

# **Surf Life Saving New South Wales**

**Gear and Equipment Inspection manual**

**Updated: July 2014**

# Gear & Equipment Inspection Program

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## Purpose of the Program

To ensure clubs are compliant with Gear and Equipment requirements in readiness for the patrol season.

Evaluate the NSW club assets and promote a high standard for Lifesaving Patrols state wide.

## Gear & Equipment Inspection Process

As per Surf Life Saving requirements, ALL frontline lifesaving equipment is to be annually inspected prior to the commencement of the patrolling season to ensure:

1. Equipment is safe to use
2. Equipment is not damaged
3. Equipment is operationally fit to use for surf lifesaving purposes
4. Clubs meet the minimum patrol requirements for frontline lifesaving equipment
5. To ensure equipment is updated to meet revised specifications and requirements (where applicable)
6. Equipment being used by lifesavers is from the SLSA approved gear and equipment list
7. Correct and current information is updated in SurfGuard

**The gear and equipment inspection process should be carried out as follows:**

1. Clubs to update their gear and equipment in SurfGuard, in advance of an inspection. This should include deleting any sold or discarded equipment and adding any new equipment. This should be updated over the course of the season as equipment changes.
- SurfGuard is used frequently by SLSNSW to calculate club assets within the state, Information has to be correct and up to date to allow an efficient service can be provided

### SurfGuard Usage:

- Once logged into SurfGuard go to the 'Organisational Management' tab, then 'Manage Gear and Equipment'.
- Click on the 'Manage' tab for each item to add new details or to edit.

- Ensure that each field marked with a red asterisk (\*) has been completed. These fields are the minimum required data set for each item of equipment.
2. Branches are to arrange dates for inspections with clubs. Inspections need to be run well in advance of 17 September 2014 to allow for all paperwork to be complete by this date.
  3. Branches print (2 Copies) of the pre-filled gear and equipment list from SurfGuard for each club (previously updated by the club) plus additional 'state' forms. The inspection team must have these on the day of inspection.

Note: You can print one form at a time or all forms together while on the 'Manage or View Gear and Equipment' page.

4. Branch appointed personnel 'Gear Inspectors' complete inspections. The Gear Inspector(s) are to provide the club with a copy of the completed inspection paperwork (on the day or by post afterwards). All gear that passes inspection must be recorded and issued with a SLSNSW Gear Inspection Sticker (Note: It is accepted that it is not practical to 'sticker' some items of equipment where the sticker would not adhere, i.e. rescue tubes, flags etc).

**The only equipment that is not required to be entered/inspected includes:**

- Administration Equipment
  - Building and structures
  - Club equipment (non-patrol related)
  - Competition equipment
  - Computers and electrical
  - Patrol uniforms
5. Any gear and equipment that does not pass the inspection process must be immediately removed from service and have a Re-inspection required sticker applied. Clubs shall repair/isolate or discard.
  6. SurfGuard must be updated following the inspection (this may also be done on the day with the inspectors updating online). SLSNSW must be notified via email on

the completion of the process – only then is the inspection process final. This must be completed by 17 September 2014. Completion of this step by the required time will result in compliancy with Circular 3320: ‘Annual Requirements for Clubs and Branches to be Compliant for the 2013-14 Season’. Any repaired equipment should be updated on to SurfGuard once it has passed a re-inspection and had a sticker applied.

## Specific Information

### First Aid Equipment Checklist

As First Aid equipment requirements are different for each state and territory, no first aid equipment list is available on SurfGuard. The SLSNSW First Aid requirements list is as per LS6.5 and is enclosed in the Appendix of this Circular. This list sets a ‘minimum standard’ required by Safe Work Australia.

### General Patrol Equipment Checklist

As minimum general equipment requirements are different for each state and territory, the SLSNSW general patrol equipment requirements list is enclosed as Appendix 3 in this circular.

### On the Day Inspection Guidelines

At least two club officials should be in attendance for the inspection (ideally Club Captain & Gear Steward/IRB Captain).

The club needs to have ready for inspection, the items (as appropriate) listed on SurfGuard and on the additional state checklists.

To assist the inspection team, all items for inspection should be laid out in an open area (e.g. a lawn or car park). The club should have equipment ready as per the following items:

1. Kit items (e.g. first aid, oxygen kits) are spread out for inspection in an orderly manner
2. The tent, patrol enclosures and patrol screens are available
3. Rescue Boards and Tubes are laid out (not on racks)
4. Motors will be run
5. IRB’s are to be inflated, with floorboards out
6. Radios will have to be turned on and tested

(simplex/repeater/channel plan)

### Annual Registration of Vessels

The annual registration of ‘current vessels’ will continue to be a part of the Gear and Equipment Inspection process. For all new vessels or transferring registrations (sale of vessels), the relevant forms will still need to be completed and returned to SLSNSW.

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 Roads and Maritime Services (RMS) 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 SLSNSW 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 RMS regulations.

Branch Support Operations (RWC, ORB, and JRB) also need to ensure that all their vessels are recorded in SurfGuard correctly, including SR numbers, vessel models etc.

2014-15 Inspection Stickers shall act as confirmation of annual vessel registration, in the event of a RMS check.

### Equipment Grading

All items will be graded and if passed, SLSNSW Gear Inspection Stickers will be issued by the Gear Inspector.

<b>P = Pass</b>	Suitable to use for patrol activities
<b>F = Fair</b>	Item requires maintenance before use (Re-inspection Sticker and isolated until repaired)
<b>R = Re-inspect</b>	Major repairs required or was not ready for inspection (Re-inspection Sticker and isolated until repaired)
<b>D = Discard</b>	Item is beyond repair – discard and never use again (label and isolate until discarded)

### N.B

- Refer to individual SLSA policies and specifications for further equipment information - [www.sls.com.au](http://www.sls.com.au)
- These inspection requirements are for patrol equipment only (safety and operational

inspections). The items may be required to meet further competition scrutineering requirements for surf sports purposes.

- Surf Life Saving Gear and Equipment Inspections do not replace an authorised RMS inspection and registration excluding maritime exempt equipment (IRB and RWC).

### **SLNSW Gear & Equipment Inspection Stickers**

- 2014-15 inspection/ re-inspection stickers will be issued to Branches.
- Apply to a clean, dry area of the equipment, to ensure the sticker lasts.
- Apply sticker in visible position where minimal wear will occur on the sticker for that equipment.
- Inspectors need to mark the sticker with their signature once the gear has passed.
- Only equipment inspected and passed and updated on SurfGuard can be used on patrol.
- Any Branch requiring additional stickers should contact their branch followed by SLNSW.

### **New Gear and 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\***

### **IRB Equipment Updates**

All clubs are required to have fully implemented the 2011 IRB updates for the 2014-15 Season

Further information on the National IRB Review and advice on how to implement the changes can be viewed on the SLSA website at:

<http://www.sls.com.au/sites/default/files/SLSA%20IRB%20Agenda%20March%202011.pdf>

### **PFDs in IRBs**

As part of Surf Life Saving Australia's continuous improvements to safety, effective from 1 October 2014, all surf lifesavers (Drivers and crew) operating inflatable rescue boats (IRBs) in frontline lifesaving operations, competition and IRB training (Competition and member education), must wear

certified lifejackets, also referred to as Personal Floatation Devices (PFDs).



SLNSW will be supplying all 129 NSW Surf Clubs with 6 PFD Life Jackets, (2 Mediums, 2 larges, 2 extra larges) allowing clubs to follow the mandate as of the start of the season.

To order additional certified PFD Life Jackets for your club, contact any of the approved PFD suppliers located in the SLSA Gear and Equipment manual.

For further equipment and operational requirements related to the use of lifejackets in IRBs, please refer to SLSA Bulletin 03/13-14 Mandatory Wearing of Certified Lifejackets in IRBs – Lifesaving and Competition. This bulletin can be found in the SLSA Members Portal.

<https://portal.sls.com.au/wps/portal/member/>

### **IRB Competition Scrutineering / Gear and Equipment Inspections**

Should an IRB hull and/or outboard pass scrutineering requirements for the 2014 State or National IRB Championships, then scrutineering documentation may be presented to the Gear and Equipment Inspector(s) on the day of inspection, negating the need for an in-depth equipment review.

All equipment must still be presented for inspection and a gear and equipment inspection sticker applied.

Information must also be updated on SurfGuard as per usual.

The non-provision of full scrutineering paperwork will require a complete inspection of the IRB and outboard motor.

### **Beach Flags and Signage Updates**

The release of the Australian Standard 2416:2010 Water Safety Signs and Beach Safety Flags in 2010 saw some changes to the flags and signs we use at the beach.

### **A summary of the major changes affecting lifesaving services**

- Black-white quartered flags have replaced blue

board-riding buffer (boundary) flags.

- Feathered patrol flags are now included in the standard and should be used by all lifesaving patrols in NSW.
- As per SLSNSW SOP's the 'swimming not advised' symbol is the preferred sign for use on patrol to demarcate hazardous areas (rips) and if the patrolled area is closed (beach closed).

Through natural attrition this sign should replace other 'strong current' hazard signs or 'beach closed' probationary signs.



(phase out through natural attrition):



- Through natural attrition other existing 'powercraft' or 'training' signs should be replaced with the new 'Rescue Craft Access Area' signs (x 2)



All flags and signs, including the black and white quartered surf craft boundary flag and red and yellow feather flags are available for purchase through the Surf Shop at [www.surfshop.slsa.com.au](http://www.surfshop.slsa.com.au).

## Radios

Clubs/Services need to ensure when updating SurfGuard that all radios are correctly recorded. Clubs/Services need to ensure that the correct make, model, service agent and last service date are all recorded within SurfGuard.

Failure to complete this process will result in the Club/Service being non-compliant as they have not fully completed the gear and equipment inspection process.

As per SLSNSW SOP's all clubs/services shall have their radios serviced annually by an authorised service agent.

Radios submitted for servicing with an authorised service agent prior to this season should have:

- Radios serviced (Maintenance Inspection)
- Radio frequencies updated
- Channel plans updated (as per SOP LS.7)
- ANI (Automatic Number Identification) programmed

Gear inspectors should test each radio (simplex and repeater) and also that their primary channels align with their specific channel plan

Example - Standard Branch/Club/Service Channel Plan

CHANNEL	SCREEN ID	USED FOR
1	1HELI	Helicopter
2	2Patrol	Patrol Channel
3	3(Main Repeater for Club/Service)	SurfCom/Primary Repeater
4	4SCAN	Scan (Scans 1,2,3 & other backup repeaters) Transmits on Channel 2
5	Other Repeater within the Branch	Backup repeaters
6		
7		
8		
9		
10		
11		
25	25TRAIN	Training
26	26TRAIN	Training
40 - 91	Other Repeater within the State from North to South	

Note: Any radios with only 16 channels should be phased out (natural attrition), but in the short term will be provided a special channel plan that includes only branch repeater channels + other branch repeater to the north and south.

## Other References:

- Surf Life Saving NSW Standard Operating Procedures (SOP's)
- SLSNSW 2014-15 Compliancy Circular (pending) [www.surflifesaving.com.au](http://www.surflifesaving.com.au)
- SLSA Equipment Policies [www.sls.com.au](http://www.sls.com.au)

# Appendices:

#F		#R		#D		# Stickers	
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## 1. FIRST AID ROOM

First Aid Room minimum requirements are as per SLSNSW Standard Operating Procedures (SOP LS6.5)

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

ITEM	COMMENTS	RATING
First aid kit or supplies appropriate for the workplace		
Hygienic hand cleanser and disposable paper towels		
Examination couch with waterproof surface and disposable sheets		
Examination lamp with magnifier		
Cupboard for storage		
Container with disposable lining for soiled waste		
Container for the safe disposal of sharps		
Bowl or bucket (minimum two litres capacity)		
Electrical power points		
Chair and a table or desk		

The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair.

### A first aid room should:

- Be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities
- Offer privacy via screening or a door
- Be easily accessible to emergency services (minimum door width of 1 metre for stretcher access)
- Be well lit and ventilated
- Have an appropriate floor area (14 square metres as a guide)
- fHave an entrance that is clearly marked with first aid signage.

First Aid Room Compliant: Yes / No	
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Comments:

Signed \_\_\_\_\_ Date \_\_\_\_\_

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## 2. FIRST AID KITS

First Aid Kit minimum requirements are as per SLSNSW Standard Operating Procedures (SOP LS6.5)  
All First Aid kits including last seasons will need to be inspected according to new standards.

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

ITEM	MINIMUM NUMBER	KIT 1	KIT 2	KIT 3
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation				
(CPR) flow chart	1			
Note book and pen	1			
Resuscitation face mask or face shield	1			
Disposable gloves	5 pairs			
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs			
Saline (15 ml)	8			
Wound cleaning wipe (single 1% Cetrimide BP)	10			
Adhesive dressing strips – plastic or fabric (packet of 50)	1			
Splinter probes (single use, disposable))	10			
Tweezers/forceps	1			
Antiseptic liquid/spray (50 ml)	1			
Non-adherent wound dressing/pad 5 x 5 cm (small)	6			
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3			
Non-adherent wound dressing/pad 10 x 10 cm (large)	1			
Conforming cotton bandage, 5 cm width	3			
Conforming cotton bandage, 7.5 cm width	3			
Crepe bandage 10 cm (for serious bleeding and pressure application)	1			
Scissors	1			
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1			
Safety pins (packet of 6)	1			
BPC wound dressings No. 14, medium	1			
BPC wound dressings No. 15, large	1			
Dressing – Combine Pad 9 x 20 cm	1			
Plastic bags - clip seal	1			
Triangular bandage (calico or cotton minimum width 90 cm)	2			
Emergency rescue blanket (for shock or hypothermia)	1			
Eye pad (single use) 4	4			
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5			
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings)	1			
Heavy duty crepe bandage	1			

Signed \_\_\_\_\_ Date \_\_\_\_\_

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### 3. PATROL EQUIPMENT (MISC)

Patrol Kit minimum requirements are as per SLSNSW Standard Operating Procedures (SOP LS4.3)

The Patrol Equipment checklist is generated from the SOPs to ensure that every club has the minimum patrol requirements, certain items in this list may have their own SurfGuard list for the inspection resulting in a double check, continue to complete the form as follows.

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

ITEM	CONDITION COMMENTS	QUANTITY	RATING
2 x Red/Yellow Feathered Patrol Flags			
Black and White Chequered Surfcraft Boundary Flags			
IRB (with trailer)			
3x Handheld Radios in Waterproof Bags			
2x 'Swimming Not Advised' (or beach closed) mobile signs			
Patrol Information Board			
Rescue Craft Access Signs (where an IRB/RWC is present)			
ATV/Vehicle (where applicable)			
Tower or Shade (tent)			
1 x Pair of Binoculars			
2x Rescue Boards			
3x Rescue Tubes			
1 x Defibrillator			
1 x Oxygen Resuscitation Kit			
1 x First Aid Kit			
1x Spinal Equipment (including spinal board and stiff-necks)			
Patrol Logbooks			
Incident Logbooks			
Powercraft Logbooks			
Standard Operating Procedures (SOP's)			
Club Patrol Operations Manual (POM)			
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Signed \_\_\_\_\_ Date \_\_\_\_\_



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## 4. OXYGEN RESUSCITATION EQUIPMENT

Resuscitation equipment minimum requirements are as per SLSNSW Standard Operating Procedures (SOP LS6.6)

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

ITEM	ITEM SPECIFICS	KIT 1	KIT 2
1 x Standard "C" size medical Oxygen Cylinder	(over ½ full)		
1 x Australian Standard Regulator	Three(3) settings; 8L/min, 15L/min, Off Gas contents gauge		
1 x BVM (Bag valve mask)			
2 x Resuscitation Masks	Child and Adult (Sterile packaged)		
2 x Therapy Masks	Child and Adult (Sterile packaged)		
1 x Key Wheel/Lever	(Permanently attached with chain/rope to interior of casing)		
2 x Oxygen Tubing	Soft plastic 2m in length 5mm in diameter		
2 x Spare Sealing Washers	Stored in water tight container		
3 x Oropharyngeal airways	Sizes: (Small, Medium, large)		
Pen and Notebook	(to record Patient Details)		
Disposable Gloves	(2 pairs)		
Rescue Sheet (space blanket)			
Spare Stocks	(Oxygen Masks and Tubing etc)		
Penlight Torch			
Manual Suction Unit			
Coloured Chalk	For marking Oxygen bottles		
1 full backup Oxygen cylinder available			

Signed \_\_\_\_\_ Date \_\_\_\_\_

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## 5. AUTOMATIC EXTERNAL DEFIBRILATOR (AED KITS)

AED kit minimum requirements are as per SLSNSW Standard Operating Procedures (SOP LS6.7)

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

ITEM	CONDITION / COMMENTS	KIT 1	KIT 2
Operational AED in a water resistant case (SLSA endorsed)			
AED Pads (SLSA endorsed)			
Small Towel			
Clothing Shears			
Disposable Razor			
Disposable Gloves			

Signed \_\_\_\_\_ Date \_\_\_\_\_