



Surf Life Saving Australia – Circular

September 2008

Safety First! – Implementation Guidelines

Document id 26/08-09	Audience Health and Safety Officers, Secretaries, Club Captains, Lifesaving Directors, Support Operations Groups.
Department Lifesaving / Operations	

Summary

This Circular provides the following information:

- **Safety First! kit contents**
- **Implementation advice for clubs and services**
- **Details on electronic copies of forms and tools**

Action: Clubs and services are required to implement the *Safety First!* program by:

- **Allocating the *Safety First!* Kit to your club safety officer**
- **Providing Volume 1 of the guides to patrol captains/ training officers and officers**
- **Conduct risk assessments using Volume 2 of the guides**
- **Provide your Event Manager with Volume 4 of the guides**
- **Displaying stickers and posters in the allocated areas**
- **Sending your safety officer to the risk and safety course if training is required**
- **Conduct the self audit by 31 December 2008**

The start of the 2008/09 season sees SLSA and its state centres embark on a major member safety campaign. The campaign "***Safety First!***" will target member safety via a number of promotional resources and tools.



A key component of the *Safety First!* campaign is the revamp of the Guidelines for Safer Surf Clubs. First released in 2005 the guidelines have now been separated into three volumes. A fourth volume has been added containing the information for the special event application process.

The *Safety First!* campaign highlights to all members, officers and clubs the need to be continually mindful of the safety of our most important asset – our members!

The *Safety First!* kit will be provided to each club / service by your state office during the months of September / October 2008 and will contain the information listed on the next two pages.



Contents and Implementation Guide

Item in kit	Overview of resources	Action/ Target
<p>Volume 1 Key Information</p> <p>20 – 30 Copies</p> <p>1 Copy in Folder</p>	<p>This guide will get you started with an overview of health and safety issues within Surf Lifesaving. It will provide you with a snapshot of what you need to do across the many areas of practice and legislation. This guide is aimed at club officers, patrol captains and training officers. If you are planning a start of season conference for your members, aim to include a discussion about the contents of this guide.</p>	<p>Provide a copy of this guide to:</p> <ul style="list-style-type: none"> • key club officers • patrol captains • training officers
<p>Volume 2 Risk Assessment and Management</p> <p>4 Copies</p>	<p>Volume 2 has the theory and tools you need to conduct a risk assessment of your club or service. The guide is designed for the club/service risk assessor.</p>	<p>Use this guide to conduct your annual / biannual risk assessment.</p> <p>Keep the completed copies in your folder for future reference.</p> <p>Four copies have been provided so that you can use a copy for each assessment.</p>
<p>Volume 3 Safe Practices</p> <p>1 Copy</p>	<p>This guide provides supplementary information such as building evacuation plans, manual handling, hazardous substances etc. along with other information that will assist the safety officer.</p>	<p>This guide should be used by the club safety officer (or other club officers as a reference tool.</p> <p>Please note the new section on Gym Safety.</p>
<p>Volume 4 Event Sanctioning and Management</p> <p>1 Copy</p>	<p>This guide provides information on special event sanctioning and management. It provides the application forms and templates required to gain approval for a special event.</p>	<p>Make this guide available to your event co-ordinator / club captain / secretary.</p> <p>It must be used for special events from 1 January 2009 onwards or as per your state requirements.</p>
<p>Member Safety Brochure</p> <p>100 to 350 copies depending on size of club</p>	<p>This brochure provides an overview for members of key safety information within Surf Life Saving. It details key responsibilities and roles, safety and injury management as well as other helpful information.</p>	<p>This brochure is aimed at all members but should be targeted at <u>active</u> and <u>new</u> members.</p>
<p>Guidelines for Safer Surf Clubs</p> <p>Master Folder</p> <p>1 Copy</p>	<p>This folder contains Volumes 1 to 4 (4 copies of Volume 2) and should be kept as the master copy.</p>	<p>Locate this folder in your club office for ease of reference.</p>



Item in kit	Overview of resources	Action/ Target
<p>Awareness Stickers</p> <p>2 each of 7 kinds</p>	<p>Member awareness is a key part of the <i>Safety First!</i> Campaign. Use these stickers to reinforce the <i>Safety First!</i> message along with a sub tag to target a particular area.</p>	<p>It is suggested that you place stickers in the following locations:</p> <ul style="list-style-type: none"> • Wash hands – First Aid Room / Rest Rooms • Manual Handling – Gear shed, boat shed / IRB shed • Slip, slop, slap – Patrol area, gear shed • Responsible serving of alcohol – bar area • Powercraft Code – IRB Shed / Front cover of Log book • Harassment – In change rooms and main all • Generic Safety First – Other areas as required (stairs, main hall, entrance)
<p>Awareness Posters</p> <p>2 each of 5 kinds</p>	<p>Member awareness is a key part of the <i>Safety First!</i> Campaign. Use these posters to highlight operational practices.</p>	<p>It is suggest that you place posters in the following locations:</p> <ul style="list-style-type: none"> • Manual handling – gear / boat sheds • Incident / Injury – Patrol room • Powercraft Code – IRB shed • Harassment – main hall • Infection – First aid room

Health and Safety Officer Training

Module 3 Safety and Risk Management of the Beach Management stream may be used by club safety officers to gain the skills required to conduct risk assessments. The module is targeted to patrol captains and safety officers and provides an explanation of many of the resources along with how do conduct a risk assessment. Units gained in this module include:

- PUAEMR007B – Conduct a risk assessment
- PUAEMR006B – Treat risk at an operational level
- PUAOHS002B – Maintain Safety at an incident scene

This training will roll out in late 2008/ early 2009

Self Audit

The first annual self assessment will be required to be conducted by all clubs and services by 31 December 2008. The self audit will be a simple checklist that will review how you comply with legislation and policy. It is not required that you tick 'achieved' in every column, rather provide to your state office a critical review of how you are tracking with health and safety requirements. Completed forms should be sent to your state centre by 31 December 2008.

Compulsory inspections must be carried out as part of legislation by all clubs and services and it is asked that you use the SLSA risk management template as the annual inspection checklist.

Need more copies?

SLSA has a limited stock of additional copies of most of the resources – should you need additional guides or promotional material please call Emma at SLSA on 02 9300 4000 or email elarsen@slsa.asn.au (while stock lasts). SLSA will do reprints of items from time to time. Electronic copies are also available from the SLSA secure website (see next page).



Electronic copies

Electronic copies of the Guidelines for Safer Surf Clubs are located in several areas of the SLSA website.

Health and Safety **Policy** – Located in: Admin and Resources Library – SLSA Policy folder

The below **forms** are located in: Admin and Resources Library – SLSA Forms – Lifesaving Forms

- F124 Member Induction Checklist
- F125 Club Health and Safety Inspection
- F126 SLSA Incident Investigation Report
- F127 Return to Surf Duties Form

F035 Special Event Application Form is located in the Surf Sports Forms of the SLSA Forms folder listed above.

The below **resources** and **tools** are located in the Secure Resource Library (i.e. use your club password to enter)

- 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
- Member Safety – Brochure
- Sticker and Posters in PDF
- Club Hazard Register
- Chemical Substances Register
- Critical Incident Information Brochure
- Health and Safety Inspection Form
- Gym sign in/out sheet, induction form, code of conduct etc
- Application for Special Event Form (Word copy)
- Special Event – Activity Safety (Risk) Plan
- Special Event – Event Organiser Details Form
- Special Event – Contract for Service Form
- Special Event – Post Event Report Form
- *Safety First!* Implementation PowerPoint Presentation
- *Safety First!* Email Footer

Further information

For further information please contact your state health and safety co-ordinator or Peter Agnew at SLSA
pagnew@slsa.asn.au

A handwritten signature in black ink that reads "Peter Agnew".

Peter Agnew
General Manager Operations