



Surf Life Saving Sydney Inc.

Established October 1907

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ISSUE DATE: 8th August 2012

CIRCULAR NO: 09/12-13

TO: Clubs, Presidents, Secretaries, Captains, Chief Training Officers, Gear & Equipment Coordinators
FROM: Director of Lifesaving, Glen Clarke
CC: SLSS Management, BoL Management

SUBJECT: GEAR INSPECTION INFORMATION 2012

General

As per the Standard Operating Procedures, Branches are required to Audit all Clubs and Services gear and equipment as part of occupational health and safety obligations. Inspections need to be done prior to the season so that all equipment is ready to go for the first patrol.

SLSS will conduct the Annual Gear Inspection for our Clubs on the weekend of 8th & 9th September 2012. This Branch Circular is distributed to Clubs and to be read in conjunction with the SLS NSW Circular 3276.

Prior to this inspection, Clubs and Services need to update their Gear and Equipment through the Organisational Management in Surfguard. This is to include deleting any sold or discarded gear and adding any new gear. For details of Surfguard usage, refer to SLSNSW Circular 3276 (pages 1 & 2)

Paperwork

Clubs are advised that the Branch office will print from Surfguard the pre-filled gear and equipment lists for all Clubs/Services on Wednesday 5th September 2012.

Two (2) copies of each Clubs lists will be given to the Branch Gear Inspection Panel from the office for their visits. Each club will be left with a completed set of paperwork at the end of their inspection. The Branch Inspection Panel will keep the second set of papers for Branch records.

Clubs are then required to update Surfguard of the completion of the inspection. This must be completed by 5.00 pm Tuesday 18th September 2012. Completion of this step by the required date will result in compliancy with 'Item 5 of SLS NSW Circular 3277 Annual Requirements for Clubs and Branches to be compliant for the 2012-2013 season.

A Gear Inspection award will be presented at the **SLSS Awards of Excellence 2013, with points for the inspection going towards the Champion Club point score.**

Any questions relating to the Gear Inspection should be directed to your Area Lifesaving Supervisor or Branch Deputy Director of Lifesaving, John McNamee or the Branch Office.

- John McNamee Ph. 0419 470 571
- Waverley – Peter Quartly Ph. 0409 663 820
- Randwick – Simon Torsellini Ph. 0414 375 508
- Cronulla/Sutherland – Andrew McKellar Ph. 0433 353 958
- RNP – Peter Pearce Ph. 0419 133 990

Affiliated Clubs

Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte



Gear Inspection Committee

There will be one Gear Inspection committee for the entire Branch, made up of the four Area Lifesaving Supervisors and members of the BoL Gear Inspection Committee and elected nominees from the Board of Lifesaving.

Schedule

The inspection will be split up into the following days and order :

Saturday 8th September 2012 Waverley (am) & Randwick (pm)	
Club	
Bondi	8.00 am Start
North Bondi	
Tamarama	
Bronte	
	LUNCH BREAK
Clovelly	
Coogee	
Maroubra	
South Maroubra	
Sunday 9th September 2012 Cronulla Sutherland (am) RNP (pm)	
Club	Time
Wanda	8.00 am Start
Elouera	
North Cronulla	
Cronulla	
	LUNCH BREAK
Burning Palms	
Era	
Garie	

Clubs are asked to please advise the Branch office prior to inspection weekend of the Club contact name and phone number for the person responsible for the inspection on the day. These contact details will assist the Panel Convenor in advising of arrival times to each club on the day of inspections.

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Equipment and Standards

All equipment is to be presented for inspection whether it is usable or not. No equipment is to be stored offsite or not presented at inspection.

All equipment will be judged to be either:

P = Pass (gear is suitable to use for patrol activities)

F = Fair (may need some minor repair /maintenance before use)

R= Re-inspect (needs major repair before use OR was not ready for inspection)

D= Discard (item is beyond repair and never to be used again)

Any equipment that is marked as a Re-inspect **will need to be re-inspected before the commencement of patrols** by the District Lifesaving Supervisor.

Use of equipment marked for re-inspection or was not inspected, that is used on patrol is a serious breach of OH&S policy and will be dealt with accordingly.

On the day of inspection & Equipment Notes

To assist the inspection panel, Clubs are asked to have all items for inspection laid out in a suitable open area and not packed away or in racks.

- All items that are numbered are to be laid out and placed in number order, ie. rescue tubes, rescue boards, radios.
- Kit items (eg. First Aid, Air Bag Resuscitator) are to be spread out for inspection in the order as per lists.
- The full patrol tent and sides are to be set up as per Branch requirements.
- Serial numbers are listed on Surfguard,
- Motors will be run.
- IRB's are to be inflated, with floor boards out.
- Radios will have to be turned on and tested.
- Signage and flags are to be appropriately displayed.

Failure by Clubs to set out their equipment for inspection will result in an automatic re-inspect.

Attached to this circular is the First Aid Room, First Aid Patrols and Patrol Equipment Lists for your ready reference.

Approval Stickers

All equipment that is suitable for use will have a SLSNSW Gear Inspection sticker affixed. This will certify this equipment for use anywhere in the State. All new equipment introduced during the season must also be inspected and have a sticker attached prior to use.

Servicing

Equipment requiring service such as Oxy-Viva's, and radios as an example should be sent away so that they can be returned and be available on the day of your inspection.

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Annual Vessel Registrations

The annual registration of current vessels is part of the Gear Inspection process. For all new vessels or transferring registrations (sale of vessels), the relevant forms will still need to be completed and returned to SLS NSW. Clubs/Gear Inspectors must ensure that the correct SR numbers are displayed on the vessels and recorded in Surfguard – as this is an integral part of the registration process and NSW Maritime regulations. Any vessels that have been sold need to be removed from Surfguard and a *Transfer of Vessel Registration Form* completed and returned back to SLS NSW as soon as possible. Failure to ensure all vessels are correctly recorded into Surfguard will result in the Club/Service being non-compliant and in breach of NSW Maritime regulations.

2012-2013 Inspection Stickers shall act as confirmation of annual vessel registration, in the event of a NSW maritime check.

New Equipment during season

All new equipment purchased during the year (after gear inspection) must be inspected by the District Lifesaving Supervisor prior to use and must be entered into Surfguard.

Equipment Types

Only equipment on the SLSA Approved Gear and Equipment list may be used. The equipment on this list has been subjected to trial and met the approval of the National Gear and Equipment Committee. For further information on trial processes and for a current list please refer to <http://www.sls.com.au/members/lifesaving/gear-equipment>

Reminders

2011 saw a number of important changes to IRB's, beach flags and beach signage, spinal equipment and ATV's. Please ensure that your Club/Service has implemented these changes.

IRB Equipment Updates

IRB Footstraps

- Clubs must remove the **RIGHT CREW** foot strap from the floorboard of **ALL** IRBs
- All remaining foot straps in all IRBs must be replaced with the adjustable foot straps provided to Clubs by SLSA through the IRB News Limited Grant.

IRB Outboard Motors

- The restrictor device in all outboard motors **MUST** be fitted and will be regularly checked through gear and patrol inspections.

IRB Motor Sealing

- As of July 2011, ALL newly purchased IRB motors will be delivered from the manufacturer to Clubs/services in a sealed condition.
- For newly purchased motors, club/services are to input the 'IRB motor seal numbers' into Surfguard with all other motor details. These numbers are listed on the seal and are also noted on the 'Motor Sealing form' you received with the purchase of the motor.
- Older motors that are already sealed must also enter the numbers into Surfguard. These numbers are listed on the seal and are also noted on the 'Motor Sealing form' you received with the purchase of the motor.
- Older IRB motors with no seals are not required to be sealed and thus seal numbers do not need to be entered into Surfguard.

Propellers

- All IRBs **MUST** be operated using a four blade stainless steel propeller. It is recommended that these four blade propellers have a nine inch pitch and are ten inch in diameter.

Propeller Guards

- All IRBs **MUST** be operated using a standard (non-hydro foiled) propeller guard.

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Radios

Clubs/Services need to ensure when updated Surfguard that all radios are correctly recorded with correct make, model, service agent and last service date. Failure to complete this process will result in the Club/Service being non-compliant.

Significant changes have occurred to radio requirements in 2012 and as per SLS NSW SOP's all clubs/services shall have their radios serviced annually by an authorized service agent.

Radios submitted for servicing with an authorized service agent prior to the season should have :

- Radios narrow-banded
- Radio frequencies updated
- Channel plans updated (as per new branch/club specific channel plans)

For any further information regarding Beach Flags and Signage Updates, Spinal Equipment – Removal of Head Blocks, Removal of Rescue Board-Boards, All Terrain Vehicles – please refer to SLSNSW Circular 3276

Other references

SLS NSW Standard Operating Procedures (SOP's)

SLSNSW Compliancy Circular 3277 Season 2012-2013

SLSNSW Circular 3276

SLSA Equipment Policies www.sls.com.au

SLSA Circular 08/12-13 www.sls.com.au

END OF DOCUMENT

Enc. (First Aid Room, First Aid Patrols, Patrol Equipment Lists)

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Appendices

# F		# R		# D		# Stickers
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FIRST AID ROOM

P = Pass / **F** = Fair / **R** = Re-inspect / **D** = Discard

First Aid Room requirements are as per Standard Operating Procedures

Item	Minimum Number	Quantity	Rating
Clean blankets – cotton or woollen	2		
Shock/Space Blanket	4		
Clean sheets	2		
Clean towels	2		
Contaminated waste disposal bin and waste bags	1 x Bin 5 x Bags		
Contents of first aid kit as outlined above	1 x kit		
Oropharyngeal airways	Sizes 0, 1, 2, 3		
Non-adherent dressings	5 x 7.5cm x 10cm 5 x 7.5cm x 20cm 5 x 5cm x 7.5cm		
Electrical power points	Panel of two or four		
Emesis (vomit) containers (disposable or plastic)	1		
Examination couch/bed	1		
Examination lamp	1		
Hand cleaner/hand wash solution + nail brush	1		
Ice packs in freezer (or ice machine with bags) or disposable instant packs	5		
Kettle or access to boiling water	1		
Drinking Vessel (Disposable)	10		
Disposable Gloves	100		
Alcohol swabs	100		
Burn Sheet	1 x Small 1 x Large		
Combine dressing (Surgipad)	5 x 9 x 20cm		
Universal/Multi-trauma dressing	2		
Noticeboard showing: - First Aid Charts	1		
Kidney dish	3		
Large bucket/basin for the immersion of feet	1		
Lined rubbish bin for general waste	1		
Lockable fixed storage cabinet to house: - Log book/register - First aid supplies - Spare oxygen bottles x 2	1		
Oxygen supply tubing	2 x Spare tubes		
Adult & child non-breather mask	1		

Signed: _____ Date: _____

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# F		# R		# D		# Stickers
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FIRST AID KITS

P = Pass / F = Fair / R = Re-inspect / D = Discard

Item	Purpose	Minimum Number	Kit 1	Kit 2	Kit 3
Adhesive dressing tape (hypoallergenic)	Secure dressings and strapping	1 x roll (2.5cm x 5m)			
Adhesive plastic dressing strips, sterile (Band-Aids)	Minor wound dressing	2 x packets of 50			
Broad spectrum sunscreen SPF 30+	Reduce risk of sun burn	1 x bottle 200ml			
Disposable gloves	Infection control for first-aidier and patient	10 x pairs			
Dressings: non-adherent, sterile	Wound dressing	5 x 7.5cm x 7.5cm			
Eye Pads	Eye cover	5			
First aid pamphlet (WorkCover approved)	First aid information	1			
Gauze squares, sterile	Cleaning wounds	4 x 5cm Swab 4 x 7.5cm Swab 4 x 10cm Swab			
Hospital crepe or conforming bandage	Hold dressings in place; immobilisation; pressure immobilisation bandage.	3 x 5cm 3 x 7.5cm 2 x 10cm			
Ice or reusable ice pack	Reduce inflammation of sprains and strains. Treatment of some marine stingers	2 x reusable ice packs or 3kg provision stored in ice machine/esky/freezer			
Note pad and pencil	Record the injured or ill person's condition and the treatment given	1 set			
Plastic bags; small, medium and large	Waste disposal and amputated parts	2 of each size			
Rescue blanket, silver space	Protection from the elements	1			
Safety pins	Secure bandages and slings	1 x packet			
Scissors, blunt/sharp-nosed, minimum length 12.5cm	Cut dressings or clothing	1			
Sharps disposable container	Infection control and disposal purposes	1			
Splinter forceps	Remove foreign bodies	1			
Splinter probe, disposable	Remove foreign bodies	10			
Paper Tap (Micropore)	Used to help splint fingers together	2 x 1.25cm			
Sterile eyewash/Saline solution	Emergency eye wash or irrigation of eyes and wounds. The solution must be discarded after opening	12 x 10ml single use vials or sachets			
Swabs, antiseptic, pre-packed	Eye/wound irrigation	1 x pack of 100			
SLS Incident Report Logbook	Logs all incidents that require first aid treatment	1			
Triangular bandages, minimum 90cm	Slings, support and/or padding	8			
Wound dressings, sterile, non-medicated, large	Control bleeding and cover wounds	10			
Wound Dressing No. 15	Control bleeding and cover wounds	3			

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# F		# R		# D		# Stickers
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PATROL EQUIPMENT (MISC)

P = Pass / F = Fair / R = Re-inspect / D = Discard

Item	Type/Description	Quantity	Rating
Mobile Signage			
Mobile Signage			
Mobile Signage			
Mobile Signage			
Mobile Signage			
Mobile Signage			
Red/Yellow Patrol Flags			
Patrol Flag Poles			
Patrol Flag Stands (DHL)			
Black/White Surfcraft Boundary Flags			
Surfcraft Boundary Flag Poles			
Binoculars			
Mobile Patrol Tower			
Rescue Board Stands			
Patrol Tent/Arena			
Fuel Store			
Material Safety Data Sheet (MSDS)			
Tool Box			
Public Announcers (PA's) / Loud Hailers			
Patrol Logbooks			
Incident Logbooks			
Powercraft Logbooks			
Standard Operating Procedures (SOP's)			
Patient Handover Forms			
Patrol-pack (Bum-bags)			

Signed: _____ Date: _____

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