

Surf Life Saving Australia Policy is to encourage early and safe return to surf duties as soon as practicable following injury or illness. This is ideally performed in conjunction with any paid employment that the Surf Club member is also performing.

We would appreciate your advice as to the surf duties that \_\_\_\_\_ is fit to return to at this stage of their rehabilitation. Please complete the attached **Return to Surf Duties Form**. Additional information or details about the surf duties will be provided if required.

Thank you for your assistance and professional advice for \_\_\_\_\_.

Yours sincerely,

\_\_\_\_\_  
(Name)

Club Safety Officer

\_\_\_\_\_  
SLSC



## Letter to Employer: Injured Volunteer Surf Lifesaver and Return to Duties

Dear Mr/Ms \_\_\_\_\_

**RE: Injury during volunteer surf lifesaving**

Members Name	_____
Members Club	_____
Club Position(s) (if applicable)	_____
Members Paid Employer	_____
Members Paid Occupation	_____

We regret to inform you that \_\_\_\_\_ has been injured whilst performing official surf lifesaving duty. This may result or may have resulted in lost time from paid employment.

SLSA Policy is to encourage early and safe return to surf duties as soon as practicable following injury or illness. This is ideally performed in conjunction with any paid employment that the Surf Club member is also performing.

If you need to contact our insurer, \_\_\_\_\_ with respect to rehabilitation coordination and assistance please contact them on \_\_\_\_\_.

Thank you for your assistance and understanding in this matter.

Yours sincerely,

\_\_\_\_\_  
(Name)

Honorary Secretary

\_\_\_\_\_  
SLSC



## Appendix 5: Return to Duties Forms *(continued)*

Surf Life Saving Australia Ltd  
Locked Bag 2 / Level 1, 1 Notts Avenue  
BONDI BEACH NSW 2026  
Phone: (02) 9130-7370

ACN 003 147 180  
ABN 67 449 738 159  
www.slsa.asn.au



### Surf Club Member Authorisation Form

I, \_\_\_\_\_ hereby give consent for my doctor:

Doctors Name \_\_\_\_\_

Doctors Address \_\_\_\_\_  
\_\_\_\_\_

Doctors Phone No. \_\_\_\_\_

to discuss with the Surf Club Safety Officer \_\_\_\_\_, specific injury/illness information that will assist with my (graduated) Return to Surf Duties.

The Surf Club Safety Officer is bound by strict confidentiality and may not discuss information with any third party unless previously authorized by the injured member.

I understand that this consent is required to assist with my Return to Surf Duties and that all information obtained is treated in strict confidence.

\_\_\_\_\_  
Signature Date \_\_\_\_\_

Witness:	_____ Name	Date _____
	_____ Position	
	_____ Signature	

## Appendix 6: Surf Club OH&S Self Audit Checklist

<b>Surf Club:</b>
<b>Assessor/s:</b>
<b>Date:</b>

This checklist should be completed and submitted annually to your state/territory safety officer at the start of each season (see *circulars and updates on timing and updated self audit form*)

Criteria		Yes	No	Comments/Action Required	Time Frame
Safety Officer					
1	Surf Club Safety Officer has been appointed to coordinate the safety management activities	<input type="checkbox"/>	<input type="checkbox"/>		
2	Surf Club Safety Officer has undertaken Safety Officer Training Course	<input type="checkbox"/>	<input type="checkbox"/>		
3	Surf Club Safety Officer reports to the club management committee with quarterly reports.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety Promotion					
4	Volume 1 of Guidelines has been issued to patrol capts. and TO's	<input type="checkbox"/>	<input type="checkbox"/>		
5	Volumes 2,3 and 4 are located in office for easy access by Surf Club Officials and members.	<input type="checkbox"/>	<input type="checkbox"/>		
6	Risk Management and other safety posters/stickers have been received from the State Safety Officer and have been displayed as appropriate	<input type="checkbox"/>	<input type="checkbox"/>		
7	Member Safety Brochures are displayed and have been issued to all new and existing members upon registration.	<input type="checkbox"/>	<input type="checkbox"/>		
8	Inductions have been conducted for new and existing Surf Club Members <ul style="list-style-type: none"><li>· Reporting workplace incidents/ hazards</li><li>· Managing hazards</li><li>· Health &amp; safety training needs</li><li>· Orientation of surf club hazardous areas</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>		
9	The club management committee review health and safety compliance against guidelines	<input type="checkbox"/>	<input type="checkbox"/>		

## Appendix 6: Surf Club OH&S Self Audit Checklist *(continued)*

Criteria	Yes	No	Comments/Action Required	Time Frame	
<b>Risk Assessment</b>					
<b>10</b>	A club risk assessment has been conducted using Volume 2 of the Guidelines for Safer Surf Clubs	<input type="checkbox"/>	<input type="checkbox"/>		
<b>11</b>	The Surf Club Inspection form has been forwarded to the Surf Club Committee for actioning	<input type="checkbox"/>	<input type="checkbox"/>		
<b>12</b>	The annual gear inspection has been completed using the gear inspection report.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>13</b>	Surf Club Safety Officer reports to the club management committee with quarterly reports.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Incident and Injury Management</b>					
<b>14</b>	Surf Club Official has been nominated to coordinate the recording of incidents in the Incident Reporting Database (IRD)	<input type="checkbox"/>	<input type="checkbox"/>		
<b>15</b>	The club has formal processes to review member injuries	<input type="checkbox"/>	<input type="checkbox"/>		
<b>16</b>	All outstanding incident investigations have been completed and the Incident/Accident forms have been forwarded to the Branch and/or State Safety Officer.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>17</b>	Return to Surf Duties Plans for injured members have been reviewed and relevant Committee members are aware of their responsibilities	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Education and Surf Sports</b>					
<b>18</b>	Surf Sports Officers and event co-ordinators have been provided with the Event Management and Sanctioning Guide (Volume 4)	<input type="checkbox"/>	<input type="checkbox"/>		
<b>19</b>	Directors of Education have been briefed on the Education and Training requirements on page 5 of Volume 1 and understand awareness training and task specific training requirements	<input type="checkbox"/>	<input type="checkbox"/>		

[illegible]

*Safety First!*









**Surf Life Saving Australia Ltd**

Level 1, 1 Notts Ave  
Bondi Beach NSW 2026  
Australia

Locked Bag 2,  
Bondi Beach NSW 2026  
Australia

Tel: (02) 9300 4000

Fax: (02) 9130 8312

Web: [www.slsa.com.au](http://www.slsa.com.au)