



Surf Life Saving Australia – Circular

December 2008

LIFESAVING LOGS UPDATE

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Department	Lifesaving
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Audience	State/Territory Centres, Branches, Directors of Lifesaving, Club Captains, Patrol Captains.
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Summary
 As a part of an ongoing review, some major changes have been made to the 'Patrol Report Form' found on the reverse side of the **Patrol Log** and the **IRB Log**. The **Incident Report Log** has also had some minor updates with a full review to be conducted during 2009. These changes have been done to refine the data collected which is used for state and national decision making.

The Importance of Completing Logs

Data entered into Surfguard from the patrol and incident logs are used by SLSA to make evidence based assessments and decisions. This includes determining:

- blackspots and hotspots for incidents such as rescues, preventions and drowning
- the workload under which different types of rescue equipment are placed
- peak activity periods including times, days, months and holidays
- population groups that are an increased risk
- high risk aquatic activities

This allows SLSA to allocate new resources and funding more efficiently. It will identify where the next services need to be placed or expanded or improved, and education campaigns and programs can be more effectively targeted.

Patrol Log Update

The content of the front page of the Patrol Log remains the same, but there have been some major improvements to the Patrol Report Form on the reverse side. All changes relate to the section 'Patient Rescue/Other Incident Details' (formally named 'Incident Report').

'a'	'b'	'c'
Age	Position	Conditions

The columns above, 'a' – age, 'b' – position and 'c' – conditions, requires the information to be entered according to the set of predetermined responses below:

'a'	A: 0-5	B: 6-10	C: 11-15	D: 16-20	E: 21-30	F: 31-40	G: 41-60	H: 60+
'b'	A: Between the Flags			B: Patrolled Area			C: Unpatrolled Area	
'c'	A: Good			B: Average			C: Poor	

This part of the form has been added into Surfguard so that rescues and incidents that are deemed not major are still recorded on the database.



Incident Log Update

While the incident log continues to under go a review, some minor changes have been made:

- The local government area in which the incident occurred now needs to be recorded.
- Under the heading 'type of incident' minor and major stings have been included.
- The term 'near drowning' has been removed.
- The 'CPR/Oxygen Report Form' on the reverse side of the incident log has also been updated to reflect the current method of CPR.

The log manifold has been updated to reflect the current definitions used. See below:


Definition	Send form to next highest authority
<p>Major First Aid A major first aid is an incident where a person has been treated and needs further follow up medical treatment. First aid equipment such as bandages, oxygen, spinal collars etc may be used in the treatment.</p>	As per state guidelines
<p>Minor First Aid Low level first aid treatments such as cuts, abrasions or blisters are to be treated as a minor first aid case (to be added to tallies in patrol logs etc).</p>	No, unless it is a member injury or public injury contributed to by SLS
<p>Minor Sting A minor sting from a blue bottle where basic first aid treatment has been administrated</p>	Yes
<p>Major Sting A severe blue bottle sting or other marine creature sting (e.g. irukandji, box jellyfish). Include blue ringed octopus bites or stingray barb etc.</p>	Yes
<p>Major Rescue A rescue where a person who required assistance was returned to shore (or place of safety) and who, without assistance would have drowned or become injured. All such rescues must be recorded</p>	Yes
<p>Search and Rescue The search and possible retrieval of a missing object or person that involves Surf Life Saving assistance and personnel in a coordinated approach.</p>	Yes
<p>Member Injury Any member injury requiring first aid treatment. It may be caused by a slip, trip or fall in the clubhouse or be an injury while on active duty or during competition. If First Aid has been rendered please also tick "Minor or Major First Aid" in the type of incident box.</p>	Yes
<p>Employee Injury Any member employed by a club or service requiring first aid treatment. Lifeguards, SLSA employees etc that injury themselves in the workplace (or to or from work) If First Aid has been rendered please also tick "Minor or Major First Aid" in the type of incident box.</p>	Yes
<p>Drowning Immersion/submersion in water (or other liquid) causing respiratory impairment – outcomes can be fatal or non fatal</p>	Yes
<p>Complaint Used primarily for members of the public to lodge a formal complaint with the lifesaving or lifeguard service. Not all questions on the form will be relevant, however appropriate sections should be filled in and further investigation and action should be taken</p>	No



IRB Log Update

The IRB log has undergone review and the new print edition will appear per below. Schedule A and Schedule B will now be printed side by side rather than back to back as many members have been overlooking the reverse checklist leaving the log incomplete.

Form 67/08



SURF LIFE SAVING

INFLATABLE RESCUE BOAT LOG

A

AREA OF OPERATION: _____ DATE: _____

TYPE OF IRB OPERATION: PATROL TRAINING WATER SAFETY DISPLAY

IRB HULL(S): _____ IRB MOTOR(S): _____

IRB DRIVER(S): _____ IRB CREWPERSON(S): _____

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

TIME IN: _____ TIME OUT: _____ ACTUAL ENGINE HOURS: _____

WEATHER: FINE OVERCAST RAINING

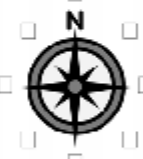
SEA CONDITIONS: CALM CHOP MODERATE ROUGH

WAVE HEIGHT (m): 0 - 0.5 0.5 - 1.5 1.5 - 2.5 2.5 +

TIDE AT NOON: LOW RISING HIGH FALLING

WIND CONDITIONS: NIL SLIGHT MODERATE STRONG

WIND DIREC.



REPORT FOR IRB CAPTAIN

OPERATION NOTES: _____

MAINTENANCE/REPAIRS REQUIRED: _____

WAS ANY MEMBER OF THE CREW INJURED DURING OPERATION? YES NO

If yes, Incident Report Log must be completed.

WAS THE IRB & THE MOTOR INVOLVED IN A ROLL OVER? YES NO

IF YES, WAS THE ROLL OVER PROCEDURE CARRIED OUT AS PER THE TRAINING MANUAL? YES NO

HAS THE INCIDENT BEEN REPORTED TO THE IRB CAPTAIN & INCIDENT REPORT BEEN COMPLETED? YES NO

NOTE: PATROL ACTIVITY AND/OR RESCUES MUST BE RECORDED IN THE APPROPRIATE LOGS

Signature

Print Name



A log should be completed for each type of operation during the day, i.e. patrol, training, etc. The last driver of the day (or for the particular operation) must ensure that the log is complete and signed off.

Form 67/08	
B	
<p>PRE OPERATION CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> MOTOR RUNS & IDLES SATISFACTORY <input type="checkbox"/> TELLTALE OUT-FLOW OPERATING <input type="checkbox"/> STOP SWITCH WORKING <input type="checkbox"/> PROPELLOR & GUARD FULLY SECURED <input type="checkbox"/> COWLING SECURLY FITTED <input type="checkbox"/> MOTOR CORRECTLY SECURED TO TRANSOM <input type="checkbox"/> MOTOR SAFETY CABLE ATTACHED <input type="checkbox"/> FUEL CELL SECURED AT FOUR POINTS <input type="checkbox"/> BAYONET FITTING LOCKED IN PLACE <input type="checkbox"/> CHECK FOR FUEL LEAKS FUEL CELL & LINE <input type="checkbox"/> GEAR LEVER SET IN NEUTRAL <input type="checkbox"/> TILT PIN IN CORRECTLY <input type="checkbox"/> FOOT STRAPS SAFELY SECURED <input type="checkbox"/> FLOORBOARD FITTED CORRECTLY <input type="checkbox"/> HULL INFLATED TO CORRECT PRESSURE <input type="checkbox"/> VALVE CAPS SECURELY FITTED <input type="checkbox"/> RESCUE TUBE, KNIFE, PADDLES, TOW ROPE, WHISTLE <input type="checkbox"/> RADIO CHECKED <p>_____ Signature</p> <p>_____ Print Name</p>	<p>POST OPERATION CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> MOTOR RUN & FLUSHED (3-5 MINUTES) <input type="checkbox"/> MOTOR HOSED DOWN <input type="checkbox"/> SPRAY MOTOR WITH WATER DISPERSANT <input type="checkbox"/> TILT BAR CHECKED & TIGHTED IF REQUIRED <input type="checkbox"/> CHECK PROPELLOR, GUARD & SPLIT PIN <input type="checkbox"/> FLOORBOARD REMOVED (IF APPLICABLE) <input type="checkbox"/> HULL WASHED & SAND REMOVED <input type="checkbox"/> CRAFT CHECKED FOR DAMAGE <input type="checkbox"/> FOOT STRAPS SAFELY SECURED <input type="checkbox"/> HULL & ANCILLARY EQUIPMENT STORED <input type="checkbox"/> MOTOR STORED & VENTED <input type="checkbox"/> RADIO CHECKED & ON CHARGE <input type="checkbox"/> FUEL CELL RE-FUELED <input type="checkbox"/> LOG REPORTS COMPLETED <input type="checkbox"/> IRB STORAGE AREA LEFT CLEAN & TIDY <p>_____ Signature</p> <p>_____ Print Name</p>
<p>TECHNICIANS COMMENTS</p> <p>SERVICE WORK PERFORMED/PARTS USED:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ Signature</p> <p>_____ Print Name</p>	