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# LS2

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## WORK HEALTH & SAFETY

SURF LIFE SAVING  
NEW SOUTH WALES



# LS2.1 WORKPLACE HEALTH & SAFETY

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## PURPOSE

The purpose of this Standard Operating Procedure is to communicate the health and safety responsibilities of our surf lifesaving volunteer personnel with the aim of ensuring a safe and healthy environment for lifesavers and others at all times.

## POLICY

All surf lifesaving volunteer personnel are required to perform their tasks in a safe manner and follow Surf Life Saving policies, procedures and established work practices.

All surf lifesaving volunteer personnel are required to meet their responsibilities under the Work Health and Safety Act 2011.

## PROCEDURE

### Smoking

Smoking while on active lifesaving duties is not permitted.

Smoking of any substance is prohibited in all Surf Life Saving buildings, facilities and vehicles.

Surf lifesaving personnel must not smoke while in uniform, in the public's view or while representing the organisation.

Smoking brings with it additional hazards in terms of fire safety. Surf lifesavers must ensure others do not smoke near oxygen equipment, fuel or in other circumstances where there is an increased risk of fire or explosion.

### Alcohol

Alcohol is not to be consumed whilst wearing any Surf Life Saving uniform.

Lifesaving service personnel should not undertake patrolling duties with a blood alcohol level higher than 0.05%.

Lifesaving service personnel that are on their provisional driving license should have a blood alcohol limit of 0% if operating any lifesaving vehicle.

Lifesaving personnel acknowledge and agree that they may be breath tested at any time to ensure they are meeting these requirements.

### Drugs

The use of drugs prescribed by a doctor for medicinal or recuperative purposes may be taken however the Patrol Captain must be advised as to the type of medication and all possible side effects.

If these prescribed drugs impair or disrupt your senses, you must advise the Club Captain immediately and cease surf lifesaving patrol duties until you have completed the prescribed course of medication.

Surf lifesaving personnel are responsible for monitoring their own condition and communicating any changes in medical state to the Patrol Captain.

The improper use of non-prescription and prescription drugs in the course of duties is completely prohibited.

Surf lifesaving personnel must not present themselves for duty whilst under the influence of any illegal drug.

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## Operating Gear and Equipment

Surf lifesaving personnel must adhere to all legal blood alcohol limits for the operation of gear and equipment, including vehicles i.e. ATV and Powercraft.

Persons impaired by drugs and/or alcohol are not permitted to operate gear and equipment under any circumstances.

Surf lifesaving personnel must attend task specific training as provided and adhere to Surf Life Saving procedures.

Surf lifesaving personnel must not operate plant or equipment unless authorised and qualified as per Surf Life Saving NSW requirements.

## Penalties for Breaches

Surf lifesaving personnel who present themselves for duty whilst suspected to be under the influence of alcohol and/or drugs may be immediately suspended from duties and referred for disciplinary action.

Any lifesaver who knowingly allows a person to carry out duties whilst under the influence of alcohol and/or drugs will also be subject to disciplinary action.

Cases that indicate evidence of illegal drug use shall be referred to the appropriate authorities for investigation.

## Dehydration

As dehydration can cause fatigue and loss of concentration, impacting on performance of lifesaving activities, it is important to take in sufficient fluids during the course of duty. 8 to 10 glasses of water per day is advised (higher depending on external factors such as temperature, time of day and physical exertion).

To minimise the effects of dehydration which in extreme cases may lead to heat exhaustion and heat stroke, lifesaving personnel must ensure they are not without a water/sunscreen break for more than one hour.

Tents and other shaded areas should be used where possible.

## Sun Safety

Lifesavers are required to follow necessary precautions to protect themselves from the effects of UV radiation. Steps may include:

1. Reduce exposure to the sun by using shade i.e. Tent.
2. Wear sun protecting clothing such as lifesaving uniform (long sleeve shirt, rash vest, knee length shorts).
3. Wear a wide brimmed hat.
4. Apply broad spectrum sunscreen regularly.
5. Wear UV protective sunglasses.

It is recommended that surf lifesaving personnel check their skin regularly for suspicious spots and address any concerns with a doctor.

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## REFERENCE

Guidelines to Safer Surf Clubs

SLSA Policies:

- a) Sun Safety 2.1
- b) Rehabilitation and Return to Work 2.4
- c) Disinfection of Equipment 3.1
- d) All Terrain Vehicles 4.5
- e) Illicit Drugs in Sport 6.23

The Cancer Council of Australia

Sports Medicine Australia

# LS2.2 RISK MANAGEMENT

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## PURPOSE

The purpose of this Standard Operating Procedure is to outline a standard approach to managing risk in the lifesaving environment.

## POLICY

Risk management is an ongoing process and Surf Life Saving Services carry out many risk management procedures to maintain the safety of members and the public. Some examples of this risk mitigation include, but are not limited to; Annual Gear and Equipment Inspections, Patrol Audits and robust training.

Formal risk assessments must be done at least annually, preferably quarterly. An example of a formal risk assessment includes the Annual Gear Inspection.

Informal risk assessment should be a day to day process to prevent injuries from happening before they do harm.

## PROCEDURE

### Background (Refer to pages 25 - 27 of the Guidelines to Safer Surf Clubs)

Risk management is the term given to the systematic identification of hazards, the assessment of risks posed by the hazards and the control of those risks.

Risk exists in all aspects of surf lifesaving and the level of risk faced at any one time is a combination of the likelihood of an event occurring and the consequences if it happened.

### The Risk Management and Assessment Process

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

- 1. Communication and Consultation** – with members, club management and team leaders on each of the following steps.
- 2. Establishing the Context** – A risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule.
- 3. Identify the Risks** – Through observation by all members, monitoring injury records and information gathered via the health and safety inspections.
- 4. Risk Analysis and Evaluation** – Use the Risk Score Matrix (Figure 1) to evaluate likelihood of an injury occurring and consequence of the injury. Use the Club Hazard Register to develop a Safety Action Plan (Figure 3- Club Hazard Register/Safety Action Plan).
- 5. Control the Risk** – Use the Hierarchy of Controls (Figure 2) to identify the most practical option to control a risk – eliminate where practical; use PPE as a last resort.
- 6. Monitor and Review** – Ask questions like: Were the controls effective? Is there any follow up action required?
- 7. Documenting the Process** – Regularly check to guarantee continuous improvement.

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## LIKELIHOOD TABLE

DESCRIPTOR	DESCRIPTION
<b>Almost Certain</b>	<ul style="list-style-type: none"> <li>Will probably occur more than once</li> <li>100% chance of occurrence</li> <li>Common or Frequent Occurrence</li> <li>Is expected to occur in most circumstances</li> </ul>
<b>Likely</b>	<ul style="list-style-type: none"> <li>High probability that will occur at least once</li> <li>1 in 10 chance of occurrence (10%)</li> <li>Likely to occur or "has happened to us a number of times in the past"</li> <li>Might occur in a 2-3 year timeframe</li> </ul>
<b>Possible</b>	<ul style="list-style-type: none"> <li>Reasonable likelihood that could occur more than once</li> <li>1 in 100 chance of occurrence (1%)</li> <li>Could occur or "I've heard of it happening elsewhere"</li> <li>Might occur in a 5 year timeframe</li> </ul>
<b>Unlikely</b>	<ul style="list-style-type: none"> <li>May occur once or less</li> <li>1 in 1000 chance of occurrence (0.1%)</li> <li>Not likely to occur</li> <li>Might occur in a 10 year timeframe</li> </ul>
<b>Rare</b>	<ul style="list-style-type: none"> <li>May occur in exceptional circumstances</li> <li>Practically impossible</li> <li>1 in 10,000 chance of occurrence (0.01%)</li> <li>Could happen but probably never will</li> </ul>

## IMPACT TABLE

DESCRIPTOR	PHYSICAL/SAFETY
<b>Extreme</b>	Death or total permanent disability of a Surf Life Saving member and/or a member of the public.
<b>High</b>	Serious injury of a Surf Life Saving member and/or a member of the public.
<b>Medium</b>	Systemic injuries of a Surf Life Saving member and/or a member of the public. Increased frequency of near misses.
<b>Minor</b>	Minor injuries of a Surf Life Saving member and/or a member of the public.
<b>Insignificant</b>	Insignificant injuries of a Surf Life Saving member and/or a member of the public.

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**FIGURE 1 - RISK SCORE MATRIX**

		IMPACT				
		1. INSIGNIFICANT	2. MINOR	3. MEDIUM	4. HIGH	5. EXTREME
LIKELIHOOD	5. ALMOST CERTAIN	M5	H10	H15	E20	E25
	4. LIKELY	L4	M8	H12	E16	E20
	3. POSSIBLE	L3	M6	H9	H12	E15
	2. UNLIKELY	L2	L4	M6	H8	H10
	1. RARE	L1	L2	L3	M4	M5

RISK LEVEL	ACTION YOU SHOULD TAKE
<b>EXTREME – (E15-25)</b>	Consider discontinuing - Immediate correction required
<b>HIGH - (H8 –H15)</b>	Immediate corrective action required
<b>MODERATE – (M4 - M8)</b>	Attention needed - correction required
<b>LOW – (L1 – L4)</b>	Perhaps acceptable as is

Score Matrix consistent with ISO 31000: Risk Management

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**FIGURE 2 - HIERARCHY OF CONTROLS**

1	Elimination	Remove hazard e.g. Dispose of spoiled fuel, paint or chemicals.
2	Substitution	Alternative product e.g. Disposable resuscitation masks.
3	Isolation	Separate people from hazard e.g. Surf boat training away from flagged area.
4	Engineering	Redesign to reduce risk e.g. Remove ladder to tower and replace with stairs.
5	Administration	Procedures, training, supervision etc e.g. IRB training in progress sign on beach.
6	Personal Protective Equipment (PPE)	Make sufficient available e.g. Pocket masks for resuscitation, PFDs in IRBs, sunscreen.

**FIGURE 3 - CLUB HAZARD REGISTER/SAFETY ACTION PLAN**

			Club Safety Officer Complete		Club Management Committee to Complete			
			Hazards Identified		Safety			
Inspection Checklist	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
Electrical								
Wiring in good condition		N	Rust on circuits	M	Club Electrician	Smith	3 Weeks	
Battery charger in good condition	Y							
No broken plugs, sockets or switches		N	Stage Socket Broken	H	Disconnect now Club Electrician	Smith	Now	11/03/14

## REFERENCE

Guidelines to Safer Surf Clubs - 2.4

SLSA Policy:

a) Risk Management 6.9

# LS2.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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## PURPOSE

The purpose of this Standard Operating Procedure is to ensure proper use, maintenance and training in relation to Personal Protective Equipment (PPE).

## POLICY

Surf Life Saving recognises the importance of PPE and endeavours to provide training on correct use and maintenance of PPE.

Under the Work Health and Safety Act 2011 all surf lifesaving volunteer personnel are required to use and maintain all supplied PPE.

## PROCEDURE

### Club Responsibilities

Surf lifesaving personnel are to be provided with and trained in the correct use of PPE.

Common PPE that are required in surf operations include:

- Long sleeved patrol shirts, rash vests, wide brim hats and SLSA Approved Patrol Uniforms;
- Shade, sunscreen, gloves and mask during first aid/resuscitation procedures;
- Approved Lifejackets for IRB operations, Bum bags (optional)

PPE must be maintained, repaired or replaced as required so that it continues to minimise risk. This includes ensuring equipment is kept clean, hygienic and in good working order.

PPE should be stored in such a way so as to prevent damage or deterioration.

Surf clubs are to provide information, training and instruction in the proper use and wearing, storage and maintenance of PPE.

### Surf Lifesaving Personnel Responsibilities

Surf lifesaving personnel are required to use or wear all PPE provided in accordance with any information, training or reasonable instruction with which they have been provided.

Surf lifesaving personnel must not intentionally misuse or damage any PPE. Surf lifesaving personnel must inform the surf club of any damage to, defect in or need to clean or decontaminate any PPE.

Surf lifesaving personnel who do not follow these requirements may not be eligible for Workers Compensation in the case of an incident, illness or injury.

## REFERENCE

Guidelines to Safer Surf Clubs

SLSA Policy:

- a) Sun Safety 2.1
- b) SLSA Lifejacket Policy

# LS2.4 PERSONNEL INJURY MANAGEMENT

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## PURPOSE

The purpose of this Standard Operating Procedure is to provide information to surf lifesaving personnel on compensation in the event of injury whilst performing surf lifesaving duties.

## SCOPE

This Standard Operating Procedure applies to all surf lifesaving personnel involved in approved Surf Life Saving activities.

## POLICY

Financial members of SLSA involved in approved Surf Lifesaving activities are covered by the Workers Compensation (Bush Fire, Emergency and Rescue Services) Act 1987 and may be eligible for compensation in the event of an injury.

## PROCEDURE

### Reporting Workers Compensation Injuries

If a member gets injured while carrying out Surf Lifesaving duties you are required to follow the steps below:

1. Ensure the member receives appropriate treatment
2. If the incident is a WorkCover notifiable incident (see SLSNSW Incident Notification Fact Sheet), immediately contact WorkCover NSW on 13 10 50
3. Club official to complete an Incident Report Form and enter into SurfGuard (IRD)
4. Notify the Club Safety Officer or club official (investigate if required/serious)
5. If member requires additional treatment or time off work, fill out SLSNSW Notification of Injury or Worker's Compensation Claim Form
6. Complete and submit a Return to Surf Duties Form before returning to Surf Patrol or Competition etc.

## REFERENCES

Guidelines to Safer Surf Clubs

SLSA Policy:

- a) Rehabilitation and Return to Duties 2.4

# LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION



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## PURPOSE

The purpose of this Standard Operating Procedure is to ensure correct notification to WorkCover and Surf Life Saving NSW in the event of an incident.

## SCOPE

This Standard Operating Procedure applies to Surf Lifesaving personnel who are involved in or witness a serious or notifiable incident in the surf club environment.

## POLICY

### Internal reporting

Serious incidents where a club member or a member of the public has been put at risk or injured from Surf Lifesaving activities require investigation and must be reported to SLSNSW, following internal reporting procedures.

### External reporting

The Work Health and Safety Act 2011 also requires certain incidents (notifiable incidents) to be reported to WorkCover as soon as reasonably practicable.

## PROCEDURE

### Internal reporting (Serious Incidents)

#### Definition

All serious incidents and near misses require investigation without delay, including:

- a) Major responses by SLSA services;
- b) Moderate/major personal injuries to club members, employees, contractors, public;
- c) Members exposed to a critical incident;
- d) Fatalities in non patrolled locations or after hours;
- e) Incidents such as deaths of those fishing, diving, or riding surf craft in or near the surf zone;
- f) Deaths where immersion may not be the primary cause of death;
- g) Complaint (e.g. From the public regarding a patrol).

#### Procedure

If a serious incident occurs in the workplace while carrying out surf lifesaving duties, the following steps must be taken:

1. Ensure the member receives appropriate treatment if required;
2. All incidents must be recorded in the **Incident Report Log** as soon as practicable and entered into the **Incident Reporting Database (IRD)**;
3. Notify SLSNSW/Branch within 24 hours;
4. An incident investigation must then be completed as soon as practicable by the Club Captain for all incidents, injuries, or near misses:
  - a) An Incident/Accident Investigation Form should be used;
  - b) Perform a survey of the accident location and a chronology of the accident events;
  - c) Eyewitnesses should be questioned if possible;

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- d) It should be stressed to surf lifesaving personnel that the main objective of the investigation is to prevent future incidents, not place blame. The completed form should then be forwarded to SLSNSW as soon as possible;
- e) Any incident investigation report should be considered a draft until signed off by Jardine Lloyd Thompson Pty Ltd (John Provan).

The minimum reporting requirements for all Surf Lifesaving personnel is outlined in Figure 1- Minimum reporting requirements.

## External Reporting (Notifiable Incidents) to WorkCover NSW

### Definition

Under the Work Health and Safety Act 2011, an incident is notifiable if it is a serious incident or injury that arises out of the conduct (actions) of a surf lifesaving activity or a Surf Sports activity. Examples of this could include:

- A swimmer in the surf injured after being struck by an IRB which is being used to rescue a member of the public;
- A competitor in a surf sports carnival (State/Branch/Club) suffers a suspected serious spinal injury in an IRB or board race.

### Notifiable Incidents are broken into 2 categories:

**Serious injury or illness** - Serious injury or illness of a person is any injury or illness requiring the person to have immediate treatment as an inpatient in a hospital or medical treatment within 48 hours of exposure to a substance.

**Dangerous incident** - A dangerous incident is one that exposes a person to serious risk to their health and safety arising from an immediate or imminent exposure to certain matters such as electric shock or fire.

For more information on notifiable incidents please refer to the Work Health and Safety Incident Notification Fact Sheet (available on the SLSNSW Website).

### Procedure

1. If the incident is notifiable inform WorkCover by the quickest means possible – phone on 13 10 50. This may be done by the Club Captain, Club Safety Officer or Patrol Captain. You may also be asked to inform WorkCover in writing (fax, email or post is acceptable);
2. Ensure the incident site is preserved until an inspector arrives or directs otherwise. This however, does not prevent action to assist injured persons or make the site safe. This duty is designed to preserve any evidence that may assist an inspector to determine the cause of the incident;
3. Keep a record of notifiable incidents for 5 years from the date WorkCover was notified. Record details on IRD.

These reporting requirements are separate to the reporting of injuries for Workers Compensation purposes, although some incidents may result in a workers compensation claim.

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**FIGURE 1 - MINIMUM REPORTING REQUIREMENTS**

INCIDENT	REPORTING TIME	REPORT REQUIREMENT
Death of any person	<ul style="list-style-type: none"> <li>• Within 2 hrs to SLSNSW</li> <li>• Immediately to WorkCover</li> </ul>	<ul style="list-style-type: none"> <li>• 24 Hour Major Incident Report</li> <li>• SLSA Incident report</li> </ul>
Serious Personal Injury to any person	<ul style="list-style-type: none"> <li>• Within 24 hrs to Branch and SLSNSW</li> <li>• As soon as practicable to WorkCover</li> </ul>	<ul style="list-style-type: none"> <li>• 24 Hour Major Incident Report</li> <li>• SLSA Incident Report</li> </ul>
Personnel Incapacity of 30 or more successive working days or shifts	<ul style="list-style-type: none"> <li>• Within 24 hrs of becoming aware of the duration of incapacity to Branch/SLSNSW.</li> </ul>	<ul style="list-style-type: none"> <li>• 24 Hour Major Incident Report</li> <li>• SLSA Incident Report</li> </ul>
Dangerous Occurrence which could have caused any of the above. Including but is not limited to: search and rescue, resuscitations, shark attacks, fire in a building	<ul style="list-style-type: none"> <li>• Within 24 hrs to Branch and SLSNSW</li> <li>• As soon as practicable to WorkCover if notifiable (as above)</li> </ul>	<ul style="list-style-type: none"> <li>• 24 Hour Major Incident Report</li> <li>• SLSA Incident Report</li> </ul>
Injury involving any person and a marine craft	<ul style="list-style-type: none"> <li>• Within 48 hrs to NSW Maritime and SLSNSW.</li> <li>• WorkCover NSW if caused by the actions of a surf lifesaving activity.</li> </ul>	<ul style="list-style-type: none"> <li>• SLSA Incident Report</li> <li>• NSW Maritime Vessel Incident Report</li> </ul>

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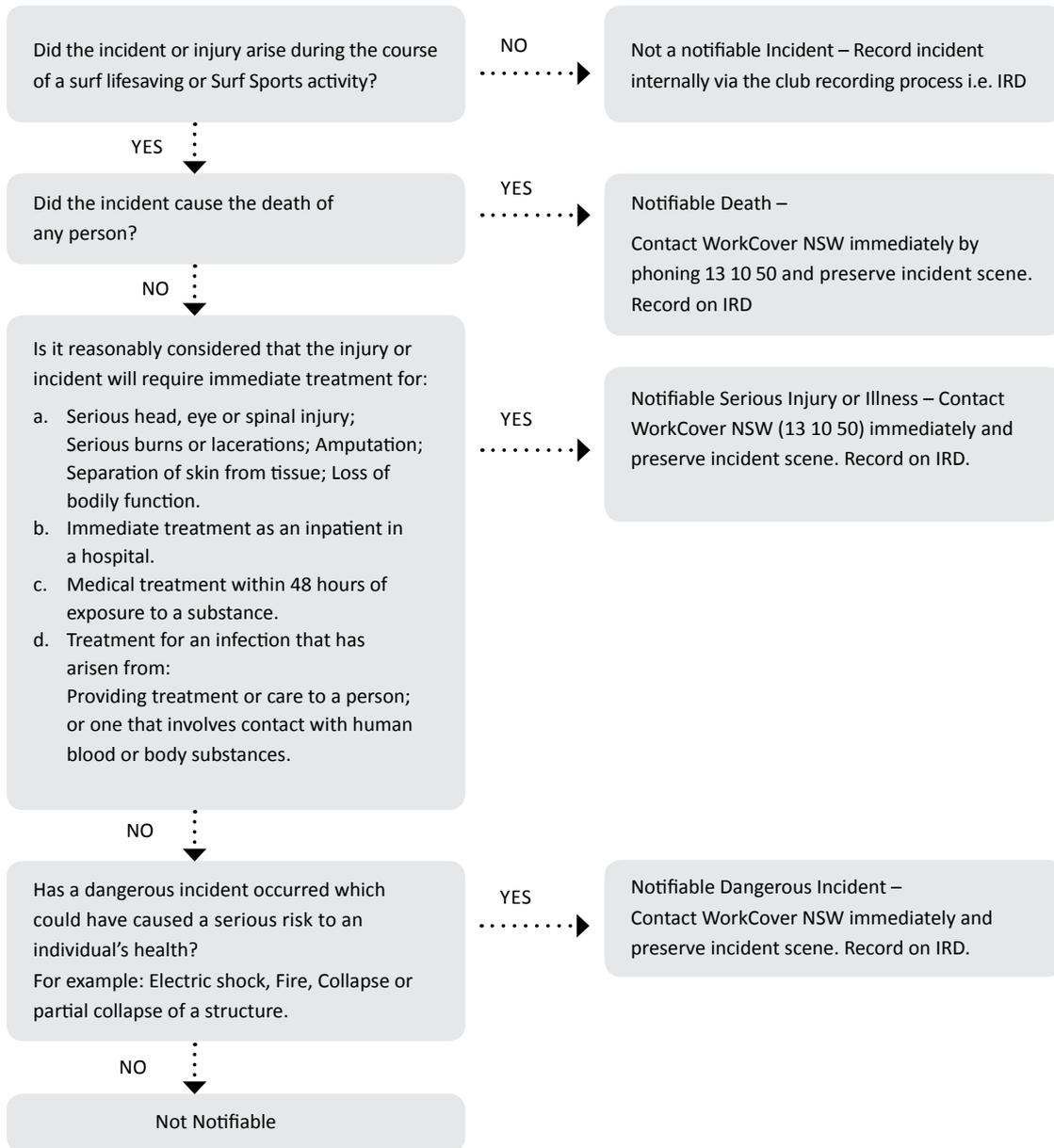
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## HOW DO I KNOW IF AN INCIDENT IS A WORKCOVER NOTIFIABLE INCIDENT?

The flow chart below should be used to determine if an incident needs to be reported to WorkCover. For information on patrol related incidents refer to the SLSNSW Lifesaving SOPS.

### Incident Notification Decision Flowchart



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## REFERENCES

Guidelines to Safer Surf Clubs

SLSA Policies a) Occupational Health and Safety 2.3

WorkCover Authority New South Wales - WHS incident notification: Fact Sheet

SLSNSW - Incident Notification Fact Sheet and Poster

RMS Regulations

# LS2.6 SAFETY DATA SHEETS

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## PURPOSE

The purpose of this Standard Operating Procedure is to ensure the safety of members when dealing with chemicals in the workplace and compliance with State and Commonwealth legislation in relation to the use of Safety Data Sheets (SDS).

## POLICY

All surf clubs are required to meet their responsibilities under the Work Health and Safety Act 2011 with regards to Safety Data Sheets (SDS) and a Chemical Register.

Surf lifesaving volunteer personnel must ensure they are aware of the location, contents and use of SDS and a Chemical Register.

## PROCEDURE

A SDS for all hazardous chemicals shall be readily accessible to all surf lifesaving members.

All surf clubs must maintain a chemical register that is to be kept in a location that is easily accessible to any worker or other person who is likely to be affected by a hazardous chemical.

The chemical register must include an inventory of all chemicals used, handled or stored and the current safety data sheet for each chemical listed. At a minimum these should include:

- a) Oxygen
- b) Petroleum
- c) Cleaning Solvents and Products

The chemical register must be updated at least annually.

All surf clubs must ensure that when training surf lifesaving personnel they are aware of the location and contents of the chemical register and SDS and their use in an emergency.

## REFERENCE

Chemical Register

Guidelines to Safer Surf Clubs

Safety Data Sheets

# LS2.7 CRITICAL INCIDENT STRESS

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## PURPOSE

The purpose of this Standard Operating Procedure is to identify the causes of critical incident stress and to prevent or reduce situations that may result in undue and detrimental stress.

## POLICY

Surf Life Saving NSW takes critical incidents seriously and has appropriate measures and procedures in place to maintain member welfare.

During the course of duty members may be exposed to or involved in a critical incident.

Reactions to these incidents may occur straight away or after a period of time.

## PROCEDURE

### Definition

For the purpose of this document critical incident stress means the negative impact (psychological or physiological) on individuals, caused by critical or other incidents in the Surf Life Saving environment.

### Causes of Stress

Critical incident stress occurs as a result of trauma associated with critical incidents, such as emergencies.

Examples of critical incidents in the surf club environment may involve members dealing with a deceased person, a dangerous rescue or a resuscitation etc.

### Signs and Symptoms of Critical Incident Stress

Factors that may assist in the identifying stress factors in yourself and others include, but are not limited to, the following:

- Distressing recollections or memories of the event
- Distressing dreams of the event
- Flashbacks
- Avoiding thoughts, feelings or conversations associated with the event
- Difficulty falling or staying asleep
- Irritability or outbursts of anger
- Difficulty concentrating

### Control Measures

Critical incident stress is a significant health and safety issue and steps must be taken to ensure lifesavers are not subjected to unnecessary stress. Control measures to minimise stress may include, but are not limited to:

- Providing adequate training for personnel, allowing for extra time if required
- A safe working environment is provided at all times
- Awareness training for surf lifesaving personnel on the occurrence of stress following exposure to critical incidents
- Effective communication within the workplace and within work teams
- Counselling for identified individuals in a "peer support" role

# LS2.7 CRITICAL INCIDENT STRESS



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## REFERENCE

LS14.2 Critical Incident Debriefing

Guidelines to Safer Surf Clubs

SLSA Policy:

a) Occupational Health and Safety 2.3

# LS2.8 FUEL STORAGE AND HANDLING

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Petrol is a Dangerous Good, Class 3 under the Work Health and Safety Regulations

## PURPOSE

The purpose of this Standard Operating Procedure is to ensure the safety of members when dealing with fuel storage and handling with relation to Work Health and Safety.

## PROCEDURE

Any clubs that store fuel 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 must be kept locked at all times, particularly whilst the Gear/IRB shed is open to provide security against theft, vandalism, and potential health and safety issues.

Aspects that need to be taken into account to ensure correct storage and handling of fuel include:

- List of all the dangerous goods in each storage area;
- Assess risks by reviewing the SDS for each of the dangerous goods;
- Minimise quantities kept at any one time;
- Substitute dangerous goods with other goods of a lower risk;
- Task specific training;
- Method of storage – fuel cabinet, fuel storage containers;
- Labelling of fuel storage containers;
- Volume of fuel being stored;
- 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 appropriate for Class B fires;
- Safety Data Sheet on the product e .g. Petrol;
- Chance of spillage and risk emergency procedures;
- First aid training.

## REFERENCE

Guidelines to Safer Surf Clubs