

DO YOU NEED TO REPORT A SAFETY CONCERN?

Identifying and reporting hazards is vital in preventing an accident or incident occurring. It is the responsibility of every employee to register any hazards that occur or become apparent during the course of operations.

If you detect a hazard, which could include any of the following, then you should report it on your lifeguard hazard register.

- Inadequate controls
- Inadequate training
- Lack of procedures
- Insufficient supervision, or
- Insufficient information to deal with a hazard

WHAT SHOULD YOU DO IF YOU SEE ANOTHER EMPLOYEE BREAKING A POLICY OR SAFETY PROCEDURE?

It is everyone's responsibility to ensure we maintain a safe environment for all staff. Advise the person involved of your concern as they might not be aware that what they were doing was incorrect. If you feel that you can't handle the situation yourself, or have no success, speak to your team leader or supervisor.

HARASSMENT FREE

The ALS views any detrimental form of discrimination, harassment or bullying as serious and something that must be eliminated.

Discriminating against, or harassing any person is a direct breach of our Safety & Wellbeing Policy. All complaints will be dealt with promptly, impartially, and confidentially.

Steps to take if you are being harassed:

- Try to sort it out yourself – ask the person to stop!
- Speak to your supervisor – ask them to mediate
- If the matter can't be sorted out, speak to your State Lifeguard Manager

For serious cases, such as sexual misconduct, contact your state CEO.

For further information, see the ALS website lifeguards.com.au to view policies and procedures on grievance handling and safety and wellbeing.

NEED FURTHER INFORMATION?

For more information on health and safety issues in your club:

- See your lifeguard supervisor
- Visit the ALS website for information on policies and procedures
- Visit the WorkCover/WorkSafe website in your state territory for workplace safety
- For 24 hour support for lifeguards exposed to, or involved in critical incidents, call your state office

YOUR STATE OR TERRITORY ALS CONTACTS

Australian Lifeguard Service (National)	02 9300 4083
Australian Lifeguard Service (NSW)	02 9984 7188
Australian Lifeguard Service (NT)	08 8985 6588
Australian Lifeguard Service (QLD)	07 3846 8000
Australian Lifeguard Service (SA)	08 8354 6900
Australian Lifeguard Service (Tas)	03 6223 5555
Australian Lifeguard Service (Vic)	03 9676 6900
Australian Lifeguard Service (WA)	08 9243 9444

HEALTH & SAFETY ONLINE

Visit lifeguards.com.au and check out all the latest information available to ALS employees in the 'My lifeguard Service' section. This includes the most up-to-date information on lifeguard safety.

LIFEGUARD SAFETY

A GUIDE TO SAFETY AND WELLBEING FOR AUSTRALIAN LIFEGUARD SERVICE EMPLOYEES



AUSTRALIAN
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SAFETY IN THE AUSTRALIAN LIFEGUARD SERVICE

The Australian Lifeguard Service is a unique part of SLSA, an organisation whose paid lifeguards and trained volunteers have kept our beaches safe for more than 100 years.

The nature of lifeguard activity requires the learning of new skills. Lifeguards are often involved in emergency situations where they encounter significant environmental challenges such as large seas, rips and other dangerous water conditions. They are also often required to use heavy gear and equipment to fulfil their duties. And of course, the majority of these activities take place under the harsh Australian sun, meaning they must reduce the likelihood of harmful sun exposure.

As part of the ALS health and safety commitment, this brochure outlines some of the safety issues involved in lifeguard operations. It is therefore an important tool in preventing injury and illness to you, our staff.

OUR RESPONSIBILITIES TO YOU

- Provide safety training and education
- Implement risk management procedures
- Investigate lifeguard incidents and accidents
- Implement and maintain the injury reporting system and strategies
- Implement systems for managing critical incidents and stress
- Implement rehabilitation and return-to-duty procedures for injured staff
- Maintain a safe work environment with clear safety rules
- Provide any safety equipment necessary to perform specific activities
- Promote a culture of safety and wellbeing

YOUR RESPONSIBILITIES TO US

- Act responsibly and with care
- Work safely by following all safety directions of team leaders and supervisors
- Follow safe work practices and procedures
- Report any injury or illness as soon as possible to a team leader
- Follow operational procedures
- Use all safety equipment correctly – and for the job it is intended for
- Understand your limitations – act accordingly
- Promote a culture of safety and wellbeing
- Report all faulty gear and equipment and remove it from use

HELPFUL RESOURCES

The ALS and SLSA has a range of **health and safety** policies and **codes of conduct** for members involved in lifeguard and surf lifesaving activities.

'**Guidelines for a Safer Lifeguard Service**' gives all ALS members detailed information on health and safety matters in our workplace. These guidelines cover procedures, forms and direction on health and safety issues.

The **Australian Coastal Public Safety Guidelines** provide a useful resource for service management on safety and wellbeing in a coastal and beach environment.

Both guidelines can be accessed via the ALS website **lifeguards.com.au** along with ALS / SLSA policies and codes of conduct. You should also check with your Supervisor / State Manager for additional policies relevant to your service.

EDUCATION AND TRAINING

Whether you are an existing or new staff member of the ALS, an induction should be provided at the start of each training course. Some training requires task-specific information before a course or session. These training sessions are an invaluable source of basic information on health and safety and should not be overlooked.

Your supervisor should be contacted if you have not received an induction.

Have you been taught the skill involved to safely perform your duty? If you are in doubt – ask! Also see your team leader for advice on safety issues.

WHAT TO LOOK OUT FOR

Due to long periods of time spent outdoors exposed to the sun's UV radiation, you are at high risk of skin cancer if safety procedures are not followed. Simple precautions include:

- Take breaks and make use of shade
- Wear sun protective clothing (full lifeguard uniform, rashies etc)
- Wear a wide brimmed hat
- Apply SPF 30+ sunscreen every 2 hours
- Wear 100% UV resistant sunglasses
- Be aware of the daily UV alert
- Have regular skin checks for suspicious spots or anything unusual

Hot environments can also result in dehydration due to excessive sweating. You should drink at least 200 ml of water within 30 minutes of energetic activity.

You are also at risk of manual handling injuries, due to our unique operational environment and changeable settings. You should be provided with training to ensure correct use of equipment, safe lifting techniques, correct equipment storage, risk management process and maximum loads.

See your supervisor for training if required, or for further information.

Performing lifeguard duties requires a high level of physical fitness. Take care in the operational environment! It is vital that you undertake regular physical activity, maintain a sensible diet, reduce alcohol intake and remember to warm up prior to exercise and duty and cool down afterwards.

WHAT DO YOU DO IF YOU GET INJURED?

1. Seek medical attention if required and notify the injury incident to the team leader/ supervisor as soon as possible
2. Record injury/incident in the incident report logbook
3. Obtain a worker's compensation medical certificate if necessary
4. If worker's compensation is required, a claim form should be downloaded from your state/territory website and forwarded, with the medical certificate, to your state office
5. If you require further information regarding our injury reporting process, please see your supervisor or the state lifeguard manager

DEALING WITH A CRITICAL INCIDENT

During the course of your duties, you may be exposed to, or involved in, a critical incident. A critical incident is a potentially stressful situation, such as a dangerous rescue or a resuscitation etc. In some instances, you may experience a stress reaction as a result of this exposure. Support systems are available if you have been exposed to such a situation, however you should contact your supervisor, or your state manager if support has not been activated or you require follow up advice/assistance.

...SAFETY FIRST!



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