



Guidelines for Safer Surf Clubs

Safe Practices



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Guidelines for Safer Surf Clubs

Volume 3:
Safer Surf Club Practices

Safety First!



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Introduction

Welcome to Volume 3 of 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**

The biggest factor affecting health and safety performance in Australian organisations is “safety culture”. SLSA has developed this Volume 3 in the series of Guidelines for Safer Surf Clubs to stress the importance of a safety culture where health and safety issues are taken seriously and followed through into club practices.

This volume outlines the most notable risks to health and wellbeing in Australian surf clubs and includes:

- **Emergency Evacuation Planning**
- **Fire Safety**
- **Personal Protective Equipment**
- **Sun Safety**
- **Surf Operations in Extreme Temperatures**
- **Satellite Surf Patrols**
- **Storm Safety**
- **Gymnasiums**
- **Manual Handling**
- **Infection Control**
- **Hazardous Substances**
- **Body Retrieval**
- **Pregnancy**
- **Electrical Safety**
- **Hot Work and Welding**
- **Office Layout**

Use this guide as a reference tool to assist in implementing safe practices within your club or service. The guide is aimed at providing practical advice to club safety officers and management.

Emergency Evacuation Plan

Creating a plan

A plan for evacuation of the Club building in the event of an emergency should be developed by the club management committee. It is necessary to determine the situations that may require an emergency evacuation of the club such as fire, explosion, bomb threat or natural disasters (e.g. flood). An example of the steps involved in the procedure:

Responsibility	Who will be responsible for managing the procedure?
Signal to evacuate	What signal(s) will be used to initiate the evacuation?
	Where will these signals be located?
	Who is authorised to activate the signal?
Procedure for evacuation	<i>Evacuation warden</i> Who will manage the evacuation?
	<i>Assembly points</i> Where will people evacuate to?
	<i>Head counts</i> What checks will occur to ensure everyone is accounted for?
	<i>All clear</i> What signal will give the all clear to return?
	Who will give it?
Re-entry	How will the re-entry be managed?

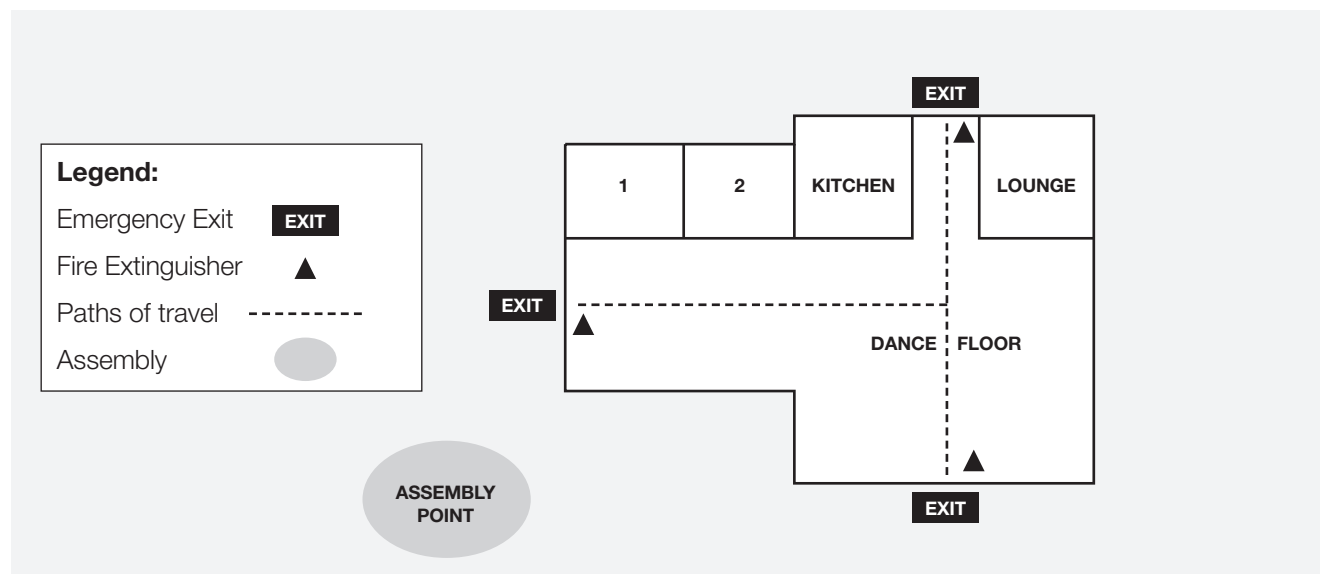
Emergency Evacuation Plan *(continued)*

The previous instructions should also include plans of the building's layout showing location of exits, meeting points and fire fighting equipment. For example:

**In case of
FIRE
leave through the nearest
exit
and assemble at** *(include the assembly point location)*

- If you see **Smoke** or **Flames** or smell **anything burning, raise the alarm immediately.**
- Indicate clearly a description and location of the incident.
- If sage, close any windows and doors to confine the fire.
- Follow the **Exit** signs to locate the emergency exits.
- If you are unable to evacuate, if possible signal your presence at a window, then await the arrival of the fire brigade.
- Calmly follow instructions given by staff or the attending Fire Officers

REMAIN CALM



(The above guide should be adjusted to suit individual building characteristics and fire safety installations)

This plan should be drawn up according to the club's needs and revised each time there are alterations to the premises. The plan should be widely promoted on noticeboards and throughout the club. It should also be explained thoroughly in inductions.

Emergency Evacuation Plan *(continued)*

Emergency evacuation procedure

1. Remain calm and don't panic
2. Alert
 - Alert the fire/evacuation warden
 - Ensure the emergency services have been notified (ring 000)
3. Notify members and visitors via the appropriate signal to meet at the assembly point
4. Evacuate members and visitors in the following order:
 - Out of immediate danger (for example, out of the gear shed)
 - Out of the compartment (for example, through the fire doors or smoke doors) or to a lower level of the building
 - Total evacuation of the building
5. Check all rooms, especially change rooms and toilets, as well as behind doors, storage areas etc.
6. Save as many records as possible, but only if it is safe to do so
7. Do a head count of all members, contractors and visitors
8. Report to the emergency services anyone unaccounted for
9. In case of fire, should you fight the fire or let the fire brigade do it?
 - Where members of the club are properly trained, have the right equipment and know when a fire is within their capacity to control, for example, a fire in a waste paper basket or a small kitchen fire, then, yes, they may fight the fire
 - If there are any unnecessary risks associated with attempts to control a fire, then, no, they may not. Occupants should withdraw, closing – but not locking – the doors behind them as they go

Bomb threat procedure/checklist

- **Take the threat seriously**
 - **Do not hang up the phone**
 - **Don't hang up after the call**
1. Remain calm – try to record the exact wording of the caller and any distinctive background noises which might help identify the source of the call. *Use the following checklist and complete the questions:*
 2. Ask questions to find out bomb location, appearance and detonation time
 3. Report the incident to the police immediately and notify your club safety officer who will evacuate the area

Emergency Evacuation Plan *(continued)*

Bomb threat checklist

Questions to Ask		Threat Language	
1. When is the bomb going to explode?		<input type="checkbox"/> Well spoken	<input type="checkbox"/> Incoherent
		<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped
		<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Abusive
			<input type="checkbox"/> Other:
2. Where did you put the bomb?		Other	
		1. Sex of the caller:	
		2. Estimated age:	
3. When did you put it there?		Background Noises:	
		Street Noises:	
4. What does the bomb look like?		Aircraft:	
		Voices:	
5. What kind of bomb is it?		Music:	
		Machinery:	
6. What will make the bomb explode?		House Noises:	
		Local Call:	
7. Did you place the bomb?		Long Distance (STD):	
		Other:	
8. Why did you place the bomb?		Caller's Voice:	
		Accent (specify):	
9. What is your name?		Any impediment (specify):	
		Voice (loud, soft, etc):	
10. Where are you?		Speech (fast, slow, etc)	
		Diction (clear, muffled):	
REMEMBER KEEP CALM – DON'T HANG UP		Manner (calm, emotional):	
		Did you recognise the voice?	
Exact wording of threat:		If so, who do you think it was?	
		Was the caller familiar with the area?	
		Action	
		Was the caller familiar with the area?	
		Phone number:	
Call Taken		Recipient	
Date:	Time:	Name (print):	
Duration of call:		Telephone Number:	
Number called:		Signature:	

Emergency Evacuation Plan *(continued)*

Civil disturbance

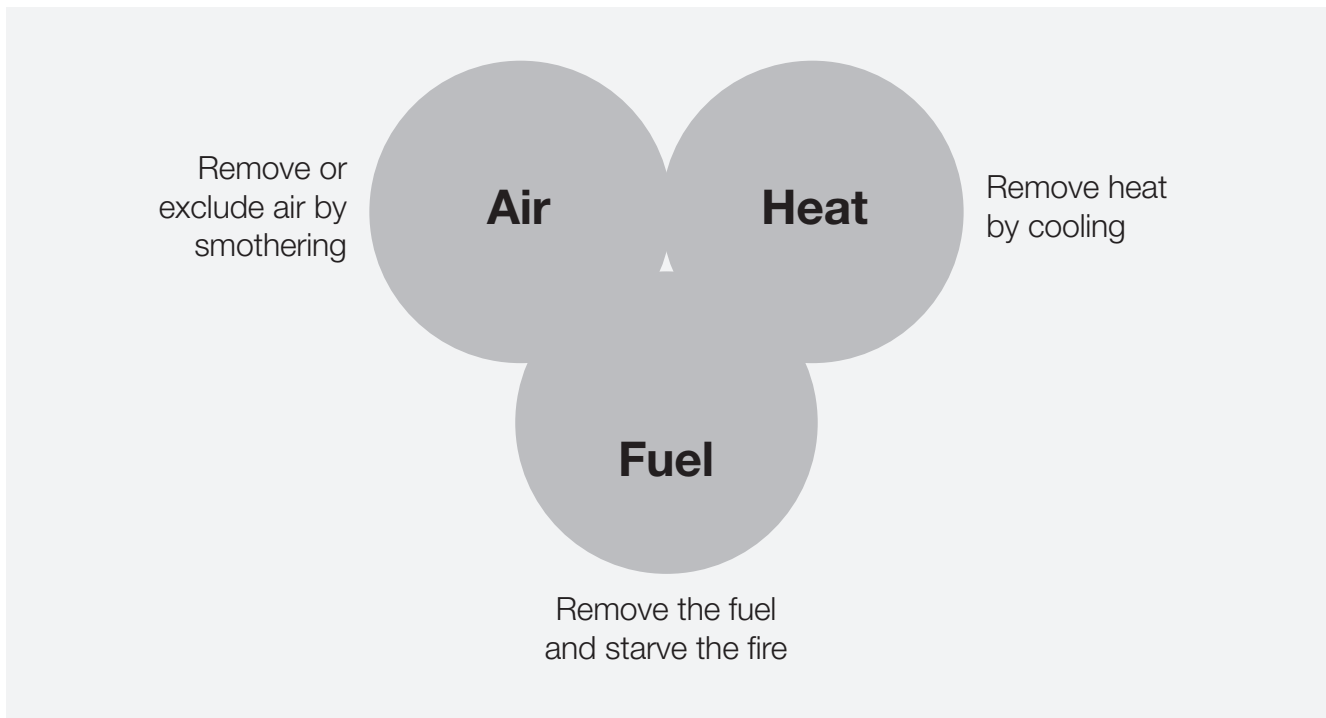
Although rare, it is possible to experience incidents where members of the public have become angry and in some cases violent. It is important to keep an even temperament and a helpful approach, regardless of how you are treated by others – this reflects a major aspect of a professional demeanour. This 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 the following action should be taken:

1. Try and calm the situation and move away
2. If a person(s) 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 call police. (Phone 000)
5. Post incident:
 - a. Complete an incident report
 - b. Where physical abuse has been suffered, contact the police immediately

Fire Safety

For a fire to occur, three elements are essential, FUEL-AIR-HEAT. Remove any one of these elements and the fire will be extinguished.



When selecting a fire extinguisher or fire hose reels, it is important that club personnel match the equipment with the class of fire it is designed to fight.

Fire protection – portable equipment

The five types of fire extinguisher equipment that may be installed within your club are:

1. Water (red)

- Should never be used where live electricity is present

2. Dry chemical (red with a central white band)

- Normally used to fight flammable liquid fires as won't conduct electricity

3. Carbon dioxide (red with a central black band)

- Will not conduct electricity so can be used on electrical fires
- If used in a confined space the injection of carbon dioxide and the subsequent removal of oxygen may cause a further hazard

4. Foam (blue)

- The foam extinguisher is specifically suited to flammable liquid but should not be used for live electrical fires as the foam is water based and will conduct electricity

5. Wet chemical (light brown)

- Specifically designed to fight fat fires within a kitchen

Fire Safety (*continued*)

How to use portable fire extinguishers and hose reel equipment

- Familiarise yourself with the type and location of the fire equipment around your club
- When attacking a fire, try to have a back up person with additional fire equipment
- Keep low where there is less chance of smoke
- Keep a safe line of retreat open at all times
- Be aware of the possibility of flashback and reignition
- Never turn your back on a fire because it appears to be extinguished
- After testing the throw of the fire extinguisher or hose reel be sure only to get as close as required to fight the fire
- Good housekeeping will reduce the risk occurring and help ensure a clear access to your fire equipment
- When a fire extinguisher has been used – advise the club safety officer

Fire equipment

The fire protection systems and equipment that should be installed within the club are:

- Fire hydrants
- Fire hose reels
- Fire doors
- Fire exits
- Fire extinguishers
- Fire blankets
- Smoke detectors

Fire training

Club management, employees, members, and contractors must be trained in the use of the club's fire fighting equipment

This training can be provided by:

- The local fire brigade station officer
- The fire equipment supply and maintenance contractor

All members should be aware of the evacuation procedure, how to raise an alarm and any designated role they are willing to accept. Fire emergency and evacuation drills should be held regularly. Club executive should be confident that members are sufficiently well aware of the procedure so that any emergency will be handled efficiently.

Fire protection equipment appraisal

Quarterly risk management inspections should include a re-appraisal of existing fixed fire protection systems, procedures; training and equipment to ensure their adequacy (see Volume 2 – Risk Assessment and Management). In certain circumstances these inspections could be carried out via the local government Authority.

Fire prevention and control

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

- Observance of legislation
- Attention to “housekeeping” to reduce the chances of fire occurring
- Special attention to high density storage areas and electronic equipment
- Provision of fire controls or warning devices, such as smoke detectors and alarm systems
- Provision of fire fighting devices, including sprinkler systems, hydrants and hose reels
- An evacuation plan
- Fire drills at regular intervals
- Training or appropriate members in the use of fire fighting equipment and operation of an evacuation plan
- Sources of information on technical aspects which affect fire safety at the club, such as controlled use of flammable or combustible materials.

Further information can be found in regards to fire protection:

- *State or territory fire brigade website*
- *AS 1851-2005 Maintenance of Fire Protection Systems and Equipment*

Personal Protective Equipment

Certain surf lifesaving activities may require members and other persons to use **personal protective equipment (PPE)**. Common PPE that are required in surf operations include:

- Bum bags (optional), gloves and mask during first aid/resuscitation procedures
- Shade, sunscreen, long sleeved patrol shirts, stinger suits, rashies and wide brim hats for surf patrol

For example:

Personal protection equipment required for operators of quad bikes (ATVs) include:

- Enclosed shoes with a hard sole (sand shoes would be appropriate)
- Minimum of a shirt (patrol shirt preferred)
- Minimum of shorts (patrol shorts preferred)
- Protective, 100% UV, eyewear
- Helmet as required by local/state law

It is highly recommended and encouraged that this equipment is worn. If local/state law does not stipulate usage of a helmet, a bicycle helmet approved by Standards Australia: AS/NZS 2063

(Please refer to SLSA policies 4.4 and 4.5 for PPE guidelines in regards to ATVs and RWCs.)

It is the responsibility of the **Club management committee** to:

- Ensure that appropriate PPE is provided to all members and worn where:
 - Hazards have not been prevented or controlled by the hierarchy of controls (elimination, substitution, isolation, engineering or administrative controls);
 - Complete protection is essential, such as during pesticide handling / application;
 - Confined space activity is being carried out;
 - 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 (i.e. comply with Australian Standard 1119- Safety Signs for the Occupational Environment.)

It is then the **member's responsibility** to

- Use/wear the PPE that has been provided by the club management.
- Notify club management when specific PPE is found to be not working or missing

All equipment should be in accordance with the standards set by Standards Australia, with their trademark stamped on it. It is the responsibility of the purchaser to check the suitability and compliance of items before purchasing.

Equipment should be kept in clean and hygienic condition and if appropriate made available to visitors or other personnel if required.

Above all, club management should be seen to follow the guidelines consistently so as to lead by example.

Sun Safety

Spending long periods of time working outdoors can put you at a high risk of skin cancer. This is because ultraviolet or 'UV' radiation produced by the sun is a known carcinogen. Australia has the highest rate of skin cancer in the world as we experience some of the highest levels of UV radiation. Even on cool or cloudy days, UV radiation can be strong enough to damage skin.

Australia has the highest rate of skin cancer in the world. Over two thirds of Australians will develop some form of skin cancer during their lives. Surf lifesavers are at a real risk of skin and eye damage due to UV radiation and the necessary precautions need to be implemented.

Steps to protect against sun damage

1. Reduce exposure to the sun's UV radiation

- a. The use of a shade canopy/tent made of materials that cast a dark shadow (i.e. block out UVR to a minimum of 50%)
- b. Take breaks in the shade

2. Wear sun-protective clothing

- a. Long sleeved and collared shirts made of UPF 50 or 50+ material (close-weave natural cloths like cotton, that blocks UVR), rashies
- b. Loose and long-legged shorts
- c. Cover as much skin as possible

3. Slap on a hat

- a. Wide brimmed hats (minimum brim width of 7.5cm)
- b. A hat should shade your face, ears and neck
- c. Be of a close weave material

4. Sunscreen

- a. Broad spectrum, water resistant SPF 30+ sunscreen
- b. Applied generously on all clean, dry, exposed skin at least 20 minutes before you go outside
- c. Reapplied regularly – every 2 hours or more often when sweating
- d. Protect your lips with an SPF30+ lip balm
- e. Always check and follow the use by date on sunscreen
- f. No sunscreen provides complete protection so never rely on sunscreen alone

5. Sunglasses

- a. 100% UV resistant conforming to Australian Standard (AS/NZS 1067:2003) – category 2, 3 or 4) with side protection that does not obscure peripheral vision
- b. Wear close fitting, wrap around style sunglasses
- c. Look for an eye protection factor (EPF) of 10
- d. Polarised lenses reduce glare and make it easier to see on sunny days

**There is no such thing as windburn.
The wind may dry the skin but cannot burn it. What is described as windburn is actually sunburn.**

Sun Safety *(continued)*

UV Radiation and UV Index

UV radiation levels vary in strength across Australia on any given day. The UV index describes the amount of UV radiation from the sun that reaches the earth's surface. When the UV index is at 3 and above, the level of UV radiation in sunlight is strong enough to damage the skin. The Bureau of Meteorology issues the SunSmart UV alert whenever the UV index is forecast to reach 3 and above. This SunSmart UV alert appears on the weather page of all Australian daily newspapers and is available on the Bureau of Meteorology website.

The time period displayed in the SunSmart UV alert tells you when to use sun protection while working outdoors. Take into account peak UV times i.e. 10am – 3pm (daylight savings 11am – 4pm)

UV radiation cannot be seen or felt. It can damage our skin without us knowing.

Skin cancer

Early detection of skin cancer is important as it can be cured if treated early. It is recommended that all adults check their skin regularly for suspicious spots.

How to check your skin:

- Check your whole body including the soles of your feet, between your toes, your armpits, ears, eyelids, under your fingernails and scalp
- Have someone help to check areas you cannot see such as back, back of your neck and legs
- Look for a new spot or a spot that is different from the ones around it
- Look for a sore that does not heal
- Look for a spot or mole that has changed in size, shape or colour
- See your doctor regularly and as soon as possible if you notice anything unusual

**Heat or high temperatures are not related to levels of UV radiation.
Temperature relates to the amount of infrared present in sunlight, not UV radiation.**

For further information please refer to:

- *The Cancer Council of Australia – www.cancer.org.au*
- *SLSA Policy 2.1 Sun Safety*
- *Bureau of Meteorology website – www.bom.gov.au (search for 'SunSmart UV Alert')*

Club Activities in Extreme Temperatures

Many club activities expose club members to hot or cold environments such as the sun's radiation, or to wind chill. The information below does not substitute for medical advice, it provides an outline of common signs and symptoms which people exposed to heat or cold may experience. By understanding the causes of heat illness event organisers, coaches, officials, competitors and members can take common sense steps to safely participate in events and club activities. Each club must develop first aid and appropriate emergency procedures.

How can heat or cold affect health and safety?

It is important to distinguish between a condition, which threatens health and safety, and a feeling of discomfort.

- **Hypothermia** is where a person gets an abnormally low body temperature as a result of exposure to cold environments; it is a serious condition, which can lead to death
- **Heat stroke** is an uncommon and more severe form of heat illness, which is a medical emergency. It occurs when the body can no longer control the body temperature and it rises to temperatures where mental function is seriously impaired. Participants who collapse during exercise or show signs of confusion, loss of skill or irrational behaviour should be stopped from further activity.
- **Heat exhaustion** is related to lack of fluids, or a rapid loss of body fluids. Participants who collapse after exercise, are likely suffering post-exercise drop in blood pressure, but some may have heat stroke
- **Heat stress** is more serious, and can lead to death. It is more likely to occur in conditions of high humidity, and to affect non-acclimatised persons

How do you tell if someone has heat illness?

Heat illness can occur in strenuous sports, but may also occur in club activities such as patrolling with prolonged exposure to hot weather.

Symptoms of heat illness may include:

- Light headedness, dizziness
- Nausea
- Obvious fatigue
- Cessation of sweating
- Obvious loss of skill and coordination/clumsiness or unsteadiness
- Confusion
- Aggressive or irrational behaviour
- Altered consciousness
- Collapse
- Ashen grey pale skin

What factors increase the risk of heat illness?

- High intensity exercise
- Lack of fitness (due to insufficient training)
- Previous history of heat illness or heat intolerance
- Age over 65
- High air temperature and high humidity
- Low air movement/no wind
- Prolonged exposure to hot conditions
- Heavy clothing and protective equipment
- Lack of acclimatisation
- Dehydration (inadequate water intake before exercise and during activity longer than 60 mins)
- Illness and medical conditions (current or recent infectious illness, chronic health disorders)

(See also Volume 4 of the Safer Surf Clubs Guidelines for advice on event safety in extreme temperatures.)

What can you do to minimise the risk of heat illness?

1. **Acquire adequate fitness and acclimatisation** – regular training, and acclimatisation to heat from regular training in warm conditions, markedly increase heat tolerance.

2. **Adjust training and competition intensity to conditions** – in hot conditions you should be provided with opportunities to rest in shade for an appropriate time
3. **Timing of games or activity** – when possible, schedule training and competition involving moderate to high intensity exercise to avoid the hottest part of the day between 11am and 3pm
4. **Clothing** should allow easy evaporation of sweat from the skin while performing strenuous exercise/sport
5. **Modifying warm up** – in hot conditions, reduce duration and intensity of warm-up
6. **Drinking** – substantial amounts of water are lost through sweating when exercising, drink about two cups of water in the 2 hours before exercising. During exercise lasting 60 minutes or longer, 2-3 cups of cool water per hour are sufficient
7. **Heat waves, unusually hot weather and travelling**
8. **Age and medical conditions** – do not participate in strenuous club activities if you have recently experienced a high temperature, infection, diarrhoea, or vomiting. Pay special attention to members who are over 65, pregnant or taking medication in hot temperatures

Children sweat less and get less evaporative cooling than adults. In warm weather they have greater difficulty getting rid of heat (they look flushed, and feel hotter and more stressed than adults). 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.

How do you treat heat illness?

1. **Heat exhaustion** – it is sometimes not obvious to tell the difference between heat exhaustion and heat stroke. Someone who is suffering with heat exhaustion will usually recover upon lying down with legs raised, but to be safe victims should also be cooled as outlined below
2. **Heat stroke** – immediate first aid is essential and life saving. The aim is to lower body temperature rapidly:
 - a. Remove from the activity
 - b. Lay the person down in a cool place
 - c. Raise the legs and pelvis to improve blood pressure
 - d. Remove excess clothing
 - e. Cool by wetting skin liberally and vigorous fanning
 - f. Apply ice packs to groin, armpits and neck
 - g. Give cool water if conscious

If the person remains seriously ill, confused, vomiting or shows signs of altered consciousness call ambulance immediately and treat for heat stroke:

- Continue cooling. If available, cool in a shallow canvas/plastic bath of iced water (5-10 minutes)
- If necessary cooling should continue during removal to hospital

What are the early warning signs of cold related illness?

You must ensure that club members who are exposed to cold have adequate access to sheltered areas and warm clothing or other personal protective equipment. Warning signs to watch for are:

- Hands become numb
- Shivering is not under voluntary control
- Loss of fine motor co-ordination
- Slurred speech
- Difficulty in thinking clearly
- Irrational behaviour – sometimes a person will even begin to discard clothing

What can you do to minimise the risk of cold related illness?

- Provide protection from wind and rain – a shelter
- Wear warm clothing, clothing should be worn in light, loose fitting layers; a waterproof outer layer will provide protection from the rain. A hat will significantly reduce heat loss, as will ear protection
- Rest periods to reduce risk

Satellite Patrols

When considering the amenities that might be required for temporary satellite patrols posted at isolated beaches other than the main beach, the following needs to be taken into account:

- Standard of radio contact
- Size and location of the beach
- Number of men and women, or people with special needs, on satellite patrol

The club management committee must ensure that all members involved are aware of the following guidelines. Everyone needs to be aware of how they can access the amenities provided for health and welfare. Clearly visible signs will help to make sure that members know where the amenities are located. The induction should include a walk through of the club, pointing out relevant amenities.

Toilet facilities

Reasonable toilet access must be available for your patrol members while they are on satellite patrol. Temporary toilets (port-a-loo) or access to public toilets if available should suffice. If toilets are away from sight of beach and the numbers on patrol are below the required number, it is strongly advised that the patrol close the beach until the person returns.

Rest requirements

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

Shelter sheds

All outdoor workers should be provided with reasonable access to shelter if weather conditions make the patrolling duties unsafe or difficult (for example, high winds or lightning). In some situations where there is a vehicle nearby, this may provide appropriate short term shelter. Portable shade canopies and umbrellas may also provide shelter against the heat. Access to nearby public shelter (for example, awning under nearby buildings) may be suitable during inclement weather as long as the beach may still be seen.

Seating

Surf lifesavers should be provided with suitable seating, if required, to break up prolonged standing tasks.

Eating arrangements

Surf lifesavers on satellite surf patrols need reasonable facilities for eating and storing food. Portable food storage facilities (such as a car fridge or insulated lunch box) or access to takeaway food outlets or even food delivery should be considered. As with all workplaces, appropriate systems for the removal of rubbish associated with eating and dining areas should also be implemented.

Provision of drinking water

Adequate supply of clean drinking water must be provided at all surf patrols. The drinking water should be at or below 24°C achieved by provision of non-contaminated ice and/or shading of drink bottles from the sun. Remote surf patrol members should have their own individual drinking bottles. A reduced fluid intake can lead to heat stress and dehydration in hot conditions.

Washing facilities

Adequate facilities for hand washing for infection control purposes with clean water should also be provided as a minimum. If possible hot water should be provided. Plastic washbasins or portable equipment may need to be provided for satellite surf patrols. Adequate supply of non-irritating soap (preferably from a soap dispenser) and hygienic hand drying facilities (paper towels) should also be provided.

Change rooms and showers

Access to change rooms is required for privacy reasons. Surf lifesavers can use the facilities provided at the base club at the beginning and end of each surf patrol.

Storage of equipment and personal belongings

Surf lifesavers should be provided with space to store personal belongings such as lockers (securely fixed to a wall) while on patrol. Personal protective clothing and equipment should also be stored and secured to ensure that it will be available for next patrol if it is not returned to the base club. Temporary lockable containers may be appropriate.

Storm Safety

Lightning

In statistical terms, lightning poses a greater threat to individuals than almost any other natural hazard in Australia, accounting for five to ten lives and well over 100 injuries annually. Of the many lightning strike injuries each year, about 80 are due to people using telephones during thunderstorms. It is safe practice that personnel not only have UPS and surge protection for their electronic equipment, but they also have surge arrestors for their phone lines. Related injuries may include hearing damage, burns and electrocution. Please see SLSA Policy 2.2 Lightning for further information.

What to do in case of lightning:

In building	Outside	In vehicle
Close windows and doors and keep away from windows, doors and fireplaces. Don't go outside unless it is absolutely necessary.	With an approaching thunderstorm, all persons should be advised to leave the water and clear the beach immediately. Flags should be removed and the beach closed. The patrol should retire to the shelter of the clubhouse, maintaining a surveillance lookout from there.	Stay in vehicle with windows closed. Avoid touching metal parts of vehicle. Do not drive: wait. But don't park under trees or other tall objects that may fall over in storm.
Before storm hits unplug appliances including radio, television and computers. Notify SurfCom prior to switching off radio and closing beach. Do not touch electrical items or fixed telephones during the storm.	Get inside vehicle or building if possible. Avoid the water and objects that conduct electricity (e.g. umbrellas, metal fences).	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.
Do not take a shower or bath (both water and metal are electrical conductors).	Do not use mobile or cordless phones. Keep emergency calls brief.	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.
	Do not stay in open space or under tall objects (trees, poles). Pergolas and picnic shelters are unsafe. 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. Do not lie down but avoid being the highest object in the vicinity.	
	If swimming, surfing or in a boat, leave the water immediately and seek shelter.	
	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.	
	Open the beach where 30 minutes has passed since the last sighting of lightning.	

High wind/tornado/cyclonic conditions

Surf lifesavers should consider closing the beach at any time there is an unacceptable risk to the public or the patrol of injury. Beach closure may be considered in cyclonic conditions.

In building	Outside	In vehicle
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.	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. Stay away from trees and other tall objects that may fall over. Beware of downed power lines. Keep alert for flash floods. Protect your head. As a last resort, hang on tightly to the base of a shrub or small tree.	If a tornado approaches, do not stay in vehicle, and do not try to outrun the tornado by driving. If possible, run to a nearby solid structure.

Hail

Beach closure may be considered in conditions where hail is consistent and large.

In building	Outside	In vehicle
Stay away from windows and glass doors. Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions if necessary.	Seek cover, face away from the wind and protect your head. Be alert for signs of high winds or tornado and follow precautions as necessary.	Keep head and face away from windows. Put vehicle under cover if possible.

Manual Handling

Manual handling or lifting during surf lifesaving activities is an important area that needs addressing to prevent injury to our members. The surf lifesaving operational environment is a unique and often changeable setting. For example, our duties may involve:

- Negotiating soft sand with equipment
- Sitting with a poor posture for a long period of time in a surveillance chair
- Wading along the shore edge whilst supporting an exhausted patient
- Walking on uneven ground and rocks
- Carrying equipment up a steep slope or stairs
- Carrying patient out of IRB

Most of the reported accidents involving manual handling tasks cause back injury although hands, arms and feet are also vulnerable. Up to 1/3 of all work injuries in Australia occur during manual handling. Many manual handling injuries build up over a period of time rather than being caused by a single handling accident.

The definition of a hazardous manual task is:

1. A manual task having any of the following characteristics:
 - Repetitive or sustained application of force
 - Repetitive or sustained awkward posture
 - Repetitive or sustained movement
 - Application of high force
 - Exposure to sustained vibration
2. A manual task involving the handling of a person or an animal; or
3. A manual task involving the handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.
(National Standard for Manual Tasks – August 2007)

Current legislation on lifting and manual handling

- The National Code of Practice for Manual Handling (NOHSC: 2005 (1990))
- The National Standard for Manual Handling (NOHSC: 1001 (1990))
- State and territory legislations are based on this Standard and Code of Practice
- The National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work (ASCC: 2007)
- The National Standard for Manual Tasks (ASCC: 2007)

Maximum load

Based on the National Code of Practice in Manual Handling the risk of injury increases when:

- Weights of more than 4.5kg are lifted while seated
- Weights above the range of 16-20kg are lifted
- Pushing, pulling and sliding objects that are difficult to move

- It is advised to NOT lift weights over 55kg unless there is mechanical or team assistance
- Young persons under 18 years **SHOULD NOT** be required to lift, lower or carry more than 16kg without mechanical or team assistance and specific training

Risk Management

1. Risk identification

- Analysis of workplace injury records
 - The nature of the injury
 - Type of accident
 - Task that was being performed
- Consultation with members
- Direct observation
 - Workplace inspections, audits and checklists

2. Risk assessment

- Actions and movements
 - Share loads between 2 hands, avoid jerky movements
- Workplace and workstation layout
- Working posture and position
 - Bending or twisting of the spine should be avoided
- Duration and frequency of manual handling
- Locations of loads and distances moved
- Weights and forces
 - Do not lower, lift, carry loads above 55kg, unless mechanical assistance or team lifting arrangements are provided
- Characteristics of loads and equipment
 - Temperature, dimensions, grips and stability of objects
- Work organisation
 - Shift work, rest breaks
- Work environment
- Skills and experience
 - Training in manual handling
- Age
 - Under 18 years are a greater risk of injury as they are still developing physically – not to lift or carry over 16kg without assistance
 - Older workers may have decreased physical capacity
- Clothing
 - Does clothing hinder safe manual handling
- Special Needs
 - Consider returning to work, pregnancy or specific disability in employees

3. Risk control

- Job redesign
 - Modify object
 - Modify workplace layout
 - Different actions, movements, force
 - Rearrange process flow
 - Modify task – mechanical assistance
 - Modify task – team lifting
- Mechanical handling equipment
 - Hoists, levers, sliding rails, roller doors, adjustable tables/platforms etc
- Training
 - Principles of correct manual handling and lifting
 - Job equipment training
- Other administrative controls
 - Special needs of employees, clothing such as gloves, proper footwear

4. Monitoring and reviewing

- Keep records of work processes, incident reports and action taken, maintenance records for equipment and tools, and employee training

5. Maintaining records

- Do workers have fewer complaints of discomfort?
- Have control measures been put in place at the agreed times
- Monitor worker feedback to see if other risks have arisen, review incident reports

The following surf lifesaving equipment presents a manual-handling hazard to surf lifesaving members. Care must be taken whilst lifting and moving these objects.

Equipment	Weight	Dimensions or Other Aspects	Manual Handling Risk	Method/Options For Lift
First Aid Kit	Up to 10kg	Size of a medium suitcase	Low-moderate	1 person lift
Signs (eg. Strong current, bluebottles, patrol flag stands)	Up to 20kg	1.5m poles (wooden/ metal pipe) Metal frame & panel base	Moderate	1-2 Person lift and carry (<50m on soft sand)
Patrol and Surf Craft Area Flags	Up to 30kg+	3.6m poles	Moderate	1-2 Person lift and carry (<50m on soft sand)
Patrol Tent	Up to 15kgs +	Usually large bulky object	Mod-High	Team lift – number of persons dependent upon weight/size
Tent	Up to 80kgs+	Usually large bulky object	Mod-High	Team lift – number of persons dependent upon weight/size; 4WD or Quad Bike
Airbag Oxygen Resuscitator (oxyviva)	Up to 15kg	Oxygen cylinder in metal casing, can be awkward to carry	Moderate	1 person lift (short distance < 10m on soft sand) or trolley
Surf Ski (single and double)	Up to 30kg+	Length approx 3.5m, awkward shape	Moderate	1-2 person lift (<50m on soft sand)
Rescue boards	Up to 15kg	Length approx 2.5m	Moderate	1-2 person lift (<50m on soft sand)
Fuel Bladder	Up to 20kgs	Triangular and flexible	Moderate	1 person lift
Patrol stands	Up to 15kg	Awkward shape, metal construction	Moderate	1 person lift using carrying handles
BBQ	60-80kgs	Oblong, bulky with sharp edges	High	3-4 person team lift (short distance < 10m); 4WD or Quad Bike
IRB (Zodiac, Achilles) Un-laden	80-90kg	Approximate dimensions	High	4 person team lift/ drag (short distance < 2 - 5m)
IRB (Zodiac, Achilles) laden with outboard motor	Up to 150kg+ without crew	Internal L=1.8m, W=0.725m External L=3.75m, W=1.83m	High	4 person drag (short distance < 5m) 4 - 6 person team lift; 4WD or Quad Bike tow
IRB (Gemini) laden with outboard motor	Up to 180kg+ without crew		High	5 person team push (short distance < 5m); 4WD or Quad Bike tow
IRB Motor	50-60kg	Long awkward shape	High	2 – 3 person lift (short distance < 5m) or preferably a trolley
RWC	400kg +	Awkward shape, some sharp fixings, evident on gunwales, very heavy	High	5 person team push (short distance < 5m) 4WD/ATV to tow
Surfboat	Up to 350kg laden with oars, without crew	6.8 – 7-9m long and 1.6m wide at mid-ship point. Some surfboats have sharp edges evident.	High	5 person push/roll on rollers (< 100m on soft sand) 8 – 10 person team lift (short distance < 5 – 10m) 4WD or Quad Bike to tow
Sweep Oar	Up to 20 kg	Long and wooden	Moderate	1 – 2 person lift
Surveillance Chair/ Tower	Variable	Wooden or metal construction, min of 2m high	High	4 person drag 4WD/ATV to tow

Each manual handling activity must be reviewed prior to undertaking the task to confirm the risk and to take situation specific risk control action.

Manual Handling *(continued)*

Manual handling training

Manual handling training is required for any surf lifesaving personnel that might have to lift or transfer equipment. This should be organised by the club captain and club safety officer for both new and existing members at the onset of the season. This could be performed at the annual proficiency or at another time that is convenient to the club.

Training should cover handling techniques and where mechanical aids are used, it will be necessary to provide training in the proper use of the equipment. Members should be made aware of the risks involved with each task, and the way of performing that task with the least risk.

When training people in the safe manual handling the following *lifting technique* is recommended:

1) Plan

- a) The member involved in the manual handling should assess the load, determine where it will be placed and decide how it will be handled. This is the stage where the member decides whether mechanical assistance or another person is needed to move the object/person.

2) Determine the best technique

- a) All factors should be taken into account when determining the best technique.
- b) The person involved should avoid unnecessary bending, twisting, reaching and ensure they are suitably balanced.
- c) Lifting should be efficient and rhythmic, minimising bending of the lower back.
- d) Knees should be bent, but preferably not at a right angle

3) Take a secure grip on the object being handled

- a) Whenever possible, a comfortable power grip (using the whole hand) should be used rather than a hook or precision grip (with thumb and fingers only)

4) Pull the load in close to the body

- a) Have the centre of gravity of the load close to the body. This prevents excessive stress on the back and uses the strongest muscles of the arms to hold the load. (For example, 10kg held at a distance of 80cm imposes the same load as 50kg right next to the body).
- b) Minimise the effects of acceleration by lifting slowly, smoothly and without jerking.

5) Vary heavy handling tasks with lighter work

- a) This ensures that the varied tasks do not heavily stress the same muscles.

6) Team lifting

- a) Lifting partners should be of similar height and build and should be trained in lifting techniques.
- b) Someone should be nominated as team leader to coordinate the lift

(National Code of Practice for Manual Handling [NOHSC: 2005 (1990)]

The people who perform the tasks understand the manual handling problems well and often have great ideas about how to fix them. Members should always be consulted when developing solutions to manual handling problems.

Manual Handling *(continued)*

Surf lifesaving equipment storage

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, including:

- Lack of space
- Personnel that are authorised to use the equipment
- Weight and size of the equipment
- Frequency of use
- Position of walkways and emergency exits
- Ventilation

**Signs should be well situated explaining that children are not allowed to access any gear shed.
For example: *Restricted to authorised personnel only***

Common sense prevails when reviewing how to store equipment:

- Store frequently used equipment 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

Safety training must be provided for all members with regard to use and proper storage of equipment. This would be included in the manual handling training supplied by your club captain or club safety officer at the onset of each season for new and existing members.

IRB storage

- A large shelving unit, the size of an IRB is a good option for the storage of up to three IRB craft whilst inflated or partially deflated.
- The unit should be built by a qualified builder / carpenter to ensure strong joinery.
- If the unit is on wheels, brakes should also be installed.
- If IRBs are slung from the ceiling, the fixtures such as pulleys and fastening points need to be adequately secured and tested by a qualified tradesperson/technician or engineer.
- Clubs are urged to consider other options to overhead storage.
- The stacking of IRBs on top of each other whilst on a trailer should also be avoided to prevent the possibility of tipping or falling (other than a trailer designed for this purpose).

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 option provided proper manual handling technique is applied.
- All motors may then be securely clamped for storage and maintenance.
- Care must be taken to not overload the weight limit of the storage beam

Rescue 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 to three people may be required for getting the craft or item on/off the rack.
- Care should be taken with stepladders – use approved safety steps/stepladders rather than other less safe forms of steps such as milk crates.
- Craft stored vertically against the wall should be well secured to prevent a falling hazard.
- Racks could 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 whilst lifting surfboats.
- Wherever possible, surfboats are obviously best left on their trailers whilst 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 prevents the craft from falling or rolling sideways.
- 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
- Clubs are urged to consider other options to overhead storage.

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 be preferably stored in locked storage cupboards or areas.

Infection Control

Infection control for surf lifesaving members is an integral part of the Occupational Health and Safety program. It is the prevention of the spread of micro-organisms from patient to lifesaver and lifesaver to patient. Surf lifesavers may also transmit their own communicable disease to other lifesaving colleagues. 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 whilst performing training, rescue or first aid duties. All practical surf lifesaving awards include training and instruction on infection control.

For further information please see SLISA Policy 3.8 Communicable Diseases 'Infection Control Guidelines' – Australian Department of Health and Aging, (January 2004)

Precautions

Standard precautions are recommended for the care and treatment of all patients, regardless of their perceived or confirmed infectious status. Standard precautions are work practices that are required for a basic level of infection control. They include:

- Personal hygiene practices such as hand washing
- Use of protective apparel such as gloves, aprons, gowns, masks/face shields and eye protection
- Appropriate handling and disposal of sharp instruments and clinical waste
- Correct cleaning of non-disposable equipment
- Appropriate use of cleaning agents
- Environmental controls such as spills management

Additional precautions should be applied in circumstances where patients are known or suspected to be infected with a communicable disease that cannot be contained with standard precautions alone. In cases such as tuberculosis, chickenpox, measles, rubella, pertussis and influenza which are transmitted by airborne or droplet transmission of respiratory secretions the infected lifesaver/lifeguard/club member should be quarantined from attending their duties until after the period of acute infection has passed. A medical certificate may be required to clear a person returning to their duties.

Additional precautions are not usually required for patients with blood borne viruses such as HIV, Hepatitis B, or Hepatitis C, however standard precautions should be adhered to unless there are complicating infections such as pulmonary tuberculosis.

Immunisation

Maintenance of immunity against vaccine preventable diseases helps prevent spread to and from patients and colleagues. All lifesavers are strongly encouraged to be immunised against Hepatitis B at the absolute minimum.

Surf Life Saving Australia recommends:

- Diphtheria/tetanus
- Hepatitis B
- Hepatitis A (could be considered)
- Meningococcal (could be considered)

(For further information please see SLISA Policy Number 3.8 section 3.2)

Personal protective equipment

Personal protective equipment is provided and should be carried in a personalised bum bag or able to be accessed quickly by lifesavers when required. The basic requirements include:

- **Gloves** – should be discarded after contact with each patient, as soon as gloves are damaged, and on completion of any task not involving patients but requiring the use of gloves
- **Masks and goggles** – to be worn where there is the potential for contact with blood or other body substances

Risk management

Risk management should be applied in regards to infection control

Identify the hazard

- Hand washing practices of lifesavers
- Analysing injury and illness records will help identify who may have been exposed to infectious diseases etc.

Asses the risk

- How likely is it that this hazard will case injury or illness, How severe is the injury or illness if it does occur
- Consider the level of an employees' exposure to the hazard. For example, working with young children everyday will increase your likelihood of contracting an infectious disease
- Consider the extent of the injury or degree of harm that may be caused by a hazard. For example, contracting Hepatitis C may permanently affect the immune system of the club member.

Control the risk

1. Elimination	Exclusion of unwell adults is an important way of preventing infection being reintroduced. Ask for a medical certificate clearing a person to return to duties.
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▼ If this is not practicable, then ▼

2. Substitution	Change the type of cleaning products used eg: <ul style="list-style-type: none">• Replace bars of soap with disposable liquid hand wash dispensers• Replace cloth hand towels with paper towel
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▼ If this is not practicable, then ▼

3. Isolation	Immunisation from certain infections such as Hepatitis B is a form of risk control. Immunisation guidelines are available further in this chapter or SLSA Policy 3.8.
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▼ If this is not practicable, then ▼

4. Engineering	Replace rotating taps with lever taps that can be turned on and off with elbow or wrist and are easier to clean.
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▼ If this is not practicable, then ▼

5. Administration	Changing work methods such as <ul style="list-style-type: none">• Hand washing and hand care• Cleaning practices to prevent infection• Procedures with linen and disposable items
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▼ If this is not practicable, then ▼

6. Personal Protective Equipment (PPE)	Use personal protective equipment such as gloves, aprons, facemasks, goggles and other equipment designed to create a physical barrier from the hazard
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Infection Control *(continued)*

Waste disposal

Heavily exudating wound dressings should be contained in a leak-proof bag and double-bagged before disposal.

In Australia it is an offence to dispose of injecting equipment in an unsafe manner. All used needle and syringes should be placed (whilst wearing gloves) immediately in a properly sealed, rigid walled, puncture proof container and disposed of in your nearest public sharps disposal bin.

Disposal of contaminated linen, clothing and debris

A supply of impermeable plastic bags should be available for the disposal of contaminated clothing and debris.

- Linen contaminated with body substances must be stored in bags which prevent leakage and then disposed of
- Linen which is not contaminated can be cleaned in the same way as domestic lines

Cleaning of first aid rooms

First aid rooms must be kept spotlessly clean at all times. In addition to simple cleanliness and hygiene, disinfection of instruments, floors etc, will be required frequently. 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. Gloves and protective attire must be worn during disinfection procedures and the hands and body must be washed after the removal of gloves.

- Bleach is the chemical “sodium hypochlorite” and may be purchased as a solution, granules or tablets
- It is not to be used directly and must be diluted taking specific care not to cause splashes when preparing or using
- Concentrations vary with different brands, so the recommendations of the manufacturer must be checked to ensure that the concentration is equivalent to 10,000 parts per million (ppm) available chlorine
- It is important that the granular and tablet forms are completely dissolved to ensure the correct concentration of the hypochlorite
- The user must pay attention to the storage life of bleach preparations as deterioration occurs. Bleach solutions for disinfection must be freshly prepared
- Bleach solutions will irritate the skin in the concentrations recommended above. They will corrode metal and may bleach fabric
- After disinfection, special attention must be paid to rinsing the surface free of hypochlorite and then drying
- Always follow the directions of the manufacturer

Exposure to body substances

Any accidental exposure to body substances during the course of duty must be reported immediately to the first aid officer so that the incident may be recorded in the SLISA incident report log.

- Contaminated clothing should be removed
- The affected area should be washed well with soap and water (an antiseptic could also be applied)
- Any affected mucous membranes should be flushed with large amounts of water
- If eyes are contaminated, they should be rinsed gently but thoroughly with water or normal saline, while kept open
- Examination of the exposed person should follow to confirm the nature of exposure
- The exposed person should then have a medical evaluation
- Depending on the circumstances of the exposure, the following may need to be considered:
 - Tetanus immunoglobulin
 - A course of adsorbed diphtheria tetanus vaccine
 - TB booster

Needles and needle stick injury

Surf Lifesavers will not usually use needles or “sharps” in the course of their duties. The most frequent use of “sharps” in lifesaving conditions is by ambulance personnel and they are responsible for their used needles, syringes and other contaminated equipment. Needles may, however, be found near the patrolling area or near lifesaving facilities. Should this occur:

- Do not put your hands in any hard to access places
- Do not attempt to recap the needle
- Use a sharps container or find a rigid walled, puncture resistant, sealable container (plastic bottles are good)
- Find and put on latex/rubber gloves
- Pick up needle/syringe by the middle of the barrel keeping the sharp end facing away from you at all times and

- place in the container sharp end first, paying specific attention to not holding the container upright in your hands.
- Securely close the lid, holding the container at the top
- Remove gloves and wash hands with soap and water
- Place the sealed container into your nearest needle and syringe program for disposal as medical waste

First aid for needle stick injuries include:

- Stay calm and encourage the wound to bleed (gently squeeze)
- Wash wound with soap and water
- Apply an antiseptic and band-aid
- Arrange for further medical attention to wound if necessary
- All needle stick injuries must be referred to a doctor or the nearest hospital following the application of initial first aid
- Records must be kept of all the circumstances

(Refer to SLSA policy 1.14 – Sharps Policy for further information.)

Health screening

SLSA has a responsibility to protect its lifesaving members, and should offer them appropriate advice on health screening and testing, along with advice on immunisations, to minimise the risks from infectious diseases.

Rescue health care workers performing exposure prone procedures have an ongoing responsibility to know their infectious status for: HIV/AIDS, Hepatitis B and Hepatitis C. All active surf lifesavers should be aware of their responsibility in caring for their own health.

Immune Status of Surf Lifesaver

Depression of immune function predisposes a person to infection. People who are immunosuppressed are at risk of acquiring health care associated infections. Examples of predisposing conditions include

- Nutropenia (reduced white blood cell count), often associated with cancer chemotherapy
- Disseminated malignancy; and
- Infection that produces immunodeficiency (e.g. HIV)

It is strongly advised that surf lifesavers with a serious communicable disease or who are immunosuppressed notify the **state medical officer**. Full confidentiality can be assured and advice given with regards to areas of duty that might place the member or bathing public at risk. If necessary, the state medical officer will communicate with the physician responsible for the medical care of the affected surf lifesaver. This communication will only occur after due consultation with the lifesaver concerned and after having obtained his/her written permission.

NOTE: Those who choose NOT to notify a person in authority within their club, branch or state office of their infective or potentially infective status must bear full responsibility for their actions as defined by law.

Non infectious skin conditions

Lifesaving members with either shedding and/or weeping skin conditions or damaged skin are advised to wear gloves and/or protective clothing over the affected areas whilst performing their rescue duty. Surf Lifesavers who have known cuts or other small wounds on their hands should preferably avoid administering first aid involving contact with body substances or the patient.

Examples of non infectious skin conditions include:

- Allergic eczema
- Psoriasis; and
- Exfoliative dermatitis.

Body retrieval

The retrieval of deceased persons is an unfortunate but often necessary part of search and rescue operations. All bodies should be handled using standard precautions, as bloodborne pathogens may remain infectious for some time. Lifesaving personnel involved in the transport and handling of deceased persons should be aware of the danger from sharps that may still be with or in the body. Appropriate personal protective clothing should be worn when handling deceased patients. Recovery Kits are advised for infection control purposes and these kits should include:

- Body bag
- Arm length gloves (2 pairs)
- Blanket/sheet
- Plastic bags

Infection Control *(continued)*

- Face masks (cloth)
- Bucket and disposable wash cloths
- Disinfectant

All personnel involved in body retrieval should be recorded in the SLSA incident report log and followed up with the critical incident management process due to the risk to psychological health.

(Please see SLSA Policy 1.3 Body Retrieval Protocol for further information.)

Pregnancy

Both Surf Life Saving Australia and pregnant Lifesaving Personnel have an obligation to reduce risks to the foetus. It is the responsibility of the pregnant surf lifesaver to advise their medical practitioner and Surf Life Saving of their pregnancy for her own benefit. All information regarding the immune status and pregnancy of the surf lifesaver must remain confidential.

Certain infections can pose a risk to pregnant women and fetuses if acquired during pregnancy. Such as; CMV, Hepatitis viruses, HIV, parvovirus, rubella virus and varivella-zoster virus (chicken pox and shingles). In general, adherence to standard and additional precautions, vaccination and high standards of general hygiene should protect pregnant lifesaving personnel. All women of childbearing age should be counselled regarding their immune status in relation to **Varicella (Chicken Pox), Hepatitis B and Rubella** at absolute minimum and advised to discuss the options with their General Practitioner.

(SLSA Policy Statement 3.3 “Pregnancy and the Surf Lifesaver – Competition and Patrols” details further the position held by SLSA on pregnancy in the surf lifesaving operational environment.)

Reporting systems

Reporting Systems are designed to obtain information about incidents so that any risks to surf lifesaving members can be formally identified. Incident recording is also essential as it is a preventative action in controlling future incidents. It is imperative that incidents that expose surf lifesavers to potential contamination from blood, blood products or other body substances be reported in full using the **SLSA incident report log**.

In all Australian States and Territories it is also a legislative requirement to report certain types of accidents, usually those involving death or absence from work beyond a certain number of days, to the body that administers health and safety in that state.

(For further information please also refer to incident reporting and investigation in Volume 1 in these guidelines.)

Resuscitation

In accordance with the Australian Resuscitation Council (*Guideline 9.6.2 – Cross Infection Precautions in Basic Life Support*) the risk of cross infection is almost negligible through direct mouth to mouth resuscitation. The same precautions taken to minimise transmission of Hepatitis B also apply to HIV.

- For lifesavers who by nature of their duties may regularly have to perform CPR, mouth to mask resuscitation is a safe and effective alternative. Surf Lifesavers should keep masks and gloves as close as possible to their areas of responsibility, e.g. in a bum bag.
- Disposable gloves should preferably be worn, especially for persons with cuts and abrasions on their hands.
- Surfaces of the body exposed to blood, saliva or other body substances should be washed thoroughly with soap and water at the earliest opportunity
- In cases where resuscitation has been performed, efforts should be made to determine the health status of the patient after admission to hospital. Surf Lifesavers have the right to know whether they have placed their health at risk from their actions. In cases where resuscitation was not successful, the police or coroner will often be able to provide information. In some cases, the lifesaver's personal doctor may have access to this information on a confidential basis.
- Lifesavers who have performed resuscitation and been exposed to a patient's body substances should consult their personal doctor within one or two days to be advised on whether they require any health checks or treatment.

Conducting first aid/resuscitation training

Precautions for all resuscitation classes:

- Trainees should be assigned to one manikin, where possible, to limit the potential for cross-infection.
- The use of manikins with individual face or mouth nose pieces along with disposable lung bags or airway tubes is strongly recommended; they reduce the risks of cross-infection if manufacturer recommendations are followed.

- At the start of the class, each trainee should be issued with his/her own face or mouth nosepiece for use during the entire session. When mouth to mask is being taught, then there should be a mask for each trainee.
- All persons responsible for CPR training should be familiar with the need for personal hygiene and for the cleaning, disinfection and maintenance of training manikins and accessories.

Trainee lifesavers should be informed on the possibility of cross-infection if any of them suffer from a communicable disease. This information should be given to the appropriate authority on a strictly confidential basis so that suitable arrangements can be made to avoid transmission of the condition to fellow trainees during hands-on sessions with either manikins or other members of the class.

Ideally the trainee suffering from an infection of short duration, (e.g. throat infections, cold sores, diarrhoea) should delay their training to a later date, or simply re-arrange their curriculum so that they learn their theory while they are infectious. If this is not possible, they should be restricted to manikin practice, using their own face-piece or headpiece on a single manikin with a minimum of training partners

The trainee suffering from an **infection of long duration** (i.e. HIV, Hep B or C, TB, Typhoid) should apply standard precautions.

- Provided that the rules on manikin decontamination and care are strictly followed, the most recent scientific evidence is that the risk of spread of HIV or Hepatitis B and C is negligible during supervised manikin practice. Manikin practice has never been shown to be responsible for the spread of bacterial, fungal or viral disease. Persons with these conditions should not be precluded from being taught resuscitation.
- 'Mouth to mouth' and 'mouth to mask' techniques of resuscitation should be practised on the manikin and not on other members of the class.
- The older types of manikin without separate face pieces and disposable bag systems are difficult to decontaminate and should not be used if class members have known infections.

Disinfection of training manikins and accessories

During a training class

- Hands must be washed before and after training sessions and dried each time with disposable paper towels.
- When individual face or mouth nosepieces have been used, they should be scrubbed with a nailbrush using a detergent solution or soap and water. They should be rinsed in clean water and dried before disinfection procedures are carried out.
- Resuscitation facemasks should be cleaned and disinfected in the same way as manikin face pieces.
- The lung bag should be discarded after use into an appropriate container provided near the manikins. Training officers must ensure that trainees assume responsibility for removal of their individual face pieces and lung bags, and for disinfection of interchangeable parts.
- Manikins and the surrounding area should not be contaminated with used equipment.

At the end of training classes

Each Manikin must be carefully decontaminated using the following procedure:

- At the end of Training Classes:
 - i. Each manikin must be carefully decontaminated
 - ii. Dissassemble the manikin as recommended by the manufacturer
 - iii. Wash and scrub all accessible parts with warm soapy water. This includes face pieces
 - iv. Then rinse with fresh running water
 - v. Then soak in a solution of 10% bleach or 70% alcoholic chlorhexidine for at least two (2) minutes. Masks used in mouth-to-mask resuscitation must be disinfected in the same solution. These disinfecting agents should be used in accordance with the manufacture's instructions
 - vi. Last step is to dry all parts, powder where necessary and replace for use by the next class.
- Discard used disinfectant solutions.
- Manikins should be inspected routinely for cracks and tears in outer surfaces because such damage makes thorough cleaning impossible. Damaged parts should be replaced before a manikin is used again.
- The manikin's skin surface and clothing should be washed regularly or whenever they are visibly soiled.

(Refer to SLSA Policy 3.1 – Disinfection of Equipment for further details.)

Storage and Handling of Dangerous Goods and Hazardous Substances

Chemical substances are frequently used in club operations and as such, 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 operational environment. It is essential for clubs to establish safe systems of working with dangerous good and hazardous substances.

Generally the quantities of dangerous goods stored by clubs are below those outlined in the National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015(2001)]. The National Code of Practice for the Storage and Handling of Workplace Dangerous Goods [NOHSC:2017(2001)], in particular Appendix 1 – Minor Quantities, should be referred to.

Definitions

Dangerous goods means ‘goods that are classified on the basis of immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning, affecting property, the environment or people (e.g. petrol, pool chlorine)’.

Hazardous Substances means ‘substances that are classified on the basis of health effects (whether immediate or long-term)’. 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. For example, some dusts or vapours can be hazardous substances. Fibreglass repair kits and materials are good examples of hazardous substances commonly found at clubs. Members must be aware that asbestos may be present in older clubs. If you are uncertain, isolate the substance and get further assistance from your club safety officer.

Minor quantities of dangerous goods means aggregate quantities less than those listed in Schedule 1 of the National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015 (2001)]

Your state centre must be notified of the presence of any hazardous substances at surf lifesaving facilities (clubs, storage sheds or workshop facilities)

Information that should be readily available to club members includes:

- The register of hazardous substances
- Appropriate material safety data sheets (MSDS)
- Appropriate labels on containers
- 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

Labelling of substances

Labelling of substances is mandatory. The label must clearly identify the substance and provide basic health and safety information including the relevant risk and safety phrases. It is not possible to provide all the necessary safety information on a label and it is better if the label contains minimal information but enables the user to refer easily to the correct MSDS. This also applies to substances transferred to other containers.

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

Club chemical substances register

All chemicals that are stored and/or in regular use at the club need to be recorded on the **club chemical substances register**. 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 MSDS is listed and ensure that as new hazardous substances are introduced to the club they are listed and the use of existing substances are discontinued. This register should then be kept in a secure but readily accessible and known location in the club.

Material safety data sheets (MSDS)

A Material Safety Data Sheet details relevant health and safety information on a substance. In accordance with OHS regulation employers are required to obtain a MSDS from the supplier of the hazardous substance either before, or on the first occasion, on which the substance is supplied.

An MSDS 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 **Material Safety Data Sheet (MSDS)** for each chemical used and/or stored on the club's premises. MSDS expire after 5 years, so check that they are up to date. A copy of the MSDS should then be kept near the product and a master file kept in a secure place in the club.

Storage of Chemical Substances

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 (see next section). Storage of all other chemicals will be determined by the directions provided on their individual MSDS.

**“Fit for purpose containers” are only to be used.
Under no circumstances should drink bottles, cups or other food utensils be used (even temporarily).**

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

- **Secure storage** – restricted access
- **Segregation** – separate incompatible chemicals
- **Sources of heat or ignition** – bbq, electrical equipment, pumps or generators, heaters or exhausts
- **Ventilation** – for example storage of gas cylinders (leaking valves)
- **Fire prevention and protection** – extinguishers nearby
- **Storage conditions** – temperature
- **Clear and compliant signage** – Hazchem/Dangerous Goods requirements
- **Spill and leak management** – drip trays, spill kits etc.
- **Information provision** – storage and handling signs, compatibility signs, MSDSs, emergency phone numbers
- **Special storage provision** – permitting storage of limited quantities of certain chemical classes (e.g. limited amount of class 3 flammable such as paint or methylated spirits may be stored in general chemical storage).
- **PPE and First Aid equipment** – as required

Storage areas must be fit for purpose and take into account the wide range of members (including junior club members and children).

Fuel storage and handling

Petrol is a Dangerous Good, Class 3 (flammable liquid) Packaging Group II under the dangerous good legislation.

All clubs that store fuel over 20 litres, must use an appropriate hazardous material storage cabinet which has inbuilt spillage containment and prevents fuel leaking from the cabinet, thus reducing the chance of ignition of the contents. This cabinet should also be able to be locked whilst the Gear/IRB shed is kept open and can provide security against theft and vandalism. It will also protect the fuel from small children and passing smokers.

Aspects that need to be taken into account when considering storage and handling of fuel include:

- Task specific training
- Method of storage – fuel cabinet
- Fuel storage containers
- Labelling of fuel storage containers
- Maximum fuel storage allowed
- 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
- Material safety data sheet on the product e.g. petrol
- Spillage
- First aid training
- Emergency procedure

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 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:

- Raising the alarm
- Contact details of emergency services (Fire/Ambulance)
- 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.

Induction and training

Relevant induction and training must be provided to those members whose work potentially exposes them to hazardous substances. This included those who supervise others handling hazardous substances.

The induction and training should include:

- Information on each part of the label of a hazardous substance and why the information is provided
- Where to find the relevant MSDS and the information that it provides
- Information about relevant hazardous substances 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)
- Risk assessment 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 substances
- 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.

Personal protective equipment (PPE)

PPE and clothing suitable for the goods being handled should be used or worn as appropriate when people are handling dangerous goods.

Clothing and other PPE must be periodically checked and maintained in sound operating condition.

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 metres.

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.

Risk management

Risk management should be applied in regards to hazardous substances and dangerous goods. A **risk assessment for hazardous substances form** has been developed to assist clubs with managing hazardous substances. This form must be completed annually, at the time of the annual club inspection.

Identify the hazard

- Labels not displayed on chemical substances
- Fuel stored on gear shed floor

Asses the risk

- How likely is it that this hazard will case injury or illness
- Incorrect chemical substance being used
- Children accessing fuel/smokers igniting fuel

Control the Risk

1. Elimination	Adopting an alternative product or purchasing supplies of a material in a ready cut form rather than carrying out dust producing processes.
▼ If this is not practicable, then ▼	
2. Substitution	Substituting a hazardous chemical with a less dangerous chemical such as water based paint in place of an organic solvent based paint.
▼ If this is not practicable, then ▼	
3. Isolation	Remove people from the process by use of a barrier such as storing fuel in a locked cabinet.
▼ If this is not practicable, then ▼	
4. Engineering	The use of exhaust ventilation, spillage controls such as drip trays or raised edges around work benches.
▼ If this is not practicable, then ▼	
5. Administration	Excluding any access which is not essential by the use of warning signs.
▼ If this is not practicable, then ▼	
6. Personal Protective Equipment (PPE)	Use personal protective equipment such as gloves, aprons, facemasks, goggles and other equipment designed to create a physical barrier from the hazard.

Club Gymnasiums

Surf Life Saving Australia believes in a healthy and safe work environment for all of its members. Some clubs provide members an opportunity to improve the health of their lifestyles by use of a gym. Despite established training routines and safety procedures, members could suffer injuries during these sporting activities. Assess each hazard for the likelihood and severity of possible injury or harm, and develop safe gym procedures.

Identify the hazard

Gymnasium injuries can include:

- Muscle strains to the back or limbs
- Sprains or injuries to ligaments
- Spinal injuries

These injuries can occur from over exertion, inattention, or from using the gym equipment incorrectly. It is important that all members are aware of early warning signs of an impending injury.

Assess the risk

In assessing the likelihood of gym injuries each member is required to consider:

- Level of fitness
- Current state of health
- Skills, knowledge and experience in undertaking the activity
- Pre-training and warm-up activities
- Familiarity with the club gym and it's facilities
- Use of proper clothing and footwear
- The condition of the equipment being used

Control the risk

Using safe practices and equipment appropriately reduces the risk of injury. All gym users should follow the guidelines below:

- **Stretching/warm up/cool down** – inactive joints, tendons and muscles are more likely to get strained. Cool down activities should be done to prevent the blood pooling in the body
- **Hydration** – Remember, thirst does not indicate dehydration. Drink fluids before, during and after the activity
- **Training** – familiarise yourself and ensure you receive an induction of the equipment and surroundings. Know the correct techniques to minimise injury
- **Injury management** – treat all injuries promptly to prevent long term damage. Complete the injury log book
- **Ensure safe gym surroundings** – free weights that are used in a training session are to be returned to the appropriate rack, wipe down each piece of equipment after use with gym user's towel, equipment to be cleaned with supplied cleaning fluid after each use

Monitor and review

Ways to monitor the incidence of gym injuries include:

- Keeping records of injuries/near misses and investigations
- Review control measures
- Conduct regular checks of the gym with health and safety inspections and regular hazard checks

Supervision

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:

- Monitoring gym use to check it is being used as per the gym code of conduct
- Managing gym application forms
- Acquiring gym equipment in good working order and ensuring its maintenance
- Ensuring the gym and surroundings are regularly inspected
- Ensure the gym users are receiving advice and information on appropriate exercise techniques

Procedures for gym use

- Before being permitted to use a club gym, members should complete a **gymnasium use form**. Your club could determine that you are required to supply additional information depending on age, known health problem, previous gymnasium use, and recent fitness activity history particularly over the past twelve months. You could be required to have a:
 - Written clearance from a medical practitioner stating they are fit to use the facilities; or
 - Fitness assessment from an instructor with a recognised fitness qualification; or
 - Written fitness program from a medical practitioner in the case of members using the gym for physical rehabilitation purposes.
- If a gym user knows that he or she may be at risk by participating in a particular activity, the user must inform the gym supervisor/club safety officer
- All gym users are to complete the pre-activity questionnaire prior to using the gym
- Before being permitted to use the club gym, gym users are to receive an induction on use of the gym by an instructor with a minimum qualification level of Certificate III in Fitness (or equivalent)
- The gym sign in/sign out sheet must be signed prior to commencing your workout

Induction

Induction to the gym should include:

- Completion of the Pre Activity Questionnaire
- Tutorage on the safe usage of the equipment
- Orientation of the gymnasium and emergency procedures
- Completion of the Gym Induction Check list
- Instructions on hygiene and cleaning procedures

Further information

- *Gymnasium membership Application*
- *Gymnasium code of conduct*
- *Gymnasium pre-activity questionnaire*
- *Gymnasium induction form*
- *Gymnasium induction checklist*

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.

Relevant standards available include:

- AS/NZS 3000, *Electrical installations and Amendments*
- AS/NZS 3760, *In-service safety inspection and testing of electrical equipment*
- AS/NZS 3002, *Electrical installations – shows and carnivals*

Residual current device (RCD) – safety switches

A 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 only be performed by a licensed electrical contractor. If a 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. Check with your appropriate state or territory legislation in regards to requirements with testing and tagging of electrical equipment.

Fuses

Australian Standard AS/NZS 3000:2000 prohibits the installation of semi-enclosed rewirable 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 stake driven into the ground.

General safety tips

- 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
- Always get an electrical contractor to install, alter or repair electrical wires, plugs, switches, fuses or electrical machinery and equipment
- Weatherproof outlets and fittings should be used in areas exposed to wind, rain and other hostile environments
- 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
- Lights that may be broken by club equipment should be fitted with wire guards
- Ensure extension cords are positioned in work areas so they do not create slip or trip hazards and are not exposed to physical damage
- Wear suitable footwear and clothing when using electrical equipment

Power tools

- Make sure all hand-held power tools and appliances are protected by an RCD and 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
- 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)
- All bench mounted equipment such as power saws or grinders should be properly earthed, except those with double insulation

Hot Work and Welding

Cutting and welding operations (also known as 'hot work') may occasionally take place within lifesaving clubs. This may occur when repairs are being made to propeller guards, trailer etc. If the hot work is being carried out by a club member, that member must have the respective qualifications. Welding hazards can include electric shock, burns, fire and explosions, radiation, heat, fumes and gasses, noise and numerous other physical hazards. Exposure to any of all of these can be minimised by using an effective combination of control measures.

Electrical safety

- Hot work should be performed only on dry insulated floors
- Electrodes or welding wire should never be touched with bare hands
- Using Welding Voltage Reducers that maintain an output no greater than 12v until the arc is struck could be considered
- An approved leakage device should be used on mobile welding units

(Refer to Australian Standard AS1674.2-2003, Safety in welding and allied processes – Electrical.)

Burns fire and explosion

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

Flashback arresters

Flashback arresters are essential although not a substitute for safe work procedures, 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.

- If a flashback occurs do not re-light. 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
- 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
- Check your state or territory Occupational Safety and Health regulations for appropriate requirements

(Refer to Australian Standard AS4603 for further information on Flashback Arresters.)

Fumes and gases

During the welding process certain health and safety hazards may be present in the form of metal fumes and gases. Although 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.

Hot Work and Welding *(continued)*

General guidelines

- **Servicing and installation** must be performed by a qualified licensed electrician and equipment is to be maintained and checked regularly
- **Use correct personal protective equipment** including – welding helmets and lenses (Australian Standards), gloves, overalls, safety footwear, aprons and head covering
- **Use correct cylinder regulators**
- **Ensure adequate lighting**
- **Properly mount cylinders**
- **Fire equipment** is to be made available within 10m of work area
- Maintain a radius of 15 metres from hot work area **free from all hazards**, including the space above and below that area. Extra precautions should include:
 - Good housekeeping
 - Remove flammable liquids from work area
 - Combustibles that cannot be removed should be protected with fire-resistant covering
 - Explosive atmospheres eliminated or hot work not performed
 - Wall and floor openings are covered
 - Combustibles removed from opposite side of walls
 - Monitor area during work
 - Monitor for at least 1 hour after hot work

Slips, Trips and Falls

It is essential to ensure that club activities can be undertaken in a safe and healthy manner without slipping, tripping and falling. The results of a slip, trip or fall can be serious with long term injuries and time of work. In preventing slips, trips and falls use the risk management process:

- **Identify the hazard**
- **Assess the risk**
- **Control the risk**
- **Monitor and review**
- **Document the process**

Common slip, trip and fall hazards

Some common hazards that can be found in clubs include:

- Unstable, loose, or uneven floor surfaces
- Obstacles blocking walkways
- Slippery floor surfaces from wet costumes or spilt substances
- Type of flooring or surface texture like wood, vinyl
- Carrying boxes etc. that obscure the view of the floor
- Inadequate lighting; and
- Inadequate footwear

Reducing the risk of slips in wet areas/slippery surfaces

Along with appropriate training and information given to members, controls may include safe work practices such as:

- Keeping floors, ramps and stairs clean and dry
- Ensure procedures for cleaning up spilled substances are adhered to
- Wearing footwear suitable to the task and surface
- Anti slip mats
- Adequate drainage
- Adequate lighting
- Warning signs

Controlling the risk of trips

- Good housekeeping procedures such as rubbish removal
- Storing equipment correctly
- Reporting damage to floors and surfaces; and
- Staying on marked walkways
- Restricting access to areas that are potentially hazardous
- Clearly marking walkways – marking should be done with a highly visible colour such as yellow
- Provide adequate lighting
- Provide ramps instead of steps where the height of the floor level changes

Office Layout and Design

As well as increasing the risk of sprain and strain injuries and occupational overuse injuries, bad work station layout and design increases the risk of collisions, trips and falls. When assessing layout and design of your office layout, factors to consider not only include physical layout by also lighting, temperature and ventilation.

The layout and design of your club office should include the following guidelines:

Physical layout:

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

Air and temperature:

- Make sure air conditioners are not positioned over workstations where they can cause draughts and discomfort
- Ensure adequate airflow; and
- 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

Lighting:

- Ensure there are no lighting problems such as flickering lights
- Glare and a lack of natural light can cause eyestrain and vision problems

Design and layout of your office needs ongoing attention to deal with inadequacies which become evident during work. Regular inspections and checks can identify and control hazardous situations before they cause health and safety problems.

General office considerations

- Position your computer so that it does not cause glare from reflected lights, is at the correct height for the user
- Use appropriately placed keyboards and well designed mice 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 which heat and produce potentially toxic fumes
- Material Safety Data Sheets (MSDS) for photocopier chemicals should be made available
- Disposable gloves should be provided for handling photocopier toner

Guidelines for Safer Surf Clubs

Volume 3: Safer Surf Club Practices

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Safety First!



Appendix 1: Gymnasium Sign In/Sign Out Sheet

Please sign in before commencing your workout

[illegible]

Appendix 2: Pre-Activity Questionnaire

Name: _____

1) Have you undertaken an exercise program before?

☐ Yes ☐ No

If "yes", please give details of when and the type of program

2) Are you pregnant?

☐ Yes ☐ No

3) Please tick if you are currently affected (or have been previously) by any of the following conditions?

- | | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Stroke | <input type="checkbox"/> Muscular Injury |
| <input type="checkbox"/> Blood Disorders | <input type="checkbox"/> Respiratory Disorders | <input type="checkbox"/> Skeletal Injury |
| <input type="checkbox"/> Back Problems | <input type="checkbox"/> High/Low Blood Pressure | <input type="checkbox"/> Other |

If you answered "Yes" or "other" please give details:

4) Please list any current medication (and what it's used for)

5) Are you allergic to any substances?

☐ Yes ☐ No

If "Yes", please comment

6) Do you have any further information regarding your medical condition or exercise history that may be important?

☐ Yes ☐ No

If "Yes" please Comment:

The information I have provided is true to the best of my knowledge. I understand that I should seek a doctor's advice if I have a medical condition that may affect my exercise program, if I lead a sedentary lifestyle or am over 40 years old. I understand that I may require a doctor's clearance before continuing with using the gym. I agree to inform Surf Life Saving Australia if any conditions change.

Signature: _____

Date: _____

Signature of Instructor: _____

Date: _____

Notes:

Appendix 3: Club Gymnasium Membership Form

Full Name: _____

Address: _____

Date of Birth: dd/mm/yyyy

Sex: ☐ M ☐ F

Phone: (w) _____

Phone: (h) _____

Membership category (Active, Long Service etc.): _____

Emergency Contact: _____

Phone: _____

This Gym is not a public facility. Admission is restricted to those with permission.

Declaration:

I acknowledge that I have read the club's "Terms and Conditions for the use of the Club Gymnasium" and agree to be bound by those terms and conditions. I declare that I have no medical condition that would involve a risk to me or other users in my use of the gym.

Print name: _____

Signature: _____

Date: _____

Approval:

Gym Supervisor Name: _____

Position in club: _____

Signature: _____

Date: _____

Appendix 4: Terms and Conditions for the use of the Club Gymnasium

Attaching to and forming part of my membership form.

I,

acknowledge that this agreement is legally binding and I have read all the Terms and Conditions outlined below.

1. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the gymnasium.
2. This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the Gymnasium. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons.
3. I acknowledge that I will comply with any reasonable direction of the officials and staff of the Club in relation to:
 - (a) entry and exit to and from the Gymnasium
 - (b) the use of the facilities and equipment in the Gymnasium;
 - (c) my behaviour and conduct whilst on the premises
4. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gymnasium or during its related activities.
5. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises. It is suggested that all persons seek medical advice and obtain a medical clearance prior to engaging in physical exercise.
6. I am aware that the use of the Gymnasium and its facilities may involve strenuous activity that can be physically demanding and that exercise and the equipment used is potentially dangerous.
7. I agree that I am in a good state of health and I am medically fit to use the gymnasium facilities and there is no medical reason to prevent me from proceeding with the use of the gymnasium facilities without endangering my health.
8. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members.
9. I acknowledge that the club cannot warrant the safety and suitability of the Gymnasium equipment.
10. I hereby assume all risks associated with the use of the premises and facilities.
11. I have undertaken an orientation tour and induction of the Gymnasium.

Signed:

Date:

Witness:

Date:

Guardian (if under 18 years):

Date:

Appendix 5: Gymnasium Code of Conduct

1. Each time you use the gym please write your name and the date in the Gymnasium Sign In/Sign Out Sheet. The Gymnasium Sign In/Sign Out sheet is located inside the entrance to the gym near the entrance.
2. No smoking, food or drink (other than bottles/water cooler) is permitted in the gym.
3. Do not remove equipment from the gym without supervisor approval.
4. Always use a separate towel for hygiene purposes and WIPE EQUIPMENT AFTER USE.
5. If you are on your own, or the last person in the gym, switch off all electrical equipment on leaving.
6. Lifters must use collars on every set and must not drop weights on floor.
7. Lifters must use spotters on all moderate to heavy sets.
8. Move weights from the racks to the bar ONLY. Do not leave weights on the floor.
9. Return all equipment to its allocated position.
10. Gym users must dress appropriately at all times.
11. Towels must be used.
12. Athletic shoes must be worn with laces tied at all times.
13. Lower body clothing: athletic shorts, tights or aerobic outfits.
14. Upper body clothing: T-shirts, singlets, sweat shirts and unaltered tank tops required.
15. Athletic hats are acceptable.
16. Prescription glasses are permissible. NO sun-glasses permitted UNLESS suitable medical evidence supporting wearing them is provided.
17. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a user are permitted.

Appendix 6: Gymnasium Induction Form

On this date:, I

completed an induction to the Gymnasium at

Induction Checklist	Initials
Completed a Pre Activity Questionnaire	
Was given a copy of the gymnasium code of conduct which I read and agree to abide by	
I have signed and completed the Gymnasium Membership Application Form and the Terms and Conditions for the use of the Club Gymnasium	
Was given induction on the following: <ul style="list-style-type: none">• Sign in/Sign out Sheet• Warm Up• Cardio Usage• Equipment Usage• Cool Down• Cleaning Equipment• Hygiene• Appropriate Clothing• Injuries (Procedures if injured)• Air Conditioner• Emergency Procedures• Paper Work	

Name: _____

Date: _____

Signed: _____

The induction was conducted by:

Name: _____

Position: _____

Signed: _____

Appendix 7: Surf Club Chemical Substances Register

Product Name	Location of substance	MSDS Yes/No	Hazardous Yes/No	Labelled Yes/No	Class/HAZCHEM No.	Maximum Quantity

Appendix 8: Fuel Handling and Storage

This document outlines the procedures for the safe handling and storage of flammable and combustible liquids by volunteer surf lifesaving members.

Standards

The Australian Standard applicable to these procedures is: **AS 1940-1993 – The storage and handling of flammable and combustible liquids.**

Background

Petrol is both a Dangerous Good, Class 3 (flammable liquid) Packaging Group II under the Dangerous Good legislation and a Hazardous Substance under the OHS legislation. The Dangerous Good legislation covers transport and storage of fuel in **all** places (whether a workplace or not). The Occupational Health and Safety legislation covers the handling and use of a Hazardous Substance in the occupational environment only.

Fuel Storage

Fuel should be stored in a manner that conforms to the relevant Australian Standards and any state regulatory or legislative requirements that may be applicable to the place of storage. The following recommendations for Australian Surf Life Saving Clubs have therefore been made with reference to AS 1940 – 1993.

Hazardous Materials Storage Cabinet

All Surf Clubs must use an appropriate **Hazardous Materials Storage Cabinet** to store fuel above 20 litres. Hazardous Materials Storage Cabinets have inbuilt spillage containment, which prevents fuel leaking from the cabinet, and reduces the chance of ignition of the contents. The cabinet can also be locked whilst the Gear/IRB shed is kept open and can provide security against theft and vandalism. It can also protect against other inadvertent acts such as small children gaining access to the fuel or smokers passing nearby. Any materials that might interact dangerously if mixed shall be kept apart so that the possibility of interaction is minimised, e.g. fuel and pool chlorine.

Maximum Fuel Storage Amount

A Dangerous Goods licence is required if greater than 100 litres of fuel is stored in any one location (check your local state laws). Therefore bulk storage in Surf Life Saving Clubs is restricted to an **absolute maximum of 100 litres**.

At times, some large and busy Surf Clubs or during competition, may need to store greater than 100 litres of fuel. In these cases, **a Dangerous Goods licence must be obtained**. If this is in fact required, it is possible to hold up to a maximum of 250 litres of fuel in a Hazardous Materials Storage Cabinet depending upon the cabinet's size.

In accordance with the AS 1940 – 1993, the arrangement of Hazardous Materials Storage Cabinets in a Surf Club Gear Shed are to be such that:

- a) Not more than 250 litres of fuel is stored within any 250m² of floor area, and
- b) Not more than 250 litres of fuel is stored in any 10m of linear distance and the cabinets must not be less than 5 metres apart.

Storage Area location within Gear Shed

1 Fire Escapes

Hazardous Material Storage Cabinets must not be situated where they may jeopardise escape from a building in event of a fire. That is, they must be placed away from exits and stairways.

2 Distance from Ignition Sources

A Hazardous Material Storage Cabinet must not be less than 3 metres from any ignition source. Ignition sources include power points, a stove, a heating appliance, welders, lights and/or light switches and an open flame.

Decanting for Re-fuelling

Only qualified equipment operators are able to decant fuel. Safety glasses must be provided for eye protection whilst decanting fuel. Re-fueling should be conducted in a **well-ventilated area, preferably outside and away from the storage area**. Radios and mobile phones are not to be operated when handling fuel, or in the vicinity of fuel handling operations. Vehicles and motors are to be turned off when refueling.

WARNING: Decanting and pouring of small quantities of flammable liquids from unearthed containers can generate a static spark of sufficient energy to ignite a flammable vapour-air mixture.

Appendix 7: Fuel Handling and Storage *(continued)*

Spillage

Any spillage shall be cleaned up immediately and the materials used in the clean up shall be disposed of safely and in accordance with any **local regulations**. No combustible waste material or residues shall be permitted to remain in or around areas in which such liquids are stored or decanted.

Ventilation of Storage Area

Provided that the storage quantity is kept below the minor storage quantity of 100 litres, and provided that all approved storage containers are closed when not in use and all decanting occurs *outside* the building, there are no specific ventilation requirements.

However if greater than 100 litres is stored, and decanting occurs inside the Surf Club Gear Shed, the following rules must apply:

- a) At least two walls completely open (having at least 50% of its area as openings) to outside atmosphere.
- b) One wall completely open to outside atmosphere, with no other vents, provided that the distance to and the length of, the opposite wall do not exceed the length of the open wall.
- c) Vents in one external wall, provided that such an external wall is not less than 6 metres long and the opposite wall is not more than 5 metres from it.
- d) One wall open to atmosphere as above, and vents in one opposite or adjacent wall.
- e) Vents in opposite walls.
- f) Any storage platform except a solid-filled type shall be provided with “underdeck” ventilation by means of vent openings on opposite sides having an area of not less than 0.1m for each 1.2 metres of length. If formal ventilation is to be installed, an experienced contractor is to be employed to perform the relevant work required.

Fuel Storage Containers

The amount of fuel that is stored external to the Hazardous Materials Storage Cabinet must not exceed 20 litres. That fuel must be kept in a purpose built, sealed Fuel Storage Container. This holding container must be clearly marked as a fuel container. It must be sealed and made from a fuel resistant material.

The transfer of flammable liquid from storage to the point of use shall be carried out in a manner that minimises the possibility of spillage or fire. Packages used shall not be pressurized as a means to transfer the contents unless specifically designed for this duty.

Labeling of Fuel Storage Containers

Containers that hold more than 150ml of fuel require a label. The label should show at least the Dangerous Good “class” diamond sign and the product’s correct shipping name, normally “Petrol”. For containers that hold less than 25 litres the sign should be minimum 50mm x 50mm and the lettering 5mm high.

Safety Signage

It is a requirement to place signage at or near places where you store flammable liquids, gases and toxic chemicals.

Appropriate signage includes:

1. A “Dangerous Goods Diamond” (fuel – red diamond, 250mm square, picture of flame, black lettering “FLAMMABLE LIQUID” and the number “3”), and
2. A general warning sign stating e.g. “Danger – Flammable Liquid – No Smoking – Keep Fire Away” being placed on the outside of the shed and adjacent to the storage area.

Material Safety Data Sheets (MSDS's)

A Material Safety Data Sheet of a chemical provides very valuable information and guidance on what to do in the event of a spill, splash or incident involving that chemical. The MSDS must be located near the storage place of the chemical. In addition, a master copy must be held in the Surf Club Safety Folder in an accessible place, i.e. in the First Aid Room near the Patrol Log Books.

First-Aid Instruction

The required information is located on the MSDS. Training shall be provided for all surf club personnel that are required to handle fuel. Persons who handle flammable and combustible liquids shall be aware of the hazards involved.

Approved Fire Extinguishers

Dry chemical powder (DCP) extinguishers should be used for minor storages and kept close to fuel storage and their location indicated by an appropriate sign. A 9kg DCP extinguisher [2A 60B(E)] should be kept within 3-10 metres of a Hazardous Material Storage Cabinet.

Awareness Training

Awareness training will be provided to surf lifesaving personnel handling flammable and combustible liquids prior to their commencement of duties. The Club Captain, IRB Captain, Chief Instructor, or Health and Safety Officer of the Surf Club might provide this training.

Awareness training should cover:

- The contents of this "Fuel Handling and Storage" document, plus
- Layout of the storage areas within the Surf Club Gear Shed
- Area housekeeping
- Awareness of the hazards involved in handling flammable and combustible fuel
- Correct use of personal protective equipment (goggles)
- The correct use of any pumping equipment (in particular the requirements relating to the control / prevention of static electricity)
- Actions to minimize spillage
- Procedures to be followed in the event of an incident (spillage, accident or fire)
- Familiarisation with the location and operation of fire extinguishers
- Emergency Procedures Plan in the event of an explosion, fire, accident, equipment failure or other abnormality or emergency.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Safety First!





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